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Anne Goon, MS, RD, LD, Health Commissioner

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

Held Wednesday, July 13, 2016

### **Board Members Present**

Roger Richard, President – *arrived at 12:39 pm*  
Joel Miller, President Pro-Tempore – *arrived at 1:00 pm*  
Marilyn Bremer, RN  
Doug Lindsey, MD  
Sharon Miller  
Char Weber

### **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**

Jamie Gerken, RN, MPH student

### **BOARD OF HEALTH CONTINUING EDUCATION: *The Board of Health's Role in Food Safety***

The Board of Health began the July meeting by viewing a recorded presentation on *The Board of Health's Role in Food Safety* by Dave Covell, RS, Health Commissioner at Lorain County General Health District. The underlying purpose of the Food Safety program is to prevent foodborne illnesses. Retail food establishments (like grocery and convenience stores, where pre-packaged foods are sold) fall under the jurisdiction of the Ohio Department of Agriculture, while food service operations (like restaurants and school food service, where food is prepared for consumption on-site) fall under the jurisdiction of the Ohio Department of Health. Local health departments enforce Ohio food safety laws (ORC 3717 and OAC 3717) within jurisdiction for both state agencies. Both agencies visit every health department, every three years to make sure implementing of food safety programs are to agencies satisfaction. Ohio law defines how health departments set fees for food licenses, including how the fee is calculated and adopted. The process includes opportunities for public notification and feedback. Ohio law allows health departments to suspend or revoke licenses for 2 reasons: 1) the operation is a clear and present danger to the public's health, or 2) the operator fails to maintain the operation in a manner that meets Ohio's rules. There are specific processes that must be followed to revoke or suspend a food license.

### **CALL TO ORDER**

Roger Richard, President, called the Board of Health meeting to order at 12:52 p.m. The meeting was held in Conference Room A of the Henry County Health Department. A quorum was present.

## **APPROVAL OF CONSENT AGENDA R48.16**

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 June 15, 2016, Board of Health meeting
- B. Management Reports for June 2016:
  1. Health Commissioner's Monthly Activity Report
  2. Community Health, Environmental Health, Personal Health, and Administration Monthly Section Reports
  3. June 2016 Communicable Disease Report
  4. June 2016 Service Statistics Report
  5. Performance Management Report
    - a. Food Service Operation Program- ODH Survey Report and Action Plan  
ODH conducts an on-site survey of the Food Safety Operation (FSO) program to determine if Henry County Health Department is carrying out mandated program requirements as set forth in Ohio law. Based upon the results, the Health Department is approved as the licensor for Henry County. An action plan was required to address several items identified during the survey; this plan was accepted by ODH.
    - b. Ohio's 2016 Public Health Quality Indicators Report  
The second annual Public Health Quality Indicators report was issued July 1. Henry County Health Department again met every Quality Indicator. Based upon this report, only 36% of all LHDs (44 of 123) met all 6 capacity indicators and all 4 practice-based indicators in 2015. 10% of LHDs are accredited, 36% have completed accreditation prerequisites, 31% have "started preparation", and 9% have not started at all.
  6. Accreditation Report
- C. Personnel items:
  1. Employment:
    - a. Cheryl Chupa, RN, full-time Home Health/Hospice PHN 2, effective 7/11/16, at an hourly rate of \$23.65
    - b. Audrianna Rosebrook, STNA, full-time Home Health Aide, effective 8/8/16, at an hourly rate of \$10.20
    - c. Erin Davis, RN, full-time Home Health/Hospice PHN 2, effective 7/25/16, at an hourly rate of \$21.90
  2. Resignation:
    - a. Heather Vance, RN, full-time Home Health/Hospice Clinical Manager, effective 7/13/16
  3. Probationary Termination:
    - a. Vickie Barber, part-time Home Health Aide, effective 6/22/16
- D. Financial Statements  
The total cash balance for June 2016 for all funds combined decreased by \$67,080.21 to \$3,297,908.09. The general fund balance was \$1,515,183.51 at the end of June, a decrease of \$19,916.75 from May. The general fund balance is currently at 10.9 months of operating reserves (273% of the 2016 minimum fund balance goal).
- E. Contracts and Agreements:
  1. MOU for Epidemiology services- Fulton County Health Department (July 1, 2016- June 30, 2017; \$8,393)

- Fulton County Health Department will continue to provide epidemiology services for SFY2017 as required by the Public Health Emergency Preparedness grant. The cost is unchanged from previous years and reflects Henry County's proportion of the 6-county population. This expense is paid from the PHEP grant.
2. Nursing Services Agreement for Infusion Administration- Dohmen Life Science Services LLC (8/1/16-1/31/17; \$140.00 per nursing visit)  
This Nursing Services Agreement is being extended by Dohmen to continue weekly nursing visits to administer Prolastin-C infusions for a Home Health patient.
  3. Hosted Software Services Agreement for Schools United in Disease Surveillance (SUDS) program- Level 33 Applications LLC (2016-2017 school year; \$900.00)  
Level 33 provides the online school-based disease surveillance program used by all public and parochial schools in the county. The cost is unchanged and will be paid from the PHEP grant.

Marilyn Bremer 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 and/or occurring in the next 30 days:

1. The annual Employee Engagement Survey has been completed; Marianne Shawley, Quality Improvement/Accreditation Coordinator will present a summary at the August meeting.
2. The second annual Ohio's Public Health Quality Indicators report issued in early July was included the meeting materials; Ohio Department of Health (ODH) corrected an error made with Henry County Health Department information as it was incorrectly copied by ODH from the 2015 report.
3. ODH recently announced a \$1.89 million collaborative research project with Ohio State University (OSU) Center for Public Health Practice. This research included performing accreditation readiness assessments of all local health departments (LHDs), advising on and assisting LHDs with alternative accreditation pathways if accreditation is not achieved, and technical assistance and training opportunities for LHDs. \$75,000 was allocated for a Council of Governments (COG) feasibility study that Henry County Health Department, on behalf of the 6-Pact health districts, and the MidEast Ohio Regional Council (MEORC) proposed. The purpose of this study is to see how the 6-Pact can work with an experienced public sector COG to get a public health COG up and going without duplicating infrastructure or costs.
4. Ms. Goon and several other health commissioners were quoted in an article in the Ohio Township Association's July/August magazine titled "Ohio Local Health Departments Support Voluntary Accreditation."
5. Public Health Accreditation Board (PHAB) established the Public Health National Center for Innovations with funding from the Robert Wood Johnson Foundation. Ohio is one of three pilot states implementing systems transformations needed to provide foundational public health services and ensure health equity. Ohio has formed three workgroups. Ms. Goon is serving on the "Increasing Capacities and Utilization of Shared Services" workgroup, while Marianne Shawley is on the "Pathways to Foundational Public Health Services and PHAB Accreditation for Smaller LHDs" workgroup. A third workgroup is focused on the Costing of Foundational Public Health Services.
6. Internist Sana Siddiqui, MD, started full-time at Community Health Services' Napoleon office

on July 25, 2016. A special open house was held Thursday, July 21, 2016. Getting this Federally-Qualified Health Center's office open full-time and staffed with a physician five days/week was accomplishment through the efforts and contributions of the entire CHIP Healthcare Access Workgroup. Health Department members included Joy Ermie, Anne Goon (co-chair), Barb Hoffman, Janet Meyer, and Jennifer Wagner.

*Joel Miller arrived during the Health Commissioner's Report at 1:00 pm.*

## **PEOPLE**

### **Revision of Drug-Free Workplace Policy R49.16**

Char Weber moved to approve the revision of the Drug-Free Workplace Policy. Revisions include:

- a. Requiring all employees acknowledge the review of the policy in writing annually;
- b. Removing language about an Employee Assistance Program for alcohol or drug addiction rehabilitation services, since this is not required by federal drug-free workplace law and is not an employee benefit provided by the Health Department; and
- c. Adding language regarding the consequences of refusing or failing to comply with the testing outlined in this policy; and
- d. Changing the consequences for violation of the drug-free workplace place from being "up to and including termination" to "termination".

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

### **Creation of Licensed Practical Nurse position for Home Health/Hospice Program R50.16**

Joel Miller moved to approve the creation of a full-time Licensed Practical Nurse position in the Home Health/Hospice program as recommended by the Health Commissioner and Director of Personal Services. The position description for the proposed position was provided.

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

### **Reclassification of Help Me Grow Positions R51.16**

Sharon Miller moved to approve the reclassification of the following Help Me Grow Positions:

- a. Service Coordinator/Home Visitor position- from Class Title "Social Program Coordinator" (Class Number 69412C) to Class Title "Social Program Specialist" (Class Number 69411C)
- b. Service Coordinator/RN/Home Visitor position- Title changed to Early Intervention Service Coordinator/Nurse; Class Title and Number changed from "Public Health Nurse 2" (Class Number 01022) to Class Title "Social Program Coordinator (Nurse)" (Class Number 69412C-Nurse); Employment Status changed from part-time to full-time

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

### **Creation of Service Coordinator/Home Visitor-Nurse position for Help Me Grow program R52.16**

Sharon Miller moved to approve the creation of Service Coordinator/Home Visitor-Nurse position in the Help Me Grow program as recommended by the Health Commissioner and Director of Personal Services.

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

*Dr. Doug Lindsey left room at 1:10 pm after the vote on R52.16.*

**Approval of Employment R53.16**

Joel Miller moved to approve the employment of the following personnel:

- a. Heather Vance, RN, intermittent Home Health/Hospice PHN 2, effective 7/14/16, at an hourly rate of \$26.40
- b. Danielle Hedean, RN, part-time Social Program Specialist (Nurse), effective 7/25/16, at an hourly rate of \$20.10

The motion was seconded by Char Weber. The motion passed unanimously, resulting in its adoption.

**Out of State Travel R54.16**

Sharon Miller moved to approve the following out-of-state travel:

- a. Joy Ermie, Open Forum for Quality Improvement in Public Health, Salt Lake City, UT, 10/6-7/16

Ms. Ermie was randomly selected by the program sponsor to receive a scholarship for free registration for the October Open Forum.

Marilyn Bremer seconded the motion. The motion passed unanimously.

**FINANCE**

**Adoption of Severance Fund Policy R55.16**

Ms. Goon discussed the Severance Fund Policy draft she presented to the Board for its consideration several months ago. The necessary work has been completed to create this fund, so the policy is being formally presented for the Board's adoption. The purpose of the Severance Fund Policy is to ensure that sufficient financial reserves are maintained for the payment of accrued but unused sick and vacation leave upon retirement to eligible employees, as outlined in Personnel Policies 5.02 *Sick Leave Conversion* and 5.03 *Vacation*, without jeopardizing the stability of the ongoing operations of the Henry County General Health District.

Char Weber moved for the adoption of the Severance Fund Policy as presented by the Health Commissioner. Marilyn Bremer seconded the motion, and the motion passed unanimously resulting in its adoption.

**Creation of Severance Fund R56.16**

Joel Miller moved the adoption of the following resolution:

Whereas, the Henry County Board of Health desires to ensure sufficient financial reserves are maintained for the payment of accrued but unused sick and vacation leave upon retirement for eligible employees without jeopardizing the stability of ongoing Health District operations; and

Whereas, the Board of Health has adopted a Severance Fund Policy that outlines a procedure to determine the amount of funds that should be committed annually to the Severance Fund to cover anticipated retirement-related payments; and

Whereas, the Severance Fund policy outlines how funds in the Severance Fund will be used to make retirement-related payments of accrued but unused sick and vacation leave in accordance with established personnel policies;

Now, therefore, be it resolved, by the District Board of Health of Henry County, Ohio, that the Henry County Auditor be requested to take the appropriate steps to establish a new Severance Fund with the following Appropriations, effective July 21, 2016.

**SEVERANCE**

<b>APPROPRIATIONS</b>	<b>BUDGET</b>
<i>SALARY</i>	<i>30,000.00</i>
<i>SUPPLIES</i>	
<i>EQUIPMENT</i>	
<i>INSURANCE</i>	
<i>CONTRACT SERVICE</i>	
<i>RENT</i>	
<i>TRAVEL &amp; EXPENSE</i>	
<i>MEDICARE</i>	<i>450.00</i>
<i>ADVERTISING</i>	
<i>PERS</i>	
<i>WORKERS COMP</i>	
<i>OTHER (UTILITIES)</i>	
<i>TRANSFER IN/OUT</i>	
<b>TOTAL</b>	<b><i>30,450.00</i></b>

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

**Approval of Bills**

The Board of Health reviewed the June bills. Char Weber moved that the June bills be approved for payment. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Intrafund Transfers R57.16**

Joel Miller moved that the Henry County Auditor be requested to make the following Intrafund Transfers:

- a. \$3,000.00 from 5000-5200-50040 (Supplies) to 5000-5200-50100 (Advertising)-Health
- b. \$500.00 from 5070-5200-50020 (Salaries) to 5070-5200-50010 (Advertising)- RHWP
- c. \$5,000.00 from 5000-5200-50020 (Salaries) to 5000-5200-50050 (Equipment)- Health

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

**Approval of Cash Transfer R58.16**

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

- a. \$11,595.00 from 5030-5200-51110 Appropriation G13 (Transfer-Hospice) to 5000-5200-40490 Revenue E13 (Transfer-Health)

Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Contracts R59.16**

Joel Miller moved to approve the following contracts:

- a. Provider Agreement for Passport Services- Area Office on Aging of Northwestern Ohio Inc. (June 2016-June 2018)  
Henry County Home Health is again contracted as a provider for the PASSPORT and Choices programs by the Area Office on Aging of Northwestern Ohio. These programs primarily fund home health aide and homemaker services that allow participants to live

independently in their own homes. This agreement is effective July 1, 2016, to June 30, 2018.

- b. Professional Service Agreement with EK Computer (August 2016-July 2017; \$47,700.00)

EK Computer is being contracted to continue providing full on-site and remote IT services, including monitoring network performance, providing secure offsite backup, performing preventive maintenance of the entire system, and managing and maintaining software licenses remotely. This annual contract is effective August 1, 2016- July 31, 2017.

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

**Approval of School Nursing Contracts R60.16**

Joel Miller moved to approve the following contract:

- a. 2016-2017 Parochial School Nursing Contracts- St. Augustine, St. John, St. Paul  
The contracts for school nursing services with each of the three parochial schools will remain unchanged for the 2016-2017 school year at a rate of \$15.00 per student, with payment due by October 1, 2016.

Sharon Miller seconded the motion. The motion passed unanimously, with Char Weber abstaining due to a conflict of interest, resulting in its adoption.

**EXECUTIVE SESSION: PERSONNEL EMPLOYMENT**

Roger Richard moved to go into Executive Session at 1:30 pm for personnel employment. Joel Miller seconded the motion. The motion was passed by roll call: S. Miller (Yes), R. Richard (Yes), J. Miller (Yes), M. Bremer (Yes), and C. 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 1:50 pm.

**ADJOURNMENT**

There being no further business, Roger Richard called for a motion to adjourn at 1:50 pm. Char Weber moved for adjournment, and Marilyn Bremer seconded the motion. The motion passed unanimously.

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

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Roger Richard, President

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Anne Goon, Secretary