HENRY COUNTY BOARD OF HEALTH MEETING
Held Wednesday, September 18, 2018

Board Members Present
Roger Richard, President
Joel Miller, President Pro-Tempore
Char Weber
Dr. Melinda Fritz
Marilyn Bremer, RN
Sharon Miller

Staff Present
Mark H. Adams, RS, REHS, MPH, 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
Dr. Anna McMaster, Medical Director

Call to Order and Introduction of Guests
Joel Miller, President Pro-Tempore called the Board of Health meeting to order at 2:04p.m. The meeting was held in the Henry County Health Department Conference Room A. A quorum was present. Introduction of all in attendance were made due to several staff members and a new Board member.

Approval of Board of August 2018 Health Minutes R64.18
The Board of Health reviewed the Board of Health minutes. Char Weber moved to approve the Board of Health Minutes. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of Bills
The Board of Health reviewed August bills. Sharon Miller moved the July bills totaling $296,993.70 be approved for payment. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Roger Richard arrived at 2:06 and took over meeting.

Approval of Fiscal Report
The Board of Health reviewed August Finance Report. Marilyn Bremer moved to approve the August Finance Report with attachments. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of State Auditor Report R65.18
Mr. Adams, Health Commissioner shared that the state auditors were here one week to review our files. Julie McHugh shared this was the 1st year of the new accounting program and there were no fines. Mark stated a letter and report have been received from the state and Julie McHugh did a great job with audit.

Char Weber moved to approve the State Auditor report. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Personnel R66.18
Mr. Adams, Health Commissioner discussed each of the items listed below with the Board of Health. The following personnel changes were reviewed and approved:
   a. Resignation of Public Health Nurse II / Home Health/Hospice RN II.
      i. Char Weber approved resignation of HHH RN as presented. Sharon Miller seconded the motion.
   b. Resignation of Public Health Nurse III / Home Health/Hospice RN.
      i. Marilyn Bremer approved the resignation of HHH RN III. Dr. Melinda Fritz seconded the motion.
   c. Approval of Modification for Public health Nurse 2 / Home Health/Hospice RN position description – Caitlin Fritz.
      i. Char Weber approved the modification of HHH RN II from full-time to part-time as presented. Marilyn Bremer seconded the motion.
      i. Joel Miller approved appointment of Account Clerk I, Insurance Billing Clerk as presented. Dr. Melinda Fritz seconded the motion.
   e. Approval of Salary adjustment for Clerical Specialist / Home Health Clerk (Table A).
      i. Joel Miller approved the wage adjustment for Clerical Specialist / Home Health Clerk (Table A). Char Weber seconded the motion.
   f. Modification of Public Health Aide 1 / Home Health Aide part-time.
      i. Marilyn Bremer approved the modification of Public Health Aide I. Dr. Melinda Fritz seconded the motion.
   g. Appointment of Public Health Nurse II / Home Health/Hospice RN.
      i. Char Weber approved the appointment of Public Health Nurse II / Home Health/Hospice RN. Marilyn Bremer seconded the motion.
h. Appointment of Licensed Practical Nurse / Home Health LPN.
i. Joel Miller approved the appointment of Licensed Practical Nurse / Home Health. Sharon Miller seconded the motion.
i. Approval of Modification of job description for receptionist/Clerk 2 – Public Health Clerk
   i. Joel Miller approved the modification of Receptionist/Clerk 2 – Public Health Clerk with points one and two. Char Weber seconded the motion.

All motions were passed unanimously, resulting in their adoption.

**Approval of membership into Optimal Health Initiatives Consortium, NW Division of OHI for employee health benefits with an initial buy-in of $106,857.17. R67.18**
Mr. Mark Adams, Health Commissioner shared information and the contract for the health department to switch to the same plan the county uses, Norther Buckeye. The switch would allow the health department to have voting rights in the plan as well as access to “Activate” which is the free primary care provider network at 3 and soon to be a 4th location located next to the health department. Buy in to this plan would be required in the amount of $106,857.17.

Joel Miller moved to approve the membership into Optimal Health Initiatives Consortium. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of personal service contract with Phillip Roseman for general maintenance services for the period of 9/20/18 – 6/30/2019 at the rate of $30.00 per hour. R68.18**
Personal Service Contract for Maintenance Services- Phillip Roseman (9/20/18-6/30/19) is contracted as a maintenance contractor to provide general and preventive maintenance services. Mr. Roseman comes with certifications in HVAC, Plumbing, and Electrical. His personal service contract has been renewed for the period of September 20, 2018, to June 30, 2019, at an hourly rate of $30.00.

Marilyn Bremer moved to approve the personal service contract with Phillip Roseman. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of contract with United Way of Henry County to provide nutrition education for Henry County youth for department costs. R69.18**
Mr. Adams, Health Commissioner stated Tante Lovins will be delivering the education piece of nutrition for all schools.

Sharon Miller moved to approve contract with United Way. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of contract with The Baldwin Group, Inc. for one year of Software Maintenance and Support costs not to exceed $1,348.87. R70.18**
Mr. Adams, Health Commissioner shared this program is for management of Health District Information System (HDIS). Environmental Health still uses this program along with receipts and BCMH. Program continues to work well and not sure when the State will pull from HCHD.

Char Weber moved to approve contract with The Baldwin Group, Inc. for one year. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of contract with the General Health District of Fulton County, to provide WIC services to Henry County clients for the period of 10/1/2018 – 9/30/2019 and for**
reimbursement of our office space in the amount of $82.35 monthly. R71.18
Mr. Adams, Health Commissioner stated Fulton County has the grant for this contract. Fulton County has run out of space and the current contract has ended. WIC recently received their highest rating in management of WIC program in 7 years. Mr. Adams requests this contract be extended for another year of space.

Joel Miller moved to approve contract with Fulton County Health Department. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Adoption of new flu fee schedule for 2018-2019 season. R72.18
Ms. Lauf, Director of Nursing stated the fees stayed pretty much the same and there really were no changes with the flu fee schedule.

Char Weber moved to approve the new flu fee schedule for 2018-2019 season. Marilyn Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of extending the Caregiver contract with the Area Office on Aging of NW Ohio from 12/31/18 to 6/30/2019. R73.18
Mr. Adams, Health Commissioner recommended the extension of the Caregiver contract with Area Office on Aging of NW Ohio to establish HCHD as a license share giver. Licenses for agency are due October 1, 2018.

Sharon Miller moved to approve extending the Caregiver contract with the Area Office on Aging of NW Ohio. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of quote from Flex-Com for updating department phone system for $16,983.20 and contract with Flex-Com for said services. R74.18
Mr. Adams shared the quote from Flex-Com. There was discussion if the system would be VOIP as how the County has switched to or hard wire. Mr. Adams stated that we slightly benefit from staying wired rather than VOIP. The wires are already present, no more outlets would have to be installed where this is not the case for VOIP. Also, there is no actual benefit to going to VOIP. The cost would be nearly the same but the department would not benefit from any of the features VOIP offers and could suffer from connectivity if internet is down, slow, or interrupted. With hard line phones, we would have fewer interruptions.

Joel Miller moved to approve the quote and work to be done by Flex-Com. Char Weber seconded the motion. The motion passed unanimously.

Approval of contract with Williams county Health Department for the receiving of funds in the amount up to $15,000.00 for the Mental Health Prevention and Wellness communication campaign for Henry County R75.18
Mr. Adams, Health Commissioner shared the Four County Adamhs Board contract for Community Health Service to continue work in four county area to promote mental wellness messages via television, billboards, park signs, radio, social media and a landing page.

Marilyn Bremer moved to approve the contract with Williams County Health Department for the funds in the amount up to $15,000. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of service contract with NWOESC for a maximum of $2,000.00 for health and nutrition guidance. R76.18
Mr. Adams, Health Commissioner shared that again this year, Henry County Health Department is Holgate’s 21st Century afterschool program community partner. This service contract will allow HCHD staff to provide 10 educational lessons and one family event for the program. An example of the programming, is Ms. Ermie educated students on how to grill and make healthy meal choices. Mr. Adams and Ms. Ermie then grilled out and provided games for the students to promote healthy nutrition and physical activity. This is an excellent outreach program for HCHD.

Joel Miller moved to approve the service contract with NWOESC for a maximum of $2,000.00 for health and nutrition. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Intrafund Transfers, cash transfer and donations R77.18
Char Weber moved that the Henry County Auditor be requested to make the following Intrafund Transfers:

a. Intra-fund Transfers:
   i. $1,899.00 from 5050-5200-50120 (Other) to 5050-5200-50040 (Supplies) – Environmental
   ii. $2,000.00 from 5050-5200-50020 (Salaries) to 5050-5200-50200 (Contract) - Environmental

b. Cash Transfer
   i. $15,000.00 from 5000-5200-51110 (Health Appropriation) to 5050-5200-40490 (Environmental – Revenue)

c. Donations
   i. Donations totaling $470 for the benefit of Hospice ($240), Help Me Grow ($30) and Community Health Worker ($200).

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

Approval of Division updates R78.18
Joel Miller moved to approve the highlight reports from all managers as follows:

a. Health Commissioner (Submission of Service Statistics Report)
   Mr. Adams reported the following items:
   1. Service stats report is filled in by all managers, Vi puts together for board report. In December board members will see a full year report.
   2. HHH pinnacle report shows how well HCHD performed and improved in every category. Also opportunities where we can do better.

b. Director of Nursing – Julie Lauf stated SUDDS is normally used in the summer but will not be utilized this year. Google survey created by Epidemiologist (Epi) is used by all schools. Easier to use and a savings of $900.00.

c. Director of Community Services – Mark reported for Joy Ermie. The safety committee grant she wrote for $35,000.00 was awarded. First try, well written grant, great job by Joy Ermie.

d. Office Administration - Vi Ordaz, Office Manager shared how busy it’s been with staffing and policies. Mark Adams added how we need to review the HR part of
process. Orientation has been shortened to include required training only. Management to review all processes in future.

e. HH/H – Mark reported how Peg Butler won an award on the incredible accomplishment for her patients. Excellent work, Health Department sent two staff to see her receive award.

f. Environmental Health – Mark mentioned how Jon has been left out of prior board reports. Jon shared the county is going forward with sewage contract in 2019. Still getting people coming through, should not be shy of contacting Shannon. Part-time Registered Sanitarian, Nicole Gillespie from Fulton County will be here to help us.

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

**EXECUTIVE SESSION: Personnel – discipline; compensation; and employment of public employee(s)**

Joel Miller moved to go into Executive Session at 2:50 p.m. Char Weber seconded the motion. The motion was passed by roll call vote: R. Richard (Yes), J. Miller (Yes), S. Miller (Yes), C. Weber (Yes), Dr. Melinda Fritz (Yes), and M. Bremer (Yes). Mark Adams, Health Commissioner and Vi Ordaz, Office Manager also participated.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 3:10 pm.

**ADJOURNMENT**

There being no further business, Roger Richard called for a motion to adjourn at 3:22 p.m. Char Weber moved for adjournment. The motion passed unanimously.

Next meeting is scheduled for Tuesday, October 16, 2018, at 2:00 pm, at Henry County Health Department, 1843 Oakwood Avenue, Napoleon, OH.

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Roger Richard, President               Mark Adams, Health Commissioner