HENRY COUNTY BOARD OF HEALTH MEETING
Held Wednesday, March 21, 2018

Board Members Present
Roger Richard, President
Joel Miller, President Pro-Tempore
Doug Lindsey, MD
Marilyn Bremer, RN
Sharon Miller
Char Weber

Staff Present
Joy Ermie, MPH, Interim Health Commissioner, Director of Community Health Services
Julie Lauf, RN, Director of Personal Health Services
Jon Lindsay, RS, Director of Environmental Health Services
Julie McHugh, Fiscal Officer
Vi Ordaz, Office Manager
Bethany Wachter, MPH, Health Communications Specialist/Accreditation Coordinator

Public Present
Bob Hastedt, County Commissioner

CALL TO ORDER AND INTRODUCTION OF GUESTS
Joel Miller, President Pro-Tempore, called the Board of Health meeting to order at 12:33 p.m. The meeting was held in the Henry County Engineer’s Conference Room. A quorum was present.

APPROVAL OF CONSENT AGENDA R23.18
Dr. Doug Lindsey moved to approve the consent agenda, consisting of the following items:
   A. Minutes of February 21, 2018, Board of Health meeting
   B. Management Reports for February 2018:
      1. Community Health, Environmental Health, Personal Health, Home Health and Hospice, and Administration Monthly Section Reports
      2. February 2018 Communicable Disease Report
      3. February 2018 Service Statistics Report
   C. People
      1. Resignation:
   D. Finance
      1. Financial Statements:
         The total cash balance for all funds combined for February 2018 was $2,663,926.89, a decrease of $156,566.84 from January 2018. The General
Fund balance was $1,175,991.30 at the end of February, a decrease of $172,238.35 from January.

2. Donations
Donations totaling $1,613.00 for the benefit of Hospice ($1,583) and Help Me Grow ($30.00) were received in February.

E. Contracts and Agreements:

1. Change Orders for Interior Renovation: Additional data cable runs and door frame painting - $2,166.21
2. P&R Home IV Services, Inc – Hospice Pharmacy Services Agreement: Contract is for pharmaceutical services for hospice patients.
3. Amendment #1 to Henry County WIC Clinic Agreement by and between Henry County Health Department and the Board of the General Health District of Fulton County – reduction in square footage ($83.15 per month) Amendment is due to the reduction in square footage of the newly renovated WIC space.
4. Addendum to eClinical Works Software License and Support Cloud Agreement for Electronic Medical Records and Practice Management – Addendum is to remove 0.5 FTE from eClinical Works (eCW) system.
5. Memorandum of Understanding between Henry County Health Department and United Way of Henry County – Memorandum of Understanding is for funding of 3rd grade nutrition education classes via Henry County United Way from Four County ADAMHS Board.

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

**ACTION AND DISCUSSION ITEMS**

**PEOPLE**

**Health Commissioner Report**
Interim Health Commissioner Joy Ermie provided the following updates:

1) Annual Report: Ms. Ermie shared the 2017 Annual Report with all Board members. The layout of the report has changed from previous years to highlight areas of achievement over the last year. Ms. Ermie thanked Bethany Wachter, Health Communications Specialist/Accreditation Coordinator for doing an outstanding job of capturing Health Department activities over the last year. It was noted the District Advisory Council (DAC) has to accept the annual report for approval.

2) DAC Meeting: Ms. Ermie shared the District Advisory Council (DAC) meeting will be held on tomorrow March 22, 2018 from 6:00 – 7:30 pm at Azul Tequila.

3) Renovations: Renovations are currently on schedule for completion at the 90 day deadline for the business area of the health department. It was noted the garage door replacement and back wall insulation will be completed after the business area was completed.

Roger Richard joined the meeting at 12:37 pm.

**Leave of Absence without Pay for Caitlin Fritz, June 9-24, 2018 R.24.18**
Ms. Ermie explained the leave of absence is due to Caitlin Fritz being employed at the health department for less than a year and as it is over five days it requires Board approve. Ms. Fritz’s leave was agreed upon hire for planned travel.
Joel Miller moved to approve leave of absence for Caitlin Fritz from June 9-24, 2018. Dr. Doug Lindsey seconded the motion. The motion passed unanimously, resulting in its adoption.

**FINANCE**

**Approval of Bills**
The Board of Health reviewed February bills. Marilyn Bremer moved the February bills be approved for payment. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Intrafund Transfers R25.18**
Joel Miller moved that the Henry County Auditor be requested to make the following Intrafund Transfers:

- a. $40,000.00 from 5040-5200-50020 (Salaries) to 5040-5200-50200 (Contracts) – PHEP
- b. $915.00 from 5030-5200-50120 (Other) to 5030-5200-51110 (Transfer) – Hospice

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

**Approval of Cash Transfer R26.18**
Dr. Doug Lindsey moved that the Henry County Auditor be requested to make the following Cash Transfers:

- a. $1,150.00 from 5000-5200-51110 (Health Appropriation-Transfer) to 5005-5200-40490 (Severance Revenue-Transfer)
- b. $1,120.00 from 5010-5200-51110 (Home Health Appropriation-Transfer) to 5005-5200-40490 (Severance Revenue-Transfer)
- c. $915.00 from 5030-5200-51110 (Hospice Appropriation-Transfer) to 5005-5200-40490 (Severance Revenue-Transfer)

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

**Approval of 2019 Budget Appropriations and Revenues R27.18**
Ms. Ermie and Julie McHugh, Fiscal Officer, presented the proposed 2019 Henry County Health District Budget Appropriations and supporting rationale. The Personnel/Finance/Audit Committee met March 13 to review the proposed 2019 budget appropriations and revenues. Ms. McHugh explained a 3% increase for salaries for all programs and 15% increase in health insurance premiums was included. $5,000 was budgeted for the Council of Government (COG) and $10,000 for IT upgrades. It was also noted that in revenues the cash transfer line was closer to typical amounts as in 2018 several large transfers were budgeted, including dental fund closure and renovations. Joel Miller noted the Personnel/Finance/Audit Committee reviewed the appropriations in detail and recommends approval.

Joel Miller moved that the 2019 Health District Budget Appropriations be approved and certified to the County Auditor to be submitted to the County Budget Commission. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

**Other Business**
Joel Miller met with Kent Badenhop to discuss Board of Health member replacement nominees for Al Wiederwohl’s open position. Mr. Miller noted the District Advisory Council will determine the process on selection of the Board member. It was noted Mr. Badenhop wanted additional financial information, which was supplied. A special Board of Health meeting is also scheduled for March 26, 2018 to interview a candidate for the health commissioner position.
**Approval of Revision of Joel Miller’s Resignation Date R28.18**
Due to prior commitments, Joel Miller will be unable to attend the April Board of Health meeting. Due to this, Mr. Miller is willing to extend his official resignation date to after the May meeting should all members of the Board approve.

Char Weber moved to revise Joel Miller’s resignation date to May 23, 2018. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**ADJOURNMENT**
There being no further business, Roger Richard called for a motion to adjourn at 12:55 pm. Joel Miller moved for adjournment, and Dr. Doug Lindsey seconded the motion. The motion passed unanimously.

Next meeting is scheduled for Wednesday, April 18, 2018, at 12:30 pm, at Henry County Engineer’s Office, 1823 Oakwood Avenue, Napoleon, OH.

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Roger Richard, President    Joy Ermie, Secretary