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

**Board Members Present**  
Roger Richard, President  
Joel Miller, President Pro-Tempore  
Marilyn Bremer  
Dr. Melinda Fritz – *arrived at 2:06 p.m.*  
Sharon Miller  
Char Weber  
Ryan Zachrich

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

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

**Call to Order, Roll Call**  
Ryan Zachrich, Vice-President called the Board of Health meeting to order at 2:01 p.m. The meeting was called by Roll Call vote: R. Richard (Yes), J. Miller (Yes), R. Zachrich (Yes), C. Weber (Yes), M. Bremer (Yes), S. Miller (Yes). The meeting was held in the Committee Meeting Room at the Veteran’s Administration Office. A quorum was present.

**Approval of October 15, 2019 Board of Health Minutes R74.19**  
The Board of Health reviewed the Board of Health minutes. Joel 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. Char Weber moved to approve the October bills totaling $137,734.27 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 the October Finance Report. Mark Adams, Health Commissioner stated there was nothing to report per Julie McHugh, Director of Finance. Joel Miller moved to approve the October Finance Report. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of public comments from public hearing on Food License Fees
Jon Lindsay, Director of Environmental Health, stated that Food Service Licensing Fees Hearing was held Wednesday, October 23, 2019 from 3:30 p.m. to 4:30 p.m. Mark Adams stopped by and signed in, no comments received from Mark or public.

Dr. Melinda Fritz arrived at 2:06 p.m.

Approval of Final Reading of Regulations Establishing Fee Schedules for Food License Fees 2020-2021 R75.19
Jon Lindsay, Director of Environmental Health, stated that this is the same document as the last two readings. Joel Miller moved to approve the final reading of a regulation establishing fee schedules for food service operations and retail food establishments for 2020-2021 licensing period as follows:
Marilyn Bremer seconded the motion. The motion was passed by roll call vote: R. Richard (Yes), J. Miller (Yes), R. Zachrich (Yes), Dr. M. Fritz (Yes), C. Weber (Yes), M. Bremer (Yes), and S. Miller (Yes).

Approval of personal service contracts for translation services for Cindy Gustwiller R76.19
Marilyn Bremer 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).

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

Approval of personal service contracts for translation services for Adriana Lopez R77.19
Joel Miller moved to approve personal service contract for translation services for Adriana Lopez.
1. Ms. Lopez is again contracted to provide ASL interpretation as needed at an hourly rate of $30.00 (max of $4,000 per year).

License fees: Risk Classification

<table>
<thead>
<tr>
<th>Level</th>
<th>Allowed</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1, less than 25,000 sq. ft.</td>
<td>$121.34</td>
<td>$91.96</td>
<td>$121.34</td>
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<tr>
<td>Level 2, less than 25,000 sq. ft.</td>
<td>$137.00</td>
<td>$103.73</td>
<td>$137.00</td>
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<tr>
<td>Level 3, less than 25,000 sq. ft.</td>
<td>$264.14</td>
<td>$199.30</td>
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<tr>
<td>Level 4, less than 25,000 sq. ft.</td>
<td>$335.53</td>
<td>$252.97</td>
<td>$335.53</td>
</tr>
<tr>
<td>Level 1, 25,000 sq.ft. and over</td>
<td>$176.45</td>
<td>$133.39</td>
<td>$176.45</td>
</tr>
<tr>
<td>Level 2, 25,000 sq.ft. and over</td>
<td>$185.85</td>
<td>$140.45</td>
<td>$185.85</td>
</tr>
<tr>
<td>Level 3, 25,000 sq.ft. and over</td>
<td>$664.97</td>
<td>$500.61</td>
<td>$664.97</td>
</tr>
<tr>
<td>Level 4, 25,000 sq.ft. and over</td>
<td>$705.05</td>
<td>$530.75</td>
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License fees: Mobile Facilities

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<th>Allowed</th>
<th>Current</th>
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<tbody>
<tr>
<td>$211.45</td>
<td>$144.29</td>
<td>$211.45</td>
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License fees: Vending Locations

<table>
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<th>Allowed</th>
<th>Current</th>
<th>Proposed</th>
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<tr>
<td>$34.78</td>
<td>$15.71</td>
<td>$16.00</td>
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</table>

* The vending fees may only be increased by the CPI each year, currently 1.9%

License fees: Temporary Facility License Fee (Day) (current method)

<table>
<thead>
<tr>
<th>Allowed</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>$26.54</td>
<td>$24.44</td>
<td>$26.54</td>
</tr>
</tbody>
</table>

Effective December 1, 2019
Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of personal service contracts for translation services for Alysa Short R78.19**
Sharon Miller moved to approve personal service contract for translation services for Alysa Short.
1. Ms. Gustwiller is again contracted to provide ASL interpretation 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 Out of State Travel for 2020 R79.19**
Joel Miller moved to approve the following list of proposed out-of-state travel with authority delegated to the Health Commissioner to determine staff attendance based upon available appropriations in the training/travel line item of the pertinent fund, the merit of the conference/program, the cost of attendance, and the workload of the staff involved:

Char Weber seconded the motion. The motion passed unanimously.

**Approval of BGSU Affiliation Agreement for Student Intern(s) R80.19**
Mr. Adams, Health Commissioner stated this agreement will allow the health department to house Community Health Services interns. Health department is still working on becoming an academic health department and a learning institution. This contract will state what we provide and what they provide. There will be no cost to the health department. Ryan Zachrich asked about how many interns? Ms. Ermie, Director of Community Health Services stated only one dietetic will be with the health department next summer for 3 weeks, learnings will be integrated along with nutrition, food environment, poverty and obesity.

Char Weber moved to approve the BGSU Affiliation Agreement for Student Intern(s). Ryan Zachrich seconded the motion. The motion passed unanimously.

**Approval of MAC Contract for FY2020 R81.19**
Mr. Adams, Health Commissioner reported on renewal of Medicaid Administrative Claiming (MAC) agreement. Henry County Health Department works with the Ohio Department of Health to claim and be reimbursement in part of its efforts to assist low-income residents to enroll in Medicaid and access appropriate Medicaid-covered services. Participating staff complete a quarterly time study to document time spend on MAC activities. The contract period is July 1, 2019 through June 30, 2021.

Marilyn Bremer moved to approve the MAC Contract for FY2020. Ryan Zachrich seconded the motion. The motion passed unanimously.

**Approval of mini grant application with The Hospital Council of Northwest Ohio in the amount of $6,630.00 R82.19**
Joy Ermie, Director of Community Health Services stated HCHD was awarded $6,630.00 from Hospital Council of Northwest Ohio Assistant Secretary for Preparedness and Response (ASPR)
grant funds to be utilized to purchase point of dispensing (POD) supplies and materials. By purchasing three sets of supplies, Henry County Health Department can ensure that all POD sites are consistent and allows all Medical Reserve Corps (MRC) volunteers to use consistent materials.

Joel Miller moved to approve the mini grant application with the Hospital Council of Northwest Ohio for $6,630.00. Char Weber seconded the motion. The motion passed unanimously.

**Approval of drug purchase agreement with Ohio Department of Mental Health and Addiction Services terminating June 30, 2021 R83.19**

Julie Lauf, Director of Nursing stated this agreement allows the health department to purchase Narcan and other medications. Dr. Fritz asked if all schools had Narcan. Ms. Lauf responded that all schools have Narcan except Napoleon, they are still discussing. Also we provide for Napoleon First Responders, Henry County Sheriff, City Police, Ridgeville fire department, and Northwest State Community College.

Marilyn Bremer moved to approve the Drug purchase agreement with Ohio Department of mental Health and Addiction Service. Sharon Miller seconded the motion. The motion passed unanimously.

**Approval of Intrafund Transfers, Cash Transfers, Budgetary Increases, and Donations R84.19**

Mr. Adams, Health Commissioner, reported the Intrafund transfers, Cash Transfers, Budgetary Increases, and Donations:

a. **Intrafund Transfers:**
   i. $5,000 from 5010-5200-50520 (Home Health Insurance) to 5010-5200-50050 (Home Health Equipment)
   ii. $2,000 from 5000-5200-50200 (Health Contract) to 5000-5200-50350 (Health Medicare)

Char Weber moved to approve the Intra-fund transfers as presented. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

b. **Cash Transfer**
   i. $20,000 from 5000-5200-51110 (Health Transfer-Appropriation) to 5050-5200-40490 (Environmental Transfer-Revenue)

Joel Miller moved to approve the Cash transfer as presented. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

c. **Budgetary Increases**
   i. $13,000 to 5120-5200-50020 (Hospice Restricted Salaries)
   ii. $2,000 to 5120-5200-50350 (Hospice Restricted PERS)
   iii. $300 to 5120-5200-50370 (Hospice Restricted Medicare)
   iv. $200 to 5120-5200-50040 (Hospice Restricted Supplies)

Sharon Miller moved to approve the Budgetary Increases as presented. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

d. **Donations**
   i. Donations totaling $165.00 for the benefit of the hospice ($135) and Help Me Grow ($30).

Char Weber moved to approve the Donations received. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Division updates**
Mark Adams, Health Commissioner, opened the division updates with the following topics:

- **Health Commissioner** - Mark mentioned the monthly statistical report and HHH updates attached, currently working on inventory from every employee able to find jobs or were taking time off, multi HHH companies want in and to set up base in henry county. Couple companies called but nothing confirmed yet. Each patient under HHH were taken care of. Plenty of HHH competition in the county.

- **Public Health Nursing** – Director of Nursing, Julie Lauf shared:
  a. Outside clinics held
  b. More flu vaccine available, offered to the board members to stop by after meeting.
  c. HEP A at renewed mind, state initiated, didn’t see many patients but hit target.
  d. All immunization nurses except Julie Saputo (retiring in Jan. 2020) attended a conference in Cleveland on November 6, 2019. Great speakers, especially of an 18 year old who grew up in a family who could not get his vaccines and his siblings were not vaccinated. His perspective was really good.
  e. Applied for Ohio Children’s grant for safety items for families CHWE and HMG for baby gates and safety items at home, such as infant carriers and car seats.

- **Community Health Services** – Director of Community Health Services, Joy Ermie shared in the month of October, CHS facilitated an emergency exercise within the health department and with partners, practicing our disease reporting, surveillance and communication. We did quite well overall and will use the feedback to draft an after action report for continuous improvement in our public health emergency preparedness area. We submitted our FY19 annual report for Safe Communities, successfully utilizing 98% of the funds and started the FY20 year off with a coalition and fatality review meeting with partners. Our health educator held informational vaping sessions at Four County Career Center and Patrick Henry High School. Prior to presenting, we ask pre-test questions in order to curtail the presentation to the group dynamics. One school conducted a post-test. We are going to continue that ask post-test questions to all schools we have presented at in an effort to measure a statistically significant improvement in knowledge and/or behavior to show our intervention works. We are moving along with drafting the comprehensive community health assessment. The format will look different this cycle and we are quite excited about it. We continue to work with all divisions on communication, marketing and quality improvement projects. Happy Thanksgiving everyone.

- **Office Administration** – Office Manager, Vi Ordaz shared how the training continues with Fiscal and Clerical. Both departments also gained two new staff from HHH. One for Fiscal (Anissa Resendez) and one for Clerical (LouAnn Rosebrock). LouAnn will also be working two days in WIC. Training has started with both new staff. Also have assigned clerical staff to each program to assist with clerical duties. Sharon Miller asked if anyone was bumped out of HHH. Mark Adams explained about the five remaining staff, Kailie Williams- PHN to work on BCMH, Pam Miller – PHN, Anissa Resendez – Fiscal, LouAnn Rosebrock – Clerical/WIC, saved $75,000 with unemployment as of August 28, 2019.

- **Environmental Services** – Director of Environmental Services, Jon Lindsay shared that during the ODA Retail Food Establishment survey was completed. The final report was received last week and Henry County Health Department was approved. We will need to address a couple of items. We will share more information during the December Board meeting.
The Sewage Grant is still open. We have used $130,000 of the $200,000 available. Residents can still apply and money will be available for next year. Shannon Jones at Job and Family Services is the first contact for anyone that is interested in funding.

- **Parental Support Programming** – Director of Parental Support Programming, Jen Wagner reported:
  a. Play Groups- HMG increased their family groups, have done four (4), one in each county. Didn’t have enough time in December due to staff training to do more than four (4) families. HMG will do four (4) families in January.
    i. Christmas play group – Dec. 16th at Crossroads.
    ii. Have many families and friends to serve.
    iii. Will need help with:
        1. Food and beverages, plus serving food
        2. Help wrapping gifts for kids
        3. Crafts
        4. Santa – that will be Mark
    iv. Starts at 5 – 7 pm
  b. Poinsettia sales these sales use to go to HHH, HMG taking over.
  c. Training – HMG schedules training here at HCHD this week and in March 2020. Everyone comes here which saves us money on hotel, food and travel costs.
  d. Another quarterly car seat scheduled for Tuesday, December 3, 2019 at the Fire department.
  e. Home Visiting – governor is expanding their area and looking for more providers. Take away from a training attended was that people are hearing about HMG from Henry County and want to know how we are doing. No more excuses, we will expand and provide more services for families.

- **Human Resources** – Human Resource Manager, Tiffany Day reported on the following items:
  a. WDP nearly completed, this will be one of my duties for the next three years.
  b. Combined Wellness and Fun committee and have been very busy. Tante is chairing the committees.
  c. 100% response received from mental well-being activities (per survey). This ties into WDP and PHAB plus other programs/plans.
  d. Held Soup Cook-off, county employees enjoyed.
  e. Other potlucks scheduled for December
    i. Thank you breakfast
    ii. Holiday luncheons
  f. Trainings
  g. Had a PHN intern with Allyson Smith in November
  h. Worked with Cathy Behnfeldt for county benefit system

**EXECUTIVE SESSION: Personnel**
Roger Richard requested the Board of Health go into Executive Session at 2:58 p.m. Joel Miller made a motion to go into executive session and Char Weber seconded the motion. The motion was
passed by roll call vote: R. Richard (Yes), J. Miller (Yes), R. Zachrich (Yes), Dr. M. Fritz (Yes), C. Weber (Yes), M. Bremer (Yes), S. Miller (Yes). No other staff participated in this session.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 3:07 p.m.

**Approval of Personnel:**
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. Transition of Employment: Katelyn Britenriker, Director of Home Health and Hospice from full-time to 20 hours per week (intermittent, as needed), effective November 6, 2019.

   i. Joel Miller accepted the request from full-time to 20 hours per week (intermittent, as needed), Char Weber seconded the motion.

**ADJOURNMENT**
There being no further business, Char Weber called for a motion to adjourn at 3:07 p.m. Joel Miller moved for adjournment. The motion passed unanimously.

Next meeting is scheduled for Tuesday, December 17, 2019, at 2:00 pm, at Henry County Health Department, Conference Room A, 1843 Oakwood Avenue, Napoleon, OH.

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Roger Richard, President    Mark Adams, Health Commissioner