HENRY COUNTY BOARD OF HEALTH MEETING  
Held Tuesday, December 18, 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  
Joy Ermie, MPH, Director of Community Health Services  
Julie Lauf, RN, Director of Personal Health Services  
Jon Lindsay, RS, Director of Environmental Health Services  
Vi Ordaz, Office Manager  
Nancy Bannister, Billing Clerk  
Julie Saputo, Public Health Nurse  
Susan Davis, Community Health Advocate

**Public Present**  
Jen Lazenby, Northwest Signal  
Bob Hastedt, County Commissioner

**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 November 2018 Health Minutes R105.18**  
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 December bills. Joel Miller moved the December bills totaling $307,551.89 be approved for payment. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.
**Approval of Fiscal Report**
The Board of Health reviewed December Finance Report. Marilyn Bremer moved to approve the December Finance Report with attachments. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Established Food license Fees – Third Reading R106.18**
Jon Lindsay, Director of Environmental Services presented the proposed fee schedule for food service operations and retail food establishments for 2019-2020 licensing period for a third and final reading. No changes were recommended to the proposed fees.
Sharon Miller moved the adoption of the following resolution:

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Risk Level I</th>
<th>Risk Level II</th>
<th>Risk Level III</th>
<th>Risk Level IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. License fees Operations &lt; 25,000 square feet</td>
<td>$ 91.96 plus state fee</td>
<td>$ 103.73 plus state fee</td>
<td>$ 199.30 plus state fee</td>
<td>$ 252.97 plus state fee</td>
</tr>
<tr>
<td>B. License fees Operations ≥ 25,000 square feet</td>
<td>$ 133.39 plus state fee</td>
<td>$ 140.45 plus state fee</td>
<td>$ 500.61 plus state fee</td>
<td>$ 530.75 plus state fee</td>
</tr>
<tr>
<td>C. Other License fees</td>
<td>$ 144.29 plus state fee</td>
<td>$ 24.44 per day of event</td>
<td>$ 15.71 plus state fee</td>
<td></td>
</tr>
</tbody>
</table>
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.

Ryan Zachrich 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), R. Zachrich (Yes), and M. Bremer (Yes). The motion passed unanimously, resulting in its adoption.

Approval of Sewage variance application for Catherine Hood, dated 12/6/2018 R107.18
Jon Lindsay, shared funding was approved for sewage system and seeking approval of the written variance application for Catherine Hood.

Joel Miller recommended to approve sewage variance application for Catherine Hood, dated 12/6/2018.

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

Approval of $2,500.00 gift from CHWC Employee Philanthropy Program Governing Council for the purchase of cribs for the Cribs For Kids (CFK) program. R108.18
Julie Lauf, Director of Nursing shared that the Crib For Kids (CFK) program funding was cut for children in Ohio. An application was completed, sent and we received $2,500.00 to purchase cribs for families of need. Ms. Lauf turned meeting over to the two staff members to present success of program.

Joel Miller motioned to approve the $2,500.00 gift from CHWC Employee Philanthropy Program for purchase of cribs. Ryan Zachrich seconded the motion. The motion passed unanimously.

Approval of 2019 Board of Health schedule R109.18
Char Weber moved to approve the 2019 Board of Health Schedule, with meetings on the third Tuesday of the month at 2:00 pm at the Health Department. Mr. Adams stated due to conflicts of meeting, the January and March meetings would be held at the Henry County Engineering Building:

<table>
<thead>
<tr>
<th>Monthly Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 15, 2019 @ Eng. Bldg.</strong></td>
<td>July 16, 2019</td>
</tr>
<tr>
<td>February 19, 2019</td>
<td>August 20, 2019</td>
</tr>
<tr>
<td><strong>March 19, 2019 @ Eng. Bldg.</strong></td>
<td>September 17, 2019</td>
</tr>
<tr>
<td>April 16, 2019</td>
<td>October 15, 2019</td>
</tr>
<tr>
<td>May 21, 2019</td>
<td>November 19, 2019</td>
</tr>
<tr>
<td>June 18, 2019</td>
<td>December 17, 2019</td>
</tr>
</tbody>
</table>
Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of 2019 Henry County Health Department Holiday schedule R110.18**
Joel Miller moved to approve the following 2019 Holiday Schedule for Henry County Health Department employees:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Day Observed</th>
<th>Date Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Tuesday</td>
<td>January 1, 2019</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Monday</td>
<td>January 21, 2019</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>Monday</td>
<td>February 18, 2019</td>
</tr>
<tr>
<td>Floating Holiday</td>
<td>Friday</td>
<td>April 19, 2019 (close at 12:00 pm)</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday</td>
<td>May 27, 2019</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Thursday</td>
<td>July 4, 2019</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday</td>
<td>September 2, 2019</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Monday</td>
<td>October 14, 2019</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>Monday</td>
<td>November 11, 2019</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday</td>
<td>November 28, 2019</td>
</tr>
<tr>
<td>Additional paid day off</td>
<td>Friday</td>
<td>November 29, 2019</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>Tuesday</td>
<td>December 24, 2019</td>
</tr>
<tr>
<td>Christmas</td>
<td>Wednesday</td>
<td>December 25, 2019</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>Wednesday</td>
<td>January 1, 2020</td>
</tr>
</tbody>
</table>

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

**Approval of Immunization Fee Schedule R111.18**
Julie Lauf, Director of Nursing presented proposed charges for immunization services go optimize cost recovery for immunizations, which is done twice a year. Ms. Lauf noted review was only done once this year since only 9 vaccines needed to be changed.

Joel Miller moved to approve the following changes to charges for immunization services, effective December 26, 2018:

<table>
<thead>
<tr>
<th>Vaccine/Code</th>
<th>Current Fee</th>
<th>Proposed Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Childhood and Adult Vaccines</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tdap/ 90715</td>
<td>$54.00</td>
<td>$56.00</td>
</tr>
<tr>
<td>Meningococcal/90734 (Menactra/Menveo)</td>
<td>$145.00</td>
<td>$151.00</td>
</tr>
<tr>
<td>Hepatitis A &amp; Hepatitis B/90636 (Twinrix)</td>
<td>$119.00</td>
<td>$126.00</td>
</tr>
<tr>
<td>Hepatitis A (Adult)/90632</td>
<td>$84.00</td>
<td>$86.00</td>
</tr>
<tr>
<td>Prevnar (PCV 13) Adult and child/90670</td>
<td>$221.00</td>
<td>$224.00</td>
</tr>
<tr>
<td>Hepatitis A (Child)/90633</td>
<td>$43.00</td>
<td>$44.00</td>
</tr>
</tbody>
</table>
Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Notice of Intent for PHEP FY2020, for PHEP Core Funding R112.18**

Joy Ermie, Director of Community Health Services stated a notice of intent to apply was submitted to the Ohio Department of Health in the amount of $64,276 for public health emergency planning funds. Henry County Health Department has received funding from this grant since its inception. The funds will be used to continue emergency planning activities for the county.

Ryan Zachrich moved to approve the application to apply for PHEP FY2020 core funding. Joel Miller seconded the motion. The motion passed unanimously.

**Approval of 24-month contract for services with MT Business Technologies, Inc. for toner cartridges at $113.25 per month R113.18**

Mr. Adams, Health Commissioner stated this agreement is for the maintenance of health department printers for 24 months, he also noted the cost only increased $2.00.

Joel Miller moved to approve the 24-month contract for services with MT Business Technologies, Inc. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of the 2019-2021 Henry County Health Department Strategic Plan R114.18**

Mr. Adams shared two board members attended the Strategic Plan training meetings. Mark walked through the Strategic Plan (9 pages). This plan will be to let everyone know what we do as services for community. Mr. Adams strongly feels HCHD provides the best services. The mission, values and vision statements were changes made. Next steps are ways of evaluating methods, so anyone can follow the Strategic plan and understand quickly. Health Department is addressing and identifying issues as they come or are known.

Joel Miller moved to approve the 2019 – 2021 Strategic Plan for Henry County Health Department. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Intrafund Transfers, budgetary appropriation/revenue increases, cash transfers and donations R115.18**

Joel Miller moved that the Henry County Auditor be requested to make the following Intrafund Transfers:

a. Intrafund Transfers:
   i. $3,000.00 from 5040-5200-50350 (PERS) to 5050-5200-50200 (Contract) – PHEP
   ii. $1,000.00 from 5040-5200-50040 (Supply) to 5040-5200-50200 (Contract) – PHEP
   iii. $360.00 from 5040-5200-50110 (Travel) to 50401-5200-50200 (Contract) – PHEP
   iv. $200.00 from 5040-5200-50100 (Advertising) to 5040-5200-50200 (Contract) - PHEP
v. $5,040.00 from 5120-5200-50120 (Other) to 5120-5200-50040 (Supplies) – Hospice Restricted
vi. $3,800.00 from 5120-5200-50020 (Salary) to 5120-5200-50040 – Hospice Restricted
vii. $900.00 from 5120-5200-50100 (Advertising) to 5120-5200-50040 (Supply) – Hospice Restricted
viii. $200.00 from 5120-5200-50050 (Equipment) to 5120-5200-50040 (Supply) – Hospice Restricted
ix. $1,100.00 from 5050-5200-50350 (PERS) to 5050-5200-50200 (Contract) – Environmental
x. $500.00 from 5050-5200-50350 (PERS) to 5050-5200-50120 (Other) – Environmental
xi. $1,100.00 from 5050-5200-50350 (PERS) to 5050-5200-50200 (Contract) – Environmental
xii. $200.00 from 5050-5200-50620 (Insurance) to 5050-5200-50040 (Supply) – Environmental
xiii. $150.00 from 5050-5200-50620 (Insurance) to 5050-5200-50100 (Advertising) – Environmental
xiv. $145.00 from 5050-5200-50350 (PERS) to 5050-5200-50120 (Other) – Environmental
xv. $40,000.00 from 5030-5200-50120 (Other) to 5030-5200-50200 (Contract) – Hospice
xvi. $2,581.21 from 5060-5200-50120 (Other) to 5060-5200-50200 (Salary) – MCH

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

b. Cash Transfer
i. $20,000.00 from 5000-5200-51110 (Health-Transfer-Appropriation) to 5050-5200-40490 (Environmental-Transfer-Revenue)

Marilyn Bremer moved that the Henry County Auditor be requested to make the above cash transfer. Joel Miller seconded the motion. The motion passed unanimously, resulting in adoption.

c. Budgetary Appropriation Increases
i. $7,580.00 to 5020-5200-50020 (Home Health Aide-Salaries)
ii. $4,501.00 to 5020-5200-50020 (Home Health Aide-Salaries)
iii. $1,463.00 to 5020-5200-50020 (Home Health Aide-Salaries)
iv. $500.00 to 5020-5200-50020 (Home Health Aide-Salaries)
v. $500.00 to 5020-5200-50110 (Home Health Aide-Travel)
vi. $200.00 to 5020-5200-50370 (Home Health Aide-Medicare)

Joel Miller moved that the Henry County Auditor be requested to make the above budgetary appropriation increases. Sharon Miller seconded the motion. The motion passed unanimously, resulting in adoption.

d. Budgetary Revenue Increases
i. $5,000.00 to 5020-5200-40860 (Home Health Aide-Local)
ii. $3,280.00 to 5020-5200-40430 (Home Health Aide-State)

Char Weber moved that the Henry County Auditor be requested to make the above budgetary revenue increases. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in adoption.
e. Donations
   i. Donations totaling $253 for the benefit of Hospice ($223) and Help Me Grow ($30).

Sharon Miller moved that the Henry County Auditor be requested to make the above donations. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption:

**Approval of Division updates R116.18**
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
   ii. Service packet includes the quarterly Pinnacle report
   iii. HHH – LouAnn Rosebrock did an awesome job with report.

*Ryan Zachrich stepped out of meeting at 2:43pm.*

a. Director of Nursing – Julie Lauf.
   i. Ms. Lauf requested and giving kudos to Julie Saputo and Susan Davis, the two PH advocates for Cribs for Kids program to present the program and share how resourceful they have been. Mark Adams set the stage by stating how these two staff members came in and started working the program with no money. Susan Davis explained the process of staff philanthropy $$ usage. MS. Davis stated that HCHD was very fortunate CHWS from Bryan voted for us to take on the program for the four county area. The $2,500.00 helped purchase 28 pack n plays ($88.00 each). Susan Davis and Julie Saputo have put long hours and hard work into supporting and networking the CFK program, food pantry program (4 times) and offered flu shots, and a cake walk during a rainy day. Great success story and great team work.

*Ryan Zachrich returned to meeting at 2:45pm.*

b. Director of Community Services – Joy Ermie.
   i. Ms. Ermie reported Tante Lovins went full time. Large grant will help support wage. Tante’s first coalition meeting will be January - first fatality meeting. CHS held their first meeting, survey for all adults and data for them was discussed. CHS will have stats analysis in the future for everyone. Position to be filled.

c. Office Administration - Vi Ordaz, Office Manager.
   i. Department continues to service and assist the community and health department. Clerical has seen an increase in birth certificates due to the new law change with driver’s license. Shelly Boehm has teamed up with Joy Ermie to market this change with other services.

d. HH/H – no report per Mark Adams
e. Director of Environmental Services – Jon Lindsay
   i. Mr. Lindsay reported the new sanitarian shared with Fulton County was released of her duties. Scrambling to get things done and in the process of seeking a full-time Sanitarian.

Joel Miller moved to accept the division reports, Dr. Melinda Fritz 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 2:55 p.m. Marilyn Bremer 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), 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 3:15 pm.

**Approval of Personnel R117.18**

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. Appointment: Tiffany Day was hired as Human Resource Manager, effective January 2, 2019 at an hourly rate of $22.31.
   i. Joel Miller approved the Human Resource Manager, Tiffany Day, at an hourly rate of $22.31. Char Weber seconded the motion.

b. Appointment: Tamara Segrist was hired as Help Me Grow, Home Visitor, effective January 7, 2019, at an hourly rate of $24.15.
   i. Ryan Zachrich approved HMG Home Visitor, Tamara Segrist, at an hourly rate of $24.15. Marilyn Bremer seconded the motion.

c. Transition of employment: Mr. Adams stated Sara Bullock will transfer from Interim status for HH/H Clinical Manager to full-time, effective January 1, 2019. There will be no change of wages, will change from hourly to salary status.
   i. Sharon Miller approved the transition of employment of Sara Bullock. Joel Miller seconded the motion.

d. FMLA application/leave request for Home Health/Hospice LPN, Samantha Smith – HIPAA issue.
   i. Joel Miller approved the FMLA request for Samantha Smith, LPN. Char Weber seconded the motion.
e. Resignation: Erica Casey, Home Health and Hospice, RN, effective December 27, 2018. Ms. Casey was here only three months.
   i. Sharon Miller approved resignation of RN. Ryan Zachrich seconded the motion.

f. Approval of Personnel/Finance/Audit Committee recommendations for compensation. Mr. Adams suggested a 2% raise for employees, (except HC), HSA stays the same for 2019, also savings for health insurance provides financial support.
   i. Char Weber approved recommendations for compensation by Personnel/Finance/Audit Committee as presented. Joel Miller seconded the motion.

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

ADJOURNMENT
There being no further business, Joel Miller called for a motion to adjourn at 3:23 p.m. Ryan Zachrich moved for adjournment. The motion passed unanimously.

Next meeting is scheduled for Tuesday, January 15, 2019, at 1:30 pm, at Henry County Engineering Building, 1823 Oakwood Avenue, Napoleon, OH.

___________________________  ___________________________
Roger Richard, President      Mark Adams, Health Commissioner