HENRY COUNTY BOARD OF HEALTH MEETING  
Held Tuesday, October 15, 2019

**Board Members Present**  
Roger Richard, President - *arrived at 2:07 p.m.*  
Marilyn Bremer  
Dr. Melinda Fritz  
Sharon Miller  
Char Weber  
Ryan Zachrich

**Staff Present**  
Mark H. Adams, RS, REHS, MPH, Health Commissioner  
Katelyn Briteniker, LISW, Director of Home Health and Hospice  
Tiffany Day, Human Resource Manager  
Julie Lauf, Director of Nursing  
Jon Lindsay, RS, Director of Environmental Health Services  
Julie McHugh, Director of Finance  
Jennifer Wagner, LSW, Director of Parental Support Programming

**Public Present**  
Jen Lazenby, Northwest Signal

**Call to Order, Roll Call**  
Ryan Zachrich, Vice-President called the Board of Health meeting to order at 2:02 p.m. The meeting was called by Roll Call vote: C. Weber (Yes), M. Bremer (Yes), S. Miller (Yes), R. Zachrich (Yes) and Dr. M. Fritz (Yes). The meeting was held in the Henry County Health Department, Conference Room A. A quorum was present.

**Approval of September 24, 2019 Board of Health Minutes R71.19**  
The Board of Health reviewed the Board of Health minutes. Char Weber 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 September bills. Sharon Miller moved to approve the September bills totaling $210,785.94 be approved for payment. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of Fiscal Report
The Board of Health reviewed the September Finance Report. Julie McHugh, Director of Finance stated that the Health Department income was higher due to the incentive payment of $63,000 for Help Me Grow in recognition of the excellent job they are doing. Marilyn Bremer moved to approve the September Finance Report. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Roger Richard arrived at 2:07 p.m.

Approval of Second Reading of Regulations Establishing Fee Schedules for Food License Fees 2020-2021 R72.19
Jon Lindsay, Director of Environmental Health, stated that this is the same document as the first reading from last month. Jon also said that a Food Service Licensing Fees Hearing is scheduled for Wednesday, October 23, 2019 from 3:30 p.m. to 4:30 p.m. Sharon Miller moved to approve the second reading of a regulation establishing fee schedules for food service operations and retail food establishments for 2020-2021 licensing period as follows:

### Henry County Proposed Food Fees
2020-2021 License Year
Second Reading, 10-15-2019

<table>
<thead>
<tr>
<th>License fees: Risk Classification</th>
<th>Allowed</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>This equals the maximum license fee that may be adopted for Level 1, less than 25,000 sq. ft.</td>
<td>$121.34</td>
<td>$91.96</td>
<td>$121.34</td>
</tr>
<tr>
<td>This equals the maximum license fee that may be adopted for Level 2, less than 25,000 sq. ft.</td>
<td>$137.00</td>
<td>$103.73</td>
<td>$137.00</td>
</tr>
<tr>
<td>This equals the maximum license fee that may be adopted for Level 3, less than 25,000 sq. ft.</td>
<td>$264.14</td>
<td>$199.30</td>
<td>$264.14</td>
</tr>
<tr>
<td>This equals the maximum license fee that may be adopted for Level 4, less than 25,000 sq. ft.</td>
<td>$335.53</td>
<td>$252.97</td>
<td>$335.53</td>
</tr>
<tr>
<td>This equals the maximum license fee that may be adopted for Level 1, 25,000 sq.ft. and over</td>
<td>$176.45</td>
<td>$133.39</td>
<td>$176.45</td>
</tr>
<tr>
<td>This equals the maximum license fee that may be adopted for Level 2, 25,000 sq.ft. and over</td>
<td>$185.85</td>
<td>$140.45</td>
<td>$185.85</td>
</tr>
<tr>
<td>This equals the maximum license fee that may be adopted for Level 3, 25,000 sq.ft. and over</td>
<td>$664.97</td>
<td>$500.61</td>
<td>$664.97</td>
</tr>
<tr>
<td>This equals the maximum license fee that may be adopted for Level 4, 25,000 sq.ft. and over</td>
<td>$705.05</td>
<td>$530.75</td>
<td>$705.05</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>License fees: Mobile Facilities</th>
<th>Allowed</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>The maximum amount that the licensor may adopt for a mobile facility license</td>
<td>$211.45</td>
<td>$144.29</td>
<td>$211.45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>License fees: Vending Locations</th>
<th>Allowed</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>The maximum amount that the licensor may adopt for a vending license *</td>
<td>$34.78</td>
<td>$15.71</td>
<td>$16.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>License fees: Temporary Facility License Fee (Day) (current method)</th>
<th>Allowed</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>The maximum amount that the licensor may adopt for a temporary facility license per day</td>
<td>$26.54</td>
<td>$24.44</td>
<td>$26.54</td>
</tr>
</tbody>
</table>
Marilyn Bremer seconded the motion. The motion was passed by roll call vote: R. Richard (Yes), R. Zachrich (Yes), Dr. M. Fritz (Yes), M. Bremer (Yes), S. Miller (Yes), and C. Weber (Yes).

**Approval of Intrafund Transfers, Cash Transfers, and Donations R73.19**

Julie McHugh, Director of Finance, reported the Intrafund transfers and donations:

a. Intrafund Transfers:
   i. $10,000 from 5000-5200-50520 (Health Insurance) to 5000-5200-50110 (Health Travel)
   ii. $70,000 from 5000-5200-50520 (Health Insurance) to 5000-5200-50020 (Health Salary)
   iii. $30,000 from 5000-5200-50200 (Health Contract) to 5000-5200-50020 (Health Salary)
   iv. $20,000 from 5010-5200-50520 (Home Health Insurance) to 5010-5200-50020 (Home Health Salary)
   v. $500 from 5060-5200-50120 (Safe Communities Other) to 5060-5200-50110 (Safe Communities Travel)
   vi. $500 from 5120-5200-50150 (Hospice Restricted Rent) to 5120-5200-50120 (Hospice Restricted Other)
   vii. $500 from 5120-5200-50150 (Hospice Restricted Rent) to 5120-5200-50020 (Hospice Restricted Salary)
   viii. $200 from 5120-5200-50350 (Hospice Restricted PERS) to 5120-5200-50150 (Hospice Restricted Rent)
   ix. $200 from 5120-5200-50110 (Hospice Restricted Travel) to 5120-5200-50150 (Hospice Restricted Rent)

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

b. Donations
   i. Donations totaling $66.00 for the benefit of the Health Department and Help Me Grow.

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 that Jen Wagner had added Lactation Counseling to the stats. He also stated the entire document is being reviewed by the Community Health Services Department and it will be more visual by including a dashboard. The information will also be added to the website.

- **Public Health Nursing** – Mark stated the Communicable Disease Report will be forwarded by himself as it was not included in the packet. Director of Nursing, Julie Lauf, mentioned that STDs continue to climb, however, Henry County is way below the state average.

- **Community Health Services** – Director of Community Health Services, Joy Ermie was not in attendance at the meeting. Mark stated that Joy had provided a report and it is was included in the packet sent to the Board of Health Members.
• **Office Administration** – Director of Finance, Julie McHugh, stated that extensive training continues closely with front office and fiscal staff to try to get at least three (3) in all duties so there is not a hardship when someone may be out of the office for an extended period of time.

• **HHH** – Director of Home Health and Hospice, Katelyn Britenriker had no update.

• **Environmental Services** – Director of Environmental Services, Jon Lindsay shared that the Ohio Department of Agriculture (ODA) is here this week and working on the annual state food survey.

• **Parental Support Programming** – Director of Parental Support Programming, Jen Wagner reported:
  a. Campbell’s - HMG has continued to work with Campbell’s for both baby food and cans of soup. Campbell’s notifies Jen when they items to be donated to the Help Me Grow program.
  b. Jen attended a GRADS meeting for pregnant teenagers and is working with other groups in the community to provide united front to all communities with the same message being distributed from all organizations.
  c. Melissa Bostelman will begin play groups in every county, Henry, Defiance, Fulton and Williams beginning in October. Previously play groups were only held in Henry County.

• **Human Resources** – Human Resource Manager, Tiffany Day reported she attended training with Cathy Behnfeldt at the Commissioner’s Office on the benefit plans provided by the county. She also attended training on succession planning which ties in with the Workforce Development Plan she is working on. Tiffany feels that we are way ahead with this due to all the current cross training being given. She also noted all the Wellness and Fun Committee activities that are coordinated by its leader, Tante Lovins, including Walktober, staff walks, mindfulness sessions, upcoming soup cook off and the end of the baby picture contest. All of these activities relate directly to the Strategic Plan.

**EXECUTIVE SESSION: Personnel**
Roger Richard requested the Board of Health go into Executive Session at 2:19 p.m. Char Weber made a motion to go into executive session and Ryan Zachrich seconded the motion. The motion was passed by roll call vote: R. Richard (Yes), R. Zachrich (Yes), Dr. M. Fritz (Yes), M. Bremer (Yes), S. Miller (Yes), and C. Weber (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 3:00 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:

a. Acceptance of FMLA request from an employee for Maternity leave that began in September and will end in December.
   i. Char Weber accepted the request for FMLA for an employee and Marilyn Bremer seconded the motion.

b. Reduction of Hours: Joni Pedraza, LPN, in the Home Health and Hospice program, effective October 4, 2019 from part-time to part-time intermittent (less than 1,000
hours per year).
  i. Sharon Miller approved the reduction of hours for Joni Pedraza from full-time to part-time intermittent (less than 1,000 hours per year). Ryan Zachrich seconded the motion.

c. Reduction of workforce: Nicole Shank, LPN, in the Home Health and Hospice program, effective November 1, 2019 due to lack of work.
  i. Char Weber approved the reduction of workforce for Nicole Shank due to lack of work. Marilyn Bremer seconded the motion.

d. Reduction of workforce: Darla Taylor, Home Health Aide, in the Home Health and Hospice program, effective November 1, 2019 due to lack of work.
  i. Sharon Miller approved the reduction of workforce for Darla Taylor due to lack of work. Marilyn Bremer 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, November 19, 2019, at 2:00 pm, at Henry County Health Department, Conference Room A, 1843 Oakwood Avenue, Napoleon, OH.

___________________________   ______________________________
Roger Richard, President    Mark Adams, Health Commissioner