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HENRY COUNTY BOARD OF HEALTH MEETING

Held at The Henry County Health Department
on Tuesday, April 16, 2024, @ 1:00 p.m.

Board Members Present

Scott Buddelmeyer
Melinda Fritz, MD
Joel Stier
Char Weber

Staff Present

Joy Ermie, Health Commissioner
Jon Lindsay, Director of Environmental Health
Julie McHugh, Director of Finance
Sharon Meece, Director of Community Health Services
Allyson Smith, Director of Nursing
Cathy Zwyer, Director of Help Me Grow
Susan Davis, Manager Henry County Cares
Jala Hazelton, Human Resource Specialist
Jill Keller, Executive Assistant

Public Present

Jen Lazenby, Northwest Signal

Call to Order, Roll Call

Scott Buddelmeyer, called the Board of Health meeting to order at 1:02 p.m. The meeting was called by Roll Call vote: J. Miller (Absent), S. Miller (Absent), C. Weber (Yes), Dr. M. Fritz (Yes), R. Zachrich (Absent), S. Buddelmeyer (Yes) and Joel Stier (Yes). The meeting was held at 1843 Oakwood Ave. Napoleon, Ohio at the Henry County Health Department. A quorum was present.

Health Commissioner, Joy Ermie stated that Board of Health member, Sharon Miller, contacted her to resign from the board. Miller has served on the Board of Health for 16 years, representing Northeast Henry County. Ermie stated that she will be contacting the DAC.

Election of Officers

Scott Buddelmeyer opened the floor for nominations for Board of Health President. Char Weber moved to appoint Joel Miller. The motion was seconded by Melinda Fritz. Char Weber moved to close the nominations for President, Melinda Fritz seconded the motion to close the nominations. The motion for Joel Miller for Board of Health President passed unanimously. Scott Buddelmeyer called for nominations for Board of Health President Pro-Tempore. Buddelmeyer moved to appoint Ryan Zachrich. The motion was seconded by Melinda Fritz. Char Weber moved to close the nominations for President Pro-Tempore, Melinda Fritz seconded the motion to close the

nominations. The motion passed unanimously electing Ryan Zachrich as Board of Health President Pro-Tempore. Board Committee Assignments will be appointed by Joel Miller at the next Board of Health Meeting.

Division Updates

Community Health Services

Sharon Meece, Director of Community Health Services, stated that Emily Dearth, Public Health Emergency Response Coordinator went to the 2024 Preparedness Summit the last week of March in Cleveland Ohio. Dearth learned that partnerships are key, and they should be established long before a disaster. This point re-enforced with her the importance of the Henry County Health Care Coalition that Dearth facilitates quarterly. The goal of the coalition is to promote preparedness and partnership among our health care partners, long term care, congregate care, Board of DD, and Henry County Hospital.

Tante Lovins went to St. Louis, Mo. for the Society of Public Health Educators Conference. Lovins key message ---Our community outreach should have more focus on churches and libraries as they are great places to do community education.

The Public Health Educators are finishing up 3rd grade Nutrition and Peer to Peer efforts in the schools. Peer to Peer is finishing strong with vaping presentations at PH and mental health education at Napoleon. All schools will participate in click it or ticket and safety campaigns around prom season. CHS is planning to do Youth Community Health Status assessment surveys the week of May 13th. Waiting for Internal Review Board at BGSU for approval.

Help Me Grow

Cathy Zwyer, Director of Help Me Grow, shared a thank you note from a client that started the Help Me Grow Program when she was pregnant and now has “graduated” from the program. The client was grateful for the program and her home visitor.

Henry County Cares

Susan Davis, Henry County Cares Manager, reported the following:

- No updates on Medicaid contract through the HUB.
- Margarita Conception provided diabetes education classes free to the public at the Deshler Library, Senior Center, and Pathstone. Conception has experience from her career as a CHW and loves to educate people and is passionate about diabetes education.
- Fred Garcia assisted on Howie’s maiden voyage to Patrick Henry for immunizations, getting children up to date with vaccines. Garcia said it went well and was happy to be a part of the trip. Conception and Garcia went to St Augustine’s on Sunday for the Spanish Mass to gauge interest in vaccines and diabetes education. They reported that 17 people signed up and had interest in the COVID booster, and other vaccines.
- Henry County Cares submission was selected to present at Ohio’s Public Health Conference in Columbus on April 30th. The department is presenting a quick history of the CHW program at HCHD, the impact that the ODH workforce development grant had in hiring Garcia and Conception, and how the program has expanded since 2017. Format is a question-and-answer with the CHWs answering questions.

Human Resources

Jala Hazelton, Human Resource Specialist, reported that everyone has completed their second annual training of the year which was the Cultural Competency and Barriers to Healthcare online training. Amanda Griffith, Public Health Clerk 2 will be hitting her 30 days on April 25th which is only 9 days away, she is adjusting well to being in the front office.

Finance

Julie McHugh, Director of Finance, reported the following:

The monthly financial statements show you that the general fund cash balance is over \$1.1 million at the end of March. Revenues included our 1st half tax settlement in the amount of \$554,719, Help Me Grow Home Visiting coming in at \$92,523, along with normal monthly revenues. Payroll expenses were higher for all funds in March due to three pay periods. Contractual expense shows \$48,067, which is due to Leever Door installing out front doors. This should have been charged to the Enhanced Operations fund and this will be reflected in April reports.

The Enhanced Operation grant from Ohio Department of Health has been extended through December 31, 2025. The original grant amount was \$652,000 and paid for the Magnum Mobile Unit, signage on the unit, car port for protection, and new front door for the health department. With this extension, we will be given an opportunity to request additional funding as appropriate. Amanda Griffith is catching on very quickly to front office duties. She is approaching her one-month anniversary next week and is already able to work immunization clinics independently. She will also be appointed as the Deputy Registrar as she learns more about birth and death certificates. McHugh is looking forward to seeing her progress in the front office and feel she is a great asset already.

The Annual Financial Report for the Ohio Department of Health is due May 1, 2024. McHugh has been working on that and hopes to have it completed by the end of next week.

Public Health Nursing

Allyson Smith, Director of PHN, reported the following:

- Took HOWIE to PH school district to vaccinate several kids that are behind on their immunizations. This mobile clinic was for Spanish speaking students who are new to the district this year. Big thank you to Fred Garcia for going along to help the nurses by interpreting.
- All PHN staff, minus Smith, attended ODH's World TB Day conference. It was great timing because the following week the HD received a suspected TB case. We were able to use the notes and information learned from the conference and apply it to this case. Garcia also helped us out tremendously by interpreting during the case interview and follow up communication.
- Finished the Communicable Disease Childcare Toolkit. We will be distributing it to our childcare providers this summer.
- Finished the school immunization report from 2022-2023 school year. We will be sharing it with each school district.

Environmental Health Services

Jon Lindsay, Director of Environmental Health Services, reported the following:

- EH Trainings and Education
 - April 4: EH staff attended the Ned Baker Public Health Symposium at BGSU

- Public Health Response to the East Palestine, OH Train Derailment which occurred February 3, 2023
 - April 9: ODH & ODA Food Cost Analysis Training
 - April 11-12: Ohio Environmental Health Association conference for training for Cassidy Swanson.
 - April 23: Food Safety Training
- **Retail Food Establishment Program Survey completed**
 - Ohio Department of Agriculture was here on March 26-27, 2024, for the Retail Food Establishment program survey.
 - Overall, the survey went well. Some procedure updates may be needed.
 - The written results of the survey should be received sometime in May.
- **Private Water Program, Ohio Department of Health**
 - HCHD is participating in Beta Testing of a new Standard Operating Procedure for inspection of new water wells along with 5 other local health departments.
 - Environmental Health will be providing input on the draft process to ODH over the next few months.

Health Commissioner

Joy Ermie, Health Commissioner, reported the following:

Since the last board meeting, Ms. Ermie reported that the DAC meeting was held and was well attended. Ermie and 5 staff members attended the BGSU Ned Baker Public Health Symposium where Lukas Wise, our intern was awarded Outstanding Senior in the Healthcare Administration major. We also heard from a panel discussing the East Palestine train derailment and a speaker regarding environmental law. It was very informative and truly drove home the importance of environmental emergency preparedness.

Ermie accompanied Sharon Meece to the One Ohio Foundation board meeting for region 16 and learned more about the grant application process for opioid settlement dollars. HCHD is currently working with some other counties in the region to decide what is the best path forward with the application process. Ermie is continuing conversations with Toledo-Lucas County Health Department regarding a Linkage grant that may help cover some expenses affiliated with strategies currently underway regarding the CHIP priority of substance misuse.

AOHC has hired Paul Werth Associates to assist in crafting messaging to secure meaningful state funding for local health departments in the 2025 state budget. April 19th Ermie will be a part of an initial meeting with 7 other health departments facilitated by the Werth Group to start the discussion and information gathering. Ermie is also still working with a group of health commissioners in the Fighting for Public Health subcommittee to create educational modules for other public health leaders to move advocacy forward in our state.

Looking ahead Ermie stated she will be attending the Ohio Public Health Conference in Columbus, a Health Equity Conference in Kansas City, and a hospital board member training session.

Approval of March 19, 2024, Board of Health Minutes R17.24

The Board of Health reviewed the Board of Health Minutes from the March 19, 2024, meeting. Dr. Melinda Fritz moved to approve the March 19, 2024; Board of Health Minutes as presented. Joel Stier seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Consent Agenda R18.24

Char Weber moved to approve the Consent Agenda as presented. Melinda Fritz seconded the motion.

1. Approve Payment of February bills in the amount of \$336,653.13
2. Approve of March 2024 Fiscal Report
3. Approve transfers, Intra-fund transfers, cash transfer and donations report.
 - (1) Cash Advance Paybacks -
 - (2) Cash Advances –
 - (a) \$30,000 from 5000-5200-51115 (Health Department Advance Out – Appropriations) to 5075-5200-40320 (Enhanced Operations Advance In-Revenue)
 - (3) Cash Transfers – None
 - (4) Intrafund Transfers –
 - (a) \$10,000 from 5075-5200-50020 (Enhanced Operations Salaries) to 5075-5200-50120 (Enhanced Operations Other)
 - (b) \$100 from 5060-5200-50020 (Safe Communities Salaries) to 5060-5200-50100 (Safe Communities Advertising)
 - (c) \$100 from 5080-5200-50020 (Immunization Salaries) to 5080-5200-50200 (Immunizations Contract)
 - (5) Revenue Budgetary Increases – None
 - (6) Appropriation Budgetary Increases – None
 - (7) Accounts Receivable Write-Offs - None
 - (8) Donations – None
4. Approve Communicable Disease Epidemiology Service Contract between Fulton County Health Department and Henry County Health Department.
5. Approve MOU with Ottawa County Health Department for Adolescent Health Resiliency Grant.
6. Approve MOU with Paulding County Health Department for Adolescent Health Resiliency Grant.
7. Approve Out of State Travel for Trae Gulgin for NACCHO Local Infection Prevention and Control Summit, Chicago, Illinois, May 6, 2024, to May 9, 2024, covered by NACCHO Scholarship.
8. Personnel
 - 1) Approve Hiring of Allyssa Coles as an Intermittent Intern, effective May 6, 2024.
 - 2) Approve Appointment of Jessica Ames to Full-Time Community Worker 2, effective April 18, 2024.

New Business:

Approve Sewage Variance for Travis Myles, 6899 State Route 18, Hamler, Ohio R19.24

Jon Lindsay, Director of Environmental Health presented a Variance Request for a Replacement Sewage Treatment System at 6899 State Route 18, Hamler Ohio. After questions and discussion, Dr. Melinda Fritz moved to approve the Sewage Variance Request. Scott Buddelmeyer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Water Variance for Rodney Fackler, M385 County Road 8, Napoleon, Ohio R20.24

Jon Lindsay, Director of Environmental Health presented a Variance Request for a 500-gallon hauled water storage tank at M385 County Road 8, Napoleon, Ohio. After questions and discussion, Char Weber moved to approve the Water Variance Request. . Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

Executive Session

Scott Buddelmeyer requested the Board of Health go into Executive Session at 1:43 p.m. to discuss discipline, compensation, employment of public employees, and purchase, or sale of property. The roll call was taken for approval. J. Miller (Absent), C. Weber (Yes), S. Miller (Absent), Dr. M. Fritz (Yes), J. Stier (Yes), R. Zachrich (Absent) and Scott Buddelmeyer (Yes).

There being no further business to discuss in the Executive Session, the Board of Health returned to its regular open session at 2:09 p.m.

Approve Employee Assignment List R21.24

Joy Ermie, Health Commissioner, presented the updated Employee Assignment List, which included the Innovation and Communication Manager Position and the Public Health Informatics Analyst Position. Char Weber motioned to approve the Employee Assignment List. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Innovation and Communication Manager Position Description R22.24

Joy Ermie, Health Commissioner, presented the Innovation and Communication Manager Position Description. Joel Stier motioned to approve the Innovation and Communication Manager Position Description as presented. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Public Health Informatics Analyst Position Description R23.24

Joy Ermie, Health Commissioner, presented the Public Health Analyst Position Description. Scott Buddelmeyer motioned to approve the Position Description as presented. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Ohio Emergency Management Assistance Compact Deployment Code of Conduct on Behalf of Bethany Wachter R24.24

Joy Ermie, Health Commissioner, presented the Ohio Emergency Management Assistance Compact Deployment Code of Conduct on Behalf of Bethany Wachter. Dr. Melinda Fritz motioned to approve Ohio Emergency Management Assistance Compact as presented. Joel Stier seconded the motion. The motion passed unanimously, resulting in its adoption.

Adjournment

There being no further business Scott Buddelmeyer adjourned the meeting at 2:11 pm.

Next meeting is scheduled for Tuesday May 21, 2024, 1:00 p.m., at Henry County Health Department, Conference Room A, 1843 Oakwood Avenue, Napoleon, OH.

