HENRY COUNTY BOARD OF HEALTH MEETING
Held Tuesday, November 20, 2018

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

Staff Present
Mark H. Adams, RS, REHS, MPH, Health Commissioner
Joy Ermie, MPH, Director of Community Health Services
Julie Lauf, RN, Director of Personal Health Services
Jon Lindsay, RS, Director of Environmental Health Services
Julie McHugh, Director of Finance
Vi Ordaz, Office Manager
Sharon Meece, Quality Improvement Coordinator
Carol Joost, Home Health/Hospice Administrative Manager

Public Present
Jen Lazenby, Northwest Signal
Bob Hastedt, County Commissioner
Anthony Righi, RN, Intern from Defiance College

Call to Order, Roll Call and Introduction of Guests
Roger Richard, President called the Board of Health meeting to order at 2:02 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 October 2018 Health Minutes R87.18
The Board of Health reviewed the Board of Health minutes. Sharon Miller 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 October bills. Marilyn Bremer moved the October bills totaling $296,748.76 be approved for payment. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of Fiscal Report
The Board of Health reviewed October Finance Report. Joel Miller moved to approve the October Finance Report with attachments. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Payment of Public Entities Pool coverage agreement in the amount of $21,576.00 R88.18
Mr. Adams presented the renewal proposal submitted by the Public Entities Pool of Ohio (PEP) for Health District liability coverage. Coverage would be up slightly to $5,000,000 per occurrence, due to the addition of new vehicles.

Ryan Zachrich moved to accept the renewal proposal for property and professional liability coverage from the Public Entities Pool of Ohio, at a cost of $21,576.00 for the period of 12/1/2018-12/1/2019.

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

Approval of Established Food license Fees – Second Reading R89.18
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.

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

Approval of comments from Food License Fees public hearing held November 8, 2018 R90.18
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 8, 2018. Mr. Lindsay stated one representatives attended, she is new in the business and wanted to know what the meeting was about.

Joel Miller motioned to approve the Public Hearing on Proposed Food Fees for 2018-2019. Ryan Zachrich seconded the motion. The motion passed unanimously.

Approval of personal service contracts for translation services for Cindy Gustwiller R91.18
Sharon Miller moved to approve personal service contract for translation services for Cindy Gustwiller.

1. Ms. Gustwiller is again contracted to provide ASL interpretation as needed at an hourly rate of $30.00 (max of $2,000 per year).

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

Approval of personal service contracts for translation services for Adriana Lopez R92.18
Joel Miller moved to approve personal service contract for translation services for Adriana Lopez.
1. Ms. Lopez is again contracted to provide interpretation services for Spanish-speaking clients as needed at an hourly rate of $30.00 (max of $4,000 per year).
Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of personal service contracts for translation services for Alysa Short  R93.18
Dr. Melinda Fritz moved to approve personal service contract for translation services for Alysa Short.

1. Ms. Short is again contracted to provide translation services of written materials and text from English to Spanish (and vice versa) as needed at an hourly rate of $40.00 (max of $4,000 per year).
Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Henry County Hospital Maternity Licensure Application R94.18
Mr. Adams presented Henry County Hospital’s Maternity License application submitted to the Ohio Department of Health. Health Department signs off hospital jurisdiction to have licensure for maternity award. Error made and the state contacted county, Mr. Adams was notified to take to board. HD has well established relationship with HCH. Therefore, Mr. Adams recommends approval of the maternity license application.

Joel Miller moved to approve Henry County Hospital’s Maternity License application. Ryan Zachrich seconded the motion. The motion passed unanimously.

Approval of MOU with Putnam County Hospice to provide services in the event of an emergency R95.18
Mr. Adams, Health Commissioner stated Putnam County Homecare and Hospice reached out to HCHD. In case of an emergency, Putnam County asked if we were able to partner with them to see patients. It’s a friendship move, they trust us. No money involved, per Mr. Adams, patients will not go unseen. Ryan Zachrich asked if this was reciprocal, Mr. Adams stated not with this contract.

Ryan Zachrich moved to approve MOU with Putnam County Hospice to provide services in the event of an emergency.

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

Approval of contract with The Hospital Council of Northwest Ohio to serve as project manager and complete the Henry County community health assessment with costs not to exceed $43,500.00 R96.18
Marilyn Bremer moved to approve the 2019 Henry County Community Health Assessment Agreement with Hospital Council of Northwest Ohio ($43,500).

The Hospital Council of Northwest Ohio is being contracted by the Health Department, on behalf of the Henry County Health Partners, to conduct a community health status assessment of Henry County youth and adults in 2019. The costs will be shared by multiple members of the Health Partners, which includes the Health Department, Henry County Hospital, United Way, Four County ADAMhs Board, and others. The youth and adult surveys are being created in December and will be conducted during the first few months of 2019. The final report and community presentation will be completed by early Fall 2019.

Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of with Quadax to perform billing services for BCMH with a one-time setup fee of $600.00 and recurring expenses of $55.00 per month or $0.35 per claim R97.18

Mr. Adams explained how Health Department use to have this service for electronic billing and are currently doing by hand. With Nancy Bannister, Billing Clerk retiring, this service will help with transition. Payments will be faster, less time consuming, paperless is quicker with paper error, and corrections take longer and sometimes lost. Plus savings with personnel. Monthly fees are based upon the number of claims submitted.

Sharon Miller moved to approve the one-time setup fee of $600.00 and recurring expenses of $55.00 per month or $0.35 per claim.

Ryan Zachrich stepped out of meeting at 2:23 pm before motion.

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

Approval of lease agreement with Pitney-Bowes for auto mailer in the amount of $152.55 per month for 60 months R98.18

Joel Miller moved to approve the agreement with Pitney-Bowes for auto mailer as presented:

This agreement is for the lease of a DM400C digital mailing system for a 5-year period at a cost of $152.55/month for 60 months.

Ryan Zachrich returned to meeting at 2:26 pm.

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

Approval of contract with Pro On call Tech for telecom service maintenance, excluding phone sets in the amount of $2,244.32 R99.18

Mr. Adams shared the tech support of Pro-On Call was no longer needed. Due to transition of new phone system, Pro-On Call may need to be kept onboard if new phone system does not work.

Joel Miller moved to authorize Health Commissioner to sign contract for Pro-On Call telephone system if needed. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Personnel Policy modification, Leave of Absence without Pay 5.08 R100.18

Mr. Adams, Health Commissioner discussed with board members about editing the “Leave of Absence without pay” policy. This change is minimal, only added the word “not”. Health Department is encouraging employees to return after 8 weeks of leave and not have to use their vacation/sick time. Mr. Adams stated no law requires staff to take all 12 weeks off without pay and use their vacation/sick time.

Joel Miller moved to approve policy, “Leave of Absence without pay” (Personnel Policy 5.08)”, effective November 21, 2018.

Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Personnel Policy modification, Family and Medical Leave 5.11 R101.18

Mr. Adams, Health Commissioner discussed with board members about the process of the Family and Medical Leave policy in reference to usage of vacation and sick time during maternity leaves. The change is minimal, only added the word “not”.
Marilyn Bremer moved to approve policy, “Family and Medical Leave” (Personnel Policy 5.11)”, effective November 21, 2018.

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

**Approval of Intrafund Transfers, cash transfer, budgetary increases to Environmental Fund and donations R102.18**

Joel Miller moved that the Henry County Auditor be requested to make the following Intrafund Transfers, cash transfer, budgetary Increases to Environmental Fund and donations:

a. Intrafund Transfers:
   i. $1,500.00 from 5050-5200-50100 (Advertising) to 5050-5200-50200 (Contract) – Environmental
   ii. $2,500.00 from 5010-5200-50020 (Salaries) to 5010-5200-50050 (Equipment) – Home Health
   iii. $5,145.00 from 5060-5200-50020 (Salary) to 5060-5200-50200 (Contract) – PHEP
   iv. $3,000.00 from 5000-5200-50120 (Other) to 5000-5200-50100 (Advertising) – Health Department
   v. $602.66 from 5020-5200-50510 (Workers Comp) to 5020-5200-50110 – Home Health Aide

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

c. Budgetary Increases to Environmental Fund
   i. $2,270.00 to 5050-5200-40160 (Fees-Revenue)
   ii. $1,170.00 to 5050-5200-50200 (Contract-Appropriation)
   iii. $1,100.00 to 5050-5200-50120 (Other-Appropriation)

d. Donations
   i. Donations totaling $4,025 for the benefit of Hospice ($3,995) and Help Me Grow ($30).

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

**Approval of Division updates R103.18**

Mr. Adams, Health Commissioner opened the division updates with the following topics:

i. Submission of the Service Statistics Report, stats with an accumulation for each division
   a. Director of Nursing – Julie Lauf.
      i. No report, Ms. Lauf reported the morning was spent at CCNO issuing Immunization shots.
   b. Director of Community Services – Joy Ermie.
      i. No report, Happy Thanksgiving to all.
   c. Office Administration - Vi Ordaz, Office Manager.
      i. New hire Jessica Reynolds, Public Health Clerk is here and training is going well. She is learning quickly and ready to learn more.
   d. HH/H – QI Presentation by Carol Joost, HHH Administrative Manager:
i. Ms. Joost, presented to the Board of Health the new EMR purchased and implemented by Home Health & Hospice. Ms. Joost shared how a recent Quality Improvement project was created to help with a more efficient practice. She discussed and presented the benefits of an EMR, how stakeholders affected with implementing a new EMR, details on previous processes and how the new EMR would help streamline those processes. She ended her presentation with the research and implementation process, what QI & LEAN tools were used, expectations of the new EMR, and current status of the Home Health & Hospice EMR implementation.

e. Environmental Health – Jon Lindsay.

   i. No report.

   Joel Miller moved to accept the division reports, Marilyn Bremer seconded. The motion carried unanimously.

Approval of Personnel R104.18
Mr. Adams, Health Commissioner discussed each of the items listed below with the Board of Health. The following personnel changes were reviewed and approved:


   i. Marilyn Bremer approved resignation of Billing Clerk with regrets. Joel Miller seconded the motion.


   i. Joel Miller approved resignation of Nurse Practitioner with regrets. Sharon Miller seconded the motion.

c. Transition of employment: Ms. Lauf stated Julie Thomas will transfer to cover both programs. Ms. Thomas is presently Nurse Practitioner for HHH and will replace Barb Hoffman, effective January 1, 2019.

   i. Sharon Miller approved the transition of employment of Julie Thomas. Marilyn Bremer seconded the motion.

d. Creation of Human Resources Manager and job description: Mr. Adams stated the responsibilities of this role will include all HR, PHEP, training for HCHD, Policy Stat, Skillsoft program, managing Health Insurance, and Clemens Nelson.

   i. Joel Miller approved the creation of Human Resource Manager position and job description prepared by Mark Adams and staff. Dr. Melinda Fritz seconded the motion.

e. Creation of Data Technician 2, and job description: Mr. Adams stated this position will be part-time. Due to not having a dedicated EPI but looking for a numbers cruncher, this could be a shared resource with 6 pack, effective in 2019. Ms. Ermie added this position would be data collecting, programming and using levy money efficiently.

   i. Ryan Zachrich approved the creation of Data Technician 2 and job description. Joel Miller seconded the motion.

f. Resignation: Jennifer Oyer, Home Health and Hospice LPN, effective October 23, 2018. Mr. Adams added this staff member was only here one week.

   i. Sharon Miller approved resignation of LPN. Ryan Zachrich seconded the motion.
g. Appointment: Nicole Shank was hired as Home Health and Hospice LPN, effective November 13, 2018 at an hourly rate of $19.15 per hour.
   i. Marilyn Bremer approved the Home Health and Hospice LPN. Dr. Melinda Fritz seconded the motion.

h. Appointments: Danielle Washington and Megan Phillips were hired as Home Health and Hospice RN, effective December 10, 2018.
   i. Joel Miller approved the Home Health and Hospice RN, Danielle Washington at an hourly rate of $25.00. Ryan Zachrich seconded the motion.
   ii. Marilyn Bremer approved the Home Health and Hospice RN, Megan Phillips, at an hourly rate of $24.50 per hour. Sharon Miller seconded the motion.

i. FMLA leave request for Home Health and Hospice RN, Caitlin Fritz.
   i. Ryan Zachrich approved the FMLA request for Home Health Hospice RN, Caitlin Fritz. Dr. Melinda Fritz seconded the motion.

j. Modification of Position description (one word) for Public Health Educator and changing status from part-time to full-time. 12 of 35 hours will be paid from a grant.
   i. Joel Miller approved the Public Health Educator position description modification (1 word). Marilyn Bremer seconded the motion.
   ii. Joel Miller approved the Public Health Educator change from part-time to full-time. Ryan Zachrich seconded the motion.

All motions listed above were passed unanimously, resulting in their adoption.

EXECUTIVE SESSION: Personnel – discipline; compensation; and employment of public employee(s)
Joel Miller moved to go into Executive Session at 2:55 p.m. Marilyn Bremer seconded the motion. The motion was passed by roll call vote: R. Richard (Yes), J. Miller (Yes), S. Miller (Yes), Dr. Melinda Fritz (Yes), R. Zachrich (Yes), and M. Bremer (Yes). Mark Adams, Health Commissioner, Vi Ordaz, Office Manager, Julie Lauf, Director of Nursing, and Joy Ermie, Director of Community Health Services also participated.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 3:21 pm.

ADJOURNMENT
There being no further business, Dr. Melinda Fritz called for a motion to adjourn at 3:24 p.m. Ryan Zachrich moved for adjournment. The motion passed unanimously.

Next meeting is scheduled for Tuesday, December 18, 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