HENRY COUNTY BOARD OF HEALTH MEETING
Held Wednesday, October 16, 2018

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

Staff Present
Mark H. Adams, RS, REHS, MPH, Health Commissioner
Jon Lindsay, RS, Director of Environmental Health Services
Joy Ermie, MPH, Director of Community Health Services
Julie Lauf, RN, Director of Personal Health Services
Julie McHugh, Director of Finance
Vi Ordaz, Office Manager

Public Present
Jen Lazenby, Northwest Signal
Dr. Anna McMaster, Medical Director
Dan Breitbart, RS
Bethany Wachter, MPH, Health Communications Specialist/Accreditation Coordinator

Call to Order, Roll Call and Introduction of Guests
Joel Miller, President Pro-Tempore called the Board of Health meeting to order at 1:58 p.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.

Approval of Board of September 2018 Health Minutes R79.18
The Board of Health reviewed the Board of Health minutes. Char Weber moved to approve the Board of Health Minutes with the additional corrections as presented. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of Bills
The Board of Health reviewed September bills. Sharon Miller moved the September bills totaling $261,462.89 be approved for payment. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

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

Approval of Food license Fees R80.18
Sharon Miller moved to approve the first reading of a regulation establishing fee schedules for food service operations and retail food establishments for the 2019-2020 licensing period, as follows:

Whereas, the Henry County General Health District, is acting under the authority vested in it by the Ohio Revised Code; and
Whereas, Retail Food Establishment License fees are adopted in the form of rules under authority of section 3717.25 of the Ohio Revised Code; and
Whereas, Food Service Operation License Fees are adopted in the form of rules under authority of Section 3717.45 of the Ohio Revised Code; and
Whereas, the Ohio Department of Health and Ohio Department of Agriculture have established rules governing the categories and methodology for establishing fees for the Food Service and Retail Food Establishment programs; and
Whereas, the adopted fees are necessary to cover the costs of administering the Food Service and Retail Food Establishment programs in Henry County; and
Whereas, the Ohio Department of Health and Ohio Department of Agriculture have established an additional fee to be collected and transmitted to the state; and
Whereas, 3701-21.02 OAC and 901:3-4-02 require a 25% late fee for the programs governed by these sections;
Therefore, be it resolved, by the District Board of Health of Henry County, Ohio, that after giving due thought and proper consideration, the following fee schedule be adopted and become effective on January 1, 2019.

I. Food Service Operations and Retail Food Establishments
   A. License fees Operations < 25,000 square feet
      1. Risk Level I $ 91.96 plus state fee
      2. Risk Level II $ 103.73 plus state fee
      3. Risk Level III $ 199.30 plus state fee
      4. Risk Level IV $ 252.97 plus state fee
   B. License fees Operations ≥25,000 square feet
      1. Risk Level I $ 133.39 plus state fee
      2. Risk Level II $ 140.45 plus state fee
      3. Risk Level III $ 500.61 plus state fee
4. Risk Level IV $ 530.75 plus state fee
C. Other License fees
   1. Mobile Operations $ 144.29 plus state fee
   2. Temporary Operations $ 24.44 per day of event
   3. Vending Locations $ 15.71 plus state fee

Previous Regulations
Regulations previously adopted by the Board governing Fee Schedules for the Food Service and Retail Food Establishment programs are hereby amended.

Effect of Partial Invalidity
Should any part of this regulation be declared invalid or unconstitutional for any reason, the remainder of this regulation shall not be affected thereby.

Effective Date
The effective date of this regulation shall be January 1, 2019.

Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Out of State Travel for 2019 R81.18
Char Weber moved to approve the following list of proposed out-of-state travel with authority delegated to the Health Commissioner to determine staff attendance based upon available appropriations in the training/travel line item of the pertinent fund, the merit of the conference/program, the cost of attendance, and the workload of the staff involved:

   d. Julie McHugh, Vi Ordaz, and Alysha Drain, Abila MIP User Group Meetings, Ft. Wayne, IN, April and October 2019.

Marilyn Bremer seconded the motion. The motion passed unanimously.

Roger Richard arrived at 2:12 during conversation of Out of State Travel proposals.

Approval of updated NOA for updated PHEP monies: PHEP Core $64,276 R82.18
Char Weber moved to accept the Notice of Award for the updated PHEP monies.

   1. Ohio Department of Health (ODH) is restoring funding that was cut from BP2 PHEP grant budget. The new total of PHEP award amount is $64,276.

Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of Intrafund Transfers, cash transfer and donations R83.18
Ryan Zachrich moved that the Henry County Auditor be requested to make the following Intrafund Transfers:

a. Intra-fund Transfers:
   i. $5,000.00 from 5040-5200-50020 (Salary) to 5040-5200-50200 (Contract) – PHEP.
   ii. $15,000.00 from 5030-5200-50120 (Other) to 5030-5200-50520 (Insurance) – Hospice.
   iii. $4,300.00 from 5050-5200-50020 (Salary) to 5050-5200-50620 (Insurance) – Environmental.
   iv. $2,000.00 from 5060-5200-50040 (Supplies) to 5060-5200-50020 (Salaries) – MCH.

Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption:

Approval of Intrafund Transfers, cash transfer and donations R84.18
Char Weber moved that the Henry County Auditor be requested to make the following donations:

b. Donations
   i. Donations totaling $2,115 for the benefit of Hospice ($2,085) and Help Me Grow ($30).

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

Approval of Division updates R85.18
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. Presentation of service statistics were reviewed
   2. HHH report was toned down a little, only to report what is required to report to the board such as:
      a. Incident Reports
      b. 24 referrals - consistent for HHH
      c. 11 admissions for July, up in September
      d. Increase in clients is what HCHD wants to hear
   3. United Way
      a. Goal set at $1500.
      b. 119% profit
      c. We do use United Way dollars and are contributors
      d. Very proud of staff

b. Director of Nursing – Julie Lauf.
   • HMG and CHS held a community kids safety fun day, Saturday, October 13, 2018 - 18 car seats were checked and 7 were distributed. Estimated about 60-75 people in attendance
   New Initiative by Susan Davis and Julie Saputo
   • Community donation was recently collaborated with St. Vincent de Paul Society. Gas cards donated by St. Vincent de Paul to use as an incentive for the CHW program. Julie S. and Susan will be attending the food pantry that St. Vincent de Paul society operates with St. Augustine Church. Susan and
Julie S. provided produce which was purchased with donations from HCHD employees and handed donations out at the food pantry.
  o November 5 – another community donation will be held.
  o Susan Davis and Julie Saputo were very excited. Other services to people will be recipes for produce.
• HCHD held first flu clinic on October 4, 2018. Public Flu clinic was on 10/4/18 and HCHD employee flu clinic was on 10/10/18.
c. Director of Community Services – Joy Ermie.
  Community Health Services was happy to be a part of the Kids Safety Fun Event on October 13, 2018. This event was our first Safe Communities event for the grant year. In Henry County, motor vehicle accidents are the number one killer of 11-50 year olds and this grant will help us work with partner agencies to raise awareness of traffic safety. Tante Lovins, health educator, has completed 3rd grade nutrition education at St. Augustine’s and Holgate schools. Our goal is to reach 75% of Henry County 3rd graders with this program funded by the Four County ADAMHS Board, in collaboration with the United Way of Henry County. This is Health Education Week, Ms. Ermie invited everyone to be a health educator by liking and sharing information from Henry County Health Department’s social media sites. With grant funding from the Four County ADAMHS Board, Henry County Health Department has teamed up with Defiance, Fulton and William County Health Departments to bring the message of Take Care, Connect, Relax to the area. Mental issues carries with it a stigma and the more we can get people to take care of themselves by eating better and moving more; connecting with others as we know isolation leads to depression; and realizing that relaxing by reading a book or taking a moment for oneself is great for mind and body. The board then watched the latest TV commercial advertised on 13ABC. #4YourMentalHealth messages can also be found at movie theatres, in the paper, on billboards, and local radio stations.
  Board education topic this month was Health Equity. Ms. Ermie explained the difference between equality and equity; showed a moving video to demonstrate the impact of social determinants of health; and asked BOH members to consider how hunger, lack of resources, poor access to food or healthcare, and the type of environment one lives in has an effect on overall quality of life and health.
  d. Office Administration - Vi Ordaz, Office Manager.
  a. New hire Jessica Reynolds, Public Health Clerk started October 15, 2018. Jessica will be replacing Alysha Drain and training has started. Other hiring has slowed down for the end of October.
  e. HH/H – No report.
  f. Environmental Health – Jon Lindsay.
  a. Jon Lindsay, shared with us about two staffing updates:
i. Dan Breitbart has completed his 20th year of service to HCHD
ii. Nicole Gillespie, is our new contractor for Part-Time from Fulton County. She will be in Napoleon every other week.

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

**Approval of Personnel R86.18**
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: Peggy Butler from Public Health Aide 1, effective December 31, 2018.
   i. Sharon Miller approved resignation of Public Health Aide. Marilyn Bremer seconded the motion.

   i. Char Weber approved the Public Health Clerk. Sharon Miller seconded the motion.

c. Resignation: Zoey Rosselit from Help Me Grow Visitor, effective September 25, 2018. Zoey was with HCHD for one week, driving one hour and took $3.00 increase in pay with us. Prior employer offered her another $3.00 increase plus hours she wanted.
   i. Marilyn Bremer approved the resignation Help Me Grow Visitor. Roger Richard seconded the motion.

   i. Char Weber approved the Public Health Clerk. Ryan Zachrich seconded the motion.

All motions were passed unanimously, resulting in their adoption.

**Schedule November Personnel/Audit/Finance Committee Meeting**
After discussion, the Personnel/Audit/Finance Committee scheduled a meeting to review 2019 budget appropriations on Tuesday, November 20, 2018 following the board meeting in the Henry County Health Department conference room.

**ADJOURNMENT**
There being no further business, Roger Richard called for a motion to adjourn at 2:54 p.m. Ryan Zachrich moved for adjournment. The motion passed unanimously.

Next meeting is scheduled for Tuesday, November 20, 2018, at 2:00 pm, at Henry County Health Department, 1843 Oakwood Avenue, Napoleon, OH.

Roger Richard, President  
Mark Adams, Health Commissioner