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Anne Goon, MS, RD, LD, Health Commissioner

HENRY COUNTY BOARD OF HEALTH MEETING

Held Wednesday, May 18, 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 A of the Henry County Health Department. A quorum was present.

Board Members Present

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

Public Present

Jen Lazenby, Northwest Signal
Bob Hastedt, County Commissioner

APPROVAL OF CONSENT AGENDA R38.16

The Board of Health reviewed the consent agenda. Joel Miller moved to approve the consent agenda consisting of the following items:

- A. Minutes of May 18, 2016, Board of Health meeting
- B. Management Reports for May 2016:
 1. Health Commissioner's Monthly Activity Report
 2. Community Health, Environmental Health, Personal Health, and Administration Monthly Section Reports
 3. May 2016 Communicable Disease Report
 4. May 2016 Service Statistics Report
 5. Performance Management Report
 6. Accreditation Report
- C. Personnel items:
 1. Promotion: Caryn Busch, RN, from Home Health/Hospice PHN 1 to PHN 2, effective 6/23/16, with a pay increase from \$19.79/hour to \$20.79/hour.
- D. Financial Statements

The total cash balance for May 2016 for all funds combined decreased by \$21,247.32 to \$3,364,988.30. The general fund balance was \$1,535,100.26 at the end of May, an increase

of \$21,091.50 from April. The general fund balance is currently at 11 months of operating reserves (277% of the 2016 minimum fund balance goal).

E. Contracts and Agreements:

1. Provider Agreement for Breast & Cervical Cancer Early Detection Project- Ohio Department of Health (7/1/16-6/30/21)

Henry County Health Department's Reproductive Health & Wellness Clinic is contracted as a provider for the next five years for the Ohio Department of Health's Breast and Cervical Cancer Program. Payments will be made for authorized services at Medicare Part B reimbursement rates.

2. Personal Service Contract for Maintenance Services- Mike Rauch (6/15/16-6/30/17)

Mr. Rauch of Liberty Center is contracted to provide general and preventive maintenance services for the Health District, effective June 15, 2016, through June 30, 2017, at an hourly rate of \$25.00.

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. HRSA Rural Health Network Development Grant: The Health Commissioner was notified June 1 that Henry County Health Department was not selected for this grant of \$100,000. This funding would have been used to create a rural health care network to expand access to, coordinate, and improve the quality of essential health care services for all residents of Henry County through care coordination services, as outlined in the 2015-2018 Community Health Improvement Plan to improve Henry County residents' access to health care services. However, other funding streams have been identified to assist with the establishment of care coordination services through the use of community health workers. Further details about this process will be presented to the Board of Health in July or August.
2. 2015 Local Board of Health National Profile: The recently-released report focuses on the six primary functions of Boards of Health: 1) policy development, 2) resource stewardship, 3) legal authority, 4) partner engagement, 5) continuous improvement, and 6) oversight. Ms. Goon provided a brief overview of the findings and suggested consideration of two of the report's recommendations: developing a vision or mission and a strategic plan specifically for the Board of Health and focusing on Board of Health continuous improvement.
3. Harmful Algal Blooms (HABs): The state recently issued its 2016 guidance for dealing with HABs, which focuses primarily on lakes. Defiance and Henry County Health Departments are working with ODH, OEPA, ODNR, and other health departments to create a unified, coordinated approach to HABs in the Maumee River; these entities will be meeting via conference call Thursday. Ms. Goon provided Board members with educational information about HABs.
4. Severance Fund Policy and Resolution: Legal counsel has reviewed and approved the proposed policy. Fiscal Officer Julie McHugh and Health Commissioner Goon met with County Auditor Kevin Garringer June 14 to discuss details related to creating a severance fund. The Severance Fund Policy and related resolutions will be presented for approval at the July Board meeting.
5. Annual Employee Engagement Survey: The 7th annual survey opened Monday, June 13, with

16% of employees already participating. It will remain open through Sunday, June 26, 2016. Marianne Shawley, Quality Improvement/Accreditation Coordinator will present a summary of the results at the August Board of Health meeting.

6. Quality Indicators Report: Ohio's second annual Public Health Quality Indicators report will be issued at the end of June. Preliminary data tables released earlier this month indicate that Henry County Health Department has again met every Quality Indicator. A copy of the report will be included in the July meeting materials.

PEOPLE

Reclassification of Home Health/Hospice Nurse Position from PHN 1 to PHN 2 R39.16

Sharon Miller moved to approve the reclassification of the sole Public Health Nurse 1 position in the Home Health/Hospice program as a Public Health Nurse 2 position as recommended by the Health Commissioner and Home Health/Hospice Co-Managers. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

QUALITY

Resolution to Modify R36.01/R98.12 (Authorization for Health Commissioner and Director of Environmental Health to Issue Cease and Embargo Orders) R40.16

Joel Miller moved for the adoption of the following resolution:

Be it resolved, by the District Board of Health of Henry County, Ohio, to modify Resolution 36.01 and subsequent Resolution 98.12 to add language related to Ohio Administrative Code 3701-21-27 to address the extension of embargo powers in a Food Service Operation.

The body of Resolution 36.01 will now read:

Whereas, under OAC 901:3-4-12, any article such as a utensil, material, or piece of equipment may be removed from use in a retail food establishment by the licensors if it present a public health hazard; and

Whereas, under OAC 901:3-4-15, whenever a licensor finds or has cause to believe within a retail food establishment or food service operation in their jurisdiction that any food is adulterated or misbranded as to be dangerous or fraudulent, the licensor shall embargo such items; and

Whereas, under OAC 3701-21-27, food to be embargoed according to rule 901:3-4-15 of the Administrative Code, and

Whereas, the licensor may authorize the health commissioner or other health district employee to take such action as stated above;

Now, therefore, be it resolved by the District Board of Health that the Health Commissioner and Director of Environmental Health be granted authorization to take such action as to issue cease use and/or embargo orders when indicated (effective immediately).

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

Adoption of Board of Health Conflict of Interest Policy and Disclosure Statement R41.16

Health Commissioner Goon reported that legal counsel had reviewed and recommended no changes to the draft Board of Health Conflict of Interest policy and disclosure statement presented at the May meeting.

Sharon Miller moved for the adoption of the Board of Health Conflict of Interest Policy and

Disclosure Statement, effective immediately. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

FINANCE

Resolution to Request Commissioners to Place 1.2 Mill Renewal Tax Levy on November 2016 Ballot R42.16

Joel Miller moved for the adoption of the following resolution:

Whereas, at an election held March 6, 2012, Henry County electors by the requisite majority affirmative vote approved a replacement levy by the County of an ad valorem property tax in excess of the ten-mill limitation in the amount of 1.2 mill for a period of five (5) years for the purpose of providing the Board of Health of the Henry County/Napoleon City Combined General Health District with sufficient funds to carry out its General Health District programs and services for calendar years 2012-2016 (with collections in calendar years 2013-2017); and

Whereas, public health services provided by the Henry County/Napoleon City Combined General Health District have increased, a mandate for local health departments in Ohio to achieve national public health accreditation has been implemented by the Ohio Department of Health, and operating expenses have risen over the past five years, while state and federal funding has declined; and

Whereas, the Board of Health hereby finds, determines, and declares that the amount of taxes that may be raised within the ten-mill limitation will be insufficient to provide for the necessary requirements of the County and that it is necessary to levy a tax in excess of that limitation at the rate of 1.2 mill for five (5) years for the purpose of providing the Board of Health of the Henry County/Napoleon City Combined General Health District with sufficient funds to carry out its General Health District programs and services for calendar years 2017-2021, inclusive, pursuant to R.C. § 3709.29; and

Whereas, pursuant to R.C. § 3709.29, the Henry County Board of Commissioners as the taxing authority of Henry County, is authorized by law to place the question of the renewal of the 1.2 mill levy before the electors of the County and, if approved, to levy that tax against all property subject to taxation in Henry County;

Now, therefore, be it resolved, by the District Board of Health, that the Henry County Board of County Commissioners is hereby requested to submit to Henry County electors the question of a renewal 1.2 mill ad valorem property tax outside the ten-mill limitation, for five (5) years, beginning with the tax list and duplicate for the year 2017, the proceeds of which levy first would be available to the County in calendar year 2018, shall be submitted under the provisions of R.C. § 3709.29 to the electors of the County at an election to be held therein on November 8, 2016, as authorized by law.

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

Approval of Bills

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

Approval of Intrafund Transfers R43.16

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

- a. \$5,000.00 from 5030-5200-50020 (Salaries) to 5030-5200-50150 (Rent)- Hospice
- b. \$2,500.00 from 5060-5200-51110 (Transfer) to 5060-5200-50120 (Other)- CFHS
- c. \$1,000.00 from 5000-5200-50050 (Equipment) to 5000-5200-50100 (Advertising)- Health
- d. \$500.00 from 5050-5200-5010 (Other) to 5050-5200-50050 (Equipment)- Environmental
- e. \$500.00 from 5120-5200-50120 (Other) to 5120-5200-50150 (Rent)- Hospice Restricted

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

Budgetary Increases in Revenue and Appropriations R44.16

Sharon Miller moved that the Henry County Auditor be requested to make the following Budgetary Increases in Revenue and Appropriation:

- a. Appropriations- Hospice (from 2015 carryover):
5030-5200-51110 (Transfer) from \$184,100.00 to \$334,100.00 (increase of \$150,000.00)

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

Joel Miller left room at 1:02 pm after the vote on this resolution.

Approval of Cash Transfers R45.16

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

- a. \$64,095.00 from 5030-5200-51110 Appropriation G13 (Transfer-Hospice) to 5000-5200-40490 Revenue E13(Transfer-Health)
- b. \$15,000.00 from 5000-5200-51110 Appropriation E13 (Transfer-Health) to 5050-5200-40490 Revenue TN2 (Transfer-Environmental)

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

Joel Miller returned at 1:03 pm after the vote on this resolution. Char Weber left room at 1:04 pm after the vote on this resolution and returned at 1:05 pm.

BOARD OF HEALTH CONTINUING EDUCATION: Syringe Exchange Programs

The Board of Health viewed a recorded presentation on Syringe Exchange Programs by Lisa Roberts, RN, Public Health Nurse at Scioto County Health Department. Scioto County's syringe exchange program was established in 2011 after the Board of Health declared a public health emergency due to the opioid epidemic in the county. Syringe exchange programs are a proven harm reduction strategy, which is a public health philosophy that promotes methods of reducing the physical, social, emotional, and economic harms associated with drug and alcohol use and other harmful behaviors on individuals and the community. Research has shown that syringe exchange programs reduce the spread of blood-borne diseases like Hepatitis C and HIV by preventing the sharing of contaminated syringes, without increasing drug use. A Board of Health can now establish a blood borne infectious disease prevention program, such as a syringe exchange program, without declaring a public health emergency, due to a new law which became effective in September 2015.

At the conclusion of the recorded presentation, Joel Miller suggested further exploration of the Health Department establishing a syringe exchange program.

EXECUTIVE SESSION: PERSONNEL CONTRACT AND COMPENSATION

Joel Miller moved to go into Executive Session at 1:26 pm for personnel contract and compensation. Sharon 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 a portion of the session.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 2:32 pm.

The following items from the Executive Session required board action.

Approval of Appreciation Gift for Accreditation Team Members R46.16

In recognition and appreciation of the contributions made by thirteen staff who served on the Accreditation Team that resulted in Henry County Health Department being one of the first ten local health departments in Ohio and first 101 local health departments in the nation to achieve public health accreditation, Joel Miller moved to approve the payment of a one-time, lump sum, non-precedent-setting awards of \$250 each to the thirteen staff that served as accreditation domain leaders or team members. These individuals are:

Daniel Breitbart	Leah Budke	Joy Ermie
Anne Goon	Barbara Hoffman	Julie Lauf
Jon Lindsay	Julie McHugh	Janet Meyer
Viola Ordaz	Marianne Shawley	Bethany Wachter
Karen Wiechers		

Char Weber seconded the motion. The motion was passed unanimously.

Approval of Renewal of Health Commissioner Contract R47.16

Char Weber moved to renew Anne Goon’s contract as Henry County Health Commissioner for one year, effective June 23, 2016, with a 3% salary increase. Her salary will be \$75,379.

Joel Miller seconded the motion. The motion was passed unanimously.

ADJOURNMENT

There being no further business, Roger Richard called for a motion to adjourn at 2:34 pm. Marilyn Bremer moved for adjournment. The motion passed unanimously.

The next regular Board of Health meeting was scheduled for Wednesday, July 13, 2016, at 12:30 p.m.

Roger Richard, President

Anne Goon, Secretary