



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, September 14, 2016

Board Members Present

Roger Richard, President
Joel Miller, President Pro-Tempore
Marilyn Bremer, RN
Doug Lindsey, MD
Sharon Miller
Char Weber
Al Wiederwohl

Staff Present

Anne Goon, MS, RD, LD, Health Commissioner
Daniel Breitbart, RS, Sanitarian 2, Environmental Health Services
Julie Lauf, RN, Director of Personal 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

Tiera Clay, Northwest Ohio Consortium for Public Health (UT), MPH student
Tarell Cox, Northwest Ohio Consortium for Public Health (UT), MPH student
Destiny Keefer, Northwest State Community College, accounting intern
Bob Hastedt, County Commissioner
Jen Lazenby, Northwest Signal
Wilson Stough, MD

CALL TO ORDER AND INTRODUCTION OF GUESTS

Roger Richard, President, called the Board of Health meeting to order at 12:34 p.m. The meeting was held in Conference Room A of the Henry County Health Department. A quorum was present

Fiscal Officer Julie McHugh introduced intern Destiny Keefer; she is working on an associate's degree in accounting at Northwest State Community College and is completing 300-hour internship with Ms. McHugh this semester.

Ms. Clay and Mr. Cox are completing Master's in Public Health degrees at the University of Toledo through the Northwest Ohio Consortium for Public Health. Attending a Board of Health meeting is a class assignment.

PUBLIC COMMENT

Former Health Commissioner and local physician Dr. Wilson Stough attended to provide public testimony. He reported his family's dissatisfaction with a lack of adequate acknowledgement of contributions made to Hospice of Henry County in the name of Barbara Stough, who died in July.

APPROVAL OF CONSENT AGENDA R69.16

Marilyn Bremer moved to approve the consent agenda consisting of the following items:

- A. Minutes of August 17, 2016, Board of Health meeting
- B. Management Reports for August 2016:
 1. Health Commissioner's Monthly Activity Report
 2. Community Health, Environmental Health, Personal Health, and Administration Monthly Section Reports
 3. August 2016 Communicable Disease Report
 4. August 2016 Service Statistics Report
 5. Performance Management Report
 6. Accreditation Report
- C. Personnel items:
 1. Employment:
 - a. Allyson Smith, RN, part-time Service Coordinator/Home Visitor (Nurse), effective 9/19/16, at an hourly rate of \$20.35.
 - b. Tamara Segrist, LSW, part-time Early Intervention Program Coordinator, effective 9/19/16, at an hourly rate of \$21.50.
 - c. Joni Pedraza, LPN, full-time Licensed Practical Nurse, effective 10/03/16, at an hourly rate of \$18.25.
 2. Transfer:
 - a. Transfer from Part-time to Intermittent position: Megan Burill, Home Health Aide, effective 8/24/16
- D. Financial Statements

The total cash balance for August 2016 for all funds combined decreased by \$24,067.73 to \$3,418,047.54. The general fund balance was \$1,684,526.76 at the end of August, a decrease of \$13,552.46 from July. The general fund balance is currently at 12.1 months of operating reserves (304% of the 2016 minimum fund balance goal).

Dr. Doug Lindsey seconded the motion. The motion approving the consent agenda passed unanimously.

Joel Miller left meeting at 12:48 pm, returning at 12:50 pm during Health Commissioner's report.

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. Federal Communication Commission (FCC) Rural Health Program: The Board of Health approved a contract with Solix earlier this year to assist the Health Department with applying for telecommunications and Internet-related discounts available through the FCC's Rural Health Program. Discounts totaling \$1,265.92 have been received for the first three months of participation (~\$1,000 after paying contractual fees to Solix). Savings for the next program year (July 2016-June 2017) should be even greater.
2. Helping Residents Obtain Health Insurance Coverage: As part of the 2015-2018 Community Health Improvement Plan, the Health Department is working to fill a gap identified by the Healthcare Access workgroup. There are no agencies in the county assisting residents to sign up for insurance on the Marketplace. The Health Department has applied to become a Certified Application Counselor (CAC) organization and is awaiting a

decision by the Centers for Medicare and Medicaid Services (CMS). If approved, at least one staff must complete the required training; four have expressed an interest.

3. Shared Services: Ms. Goon is waiting to hear back from OSU that the contract with MEORC for the joint 6-Pact/MEORC Council of Governments (COG) project has been executed. The purpose of this research study is to see how the 6-Pact can partner with a mature COG to help establish and operationalize a public health COG without unnecessarily duplicating infrastructure or costs. Ms. Goon is meeting Thursday with 6-Pact colleagues to review why the group proposed to establish a public health shared services COG and why MEORC was asked for assistance.
4. Public Health National Center for Innovations: Due to the public health shared services work being done in NW Ohio and Ms. Goon's involvement on Ohio's "Increasing Capacity through Shared Services" workgroup, she attended a conference last week in St Louis on measuring the impact of cross-jurisdictional sharing arrangements. Health officers and governing board members from North Dakota, Wisconsin, Minnesota, and Michigan presented their processes to implement shared services through mergers and alliances and the challenges they are facing in measuring the exact impact on effectiveness and efficiency. This information will be used to measure effectiveness and efficiency of the proposed COG structure being explored with MEORC.
5. Turning the Tide on Opiates: Henry County Health Department is supporting the Surgeon General's Call to End the Opioid Crisis (TurnTheTideRx.org). Surgeon General Vivek Murthy calls on healthcare providers to pledge to 1) Educate themselves to treat pain safely and effectively; 2) Screen patients for opioid use disorder and provide or connect them with evidence-based treatment; and 3) Talk about and treat addiction as a chronic illness, not a moral failing. Henry County Hospital administration has agreed to inform and encourage their medical staff to sign the pledge. The Health Department is reaching out to all Henry County providers not associated with the Hospital (e.g. dentists, Mercy Napoleon Clinic, Dr Carol Hicks, etc.) to inform and encourage them to do the same.
6. Community Health Status Assessment: The Community Health Status Assessment results will be released September 27, 2016; Board members were encouraged to attend. Updates on work completed by the Community Health Improvement Plan (CHIP) workgroups addressing risk factors for obesity, healthcare access and cost, and behavioral health issues will also be provided. The cost of the Community Health Status Assessment is \$40,000. \$6,100 has been received from community partners to date; United Way's contribution is pending. The Health Department and Hospital will cover the remaining costs (~\$14,000-\$16,000@).

PEOPLE

Approval of Request for Leave of Absence without Pay R70.16

Joel Miller moved to approve the following request for leave of absence without pay:

- a. Karla Showman, two weeks to be scheduled in late April or early May, 2017

Marilyn Bremer seconded the motion. The motion passed unanimously.

Out of State Travel R71.16

Dr. Doug Lindsey moved to approve the following out-of-state travel:

- a. Susan Davis and April Murray, Front Desk Safety & Security Training, Ft. Wayne, IN, 9/26/16

Al Wiederwohl seconded the motion. The motion passed unanimously.

QUALITY

Adoption of Sewage System Operating Permit Program and Criteria R72.16

Registered Sanitarian Daniel Breitbart presented a proposed Sewage System Operating Permit Program and Criteria. Boards of Health are required by Ohio Revised Code to establish a Household Sewage Treatment System Operation and Maintenance (O&M) program. Operation permit criteria would be based upon the type of sewage treatment system installed- either systems without advanced treatment (septic tanks, leach fields, subsurface filters, and drainage tiles) or systems with advanced treatment (aeration, time-dosed, NPDES-permitted, constructed wetlands, and drip distribution).

**Henry County Health Department
Proposed Sewage Treatment Systems Operation Permit Criteria**

	Sewage treatment systems <u>without</u> advanced treatment:	Sewage treatment systems <u>with</u> advanced treatment:
System types	<ul style="list-style-type: none"> • Septic tank, with or without effluent pump • Leach Fields • Sub Surface Filters • Drainage Tile 	<ul style="list-style-type: none"> • Aeration • Time Dosed Systems • STS with an NPDES Permit • Wetlands (Constructed Wetlands) • Drip Distribution
Length of time permit is valid	10 years; unless proof of system abandonment is received	10 years; unless proof of system abandonment is received
5 year Required proof of monitoring & maintenance	None	<ul style="list-style-type: none"> • Copy of any required service contract and maintenance report • Proof of sampling and limits for NPDES permit
5 year Homeowner education	General fact sheet on maintenance & monitoring of STS <ul style="list-style-type: none"> • Tank pumping frequency recommendations 	Specific fact sheets to system type Links to O&M information that is for specific manufacturers systems/components
10 year Required proof of monitoring & maintenance	Completed Septage pumping report	<ul style="list-style-type: none"> • Copy of any required service contract and maintenance report • Proof of sampling and limits for NPDES permit
10 year Homeowner education	General fact sheet on maintenance & monitoring of STS <ul style="list-style-type: none"> • Tank pumping frequency recommendations 	Specific fact sheets to system type Links to O&M information that is for specific manufacturers systems/components

The proposed program requirements would establish 1) A ten-year permit period for all existing systems not connected to public sewage systems; 2) Homeowner education on proper system maintenance by Environmental Health staff every five years; and 3) Homeowner submission of

proof of system monitoring to the Health Department every five or ten years (depending upon system type). This Sewage System Operating Permit Program would serve as the framework for the future O&M program.

Joel Miller moved to adopt the proposed Sewage System Operating Permit Program and Criteria. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Dr. Doug Lindsey stepped out of the meeting during the sewage presentation at 1:05 pm, returning at 1:09 pm before the vote on R72.16.

FINANCE

Acceptance of Regular State Audit for Years Ended December 31, 2014 and 2015 R73.16

Board of Health members received a link to the Regular State Audit Report for Years Ended December 31, 2014 and 2015, from the Auditor of State office via email on September 12. The Accountant's Report states, in their opinion, the combined fund cash balances of Henry County/City of Napoleon Combined General Health District were presented fairly. There were no audit findings or management letter. Ms. Goon commended Fiscal Officer Julie McHugh for achieving a clean audit for the two previous years. This represents the best audit the Health Department has ever received.

Joel Miller moved to accept the Regular State Audit Report for years ended December 31, 2014 and 2015, and recognized Julie McHugh for this achievement. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Bills

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

Approval of Intrafund Transfers R74.16

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

- a. \$2,000.00 from 5060-5200-51110 (Transfer) to 5060-5200-50120 (Other)- CFHS
- b. \$2,000.00 from 5070-5200-51110 (Transfer) to 5070-5200-50120 (Other)- RHWP
- c. \$5,000.00 from 5030-5200-50120 (Other) to 5030-5200-50040 (Supplies)- Hospice
- d. \$4,000.00 from 5120-5200-50040 (Supplies) to 5120-5200-50150 (Rent)- Hospice Restricted
- e. \$300.00 from 5050-5200-50510 (Workers Comp) to 5050-5200-50040 (Supplies)- Environmental
- f. \$5,000.00 from 5000-5200-50020 (Salaries) to 5000-5200-50110 (Travel)- Health
- g. \$2,000.00 from 5050-5200-50120 (Other) to 5050-5200-50200 (Contract)- Environmental
- h. \$4,400.00 from 5050-5200-50120 (Other) to 5050-5200-50620 (Insurance)- Environmental
- i. \$22,500.00 from 5010-5200-50020 (Salaries) to 5010-5200-50520 (Insurance)- Home Health
- j. \$7,000.00 from 5030-5200-50020 (Salaries) to 5030-5200-50520 (Insurance)- Hospice

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

Approval of Budgetary Increase in Appropriations R75.16

Sharon Miller moved that the Henry County Auditor be requested to make the following Budgetary

Increase in Appropriations:

- a. Appropriations- Hospice (from 2015 carryover):
5030-5200-50020 (Salaries) from \$169,000.00 to \$289,000.00 (increase of \$120,000.00)

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

Approval of Financial Transactions to Establish Severance Fund R76.16

Sharon Miller moved that the Henry County Auditor be requested to make the following financial transactions to establish the Severance Fund:

- a. Intrafund Transfer
 - i. \$3,800.00 from 5010-5200-50120 (Other) to 5010-5200-51110 (Transfer)- Home Health
- b. Budgetary Increases in Revenue and Appropriations- Environmental
 - i. 5050-5200-40490 (Revenue- Transfer) from \$70,000.00 to \$82,500.00 (increase of \$12,500.00)
 - ii. 5050-5200-51110 (Appropriations- Transfer) from \$0.00 to \$12,500.00 (increase of \$12,500.00)
- c. Cash Transfers
 - i. \$12,500.00 from 5000-5200-51110 Appropriation (Transfer-Health) to 5050-5200-40490 Revenue (Transfer-Environmental)
 - ii. \$12,500.00 from 5050-5200-51110 Appropriation (Transfer-Environmental) to 5005-5200-40490 Revenue (Transfer-Severance)
 - iii. \$7,200.00 from 5000-5200-51110 Appropriation (Transfer-Health) to 5005-5200-40490 Revenue (Transfer- Severance)
 - iv. \$1,200.00 from 5070-5200-51110 Appropriation (Transfer- RHWP) to 5005-5200-40490 Revenue (Transfer-Severance)
 - v. \$3,800.00 from 5010-5200-51110 Appropriation (Transfer-Home Health) to 5005-5200-40490 Revenue (Transfer-Severance)
 - vi. \$3,800.00 from 5030-5200-51110 Appropriation (Transfer- Hospice) to 5005-5200-40490 Revenue (Transfer-Severance)

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

Approval of 2016-2017 Seasonal Influenza Charges R77.16

Julie Lauf, Director of Personal Health Services, explained that the Health Department would be offering two forms of influenza vaccine during the 2016-2017 season- quadrivalent intramuscular and high-dose intramuscular. Nasal spray vaccine (FluMist) will not be offered due to recent findings of its ineffectiveness. She recommended that seasonal influenza vaccine charges remain unchanged from the 2015-2016 flu season (intramuscular vaccine \$25.00; high-dose vaccine \$35.00).

Sharon Miller moved that seasonal flu vaccines charges for the 2016-2017 flu season remain at \$25 per dose of quadrivalent intramuscular vaccine and \$35.00 per dose of high-dose vaccine, effective immediately. Al Wiederwohl seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Employee Health Insurance Coverage for 2017 R78.16

Julie McHugh reviewed employee health insurance renewal rates for calendar year 2017 provided by Ohio Insurance Services for the Ohio Public Entities Consortium-Healthcare Cooperative (OPEC-HC). 2017 marks the final year of the Board of Health's three-year contractual

commitment to OPEC-HC. Two renewal options are available: Option 1) 12.4% increase based on current premiums; and Option 2) 6.2% increase based on current premiums, plus \$2,333.52 debt recovery per month (\$28,000.00/year). This amount represents \$1,000.00 for each enrollee per year, or \$83.34 per month.

Option 1, with its 12.4% increase, will result in a higher base rate for 2018 and beyond, while Option 2 would result in a lower base rate for the future. Ms. McHugh reported that OPEC-HC is not operating at a deficit in 2016; the debt recovery currently in place for 2016 and proposed for 2017 are related to the debt incurred in 2015. Discussion ensued regarding the advantages and disadvantage of each Option, who would paid for the debt recovery amount, and how premium costs would be split between employer and employee. The Board decided by consensus to table a decision regarding premium cost-sharing for a future meeting.

Joel Miller moved that employees' health insurance coverage with OPEC-HC be renewed using Option 2 (6.2% premium increase with additional debt recovery), with the Health Department responsible for paying the additional amount per employee each month for debt recovery.

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

Acceptance of Grant Notices of Award and Related Budgets R79.16

Dr. Doug Lindsay moved to accept the following Grant Notices of Award and Related Budgets:

- a. Public Health Emergency Preparedness Initial NOA, revised budget for 7/1/16-6/31/17 (\$62,519.00)
The budget has been revised to match the reduced Notice of Award issued by Ohio Department of Health for SFY 2017.
- b. Reproductive Health and Wellness Program Revised NOA for 4/1/16-3/31/17- Ohio Department of Health (\$90,000.00)
The NOA has been revised to reflect new requirements for the current grant year; ODH has been moving all grants to reimbursement-only based upon completion of contracted deliverables (in addition to a base amount, for this specific grant).

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

Approval of Agreement for WIC Clinic and Related Expenses R80.16

Ms. Goon reported that Fulton County Health Department has operated a WIC office within the Henry County Health Department for many years. In the past, Henry County Health Department absorbed many expenses related to this clinic (i.e., electric, water, gas, telephone, etc.). Due to Henry County Health Department now owning its building, it can recoup these costs from Fulton County Health Department. Ohio Department of Health (ODH) has allowed Fulton County to include these as operating costs in its WIC budget for FFY 2017 (October 1, 2016-September 30, 2017).

Based upon actual operating expenses for the previous year, Fulton County Health Department is agreeing to pay Henry County Health Department \$139.60 per month (\$1,675.20 per year) in quarterly payments.

Joel Miller moved to approve the proposed agreement with Fulton County Health Department for WIC Clinic and Related Expenses for FFY 2017. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

BOARD OF HEALTH CONTINUING EDUCATION: *Quarantine and Isolation in Ohio and Beyond: Moral, Practical, and Legal Implications (Part I)*

The Board of Health viewed the first of two recorded sessions on “Quarantine and Isolation in Ohio and Beyond: Moral, Practical, and Legal Implications” presented by Terry O’Sullivan, PhD, Director of the Center for Emergency Management and Homeland Security Policy Research at the University of Akron. Dr O’Sullivan noted that Boards of Health have the authority to take extraordinary public health measures (like quarantining individuals to their homes), but there can be serious repercussions if these public health powers are used overzealously. Mandatory public health measures like quarantine can bring risk of job loss, separation of families, and fear of exposure to illness, stigma, and longer-term mental health consequences like PTSD for quarantined persons. Quarantine may especially negatively impact vulnerable populations based on race, color, religion, sex, age, disability, or national origin. Unfortunately, Ohio’s quarantine and isolation laws haven’t been updated for ~100 years and may not stand up to legal challenges if they’re applied too zealously. Boards of Health must find a balance between protecting the public and protecting individual rights established by the U.S. Constitution.

EXECUTIVE SESSION: PERFORMANCE OF A PUBLIC EMPLOYEE

Joel Miller moved to go into Executive Session at 1:59 pm for personnel employment. Marilyn Bremer seconded the motion. The motion was passed by roll call: S. Miller (Yes), R. Richard (Yes), J. Miller (Yes), Dr. Doug Lindsey (Yes), A. Wiederwohl (Yes), C. Weber (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 2:38 pm.

ADJOURNMENT

There being no further business, Roger Richard called for a motion to adjourn at 2:38 pm. Marilyn Bremer moved for adjournment, and Dr. Doug Lindsey seconded the motion. The motion passed unanimously.

The next regular Board of Health meeting was scheduled for Wednesday, October 19, 2016, at 12:30 p.m.

Roger Richard, President

Anne Goon, Secretary