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Anne Goon, MS, RD, LD, Health Commissioner

HENRY COUNTY BOARD OF HEALTH MEETING

Held Wednesday, November 16, 2016

Board Members Present

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

CALL TO ORDER AND INTRODUCTION OF GUESTS

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. No guests were in attendance.

APPROVAL OF CONSENT AGENDA R89.16

Char Weber moved to approve the consent agenda consisting of the following items:

- A. Minutes of October 19, 2016, Board of Health meeting
- B. Management Reports for October 2016:
 1. Health Commissioner's Monthly Activity Report
 2. Community Health, Environmental Health, Personal Health, and Administration Monthly Section Reports
 3. October 2016 Communicable Disease Report
 4. October 2016 Service Statistics Report
 5. Performance Management and Accreditation Reports
- C. Personnel
 1. Resignation: Carianne Baird, RN, LSW, Home Health/Hospice, effective 10/28/16
- D. Financial Statements

The total cash balance for October 2016 for all funds combined decreased by \$69,885.72 to \$3,324,720.38. The general fund balance was \$1,559,793.83 at the end of October, a decrease of \$41,631.35 from September. The general fund balance is currently at 11.2

months of operating reserves (281% of the 2016 minimum fund balance goal).

E. Contracts and Agreements:

1. MOU for Vaccines For Children (VFC) Deputized Provider- Tuscarawas County Health Department (Rural Health Clinic)

This Memorandum with Tuscarawas County Health Department (and the Ohio Department of Health) allows Henry County Health Department to continue to be deputized as a Vaccines for Children (VFC) provider, as it has in the past.

2. Nursing Facility Services Agreement for Hospice Services- Grand Rapids Care Center
Henry County Health Department executed a one-time contract with Grand Rapids Care Center for the provision of hospice services to a single resident of this facility.

3. MOU for Four County Sexual Assault Response Team- Center for Child & Family Advocacy with Four County SART

This Memorandum of Understanding will allow the health department to work with Center for Child & Family Advocacy to assist/support the Four County Sexual Assault Response Team.

Marilyn Bremer 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. Helping Residents Obtain Health Insurance Coverage: The Centers for Medicare and Medicaid Services have officially designated Henry County Health Department as a Certified Application Counselor (CAC) Designated Organization. Trained Health Department staff will help consumers look for and enroll in health coverage options through the Marketplace. Henry County Department of Job Family Services (DJFS) staff provided a very helpful training on Medicaid and DJFS' side of application process. Three staff are working on the required CAC training, which has proven to be much more challenging and time-consuming than anticipated. Announcements of this new service will be made as soon as staff have achieved CAC status.
2. Upcoming Assessment of Health Departments' Accreditation Readiness: The Ohio Dept. of Health has contracted OSU Center for Public Health Practice to develop profiles of all local health departments, including accreditation readiness, and provide technical assistance, training, and support to help health departments achieve accreditation. Participation is voluntary, but health departments cannot gain access to the free training and technical assistance if the assessment survey is not completed. Ms. Goon reported that she completed the assessment survey November 15, 2016.
3. Facility Renovation Plan: An action step in the Strategic Plan is to create a Facility Renovation Plan for implementation in 2017. Ms. Goon reported that she began this process by meeting with architects from Technicon Design Group on November 8, 2016, to present a general concept of the desired work in order to obtain a proposal for architectural/ engineering design services. An open bidding process generally must be used whenever public monies in excess of \$50,000 will be spent. This proposal was requested so that the Board would know if this part of the renovation project would have to be put out for open bid. The proposal came in at \$5,500, which means that the Board of Health does not have to use an open bidding process for this phase.
4. Levy Renewal: The Health District's 1.2 mill, 5 year renewal levy passed with 61% of voters supporting the renewal. The levy generates about \$650,000 annually. Collections from this

renewal levy will begin in calendar year 2018 and running through 2022. Ms. Goon recognized and thanked staff for the levy campaign contributions over the past five years in the form of Jeans Friday payments and Soup Cook-Off fundraisers.

5. OSU Peer Coaching Opportunity: Ms. Goon recently received the Peer Coach agreement that was discussed in last month’s board meeting. Fiscal Officer Julie McHugh and she decided it made more sense for her to sign the agreement as an individual, rather than putting the Health Department as the middle man.
6. Shared Services: Ms. Goon reported that a Joint Letter of Engagement with Bricker & Eckler Attorney Susan Greenberger for Legal Services was included on last month’s Consent Agenda. Ms. Goon did not proceed with signing the letter of engagement, since upon further discussion with all parties, all jointly agreed that was sufficient for Mid-East Ohio Regional Council (MEORC) to engage Bricker & Eckler for the MEORC/6-Pact COG Research project.

PEOPLE

Reclassification of Marianne Shawley, from part-time QI/Accreditation Coordinator to intermittent QI Coordinator R90.16

Ms. Goon presented a request to reclassify the position held by Marianne Shawley, QI/Accreditation Coordinator, from part-time to intermittent QI Coordinator, effective December 31, 2016. Ms Shawley requested this reclassification.

Joel Miller moved to approve the reclassification of Marianne Shawley and the position of QI/Accreditation Coordinator from part-time to intermittent, effective December 31, 2016. Sharon Miller seconded the motion. The motion passed unanimously.

Creation of New Position: Health Communications Specialist/Accreditation Coordinator R91.16

Ms. Goon presented a request to create a new part-time Health Communication Specialist/Accreditation Coordinator. This position would be scheduled to work approximately 28 hours per week. One of the primary reason is moving some of QI/Accreditation Coordinator duties to others including strategic plan items, performance management data and health profiles to be available to the public. Certain functions needed to perform this position will require a shift and change responsibilities of staff. The position description is not finalized at this time and is being reviewed by Clemens Nelson.

Joel Miller moved to approve the creation of a new Health Communications Specialist/Accreditation Coordinator position. Char Weber seconded the motion. The motion passed unanimously.

2017 Holiday Schedule R92.16

Sharon Miller moved to approve the following 2017 Holiday Schedule for Henry County Health Department employees:

<u>Holiday</u>	<u>Day Observed</u>	<u>Date Observed</u>
New Year’s Day	Monday	January 2, 2017
Martin Luther King, Jr. Day	Monday	January 16, 2017
Presidents’ Day	Monday	February 20, 2017
Floating Holiday	Friday	April 14, 2017 (close at 12:00 pm)
Memorial Day	Monday	May 29, 2017
Independence Day	Tuesday	July 4, 2017
Labor Day	Monday	September 4, 2017
Columbus Day	Monday	October 9, 2017

Veterans Day	Friday	November 10, 2017
Thanksgiving Day	Thursday	November 23, 2017
Additional paid day off	Friday	November 24, 2017
Christmas	Monday	December 25, 2017

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

2017 Board of Meeting Schedule R93.16

Joel Miller moved to approve the following 2017 Board of Health Meeting Schedule, with meetings on the second or third Wednesday of the month at 12:30 pm at the Health Department:

January 18, 2017	July 19, 2017
February 15, 2017	August 16, 2017
March 15, 2017	September 13, 2017
April 19, 2017	October 18, 2017
May 17, 2017	November 15, 2017
June 14, 2017	December 13, 2017

Marilyn Bremer seconded the motion. The motion passed unanimously.

QUALITY

Report of Public Hearing on Proposed Food Fees for 2017-2018 license year

As required by ORC 3709.09, Environmental Health Director Jon Lindsay reported that written notice was provided to each entity affected by the proposed food program fees at least 20 days prior to the public hearing, which was convened on November 10, 2016. No representatives of affected entities or members of the public attended, and no written comments were received.

Second Reading – Proposed Food Fees for 2017-2018 license year R94.16

Jon Lindsay presented the resolution for a regulation establishing fee schedules for food service operations and retail food establishments for the 2017-2018 licensing period for a second reading. No changes were recommended to the proposed fees.

- I. Food Service Operations and Retail Food Establishments
 - A. License fees Operations < 25,000 square feet
 - 1. Risk Level I \$ 105.58 plus state fee
 - 2. Risk Level II \$ 118.86 plus state fee
 - 3. Risk Level III \$ 226.67 plus state fee
 - 4. Risk Level IV \$ 287.22 plus state fee
 - B. License fees Operations ≥ 25,000 square feet
 - 1. Risk Level I \$ 152.32 plus state fee
 - 2. Risk Level II \$ 160.28 plus state fee
 - 3. Risk Level III \$ 566.57 plus state fee
 - 4. Risk Level IV \$ 600.57 plus state fee
 - C. Other License fees
 - 1. Mobile Operations \$ 108.36 plus state fee
 - 2. Temporary Operations \$ 20.92 per day of event
 - 3. Vending Locations \$ 15.08 plus state fee
- II. Late Fee
 - A. Late Fee Penalty 25% of local license fee

Sharon Miller moved to approve the second reading of the proposed resolution or a regulation establishing fee schedules for Food Service Operations and Retail Food Establishments for 2017-2018 licensing period. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

BOARD OF HEALTH CONTINUING EDUCATION: Ohio Ethics Law - Gifts

The Board of Health viewed an e-learning course provided by the Ohio Ethics Commission, addressing the portion of Ohio’s Ethics Law which focuses on whether public employees and board members can accept gifts. The course used multiple examples to explain when accepting “gifts” (items of substantial value) from “improper sources” (people or entities doing business with, wishing to do business, or regulated by the Health District) would present a conflict of interest for Health Department staff and Board members.

FINANCE

Proposed Governance Policy: Donation Acceptance R95.16

Ms. Goon reviewed a proposed Governance Policy for Donation Acceptance, Use, and Reporting that would apply to all Health Department programs. A previous policy applied only to Home Health/Hospice and did not provide clear timelines for sending acknowledgements to donors. This policy will be sent to pertinent staff for acknowledgement once finalized in Policy Stat.

Char Weber moved to adopt the Donation Acceptance, Use, and Reporting policy as presented. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Joel Miller stepped out of meeting at 1:15 pm before Bills presentation.

Approval of Bills

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

Joel Miller returned to meeting at 1:17 pm.

Approval of Intrafund Transfers R96.16

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

- a. \$5,000.00 from 5000-5200-50040 (Supplies) to 5000-5200-50110 (Travel)- Health
- b. \$30,000.00 from 5010-5200-50020 (Salaries) to 5010-5200-50080 (Contracts)- Home Health
- c. \$1,500.00 from 5070-5200-50200 (Contracts) to 5070-5200-50120 (Other)- RPHW
- d. \$1,290.86 from 5050-5200-50510 (Workers Comp) to 5050-5200-50120 (Other)- Environmental
- e. \$1,000.00 from 5050-5200-50620 (Insurance) to 5050-5200-50120 (Other)- Environmental
- f. \$1,000.00 from 5050-5200-50090 (Travel) to 5050-5200-50120 (Other)- Environmental
- g. \$1,000.00 from 5060-5200-50120 (Contracts) to 5060-5200-50040 (Supplies)- CFHS
- h. \$1,500.00 from 5060-5200-50120 (Other) to 5060-5200-50040 (Supplies)- CFHS

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

Approval of Cash Advance R97.16

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

Advance:

- a. \$5,000.00 from 5000-5200-51110 Appropriation (Transfer-Health) to 5040-5200-40410 Revenue (Transfer-PHEP)

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

Char Weber left meeting at 1:20 pm after the vote on R98.16.

Approval of Cash Transfer R98.16

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

- a. \$15,000.00 from 5000-5200-51110 Appropriation (Transfer-Health) to 5050-5200-40490 Revenue (Transfer-Environmental)

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

Renewal of Property and Professional Liability Coverage R99.16

Ms. Goon presented the renewal proposal submitted by the Public Entities Pool of Ohio (PEP) for Health District liability coverage. Coverage would remain at \$2,000,000 per occurrence, with a \$1,000 deductible.

Joel Miller moved to accept the renewal proposal for property and professional liability coverage from the Public Entities Pool of Ohio, at a cost of \$14,222.00 for the period of 12/1/2016-12/1/2017.

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

Renewal of Health Insurance – Premium Cost-Sharing R100.16

Ms. Goon provided an update of employee health insurance coverage cost options for 2017. Ms. Goon stated if the Health Department continues to pay 85% of health insurance premiums for eligible employees in 2017, with employees paying 15% based upon current enrollment, total anticipated cost will be \$201,512 (\$171,285 from the Health Department and \$30,227 from employees).

Joel Miller moved to stay at the 15% premium regarding employee health insurance for 2017. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

2017 Appropriations for Severance Fund R101.16

Joel Miller moved to approve 2017 appropriations for the Severance Fund. Money. The money is being put into this new fund every year to ensure adequate financial reserves are maintained for the payment of accrued but unused sick and vacation leave upon retirement to eligible employees, as outlined in the personnel policies.

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

EXECUTIVE SESSION: PERSONNEL EMPLOYMENT

Roger Richard moved to go into Executive Session at 1:30 pm for Discipline of a Public Employee. Marilyn Bremer seconded the motion. The motion was passed by roll call: S. Miller (Yes), R. Richard (Yes), J. Miller (Yes), and M. Bremer (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 2:07 pm.

ADJOURNMENT

There being no further business, Roger Richard called for a motion to adjourn at 2:07 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, December 14, 2016, at 12:30 p.m.

Roger Richard, President

Anne Goon, Secretary