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Anne Goon, MS, RD, LD, Health Commissioner

HENRY COUNTY BOARD OF HEALTH MEETING

Held Wednesday, January 13, 2016

Call to Order

Roger Richard, President, called the Board of Health meeting to order at 12:40 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
Alice Schwiebert
Char Weber – *left meeting at 1:27 pm*
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
Bethany Wachter, MPH, Director of Community Health Services

Public Present

Jen Lazenby, Northwest Signal

APPROVAL OF CONSENT AGENDA R1.16

The Board of Health reviewed the consent agenda. Dr. Doug Lindsey moved to approve the consent agenda consisting of the following items:

- A. Minutes of December 16, 2015, Board of Health meeting
- B. Management Reports for December 2015:
 1. Health Commissioner's Monthly Activity Report
 2. Community Health, Environmental Health, Personal Health, and Administration Monthly Section Reports
 3. December 2015 Communicable Disease Report
 4. December 2015 Service Statistics Report
 5. Performance Management Report
 - a. 2015 Safety Report
 6. Accreditation Report
- C. Personnel items:
 2. FML Approval:
 - a. Janet Meyer, 11/30/15-11/29/16 (intermittent)
 - b. Susan Davis, 12/23/15-2/17/16

- c. Christine Davidson, 10/22/15-4/20/16 (intermittent)
 - d. Jennifer Huber, 1/13-1/26/16 (extension)
- D. Financial Statements
- The total cash balance for December 2015 for all funds combined decreased by \$175,713.30 to \$3,100,090.42. The general fund balance was \$1,192,129.73 at the end of December, a decrease of \$91,497.39. The general fund balance is currently at 9.3 months of operating reserves (233% of the 2015 minimum fund balance goal).
- E. Contracts and Agreements:
1. Memorandum of Understanding for the Transport of Person Under Investigation for Suspected Ebola Viral Disease or other Special Pathogens- City of Napoleon Fire Department
 2. Personal Service Contract for Translation of Community Resource Guide to Spanish- Gabriela Torre de Vizuet (\$2,000.00)
 3. Personal Service Contract for Strategic Planning Facilitation Services- αLPHA Administrative & Logistical Support for Public Health Accreditation LLC (\$1,130.00)
 4. Personal Service Contract for Spanish Interpretation Services for 2016- Adriana Lopez
 5. Personal Service Contract for Spanish Translation Services for 2016- Alyssa Short
 6. Personal Service Contract for American Sign Language Interpretation Services for 2016- Cindy Gustwiller
 7. Contract for Medicaid Administrative Claiming Local Health Department Process for 7/1/15-6/30/17 - Ohio Department of Health

Alice Schwiebert 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. Clerical staff Jennifer Imthurn, April Murray, Anissa Resendez, and LouAnn Rosebrock completed Lean Boot Camp on January 5, 2016. This training was provided by LeanOhio, a state initiative whose purpose is to make government services simpler, faster, better, and less costly. The staff learned basic Lean and Six Sigma improvement methods, which will help remove inefficiencies from daily work, improve customer service, and achieve measurable results. Other employees will complete this training during 2016.
2. Ms. Goon recognized many hours of work completed by Joy Ermie, MPH, and Bethany Wachter, MPH, on the federal Rural Health Network Development Planning grant application, submitted on January 7, 2016, to Health Resources and Services Administration (HRSA), Office of Rural Health Policy. If awarded, this \$100,000 grant would support the development of a rural health network to provide care coordination services to Henry County residents.
3. Letters of support were provided to community partners in support of their community health improvement efforts: a) Community Health Services for a HRSA immigration waiver for Dr. Sana Siddiqui to start at their Napoleon site full-time in late January or early February; b) Health Partners of Western Ohio for HRSA Oral Health Expansion funding to support the Bryan Community Health Center that opens for business on January 25, 2016; and c) Village of Liberty Center for Ohio Department of Natural Resources funding to expand the Wabash Cannonball Trail into the village and link to the towpath on the Maumee River.

She also reviewed activities and events coming up in the next 30 days:

1. The Board/Management Strategic Planning session will be 10:00 am to 2:30 pm on Wednesday, January 20, 2016.
2. The nurse practitioner position description is being updated to allow assignment to the Hospice program. The nurse practitioner would serve as an extension of volunteer medical director Dr. Joe Krueger. His hospice workload has increased with new Medicare regulations and more physicians refusing to follow their patients once they move into hospice care. The nurse practitioner assigned to Hospice would work on an 'as needed' basis. One of the intermittent nurse practitioners currently on staff has expressed interest in the assignment. The intent is to make this change effective within the next 30 days, assuming this staff member accepts the assignment.

QUALITY

Expansion of Help Me Grow Home Visiting Program R2.16

Ms. Goon requested the Board's approval to expand the Help Me Grow (HMG) program to provide Home Visiting services in Fulton County. Jen Wagner, HMG Program Manager, described the strengths of Henry County Help Me Grow's home visiting program and this new opportunity. Over the past two years, Defiance and Williams counties have requested Henry County Help Me Grow to take over their Home Visiting programs, which has been done successfully. Due to changes in supervision and program accreditation requirements, Fulton County Board of Developmental Disabilities (DD) has asked Henry County to assume their Home Visiting program as soon as possible. Ms. Wagner noted that the Fulton County program is very stable with approximately 25-28 families. The Fulton County Board of DD is willing to work with Henry County HMG so that families are transitioned smoothly and seamlessly by the end of April 2016. Ms. Goon noted that this program expansion will require the creation of an additional part-time Service Coordinator/Home Visitor position. As soon as a staff person can be hired, trained and credentialed, expansion of Help Me Grow Home Visiting services to Fulton County can begin by the expected date of April 30, 2016. Fulton County's home visitor will be encouraged to apply for this position, if program expansion is approved by the Board of Health, which would allow the transition to occur sooner than April 30.

Joel Miller moved to approve the expansion of Henry County Help Me Grow Home Visiting services to Fulton County and the creation of an additional part-time Service Coordinator/Home Visitor position. Alice Schwiebert seconded the motion. The motion passed unanimously, resulting in its adoption.

Henry County Hospital Maternity License Application R3.16

Ms. Goon presented Henry County Hospital's Maternity License application submitted to the Ohio Department of Health earlier this year. As outlined in Ohio Administrative Code Rule 3701-7-03, ODH sends a copy of the application to the appropriate jurisdiction. The Board of Health shall approve the application unless the maternity unit or newborn care nurses is not in compliance with any applicable local health regulation. Therefore, Ms. Goon recommended approval of the maternity license application.

Joel Miller moved to approve Henry County Hospital's Maternity License application. Char Weber seconded the motion. The motion passed unanimously, with Dr. Doug Lindsey and Alice Schwiebert abstaining due to a conflict of interest, resulting in its adoption.

Joel Miller stepped out of the meeting at 1:16 pm.

PEOPLE

Out of State Travel for 2016 R4.16

Char Weber moved to approve the following list of proposed out-of-state travel with authority delegated to the Health Commissioner to determine staff attendance based upon available appropriations in the training/travel line item of the pertinent fund, the merit of the conference/program, the cost of attendance, and the workload of the staff involved:

- a. Julie McHugh and Nancy Bannister, Abila User and Developer Conference 2016, Austin, TX, March 3-5, 2016.
- b. Anne Goon, Julie Lauf, Marianne Shawley, and Bethany Wachter, NNPHI Open Forum on Quality Improvement in Public Health, Indianapolis, IN, April 7-8, 2016.
- c. Kelvin Freeman, NACCHO Preparedness Summit, Dallas, TX, April 19-22, 2016.
- d. Marianne Shawley, Public Health Improvement Training (PHIT): Advancing Performance in Agencies, Systems and Communities, Baltimore, MD, June 15-17, 2016.
- e. Anne Goon, NACCHO Annual Conference, Phoenix, AZ, July 19-21, 2016.
- f. Anne Goon, American Dietetic Association's 2016 Food & Nutrition Conference & Expo, Boston, MA, October 16-18, 2016.
- g. Joy Ermie, Kelvin Freeman, and Anne Goon, American Public Health Association (APHA) Annual Meeting & Exposition, Denver, CO, October 29-November 2, 2016.

Dr. Doug Lindsey seconded the motion. The motion passed unanimously.

Joel Miller returned to the meeting at 1:17 pm.

FINANCE

Approval of Bills

The Board of Health reviewed the December bills. Fiscal Officer Julie McHugh reported on the County Auditor's new web-based accounting program, which will improve the accounting process for all county offices. The Health Department is one of the largest departments in the county regarding the number of bills and financial transactions.

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

Budgetary Increases in Revenue and Appropriations R5.16

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

- a. Revenue- CFHS (from additional revenue received/cash advance from General Health Fund):
5060-5200-40490 (WC3 Transfer) from \$0.00 to \$1,658.54 (increase of \$1,658.54)
- b. Appropriations- CFHS (from additional cash advance from General Health fund):
5060-5200-50020 (WC1 Salaries) from \$27,985.64 to \$29,484.18 (increase of \$1,658.54)
5060-5200-50020 (WC1 Salaries) from \$29,484.18 to \$29,959.18 (increase of \$470.00)
506-5200-50350 (WC10 PERS) from \$3,944.67 to \$4,169.67 (increase of \$280.00)
- c. Appropriations- RHWP (from 2014 carryover):
5070-5200-50200 (FP5 Contracts) from \$18,627.79 to \$20,627.79 (increase of \$2,000.00)
5070-5200-50350 (FP10 PERS) from \$12,500.00 to \$14,500.00 (increase of \$2,000.00)
5070-5200-50020 (FP1 Salaries) from \$100,056.96 to \$104,071.96 (increase of \$4,015.00)
5070-5200-50040 (FP2 Supplies) from \$13,875.00 to \$14,925.00 (increase of \$1,050.00)

- d. Appropriations- Environmental (from additional revenue received/transfer from General Health fund):
 - 5050-5200-50020 (TN1 Salaries) from \$103,357.30 to \$107,007.30 (increase of \$3,650.00)
 - 5050-5200-50350 (TN10 PERS) from \$13,281.63 to \$14,431.63 (increase of \$1,150.00)
- e. Appropriations- Home Health (from 2014 carryover):
 - 5010-5200-50020 (F1 Salaries) from \$408,803.57 to \$428,803.57 (increase of \$20,000.00)
 - 5010-5200-50080 (F5 Contracts) from \$148,001.60 to \$168,001.60 (increase of \$20,000.00)
 - 5010-5200-50100 (F9 Advertising) from \$14,500.00 to \$16,500.00 (increase of \$2,000.00)
- f. Appropriations- Hospice (from 2014 carryover):
 - 5030-5200-51110 (G13 Transfer) from \$212,699.00 to \$247,699.00 (increase of \$35,000.00)

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

Intrafund Transfers R6.16

Char Weber moved that the Henry County Auditor be requested to make the following Intrafund Transfers:

- a. \$1,000.00 from 5030-5200-50350 (G10 PERS) to 5030-5200-50110 (G7 Travel)- Hospice
- b. \$3,000.00 from 5030-5200-50020 (G1 Salaries) to 5030-5200-50120 (G12 Other)- Hospice
- c. \$100.00 from 5080-5200-50110 (IA7 Travel) to 5080-5200-50040 (IA2 Supplies)- IAP
- d. \$3,000.00 from 5090-5200-50350 (WB10 PERS) to 5090-5200-50120 (WB12 Other)- Dental
- e. \$5,000.00 from 5040-5200-51110 (PG13 Transfer) to 5040-5200-50020 (PG1 Salaries)- PHEP
- f. \$1,400.00 from 5120-5200-50150 (FC6 Rent) to 5120-5200-50120 (FC12 Other)- Hospice Restricted
- g. \$375.00 from 5040-5200-50020 (PG1 Salaries) to 5040-5200-50040 (PG1 Supplies)- PHEP
- h. \$875.00 from 5070-5200-50200 (FP5 Contracts) to 5070-5200-50040 (FP2 Supplies)- RHWP
- i. \$1,200.00 from 5030-5200-50200 (G5 Contracts) to 5030-5200-50150 (G6 Rent)- Hospice
- j. \$350.00 from 5120-5200-50100 (FC9 Advertising) to 5120-5200-50150 (FC6 Rent)- Hospice Restricted
- k. \$5,000.00 from 5000-5200-50050 (E3 Equipment) to 5000-5200-50040 (E2 Supplies)- Health
- l. \$200.00 from 5030-5200-50050 (G3 Equipment) to 5030-5200-50150 (G6 Rent)- Hospice
- m. \$10.00 from 5060-5200-50020 (WC1 Salaries) to 5060-5200-50040 (WC2 Supplies)- CFHS
- n. \$150.00 from 5060-5200-50020 (WC1 Salaries) to 5060-5200-50110 (WC7 Travel)- CFHS

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

Cash Transfers R7.16

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

- a. \$35,000.00 from 5030-5200-51110 Appropriation G13 (Transfer/Hospice) to 5000-5200-40490 Revenue E13 (Transfer/Health)
- b. \$4,800.00 from 5000-5200-51110 Appropriation E13 (Transfer/Health) to 5050-5200-40490 Revenue TN2 (Transfer/Environmental)

Alice Schwiebert seconded the motion. The motion passed unanimously.

Char Weber left meeting at 1:27 pm.

Cash Advance R8.16

Joel Miller moved that the Henry County Auditor be requested to make the following Cash Advance Payback:

- a. \$750.00 from 5000-5200-51110 Appropriation E13 (Transfer/Health) to 5060-5200-40490 Revenue WC13 (Transfer/CFHS)

Dr. Doug Lindsay seconded the motion. The motion passed unanimously.

New Immunization Fee R9.16

Director of Personal Health Services Julie Lauf reported that the Health Department will begin providing Meningococcal Serogroup B Vaccine (Trumenba). Trumenba prevents infection from Neisseria Meningitidis Serogroup B. The vaccine is a three dose series and is recommended for ages 16-23. Medical Director Anna McMaster, MD, signed the standing order for this vaccine on January 8, 2016, and the nurses have been trained in its appropriate use. Ms. Lauf recommended a fee of \$144.00 per dose of Meningococcal Serogroup B Vaccine (Trumenba).

Dr. Doug Lindsey moved to approve the proposed fee of \$144.00 per dose of Meningococcal Serogroup B Vaccine (Trumenba), effective immediately. Alice Schwiebert seconded the motion. The motion passed unanimously, resulting in its adoption.

Contracts and Agreements R10.16

Joel Miller moved to approve the following agreement:

1. Rural Healthcare Application Processing Agreement - Solix

The Ohio Department of Health (ODH) has announced it will no longer provide Internet connection, IT security, or network support services for free to local health departments after July 1, 2016. While Henry County Health Department's cost to continue Internet service through ODH is currently unknown, both EK Computer and ODH agree that faster and less expensive Internet service can be obtained from a local provider.

Solix is being engaged to administer the Health Department's application process for the Federal Universal Service Program for Health Care facilities for the next three years. This FCC program provides significant discounts to rural health care providers to reduce telecommunications and broadband costs; this will help the Health Department cover some of the unanticipated Internet connectivity costs resulting from ODH's announcement. FCC funds for this program come from a fee that everyone across the U.S. pays on their monthly phone bill. Solix will be paid 23% of the total dollar amount of funds, credits, and other amounts awarded to the Health Department by this FCC program.

Alice Schwiebert seconded the motion. The motion passed unanimously, resulting in its adoption.

Discussion re: Further Exploration of Public Health Shared Services Council of Governments Concept

Ms. Goon and Joel Miller reported that representatives of all six health departments met Thursday, January 7, 2016, to discuss the creation of a public health shared services Council of Governments (COG). All health departments were represented by at least one Board of Health member and the health commissioner or administrator. This meeting focused on ensuring all board representatives understand the current external environment (e.g., achieving accreditation by July 2020 or lose all funding through ODH), the full business case for developing a public health shared services COG, the COG model, and how a COG could assist each county with meeting the growing expectations from the state. Board members were asked to share and discuss this information with their individual Boards and to return to the next joint meeting with their Board's decision regarding being involved in the COG's formation. Health commissioners/administrator were assigned to

develop and return to the next meeting with a model(s) for creating a COG in small incremental stages. The desire is to create this COG no later than June 2016.

Discussion re: Future of District Licensing Council

Ms. Goon encouraged the Board to engage in further discussion re: establishing or dissolving the District Licensing Council (DLC), as allowed by HB 64’s revision of Ohio Revised Code 3709.41. She noted that a decision to dissolve the DLC would result in the need to revise the contract between the Health District Advisory Council (DAC) and the Napoleon City Council for the operation of the combined health district. Since the District Advisory Council is mandated to meet annually in March, it would be helpful to have Board of Health action in February so a revised contract could possibly be presented to the DAC in March. The change would result in the DAC regaining the responsibility of appointing five members to the Board of Health, rather than four under the current contract.

Director of Environmental Health Jon Lindsay reported the District Licensing Council has not met in several years, although it is supposed to meet annually per Ohio Revised Code. The DLC has no clear function in statute other than to appoint one of its members to the Board of Health; Al Wiederwohl is the current DLC appointee.

Ms. Goon was directed to prepare a resolution for the February Board meeting to dissolve the DLC.

BOARD OF HEALTH EDUCATION: COMMUNITY HEALTH NEEDS ASSESSMENT

The continuing education was tabled until the February meeting in the interest of time.

EXECUTIVE SESSION: Purchase of Property for Public Purposes

Although planned, no executive session was held due to a lack of new information.

ADJOURNMENT

There being no further business, Roger Richard called for a motion to adjourn at 2:02 pm. Dr. Doug Lindsey moved for adjournment. Joel Miller seconded the motion. The motion passed unanimously.

The next regular Board of Health meeting was scheduled for Wednesday, February 17, 2016, at 12:30 p.m.

Roger Richard, President

Anne Goon, Secretary