HENRY COUNTY BOARD OF HEALTH MEETING  
Held Tuesday, September 24, 2019

**Board Members Present**  
Roger Richard, President  
Joel Miller, President Pro-Tempore  
Marilyn Bremer  
Dr. Melinda Fritz – arrived at 2:05pm  
Sharon Miller  
Char Weber  
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  
Shelly Boehm, Office Assistant, Vital Stats Registrar  
Sharon Meece, Quality Improvement Coordinator

**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 August 27, 2019 Board of Health Minutes R60.19**  
The Board of Health reviewed the Board of Health minutes. Joel 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 August bills. Char Weber moved to approve the August bills totaling $258,883.79 be approved for payment. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Fiscal Report
The Board of Health reviewed the August Finance Report. Sharon Miller moved to approve the August Finance Report. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Dr. Melinda Fritz arrived at 2:05pm

Approval of First Reading of Regulations Establishing Fee Schedules for Food License Fees 2020-2021 R61.19
Char Weber moved to approve the first reading of a regulation establishing fee schedules for food service operations and retail food establishments for 2020-2021 licensing period as follows:

<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%

License fees: Temporary Facility License Fee (Day) (current method) | Allowed | Current | Proposed |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></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>

Sharon Miller seconded the motion. The motion was passed by roll call vote: R. Richard (Yes), J. Miller (Yes), R. Zachrich (Yes), Dr. M. Fritz (Yes), M. Bremer (Yes), S. Miller (Yes), and C. Weber (Yes).
Approval Increase in Vital Statistics Fee for Birth and Death Certificates R62.19
Mr. Adams, Health Commissioner shared the last time fees increased was 10 years ago. Credit Card option is coming back for the community and will not cost us anything.

Joel Miller moved that the vital statistics fee for birth and death certificates be increased from $23.00 to $25.00 effective October 1, 2019. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval update to Vital Statistics Policy and Procedure policy R63.19
Mr. Adams, Health Commissioner stated the policy has been re-written by adding the new fee and to allow fee to be charged to credit card usage. On a side note, Mr. Adams stated this change did not require a roll call. Only State requires roll call and Vital Statistics is not one of them because the law has changed.

Char Weber moved to approve the update to Vital Statistics policy. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval grant award from State and Community Highway Safety in the amount of $35,000 R64.19
Mr. Adams stated a notice of award was granted for $35,000.00 from State and Community Highway Safety. Grant monies will be used for programs at the fair by Tante Lovins, Taking to the Streets events and other events held by HCHD staff. Agreement is effective October 1, 2019 through September 30, 2020.

Marilyn Bremer moved to accept the Notice of Award from State and Community Highway Safety ($35,000.00).
Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval flu vaccination fee schedule for 2019-2020 flu season R65.19
Ms. Lauf, Director of Nursing stated most of the fees stayed pretty much the same. There were a couple increases including the new vaccine Flublok for adults 50 – 64 years of age. The fee for the new Flublok vaccine was set at $70.00/dose.

Joel Miller moved to approve the new flu fee schedule for 2019-2020 flu season. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval return of small on-site STS jurisdiction on Ohio EPA R66.19
Mr. Lindsay, Director of Environmental Services request to approve returning the STS jurisdiction back to EPA. The 2012 resolution was for Health Department to take this over from EPA. Our options was to take control and easier for residents. There have only been 5 in the last 7 years. It’s easier to keep at EPA, we handle residents and focus our time elsewhere.

Joel Miller moved to approve to return STS to EPA. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval Data access agreement with University of Pittsburg R67.19
Mr. Adams, Health Commissioner stated this item was listed in red to show it was an addition to the agenda, he will continue to use this process in the future. Mr. Adams requesting approval of modifying agreement to add a year (July 1, 2008 to June 30, 2020) at no cost.

Joel Miller moved to approve the modification to add one year to the agreement at no cost. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval Pathways Funding MOU R68.19
Mr. Adams, Health Commissioner met with Shannon Jones, representative from Job and Family Services (JFS) to discuss pathway TANF funding, $15,000. Purpose will be used to coordinate resources of two agencies to provide the Pathway programs. Community Health Worker, Susan Davis of Henry County Health Department has a great working relationship with JFS. Funding for this program runs from October 1, 2019 through September 30, 2020.

Joel Miller moved to approve the MOU with Pathway Program 2019-2020 year. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval agreement with Henry County Commissioners for information technology services not to exceed $25,000/year R69.19
Mr. Adams, Health Commissioner clarified this was a verbal agreement, not written done in the county. Health Department will work with the county for support of IT services and communicate with commissioners. Projection is way under, cost should be around $17,000 - $21,000. Cost not to exceed $25,000/year. Both parties will pick date of when to transition over.

Char Weber moved to approve the verbal agreement with county for IT services. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Intrafund Transfers, Cash Transfers, and Donations R70.19
Mr. Adams, Health Commissioner reported the Budgetary Appropriation Increases, Intrafund transfers, cash transfers, and donations:
   a. Intrafund Transfers:
      i. $100 from 5120-5200-50150 (Hospice Restricted Rent) to 5120-5200-50100 (Hospice Restricted Advertising)
Joel Miller moved to approve the Intra-fund transfers as presented. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.
   b. Cash Transfer
      i. $20,000 from 5000-5200-51110 (Health Department-Appropriation-Transfer) to 5050-5200-40490 (Environmental-Revenue-Transfer)
Marilyn Bremer moved to approve the cash transfer as presented. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.
   c. Donations
      i. Donations totaling $85.00 for the benefit of Hospice.
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
Mr. Adams, Health Commissioner, opened the division updates with the following topics:

- **Mr. Adams** mentioned the submission of the Service Statistics Report, report for HHH will be a separate report.

- **Public Health Nursing** – Director of Nursing, Julie Lauf, mentioned the communicable disease report is attached to packet along with pathway report. CHW – using an umbrella to represent all the services they support and call it “Henry County Cares”. This project encompasses everything CHW does. Henry County Cares program has funding, referrals from hospital, market it for more people too. Susan Davis is our referral person and she processes to find resources for family needs. Also, flu shots for private are here, we do not have VFC – vaccine for children. Ms. Lauf mentioned to board members that vaccine is here today for them if interested.

- **Community Health Services** – Director of Community Health Services, Joy Ermie stated Ms. Ermie stated that Taking it to the Streets continues tomorrow, September 25th from 3-6pm at Holgate Water Tower Park. All health department services will be highlighted. Ms. Ermie thanked Holgate Schools and members of the community for spreading the word of the event. The latest Safe Communities event at Liberty Center High School was a Think Fast interactive game show which challenged students, grades 9-12, to answer traffic safety and teen health questions. It was a fun time full of music, laughter and some dancing. Four County Career Center reached out to CHS to assist in an innovative approach to combining education and cessation opportunities along with discipline to students found vaping or with vaping devices on school grounds. Ms. Ermie explained that many people are not aware of the dangers of vaping, and by offering cessation services through Recovery Services of Northwest Ohio students will have an opportunity to kick the habit. Tante Lovins, health educator, will also be presenting an educational assembly to the student body to help empower all students to make better decisions about their health. CHS continues to gather data for the community health assessment. Krista Payne, data technician, is drafting a health equity report to supplement the community health assessment and assist the department in choosing programming based on areas of inequities and pinpointing where focus is needed.

- **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.

- **HHH** – Director of Home Health and Hospice, Katelyn Britenriker reported for the month of August 10 referrals were received. Ms. Britenriker has been busy with outreach in the community at least once a week to help build relationships with patients. Outreach to all staff is what we do well and work on. Fall Festival participation was held, staff donated items, $300.00 was collected. We were asking people if they heard of HHH and our amazing staff, many were not aware HHH was out here.

- **Environmental Services** – Director of Environmental Services, Jon Lindsay shared environmental has the state survey next month (October).
• Parental Support Programming – Director of Parental Support Programming, Jen Wagner reported breastfeeding consultant Sarah DoMoe is back and Jen is so relieved. Sarah has been busy working with moms and marketing our services.
  a. Car seats were limited, received some from Fulton County, from other events just to have enough to take to our Taking it to the Streets event. 3 more shipments will be delivered in November.
  b. Campbell’s - HMG has continued to work with Campbell’s. 2 tons of baby food was received for needed families, now a few pallets have been distributed for families. Mark Adams was nice enough to pick-up and unload into the HMG office, Thank you Mark! Campbell’s partnered with many companies for Christmas and has decided only to partner with HCHD. There are 30 families being helped. Campbell’s collect foods, shoes, and are super super thankful.
  c. Outreach in Fulton County, JFS, and playgroup started in September and go monthly. This started in Defiance and Williams County, but Henry County can do it better. HMG families have the ability to do any of these anytime they want.
  d. HMG Policies – are done.
  e. Immunizations training with Julie Lauf was completed and she did an excellent job. This is great material on what and how to communicate with families.

• Human Resources – Human Resource Manager, Tiffany Day reported she attended trainings and more to follow this fall, on-going projects, re-accreditation, baby pictures, potluck for fall goodies, policies and met with Cathy Behnfeldt to learn the county insurance program and will be meeting with Cathy during enrollment period. Mark Adams added sharing services for HR – Insurance was one of those discussed in the past for HCHD to take on.

Board of Health Training – Succession Planning
Ms. McHugh, Director of Finance presented a new process created for Succession Planning. Process to be utilized when staff plan on replacing long-time staff at retirement. Process was put into place in 2018 prior to a January 2019 retirement date of a 15 year staff member and was successful.

Joel Miller left meeting at 2:52 prior to executive session.

EXECUTIVE SESSION: Personnel – discipline; compensation; and employment of public employee(s)
Ryan Zachrich moved to go into Executive Session at 2:54 p.m. 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). Mark Adams, Health Commissioner, Vi Ordaz, Office Manager, Joy Ermie, Director of Community Health Services, Julie McHugh, Director of Finance, Katelyn Britenriker, Director of Home Health and Hospice, Tiffany Day, Human Resource Manager, and Sharon Meece, Quality Improvement Coordinator also participated.

There being no further business to discuss in Executive Session, the Board of Health returned to regular open session at 3:20 pm.

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 job description modification for the Director of Community Health Services.
   i. Sharon Miller accepted the modification of job description for Joy Ermie, Director of Community Health Services. Marilyn Bremer seconded the motion.

b. Acceptance of job description modification for the Director of Finance.
   i. Char Weber accepted the modification for Julie McHugh, Director of Fiscal. Ryan Zachrich seconded the motion.

c. Reduction of Hours: Caitlin Fritz, RN, BSN, in the Home Health and Hospice program, effective September 12, 2019 from part-time to part-time intermittent (less than 1,000 hours per year).
   i. Marilyn Bremer approved the reduction of hours for Caitlin Fritz from part-time over 21 hours to part-time intermittent (less than 1,000 hours per year). Sharon Miller seconded the motion.

d. Reduction of Hours: Megan Phillips RN, BSN, in the Home Health and Hospice program, effective September 12, 2019 from full-time to part-time intermittent (less than 1,000 hours per year).
   i. Ryan Zachrich approved the reduction of hours for Megan Phillips from full-time to part-time intermittent (less than 1,000 hours per year). Dr. Melinda Fritz seconded the motion.

e. Reduction of Hours: Susan Moore, HHH Aide in the Home Health and Hospice program, effective September 26, 2019 from full-time to part-time intermittent (less than 1,000 hours per year).
   i. Char Weber approved the reduction of hours for Susan Moore from full-time to part-time intermittent (less than 1,000 hours per year). Dr. Melinda Frits seconded the motion.

f. Transition of status: Sara Bullock, RN, Clinical Manager for Home Health and Hospice, effective September 12, 2019 from interim (under 21 hours per week) to full-time (30 hours per week).
   i. Mr. Adams requested to table this personnel change. No action taken.

g. Acceptance of change in hours: Melissa Bostelman, Home Visitor in the Help Me Grow program, effective August 29, 2019 from part-time (28 hours) to part-time (21 to 28) hours per week.
   i. Dr. Melinda Fritz approved the change of hours for Melissa Bostelman from part-time (28 hours) to part-time (21 to 28) hours or less per week. Marilyn Bremer seconded the motion.

h. Approval of wage adjustment: Joy Ermie, Director of Community Health Services, proposing 10% annum to 71K.
   i. Ryan Zachrich approved HHH LPN, Joni Pedraza reduction of hours from 35 to 30 hours per week. Dr. Melinda Fritz seconded the motion.

i. Approval of wage adjustment: Julie McHugh, Director of Finance, proposing 4.5% per annum to $64,800.
   i. Ryan Zachrich approved HHH LPN, Joni Pedraza reduction of hours from 35 to 30 hours per week. Dr. Melinda Fritz seconded the motion.

j. Approval of Department Position List: Mr. Adams, Health Commissioner presented an updated Department Position list which includes intermittent staff. Workforce Development plan will be updated also.
i. Sharon Miller approved the updated Department Position List. 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 3:24 p.m. Marilyn Bremer moved for adjournment. The motion passed unanimously.

Next meeting is scheduled for Tuesday, October 15, 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