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Anne Goon, MS, RD, LD, Health Commissioner

## **HENRY COUNTY BOARD OF HEALTH MEETING**

Held Wednesday, February 15, 2017

### **Board Members Present**

Roger Richard, President  
Joel Miller, President Pro-Tempore  
Marilyn Bremer, RN  
Sharon Miller  
Al Wiederwohl

### **Staff Present**

Anne Goon, MS, RD, LD, Health Commissioner  
Joy Ermie, MPH, Health Educator/Public Information Officer  
Julie Lauf, RN, Director of Personal Health Services  
Julie McHugh, Fiscal Officer  
Bethany Wachter, MPH, Director of Community Health Services

### **Public Present**

Jen Lazenby, Northwest Signal

### **CALL TO ORDER AND INTRODUCTION OF GUESTS**

Roger Richard, President, called the Board of Health meeting to order at 12:33 p.m. The meeting was held in Conference Room A of the Henry County Health Department. A quorum was present.

### **APPROVAL OF CONSENT AGENDA R8.17**

Marilyn Bremer moved to approve the consent agenda, consisting of the following items:

- A. Minutes of January 18, 2017, Board of Health meeting
- B. Management Reports for January 2017:
  1. Health Commissioner's Monthly Activity Report
  2. Community Health, Environmental Health, Personal Health, and Administration Monthly Section Reports
  3. January 2017 Communicable Disease Report
  4. January 2017 Service Statistics Report
  5. Performance Management and Accreditation Reports
    - a. 2016 Incident Report Summary
    - b. 2016 Performance Measure Results
- C. Personnel
  1. Employment: Margaret Buttermore, part-time Service Coordinator/Home Visitor, effective 3/6/17  
Ms. Buttermore has been hired to fill the vacancy created by the resignation of Christine Davidson. She will work 21-28 hours/week at an hourly rate of \$17.60.
  2. Promotion:
    - a. Joy Ermie, MPH, from part-time Health Educator/Public Information Officer to full-time Director of Community Health Services, effective 2/16/17

Ms. Ermie has been selected for the Director of Community Health Services position. She will be paid an annual salary of \$57,200.

- b. Megan Burill, from intermittent Home Health Aide to part-time Service Coordinator/ Home Visitor, effective 2/27/17

Ms. Burill recently completed her bachelor's degree in education and will fill the part-time vacancy created by Katelyn Britenriker's move to a position in Hospice. She will work 28 hours/week at an hourly rate of \$17.65.

- 3. Resignation: Christine Davidson, Service Coordinator/Home Visitor, effective 2/2/17
- 4. Intermittent FML Approval: Jennifer Huber, 1/3-2/17/17

Ms. Huber was approved for intermittent Family Medical Leave of approximately 132 hours from January 31, 2017, to February 17, 2017.

#### D. Financial Statements

- 1. Financial Statements

The total cash balance for all funds combined for January 2017 decreased by \$108,243.16 to \$3,030,796.32. The general fund balance was \$1,463,654.50 at the end of January, an increase of \$43,690.07 from December. The general fund balance started the year at 10.3 months of operating reserves (256% of the 2017 minimum fund balance goal). The general fund met its minimum fund balance goal all 1 month of 2017.

- 2. Donations

Donations totaling \$910.00 were received in January for the benefit of Hospice.

#### E. Contracts and Agreements:

- 1. Sub-grant Agreement for Human Trafficking Awareness Campaign and Trainings- Ohio Children's Trust Fund (\$15,000.00)

The funding agreement through the Ohio Children's Trust Fund will allow the Health Department to work with multiple community partners to increase awareness and understanding of human trafficking, how to protect oneself from being trafficked, and how to help others who are being trafficked. The Board previously accepted the Notice of Award in December 2016. The sub grant agreement was fully executed on January 19, 2017.

- 2. Renewal of License Agreement with Skillsoft e-learning solution provider (\$4,516.98)  
Henry County Health Department renewed 50 licenses for online computer training courses, with 20 employees also being given access to the Business Courseware Collection. The agreement is effective February 13, 2017, through February 12, 2018.

- 3. Agreement for Personal Services for Ohio Youth Occupant Protection Conference- Ohio Department of Health (\$350.00)

This stipend is for Jennifer Wagner, as coordinator of the Ohio Buckles Buckeyes child passenger safety program at the Health Department, to attend the Ohio Youth Occupant Protection Conference this spring. Additional Help Me Grow staff will also attend to complete annual Child Passenger Safety Technician training requirements.

- 4. Nursing Facility Services Agreement for Hospice Services- Genacross Lutheran Services

This Agreement was updated to reflect the name change for the Lutheran Home and an increased reimbursement rate requested by Genacross to match the rate paid by other hospice agencies for respite services at their facility.

- 5. Engagement Letter for Preparation of Medicare Cost Report for Home Health and Hospice programs- VonLehman CPA & Advisory Firm (\$5,600)

VonLehman has been engaged to complete the annual mandatory Medicare cost reports for Home Health and Hospice. The fee has increased \$500 from 2016.

6. Nursing Facility Services Agreement (one-time) for Hospice Services- White House County Manor

This one-time agreement is for the provision of hospice services to a single patient at White House County Manor.

Joel Miller seconded the motion. The motion passed unanimously.

## **ACTION AND DISCUSSION ITEMS**

### **Health Commissioner's Report:**

Commissioner Goon provided updates on important activities completed during the past 30 days and/or occurring in the next 30 days:

1. State Health Improvement Plan (SHIP): Ms. Goon and Bethany Wachter, Director of Community Health Services, attended an advisory committee meeting last month in Columbus regarding the State Health Improvement Plan (SHIP). The full plan was released last week after the state budget was introduced. The SHIP heavily influences the policy and funding proposals in Governor Kasich's budget. Ms. Goon noted, beginning in 2020, local Community Health Assessments (CHA) and Community Health Improvement Plans (CHIP) must show some alignment with the State Health Assessment (SHA) and SHIP. This includes aligning with SHIP priorities, outcomes, and strategies.

The 2017-2019 SHIP has three main priority areas: Mental health and addiction; Chronic disease, and Maternal and infant health. Local Community Health Improvement Plans will need to include two of these state health priorities and at least one outcome indicator and one strategy from those provided by the state. The Henry County Health Partners will discuss areas where state and local plan alignment already exists, and where further work may be needed, at its upcoming meeting in March. Ms. Goon will sharing items in the proposed budget that would impact local health departments or public health during the March Board meeting.

2. Local Health Department Profiles and Accreditation Readiness Report: The Ohio Department of Health (ODH) contracted with The Ohio State University Center for Public Health Practice to complete an assessment of local health departments' readiness to achieve accreditation. This assessment included a review of local Community Health Assessments and Community Health Improvement Plans, as well as financial information for each health district. Each health district received an individual report, which compares it with other health departments of similar size. Ms. Goon noted the Governor's proposed budget does double the amount of state subsidy for accredited health departments (from approximately \$0.19 to \$0.38 per capita).
3. Meeting with Architects: Technicon Design Group architects met with the management team on January 30, 2017, to review the third draft of building renovations plans. Based upon verbal and written feedback provided by the management team, Technicon Design Group will make further revisions and present a fourth draft to the management team on February 16, 2017. Once the draft plan is finalized, they will prepare a cost estimate for the project to be presented to the Board for its review and action.
4. Pay Adjustments: Staff pay adjustments were made with the pay period beginning February 2, 2017. Staff received a cost of living adjustment of 1.4% and merit adjustments ranging from 0.4% to 1.6%, based upon the number of 2016 performance measures achieved by each program.

5. Opiate Town Hall: Approximately 125-150 individuals attended the Opiate Epidemic Town Hall meeting last Wednesday, February 8, 2017, at Patrick Henry High School. Ms. Goon thanked Joy Ermie and Leah Budke for coordinating this opportunity to build community awareness about opiate addiction and its impact on Henry County.
6. HIPAA data incident: Outside privacy counsel and security consultants were on site February 9-10, 2017, to complete an assessment of the Health Department's computer network and privacy and security practices. The consultants returned February 14, 2017, to provide staff training on HIPAA privacy and security requirements for electronic health information. They are currently creating a Security Rule Risk Management Plan and other necessary documentation for the Health Department's formal response to the data request issued by the U.S. Department of Health and Human Services' Office for Civil Rights. This response is due February 21, 2017. EK Computer Inc. is currently finishing the encryption process on health department desktop computers and server; laptop computers and tablets have already been encrypted. Ms. Goon reported that a total of 65 patients have applied for the free credit/identify theft monitoring. Enrollment ends on April 2, 2017.
7. Open Forum for Quality Improvement: Ms. Goon announced that both presentation abstracts submitted for the Open Forum were accepted. However, the decision was made to present only a poster related to the cross-sector, four-county Help Me Grow services collaboration facilitated by Ms. Goon. She is also co-presenter on a performance measurement abstract submitted by The Ohio State University Center for Public Health Practice.
8. Annual Health District Advisory Council (DAC) Meeting: The annual DAC meeting will be held March 28, 2017, 6:00 pm, at Henry County Health Department. Board of Health members are encouraged to attend the meeting. Char Weber's term expires March 31, 2017, and she has indicated that she would like to be appointed to another term on the Board of Health.

## **PEOPLE**

### **Creation of Additional LPN Position for Home Health/Hospice Program R9.17**

Julie Lauf, Director of Personal Health Services, shared the need for an additional full-time LPN position in home health and hospice. The program has encountered significant difficulty in attracting registered nurse applicants for vacant positions, and the current LPN has been working out very well. This proposed position would complete in-home visits. Ms. Lauf indicated a ratio of 2 LPN positions to the current RN position would be an overall benefit to the program.

Marilyn Bremer moved to approve the creation of the additional LPN position in the Home Health/Hospice program. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

## **QUALITY**

### **Strategic Plan Annual Report for 2016**

Ms. Goon shared the report was nearly complete and will be presented at the March Board of Health meeting. The report will contain information regarding 2016 program performance measures and introduce the 2017 performance measures.

## **FINANCE**

### **Approval of Bills**

The Board of Health reviewed January bills. Sharon Miller moved January bills be approved for payment. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its

adoption.

**Approval of Budgetary Increases in Revenue and Appropriations R10.17**

Joel Miller moved that the Henry County Auditor be requested to make the following Budgetary Increases in Appropriations:

- a. Appropriation- Home Health Aide (due to need to transfer excess fund balance):  
5020-5200-51110 (Transfer) from \$0.00 to \$60,000.00 (increase of \$60,000.00)

Al Wiederwohl seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Cash Transfers R11.17**

Sharon Miller moved that the Henry County Auditor be requested to make the following Cash Transfers:

- a. \$15,000.00 from 5000-5200-51110 Appropriation (Transfer-Health) to 5050-5200-40490 Revenue (Transfer-Environmental)
- b. \$53,520.00 from 5020-5200-51110 Appropriation (Transfer- Home Health Aide) to 5000-52000-40490 Revenue (Transfer-Health)

Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Schedule March Personnel/Audit/Finance Committee Meeting**

Ms. Goon stated that the Personnel/Audit/Finance Committee needs to meet prior to the next Board meeting to review the 2018 appropriations. Committee members present determined March 6 or 7 would be ideal dates for the meeting. Ms. Goon will send a Doodle poll to committee members to select the exact date and time of the meeting.

**BOARD OF HEALTH CONTINUING EDUCATION: *Public Health 3.0***

The Board viewed a pre-recorded session about *Public Health 3.0* presented by Tom Quade, MA, MPH, FRSPH, Marion Count Health Commissioner. Public Health 3.0 is a call to action to create a 21st century public health infrastructure, issued in October 2016 by the Office of the Assistant Secretary of Health, U.S. Dept. of Health & Human Services. Mr. Quade noted a person's zip code is a stronger determinant of health than their genetic code. Public Health 3.0 pushes practitioners to take the field of public health to the next level, focusing more on the social determinants of health (like education, income, access to safe housing and transportation, race, ethnicity, gender). Public Health 3.0 also focuses on engaging multiple sectors of community partners for collective impact in a community. Mr. Quade presented five critical dimension to the enhanced and expanded scope of public health practice in Public Health 3.0: 1) Having strong leadership and a workforce that embraces the role of Chief Health Strategist in their communities; 2) Forming vibrant, structured, cross-sector partnerships; 3) Enhancing accreditation standards and processes to foster support for Public Health 3.0 Principles; 4) Making timely, reliable, local, and actionable data accessible to communities and having clear metrics to document success in public health practice; and 5) Enhancing and substantially modifying funding for public health so that health departments can more flexibly meet the public health challenges of the future.

**EXECUTIVE SESSION: EMPLOYMENT AND COMPENSATION OF PUBLIC EMPLOYEES**

Joel Miller moved to go into Executive Session at 1:30 pm for employment and compensation of public employees. Al Wiederwohl seconded the motion. The motion was passed by roll call: S.

Miller (Yes), R. Richard (Yes), J. Miller (Yes), A. Wiederwohl (Yes), and M. Bremer (Yes). Health Commissioner Anne Goon participated in this session.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 2:00 pm.

**ADJOURNMENT**

There being no further business, Roger Richard called for a motion to adjourn at 2:00 pm. Joel Miller moved for adjournment, and Marilyn Bremer seconded the motion. The motion passed unanimously.

The next regular Board of Health meeting was scheduled for Wednesday, March 15, 2017, at 12:30 p.m.

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Roger Richard, President

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Anne Goon, Secretary