HENRY COUNTY BOARD OF HEALTH MEETING
Held Tuesday, June 18, 2019

Board Members Present
Roger Richard, President
Marilyn Bremer, RN
Dr. Melinda Fritz
Sharon Miller
Ryan Zachrich – arrived at 2:10 pm

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
Bob Hastedt, County Commissioner

Call to Order, Roll Call and Introduction of Guests
Roger Richard, President called the Board of Health meeting to order at 2:03 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 May 21, 2019 Board of Health Minutes R38.19
The Board of Health reviewed the Board of Health minutes. Sharon 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 May bills. Marilyn Bremer moved to approve the May bills totaling $325,505.79 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 May Finance Report. Dr. Melinda Fritz moved to approve the May Finance Report with corrections by Julie McHugh. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of personal service contract for Phil Roseman for building maintenance at $30.00/Hr R39.19**
Personal Service Contract for Maintenance Services – Phillip Roseman (7/1/2019 – 6/30/2020) is contracted as maintenance contractor to provide general and preventive maintenance services. Mr. Roseman does a good job for us, no change in rate ($30.00 per hour) and need approval of another year.

Marilyn Bremer moved to approve the personal service contract for Phillip Roseman. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of contract with Williams County Board of Health for services provided for the MYPLATE program for $10,000.00 R40.19**
Mr. Adams, Health Commissioner shared the MYPLATE program is very similar to last year contract for Community Health Service to continue work in four county area to promote health messages. Monies available per county board for 3rd graders per Ms. Ermie.

Dr. Melinda Fritz moved to approve the contract with Williams County Board of Health for the MYPLATE program. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of affiliation agreement with Northwest State R41.19**
Mr. Adams discussed how often students from Northwest State worked with nurses to provide them with educational services, in turn NWS students providing HCHD shared resources. Win-win on both sides. The affiliation agreement between Northwest State and Henry County Health Department has been updated to reflect Ohio Board of Nursing language related to the use of preceptors. The remainder of the agreement is unchanged.

Marilyn Bremer moved to approve the affiliation agreement with Northwest State. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval to consideration of closure of offices on July 5 and declare the same a holiday R42.19**
Mr. Adams, Health Commissioner, reported the county administration moved today to close on Friday, July 5, 2019. Discussion held at network meeting to be considered by board and every office. Similar closure will not happen again for four (4) years.

Marilyn Bremer moved to approve closure of July 5 as a holiday. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

*Ryan Zachrich arrived at beginning of conversation of R43.19 at 2:10pm.*
Accept ODH pool survey findings R43.19
Mr. Adams, Health Commissioner stated the Public Swimming Pool Program- ODH conducted a survey of the Health Department’s Public Swimming Pool Program on March 12, 2019. The program was found to meet the minimum acceptable standards, no deficiencies and will continue on the approved health district list for this program.

Sharon Miller moved to approve closing July 5 as a holiday. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve contract for reimbursement with ODH to conduct investigations into violations of Ohio’s Smoke-free Workplace Program for $125.00 per investigation and related activities R44.19
Mr. Adams, stated Henry County Health Department is again contracted by the Ohio Department of Health to conduct smoke free workplace investigations in Henry County from July 1, 2019, through June 30, 2020. Reimbursement remains at $125.00 per investigation completed.

Ryan Zachrich moved to approve contract with ODH to conduct investigations as presented. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Intrafund Transfers, Cash Transfers, and Donations R45.19
Mr. Adams, Health Commissioner reported the Intrafund transfers, Cash Transfers, and donations and addressed corrections to the transfers.

a. Intrafund Transfers:
   i. $3,000.00 from 5120-5200-50040 (Hospice Restricted Supplies) to 5120-5200-50020 (Hospice Restricted Salaries) $2,500.00 from 5010-5200-50020 (Salaries) to 5010-5200-50050 (Equipment) – Home Health
   ii. $2,500.00 from 5010-5200-50020 (Salaries) to 5010-5200-50050 (Equipment) – Home Health
   iii. $1,000.00 from 5120-5200-50150 (Hospice Restricted Rent) to 5120-5200-50350 (Hospice Restricted PERS)

Dr. Melinda Fritz moved to approve the Intrafund Transfers as presented. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

b. Donations:
   i. Donations totaling $2,783 for the benefit of Hospice ($2,723) and Help Me Grow ($60)

Ryzan Zachrich moved to approve the Donations received. Marilyn Bremer 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. Noted the HHH reports and Pinnacle report attached to packet the board received via email, continues to receive high marks.

b. Public Health Nursing – Director of Nursing, Julie Lauf, reported on Teen Clinic night. This was discussed during QI Immunization process. Displays for teen health, smoking, driving while texting and a drawing for Amazon card. Two more Teen Clinics set for July and August with evening hours (4-7:30pm) to help families.
c. **Community Health Services** – Director of Community Health Services, Joy Ermie shared information concerning the comprehensive health assessment to be completed. All surveys go through mail and to schools. CHS spoke to families about nutrition, big kid car seats and any other questions asked at kids fest.

d. **Office Administration** – Office Manager, Vi Ordaz mentioned the QI held on Immunizations. Front office attended and teamed up with Public Health Nurses. QI led by Sharon Meece who did an excellent job guiding team. Both Clerical and Nurses did a great job working together through both days.

e. **HHH** – No other report.

f. **Environmental Services** – Director of Environmental Services, Jon Lindsay reiterated on the mosquito dunks and wipes still available. Mr. Lindsay continues working with OSU extension office to get rid of more. Mr. Lindsay reiterated on the sewage grant again, need people to use money. Please let people know.

g. **Help Me Grow** – Director of Parental Support Programming, Jen Wagner reported on Kids fest event held. Great event! First time HMG has signed up 5 clients at the Kids fest. Kudos to Melissa Bostelman for suggestion of marketing through car seats and talking Help Me Grow, families would not have been served.

h. **Human Resources** – Human Resource Manager, Tiffany Day stated results of the employee survey were in. Due to conference in New Orleans, Tiffany will have an update at the July board meeting. 71% staff participated. Survey is part of Workforce Development and re-accreditation.

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

Dr. Melinda Frit moved to go into Executive Session at 2:26 p.m. Ryan Zachrich seconded the motion. The motion was passed by roll call vote: R. Richard (Yes), S. Miller (Yes), R. Zachrich (Yes) Dr. M. Fritz (Yes), and M. Bremer (Yes). Mark Adams, Health Commissioner, Vi Ordaz, Office Manager, and Tiffany Day, Human Resource Manager also participated.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 2:33 pm.

**Approval of Personnel R46.19**

Mr. Adams, Health Commissioner discussed each of the items listed below with the Board of Health. The following personnel changes were reviewed and approved:

   i. Marilyn Bremer accepted the reduction in hours for Danielle Washington from part-time to intermittent. Sharon Miller seconded the motion.

b. Acceptance of reduction in hours request from Sara Bullock, Clinical Manager of Home Health and Hospice, effective June 6, 2019.
   i. Ryan Zachrich accepted the reduction in hours for Sara Bullock from 40 hours (salary) to 35 hours per week. Dr. Melinda Fritz seconded the motion.

c. Acceptance of reduction in hours request from Mackenzie Hug, RN, Home Health and Hospice, effective June 20, 2019.
i. Sharon Miller accepted the reduction in hours for Mackenzie Hug from part-time to part-time (less than 1,000 hours per year). Marilyn Bremer seconded the motion.
i. Marilyn Bremer approved the resignation of Tammie Sharp. Sharon Miller seconded the motion.
e. Appointment: Katelyn Britenriker was hired as Director of Home Health and Hospice, effective June 6, 2019, 35 hours per week, at the same hourly rate of $25.25 per hour.
i. Ryan Zachrich approved Director of Home Health and Hospice, Katelyn Britenriker, at an hourly wage of $25.25. 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 2:38 p.m. Dr. Melinda Fritz moved for adjournment. The motion passed unanimously.

Next meeting is scheduled for Tuesday, July 16, 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