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. A quorum was present. Introductions of all in attendance were made due to several staff members.

Approval of July 16, 2019 Board of Health Minutes R55.19
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 July bills. Marilyn Bremer moved to approve the July bills totaling $118,629.07 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 July Finance Report. Joel Miller moved to approve the July Finance Report. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of departmental hearing screening contact R56.19
Mr. Adams stated a new law passed July 22, 2019 requiring each board of health to designate a hearing screening contact who will be responsible for coordination of facility’s hearing screening information. Shelly Boehm has been selected to be the contact. Designation due December 19, 2019.

Ryan Zachrich moved to approve the departmental hearing screening contact, Shelly Boehm. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of contract with Fulton County General Health District for WIC services R57.19
Mr. Adams, Health Commissioner stated it’s that time of the year to re-approve the contract at $85.00/month with Fulton County for WIC services. Mr. Adams requests this contract be extended for another year of space. Contract expires October 1, 2019.

Char Weber moved to approve the contract with Fulton County General Health District for WIC services. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of asset disposal list R58.19
Mr. Adams shared the updated list of disposed item to all board members. List has been created and approved per policy. An auction was held for remaining items after cleaning oldest items from offices and freed space. Next steps would be to offer items to county or discard.

Joel Miller moved to approve the asset disposal list. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Intrafund Transfers, Cash Transfers, and Donations R59.19
Mr. Adams, Health Commissioner reported the Budgetary Appropriation Increases, Intrafund transfers, cash transfers, and donations:
   a. Intrafund Transfers:
      i. $2,500 from 5060-5200-50120 (SC Other) to 5060-5200-50200 (SC Contract)
      ii. $2,500 from 5030-5200-50020 (Hospice Salaries) to 5030-5200-50100 (Hospice Advertising)
      iii. $300 from 5120-5200-50040 (Hospice Restricted Supplies) to 5120-5200-50120 (Hospice Restricted Other)
Sharon Miller moved to approve the Intra-fund transfers as presented. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

a. Cash Transfer
   i. $5,850 from 5000-5200-51110 (Health Department-Appropriation-Transfer) to 5005-5200-40490 (Severance-Revenue-Transfer)

Marilyn Bremer moved to approve the cash transfer as presented. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

a. Donations
   i. Donations for the benefit of Hospice ($1,376.42) and Help Me Grow ($60).

Char Weber moved to approve the Donations received. Sharon 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. Mr. Adams mentioned the submission of the Service Statistics Report, stats with an accumulation for each division.
   - Celebration of Char Weber who completed five years of service as BOH member
   - Dr. McMaster assigned to President of the Ohio Academy of Family Physicians (OAFP) for 2019 - 2010.

b. Public Health Nursing – Director of Nursing, Julie Lauf, reported Taking it to the Streets was fun for the PHN team at Hamler and Napoleon. All three of the Teen Nights for 7th and 12th grades have been completed, well attended, great feedback from staff and community. Currently planning another on September 10th, “Shoot, I forgot my Shots”. Also received a phone call from Tinora, Defiance does not do private vaccine. I was asked if Tinora could send students to HCHD. Tinora is out of our county, so this is great.

c. Community Health Services – Director of Community Health Services, Joy Ermie reported Ms. Ermie stated Community Health Services is dedicating a great deal of time in community engagement and increasing awareness of the agency and all services offered. A marketing plan was drafted and approved with the primary focus being on educating staff, stakeholders and the public on our services and how to communicate about them. Bethany Wachter, Health Communications Specialist, has also launched the first electronic newsletter, Health Matters. All staff, Board of Health members, partners, and residents who shared their email addresses with us will receive this electronic newsletter each month. Others may sign up for this newsletter on our website. By connecting to our residents it will not only help increase routine communication, but helpful in the event of a situation and emergency communication. Highlights from this past month included Taking it to the Streets at Willowhaven Mobile Home Park in McClure (July 23) and Glenwood Estates in Napoleon (August 20); the Henry County Fair (August 7-15); and the Drive Sober or Get Pulled Over event (August 14). All divisions of the health department came together to make the fair booth and Taking it to the Streets events a great success! The Taking it to the Streets events allowed the health department the opportunity to distribute 35 car seats, connect with over 125 residents, collect referrals for various services, and gather dozens of residents’ opinions for the community health assessment. There will be one more Taking it to the Streets event this calendar year, on September 25th in Holgate. We will start them up again the in spring.
d. **Office Administration** – Office Manager, Vi Ordaz mentioned Shelly Boehm and Jill Keller attended a Vital Statistics training in Columbus on Monday, July 22, 2019 to hear about updates and enjoyed learning new things. Shelly Boehm has been selected to be the contact for hearing screening for HCHD. Clerical team has completed three Teen clinics and will be working in the September last Teen clinic. All three clerical staff have experienced working the Teen Clinics. April Murry and Vi Ordaz attended the first Taking it to the streets with the rest of the team and enjoyed the experience. Joint monthly department meetings have started with Clerical and Fiscal. One of our first decisions was to have the three clerical staff to be cross trained on Fiscal processes. This will not only help as back-up for each of us, but will develop staff to new processes within the health department.

e. **HHH** – Director of Home Health and Hospice, Katelyn Britenriker reported for the month of July HHH received 28 referrals, 4 Hospice (all from Northcrest).

Two mile “Walk to end Alzheimer’s” at NSCC was completed on August 24th – seven staff, 2 volunteers and our Medical Director, Kenneth Power. Raised $600.00.

Medicare’s volunteers have to show 5% savings by helping us in the office or with clients:
- 2017 – 6-7% savings
- 2018 – 22% savings
- 2019 – currently averaging 40-50%
- 1 – 2 volunteers serving clients
- One in nursing home
- Two volunteers visiting at homes
- One taking care of patient on Monday, Wednesday, and Friday so the family can get out of the house. (Groceries, etc.)
- Goal is to train 2-3 volunteers per year, currently at 19.

f. **Environmental Services** – Director of Environmental Services, Jon Lindsay talked about the SFOSTS (Small Flow On-Site Treatment Systems) for smaller sewage systems that are not residential. In 2012 the Board of Health voted to accept jurisdiction over the SFOSTS from the Ohio Environmental Protection Agency. Since that time, we have only issued 5 SFOSTS permits in 7 years. With changes at Ohio EPA and maintaining overall consistency with other non-residential systems, we feel that we can better utilize our time by returning this part of the sewage program back to Ohio EPA. I have spoken to both Ohio EPA and the Ohio Department of Health (ODH) about the process for returning the program to Ohio EPA. It would require a Board of Health Resolution. I just wanted to give you this information to think about. I am planning to bring a resolution to the September Board meeting to formally ask to return the SFOSTS to Ohio EPA.

g. **Parental Support Programming** – Director of Parental Support Programming, Jen Wagner reported breastfeeding consults have been down this month due to the other consultant being on maternity leave, however I anticipate there will be an increase in these visitation once Sarah returns September 3, 2019. HMG continues to do the breastfeeding support group monthly.
- HMG had an event scheduled in July for car seat fitting station at the Fire Station, however only one person signed up so we scheduled them in the office.
- HMG participated in the Taking it to the streets in McClure and provided multiple car seats to residents and received two HMG visiting referrals. HMG also participated at Glenwood Estates Taking it to the streets and completed
27 car seats, two checks, and received five referrals. HMG has also received five families call since this event.

- Cathy Zwyer was hired as the new HMG Program Manager, her first day was August 19, 2019.
- Jen Wagner stated she had a conversation with the state about increasing capacity for the counties HCHD serves and also reaching out to other communities to discuss providing services. Jen was informed to revisit in September. There are three surrounding communities who need HMG support.
- HMG also participated in the Kids Day at the Fair and Fair parade.

h. **Human Resources** – Human Resource Manager, Tiffany Day reported she continues to work on Workforce Development. No personnel changes, hired Cathy Zwyer, HMG Program Manager. Big star for retention. Lots of engagement with community. Attended Taking it to the streets, Fair, and worked with Tante Lovins, who is doing a wonderful job with Wellness committee.

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

Joel Miller moved to go into Executive Session at 2:46 p.m. Char Weber seconded the motion. The motion was passed by roll call vote: R. Richard (Yes), J. Miller (Yes), R. Zachrich (Yes) M. Bremer (Yes), S. Miller (Yes), and C. Weber (Yes). Mark Adams, Health Commissioner, Vi Ordaz, Office Manager, Joy Ermie, Director of Community Health Services, Bob Hastedt, Commissioner, Chris Badenhop, and Ryan Cohrs also participated.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 2:52 pm.

**Approval of Personnel**

Mr. Adams, Health Commissioner reported no personnel actions for August.

**ADJOURNMENT**

There being no further business, Ryan Zachrich called for a motion to adjourn at 2:52 p.m. Joel Miller moved for adjournment. The motion passed unanimously.

Next meeting is scheduled for Tuesday, September 24, 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