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

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

### **Board Members Present**

Joel Miller, President  
Scott Buddelmeyer  
Melinda Fritz, MD  
Sharon Miller  
Joel Stier  
Char Weber

### **Staff Present**

Joy Ernie, Health Commissioner  
Jon Lindsay, Director of Environmental Health  
Julie McHugh, Director of Finance  
Sharon Meece, Director of Community Health Services  
Tiffany Day, Public Health Specialist  
Allyson Smith, Director of Nursing  
Nicole Shank, Public Health Nurse  
Marissa Hergert, Help Me Grow Coordinator  
Susan Davis, Manager Henry County Cares  
Jala Hazelton, Human Resources Specialist  
Jill Keller, Executive Assistant

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

President, Joel Miller called the Board of Health meeting to order at 1:00p.m. The meeting was called by Roll Call vote: J. Miller (Yes), S. Miller (Yes), 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. Char Weber excused herself at 1:45 after Division Updates.

### **Division Updates**

#### **Public Health Nursing**

Allyson Smith, Director of Nursing, reported that Public Health Nurse, Nicole Shank attended the 3<sup>rd</sup> annual Quick Response Team, Outreach, and Deflection Summit January 24-26, 2024. During that multi state summit, Henry County QRT received an award for Outstanding QRT, Outreach, and Engagement Initiatives for a Small Community which recognizes Henry County's efforts in reducing drug overdoses in the community and the work being done to connect residents to the most appropriate care, specific to their needs.

## **Environmental Health Services**

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

- EH Trainings and Education
  - Food Code training on February 27<sup>th</sup>
  - Northwest Ohio EH staff meeting on March 7<sup>th</sup>
  - New employee training for EHSIT Kassidy Swanson on March 14<sup>th</sup> with Jala Hazelton and Emily Dearth.
  
- Solar Facilities
  - Although we do not regulate solar facilities, we have been asked from some townships for recommendations if they include solar energy systems in their township regulations.
  - The reason for the question is to maintain accessibility to wells and sewage systems and sewage replacement areas.
  - Most systems are roof mounted; However, some systems are mounted on the ground and could create situations where the well / sewage system would not be accessible for repairs or maintenance.
  - We contacted the Ohio Department of Health for recommendations, and they indicated that a solar facility is considered a “utility” and must be kept at least 10 feet from wells or sewage system areas.
  
- Ohio EPA
  - EH staff had a meeting with the new Northwest District Ohio EPA Chief Community Officer, Archie Lunsey.
  - Ohio EPA is revising their structure and Lunsey will be the contact for the Northwest District for any group or political organization that have concerns or would like to meet to discuss issues.

## **Community Health Services**

Sharon Meece, Director of Community Health Services, invited Tiffany Day, Public Health Specialist, to share information regarding the Succession Plan that she wrote and has guided the leadership team in the beginning stages of implementation.

Ms. Day discussed succession planning as an extension of work force development; which includes staff engagement, training, retention through investment. The purpose of succession planning is to build a talent pool for future key positions. Succession planning is for long-term permanent placements and development, verses replacement planning, which is coverage, interim, cross-training planning. Strategic Plan aligns with work force development priority; many are strategic plan best practices. Accreditation, ensuring development of future public health workers. Work force development plan, training, and development. Core competencies, framework for work force development planning and includes development from the Council on Linkages. Position descriptions have been updated with new core competencies. Key positions have been analyzed and through surveys have identified current talent pools ability, aspirations, and engagement. Review process will include core competencies and interests in annual goals. Currently HD is in the implementation phase and will evaluate succession planning annually.

### **Help Me Grow**

Marissa Hergert, Help Me Grow Coordinator, reported that Naya Ortega has been selected to be the Car Technician of the month through Safe Seats. Ortega is the only bilingual technician in the 4-county area and is a great resource. Ortega does a great job explaining installations and safety tips to clients.

Help Me Grow's newest Home Visitor, Iliana Herrera Soto, has finished her training for credentialing through ODH and now has a caseload.

Help Me Grow (HMG) is winding down with the Ohio Children's Trust Fund Home Safety Grant. HMG has reached 110 families in the 5-county area and given out over \$30,000 worth of safety items.

### **Henry County Cares**

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

Ms. Davis reported that Henry County Cares has seen an increase in referrals from the Toledo Hub as well as referrals from CPS, JFS, and Riverview Women's Center. Currently there is no Medicaid contract updates to report from the HUB. The Community Health Workers (CHW) are getting creative on how to maximize reimbursements with participants who are enrolled in the program.

It is important to Henry County Cares that we form relationships with managed care plans (possibly outside of the HUB) to assist in identifying at risk populations in the community; Davis has been invited to be a part of the HUB Advisory Board group and hopes to make some progress in this area advocating for rural CHWs.

Ms. Davis highlighted stories about building trusting relations with clients, collaborating with area organizations, and assisting Spanish speaking families.

### **Human Resource Specialist**

Jala Hazelton, Human Resource Specialist, reported the following:

Ms. Hazelton has collaborated with Health Commissioner, Joy Ermie, to enhance Hazelton's proficiency in navigating Policy Stat, gaining a comprehensive understanding of the system's operations. Together, Hazelton and Ermie, have come up with a plan to restructure and organize all existing policies. This initiative aligns with the HD strategic goals for the years 2024-2028, specifically focusing on the developing training plans for the entire staff. Throughout this process, the goal is to provide education to both management and staff members on effective navigation and utilization of Policy Stat.

### **Finance**

Julie McHugh, Director of Finance, stated that the administrative department will be conducting their first interview on Wednesday to hire a replacement for the Public Health Clerk position that is currently vacant. Human Resource Specialist, Jala Hazelton has been a great help in reviewing and screening potential interviewees.

Joy Ermie, Health Commissioner, and Ms. McHugh have been working on the 2025 budgets that will be presented at the March Board of Health meeting. The Personnel/Finance/Audit committee will meet prior to the meeting to review. Most division directors met with Ms. McHugh

individually to review their divisions programs, staffing, and budgeting needs. A new format was used to make this process more uniform across the entire health department.

The annual financial report is in process for the State Auditor's office and is due March 1, 2024. There were many changes to the notes this year and once those have been completed the report will be ready to be reviewed by Ms. Ermie, and then submitted to the State Auditor. This is the report that will be audited by the State Auditor's office this year, along with fiscal year ended December 31, 2022.

The next fiscal project will be submitting the Foundational Public Health Services (FPHS) annual report. This is a spreadsheet that was created by the Ohio Public Health Partnership (OPHP) several years ago that is used by all health department across the state to provide a basis for what it costs to provide services. The purpose of this report is to identify the gap between what we currently provide and what we should be providing. ODH provides us with a very small state subsidy, \$16,000 last year, to provide the services we offer.

Three areas are reported on for both revenue and expenses. The first is Foundational Public Health Services which includes all services that all health department are required to provide, including Communicable Disease Control, Chronic Disease and Injury Prevention, Environmental Public Health, Maternal, Child and Family. Health and Access to Linkage with Clinical Care.

The second is Foundational Areas which includes basic public health, topic-specific programs, and services to help improve the health of our community. They also reflect the minimal level of services that should be available in all communities.

Last are the Community-Specific Services. This varies by each health department and their community's needs. These would include for Henry County, our Help Me Grow and Henry County Cares programs. This report is due May 1, 2024. The template has been released and a webinar was attended by Ms. McHugh on how to report out for each of the individual spreadsheets.

### **Health Commissioner**

Joy Ermie, Health Commissioner, reported the following:

Ms. Ermie informed the board that HCHD will obtain an Ohio Association of Boards of Health membership to invest in the Board of Health members. The association's updated website includes access to educational materials that include new member education as well as ongoing board member materials. Please keep in mind that per Ohio Revised Code 3701.342, all board members must complete at least 2 hours of continuing education each calendar year.

Ermie reminded that board that the annual District Advisory Committee meeting will be held on Wednesday, March 27<sup>th</sup> from 12pm-1pm. The council, per ORC 3709.03, shall meet annually in March for the purpose of electing the chair and the secretary, making necessary appointments to the board of health, receiving, and considering the annual or special reports from the board of health, and making recommendations to the board of health or to the department of health in regard to matters for the betterment of health and sanitation within the district or for needed legislation. This year, no board member is up for re-appointment and there are no vacancies to fill. The annual report will be presented for approval, the newly released strategic plan will be reviewed, and the management staff will all be present should any questions arise that need their attention. Ermie invited the board to attend.

Ermie shared that the mobile unit is currently being wrapped with graphics and will soon be ready for commission throughout the county. She also informed the board that all 2024 performance measures have been finalized and they align nicely with the strategic plan priorities of 1) Workforce Development, 2) Community Engagement, and 3) Financial Viability.

Ermie has been serving on a committee through the Association of Ohio Health Commissioners (AOHC), “Fighting for Public Health” alongside other Ohio health commissioners to raise awareness of the need of advocacy and advocacy skills in local health departments as funding for public health at the state level is crucial to keep the great working going forward across the state. The group is creating a resource for all health department staff across the state to use to feel more comfortable advocating for public health and appropriate funding. Ermie also has recently volunteered to represent the Northwest District of AOHC on an ODH group focusing on grants. Having representation from the districts on this new group hopes to prove worthwhile as ODH grant funding has become very inflexible and the importance of grant funding is crucial for all local health departments. In 2023, the state subsidy for HCHD was approximately \$16,000. Approximately \$750,000 came from ODH grants.

Lastly, Ermie conveyed her gratitude for specific training and workforce development grant funds that have been made accessible through ODH to allow for staff to participate in many opportunities this year they otherwise wouldn't.

#### **Approval of January 16, 2024, Board of Health Minutes R7.24**

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

#### **Approval of Consent Agenda R8.24**

Sharon Miller moved to approve the Consent Agenda as presented. Dr. Melinda Fitz seconded the motion. The motion passed unanimously, resulting in its adoption.

1. Approve Payment of January in the amount of \$278,524.10
2. Approve of January 2024 Fiscal Report
3. Approve transfers, Intra-fund transfers, cash transfer and donations report.
  - (1) Cash Advance Paybacks - None
  - (2) Cash Advances –
    - (a) \$13,500 from 5000-5200-51115 (Health Department Advance Out – Appropriation) to 5020-5200-40320 (Adolescent Health Resiliency Advance In – Revenue)
  - (3) Cash Transfers –
    - (a) \$13,500 from 5000-5200-51110 (Health Department Transfer Out – Appropriation) to 5050-5200-40490 (Environmental Health Transfer In – Revenue)
  - (4) Intrafund Transfers –
    - (a) \$20,000 from 5050-5200-50510 (Environmental Health Workers Compensation) to 5050-5200-50350 (Environmental Health PERS)
  - (5) Revenue Budgetary Increases – None
  - (6) Appropriation Budgetary Increases – None
  - (7) Accounts Receivable Write-Offs - None

- (8) Donations – None
4. Approve MOU with Auglaize County Health Department for Adolescent Health Resiliency Grant
  5. Approve MOU with Defiance County Health Department for Adolescent Health Resiliency Grant
  6. Approve Health Department Hearing Screening Contact for Ohio Department of Health – April Murray
  7. Approve increase in IRS Standard Milage Reimbursement Rate from \$.65 to \$.67 per mile as on February 1, 2024, for HD Employees.
  8. Approve Out of State Travel to MRC National Summit May 22-24, 2024, Chicago – Emily Dearth. (Travel Award through NACCHO)
  9. Approve Out of State Travel to SOPHE Annual Conference March 18-21, 2024, St. Louis Missouri, Tante Lovins (WF23 Grant Funds)
  10. Approve Out of State Travel to Accelerating Health Equity conference, May 6-9, 2024, Kansas City Missouri. Joy Ernie, Sharon Meece, and Allyson Smith. (WF23 Grant Funds)
  11. Approve Out of State Travel to 2024 National Forum on Overdose Fatality Review March 5-6, 2024, Atlanta, GA. Joy Ernie (Possibly funded through Toledo-Lucas County Health Department Regional Linkage to Care Funding)
  12. Personnel
    - (1) Approve Leave of Absence Without Pay for Jala Hazelton
    - (2) Approve Change of Hours 35 hours to 30 hours for HMG Home Visitor Kathy Kaufman, effective February 22, 2024.

**New Business:**

**Approve Emergency Adoption of Low-Risk mobile Retail Food Establishment Fee R9.24**

Jon Lindsay, Director of Environmental Health Services, stated that the Ohio Department of Agriculture adopted a new rule in the revised Ohio Administrative Code 901:3-4 that establishes a new category for low-risk mobile retail food establishments and requires each licensor to adopt a fee that is fifty percent (50%) of the adopted local adopted mobile fee. This rule was effective on February 12, 2024. Scott Buddelmeyer made a motion to adopt, by emergency measure, as allowed by Ohio Administrative Code 3717.25, the new Low Risk Mobile Retail Food Establishment fee category at fifty percent (50%) of the adopted mobile fee, to be retroactively effective to February 12, 2024. Joel Stier seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve Immunization Fees R10.24**

Director of Nursing, Allyson Smith, presented the proposed fees for immunization program. Sharon Miller made a motion to approve the proposed fees for immunizations program as presented. Joel Stier seconded the motion. The motion passed unanimously, resulting in its adoption.

Vaccine/Injection	CPT Code	Current Fee	Proposed Fee
<b>ADULT AND CHILD</b>			
HPV9	90651	\$328.00	\$350.00
Meningococcal ACWY	90619	\$183.00	\$192.00
Meningococcal B	90621	\$207.00	\$220.00
Polio	90713	\$51.00	\$54.00
PCV20	90677	\$304.00	\$309.00
Tdap	90715	\$62.00	\$64.00
Varicella	90716	\$197.00	\$214.00
<b>ADULT ONLY</b>			
COVID-19	91322	\$151.00	\$159.00
Hep A	90632	\$97.00	\$100.00
Hep B	90739	\$165.00	\$174.00
Hep A/Hep B	90636	\$145.00	\$151.00
RSV	90678	\$359.00	\$370.00
Shingles	90750	\$211.00	\$225.00
<b>CHILD ONLY</b>			
COVID-19	91321	\$151.00	\$159.00
DTaP	90700	\$42.00	\$43.00
DTaP-IPV	90696	\$70.00	\$78.00
DTaP-IPV-Hib-HepB	90697	\$173.00	\$181.00
MMRV	90710	\$320.00	\$329.00
RSV	90380	\$599.00	\$617.00
RSV	90381	\$599.00	\$617.00
Rotavirus	90680	\$117.00	\$120.00

**Approve Payment of Henry County Information System 2023 Usage Invoice R11.24**

Health Commissioner, Joy Ermie, presented the Henry County Information System 2023 Usage Invoice in the amount of \$37,901.88. The invoice is payable to Henry County for 2023 IT services. After extensive discussion regarding the invoice content and amount, Dr. Melinda Fritz made a motion to approve the payment of the Henry County Information System 2023 Usage Invoice in the amount of \$37901.88 as presented. Sharon Miller seconded the motion. The motion passed by majority rule, resulting in its adoption.

**Executive Session**

Joel Miller stated that the Board of Health did not need to go into Executive Session.

**Adjournment**

There being no further business Joel Miller adjourned the meeting at 2:10 p.m.

Next meeting is scheduled for Tuesday March 19, 2024, 1:00 p.m., at Henry County Health Department, Conference Room A, 1843 Oakwood Avenue, Napoleon, OH.

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Joel Miller, President

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Joy-Ann Ermie, Health Commissioner