HENRY COUNTY BOARD OF HEALTH MEETING
Held Tuesday, April 16, 2019

**Board Members Present**
Roger Richard, President
Joel Miller, President Pro-Tempore
Char Weber
Dr. Melinda Fritz – arrived at 2:25 pm
Marilyn Bremer, RN
Sharon Miller
Ryan Zachrich

**Staff Present**
Mark H. Adams, RS, REHS, MPH, Health Commissioner
Joy Ermie, MPH, Director of Community Health Services
Jon Lindsay, RS, Director of Environmental Health Services
Julie Lauf, Director of Nursing
Vi Ordaz, Office Manager
Jennifer Wagner, Director of Parental Support Programming
Sharon Meece, Quality Improvement Coordinator
Tiffany Day, Human Resource Manager

**Public Present**
Jen Lazenby, Northwest Signal

**Call to Order, Roll Call and Introduction of Guests**
Roger Richard, President called the Board of Health meeting to order at 2:00 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 March 16, 2019 Board of Health Minutes R23.19**
The Board of Health reviewed the Board of Health minutes. Joel Miller moved to approve the Board of Health Minutes. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Bills**
The Board of Health reviewed March bills. Marilyn Bremer moved the March bills totaling $240,513.87 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 March Finance Report. Sharon Miller moved to approve the March Finance Report with attachments. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of contract with The Hospital Council of Northwest Ohio HUB Participation Agreement R24.19**
Director of Nursing, Julie Lauf stated this agreement has to be renewed in order for Community Health Worker (CHW) to continue with HUB. Ms. Lauf stated referrals are to come through the HUB. We do receive some referrals from NWO HUB, but CHW does a great job getting referrals on their own. CHW must maintain at least 18 clients in order for HUB to pay for internet licensing and tablets. Changes have been made to agreement from previous agreement with some payment points and the stipulation regarding minimum client.

Joel Miller moved to approve The Hospital Council of Northwest Ohio HUB Participation Agreement. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of NOA for PHEP FY 2020 in the amount of $64,276.00 R25.19**
Ms. Ermie informed the board that we again were granted the Public health Emergency funds in the amount of $64,276.00.

Joel Miller moved to approve the NOA for PHEP FY 2020 in the amount presented. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of NW Ohio Regional Public Health Volunteer Management Plan 02/26/2019 R26.19**
Ms. Ermie explained this plan is a deliverable for the FY19 PHEP grant. It assures that Henry County Health Department shall follow the Northwest Ohio Regional Public Health Volunteer Management plan by the signatures of Board of Health President and Health Commissioner. Ms. Ermie also stated that Emergency Response Coordinator, Ruth Gerding, is working on training new MRC volunteers.

Char Weber moved to approve NW Ohio Regional Public Health Volunteer Management Plan. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of HCHD Strategic Plan for 2019-2021 R27.19**
Mr. Adams mentioned how he had walked through the Strategic Plan back in September. One of the sections changed was the mission, values and vision statements. This form was updated to make it easier to follow and understand. Mr. Adams stated we need an official approval by all board members.

Ryan Zachrich moved to approve the HCHD Strategic Plan for 2019-2021. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.
**Approval of MOU with Fulton County for the Get Vaccinated Ohio program R28.19**

Julie Lauf, Director of Nursing reported this was the previous Immunization Action Program (IAP) grant for many years. The last two years we did not apply for this grant because it deliverables did not line up with our mission and methods we wanted to try to increase Immunization rates. After reviewing the grant this year, it aligns better with our goals. Program starts in July and goal is to raise Immunization rates, working with health care providers, schools and pharmacies. We can’t apply by ourselves, because the minimum amount funded for one grant is $30,000, this is more than we can request so we needed to partner with another Health Department to obtain funding. We submitted this grant with Fulton and Williams counties. Maximum that we can receive is $26,900.00.

Joel Miller moved to approve the MOU with Fulton County for the Get Vaccinated Ohio program. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of PHSCO Membership at a cost not to exceed $5,000.00 R29.19**

Mr. Adams, Health Commissioner reported we motioned to table this discussion last month. Mr. Adams met with two commissioners and stated that any take away we can get within the next year is completely up to the board. Joel Miller asked if this would be the recommendation of the Health Commissioner. Mr. Adams stated yes it would be and that he is working closely with the Director of PHSCO. This is a great concept but not moving as fast as it should be. Mr. Miller asked if there was a review. Mr. Adams stated there is. Mr. Miller recommended the commissioners to give it a shot and be in the know.

Joel Miller moved to approve PHSCO Membership at a cost not to exceed $5,000.00. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Intrafund Transfers, Cash Transfers, and Donations R30.19**

Mr. Adams, Health Commissioner reported the Intrafund transfers and donations and addressed corrections to the transfers.

a. Intrafund Transfers:
   i. $8,000 from 5010-5200-50020 (Home Health-Salaries) to 5010-5200-50050 (Home Health Equipment)
   ii. $8,000 from 5030-5200-50020 (Hospice-Salaries) to 5030-5200-50050 (Hospice Equipment)
   iii. $500 from 5120-5200-50040 (Hospice Restricted Supply) to 5120-5200-50110 (Hospice Restricted Travel)

b. Donations:
   i. Donations totaling $260.00 for the benefit of Hospice ($230) and Help Me Grow ($30.)

Char Weber moved that the Henry County Auditor be requested to make the above Intrafund Transfer with correction and the Board of Health accept the Donations received. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Division updates**

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

a. Submission of the Service Statistics Report, stats with an accumulation for each division.

b. Mr. Adams mentioned the HHH reports attached to packet the board received via email.
c. Mr. Adams recapped on the DAC meeting and having quorum for the first time since 2009. He added it was a great meeting and will present minutes at the May board meeting.

d. **Public Health Nursing** — Director of Nursing, Julie Lauf, reported her team continues to work hard to increase Immunization rates, being proactive for measles, and QI projects.

e. **Community Health Services** — Director of Community Health Services, Joy Ermie introduced QI Coordinator, Sharon Meece and Director of Parental Support Programming, Jen Wagner to explain a recent quality improvement project. The project initiated from the Help Me Grow accreditation audit. The area identified for improvement was completion rates. The team followed the Plan, Do, Study, Act format and utilized various quality improvement tools to achieve the desired outcome. Through explanation, this served as board training.

f. **Office Administration** - Vi Ordaz, Office Manager reported that she could not follow all that great news. She reported Clerical is back to full staff and Jill Keller, Public Health Clerk continues to absorb and catch on quickly to whatever is given to her.

g. **HHH** – Included in Pinnacle Report provided by Mark Adams

h. **Environmental Services** — Director of Environmental Services, Jon Lindsay had no report or updates.

i. **Help Me Grow** — Director of Parental Support Programming, Jen Wagner reported that HMG team was awarded 1st place Regional award for HCHD. HMG is almost fully staffed and pictures have been taken of the team to celebrate their achievement.

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

Joel Miller moved to go into Executive Session at 2:25 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), R. Zachrich (Yes) Dr. M. Fritz (Yes), and M. Bremer (Yes). Mark Adams, Health Commissioner, Joy Ermie, Director of Community Health Services and Tiffany Day, Human Resource Manager also participated.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 2:59 pm.

*Ryan Zachrich stepped out of meeting at 2:57pm.*

**Approval of Personnel R31.19**

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. **Resignation:** Audrianna Rosebrook, Home Health Aide, effective April 22, 2019.
   
   i. Joel Miller approved the resignation of Audrianna Rosebrook. Marilyn Bremer seconded the motion.

b. **Resignation:** Samantha Smith, LPN, effective March 27, 2019.
   
   i. Marilyn Bremer approved the resignation of Samantha Smith. Char Weber seconded the motion.

c. **Resignation:** Sara Bullock, Home Health and Hospice Clinical Manager, effective May 10, 2019.
   
   i. Sharon Miller approved the resignation of Sara Bullock. Joel Miller seconded the motion.
Ryan Zachrich returned to meeting at 3:00pm.
  d. Transition of employment: Mark Adams stated Danielle Washington, RN, BSN volunteered to transition from full-time to part-time, effective April 11, 2019, at the same hourly rate per hour.
    i. Char Weber approved the transition of employment of Danielle Washington from full-time to part-time. Ryan Zachrich seconded the motion.

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

ADJOURNMENT
There being no further business, Ryan Zachrich called for a motion to adjourn at 3:05 p.m. Char Weber moved for adjournment. The motion passed unanimously.

Next meeting is scheduled for Tuesday, May 21, 2019, at 2:00 pm, at Henry County Health Department, Conference Room, 1843 Oakwood Avenue, Napoleon, OH.

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Roger Richard, President    Mark Adams, Health Commissioner