HENRY COUNTY BOARD OF HEALTH MEETING
Held Tuesday, May 21, 2019

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

**Staff Present**
Mark H. Adams, RS, REHS, MPH, Health Commissioner
Tiffany Day, Human Resource Manager
Joy Ermie, MPH, Director of Community Health Services
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

**Call to Order, Roll Call and Introduction of Guests**
Roger Richard, President called the Board of Health meeting to order at 2:04 p.m. The meeting was held in the Henry County Health Department, Conference Room A. A quorum was present. Introduction of all in attendance were made due to several staff members.

**Approval of April 16, 2019 Board of Health Minutes R32.19**
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 April bills. Joel Miller moved the April bills totaling $290,361.15 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 April Finance Report. Char Weber moved to approve the April Finance Report with corrections by Julie McHugh. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of alternate date for September 2019 Board of Health Meeting R33.19
Mr. Adams, Health Commissioner requested to change the September Board of Health meeting from Tuesday, September 17 to Tuesday, September 24th due to a conflict with a required attendance of the annual conference in Columbus, OH.

Joel Miller moved to approve the Board of Health to September 24, 2019 at 2 pm. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of personal service contract for public health emergency response/preparedness for Ruth Gerding, MPH, RN at $36,000.00 per annum R34.19
Mr. Adams, Health Commissioner asks for approval of renewing the personal service contract for Ruth Gerding, PHEP. Wages will remain the same. Joy Ernie, Director of Community Health Services added that Ruth comes to us with 20 years’ experience and has great technical skills and does a good job.

Marilyn Bremer moved to approve the personal service contract for Ruth Gerding at $36,000 per annum. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Out of State travel for 2-CHS employees to attend PHIT (Public Health Improvement Training) in New Orleans, LA, June 11-June 14, 2019 R35.19
Char Weber moved to approve the following out of state travel:
Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Presentation of March 2019 DAC Minutes
Mr. Adams mentioned the DAC meeting had its annual meeting on Thursday, March 18, 2019. He also reviewed the past years board minutes and the DAC Minutes are there for the board. DAC Minutes for 2019 were given to the board.

Approval of Intrafund Transfers, Cash Transfers, and Donations R36.19
Mr. Adams, Health Commissioner reported the Intrafund transfers, Cash Transfers, and donations and addressed corrections to the transfers.

a. Intrafund Transfers:
   i. $2,000.00 from 5120-5200-50150 (Hospice Restricted Rent) to 5120-5200-50020 (Hospice Restricted Salaries)
   ii. $300.00 from 5120-5200-50040 (Hospice Restricted Supplies) to 5120-5200-50350 (Hospice Restricted PERS)
   iii. $200.00 from 5120-5200-50040 (Hospice Restricted Supply) to 5120-5200-50370 (Hospice Restricted Medicare)
   iv. $1,000.00 from 5060-5200-50120 (Safe Communities Other) to 5060-5200-50100 (Safe Communities Advertising)
   v. $750.00 from 5120-5200-50040 (Hospice Restricted Supplies) to 5120-5200-50120 (Hospice Restricted Other)
   vi. $5,000.00 from 5010-5200-50020 (Home Health Salaries) to 5010-5200-50100 (Home Health Advertising) Cash Transfer

b. Cash Transfers
i. $20,000.00 from 5000-5200-51110 (Health Department-Appropriate Transfer) to 5050-5200-404090 (Environmental-Revenue Transfer)

Joel Miller moved to approve the Intrafund and Cash Transfers as presented. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

c. Donations:
   i. Donations totaling $2,679.02 for the benefit of Hospice ($2,557.50) and Help Me Grow ($30.) and United Way designations ($91.52).

Sharon Miller 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. Submission of the Service Statistics Report, stats with an accumulation for each division.

b. Mr. Adams mentioned the HHH reports attached to packet the board received via email. Mark also shared that Home Health and Hospice received the customer service award for 2019 based on a large criteria.

c. Public Health Nursing – Director of Nursing, Julie Lauf, on vacation. Communicable Disease report is attached, no other updates reported.

d. Community Health Services – Director of Community Health Services, Joy Ermie shared two items for CHS:
   a. My Plate – Tante Lovins, Health Educator presented the MyPlate program to 263 students across the county to both public and parochial schools. This says a lot for HCHD as we are getting back into the schools and feedback is very positive.
   b. Click it or Ticket – The Safe Communities Coalition is doing a nice job. Partners and the public is invited and involved. The coalition is presently promoting the Click It or Ticket Campaign from May 20-June 2, 2019. Ms. Lovins organized a wonderful event at Napoleon High School. Ms. Lovins, Chief Mack and the Rettig brothers, who were recently involved in a car crash presented to the student body about the importance of wearing a seatbelt. Prior to the event, coalition members counted the number of drivers entering Napoleon High School wearing seatbelts. 81.2% were buckled up. After the event, the coalition recounted and the percentage of NHS drivers wearing seatbelts jumped to 97.7%. We are very proud of the student body for listening to the message and buckling up.

e. Office Administration – No report.

f. HHH – No report.

g. Environmental Services – Director of Environmental Services, Jon Lindsay spoke to the mosquito grant for 2019. HCHD did not receive since the grant was very competitive. Mr. Lindsay stated that ODH will be doing some trapping this summer and we still have some dunks and wipes available. Emails sent to staff and board for mosquito trapping locations, let Jon know if interested. Mr. Lindsay stated he does not have information on when they will do the trapping this year. We are pushing the sewage grant again, need people to use money. Have over $300,000. See Shannon Jones at JFS, it is not a quick process but the money can help people. Grant pays either 15%, 50%, or full cost.
h. **Help Me Grow** – Director of Parental Support Programming, Jen Wagner reported that Marissa Hergert was hired May 13, 2019 and almost done with required training. She will be going out to the field next week. Completed interviews for Management position, should be ready to hire in June.

i. **Human Resources** – Tiffany Day stated she continues to work on Workforce Development Plan, survey was completed and waiting on results from Ohio State University. The other big piece was working with Coming Alive and the Wellness Committee. Tante Lovings again did a great job with the Wellness team.

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

Joel Miller moved to go into Executive Session at 2:29 p.m. Char Weber seconded the motion. The motion was passed by roll call vote: R. Richard (Yes), J. Miller (Yes), C. Weber (Yes), S. Miller (Yes), R. Zachrich (Yes) Dr. M. Fritz (Yes), and M. Bremer (Yes). Mark Adams, Health Commissioner, Vi Ordaz, Office Manager, Joy Ermie, Director of Community Health Services 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 2:43 pm.

**Approval of Personnel R37.19**

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. Joel Miller approved the resignation of Carol Joost. Char Weber seconded the motion.

   i. Marilyn Bremer approved the resignation of Maggie Buttermore. Sharon Miller seconded the motion.

c. Appointment of three Help Me Grow Home Visitors:
   i. Sara Mroz was hired as a Home Visitor for the Help Me Grow Department effective February 19, 2019 at an hourly rate of $20.25 per hour.
   ii. Breanna Zipfel was hired as a Home Visitor for the Help Me Grow Department effective February 19, 2019 at an hourly rate of $21.00 per hour.
   iii. Marissa Hergert was hired as a Home Visitor for the Help Me Grow Department effective May 13, 2019 at an hourly rate of $17.57 per hour.

Sharon Miller approved the hiring of Sarah Mroz, Breanna Zipfel, and Marissa Hergert Bullock. Char Weber seconded the motion.

d. FMLA application/leave request for Help Me Grow Home Visitor, Sarah DoMoe.
   i. Joel Miller approved the FMLA request for Sarah DoMoe, Help Me Grow Home Visitor. Marilyn Bremer seconded the motion.

e. Consideration of proposed wage adjustment for Sharon Meece, Quality Improvement Coordinator as presented.
i. Joel Miller approved the wage adjustment of Sharon Meece of $24.25, effective Thursday, May 23, 2019. Char Weber seconded the motion. All motions listed above were passed unanimously, resulting in adoption.

**ELECTIONS OF OFFICERS AND COMMITTEE ASSIGNMENTS**
Roger Richard opened the floor for nominations for Board President. Char Weber moved to re-appoint Roger Richard. Ryan Zachrich seconded the motion. The motion passed unanimously.

Roger Richard opened the floor for nominations for Board President Pro-Tempore. Char Weber moved to re-appoint Joel Miller. Ryan Zachrich seconded the motion. The motion passed unanimously. A motion was made by Char Weber to close, Sharon Miller seconded the motion. Joel Miller abstained from voting.

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

Next meeting is scheduled for Tuesday, June 18, 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