HENRY COUNTY BOARD OF HEALTH MEETING
Held Tuesday, June 16, 2020 VIA VIDEO CONFERENCE

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

Board Members Absent
Sharon Miller
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
Vi Ordaz, Office Manager
Jennifer (Wagner) 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 2:05 p.m. The meeting was called by Roll Call vote: R. Richard (Yes), J. Miller (Yes), S. Miller (No), C. Weber (Yes), M. Bremer (Yes), Dr. Melinda Fritz (Yes), and R. Zachrich (No). The meeting was held video conferencing software (Zoom). A quorum was present.

Approval of May 19, 2020 Board of Health Minutes R29.20
The Board of Health reviewed the Board of Health minutes. Joel Miller moved to approve the Board of Health Minutes. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Bills
The Board of Health reviewed May bills. Julie McHugh explained the inaccurate total of the first payroll in May which was due an error entry at auditor’s office. This has now been corrected.
Marilyn Bremer moved to approve the May bills totaling $227,852.05 be approved for payment. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Fiscal Report**
The Board of Health reviewed the May Fiscal Report. Char Weber moved to approve the May Fiscal Report. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approval of Personal Service Contract – Philip Roseman Construction R30.20**
Personal Service Contract for Maintenance Services – Phillip Roseman (7/1/2020 – 6/30/2021) is contracted as maintenance contractor to provide general and preventive maintenance services. Mr. Roseman does a good job for us, no change in rate ($30.00 per hour) and need approval of another year.

Joel Miller moved to approve the personal service contract for Phillip Roseman. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve Communicable Disease Investigation Contract with the Board of General Health District of Fulton County, Ohio ($9,924.00) R31.20**
Communicable Disease Epidemiology Service Contract by and between the Board of the General Health District of Fulton County, Ohio and Henry County General Health District, 7/1/20 – 6/30/21. Fulton County Health District is again contracted to provide communicable disease epidemiology services that meet Public Health Emergency Preparedness grant guidelines and deliverables for the grant year starting July 1, 2020. The cost increased to $9,924.00, a slight increase to cover vacation and fringes to be paid in quarterly payments of $2,481.00 in the months of July, October, January and April.

Char Weber moved to approve the Communicable Disease Investigation Contract with the Board of General Health District of Fulton County, Ohio in the amount of $9,924.00. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve Contact Tracing Budget Appropriations in the amount of $60,000 R32.20**
ODH approved the CT20 (Contract Tracing Grant) for the Henry County Health Department. These budget appropriations allow money to be put into each line item for revenue and expenses.

Marilyn Bremer moved to approve Contact Tracing Budget Appropriations in the amount of $60,000.00. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve Letter of Support of Immunization Requirements for Universities R33.20**
Julie Lauf explained the Immunization Advocacy Network of Ohio that in the past we have signed letters of support. This letter is targeted to colleges to have them think about Immunizations, Comprehensive Immunization Record and College Action Plan.

Joel Miller moved to provide a Letter of Support of Immunization Requirements for Universities to the Immunization Advocacy Network of Ohio. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.
Approve Closure of Health Department on July 6, 2020 for Emergency Response Command Demobilization R34.20

Mr. Adams, Health Commissioner, reported the Henry County Health Department will be resetting the Incident Command System (ICS) on July 7, 2020 to release most staff from ICS and perform a hard restart for staff members to return to their regular duties. Mr. Adams requested that the Board of Health approve closure of the offices on Monday, July 6, 2020.

Char Weber moved to approve closure of July 6, 2020 as a demobilization day. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval Contract for Secure Email Services with Zix Corp in the amount of $3,075.00 R35.20

Mr. Adams, Health Commissioner, reported that in the past we paid $9,000.00 for 99 licenses through EK Computer for these same services. This plan would not be needed had COVID-19 not happened, because we would have switched to Windows 365 by now. We only need enough licenses to cover HIPAA related information for staff which includes Public Health Nursing, Help Me Grow and several clerical staff. This is a one (1) year contract.

Joel Miller moved to approve the Zix Corp contract in the amount of $3,075.00. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Accept of 2019 Annual Report R36.20

Roger Richard added the 2019 Annual Report acceptance to the agenda. Mr. Adams shared the 2019 Annual Report with all Board members. He stated this was a smaller report that in previous years and highlighted the number of services provided by service type. The report was approved by the District Advisory Council (DAC) in March 2020.

Char Weber moved to accept the 2019 Annual Report. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Cash Transfer to the Environmental Fund and Donations R37.20

Mr. Adams, Health Commissioner, reported the Cash Transfer and Donations:

1. June 2020 Cash Transfer
   $20,000 from 5000-5200-51110 (Health – Transfer – Appropriation) to 5050-5200-40090 (Environmental – Transfer – revenue)
2. May 2020 Donations
   a. Donations totaling $30.00 for Help Me Grow

Joel Miller moved to approve Cash Transfer 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 and the following:
  a. Monthly service stats report is attached
  b. Mr. Adams stated new computers have come in
  c. County Commissioners office is to receive funding through the CARES act and they are going to include several purchases for the health department in their proposal, they have been a great partner to work with during this pandemic
d. Mr. Adams spoke to Representative Hoops today regarding schools and the excellent job he feels the Health Department has done for Henry County by providing great guidance.

e. The Henry County case load remains low and the contact tracing has been manageable. Sometimes it is hard to communicate with contacts due to some having no cell phones.

- **Public Health Nursing** – Director of Nursing, Julie Lauf shared the following information:
  a. Henry County has 15 confirmed cases, 6 probables, 3 hospitalizations (associated with the 15 confirmed cases) and no deaths.
  b. Henry County has its first two positive antibody test reported today but not sure what type of test was used and if it was FDA approved.
  c. Nurses are actively monitoring two cases with a few contacts, everyone is in varying states of recovery.
  d. Health Department was following an industry and they did a very good job on containing the virus with 1,500 employees. ODH, CDC, Health Department, local industry and NIOSH all participated in a conference call.
  e. An ODH grant for Contact Tracing was received in the amount of $35,000 and this will be utilized to train four (4) additional staff on Contact Tracing. All PHNs have Contact Tracing experience but we have only had to utilize three (3) PHNs and myself at this point.
  f. Ms. Lauf did apply for ODH Contract Tracing assistance should we need it in the future.
  g. Health Department did continue immunizations through the pandemic with the goal being to keep everyone as updated as possible, spreading appointment times out and other preventative measures. We will also be working with the schools to try to vaccinate as many people as possible when school starts back up. At the end of June additional clinics will be scheduled so there are clinics every day of the week.
  h. A Standardized Exemption Form for vaccines is being worked on so all schools hopefully will use the same exemptions.

- **Community Health Services** – Director of Community Health Services, Ms. Ermie reported that CHS is transitioning back to non-COVID related work. The annual report presented today will be posted on the website. The PHAB annual report is nearly complete and we are working on reaccreditation which is due early 2021. That process does take a long time and we appreciate the department working on when they can during this busy time. We invite you to check out our website – it has recently received a facelift. The department is still awaiting guidance from the State to host any outreach events, including Safe Communities and Taking it to the Streets. Our data technician is working to analyze the COVID local pulse survey that was distributed throughout the month of May. CHS will continue to plan and share information throughout the operational periods of COVID as assigned by incident command. We are grateful for our partners.

- **Office Administration** – Office Manager, Ms. Viola Ordaz delivered her last Administrative report for HCHD. Vi has been busy with her transition. As Mark stated at our last meeting, this position will not be filled but will be absorbed by Julie McHugh, Director of Finance. Julie will be moving into the Office Manager office in July. The transition started by Viola requesting job duties/responsibilities from each her four (4) staff. Viola created a spreadsheet listing her and the staff’s responsibilities. Julie McHugh then took the spreadsheet and added her job duties plus her two (2) staff members. Julie
and I met several times to review the spreadsheet. We considered the staffs’ current job descriptions, their individual skill sets, experiences at HCHD, and what program support they have completed. Viola started on some training with two of the staff last week. Julie and I finalized the spreadsheet today by categorizing with headings of program/services and by names. We also numbered and color coded the tasks by 1, 2 or 3. One (1) meaning they are in charge of the task, two (2) back-up staff member, three (3), the third back-up. Our next and final step will be the department meeting we scheduled for Thursday, June 25, 2020 at 10 am. At this meeting the schedule will be reviewed with all staff and new tasks will be delivered. The final training will continue until July 8th, 2020 on my final day.

- **Environmental Services** – Director of Environmental Services, Jon Lindsay reported on the following:
  a. Environmental work is moving back towards normal with inspections being completed again
  b. Most of the COVID-19 calls are in regard to questions about rentals and mass gatherings
  c. ODH has announced there will be no mosquito trapping this year in Ohio as was done in previous years

- **Parental Support Programming** – Jen (Wagner) Hernandez, Director of Parental Support Programming shared how the HMG team have been working hard in their world.
  a. Help Me Grow recently raised $500 for a book drive, which will be doubled to buy more books
  b. Forrestors made a $250 donation for Formula and $250 for other baby items to the program
  c. Home Visiting Virtual Visits will continue until August 1st
  d. Safety Grant continues deliveries of car seats and other safety items
  e. Henry County is one of the only sites still giving out car seats and training
  f. One Home Visitor has scheduled her exam for Breastfeeding, in the next two months there will be three staff trained in Breastfeeding
  g. Playgroups continue online
  h. Breastfeeding support groups continue online
  i. $150.00 per family shipments were fulfilled for May and continue in June. Purchasing of diapers, wipes and phone cards for each family HMG are being ordered and sorted for HMG team by members of the clerical staff

- **Human Resources** – HR Mgr. Tiffany Day – continues working from home but is slowly transitioning into the office. Miss Day’s focus has been on:
  a. Mental health
    i. Continues Wellness activities
    ii. Continues Mental Health Minute videos sent out to staff, noting that research indicates addressing ongoing impacts to staff from pandemic response can positively benefit the organization through increased productivity, morale, and retention.
  b. Continues working with the CHS team. It has been great working with them and getting to know them
  c. Helping out with Environmental Health as needed
  d. HR work with new hires from back in March and completing staff trainings
**EXECUTIVE SESSION: Personnel:**
Mr. Adams, Health Commissioner reported no executive session for June.

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

**ADJOURNMENT**
There being no further business, Marilyn Bremer called for a motion to adjourn meeting at 3:00 pm.
Next meeting is scheduled for Tuesday, July 21, 2020, at 2:00 pm, 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