HENRY COUNTY BOARD OF HEALTH MEETING
Held at the Henry County Health Department on Tuesday, July 21, 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

Public Present
Jen Lazenby, Northwest Signal

Call to Order, Roll Call
Roger Richard, President called the Board of Health meeting to order at 2:08 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 Health Department Conference Room and video conferencing software (Zoom). A quorum was present.

Approval of June 16, 2020 Board of Health Minutes R38.20
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 June bills. Sharon Miller moved to approve the June bills totaling $163,104.51 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 June Fiscal Report. Mark Adams, Health Commissioner, stated that the Auditor of State is here for the bi-annual 2018-2019 audit. Home Health and Hospice money can only be transferred with Medicare’s approval since the majority of the income is from billing Medicare. This is a different response than we received two (2) years ago when we were told that if the program ceased to exist, we could transfer the funds. The Auditor of State will issue a letter and report once the audit is completed. Marilyn Bremer moved to approve the June Fiscal Report. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Notice of Award (NOA) for additional funding in the amount of $70,000, revised total $105,000 from Ohio Department of Health (ODH), for Contact Tracing R39.20
Julie McHugh informed the board that we were granted an additional award amount of $70,000 from the original $35,000 for the ODH Contract Tracing grant bringing the new NOA to a total amount of $105,000.

Char Weber moved to approve the Revised NOA for Contract Tracing in the amount presented. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Notice of Award for supplemental funding in the amount of $35,000 from Ohio Department of Health for Coronavirus Response R40.20
Julie McHugh informed the board that we were granted an additional award amount of $35,000 for ODH Coronavirus Response Supplement. We current have a Coronavirus Response grant that was $30,000 and then was increased to $45,000 which was approved at an earlier meeting.

Sharon Miller 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 Contract with the ProMedica for an Employee Assistance Program (EPA) for $2.00 per employee per month with a $500.00 one-time administration fee R41.20
Mark Adams explained the EPA will provide five (5) counseling visits at a cost of $2.00 per employee per month with a one-time $500.00 administrative fee. ProMedica is a provider in our health insurance network. The Health Department would like to provide this service so employees can seek help outside of Henry County. If an employee needs more than the five (5) visits, the cost will transfer to the employee’s health insurance. Jennifer Hernandez was the main contact for this program. This is trending program for Employee Wellness and Development plans.

Joel Miller moved to approve the ProMedica Employee Assistance Program in the amounts as presented. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Contract with Williams County Health department for the Prevention in Schools Campaign in the amount of $10,000 R42.20
Mark Adams explained that this program has opened up to other services but Henry County will continue the My Plate Program that Joy Ermie, Director of Community Health Services, and her staff have worked on in the past as one of the contracted counties. This program will be provided in Defiance, Fulton, Henry and Williams Counties with an amount of $10,000 contracted with each of these counties.
Marilyn Bremer moved to approve the Williams County Health Department Contract for the Prevention in Schools Campaign in the amount presented. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of contract between Board of Health and St. Augustine School for PHN services R43.20**

Julie Lauf, Director of Nursing, explained the school contracts are exactly the same as last year and we did not change the per pupil fee. We completed everything in the contract except for scoliosis testing due to COVID-19. We did, however, assist with kindergarten clinics as needed. There will be a different letter sent this year due to the possibility of school not starting.

Char Weber moved to approve the contract for school nursing services to St. Augustine as discussed for 2020-2021. Marilyn Bremer seconded the motion. The motion passed unanimously with Joel Miller substaining, resulting in its adoption.

**Approval of contract between Board of Health and St. Paul for PHN services R44.20**

Ryan Zachrich moved to approve the contract for school nursing services to St. Paul as discussed for 2020-2021. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of contract between Board of Health and St. John for PHN services R45.20**

Sharon Miller moved to approve the contract for school nursing services to St. John as discussed for 2020-2021. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve Changes to Immunization Fee Schedule R46.20**

Julie Lauf explained that twice a year, January and July, charges are reviewed for vaccines provided by the Health Department to make sure we are charging and billing the maximum amount allowable. There are seven (7) changes to begin on Monday, July 27, 2020. Julie mentioned that DT used to always be provided by the state, but now has to be purchased from a private vendor.

Dr. Melinda Fritz moved to approve changes to Immunization Fee Schedule as presented. Joel Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of transfers, intra-fund transfers, cash transfers/advances, budgetary increases and donations R47.20**

Julie McHugh, Director of Finance, reported the Cash Advances, Intra-fund Transfers, Budgetary Increases, and Donations. Several of the intra-fund might look like duplicates, but they are in fact corrections to entries due to the closeness of the general ledger codes and coding errors.

1. June Cash Advances
   a. $10,000 from 5000-5200-51110 (Transfer-Health-Appropriation) to 5140-5200-40320 (Transfer-Contact Tracing-Revenue)
   b. $5,915 from 5000-5200-51110 (Transfer-Health-Appropriation) to 5005-5200-40490 (Transfer-Severance Fund-Revenue)

2. June Intrafund Transfers
   a. $5,915 from 5000-5200-51110 (Transfer-Health) to 5000-5200-50110 (Travel-Health)
b. $10,000 from 5000-5200-51110 (Transfer-Health) to 5000-5200-50110 (Travel-Health)

3. Budgetary Increases
   a. $10,000 to 5130-5200-50020 (Coronavirus Response-Salaries)
   b. $2,000 to 5130-5200-50350 (Coronavirus Response-PERS)


Joel Miller moved to approve Cash Transfer and Donations as presented. Char Weber 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 stated that Henry County is model community and health department.
  - We are trusted by the Community due to effective communication and the efforts of both employees and contacts. Mark is very proud of everyone.
  - Due to relationships with the County Commissioners office with money they received through the CARES Act, we will be receiving a new truck that should be delivered today to dealership and we will get on Wednesday. We will also be getting a trailer for vaccination clinics, two (2) vaccine refrigerators and a generator.
  - Henry County Health Department staff says Thank You to the Board of Health for the paid time off on July 6, 2020 to allow the staff to rest and focus before the storm.
  - There are some different rolls for staff, especially with Viola Ordaz’ retirement. We are having no issues like other counties due to our devoted and dedicated staff.
  - Char Weber mentioned calls she has gotten and referred to the Health Department and comments she received back have been that our staff made them feel safe. They also liked that we had the ability to go remote to keep things moving as normally as possible.
  - Month Stats Report

- Public Health Nursing – Director of Nursing, Julie Lauf shared the following information:
  - Coronavirus Update for State of Ohio - 76,168 total cases with 3,189 deaths
  - Coronavirus Update for Henry County – 72 total positive cases, we only had 24 at the end of June, 8 probable cases with only 1 related to the Winery, 22 cases have been directly related to the Winery and this number is still going up with 15 cases in Fulton, Defiance and Williams County.
  - Contract Tracing staff has increased from just Public Health Nurses (PHN), with 2 individuals trained from Administrative Team, 1 Community Health worker and 1 Home Health Aide. Two additional staff from Community Health Services are currently in Contract Tracing training.
  - Julie stressed the importance of our message that this is not new to our county, we just have more proof now with the Winery outbreak. However, there are still a lot of ill and symptomatic people around, not all from the Winery. We need to keep our message about staying home, keep your circle small, and wear masks to cover nose and mouth, along with sneezes and coughs. Julie asked that the Board of Health help us get the message out and be Public Health Heroes.
  - Immunization are stretched thin due to expanding to every day of the week to keep social distancing. This is going to be especially true if the schools do open.
The major drug companies of Pfizer, Sanofi, Johnson & Johnson and Glaxo Smith Kline are all working on a vaccine that is in the testing phase and they hope to have approval by the end of the year.

Public Health Nursing is definitely in ICS and everyone is on deck for this virus.

- **Community Health Services** - Ms. Ermie reported that throughout the month of June, CHS has been working on reaccreditation efforts, moving performance management and quality improvement efforts forward as time allows with the COVID response. PHEP FY20 grant ended on June 30, 2020. The Emergency Response Coordinator, Ruth Gerding, along with Julie McHugh and Joy Ermie completed all reporting for FY20 and received all grant funds by successfully meeting each deliverable. Gerding and Ermie have already begun preparing for FY21 PHEP grant, and we are already working to prepare our partners to be closed points of dispensing for COVID vaccine. Krista Payne, PhD, has been working with Ermie and Sharon Meece to align Henry County’s community health improvement priorities with the newly released state health improvement plan. The 3 had a meeting with ODH representation and rolled out the look to Henry County Health Partners at the recent July Health Partners meeting. Ermie continues to work with Jill Keller, who has served as Resource Unit Leader through the COVID response to organize PPE receipt and distribution. Bethany Wachter, Health Communication Specialist, has been keeping Henry County residents in the know with social media posts, press releases, and website updates about COVID as well as everyday health issues. Tante Lovins, has not been able to hold Safe Community events due to the State order of limiting mass gatherings, however she has kept a presence on social media and print media on Safe Communities coalition efforts and safe driving messages. Lovins and Meece have also completed contact tracing training and will be assisting public health nursing, as necessary. Ermie reminded everyone to stay vigilant on their effort to minimize the spread of COVID-19 by wearing a mask, practice social distancing, washing hands, avoiding group gatherings, and staying home when sick. Ermie thanked the board for being role models and for their support throughout this response.

- **Office Administration** – Julie McHugh, Director of Finance reported that Viola Ordaz’ last day was July 8, 2020, at which time, she took over the duty of supervision of the clerical staff. With the joining of clerical and fiscal, Julie renamed the team “Administrative Staff”, as the staff works for everyone in the department. Anissa Resendez and Shelly Boehm have completed Contract Tracing training and are currently assisting PHN with data entry, contact call and whatever else they may need. Jill Keller continues to work as the Resource Team Leader. Everything is running as smooth as possible but there is still a lot to learn and get used to with more staff to supervise.

- **Environmental Health Services** – Director of Environmental Health Services, Jon Lindsay reported they Environmental is still trying to get back to normal. He offered a shout out to Tiffany Day for taking the COVID calls. Restaurant inspections are still basically on hold and we are not getting a lot of COVID-19 related complaints, just quite a few more questions. However, the building new houses is increasing and a lot of work is being done in that department of the program.

- **Parental Support Programming** – Jen Hernandez, Director of Parental Support Programming shared how the HMG team have been working hard in their world.
Breastfeeding: Sara Mroz received her Certified Lactation Consultant (CLC) certification, which brings out number of CLC’s three for Help Me Grow. Jen is working with the Alysha Drain and Anissa Resendez from the Administrative Team on billing insurance companies for these services. We will be opening up services to the public in the HCHD office on August 3, 2020. Telehealth visits and support groups online will continue until further guidance from ODH.

Car Seats: Marissa Hergert held her first class since COVID on July 15, 2020 with a reduced amount of people in the class. They completed things outside but working on providing hands on education in the cars with attempts at social distancing and masking for all. 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.

Intern: April Howard is a Social Worker Intern that has been involved in a different experience from what she was expecting. She planned on home visits and has not been able to do any of those so has been learning about administration. She will also be working on coordinating getting Campbell’s baby food to families in need. We have partnered with Together We Can Make a Difference to provide microwaves, socks, Tupperware and Ritz Crackers for families in Henry County who are in need. She will also assist with car seat and breastfeeding outreach.

Fundraisers: Jessica Buhrman completed a fund with Osborne books where she was able to purchase 100 books so every family serviced is getting one book. She also sought out Foresters group where they provided $250.00 worth of formula and $250.00 worth of swim diapers and sunscreen for families. The Senior Center has allowed us to share some of their fresh fruit and vegetables with families in our program. To date we have delivered 100 cases of fresh fruit and vegetables to families.

Safety Grant: We have continued to assist with the safety grant by providing pack and plays, infant car seats, combination seats, baby gates, outlet plugs, and kitchen locks for cabinets. We have almost exhausted all of the resources that we have in stock.

• Human Resources – Human Resources Manager, Tiffany Day has transitioned to working in the office. Miss Day’s focus has been on:
  o We have a new hire that started on Monday, July 20, 2020 and she has been working on preparing for this new employee. This employee was originally scheduled to being on March 31, 2020, but with COVID this had been pushed back until now.
  o Tiffany has been working on removing intermittent staff from rolls that haven’t worked within a year for the Health Department.
  o She has been 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)).
  o Continues working with mental health resources and wellness activities to increase productivity, morale, and retention.
  o Moving out of working with the CHS team for COVID help.
  o Moved into doing quite a bit of work for Environmental Health to assist with community non-medical COVID calls. Jon Lindsay and Dan Breitbart have been very helpful.
  o Tiffany gave a Shout Out to all staff. She cannot stress enough the high level of work this staff does throughout all department.
Ryan Zachrich left the meeting at 2:59 p.m.

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

**Approve Henry County Health Department 2020 Budget Appropriations and Revenues R48.20**
Mark Adams reported that the 2020 budget was brought to the March 2019 Personnel/Finance/Audit Committee for review. However, Mark failed to bring it to the full Board of Health meeting in March 2019 due to being off work for surgery. This came to our attention as the Auditor of State is conducting the 2018-2019 bi-annual financial audit and requested this information. The Board has been approving what we have been operating under the past seven months which has been this budget.

Marilyn Bremer moved to approve 2020 Budget Appropriations and Revenues as presented. Sharon Miller seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Personnel R49.20:**
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. Appointment: Samantha Horne was hired as a Help Me Grow Home Visitor, effective July 20, 2020, at the hourly rate of $17.57 per hour.

b. Appointment: Paige Grosjean was hired as a Help Me Grow Home Visitor, effective August 17, 2020, at the hourly rate of $17.57 per hour.


**ADJOURNMENT**
There being no further business, Joel Miller called for a motion to adjourn meeting at 3:06 pm.

Next meeting is scheduled for Tuesday, August 18, 2020, at 2:00 p.m., at Henry County Health Department, Conference Room A, 1843 Oakwood Avenue, Napoleon, OH, or via video conference on the same date and time depending on social distancing orders issued by the Governor.

Roger Richard, President
Mark Adams, Health Commissioner