



1843 Oakwood Avenue Phone: (419) 599-5545
Napoleon, OH 43545 Fax: (419) 592-6400
www.henrycohd.org

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 12:36 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
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
Marianne Shawley, RN, BA, Quality Improvement/Accreditation Coordinator
Bethany Wachter, MPH, Director of Community Health Services

Public Present

Bob Hastedt, County Commissioner

APPROVAL OF CONSENT AGENDA R28.16

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

- A. Minutes of April 13, 2016, Board of Health meeting
- B. Management Reports for April 2016:
 1. Health Commissioner's Monthly Activity Report
 2. Community Health, Environmental Health, Personal Health, and Administration Monthly Section Reports
 3. April 2016 Communicable Disease Report
 4. April 2016 Service Statistics Report
 5. Performance Management Report
 - a. Public Swimming Pool Program- ODH Survey Report
 6. Accreditation Report
- C. Personnel items:
 1. Promotion:
 - a. Carianne Baird, RN, from Home Health/Hospice Public Health Nurse 2 to Hospice Patient Coordinator/Public Health Nurse 3, effective 6/9/16

2. Resignation:
 - a. Kaitlin Faber, Help Me Grow Service Coordinator/Home Visitor, effective 4/28/16
 - b. Kimberly Christensen, Home Health Aide, effective 4/28/16
 - c. Janelle Cline, RN, Home Health/Hospice PHN 2, effective 5/13/16
3. Resignation from Reproductive Health and Wellness Program Assignment: Julie Thomas, DNP, RN, CNP, intermittent Nurse Practitioner, effective 5/6/16

D. Financial Statements

The total cash balance for April 2016 for all funds combined increased by \$19,804.49 to \$3,386,235.62. The general fund balance was \$1,514,008.76 at the end of April, a decrease of \$73,260.94 from March. 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. Veterans Choice Program Provider Agreement for Home Health Aide Services- VA Ann Arbor Healthcare System
2. Nursing Facility Services Agreement for Hospice GIP- Fulton Manor
3. Traveling Patient Agreement for as-needed Hospice Services- Arbor Hospice
4. Engagement Letter for custom MIP Fund Accounting payroll report application- DWD Technology Group (\$1,200.00)

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:

1. Ms. Goon was invited to serve on several different state-level committees:
 - a. State Health Assessment/State Health Improvement Plan Advisory Committee- to guide the processes for assessing Ohioans' health and creating plans to improve health.
 - b. Public Health Futures Legislative Sub-committee on Accreditation Support- charged with identifying the support needed by local health departments (LHDs) to achieve accreditation, as well as a timeline for action for LHDs who choose alternate pathways (shared services or mergers).
 - c. Public Health Futures Legislative Sub-committee on Collaboration- to identify templates needed for COGs, mergers, and shared services contracts; to advise on guidance for LHDs for collaborative planning with hospitals for community health assessments and improvement plans; and to identify templates needed to meet accreditation requirements (like community health improvement plans, strategic plans, etc.).
2. 6-Pact health commissioners and Board of Health representatives met April 28, 2016, to continue exploration of creating a public health shared services Council of Governments (COG). Draft bylaws were developed and approved by legal counsel in all six counties. At the conclusion of the meeting, the group stated an intent to continue explorations without making any firm commitments or subsequent meeting dates.
3. Ms. Goon, Kim Cupp (Fulton County), and representatives from the Mid-East Ohio Regional Council (MEORC; a mature, 18-county COG serving Boards of Developmental Disabilities) met with the Directors of Health and Developmental Disabilities on May 3, 2016, to discuss their joint proposal submitted for funding to explore how MEORC and the 6-Pact could work together to create a public health COG without recreating the "back office"/support structures.

Both Directors were receptive and expressed an intent to search for funding to support this effort. If funded, it would reduce the initial investment the 6-Pact Boards of Health would need to make to start the public health COG.

4. Ms. Goon presented on “Implementing a LHD Performance Management System” at the Ohio Public Health Association’s Accreditation Readiness Training on May 9. She then attended the Public Health Combined Conference May 9-11, 2016, as required by state law. She shared with Board members the document and timeline distributed by ODH Director Hodges during his opening presentation. This document states the issue is that local health departments vary in their ability to deliver core public health services; their solution is that LHDs should meet the same national accreditation standards. Director Hodges outlined five pathways to accreditation:
 - a. Independent accreditation as a single entity (as Henry County Health Department has done)
 - b. Council of Governments- interdependent health departments applying as a single entity (if they have shared governance)
 - c. Mergers of health departments- the new, merged health department would then apply for accreditation
 - d. Shared/Contracted Services- where health departments contract with someone else to get the services they need to become accredited
 - e. Reassignment- where ODH chooses to reassign responsibility for one local health district to another local health district
5. Ms. Goon shared work being pursued by Healthcare Access workgroup to build greater linkages between clinical care and community resources. The Health Department applied for federal funding in January to establish a rural care coordination network for Henry County residents; funding announcements have not been made yet. The workgroup wants to take advantage of funding assistance available through the Hospital Council of Northwest Ohio to have two to five individuals become certified Community Health Workers. Local agencies could receive job development stipends to employ these Community Health Workers for at least one year to serve persons on Medicaid to better link them to health care and other needed services.
6. Ms. Goon reviewed a possible levy timeline for the Board’s consideration. The deadline for filing issues for placement on the November 2016 general election ballot is 4 pm, August 10. If the Board wishes to have a renewal levy on the November ballot, it will need to pass a formal resolution requesting such placement by the County Commissioners by its July 13 Board meeting.

PEOPLE

Approval of Employee Wellness Benefit: Health Risk Assessments R29.16

Ms. Goon recommended offering a free health risk assessment to all intermittent, part-time, and full-time staff at the Health District’s expense. A health risk assessment helps identify individuals’ risk factors and provides individualized feedback regarding interventions to promote health, sustain function, and/or prevent disease. The maximum cost of this benefit would be \$795.00 (based upon 53 staff x \$15@); 45% of employees took advantage of this benefit in 2015. The Health Risk Assessments would be performed by Henry County Hospital.

Joel Miller moved to approve this provision of health risk assessments to all interested employees as proposed by the Health Commissioner. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Joel Miller inquired whether the Health District's health insurance company provided any kind of incentive for offering this benefit (e.g., reduced premiums). Ms. Goon stated Fiscal Officer Julie McHugh would contact Megan Toitch at Ohio Insurance Services Agency for an answer.

Out of State Travel R30.16

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

- a. Bethany Wachter and Marianne Shawley, Public Health Improvement Training, Baltimore, MD, June 15-17, 2016.
- b. Julie McHugh, Spring 2016 MIP User Group, Fort Wayne, IN, May 24, 2016.

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

QUALITY

Draft Board of Health Conflict of Interest Policy and Disclosure Statement

Noting that public employees and public boards have an obligation to maintain the highest ethical and moral standards and to perform their duties and serve the public in an honest, efficient, ethical, and professional manner, Ms. Goon presented a draft Conflict of Interest policy for the Board's consideration. It reflects the Health District's Ethics of Public Employment personnel policy and model conflict of interest policies from other non-profit and public governance boards. It includes a more detailed disclosure statement to aid Board members in examining and identifying personal, professional, and business relationships that must be considered to ensure potential or actual conflicts of interest are disclosed.

GROWTH

2016-2018 Strategic Plan

Ms. Goon provided an update of the progress being made on the 2016-2018 Strategic Plan. She presented a near-final draft of the new performance measures that program staff, managers, and she have been developing and revising over the past three months. Ms. Goon hopes to have the full 2016-2018 Strategic Plan ready for presentation and adoption at the June Board meeting.

FINANCE

Approval of Bills

The Board of Health reviewed the April bills. Fiscal Officer Julie McHugh reported that she has been tweaking the report format to make it shorter. She has added a Total Line to the report this month.

Dr. Doug Lindsey moved that the April bills be approved for payment. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Draft Severance Fund Policy

Ms. Goon presented a draft Severance Fund Policy in response to a request made by the Personnel/Finance/Audit Committee at its March meeting. The purpose of the Severance Fund Policy would be to ensure sufficient financial reserves are maintained for the payment of accrued but unused sick and vacation leave to eligible employees upon retirement.

Joel Miller moved to direct the Health Commissioner and Fiscal Officer to work with the County Auditor to create a severance fund, with the policy and all associated actions requiring Board approval brought to the Board at a future meeting. Char Weber seconded the motion. The motion passed unanimously.

Approval of Intrafund Transfers R31.16

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

1. \$500.00 from 5050-5200-50020 (TN1 Salaries) to 5050-5200-50050 (TN3 Equipment)-Environmental
2. \$1,000.00 from 5060-5200-50020 (WC1 Salaries) to 5060-5200-50120 (WC12 Other)-CFHS

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

Approval of Cash Advance R32.16

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

1. \$10,000.00 from 5000-5200-51110 Appropriation (Transfer-Health) to 5060-5200-40490 Revenue (Advance In-CFHS)

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

Approval of Partial Cash Advance Payback R33.16

Dr. Doug Lindsey moved that the Henry County Auditor be requested to make the following Partial Cash Advance Payback:

1. \$5,052.38 from 5140-5200-51110 Appropriation (Advance Out-Safety Net) to 5000-5200-40490 Revenue (Transfer-Health)

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

Approval of Cash Transfer R34.16

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

1. \$57,213.00 from 5030-5200-51110 Appropriation (Transfer-Hospice) to 5000-5200-40490 Revenue (Transfer-Health)

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

Approval of Revised Charges for Immunization and Public Health Nursing Services R35.16

Julie Lauf, Director of Personal Health Services, presented proposed immunization fee changes to optimize cost recovery for immunization and public health nursing services. These changes will:

1. Update charges for several vaccines to reflect current payer reimbursement rates.
2. Incorporate consultation and administration costs directly into the fees charged for travelers' immunizations by adding \$70.00 to the cost of the vaccine.
3. Utilize a 99211 E/M billing code for a nurse visit for immunization services.
4. Utilize a 90201 E/M billing code for an office visit for lice checks.

Dr. Doug Lindsey moved to approve the following fee changes, effective June 1, 2016:

Vaccine/Code	Current Fee	New Fee
MMR/90707	\$ 77.00	\$ 80.00
Varicella/90716	\$ 129.00	\$ 137.00
Pneumococcal (Pneumovax)/90670	\$ 189.00	\$ 198.00
HPV9/90649	\$ 184.00	\$ 219.00
Rotavirus	\$ 96.00	\$ 99.00
Pneumococcal (PPSV23)/90732	\$ 88.00	\$ 89.00
Zostavax/90736	\$ 219.00	\$ 236.00
Hepatitis A (Adult)	\$ 82.00	\$ 83.00

Yellow Fever/90717	\$ 159.00 (Total cost \$ 219.00 with addition of previous \$60.00 consultation fee)	\$ 211.00
Typhoid/90691	\$ 95.00 (Total cost \$ 155.00 with addition of previous \$60.00 consultation fee)	\$ 131.00
Nurse Visit/99211	N/A	\$ 30.00
Lice Check/90202	N/A	\$70.00

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

Acceptance of Grant Notices of Award and Related Budgets R36.16

Char Weber moved to accept the following Notices of Award (NOA) and the related program budgets:

1. Revised NOA for Child & Family Health Services grant- Ohio Department of Health (\$47,725.00)
The Notice of Award has been revised to reflect ODH’s extension of the SFY2016 grant period an additional three months, with the grant now ending September 30, 2016. The budget has been increased accordingly to support the additional months of grant activities.
2. Initial NOA for Reproductive Health and Wellness Program grant- Ohio Department of Health (\$90,000.00)
This Notice of Award for grant year April 1, 2016-March 31, 2017 provides \$90,000.00, as requested, for Reproductive Health and Wellness Program services in Henry and Defiance Counties.
3. Initial NOA for Public Health Emergency Preparedness grant- Ohio Department of Health (\$62,519.00)
This Notice of Award for SFY2017 grant period (July 1, 2016-June 30, 2017) provides \$62,519.00 to fund Public Health Emergency Preparedness efforts in Henry County. This reflects a 4.7% cut (a loss of \$3,077) from the SFY2016 funding of \$65,596.00.

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

Approval of Help Me Grow Service Coordination Agreement R37.16

Upon mutual agreement of Henry County Health Department, Henry County Family & Children First Council (FCFC), Fulton County Family & Children First Council (FCFC), and Fulton County Board of Developmental Disabilities, Fulton County FCFC will be administering Henry County’s Help Me Grow Part C/Early Intervention service coordination program for SFY2017. Fulton County FCFC will provide a maximum of \$82,158.51 from Ohio Department of Health, Part C funding, in monthly payments to Henry County Health Department for the provision of service coordination services for Henry County Help Me Grow clients.

Marilyn Bremer moved to approve the Help Me Grow Service Coordination Agreement with Fulton County Family & Children First Council for SFY 2017 (July 1, 2016, to June 30, 2017). Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

EXECUTIVE SESSION: PERSONNEL EMPLOYMENT

Char Weber moved to go into Executive Session at 1:42 pm for personnel employment. Dr. Doug Lindsey seconded the motion. The motion was passed by roll call: S. Miller (Yes), R. Richard

(Yes), J. Miller (Yes), M. Bremer (Yes), C. Weber (Yes), and Dr. D. Lindsey (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 1:55 pm.

ADJOURNMENT

There being no further business, Roger Richard called for a motion to adjourn at 1:55 pm. Marilyn Bremer moved for adjournment. Dr Doug Lindsey seconded the motion. The motion passed unanimously.

The next regular Board of Health meeting was scheduled for Wednesday, June 15, 2016, at 12:30 p.m.

Roger Richard, President

Anne Goon, Secretary