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## **HENRY COUNTY BOARD OF HEALTH MEETING**

Held at The Henry County Health Department  
on Tuesday, August 20, 2024, @ 1:00 p.m.

### **Board Members Present**

Joel Miller, President  
Ryan Zachrich, President Pro-Tempore  
Scott Buddelmeyer  
Joel Stier  
Char Weber

### **Board Members Absent**

Dr. Melinda Fritz

### **Staff Present**

Joy Ermie, Health Commissioner  
Julie McHugh, Director of Finance  
Jon Lindsay, Director of Environmental Health  
Sharon Meece, Director of Community Health Services  
Tante Lovins, Health Educator  
Cathy Zwyer, Director Help Me Grow  
Bethany Wachter, Innovation and Communication Manager  
Susan Davis, Henry County Cares Manager  
Jala Hazelton, Human Resource Specialist  
Jill Keller, Executive Assistant

### **Public Present**

Bob Hastedt, Henry County Commissioner

### **Call to Order, Roll Call**

Joel Miller, President, called the Board of Health meeting to order at 1:01 p.m. The meeting was called by Roll Call vote: J. Miller (Yes), C. Weber (Absent), Dr. M. Fritz (Absent), R. Zachrich (Yes), S. Buddelmeyer (Yes) and J. Stier (Yes). The meeting was held at 1843 Oakwood Ave. Napoleon, Ohio at the Henry County Health Department. A quorum was present. Char Weber arrived at 1:08 pm, after roll call.

### **Division Updates**

#### **Finance**

Julie McHugh, Director of Finance, reported the following:

There will be a new program through VitalChek for vital statistics that is expected to be up and running in January 2025. The program will be OVRs (Ohio Vital Records System). This system will be used to record both births and deaths. The system is already being utilized in 14 states and

it has grown due to its ability to allow all vital records functions to be performed in one system rather than at least two separate systems. This program will also allow HCHD to issue death certificates for any death in Ohio, not just Henry County. Statewide birth certificates have been issued for several years now. Administrative and Innovation and Communication program staff attended a webinar last week when ODH presented the program to all related parties.

Pam Davies began medical leave on Friday, August 16, 2024, and is anticipated to return on Monday, September 16, 2024. Most of Davies duties have been assigned to other staff and departments. Should anyone have questions, please see Ms. McHugh.

Amanda Griffith has been actively learning the inventory process with Shelly Boehm's assistance. Staff are to give anything inventory related to Griffith in the future. Within the next several months, the annual inventory sheets for each department will be given to supervisors for review. This process will involve all staff as everyone has inventory recorded in the system within their area.

Back to school clinics began on August 6, 2024, with the next clinic scheduled for September 12, 2024. Davies was very diligent in getting donations from local businesses to donate door prizes. Some items of note include admission tickets to Imagination Station in Toledo, Toledo Zoo passes, and Sky Zone admissions. Also, there are many gift certificates from other businesses including glow bowling, pool passes, restaurant gift cards, and Field of Dreams tickets. Davies also created a donation wall to be displayed during all back-to-school clinics to thank local business for their support and entrusting HCHD to vaccinate all the resident's children. A big thank you to Davies for her hard work.

The 2022-2023 audit began in July and will continue into September. The Auditor of State is conducting the audit. The audit process is completed bi-annually and includes reviewing all financial data of the health department to ensure compliance with all state regulations, review of policies, fraud testing, along with many other tests. This process includes various document requests for payroll records, grant reporting, accounts payable, receipts, and documentation for all programs within the health department. All of this is very time-consuming work, we thank anyone in the departments for any assistance they may have given as we know this can be disruptive to your daily work when requests are made for your department's records. The audit is taking longer this year due to having the state conduct a single audit on one fund due to the Health Department receiving over \$750,000 in federal funding. The fund they are auditing is the Enhanced Operations Fund.

ODH increased the CMH rate on July 1, 2024, from \$10 to \$12 for each quarter hour of services provided. This is the first time in over 20 years that any adjustment has been given for our nurses to provide this valuable service to residents of Henry County. We are very thankful to ODH for finally recognizing this program and its importance.

### **Public Health Nursing**

Allyson Smith, Director of PHN, was not in attendance today, no report given.

### **Community Health Services**

Sharon Meece, Director of Community Health Services:

Tante Lovins, Health Educator, shared that the HCHD just wrapped up the Henry County Fair. The fair committee was represented by staff from several different divisions in the HCHD. They

chose the theme of Superheroes and encouraged fair goers to use their superpowers to make Henry County a healthy place to live. The theme was carried throughout the booth with a craft in which kids were able to make a superhero shield. Each table in the booth informed the public of the different things the health department does to keep our community safe. The booth displayed 2 cardboard cut outs of superheroes in which kids could stand behind and get their picture taken. Approximately 400 people came through the booth. The HCHD booth seems to have gained a reputation, as a few kids remember us from prior years, exclaiming to their parents, "I want to stop here, they always have fun games." HCHD staff were assisted in manning the fair booth by Ohio State Highway Patrol and MRC volunteers. PHN had HOWIE at the fair and included a station where kids could make kindness rocks. Lovins shared photographs.

Henry County Health Partners, Overdose Awareness Day subcommittee, will be hosting the 2<sup>nd</sup> annual Overdose Awareness Day (OAD) event. The event will be Thursday August 29, 2024, from 3:30-5pm. OAD is typically recognized on August 31, 2024, however that falls on a Saturday this year. The committee felt it would get a better turn out if we recognized the day on Thursday August 29, 2024. The day will begin at the County Commissioner's office for a reading of a proclamation recognizing overdose awareness. Later in the day the event will begin on the north side of the Henry County Courthouse. Washington Street will be closed down from 3:30-5pm. Beginning at 3:30 resource tables will be available for attendees. A food truck and kettle corn truck will be available for purchase. The program will begin at 4pm with remarks from Judge Peper-Firestone, and guest Aimee Shadwick, Director of Recovery Ohio. We will also hear from 3 individuals with lived experience of substance use disorder. The program will conclude with a remembrance ceremony and butterfly release. Currently there are 13 resource tables committed in coming and sharing resources. Throughout the event, attendees are encouraged to fill out a remembrance sign to place in the lawn. Advertising leading up to the event has been encouraging attendees to bring a picture of a loved one lost to overdose to place on a table at the event. T-shirts were also made available for purchase again this year. Last year we had roughly 150 attendees, hoping to see that number grow this year. Last year we had one treatment facility in attendance, this year we have three facilities bringing residents.

Ms. Meece shared that the CHS team will be at Henry County Hospital's Community Health Festival event educating on Mental Health, Emergency Preparedness, Substance Misuse, and Naloxone on, Sunday, August 25, 2024.

Meece shared that the Adolescent Health Grant is an Ohio Department of Health grant that was awarded to HCHD to provide trauma informed care training to adults who work with youth in Henry County and 9 area counties (Williams, Putnam, Allen, Auglaize, Defiance, Fulton, Mercer, Ottawa, Paulding). Tiffany Day received this grant and has been working through the deliverables that have led her to work initially with two counties, Putnam and Williams. In each county an Advisory Council of local subject matter experts was formed and have been advising each county on their work doing an environmental scan to look at local needs and opportunities. In July, the team received train the trainer education from Nationwide Children's Hospital. This is a program that we are especially proud of as it is educating the adults in our area to support area youth who are experiencing trauma which often leads to poor mental health and poor life outcomes. In essence they are being trained to be the trusted adults we tell our youth to reach out to when they need help. The ultimate goal is to improve mental health through supporting those children earlier in their lives improving their resiliency by increasing the protective resources around them. Day provided the first training in Henry County this morning to St. Augustine School administration,

teachers, and staff. St. Augustine Principal, Ginny Minnick, stated, “Tiffany did a fabulous job today and my teachers were really impressed and excited to have tools to begin the year.” Day is also scheduled to provide training to Liberty Center Schools staff in September.

### **Environmental Health Services**

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

- **EH Training**
  - Kassidy Swanson Attended Disaster Readiness Training
  - Mental Health First Aid
  
- **Ohio Department of Agriculture (ODA) Food Survey**
  - Retail Food Establishment Survey report was received on May 7, 2024
  - HCHD submitted action plan to ODA on June 21, 2024
  - ODA responded on August 2, 2024, and approved the action plan.
  
- **Sewage Treatment System Operation and Maintenance Program**
  - Over 94% have paid.
  - Sent out 1017 applications. 959 have paid. Only 59 properties have not paid.
  - Certified letters were sent out.
  - Will be submitting a list of properties that have not paid to the Auditor to be put on taxes if we had received confirmation that the certified letter was delivered.
  
- **Mosquito Trapping This Summer**
  - Eleven locations have had traps set and collected mosquitos.
  - Results so far:
    - 1172 mosquitos submitted from Deshler Village, and Liberty, Flatrock, Washington, Damascus, Napoleon, and Harrison Townships
    - Two locations tested positive for West Nile Virus in Liberty Township in July. A press release was sent out.
  - Last trapping will take place the week of September 16, 2024
  
- **Ohio Department of Health Food Survey Scheduled**
  - Will be surveying the Food Service Operation program beginning August 26, 2024

### **Help Me Grow**

Cathy Zwyrer, Director of Help Me Grow, reported the following:

The accreditation survey through Healthy Families America (HFA) is quickly approaching. The self-study was submitted at the beginning of August which included HMG’s policies & procedures and analyses of the ongoing data we collect. The on-sight survey is September 15, 2024, through September 17, 2024. Two surveyors will be here during those days to review how HMG put the 13 Best Practice Standards into action. The survey includes interviews with families and staff.

Examples of some of the HFA standards:

- Initiating services early--ideally during pregnancy
- Using a standardized assessment at intake to identify strengths and concerns
- Increasing or decreasing the intensity of services based on defined progress criteria
- Providing weekly reflective supervision to Home Visitor
- Setting and achieving goals with families

- Partnering with caregivers to promote nurturing parent-child relationships

The exit meeting is scheduled for the morning of September 17, 2024, all are welcome to attend.

### **Innovation and Communication Manager**

Bethany Wachter, Innovation and Communication Manager, reported the following:

The Innovation and Communication team attended PHI\*Con at the NACCHO Conference last month, and it was truly a valuable learning experience that introduced many new ideas to our team. We appreciate the opportunity to have participated in the conference.

Yesterday, thanks to Health Commissioner Ernie and the County IT department, we received our new dashboard software, Power BI. As a Microsoft product, it integrates seamlessly with the data we already have, such as the Board of Health statistics, which are collected in Excel. This integration will make it easier to create real-time dashboards so you can access the data you need. In the coming months, we will begin training to fully utilize the capabilities of this software.

In addition, Trae Gulgin and Lukas Wise have been hard at work on reports and data analysis, focusing on areas like school absences, flu cases, and a ten-year mortality study. This information will be instrumental in informing our programs and enhancing our understanding of the community's health. Wachter also noted that this submission was reviewed and rewritten by Chat GPT, an application learned at NACCHO Conference.

### **Henry County Cares**

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

Ms. Davis shared that there were 25 referrals in July; 3 from Henry County Hospital, 2 from the HUB, and 20 from 'other' various sources, such as Together We Make a Difference, Child Protective Services, and Help Me Grow. Henry County Cares is continuing outreach.

- Attended Ohio Coalition on Homelessness and Housing (COHHIO) July 23, 2024
- Fulton County HD Access to Care and Forum Meetings
- Henry County Hospital ER
- Farmworker Appreciation Day at Pathstone in Liberty Center August 14, 2024
- HCH Community Health Festival August 25, 2024
- Overdose Awareness Day August 29, 2024
- Presentations at BGSU in September Public Health 101 Class

Davis stated that HCC has officially been chosen to present at the CHW Conference in Columbus October 24, 2024, through October 25, 2024. The conference is expecting 400+ attendees from all across Ohio. HCC is presenting "Integrating CHWs into a Rural Health Department."

### **Human Resource Specialist**

Jala Hazelton, Human Resource Specialist, reported the following:

Ms. Hazelton shared that the HD currently has one staff member on FMLA until mid-September. Additionally, September 23, 2024, we will have another staff member on FMLA until December 13, 2024. The Health Department has had some movement this last month with employees. In the Help Me Grow Department hired two new Part-Time Home Visitors, Heidi Schroeder, and Melissa Vogel song. Additionally, Breanna McKenzie's departure left open the Intake Specialist Position. The Position was posted to internal staff and two interviews were performed. Amanda Mazur has accepted the offer. In Community Health Services Department, Tara Leahy has stepped down from Part-Time to Intermittent, we are actively interviewing internal and external candidates

for this role. Allyssa Coles, Intern in the Community Health Services Department, wrapped up her internship.

The last two days, staff members have been attending third quarter forum where they learned about Policy Stat, PM/QI, and benefits. During this time, Hazelton informed staff of two trainings that they will need to complete over the next two weeks: Safe Driving on PEP Ohio and Fraud and Reporting Training. The Safe Driving training is done annually while the State Fraud and Reporting Training is a new training implemented by the State Auditor's Office. Employees will be required to complete this training every four years and new hires will have thirty days from their start date to complete. Lastly, on August 12, 2024, we had 10 staff members attend the Mental Health First Aid Training conducted by Karen VonDeylen from Maumee Valley Guidance Center. This was an eight-hour training that the health department opened up to our MRC Volunteers and community members. In all, 22 people attend.

### **Health Commissioner**

Joy Ermie, Health Commissioner, reported the following:

Ms. Ermie discussed with the Board the way they wish to receive some of their 2-hour board education. (ORC 3701.342G) The Board will attend an hour-long training set immediately before the September board meeting, Public Health 101, led by Ermie. The remaining training will be conducted online and due 12/31/2024.

### **Approval of July 16, 2024, Board of Health Minutes R37.24**

The Board of Health reviewed the Board of Health Minutes from the July 16, 2024, meeting. Ryan Zachrich moved to approve the July 16, 2024, Board of Health Minutes as presented. Scott Buddelmeyer seconded the motion. The motion passed unanimously, resulting in its adoption.

### **Approval of Consent Agenda R38.24**

Joel Stier moved to approve the Consent Agenda as presented. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

- a. Approve Payment of July bills - \$365,110.35
- b. Approve of July Fiscal Report
- c. Approve transfers, Intra-fund transfers, cash transfer and donations report.
  - 1) Cash Advance Paybacks – None
  - 2) Cash Advances – None
  - 3) Cash Transfers – None
  - 4) Intrafund Transfers –
    - (a) \$10,000 from 5000-5200-50510 (Health Department Workers Comp) to 5000-5200-50110 (Health Department Travel)
    - (b) \$6,000 from, 5135-5200-50200 (Public Health Workforce Development Contract) to 5135-5200-50520 (Public Health Workforce Development Insurance)
    - (c) \$1,000 from 5070-5200-50020 (Bridge Vaccination Salaries) to 5070-5200-50040 (Bridge Vaccination Supplies)
    - (d) \$100 from 5070-5200-50020 (Bridge Vaccination Salaries) to 5070-5200-50120 (Bridge Vaccination Other)
  - 5) Revenue Budgetary Increases – None
  - 6) Appropriation Budgetary Increases – None

- 7) Accounts Receivable Write-Offs - None
- 8) Donations – \$2,514 – In Kind from Business for Back-to-School Clinics
- d. Approve Epidemiology Service Contract between Henry County Health Department and Putnam County Health Department.
- e. Approve Project DAWN Distribution Partnership Agreement between Henry County Health Department and Ohio Guidestone.
- f. Approve Lamar Contract #4636635 in the amount of \$15,750.00 Handwashing Billboard Campaign.
- g. Approve Lamar Contract #4637948 in the amount of \$3,090.00 Overdose Prevention Billboard Campaign.
- h. Approve The Baldwin Group Inc. Contract from October 20, 2024 – December 31, 2024.
- i. Approve the Baldwin Group Inc. Contract from January 1, 2025-December 31, 2025.
- j. Approve Verizon Quote for \$899.80 per month for 20 phone lines that include unlimited Hot Spots.
- k. Approve Notice of Award in the amount of \$144,000.00 for Adolescent Health Resiliency Grant.
- l. Approve Notice of Award in the amount of \$1,190,380.00 for Enhanced Operations.
- m. Approve Memorandum of Understanding between St. Augustine Catholic School and the Henry County Health Department.
- n. Approve Fiscal Compliance Review regarding the Ohio Traffic Safety Office (OTSO) Grant from Ohio Department of Public Safety.
- o. Approve Site Visit for Integrated Harm Reduction (IH) Grant from Ohio Department of Health.
- p. Approve Engagement Letter Between Henry County Health Department and Auditor of State for Years 2022 and 2023.
- q. Personnel
  - 1) Approve Pam Davies request for Family Medical Leave from August 16, 2024, through September 13, 2024.
  - 2) Approve Tara Leahy assignment to Intermittent Health Educator from Part-Time Health Educator effective August 8, 2024.
  - 3) Approve Amanda Mazur as Full-Time Intake Specialist/Home Visitor effective August 8, 2024.
  - 4) Approve Heidi Schroeder as Part-Time Home Visitor effective August 13, 2024.
  - 5) Approve Melissa Vogelsong as Part-Time Home Visitor effective August 13, 2024.

**New Business:**

**Approve Sewage Variance for Mark Griffith, 15733 County Road H Holgate, Ohio R39.24**

Jon Lindsay, Director of Environmental Health, presented a Sewage Variance Request for Mark Griffith property at 15733 County Road H, Holgate. After questions and discussion, Scott Buddelmeyer moved to approve the Sewage Variance Request as presented. Joel Stier seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve First Reading of 2025-2026 Henry County Proposed Campground Fees R40.24**

Jon Lindsay, Director of Environmental Health, presented the proposed campground fees for 2025-2026. After questions and discussion, Ryan Zachrich moved to approve the First Reading of the

2025-2026 Campground Fees as presented. Scott Buddelmeyer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve First Reading of 2025-2026 Henry County Proposed Water Fees R41.24**

Jon Lindsay, Director of Environmental Health, presented the proposed water fees for 2025-2026. After questions and discussion, Joel Stier moved to approve the First Reading of the 2025-2026 Water Fees as presented. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve First Reading of 2025-2026 Henry County Proposed Food Fees R42.24**

Jon Lindsay, Director of Environmental Health, presented the proposed food fees for 2025-2026. After questions and discussion, Scott Buddelmeyer moved to approve the First Reading of the 2025-2026 Food fees as presented. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve Vacation Personnel Policy 5.03 R43.24**

Health Commissioner, Joy Ermie, presented the changes and updates to vacation personnel policy 5.03. After questions and discussion, Scott Buddelmeyer moved to approve Vacation Personnel Policy 5.03 as presented. Joel Stier seconded the motion. The motion passed unanimously, resulting in its adoption.

**Certify Unpaid Household Sewage Treatment System Permit Fee and Accrued Late Payment Penalty to the Henry County Auditor R44.24**

Health Commissioner, Joy Ermie and Director of Environmental Health, Jon Lindsay presented proposed information to certify unpaid household sewage treatment system permit fee and accrued late payment penalty to the Henry County Auditor to be placed on the general tax list and duplicate as provided in section 319.281 of the revised code. After questions and discussion, Scott Buddelmeyer moved to approve certify unpaid household sewage treatment system permit fees and accrued late payment penalty to the Henry County Auditor. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

**Executive Session:**

President, Joel Miller requested the Board of Health go into Executive Session at 2:17 p.m. to discuss discipline, compensation, employment of public employees, and purchase, or sale of property. Roll call was taken for approval. J. Miller (Yes), C. Weber (Yes), Dr. M. Fritz (Absent), J. Stier (Yes), R. Zachrich (Yes) and Scott Buddelmeyer (Yes).

**Adjournment**

Returning from Executive Session, there being no further business, Scott Buddelmeyer moved to adjourn the meeting, President, Joel Miller adjourned the Board of Health Meeting at 2:55 p.m. in open session.

Next meeting is scheduled for Tuesday September 17, 2024, 1:00 p.m., at Henry County Health Department, Conference Room A, 1843 Oakwood Avenue, Napoleon, OH, with Board of Health Training and Lunch starting at 12:00 pm.

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Joel Miller, President

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Joy-Ann Ermie, Health Commissioner



