HENRY COUNTY BOARD OF HEALTH MEETING
Held Tuesday, February 19, 2019

Board Members Present
Roger Richard, President
Joel Miller, President Pro-Tempore – arrived at 2:20 pm
Char Weber
Dr. Melinda Fritz
Marilyn Bremer, RN
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 Fiscal
Vi Ordaz, Office Manager
Carol Joost, HHH Administrative Manager
Bethany Wachter, Health Communication Specialist/Accreditation Coordinator
Tante Lovins, Health Educator

Public Present
Jen Lazenby, Northwest Signal
Glenn Miller, County Commissioner

Call to Order, Roll Call and Introduction of Guests
Roger Richard, President called the Board of Health meeting to order at 2:04 p.m. The meeting was held in the Henry County Health Department, Conference Room. A quorum was present. Introduction of all in attendance were made due to several staff members.

Approval of January 15, 2019 Health Minutes R9.19
The Board of Health reviewed the Board of Health minutes. Char Weber moved to approve the move change Mark Adams made on R2.19 (RTECH) of 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 January bills. Char Weber moved the January bills totaling $228,282.77 be approved for payment. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of Fiscal Report
The Board of Health reviewed January Finance Report. Sharon Miller moved to approve the January Finance Report with attachments. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of fee for providing ProQuad vaccine at $262.00. R10.19
Ms. Lauf reported Henry County Health Department would like to again begin utilizing ProQuad, a combined MMR and Varicella vaccine. Utilizing the vaccine again for the 2nd dose of vaccine for all children 15 months through 12 years of age, routinely at 4-6 years of age. Ms. Lauf discussed with Dr. McMaster and received standing orders signed by her. Public Health Nurses have been trained on appropriate use of vaccine, reviewed standing orders. Proposing charging $262.00 for vaccine, effective February 19, 2019.

Dr. Melinda Fritz moved to approve the fee for providing ProQuad vaccine at $262.00. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of contract with VonLehman CPA and Advisory Firm to prepare the Medicare Cost Report for 2018 (1/1/18-12/31/18) at a cost of $5,700.00. R11.19
Mr. Adams reported Henry County Health Department has done business with VonLehman CPA and Advisory Firm in past reviews for billing process and compliance with business law.

Char Weber moved to approve the contract with Von Lehman CPA and Advisory Firm. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Intrafund Transfers, Cash Transfers, and Donations R12.19
Marilyn Bremer moved that the Henry County Auditor be requested to make the following Donations:
   a. Donations:
      i. Donations totaling $238.00 for the benefit of Hospice ($208) and Help Me Grow ($30.)

Marilyn Bremer moved that the Henry County Auditor be requested to make the above donations. Char Weber seconded the motion with total corrections. The motion passed unanimously, resulting in its adoption.

Approval of January 2019 Budgetary Revenue Correction R13.19
Sharon Miller moved that the Henry County Auditor be requested to make the following Budgetary Revenue Correction:
   i. $19,200 from 5010-5200-40870 to 5010-5200-40880 (Home Health Insurance)

Marilyn Bremer seconded the motion with total corrections. The motion passed unanimously, resulting in its adoption.
Approval of Division updates R14.19
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. This report has been completed annually for quite some time now, so there is lots of information available.

ii. HHH – various reports from HHH:
   i. May 11, 2019 5K Walk/Run – Katelyn Britenriker and committee busy with planning. HHH getting away from Bazaar.
   ii. 2019 HHH January Report
   iii. Home Health Star Rating Compare Graph report
   iv. Performance Management Plan – focus this year on employee evaluations. Were at 17%, now at 59%.
   v. Service packet includes the quarterly Pinnacle report

a. Director of Nursing – Julie Lauf.
   i. Ms. Lauf reported the communicable disease report was attached and the best news is that she was a grandma again, this time to a granddaughter!

b. Director of Community Services – Joy Ermie.
   i. Ms. Ermie introduced her two staff who were going to present on the world of Vaping. CHS team is going out into the community (libraries and schools) to educate people on vaping. Tante Lovins, Health Educator, and Bethany Wachter, Health Communications Specialist, provided a presentation to the Board about the dangers of vaping. The presentation focused on the risks for youth and shared local, state, and national statistics. The presentation included a demonstration of various e-cigarette products. The Board was encouraged to consider supporting or creating policies regarding vaping prevention.

c. Office Administration - Vi Ordaz, Office Manager.
   i. Ms. Ordaz reported the Public Health Clerk resignation and hiring or replacement. Needless to say, there will be training again, short one staff member and orientation of four (4) new hires today.

d. HH/H – see above

e. Director of Environmental Services – Jon Lindsay
   i. Mr. Lindsay reported third year for mosquitos, pool survey coming up in March. Anyone interested in participating, please see me.

Joel Miller moved to accept the division reports, Char Weber seconded the motion. The motion carried unanimously.

EXECUTIVE SESSION: Personnel – discipline; compensation; and employment of public employee(s)
Joel Miller moved to go into Executive Session at 3:10 p.m. Char Weber seconded the motion. The motion was passed by roll call vote: R. Richard (Yes), J. Miller (Yes), C. Weber (Yes), S. Miller (Yes), Dr. Melinda Fritz (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 3:45 pm.

**Approval of Personnel R15.19**

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. Creation of Director of Parental Support Programming, and job description: Mr. Adams stated the responsibilities of this role involved a job description change proposed, then a position transition and a mid-level position later to assign a supervisor. Transition to Director will be effective February 21, 2019.
   i. Joel Miller approved the creation of Director of Parental Support Programming and job description prepared by Mark Adams. Marilyn Bremer seconded the motion.

b. Creation of Director of Home Health and Hospice and job description.
   i. Char Weber approved the creation of Director of Home Health and Hospice and job description. Dr. Melinda Fritz seconded the motion.

c. Creation of Clerk 2 (Custodian) job description, reporting to Office Manager.
   i. Marilyn Bremer approved the creation of Clerk 2 (Custodian) job description. Dr. Melinda Fritz seconded the motion.

*Joel Miller stepped out of meeting at 3:28 pm, returned at 3:30 pm.*

d. Appointment: Kailie Williams was hired as Quality Assurance Performance Improvement (QAPI), effective February 21, 2019, at an hourly rate of $25.00 per hour.
   i. Sharon Miller approved QAPI, Kailie Williams, at an hourly rate of $25.00. Char Weber seconded the motion.

e. Appointment: Katelyn Britenriker, was hired as Hospice Coordinator for HHNH, effective February 21, 2019, at an hourly rate of $25.25 per hour.
   i. Marilyn Bremer approved HHNH Hospice Coordinator, Katelyn Britenriker, at an hourly rate of $25.25. Joel Miller seconded the motion.

f. Appointment: Allyson Smith, was hired as Public Health Nurse 2, effective March 18, 2019, at an hourly rate of $23.00 per hour.
   i. Sharon Miller approved PHN 2, Allyson Smith, at an hourly rate of $23.00. Char Weber seconded the motion.

g. Appointment: Jill Keller was hired as Public Health Clerk, effective February 19, 2019, at an hourly rate of $15.00 per hour.
   i. Joel Miller approved Public Health Clerk, Jill Keller, at an hourly rate of $15.00. Dr. Melinda Fritz seconded the motion.

   i. Marilyn Bremer approved the resignation of Public Health Clerk with regrets. Joel Miller seconded the motion.
i. Transition of employment: Mark Adams stated Jen Wagner will transfer as Program Director of Help Me Grow (HMG) to Director of Parental Support Programming, level 7, hourly rate of $28.02, effective February 21, 2019.
   i. Char Weber approved the transition of employment of Jen Wagner. Sharon Miller seconded the motion.

Char Weber stepped out of meeting at 3:38 pm, returned 3:45 pm.
All motions listed above were passed unanimously, resulting in their adoption.

ADJOURNMENT
There being no further business, Marilyn Bremer called for a motion to adjourn at 4:00 p.m. Sharon Miller moved for adjournment. The motion passed unanimously.

Next meeting is scheduled for Tuesday, March 19, 2019, at 1:30 pm, at Henry County Engineer, 1823 Oakwood Avenue, Napoleon, OH.

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Roger Richard, President       Mark Adams, Health Commissioner