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Anne Goon, MS, RD, LD, Health Commissioner

HENRY COUNTY BOARD OF HEALTH MEETING

Held Wednesday, February 17, 2016

Call to Order

Roger Richard, President, called the Board of Health meeting to order at 12:37 p.m. The meeting was held in Conference Room 1 of the Henry County Health Department. A quorum was present.

Board Members Present

Roger Richard, President
Joel Miller, President Pro-Tempore
Doug Lindsey, MD
Sharon Miller
Char Weber
Al Wiederwohl

Staff Present

Anne Goon, MS, RD, LD, Health Commissioner
Julie Lauf, RN, Director of Personal Health Services
Jon Lindsay, RS, Director of Environmental Health Services
Julie McHugh, Fiscal Officer
Vi Ordaz, Office Manager
Marianne Shawley, RN, BA, Quality Improvement/Accreditation Coordinator
Bethany Wachter, MPH, Director of Community Health Services

Public Present

Jen Lazenby, Northwest Signal
Bob Hastedt, County Commissioner
Renuka Grover, MS, 6-Pact Epidemiologist

APPROVAL OF CONSENT AGENDA R11.16

The Board of Health reviewed the consent agenda. Char Weber moved to approve the agenda with corrections of the January minutes and of the following items:

- A. Minutes of January 13, 2016, Board of Health meeting
Anne Goon noted resolution R8.16, page 6, the extra word of “payback” after Cash Advance should be deleted.
- B. Management Reports for January 2016:
 1. Health Commissioner’s Monthly Activity Report
 2. Community Health, Environmental Health, Personal Health, and Administration Monthly Section Reports
 3. January 2016 Communicable Disease Report
 4. January 2016 Service Statistics Report
 5. Performance Management Report
 - a. Review of 2015 Governance Activities
 6. Accreditation Report

C. Personnel items:

1. Employment:

- a. Vickie Barber, part-time Home Health Aide, effective 2/22/16
 - b. Melissa Bostelman, part-time Help Me Grow Service Coordinator/Home Visitor, effective 3/7/16
2. FML Approval: Pamela Miller, 1/12-2/16/16 (extension)

D. Financial Statements

The total cash balance for January 2016 for all funds combined decreased by \$154,704.47 to \$2,945,385.95. The general fund balance was \$1,135,843.68 at the end of January, a decrease of \$56,286.05. The general fund balance is currently at 8.2 months of operating reserves (205% of the 2016 minimum fund balance goal).

E. Contracts and Agreements:

1. Personal Service Contract for Spanish Interpretation Services for 2016- Alberto Vizuet (\$30.00 per hour; \$4,000.00 max per calendar year)
2. Renewal of License Agreement with Skillsoft e-learning solution provider (\$3,433.61)
3. Nursing Services Agreement for Infusion Administration- Dohmen Life Science Services LLC (\$140.00 per nursing visit)
4. Affiliation Agreement for dietetic internship program- Bowling Green State University
5. MOU for Help Me Grow office space- Fulton County Board of Developmental Disabilities
6. Engagement Letter for MIP Fund Accounting related services- DWD Technology Group (\$2,300.00)

Dr. Doug Lindsey seconded the motion. The motion approving the consent agenda passed unanimously.

ACTION AND DISCUSSION ITEMS

Health Commissioner's Report:

Commissioner Goon provided updates on important activities completed during the past 30 days:

1. The Merit and cost-of-living adjustments, totaling \$33,637 across all funds, were made on February 4, 2016, as approved by the board in November 2015. 10 staff/2 programs met all 5 performance measures for their program; 8 staff (3 managers+2 programs) met 4 measures; 8 staff met 3 measures (4 managers+3 programs); 23 staff met 2 measures; and 1 staff met 1 measure. Top 5 Performance Measure results were included in the monthly Performance Management report.
2. Ohio Department of Health (ODH) unexpectedly notified health commissioners in late January that local health departments will have to start paying ~\$1,148/month, starting July 1, 2016, to maintain Internet connection through ODH. Solix (consulting contract approved in January 2016) has completed applications to participate in the Federal Communication Commission (FCC) Rural Health Care Provider Program for the remainder of the current funding year (through 6/30/16) and the coming year (7/1/16-6/30/17). The program provides discounted phone and Internet rates to rural health care providers. The consultant is currently accepting bids for services. Ms. Goon is actively seeking quotes from Northwest Ohio companies. Preliminary quotes are coming in \$300-400 less than the ODH price. With the FCC discounts, final costs will actually be much less.

Changing to a different Internet service provider will require the Health Department to change network firewalls and equipment, which are all currently provided free of charge by ODH (part of the \$1,148 fee that will start July 1). The cost will be \$1,650-5,350 to purchase the necessary firewalls (network security) and equipment. To ensure the entire network is in great shape for

the next decade, the plan is to accept the \$5,350 quote so that all the old network switches are replaced with brand-new ones.

Updates about events in the next 30 days:

1. Julie McHugh, Marianne Shawley, and Anne Goon are tasked with multiple annual reports due within next 1-2 weeks: Annual Financial Report to State Auditor, different Annual Financial Report to ODH, Biennial Improvement Standards and Quality Indicators Report to ODH, and a Health Department Profile to National Association of County and City Health Officials.
2. The Health Department Site Visit Report is on the agenda for the PHAB Accreditation Committee's meeting March 8-10, 2016. An email will be the official PHAB accreditation decision within 2 weeks after the PHAB meeting.
3. Legal counsel responsibilities for the Health District will move in the next few months from Melissa Peper Firestone to Billy Harmon, who started employment as a full-time Assistant Prosecuting Attorney February 16, 2016. Mr. Harmon will be located within the Commissioners' building.
4. The annual Health District Advisory Council meeting will be Tuesday, March 22, 2016, 6-7:30 pm at the Henry County Health Department conference room. Board members are encouraged to attend.

Anne Goon requested the addition of the following action item to the agenda.

PEOPLE

Out of State Travel R12.16

Anne Goon noted that Julie Lauf is unable to attend the Open Forum for Quality Improvement in Public Health in April 2016, as approved by the Board of Health last month. She requested approval to send Joy Ermie in Ms. Lauf's place.

Joel Miller moved to approve the following out of state travel:

- a. Joy Ermie, NNPHI Open Forum on Quality Improvement in Public Health, Indianapolis, IN, April 7-8, 2016.

Sharon Miller seconded the motion, and the motion passed unanimously resulting in its adoption.

QUALITY

Dissolution of Health District Licensing Council R13.16

Joel Miller moved for the adoption of the following resolution:

Whereas, the Ohio General Assembly passed Sub SB 136 in 2001, requiring the creation of a district licensing council in each health district in Ohio, consisting of one representative of each business activity for which the board of health operates a licensing program, and:

Whereas, the 31st Ohio General Assembly revised the wording of ORC 3709.41 to make the establishment of a health district licensing council permissive, rather than mandatory, effective September 29, 2015, and;

Whereas, boards of health are now given express authority and discretion to establish, and by implication, dissolve health district licensing councils, and:

Whereas, health district licensing council representation is limited to only those business activities for which the board of health operates a licensing program, resulting in other

business activities (e.g., body art, private water, household sewage) having no representation, and;

Whereas, the Henry County Board of Health has the authority to direct the Health Department to convene one or more citizen advisory councils;

Therefore, be it resolved, by the District Board of Health of Henry County, Ohio, that the Henry County District Licensing Council is hereby dissolved, effective March 31, 2016.

Dr Doug Lindsey seconded the motion, and the motion passed unanimously resulting in its adoption.

2015 Communicable Disease Summary and Trends Presentation – Julie Lauf and Renuka Grover, MS, 6-Pact Epidemiologist

Renuka Grover, MS, 6-Pact Epidemiologist and Julie Lauf, Director of Personal Health Services, presented a 2015 Communicable Disease Summary and Trends Report. Ms. Grover focused on four groups of communicable diseases:

1. Foodborne illnesses like Salmonella and Campylobacter - the incident rate for Salmonellosis in Henry County has increased to 17.7 per 100,000 population in 2015 from 7.1 per 100,000 population in 2014.
2. Sexually-transmitted infections like chlamydia, gonorrhea, and syphilis - Ms. Grover reported all 6 counties have seen increases in chlamydia since 2014, due in part to increased screenings and more sensitive tests. Of all reported cases of chlamydia and gonorrhea, 74% and 71% were female, respectively.
3. Diseases caused by blood borne pathogens (Hepatitis B and C) - Ms. Grover added the Hep C increasing could be due to testing and awareness with a concern of Hep C growth.
4. Influenza - Ms. Grover noted the influenza was quite mild last year (9 cases) and stated this season saw the largest distribution of vaccine.

Joel Miller left meeting at 1:11pm and returned at 1:13 pm.

GROWTH

2012-2015 Strategic Plan Final Report

Ms. Goon reported that a Final Report regarding the implementation of the 2012-2015 Strategic Plan is pending but was not ready in time for today's meeting.

2016-2018 Strategic Plan Update

Ms. Goon provided an overview of the 2016-2018 Strategic Plan. The strategic priorities remain as Five Pillars of Excellence (People, Service, Quality, Growth, and Finance). Pillar goals have been updated, with 2-3 objectives identified for each Pillar. There will be agency performance measures for each objective. This information was shared at Employee Forums on February 22 and 23, 2016.

1. People – To be the public health employer of choice in Ohio
 - a. Objective 1 for 2016: Increase employee retention to $\geq 80\%$ in 2016 through continued implementation of proven employee engagement strategies.
 - b. Objective 2 for 2016: Track Health Department's financial investment in employee training and development in 2016.
2. Service – To consistently provide Courteous, respectful, and timely service to customers
 - a. Objective 1 for 2016: Improve timeliness of services in 2016 using formal quality improvement methods.
 - b. Objective 2 for 2016: Track financial value of services provided free or at reduced

- cost to local residents during 2016.
3. Quality – To provide safe, effective, and efficient public health services
 - a. Objective 1 for 2016: Improve safety of staff and/or clients in at least two programs in 2016 through formal quality improvement methods.
 - b. Objective 2 for 2016: Improve effectiveness of at least two programs’ services in 2016 through formal quality improvement methods.
 - c. Objective 3 for 2016: Improve efficiency of at least two programs’ services in 2016 through formal quality improvement methods.
 4. Growth – To proactively engage local residents, partners, and policymakers to improve the community’s health and well-being
 - a. Objective 1 for 2016: Identify existing capacity to lead public health efforts by assessing current staff competencies against Core Competencies for Public Health Professional in 2016.
 - b. Objective 2 for 2016: Work with stakeholders to assess the community’s health, implement community health improvement strategies, and evaluate effectiveness of collaborative efforts in 2016.
 5. Finance – To maintain funding adequate to provide all essential public health services
 - a. Objective 1 for 2016: Implement at least three key financial analysis and business management practices in 2016.
 - b. Objective 2 for 2016: Sustain core public health programs and services by pursuing at least two funding strategies in 2016.
 - c. Objective 3 for 2016: Create building remodeling plan to improve space utilization and service delivery by December 31, 2016.

A strategic planning session is scheduled for February 24, 2016, with program managers/staff to create program-specific plans that reflect the new objectives. Ms. Goon will present the full 2016-2018 Strategic Plan for adoption at the March Board meeting.

FINANCE

Approval of Bills

The Board of Health reviewed the January bills. Fiscal Officer Julie McHugh presented to the board the new reports from the new accounting software. Ms. McHugh reported payroll and fringe benefit costs will no longer appear on the monthly report of bills.

Joel Miller moved that the January bills be approved for payment. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Budgetary Increases in Revenue and Appropriations R14.16

Sharon Miller moved to approve that the Henry County Auditor be requested to make the following increases in Budget Revenue and Appropriations:

- a. Appropriations- Hospice (from 2015 carryover):
5030-5200-51110 (Transfer) from \$84,100.00 to \$184,100.00 (increase of \$100,000.00)

Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Cash Transfers R15.16

Dr. Doug Lindsey moved that the Henry County Auditor be requested to make the following Cash Transfers:

- a. \$4,000.00 from 5030-5200-51110 Appropriation (Transfer/Hospice) to 5000-5200-40490 Revenue (Transfer/Health)

- b. \$10,000.00 from 5000-5200-51110 Appropriation (Transfer/Health) to 5050-5200-40490 Revenue (Transfer/Environmental)
- c. \$83,697.00 from 5030-5200-51110 Appropriation (Transfer/Hospice) to 5000-5200-40490 Revenue (Transfer/Health)

Joel Miller seconded the motion. The motion passed unanimously.

Schedule March Personnel/Audit/Finance Committee Meeting

After discussion, the Personnel/Finance/Audit Committee scheduled a meeting to review 2017 budget appropriations on Tuesday, March 8, 2016, at 5:30 p.m. in the Henry County Health Department conference room.

Jen Lazenby left meeting at 1:29 pm.

BOARD OF HEALTH CONTINUING EDUCATION: COMMUNITY HEALTH NEEDS ASSESSMENT

The Board of Health viewed a recorded presentation by Britney Ward, MPH, Hospital Council of Northwest Ohio. Ms. Ward addressed Public Health Accreditation Board (PHAB) and Internal Revenue Service (IRS) requirements for Community Health Needs Assessments. PHAB requires health departments to complete a Community Health Assessment (CHA) every 5 years, while the IRS requires non-profit hospital to complete a Community Health Needs Assessment (CHNA) every 3 years to maintain tax-exempt status. Ms. Ward reviewed important factors that should be considered when conducting a CHA/CHNA to ensure the data is reliable, generalizable to the entire county, and comparable with other counties, state, and nation. She explained the process used by the Hospital Council of Northwest Ohio to complete a community health needs assessment, including meetings with partners, survey design, and distribution of assessment results.

EXECUTIVE SESSION: Purchase of Property for Public Purposes

Joel Miller moved to go into Executive Session at 1:45 pm for discussion on Purchase of Property for Public Purposes. Al Wiederwohl seconded the motion. The motion was passed by roll call: D. Lindsey (Yes), J. Miller (Yes), S. Miller (Yes), A. Wiederwohl (Yes), R Richard (Yes), and Char Weber (Yes). Health Commissioner Anne Goon participated in the session.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 2:05 pm.

ADJOURNMENT

There being no further business, Roger Richard called for a motion to adjourn at 2:05 pm. Joel Miller moved for adjournment. Al Wiederwohl seconded the motion. The motion passed unanimously.

The next regular Board of Health meeting was scheduled for Wednesday, March 16, 2016, at 12:30 p.m.

Roger Richard, President

Anne Goon, Secretary