HENRY COUNTY BOARD OF HEALTH MEETING
Held at the Henry County Commissioner’s Office and Zoom on Tuesday,
August 18, 2020 @ 2:00 p.m.

Board Members Present
Roger Richard, President
Joel Miller, President Pro-Tempore
Marilyn Bremer
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, Director of Community Health Services
Julie Lauf, Director of Nursing
Jon Lindsay, RS, Director of Environmental Health Services
Julie McHugh, Director of Finance
Jennifer Hernandez, LSW, Director of Parental Support Programming
Sharon Meece, Quality Improvement Coordinator
Kailee Williams, Public Health Nurse
Allyson Smith, Public Health Nurse
Dan Breitbart, Sanitarian

Public Present
Jen Lazenby, Northwest Signal

Call to Order, Roll Call
Roger Richard, President called the Board of Health meeting to order at 2:04 p.m. The meeting was called by Roll Call vote: R. Richard (Yes), J. Miller (Yes), S. Miller (Yes), C. Weber (Yes), M. Bremer (Yes), Dr. Melinda Fritz (Yes), and R. Zachrich (Yes). The meeting was held in Henry County Commissioners Conference Room and video conferencing software (Zoom). A quorum was present.

Approval of July 21, 2020 Board of Health Minutes R50.20
The Board of Health reviewed the Board of Health minutes. Joel 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 July bills. Char Weber moved to approve the July bills totaling $188,185.57 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 July Fiscal Report. Mark Adams, Health Commissioner and Julie McHugh, Director of Finance presented a brief update on the General Health Administration Expenses vs. Revenue and that we are operating in the black. Additional grant funds, stimulus money and state subsidies have contributed to this positive operating status. Joel Miller moved to approve the July Fiscal Report. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Workforce Development Plan R51.20
Tiffany Day, Human Resources Manager, explained the new Workforce Development Plan (WDP) and made note that this is a requirement of Accreditation. The plan is way to develop and engage employees. This will mean more staff satisfaction, less turnover for increased staff retention and less money spent on the hiring and training of new staff. The WDP aligns with the Strategic Plan, especially the Learning and Growth priority. The plan also works in with Performance Management and Quality Improvement. Tiffany explained that a survey was conducted a year ago that showed that the Health Department needed to work on training issues which involve time away from family, as well as several areas of training. Due to Help Me Grow Accreditation status, we are able to hold those trainings at our facility for the entire region. The WFD Plan also addresses ways to improve orientation/onboarding, staff demographics, as well as succession planning. Discussed ensued between Board of Health members on the plan.

Joel Miller moved to approve the Workforce Development Plan as presented. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Purchase and Half-Ownership of Tow Motor in the amount of $12,499.00 to Henry County Commissioners R52.20
Mr. Adams presented the proposal to purchase, along with the Henry County Commissioners for half ownership a propane operated tow motor in the amount of $12,499. The purchase of the tow motor will be to eliminate the amount of manual labor needed to unload equipment and supplies purchases. The tow motor will be housed at the Buckeye Building along with a racking system for equipment and supplies. Mr. Adams explained the County Commissioners had recently purchased through the CARES Act for the Health Department a new truck and trailer, refrigerators and several other items. However, the purchase of a tow motor was not an allowed expense through that funding.

Ryan Zachrich moved to approve the purchase and half-owners of a tow motor in the amount presented. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Board of Health Education
Sharon Meece, Quality Improvement Coordinator, and Jennifer Hernandez, Parental Support Programming Director presented two (2) Quality Improvement Projects to the Board of Health;
Breastfeeding Project and Car Seat Project: We Do Our Best Work in Yours Backseats. All presented slides are attached in the Board of Health packet for August 18, 2020.

**Approval of transfers, intra-fund transfers, cash transfers/advances, budgetary increases and donations R53.20**

Julie McHugh, Director of Finance, reported the Cash Advances, Intra-fund Transfers, Budgetary Increases, and Donations. The majority of all the transactions are due to setting up new funds for recently awarded ODH grant funds.

1. July Cash Advances—None
2. August Intrafund Transfers
   a. $9,500 from 5010-5200-50080 (Home Health Contract) to 5010-5200-50050 (Home Health Equipment)
   b. $500 from 5140-5200-50040 (Contract Tracing Supplies) to 5140-5200-50120 (Contract Tracing Other)
   c. $80,000 from 5140-5200-51110 (Contract Tracing Advance) to 5140-5200-50020 (Contract Tracing Salary)
   d. $600 from 5140-5200-51110 (Contract Tracing Advance) to 5140-5200-50200 (Contract Tracing Contract)
3. Appropriation Budgetary Increases
   a. $5,300 to 5140-5200-50040 (Contract Tracing-Supplies)
   b. $3,295.00 to 5140-5200-50050 (Contract Tracing-Equipment)
   c. $10,000 to 5140-5200-51110 (Contract Tracing—Advance Out)
   d. $83,500 to 5140-5200-50020 (Contract Tracing-Salaries)
   e. $11,690 to 5140-5200-50350 (Contract Tracing-PERS)
   f. $1,215 to 5140-5200-50370 (Contract Tracing-Medicare)
   g. $27,000 to 5090-5200-50020 (Contact Tracing Supplemental-Salaries)
   h. $3,640 to 5090-5200-50350 (Contact Tracing Supplemental-PERS)
   i. $360 to 5090-5200-50370 (Contact Tracing Supplemental-Medicare)
   j. $10,000 to 5090-5200-51110 (Contact Tracing Supplemental-Advance Out)
   k. $30,000 to 5095-5200-50020 (Coronavirus Response Supplemental-Salaries)
   l. $4,200 to 5095-5200-50350 (Coronavirus Response Supplemental-PERS)
   m. $800 to 5095-5200-50370 (Coronavirus Response Supplemental-Medicare)
   n. $10,000 to 5095-5200-51110 (Coronavirus Response Supplemental-Advance Out)
4. Revenue Budgetary Increases
   a. $30,000 to 5090-5200-40360 (Contact Tracing Supplemental-Grant)
   b. $10,000 to 5090-5200-40410 (Contact Tracing Supplemental-Advance In)
   c. $35,000 to 5095-5200-40360 (Coronavirus Response Supplemental-Grant)
   d. $10,000 to 5095-5200-40830 (Coronavirus Response Supplemental-Advance In)
   e. $105,000 to 5140-5200-40360 (Contract Tracing-Grant)

5. Donations - $60.00 for Help Me Grow

Joel Miller moved to approve Cash Transfer and Donations as presented. Sharon Miller 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:

- **Human Resources** – Human Resources Manager, Tiffany Day has transitioned to working in the office since July. Ms. Day’s focus has been on:
  - Review Workforce Development Plan that she presented earlier
  - Two new hires for Help Me Grow, Samantha Horne and Paige Grosjean
  - Continued working on updating personnel files and expanding workforce data in MIP Human Resources module (formerly Abila) as intended when implemented when we made the move from Health District Information System (HDIS)).
  - Trying to attempt normalcy with Wellness Committee Activities
  - Continues responding to COVID calls, emails and visiting businesses

- **Health Commissioner** – Mr. Adams’ focus has been on the following: Mark to review
  - Presented Monthly Service Statistics
  - Presented an IT Update – The county purchased equipment for the Health Department and all data from our old server has been moved from our facility to the EOC with new switches into a climate controlled room. There is also a backup facility for all of our data, something that we have never had in the past. There have been some email server issues due to overloading of emails. IT Department head, Christopher Badenhop has been working on cleaning this issue up for the past several Sundays. All staff will be receiving new computers and have Office 365 installed on them by October 2020. The licenses cost $110 each and they have been purchased by the County Commissioner for us. To date the County has not charged the Health Department for IT Services which were formerly provided by EK Computer, Inc.
  - CARES Funding Update – Mark mentioned earlier that the Commissioners had purchased a truck and trailer for the Health Department. Julie Lauf, Director of Nursing had requested several Super Coolers that will keep vaccines cold for 150 hours without power. Mark also mentioned that the Command Center that we partly own with them is sitting in the back of the building. With the second round of funding that the Commissioners will receive from the CARES act, they will be renovating the old pizza shop with 2/3 of the building being accessible to the Health Department for mass vaccination clinics. A township building will also be renovated as a second vaccination site.
  - Public Health Nursing – Director of Nursing, Julie Lauf shared the following information:
    - Coronavirus Update for State of Ohio –
      - Henry County – 129 confirmed, 9 probable and 14 active cases with multiple close contacts, 30-50, being monitored, we currently have a 10% hospitalization rate and two (2), we currently have an outbreak at a local Long Term Care Facility, the six-pact Epidemiologist has been notified along with contact with Ohio Department of Health (ODH)
      - State of Ohio – 103,020 confirmed and probably and 5,054 deaths
    - Contact Tracing Update –
      - Julie gave a shout out to all the Contact Tracers in the department – Karen Engler, Kailee Williams, Janet Meyer and Allyson Smith. These staff have been working very hard including weekends.
Recently trained staff from the Administrative and Community Health Services Team had to jump right in and begin contact tracing due to the winery outbreak.

Julie Lauf also confirmed that we have a contract with ODH if we should need additional assistance with Contact Tracers.

- **Immunizations Update –**
  - Teresa Weller, Public Health Nurse, has been conducting all of the immunizations clinics alone, we currently have clinics every day of the week with additional timeslots for back to school shots.
  - Contact has been made with Physicians and Schools to have a standardized exemption form for required and recommended vaccinations.
  - Janet Meyer, Public Health Nurse continues to work on the Get Vaccinated Grant that we have partnered with Fulton County Health Department.

- **Cribs for Kids Update –**
  - Susan Davis, Community Health Worker has been working on an Ohio Childrens Trust Fund grant that we received to purchase safety items for families. At the current time, all items have been dispersed with Help Me Grow staffs’ assistance.

- **CMH Update –**

  - This is the Children with Medical Handicaps program, formerly BCMH. There are very few families being contacted at this time due to COVID.

- **CARES Funding Update –**

  - As mentioned previously, Super Coolers have been purchased and should be arriving soon along with new refrigerators for vaccine in preparation for COVID vaccination clinics.

- **Other Updates –**

  - Ms. Lauf has been in contact with Schools, Administrators and Nurses for school opening and has been actively reviewing their plans.
  - Reminder to use layers of protections: Masks, Shield, etc.
  - Public needs to trust us and the vaccine.

### Community Health Services - Joy Ermie reported that Community Health Services continues to be active in the COVID-19 incident command structure focusing on crisis response planning, non-pharmaceutical interventions and information sharing. We are also involved with data management and mitigation as 2 staff members are now trained contact tracers (Sharon Meece and Tante Lovins). Community Health Improvement Planning is keeping Sharon Meece, Krista Payne and Joy Ermie busy as they facilitate the first month of CHIP priority workgroups. To revisit, Henry County Health Partners identified the four CHIP priorities for the next 3 years to be: Substance Misuse, Mental Health, Economic Stability and Access to Healthcare. We have held two workgroup meetings so far this month and they have been very interactive and we are excited about the possibilities of moving the needle of health in a positive direction for Henry County. As for the Safe Communities Coalition, Tante is continuing to work virtually on this program and invites everyone to share the message of Drive Sober or Get Pulled Over, as the State prepares for the Labor Day weekend campaign. Look for messaging on social media and the newspaper.
Strategic Scholars: Joy Ermie reported that she and Sharon Meece were awarded with the opportunity to a part of NNPHI’s and CDC’s Strategic Scholar Program. This program was competitive and only 10 groups across the country; 5 local health department and 5 state health department teams of 2 were chosen to be in this year’s cohort. The program consisted of coursework and interactive coaching sessions. The coursework was offered through the University of Miami, in Florida. Upon completion, both Joy and Sharon earned the Building Expertise in Administration & Management (BEAM) Certification. This certificate program was developed for public health professionals to gain a solid foundation in business administration skills including strategic problem definition, budgeting, procurement, contracts, contract monitoring, and financial health. This year’s cohort focused on Financial and Resource Management: acquisition, retention and management of people and fiscal resources related to the administration of grants and management of budgets. Upon completion of the coursework and group sessions, Sharon and Joy worked on a final project summarized in the attachment.

- **Office Administration** – Julie McHugh, Director of Finance reported that the front office continues to have immunization clinics every day with April Murray being in charge of scheduling clinics, follow up calls for upcoming appointments, and running the majority of clinics. Birth and death certificates continue to be issued on a daily basis. The Administrative Team has also been assigned to work with other departments for assistance with projects as needed. Julie has been busy with ODH grants and supplemental grants and has been working closely with Julie Lauf and Joy Ermie on budgets and reporting. Julie stated she is very proud of all of her staff as they have been very willing and capable about helping out in any capacity they may be needed.

- **Environmental Health Services** – Director of Environmental Health Services, Jon Lindsay reported that Tiffany Day, Human Resources Manager, has been handling the majority of the COVID related calls for Environmental Health. Jon also stated there is approximately $100,000 available for residents that may need replacements for failing sewage system systems. Very few residents are applying for the grant funding and we need to let more people know that that money is available. Information about the grant funding has been posted on the HCHD website. Joy Ermie, Director of Community Health Services noted that we may need to target the market to a specific group of people or residences. The registered sewage installers are aware of the grant funding too.

- **Parental Support Programming** – Jen Hernandez, Director of Parental Support Programming shared the following:
  - **Car Seats**: A car seat event has been scheduled for July 30, 2020 from 5:00 p.m. to 7:00 p.m. in the Health Department parking lot we had 9 families come and receive education and receive car seats.
  - **Taking it To the Streets**: Help Me Grow currently has nine (9) Spanish speaking clients that they acquired from the Taking It To The Streets events, HMG does provide a language line, but it is hard to do these visits
  - **Home Visits**: In home visits have been suspended until October 10-31-20, virtual visits will continues, The Diaper/Wipes program through ODH has been continued
through then, however the amount per family has been reduced from $150 per family to $75 per family

- **Activity Boxes**: Activity boxes are available for Help Me Grow Families to provide education to families and children

- **New Hires**: HMG has added two new home visitors to their program, Samantha Horne and Paige Grosjean, one will concentrate on Fulton/Henry County families and the other will concentrate on Williams County families. However, there are no face to face training at this time.

- **Food Distribution**: The drive was so successful that the National Guard contacted us again and there will be another Food Distribution drive on August 28, 2020 from 10:00 a.m. to 1:00 p.m. The last drive brought in a lot of middle-aged and elderly residents. Transportation Network assisted with delivering food to five (12) families free of charge.

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

**ADJOURNMENT**
There being no further business, Marilyn Bremer made a motion to adjourn meeting at 3:55 p.m.
Next meeting is scheduled for Tuesday, September 15, 2020, at 2:00 p.m., at Henry County Health Department, Conference Room A, 1843 Oakwood Avenue, Napoleon, OH, as well as via video conference on the same date and time.

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Roger Richard, President    Mark Adams, Health Commissioner