HENRY COUNTY BOARD OF HEALTH MEETING
Held Wednesday, March 25, 2020 VIA VIDEO CONFERENCE

Board Members Present
Roger Richard, President
Marilyn Bremer
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
Vi Ordaz, Office Manager
Jennifer (Wagner) Hernandez, LSW, Director of Parental Support Programming

Public Present
Jen Lazenby, Northwest Signal
Bob Hastedt, Commissioner

Call to Order, Roll Call
Roger Richard, President called the Board of Health meeting to order at 4:05 p.m. The meeting was called by Roll Call vote: R. Richard (Yes), C. Weber (Yes), M. Bremer (Yes), R. Zachrich (Yes), and S. Miller (Yes). The meeting was held video conferencing software (Zoom). A quorum was present.

Approval of February 18, 2020 Board of Health Minutes R13.20
The Board of Health reviewed the Board of Health minutes. Char Weber moved to approve the revised Board of Health Minutes. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Bills
The Board of Health reviewed February bills. Sharon Miller moved to approve the February bills totaling $148,229.85 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 February Finance Report. Char Weber moved to approve the February Finance Report. Marilyn Bremer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve contract with Ohio Department of Health (ODH) for COVID-19 Outbreak Planning and Response Funding in an amount to be determined R14.20
Mr. Adams reported Henry County Health Department reported that an application for additional PHEP funding was signed and sent to the Ohio Department of Health to supplement COVID19 department response. The amount designated to HCHD was not known at the time of application. There was a 24 hour turnaround for the application of free monies.

Sharon Miller moved to approve the contract with ODH for COVID-19 Outbreak Planning and Response Funding. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Intra-fund Transfers and Donations R15.20
Mr. Adams, Health Commissioner, reported the Intra-fund Transfers and Donations:
1. February 2020 Intra-fund Transfers
   a. $1,000 from 5030-5200-50020 (Hospice Salaries) to 5030-5200-50120 (Hospice Other)
   b. $3,200 from 5060-5200-50020 (Safe Communities Salaries) to 5060-5200-50200 (Safe Communities Contract)
2. February 2020 Donations
   a. Donations totaling $30.00, Help Me Grow ($30), Health Department ($0.00).

Sharon Miller moved to approve the Intra-fund, 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 mentioned the monthly statistical report the following items:
    a. Monthly service stats report – 2020 spreadsheet was updated to remove data not needed anymore.
  • Public Health Nursing – Director of Nursing, Julie Lauf shared the following information:
    a. Communicable Disease report good, nothing out of the ordinary.
  • Community Health Services – Director of Community Health Services, Joy Ernie
  • Office Administration – Office Manager, Vi Ordaz opened with updates of the Clerical team work schedules. Vi was asked to be on the PIO team to assist with translating flyers from English to Spanish. Vi will start creating alternating work schedules for the 3 clerical staff. Zoom calls will also be scheduled while some staff will be working from home. Jill Keller has been reassigned to the ICS team reporting to Joy Ernie. April Murray and Shelly Boehm will cover Immunizations and Vital Statistics services respectively. With Jill out of the clerical rotation, Shelly Boehm will also cover Environmental work needs. It’s fortunate our clerical team has been cross trained to handle those services. LouAnn Rosebrock will continue to work 2 days for WIC and 2 days at home and an assigned project for HMG families.
Environmental Services – Director of Environmental Services, Jon Lindsay reported on the following: Working from home setup. Completion of ODA food survey.


Human Resources – HR Mgr. Tiffany Day – no report

EXECUTIVE SESSION: Personnel:
There was no executive session.

Approval of Personnel:
Mr. Adams, Health Commissioner discussed the following item listed below with the Board of Health. The following personnel change was reviewed and approved:
     i. Char Weber approved the resignation of Sarah DoMoe. Ryan Zachrich seconded the motion. Motion passed unanimously, resulting in adoption.

ADJOURNMENT
There being no further business, Ryan Zachrich called for a motion to adjourn at 4:26 p.m.

Next meeting is scheduled for Tuesday, April 21, 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.

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Roger Richard, President    Mark Adams, Health Commissioner