Board Members Present
Joel Miller, President Pro-Tempore
Marilyn Bremer
Dr. Melinda Fritz
Sharon Miller
Char Weber

Staff Present
Mark H. Adams, RS, REHS, MPH, Health Commissioner
Tiffany Day, Human Resource Manager
Joy Ermie, 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) Hernandez, LSW, Director of Parental Support Programming

Public Present
Jen Lazenby, Northwest Signal

Call to Order, Roll Call
Joel Miller, President Pro-Tempore called the Board of Health meeting to order at 2:06 p.m. The meeting was called by Roll Call vote: J. Miller (Yes), C. Weber (Yes), M. Bremer (Yes), Dr. Melinda Fritz, and S. Miller (Yes). The meeting was held video conferencing software (Zoom). A quorum was present.

Approval of March 25, 2020 Board of Health Minutes R16.20
The Board of Health reviewed the Board of Health minutes. Char Weber moved to approve the revised 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 March bills. Sharon Miller moved to approve the March bills totaling $185,925.27 be approved for payment. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.
Approval of Fiscal Report
The Board of Health reviewed the March Fiscal Report. Marilyn Bremer moved to approve the March Fiscal Report. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Ohio Department of Health (ODH) Food Survey Results R17.20
Jon Lindsay, Director of Environmental Health heard back from the state. Survey done in March was approved and went well. One item on the action plan was to update packets. Packets updated and approved. Passed and good for another couple years.

Dr. Melinda Fritz moved to approve the ODH Food Survey Results. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Notice of Award for $30,000.00 from Ohio Department of Health, for Coronavirus Response R18.20
Mr. Adams informed the board that we were granted an award for Coronavirus response in the amount of $30,000.00.

Char Weber moved to approve the NOA for Coronavirus Response in the amount presented. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Health Commissioner to apply for COVID-19 stimulus small business loan R19.20
Mr. Adams, Health Commissioner explained the Small Business Payroll Protection Plan load which is currently available. The loan is a forgivable loan and is calculated at eight (8) weeks of pay times 2.5. The loan requires 75% be used for payroll costs and 25% can be used for utilities. Normally a health department is not eligible for this type of loan, but if able to apply, health department will apply. The loan could be around $325,000.00 if accepted into the program. One condition of the loan is to maintain all staff at current levels for this to be a forgivable loan. Julie McHugh to follow up with the application.

Sharon Miller moved to approve for the Health Commissioner to apply for COVID-19 Stimulus small business loan. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Cash Advance and Donations R20.20
Mr. Adams, Health Commissioner, reported the Intra-fund Transfers and Donations:
1. March 2020 Cash Advance
   a. $30,000 from 5000-5200-51110 (Health Dept – Transfer – Appropriation) to 5130-5200-40490 (Coronavirus Response – Advance - Revenue)
2. March 2020 Donations
   a. No Donations for the month of March ($0.00).

Dr. Melinda Fritz moved to approve the Cash Advance and Donations as presented. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Division updates
Mark Adams, Health Commissioner, opened the division updates with the following topics:
- Health Commissioner - Mark mentioned the monthly statistical report the following items:
  a. Monthly service stats report – 2020 spreadsheet was updated to remove data not needed anymore.
b. Update on COVID – from Julie Lauf, but team is doing a great job. Including outreach in the community too.

- **Public Health Nursing** – Director of Nursing, Julie Lauf shared the following information:
  a. Communicable Disease report good, nothing out of the ordinary.
  b. Flu numbers have gone down, people staying home and flu season ending.
  c. COVID confirmed cases remains at 4 and 1 probable, all persons doing well.
  d. State of Ohio updates:
     i. 13,725 cases (includes confirmed and probable cases)
     ii. 567 deaths
  e. Nurses doing great with contacts, some are difficult but trying to have clients in for their vaccines.
  f. Immunization changes – social distancing and wearing masks will be coming up besides washing hands.
  g. Our next message will be wearing masks and washing hands
  h. Ohio Children’s Safety Grant allows HCHD to purchase baby gates, cribs, car seats, electrical outlets covers, and for the families of need. This team involves Jen Wagner, Susan Davis, and Allyson Smith.

- **Community Health Services** – Director of Community Health Services, Joy Ermie reported how CHS is deep in COVID-19 response, however we are also looking ahead to how to enhance the community health improvement plan with lessons we are learning from this crisis, i.e. unemployment benefits, mental health issues, homelessness, value of education and communication. Emergency Preparedness is housed under CHS, therefore Ruth Gerding and I wrote a grant and budget narrative for COVID-19 response funds that Julie McHugh filed for us via ODH. We have been approved for $30,000 to use toward personnel for the response and will be completing paperwork for an additional $15,000. Ruth Gerding, our emergency response coordinator is working with long term care facilities to gather essential numbers mandated by the ODH, along with doing her typical work by completing deliverables of our PHEP grant. Bethany Wachter, our Health Communication Specialist, has spearheaded our social media presence. She, along with her PIO team is constantly monitoring, posting and educating. One example of how impactful social media can be is in 12 days of introducing the idea of the public wearing masks, our 15 Facebook posts had a reach of over 31k. CHS is thankful for cooperation and collaboration of internal and external partners – we are navigating unchartered waters, but the county is banding together and we are handling the situation.

- **Office Administration** – Office Manager, Vi Ordaz opened with updates of the Clerical team work schedules. Rotations continue and are working out well with staff. Vital Statistics services have picked up for us due to the requirement of Birth Certificates and filing of unemployment. Clerical continues to support all programs as needed. Social Distancing, wearing masks and wiping down areas after each client and our work areas daily.

- **Environmental Services** – Director of Environmental Services, Jon Lindsay reported on the following: Working from home setup. Completion of ODA food survey.
  a. Investigating complaints regarding Stay-at-Home orders. Clerical creates call logs that we utilize to investigate complaints. For the most part, businesses in Henry County are doing in good job protecting their employees. We are reinforcing messages from Health Department to businesses
b. Dan and Jon working remotely since March 24th, but stopping in periodically for office and field work.

- **Parental Support Programming** – Jen (Wagner) Hernandez, Director of Parental Support Programming shared how the HMG team have been working hard in their world.
  a. ODH has required them to do virtual meetings.
  b. $150.00 per family received to purchase diapers, wipes and phone cards for each family HMG assists from March through July.
    i. Clerical team did an awesome job sorting all these products by family
  c. Families appreciate, they have no day care, can’t work, no income, and no sitters are enjoying that Home Visitors drop off these items and wave to them.
  d. One Home Visitor doing all the playgroups and doing a great job
  e. Support groups every Tuesday
  f. Online car seats training
  g. Out of 5 counties, Henry County Home Visitors are doing for all (education, videos, and delivering needed items to families.
  h. Campbell’s will be donating more baby food, soups, and snacks. Mark and Jen to pick up at Campbell’s next week.

- **Human Resources** – HR Mgr. Tiffany Day – while working from home I have been focused on:
  a. Staff – their mental health while dealing with ongoing experiences,
    i. Responding to disasters
    ii. Changing and moving into the new normal.
  b. Working with the CHS team, have been very welcoming team with me, great opportunity, I am reviewing call logs for themes or researching stuff for me.
  c. HR stuff, whenever I can.

**EXECUTIVE SESSION: Personnel:**
Mr. Adams, Health Commissioner reported no executive session for April.

**Approval of Personnel:**
Mr. Adams, Health Commissioner reported no personnel actions for April.

**ADJOURNMENT**
Other business: Char Weber shared with the team about a call she received. A mother was convinced her elderly mother had COVID, she panicked and called to speak to someone at the Healthy Department, person she spoke to talked her off the edge. Thank you for doing an amazing job.

There being no further business, Joel Miller adjourned meeting at 2:40 pm and thanked the Henry County Health Department for all you do and your support.

Next meeting is scheduled for Tuesday, May 19, 2020, at 2:00 pm, at Henry County Health Department in Napoleon, OH, or via video conference on the same date and time depending on social distancing orders issued by the Governor.