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Anne Goon, MS, RD, LD, Health Commissioner

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

Held Wednesday, January 18, 2017

### **Board Members Present**

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

### **Staff Present**

Anne Goon, MS, RD, LD, Health Commissioner  
Leah Budke, MPH, CHES, Health Educator  
Joy Ermie, MPH, Health Educator/Public Information Officer  
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

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

Roger Richard, President, called the Board of Health meeting to order at 12:34 p.m. The meeting was held in Conference Room A of the Henry County Health Department. A quorum was present.

### **APPROVAL OF CONSENT AGENDA R1.17**

Joel Miller moved to approve the consent agenda, consisting of the following items:

- A. Minutes of December 14, 2016, Board of Health meeting
- B. Management Reports for December 2016:
  1. Health Commissioner's Monthly Activity Report
  2. Community Health, Environmental Health, Personal Health, and Administration Monthly Section Reports
  3. December 2016 Communicable Disease Report
  4. December 2016 Service Statistics Report
  5. Performance Management and Accreditation Reports
- C. Personnel
  1. Employment: Sara Bullock, RN, full-time PHN 2, Home Health/Hospice, effective 1/9/17  
Ms. Bullock has been hired to fill one of several vacant full-time nursing positions in Home Health/Hospice. She will be paid an hourly rate of \$22.40.

2. Transfer: Katelyn Britenriker, MSW, from part-time Medical Social Worker and part-time Service Coordinator/Home Visitor, to full-time Medical Social Worker, effective 2/2/17  
Ms. Britenriker applied for and accepted a transfer from her current position of part-time Medical Social Worker and part-time Service Coordinator/Home Visitor to the full-time Medical Social Worker position. She will continue at her current hourly rate of \$20.35.
3. Voluntary Demotion: Bethany Wachter, from Director of Community Health Services to Health Communications Specialist/Accreditation Coordinator, effective 2/2/17  
Ms. Wachter applied for and has been appointed to the new Health Communications Specialist/Accreditation Coordinator position approved by the Board in November 2016. This is technically a demotion, since the Director of Community Health Services position is in Pay Grade 9 and the new position is in Pay Grade 7. Ms. Wachter will be paid an hourly rate between \$23.50 and \$23.88, with the rate being determined by the number of 2016 performance measures achieved in her previous position. She will be scheduled to work 28 hours/week.
4. Resignation: Christina Backhaus, RN, full-time PHN 2, effective 1/5/17  
This position has been posted and applications are currently being accepted.
5. Termination of Intermittent Employee: Diane Nicholson, LPN, Home Health Aide, effective 12/31/16  
Employees appointed to intermittent positions are “unclassified” and serve at the pleasure of the Board of Health. Ms. Nicholson’s availability has become much less frequent over the last several years, and the need for intermittent aide services also declined, so her employment was terminated at the end of 2016.

#### D. Financial Statements

The total cash balance for December 2016 for all funds combined decreased by \$127,416.16 to \$3,139,039.48. The general fund balance was \$1,419,964.43 at the end of December, a decrease of \$94,368.58 from November. The general fund balance finished the year at 10.2 months of operating reserves (256% of the 2016 minimum fund balance goal).

#### E. Contracts and Agreements:

1. Contract Modification for Home Health Calling Service- Stericycle Communication Solutions  
Ms. Fraker renegotiated pricing for Home Health/Hospice’s 24/7 call service, resulting in a savings of \$0.25 per minute. The contract period remains unchanged (running for three years through Nov 2018).
2. Amendment to Passport Provider Agreement- Area Office on Aging  
Home Health and Hospice amended its Passport Provider Agreement to add Homemaker Aide services. Passport increased the reimbursement rate and requested the service be provided.
3. Contract for School Nursing/Hearing Screening Services- Four County Career Center (\$285.00)  
Four County Career Center has requested school nursing services from the Health District to assist them in meeting a new state requirement for hearing screenings for ~500 11th grade students. Teresa Weller, PHN2, will assist with these screenings one day during the last half of the 2016-2017 school year. The contracted fee has been calculated to cover all costs incurred by the Health District.

Char Weber 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. **HIPAA data incident:** Due to the theft of an employee's car from her locked garage in late October, the medical records of approximately 574 patients were potentially exposed to unauthorized access. Ms. Goon noted there has been no evidence that any records have been accessed to date. In the past month, the Health Department retained outside privacy counsel and technical assistance; notified all patients and the media; filed a report with the U.S. Department of Health and Human Services as required by federal HIPAA regulations; arranged for free credit/identify theft monitoring for one year for affected patients that choose to enroll; notified patients of this complimentary coverage; completed a new Security Risk Assessment; and began the process of creating a Security Rule Risk Management Plan.
2. **Shared Services:** Ms. Goon met with partners at Mid-East Ohio Regional Council (MEORC) via conference call on December 22, 2016, to review the legal opinion provided by Attorney Susan Greenberger of Bricker & Eckler. Ms. Greenberger noted there are no legal limitations on Council of Governments (COGs) of different types joining together. Ms. Goon will be meeting with 6-Pact partners on January 19, 2017, to discuss the legal opinion, and the MEORC Executive Director will review the opinion with the MEORC Board on January 26, 2017. The next meeting is scheduled for early February.
3. **Grant increase:** The Ohio Department of Health (ODH) recently announced the restoration of funding previously cut from Public Health Emergency Preparedness (PHEP) grants. The Health Department will be receiving \$5,590, which will restore the grant to the original award of \$68,109. A revised Notice of Award will be issued after a budget revision is submitted by January 31, 2017.
4. **Meeting with Architects:** Ms. Goon met with Technicon Design Group architects on January 11, 2017, to review the second draft of plans for building renovations. Technicon Design Group will make further revisions and present the third draft to the management team on January 30, 2017, for additional feedback.
5. **Quality Improvement (QI):** Several presentation abstracts were recently submitted for the next Open Forum for QI in Public Health, April 20-21, 2017, in New Orleans. These abstracts related to the cross-sector, four-county collaboration to provide Help Me Grow services and the work done to build a culture of quality improvement at Henry County Health Department. Ms. Goon is co-presenter on an abstract submitted by The Ohio State University Center for Public Health Practice about the menu of performance measures developed for local health departments.

Updates about events and activities in the next 30 days:

1. Henry County Health Department and Sheriff's Office will be hosting a Town Hall Meeting on the opiate epidemic on February 8, 2017, 7:00 pm, at Patrick Henry High School.

## **PEOPLE**

### **Recognition of Board Continuing Education Achievement**

Ms. Goon awarded certificates of recognition to Joel Miller and Dr. Doug Lindsey for meeting

Ohio's continuing education requirements for Boards of Health for calendar year 2016. Ohio Revised Code requires Board members to complete at least two hours of continuing education annually in ethics, public health principles, and Board members' responsibilities. Failure to meet this requirement is a failure to meet the state minimum standards for local health districts and may result in a loss of state subsidy.

*Dr. Doug Lindsey stepped out of meeting at 12:41 pm prior to the vote on R2.17.*

### **Out of State Travel for 2017 R2.17**

Sharon Miller 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:

1. Anne Goon, Bethany Wachter, Marianne Shawley, and Joy Ermie, NNPHI Open Forum on Quality Improvement in Public Health, New Orleans, LA, April 20-21, 2017
2. Kelvin Freeman, NACCHO Preparedness Summit, Atlanta, GA, April 25-28, 2017
3. Marianne Shawley and Joy Ermie, Public Health Improvement Training (PHIT): Advancing Performance in Agencies, Systems and Communities, Albuquerque, NM, June 13-14, 2017
4. Anne Goon, NACCHO Annual Conference, Pittsburgh, PA, July 11-13, 2017
5. Anne Goon, American Dietetic Association's 2017 Food & Nutrition Conference & Expo, Chicago, IL, October 21-24, 2017
6. Anne Goon and Joy Ermie, American Public Health Association (APHA) Annual Meeting & Exposition, Atlanta, GA, November 4-8, 2017

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

*Dr. Doug Lindsey returned to meeting at 12:44 pm after adoption of R2.17.*

## **FINANCE**

### **Approval of Bills**

The Board of Health reviewed December bills. Char Weber moved December bills be approved for payment. Al Wiederwohl seconded the motion. The motion passed unanimously, resulting in its adoption.

### **Approval of Intrafund Transfers R3.17**

Marilyn Bremer moved that the Henry County Auditor be requested to make the following Intrafund Transfers:

- a. \$1,070.16 from 5070-5200-50200 (Contracts) to 5070-5200-50040 (Supplies)- RPHW
- b. \$775.00 from 5010-5200-50020 (Salaries) to 5010-5200-50080 (Contracts)- Home Health
- c. \$43,800.00 from 5000-5200-50040 (Supplies) to 5000-5200-50020 (Salaries)- Health
- d. \$6,700.00 from 5000-5200-50510 (Workers Comp) to 5000-5200-50020 (Salaries)- Health
- e. \$3,000.00 from 5000-5200-51110 (Transfer) to 5000-5200-50020 (Salaries)- Health
- f. \$8,600.00 from 5000-5200-50200 (Contracts) to 500-5200-50020 (Salaries)- Health
- g. \$1,424.54 from 5030-5200-50100 (Advertising) to 5030-5200-50150 (Rent)- Hospice
- h. \$412.99 from 5010-5200-50050 (Equipment) to 5010-5200-50080 (Contracts)- Home Health

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

### **Approval of Budgetary Increases in Revenue and Appropriations R4.17**

Joel Miller moved that the Henry County Auditor be requested to make the following Budgetary

Increases in Revenue and Appropriations:

- a. Revenue- Dental (from 2016 carryover):  
5090-5200-51110 (Transfer) from \$0.00 to \$121,717.80 (increase of \$121,717.80)
- b. Appropriation- Environmental (due to cash transfer):  
5050-5200-50020 (Salaries) from \$99,500.00 to \$114,500.00 (increase of \$15,000.00)

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

**Approval of Cash Transfers R5.17**

Char Weber 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. \$121,717.80 from 5090-5200-51110 Appropriation (Transfer-Dental) to 5000-5200-40490 Revenue (Transfer- Health)

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

*Joel Miller stepped out of meeting at 12:51 pm prior to the vote on R6.17.*

**Approval of Revised Charges for Immunization Services R6.17**

Julie Lauf, Director of Personal Health Services, presented proposed charges for immunization services to optimize cost recovery for immunizations.

Marilyn Bremer moved to approve the following changes to charges for immunization services, effective January 25, 2017:

Vaccine/Code	Current Charge	Proposed Charge
<b>Childhood and Adult Vaccines</b>		
MMR/90707	\$ 80.00	\$ 85.00
Varicella/90716	\$ 137.00	\$ 143.00
Pneumococcal (Prenvar )/90670	\$ 198.00	\$ 208.00
HPV9/90651	\$ 219.00	\$ 238.00
Rotavirus/90680	\$ 99.00	\$ 103.00
DT/90702	\$ 50.00	\$62.00
Tdap/90715	\$ 53.00	\$ 54.00
DTAP-HIB-IPV (Pentacel)/90698	\$ 105.00	\$ 110.00
IPV/90713	\$ 40.00	\$ 41.00
Meningococcal (Menactra)/90734	\$ 144.00	\$ 145.00
Meningococcal (Trumenba)/90621	\$144.00	\$ 152.00
Pneumococcal (PPSV23)/90732	\$ 89.00	\$ 109.00
Zostavax/90736	\$ 236.00	\$ 247.00
Hepatitis A (Adult)/90632	\$ 83.00	\$ 84.00
Twinrix/90636	\$ 116.00	\$ 119.00
<b>Travelers Vaccines</b>		
Yellow Fever/90717 (Charge includes costs for vaccine, nurse visit, vaccine administration, and consultation.)	\$ 211.00	\$ 256.00
Typhoid/90691 (Charge includes costs for vaccine, nurse visit, vaccine administration, and consultation.)	\$ 131.00	\$ 208.00

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

*Joel Miller returned to meeting at 12:53 pm after the adoption of R6.17.*

**Acceptance of Donations**

Julie McHugh, Fiscal Officer, reported a total of \$4,457.73 donations were received in December (\$4,276.50 received for the benefit of Hospice, \$110.00 for Help Me Grow, and \$71.23 for the

Health Department).

Dr. Doug Lindsey moved to accept the donations received during December 2016. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Ms. McHugh also presented a year-end report reflecting November and December 2016. The report only included these two months due to the donation acceptance policy being adopted by the Board of Health in November 2016. Ms. McHugh detailed how donations were spent during 2016. Hospice donations were used to provide occupational therapy and transportation for patients. Help Me Grow used donations to host the annual children's Christmas party for their clients and families, and Health Department donations were used for general operating expenses.

#### **Approval of Contracts and Agreements R7.17**

Joel Miller moved to approve the following contracts and agreements in response to the theft of an employee's car from her locked garage in late October, resulting in the medical records of approximately 574 patients being potentially exposed to unauthorized access:

1. Engagement Letter for Legal Services- Mazanec, Raskin & Ryder Co, LPA  
Mazanec, Raskin, and Ryder Co., LPA, has been engaged as outside privacy counsel to assist the Health Department with this incident. The firm was recommended by the Public Entities Risk-Sharing Organization (PERSO), which administers the Health Department's liability coverage. The preliminary budget for their services is \$33,050.00, which includes assistance with the Department of Health and Human Services investigation, security plan development, onsite security evaluation, policy updates, and security training for staff.
2. Agreement for Credit Monitoring Services- SACS Consulting  
SACS Consulting has been engaged to provide credit/identity theft monitoring services for one year to Home Health and Hospice patients potentially affected by the disclosure of personal health information resulting from this incident. The total cost will be based upon the total number of enrolled individuals. The cost will be \$17.95 per month per person if more than 25 persons enroll or \$24.95 per person per month if 25 or fewer people enroll, plus taxes. Ms. Goon stated four individuals have enrolled to date. SACS Consulting will bill the Health Department 60 days and 90 days after the start of the enrollment period (which began January 3, 2017). These expenses will be paid from the Home Health and Hospice funds.

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

*Char Weber stepped out of meeting at 1:00 pm before the continuing education commenced and returned at 1:02 pm.*

#### **BOARD OF HEALTH CONTINUING EDUCATION: Start Talking! Building a Drug-Free Future and Related Henry County Update**

The Board viewed a pre-recorded session about *Start Talking! Building a Drug-Free Future* (Ohio's youth drug prevention campaign) by Sarah Smith, MPA, Director of Start Talking! Ms. Smith reviewed how unintentional drug overdose deaths in Ohio have risen dramatically (over 400%) since 1999. Nearly eight Ohioans die every single day from an unintentional overdose. Research shows that teens whose parents talk with them about drugs are 50% less likely to use. Ms. Smith shared resources available at <http://starttalking.ohio.gov> to help parents, grandparents,

teachers, and other community leaders start the conversation with youth regarding the importance of living a healthy, drug-free life.

Joy Ermie, Health Educator/Public Information Officer, and Leah Budke, Health Educator, provided information about how Ohio's opiate epidemic is impacting Henry County. Twelve people died from unintentional drug overdoses in Henry County between 2010 and 2015; half of these deaths occurred in 2015. 2016 figures are not yet available. Ms. Ermie and Ms. Budke outlined primary, secondary, and tertiary substance abuse prevention efforts from a public health perspective, emphasizing activities the Health Department has led or been directly involved in since June 2016:

- June 2016 – Distributed naloxone to first responders in Henry County, utilizing doses provided by the state for this purpose
- August 2016 – Promoted Surgeon General's Turn the Tide Rx campaign to clinicians with prescriptive authority
- September 2016 – Worked with Sheriff and Multi Area Narcotics Task Force (MAN Unit) to address the opiate epidemic, including identifying action steps to take to educate residents about opiates
- October 2016 – Assisted Sheriff's Office with obtaining a grant for a 24/7/365 Drug Drop Box
- December 2016 – Held assemblies with Matt Bell and Sara Heslet, recovering addicts and founders of Team Recovery, to educate students on the impacts of drug abuse and making positive life choices. These assemblies reached 700 Napoleon students, 375 Patrick Henry students, 250 Holgate students, and 440 Liberty Center students.
- January 2017 – Four assemblies to be held January 23, 2017, at Four County Career Center; Team Recovery representatives will also meet with students during lunch periods.
- February 2017 – Health Department and Sheriff's Office hosting Opiate Epidemic Town Hall Meeting on February 8, 2017, 7:00 pm, at Patrick Henry. Ms. Ermie and Ms. Budke invited Board of Health members to attend this community event.

### **EXECUTIVE SESSION: EMPLOYMENT OF A PUBLIC EMPLOYEE**

Char Weber moved to go into Executive Session at 1:25 pm for employment of a public employee. Sharon Miller seconded the motion. The motion was passed by roll call: S. Miller (Yes), R. Richard (Yes), J. Miller (Yes), A. Wiederwohl (Yes), C. Weber (Yes), Dr. D. Lindsey (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 1:40 pm.

### **ADJOURNMENT**

There being no further business, Roger Richard called for a motion to adjourn at 1:40 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, February 15, 2017, at 12:30 p.m.

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Roger Richard, President

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Anne Goon, Secretary