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Anne Goon, MS, RD, LD, Health Commissioner

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

Held Wednesday, March 16, 2016

### **Call to Order**

Joel Miller, President Pro-Tempore, called the Board of Health meeting to order at 12:33 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 – *arrived at 12:38 pm*  
Joel Miller, President Pro-Tempore  
Doug Lindsey, MD  
Sharon Miller  
Alice Schwiebert, RN  
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

### **APPROVAL OF CONSENT AGENDA R16.16**

The Board of Health reviewed the consent agenda. Alice Schwiebert moved to approve the agenda with the **corrections of the February minutes noted by the Health Commissioner:**

A. Minutes of February 17, 2016, Board of Health meeting

Anne Goon noted the Review of 2015 Governance Activities was not presented at the February meeting, and therefore it should be deleted from the minutes on page 1. Ms. Goon also noted resolution R14.16, page 5, the extra words of “Revenue and” in the heading should be deleted along with “Budget Revenue and” in the beginning paragraph should be deleted.

B. Management Reports for February 2016:

1. Health Commissioner’s Monthly Activity Report
2. Community Health, Environmental Health, Personal Health, and Administration Monthly Section Reports
3. February 2016 Communicable Disease Report
4. February 2016 Service Statistics Report
5. Performance Management Report

- a. Review of 2015 Governance Activities
- 6. Accreditation Report
- C. Personnel items:
  - 1. Promotion:
    - a. Teri Fraker, MSW, LISW-S, from Medical Social Worker to Home Health/Hospice Administrative Manager, effective 3/17/16
    - b. Heather Vance, BSN, RN, from Home Health/Hospice PHN 2 to Home Health/Hospice Clinical Manager/PHN 4, effective 3/17/16
  - 2. FML Approval: Pamela Miller, 2/29-3/13/16 (extension)
  - 3. Leave of Absence Approval:
    - a. Kelvin Freeman, 2/25-3/2/16
- D. Financial Statements and Cash Basis Annual Financial Report (Unaudited) for Calendar Year 2015
 

The total cash balance for February 2016 for all funds combined increased by \$410,030.63 to \$3,355,416.58. The general fund balance was \$1,548,617.46 at the end of February, an increase of \$412,773.78. The general fund balance is currently at 11.2 months of operating reserves (279% of the 2016 minimum fund balance goal).
- E. Contracts and Agreements:
  - 1. Engagement Letter for Medicare Cost Reports- VonLehman CPA & Advisory Firm (\$5,100.00)

Sharon Miller 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. Ms. Goon was one of five health commissioners to provide testimony to the Public Health Futures Legislative Committee on March 10, 2016, in Columbus. The health commissioners collectively told the story of Ohio's health departments' efforts toward Public Health Accreditation Board (PHAB) accreditation. Slides from the testimony were provided to the Board.
2. All three abstracts submitted by Health Department management for presentations at the Open Forum for Quality Improvement in Public Health (in Indianapolis) were accepted. Marianne Shawley, Quality Improvement/Accreditation Coordinator, and Bethany Wachter, Director of Community Health Services, will present a roundtable on electronic policy management, while Ms. Goon will present a roundtable on the planning process used for the joint Leadership Development Institutes done with Williams County. Ms. Goon will also present a poster on the 6-pact feasibility study and full business case to build public health capacity in northwest Ohio through the creation of a Public Health Shared Services Council of Governments (COG), as well as several conversation cafes during a preconference meeting of states that have been slower to pursue accreditation. As presenters, Ms. Shawley's and Ms. Goon's registration and lodging will be paid for by the conference.
3. Ms. Goon was invited to do a presentation on the Health Department's Pillars of Excellence Performance Management System at the Ohio Accreditation Readiness workshop on May 9, 2016, in Worthington, Ohio.

Updates about events in the next 30 days:

1. The annual District Advisory Council (DAC) meeting will be held on Tuesday, March 29, 2016. The DAC appoints most of the Board of Health members. Ms. Goon noted that Alice Schwiebert's term ends this month. Alice has recruited and recommends Marilyn Bremer, RN, for appointment to the Board of Health.
2. Pricing was obtained from eight different Internet Service Providers, with Ridgeville Telephone Company (RTEC) having the best pricing by far (approximately 85% less than the price ODH would have charged starting July 1). EK Computer has ordered the network equipment and security software needed and is working toward a "go live" date of May 1, 2016. A contract with RTEC will be signed within the next month.

**PEOPLE**

**Resolution in Recognition of National Public Health Week and the Service of Health District Staff and Board Members R17.16**

Alice Schwiebert moved to recognize National Public Health Week and the service of Health District Staff and Board of Health members, as follows:

Whereas, the week of April 4-10, 2016, is National Public Health Week, and the theme is "Healthiest Nation 2030", with the goal of making the United States the healthiest nation in one generation;

Whereas public health organizations use National Public Health Week to educate the public, policymakers, and public health professionals on issues that are important to improving the health of the people of the United States;

Whereas the value of a strong public health system is in the air we breathe, the water we drink, the food we eat, and the places where we all live, learn, work, and play;

Whereas public health professionals help communities prevent, prepare for, withstand, and recover from the impact of a full range of health threats, including disease outbreaks, natural disasters, and disasters caused by human activity;

Whereas public health professionals collaborate with partners that are not in the health sector, such as city planners, transportation officials, education officials, and private sector businesses, recognizing that other sectors have an important influence on health; and

Whereas efforts to adequately support public health and prevention can continue to transform a health system focused on treating illness to a health system focused on preventing disease and promoting wellness;

Therefore, be it resolved, by the District Board of Health of Henry County, Ohio, that the following employees and Board member be honored for their roles in preventing disease, promoting wellness, and protecting the health of the residents of Henry County and for their achievement of significant service milestones in 2015:

- 5 years of service: Dianna Delventhal, Jennifer Imthurn, Julie Thomas
- 10 years of service: Sharon Miller

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

**Resolution in Recognition and Appreciation of Distinguished Service by Alice Schwiebert R18.16**

Char Weber moved the adoption of the following resolution:

Whereas, Alice Schwiebert has faithfully served the residents of Henry County as a member of the Henry County Board of Health since 1986; and

Whereas, Alice has always been mindful of the health of Henry County residents and has worked tirelessly as a nurse to advance the health of Henry County for many decades; and

Whereas, Alice is completing her thirtieth year of service this month and is retiring from the Board of Health and the nursing profession;

Therefore, be it resolved, by the District Board of Health of Henry County, Ohio, that, in honor of her faithful service on the Board of Health and her tenacious support of Henry County Health Department and its employees, Alice Schwiebert is hereby recognized and honored for the role she has played over the past thirty years in preventing disease, promoting wellness, and improving the health of Henry County and its residents.

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

## **GROWTH**

### **Accreditation Announcement**

Ms. Goon shared the exciting news that Henry County Health Department has been accredited for five years by the Public Health Accreditation Board (PHAB). A certified letter and accreditation plaque will be received from PHAB within the next few weeks. Ms. Goon reported a formal open house will be held on April 13, 2016, to celebrate with community partners and local residents.

### **Discussion re: Legislation Proposed by Ohio Department of Health/Governor's Office of Health Transformation**

Health Commissioner Anne Goon and Board President Roger Richard shared information from a northwest Ohio regional meeting they attended in Bowling Green in February where Ohio Department of Health Director Hodges and ODH leadership staff reviewed two legislative proposals being introduced:

1. Alignment of local Community Health Improvement Plans (CHIPs) with the State Health Improvement Plan (SHIP)
  - a. This proposed legislation will require local health departments and tax-exempt hospitals to partner together to create a single countywide Community Health Improvement Plan (CHIP; already being done in Henry County).
  - b. It will require local CHIPs to address at least two priorities identified in the State Health Improvement Plan (SHIP).
  - c. It will require at least one core measure from the SHIP to be in the local CHIP.
  - d. It will require health departments to select evidence-based strategies for the selected priorities from a menu of strategies in the SHIP.
2. Alignment with 3-year planning cycle for Community Health Assessment and Community Health Improvement Plan.
  - a. The proposed legislation will require local health departments to change to a three-year health assessment/ health improvement planning cycle to coincide with the planning cycle required by the IRS for tax-exempt hospitals (which is already being done in Henry County).
  - b. It will require all local health assessments and improvement plans in Ohio to be on the same three-year planning cycle by 2020.

During the AOHC regional meeting, Director Hodges also stated that local health departments will not be eligible to receive any state funding if not accredited by July 1, 2020. Director Hodges reviewed several options health departments may have for pursuing accreditation: 1) Apply and achieve accreditation as an individual county, 2) Apply as a multi-county group (i.e., as a Council of Governments), 3) Contract with an accredited health department for the delivery of core services in their jurisdiction, 4) Voluntarily merge with an accredited health department, and 5) Be required by the state to merge with an accredited health department.

## **FINANCE**

### **Approval of Bills**

The Board of Health reviewed the February bills. Fiscal Officer Julie McHugh reported that the Dental fund books are finally near closing. Ms. McHugh reported there are a few patients that are still making payments on their accounts.

Alice Schwiebert moved that the January bills be approved for payment. Dr. Doug Lindsey seconded the motion. The motion passed unanimously, resulting in its adoption.

### **Intrafund Transfers R19.16**

Alice Schwiebert moved to approve that the Henry County Auditor be requested to make the following Intrafund Transfers:

- a. \$10,000.00 from 5090-5200-50200 (Contract) to 5090-5200-50020 (Salaries)- Dental
- b. \$200.00 from 5090-5200-50200 (Contract) to 5090-5200-50370 (Medicare)- Dental
- c. \$1,400.00 from 5090-5200-50200 (Contract) to 5090-5200-50350 (PERS)- Dental
- d. \$3,000.00 from 5090-5200-50200 (Contract) to 5090-5200-50510 (Workers Comp)- Dental

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

### **Cash Transfer R20.16**

Alice Schwiebert moved that the Henry County Auditor be requested to make the following Cash Transfer:

- a. \$36,795.00 from 5030-5200-51110 Appropriation (Transfer-Hospice) to 5000-5200-40490 Revenue (Transfer-Health)

Sharon Miller seconded the motion. The motion passed unanimously.

### **2017 Budget Appropriations R21.16**

Anne Goon presented the proposed 2017 Henry County Health District Budget Appropriations and supporting rationale for the \$4,180,705 budget, noting that this reflects a 4.0% increase from 2016 appropriations. Joel Miller noted that the Personnel/Finance/Audit Committee met Tuesday, March 8, 2016, to review the appropriations in detail and recommends approval.

Alice Schwiebert moved that the 2017 Health District Budget Appropriations be approved and certified to the County Auditor to be submitted to the County Budget Commission. The motion was seconded by Joel Miller and passed unanimously.

### **Purchase of Property for Public Purposes R22.16**

Ms. Goon presented the final version of the purchase agreement with the Henry County Commissioners for the purchase of the Health District building and reviewed changes from previous version. Changes addressed the roof, overhang over the front sidewalks, and shared/common walls.

Ms. Goon noted that with approval of the purchase agreement, the Health District will be responsible for securing and paying personnel for building maintenance and repairs, as of April 1.

She and Office Manager Vi Ordaz are still working on these maintenance arrangements.

Alice Schwiebert moved to approve the purchase agreement with the Henry County Commissioners for the purchase of the Health District building for public purposes for \$1.00, with an effective date of April 1, 2016.

Joel Miller seconded the motion. The motion was passed by roll call vote: D. Lindsey (Yes), J. Miller (Yes), S. Miller (Yes), A. Wiederwohl (Yes), R Richard (Yes), Alice Schwiebert (Yes), and Char Weber (Yes).

*Jen Lazenby left the meeting at 1:30 pm.*

*Char Weber left the meeting after the roll call vote at 1:31 pm and returned at 1:33 pm.*

### **BOARD OF HEALTH CONTINUING EDUCATION: FOUNDATIONAL PUBLIC HEALTH SERVICES**

The Board of Health viewed a recorded presentation by Krista Wasowski, MPH, MSW, Medina County Health Commissioner, about Foundational Public Health Services. These are foundational capabilities (such as community health assessment, emergency preparedness, communications, community partnership development, organizational competencies) and areas of practice (like environmental health, chronic disease and injury prevention, linking people to clinical care) that all health departments need for the public health system to work anywhere. Ms. Wasowski focused most on the Organizational Competences health departments need to function, like leadership and governance, health equity, accountability, performance management, quality improvement, human resources, financial management, and legal services. These Foundational Public Health Services make up most of PHAB Accreditation Standards. Ohio is now part of a national group developing cost estimates to have these foundational services available in all health departments.

*Joel Miller left meeting at 1:36 pm during the video and returned at 1:38 pm.*

### **ADJOURNMENT**

There being no further business, Roger Richard called for a motion to adjourn at 1:46 pm. Alice Schwiebert moved for adjournment. Joel Miller seconded the motion. The motion passed unanimously.

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

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Roger Richard, President

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Anne Goon, Secretary