HENRY COUNTY BOARD OF HEALTH MEETING
Held Tuesday, July 16, 2019

Board Members Present
Roger Richard, President
Joel Miller, President Pro-Tempore
Char Weber
Dr. Melinda Fritz
Ryan Zachrich

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

Public Present
Jen Lazenby, Northwest Signal

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. Introductions of all in attendance were made due to several staff members.

Approval of June 18, 2019 Board of Health Minutes R47.19
The Board of Health reviewed the Board of Health minutes. Ryan Zachrich moved to approve the Board of Health Minutes. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Bills
The Board of Health reviewed June bills. Char Weber moved to approve the June bills totaling $226,868.27 be approved for payment. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of Fiscal Report
The Board of Health reviewed the June Finance Report. Ryan Zachrich moved to approve the June Finance Report with corrections by Julie McHugh. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of contract between Board of Health and St. Augustine School for PHN services R48.19
Dr. Melinda Fritz moved to approve the contract for school nursing services to St. Augustine for $17.50 per student (2019 – 2020).

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

Approval of contract between Board of Health and St. Paul for PHN services R49.19
Joel Miller moved to approve the contract for school nursing services to St. Paul for $17.50 per student (2019 – 2020).

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

Approval of contract between Board of Health and St. John for PHN services R50.19
Ryan Zachrich moved to approve the contract for school nursing services to St. John for $17.50 per student (2019 – 2020).

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

Approval of Immunization Fee Schedule R51.19
Ms. Julie Lauf, Director of Nursing recommends increasing childhood and adult immunization fees as listed in the table below:

<table>
<thead>
<tr>
<th>Vaccine/Code</th>
<th>Current Fee</th>
<th>Proposed Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tdap/90715</td>
<td>$ 56.00</td>
<td>$ 57.00</td>
</tr>
<tr>
<td>Meningococcal/90734 (Menactra/Menveo)</td>
<td>$151.00</td>
<td>$157.00</td>
</tr>
<tr>
<td>Hepatitis A &amp; Hepatitis B/90636 (Twinrix)</td>
<td>$126.00</td>
<td>$130.00</td>
</tr>
<tr>
<td>Hepatitis A (Adult)/90632</td>
<td>$ 86.00</td>
<td>$ 88.00</td>
</tr>
<tr>
<td>Prevnar (PCV 13) Adult and Child/90670</td>
<td>$224.00</td>
<td>$232.00</td>
</tr>
<tr>
<td>DTaP Adult and Child/90700</td>
<td>$ 37.00</td>
<td>$ 39.00</td>
</tr>
<tr>
<td>DTaP-IPV/Hib (Pentacel)/90698</td>
<td>$116.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Polio (IPV)/90713</td>
<td>$ 43.00</td>
<td>$ 45.00</td>
</tr>
<tr>
<td>ProQuad (MMR &amp; Varicella)/90710</td>
<td>$262.00</td>
<td>$267.00</td>
</tr>
<tr>
<td>MMR Adult and Child/90707</td>
<td>$ 90.00</td>
<td>$ 95.00</td>
</tr>
<tr>
<td>Varicella Adult and Child/90716</td>
<td>$151.00</td>
<td>$160.00</td>
</tr>
<tr>
<td>HPV 9 (Gardasil) Adult and Child/90651</td>
<td>$251.00</td>
<td>$266.00</td>
</tr>
<tr>
<td>Meningococcal B (Trumenba)/90621</td>
<td>$165.00</td>
<td>$173.00</td>
</tr>
<tr>
<td>Pneumococcal (Pnumovax)/90732</td>
<td>$118.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Quadracel (IPV &amp; DTaP)/90696</td>
<td>$65.00</td>
<td>$70.00</td>
</tr>
</tbody>
</table>
Proposed fees listed above become effective Monday, July 22, 2019.

Joel Miller moved to approve proposed fees as presented. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve quote from DWD Technology in the amount of $4,900.00 for training on electronic purchase order system R52.19

Mr. Adams, Health Commissioner reported process has started to move to do electronic PO’s, all employees will be doing their own PO’s. MIP Abila will be working with Julie McHugh and Alysha Drain during 8 sessions of training on Friday’s, each for 3 hours. Eventually each Director and Health Commissioner will be able to electronically approve PO’s.

Joel Miller moved to approve quote as presented from DWD Technology. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Budgetary Revenue/Appropriation Increases, Intrafund Transfers, Cash Transfers, and Donations R53.19

Mr. Adams, Health Commissioner reported the Budgetary Appropriation Increases, Intrafund transfers, cash transfers, and donations and addressed corrections to the budgetary appropriation increases.

a. Budgetary Revenue Increases:
   i. Revenue Increase to 5080-5200-40360 (GV Program Grant formerly IAP grant) from $0.00 to $26,429.00.

b. Budgetary Appropriation Increases:
   i. Appropriation Increase to 5080-5200-50020 (GV Program-Salaries) from $0.00 to $15,500.00. Appropriation Increase to 5080-5200-50350 (GV Program-OPERS) from $0.00 to $2,500.00.
   ii. Appropriation Increase to 5080-5200-50370 (GV Program-Medicare) from $0.00 to $500.00.
   iii. Appropriation Increase to 5080-5200-50040 (GV Program-Supplies) from $0.00 to $3,000.00.
   iv. Appropriation Increase to 5080-5200-50120 (GV Program-Other) from $0.00 to $3,000.00.
   v. Appropriation Increase to 5080-5200-50110 (GV Program-Travel) from $0.00 to $1,929.00.

Joel Miller moved to approve the budgetary revenue/appropriation increases under (a) as presented. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

c. Intra-fund Transfers
   i. $15,000 from 5060-5200-50120 (SC Other) to 5060-5200-50020 (SC Salaries)
   ii. $3,500 from 5060-5200-50120 (SC Other) to 5060-5200-50350 (SC OPERS)
   iii. $1,500 from 5060-5200-50120 (SC Other) to 5060-5200-50370 (SC 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.

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

Joel Miller moved to approve the cash transfer as presented. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

e. Donations

i. Donations totaling $1,018.75 for the benefit of Hospice

Char Weber moved to approve the Donations received. Joel 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. No other report.

b. Public Health Nursing – Director of Nursing, Julie Lauf, reported on the second Teen Clinic night to be held today. 9 clients were seen at the first teen clinic in June and 18 scheduled for this one in July. Conference room A is set up to share and talk about other services the health department has. Jill Keller made cookies, popcorn and fusion water served to all.

c. Community Health Services – Director of Community Health Services, Joy Ermie reported that a performance management plan was rolled out to the health commissioner and directors by Sharon Meece, the Quality Improvement Coordinator. Tante Lovins brought the message of safe driving to members of the Black Swamp Safety Committee during a safety fair at NWSCC and to the public during a Hot Rodder Car Show event. Safe Communities Coalition is working on the Drive Sober or Get Pulled Over enforcement days and kickoff event set on August 14th at 1pm at the Henry County Fairgrounds. All are welcome to hear Napoleon Fire and Rescue Chief Clayton O’Brien share the first responders’ perspective of drinking and driving crashes. Ms. Ermie also reported that this year’s health department fair committee is working hard to develop a booth which focuses on the Major Advancements in Public Health for the last 100 Years. Highlights will include a medicine cabinet housing prescription bottles educating fairgoers of prescription misuse habits; the practice of proper handwashing; and sewage facts. The health department will also man the Safe Communities fair booth and will be participating in the parade. Community Health Assessment is moving right along with focus groups and individual interviews underway. In an effort to meet more people where they are, we are “Taking it to the Streets”. Divisions across the health department are teaming up to go to county mobile home parks to hold mini-fairs. In addition to offering food and games, the health department will also have a chance to inspect and fit car seats, take blood pressures, talk about HCHD services, and collect some assessment information. The health status assessment draft adult and youth data will be presented by Hospital Council of Northwest Ohio on 7/18/2019 to Henry County Health Partners, all are welcome to attend.

d. Office Administration – Office Manager, Vi Ordaz mentioned Shelly Boehm and Jill Keller will be attending a Vital Statistics training in Columbus on Monday, July 22, 2019 to hear about updates. Clerical team was also a big part of helping with Teen clinic, Jill Keller cookies were a success too. Immunization Kaizen follow-up meeting today with clerical and nurses, team working on upgrading eCW for efficiency. Staying Alive Challenge with
all staff from June through August by reporting exercising minutes. Top 5 candidates for June were Jon Lindsay, Janet Meyer, Susan Davis, Julie Saputo, and Dan Breitbart. Jon reported a total of 2,707 minutes, equating to 45 hours of exercise in June.
e. **HHH – Director of Home Health and Hospice**, Katelyn Britenriker reported HHH received the 19 admissions received, the goal is 21 per month. She also stated Ohio Home Care and Hospice Council has asked me to be on their hospice and palliative care committee which meets once a month. On August 1, 2019, I will be traveling to Columbus, OH to network with other agencies in Ohio. Katelyn has also been more engaged with henry county nursing homes by visiting. Home Health Aides will be going out to nursing homes and taking care of them, doing activities and engaging with nursing home residents. We already have set dates/activities with Northcrest and Genacross. We meet with Van Crest next week and are still working on coordinating with Oakgrove.
f. **Environmental Services – Director of Environmental Services**, Jon Lindsay mentioned the state visited the health department to complete the survey, they were here 2 days. Mr. Lindsay stated the report will be received at a later date with items that need addressed. Mr. Lindsay also mentioned how the state will not be working with Henry County this year on mosquito testing.
g. **Help Me Grow – Director of Parental Support Programming**, Jen Wagner reported this is her first time since 2011 she is fully staffed and everyone is trained. All home visitors are out doing visits, tons of referrals coming in, and the car seats training was cancelled because fire station was too busy. HMG continues looking at other ways to get families in. A new HMG Program Manager was hired, Cathy Zwyer will start on Monday, August 19, 2019, she will help with referrals and re-accreditation. HMG will also be involved with “Taking it to the Streets” along with the CHW team. HHH and HMG recently switched office space since HMG grew. It has been a disaster but we all love our new spaces.
h. **Human Resources – Human Resource Manager**, Tiffany Day reported she continues to work on updating personnel files.

**EXECUTIVE SESSION: Personnel – discipline; compensation; and employment of public employee(s)**
Joel Miller moved to go into Executive Session at 2:36 p.m. 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), and C. Weber (Yes). Mark Adams, Health Commissioner, Vi Ordaz, Office Manager, Tiffany Day, Human Resource Manager, Jen Wagner, Director of Parental Support Programming, and Katelyn Britenriker, Director of Home Health and Hospice also participated.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 2:46 pm.

*Joel Miller left meeting at 2:47 pm.*

**Approval of Personnel R54.19**
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 $1.00 modification of salary from $21.30 to $20.30 for HHH Clerk, LouAnn Rosebrock, effective June 20, 2019.
   i. Char Weber accepted the modification of salary for LouAnn Rosebrock from $21.30 to $20.30. Dr. Melinda Fritz seconded the motion.
b. Acceptance of reduction in hours from full-time to part-time (less than 1,000 hours per year) for Sara Bullock, Clinical Manager of Home Health and Hospice, effective June 6, 2019.
   i. Dr. Melinda Fritz accepted the reduction in hours for Sara Bullock from full-time to part-time (less than 1,000 hours per year) Ryan Zachrich seconded the motion.

   i. Char Weber accepted to rescind resignation for Tammie Sharp, Home Health Aide. Ryan Zachrich seconded the motion.

d. Reduction of Hours: Tammie Sharp, Home Health Aide in the Home Health and Hospice program, effective June 28, 2019, hours will be reduced from full-time (35 hours) to part-time (less than 1,000 hours per year).
   i. Ryan Zachrich approved the HHH Aide reduction of hours for Tammie Sharp from 35 (full-time) to less than 1,000 hours per year (part-time). Dr. Melinda Fritz seconded the motion.

e. Appointment: Cathy Zwyer was hired as Help Me Grow Program Manager, effective August 19, 2019, at the same hourly rate of $24.25 per hour.
   i. Dr. Melinda Fritz approved Program Manager of Help Me Grow, Cathy Zwyer, at an hourly wage of $24.25. Char Weber seconded the motion.

f. Reduction of Hours: Stephanie Von Seggern, Home Health Aide in the Home Health and Hospice program, effective July 18, 2019 from full-time (35 hours) to Intermittent (20 hours or less per week or as needed).
   i. Ryan Zachrich approved the HH Aide reduction of hours for Stephanie Von Seggern from 35 hours (full-time) to Intermittent (20 hours or less per week or as needed). Dr. Melinda Fritz seconded the motion.

g. Acceptance of reduction in hours: Stephanie Von Seggern, Home Health Aide in the Home Health and Hospice program, effective July 18, 2019 from full-time (35 hours) to Intermittent (20 hours or less per week or as needed).
   i. Char Weber approved the HH Aide reduction of hours Stephanie Von Seggern from full-time (35 hours) to Intermittent (20 hours or less per week or as needed). Ryan Zachrich seconded the motion.

h. Reduction of Hours: Joni Pedraza, HHH LPN, effective July 16, 2019 hours will be reduced from 35 hours to 30 hours per week.
   i. Ryan Zachrich approved HHH LPN, Joni Pedraza reduction of hours from 35 to 30 hours per week. Dr. Melinda Fritz 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 2:54 p.m. Char Weber moved for adjournment. The motion passed unanimously.

Next meeting is scheduled for Tuesday, August 20, 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