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HENRY COUNTY BOARD OF HEALTH MEETING

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

Board Members Present

Joel Miller, President
Ryan Zachrich, President Pro-Tempore
Scott Buddelmeyer
Melinda Fritz
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
Allyson Smith, Director of Nursing
Cathy Zwyer, Director of Help Me Grow
Susan Davis, Manager Henry County Cares
Jessica Ames, Community Health Worker
Jala Hazelton, Human Resources Specialist
Jill Keller, Executive Assistant

Public Present

Bob Hastedt, Henry County Commissioner
Jen Lazenby, Northwest Signal

Call to Order, Roll Call

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 (Yes), 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.

Division Updates

Finance

Julie McHugh, Director of Finance, stated that the administrative department will be starting the process over to post, interview, and hire a replacement for the Public Health Clerk position that is currently vacant in the Administrative Department.

Joy Ermie, Health Commissioner, and McHugh will be beginning 2025 budget process in January to have for Board of Health Approval at the February 2024 Board of Health Meeting. Division directors will meet with McHugh individually to review their divisions programs, staffing, and budgeting needs. A new format has been created this year to make this process more uniform across the entire health department.

McHugh reported that the Health Department currently has 11 funds that is manages. Of these 11 funds, 7 are for ODH Grants. The total budget for 2023 was originally \$4,577,180 with \$1,373,159 being grant funds. Grant funds represented 30% of the total budget. At the end of 2023, 32% of grant funds had been expended (\$442,932) leaving a balance of 62% (\$930,227) to be billed. Grants carry over years due to most grants being on the state fiscal year of July to June, whereas health department budgets are for calendar year of January to December.

An Annual financial report is in process with the report being due March 1, 2024, to the State Auditor's office. This is the report that gets audited by the State Auditor's office on a bi-yearly basis. There will be an audit this summer for the years ending December 31, 2022, and 2023. There is also an annual financial report due for OHD, but the template and due dates have not been released.

Public Health Nursing

Allyson Smith, Director of Nursing, reported that Public Health Nursing (PHN) has been working on many housekeeping duties – year end reports for Ohio Department of Health, policies, plans, certification, and program renewals.

Smith stated that there have been COVID outbreaks over the past six weeks in the Henry County's Long Term Care Facilities and Assisted Living Facilities. This has prompted PHN to plan a hotwash with the Long-Term Care Facilities Administrators, Directors of Nursing, and Infection Control.

Intern, Lukas Wise, has returned from school break and will be finishing his spring semester at the Health Department.

Environmental Health Services

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

- **Food Inspections**
 - EH is ahead of schedule for completing food inspections for this license year.
 - Food permit renewal applications will be mailed out February 1st.
- **Sewage Operation and Maintenance Program**
 - The online payment option for the operating permits is being utilized by residents.
 - We are in the middle of sending out our 4th group of mailings for the operating permits to Damascus Twp.
 - We have been receiving some phone calls and walk ins to get more clarification about the program and what it means.
- **Mosquito Program, 2024**
 - It does not seem like mosquito season yet, but we have decided to make a change for our trapping program.
 - Although we have obtained funding from Ohio EPA through the Mosquito Control Grant for public outreach and trapping, the funds for trapping can only be used to

reimburse our mileage, not our time. We reviewed our costs for the program over the last two years and realized we are averaging over 190 hours of EH staff time to operate the program. Grant funding will not be awarded for just outreach.

- However, we have reached out to our villages and city and have offered to loan them traps. We will have them drop off the mosquitoes at the Health Department in the traps. We will then count and ship to Ohio Department of Health
- This way we can still support our villages with their mosquito control activities, but not involve near as much time for our program.
- We will work out more details this spring.

Community Health Services

Sharon Meece, Director of Community Health Services, shared that Henry County Health Department is continuing to support population mental health in Henry County. We say population mental health because we are not doing therapy, individualized mental, or behavioral health work, but we are educating the residents of Henry County to improve overall mental health.

Community Health Services (CHS) provided education to MRC volunteers and health department staff to recognize someone in a mental health crisis and understand their struggle enough to get them help. This course, Mental Health First Aid, was put on by Maumee Valley Guidance. We educated our MRC as they often assist the HD as greeters and educators at health department events, and they would do the same if we are in a health emergency crisis. This is necessary because during a crisis, mental health can be exasperated.

CHS is continuing the conversation on Mental Health through Henry County Let's Talk. Tara Leahy, health educator, has developed a 6-month video campaign that is called "We have heard the message . . . Continuing the Conversation" which includes 9 videos short videos on supporting your mental health. We are working with partners to share these videos in a coordinated way over the next six months. Local schools will use the videos internally and share externally, CHIP partners will post on their websites as well. Each week starting January 15th there will be coordinated mental health message sent out via area schools and Henry County Health Partners. The response among our partners has been very positive.

Other mental health media campaigns continue with #4YMH which does the billboards, social media, etc. across the 4 counties.

The Adolescent Health Grant is being implemented. This grant was written by Tiffany Day. The focus of this grant is about trusted adults. We tell our kids to go to a trusted adult. But really, what makes an adult trusted. This grant plans to educate adults in Adverse Childhood Experiences (ACES) and Trauma Informed Care so that if or when a child approaches them for help, they know what to do. We are into the first phase which is working with Williams and Putnam Counties to establish a process to get this training out effectively and efficiently to 30 or more adults. Once accomplished Day will be going to phase two where she will guide and support regional health departments to follow the defined program and each of those counties will educate 30 adults expanding the number of trusted adults who can help our youth.

The Grief Recovery Method program is working with Holgate and Patrick Henry to provide the Helping Children with Loss course at a school location inviting any community member, parent, or school staff that would like to attend. Class will take place this Spring.

In other news, Bethany Wachter will be attending the Advanced PIO course in Emmitsburg MD. This course will further hone her communications skills and will specifically provide training to establish and work with Joint Information Center (JIC) with other PIO to coordinate messaging in an emergency. Emily Dearth, the new PHEP coordinator, will continue attending trainings and getting acclimated to her new role. She is doing well in all tasks.

Help Me Grow

Cathy Zwyer, Director of Help Me Grow (HMG) provided a Year in Review 2023.

HMG received 184 referrals: 20% came from birthing centers, 15% came from WIC offices, 13% were self-referrals, 9% from child protective service agencies.

Of those 184 referrals, 84 families responded to our initial call or text message about their interest in services. 78 of those 84 families went on to enroll in home visiting services – 93% acceptance rate (in comparison, 2022's acceptance rate was 80%)

71% of the 84 families enrolled either prenatally or before the infant reached 3 months of age which is the target range for enrollment. Of those 78 that enrolled in services in 2023, 82% remained in services at the end of the year.

There were 100 families that were referred but did not respond to texts, voicemails, or letters. That number is concerning, HMG is open to ideas on how to decrease this number. Zwyer stated that if we can get the parent to respond, we do a great job of engaging the parent to enroll, as shown by the 93% acceptance rate.

Henry County Cares

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

Referrals have picked back up; Community Health Workers (CHW) are working to discharge participants that are in kind and get creative on how to maximize reimbursements with participants who are enrolled. No updates on changes to the CHW program yet from the HUB; Davis expects information to be available when contract negotiations between the HUB and Medicaid are completed, hopefully by March or April.

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 our 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.

The CHWs continue to meet the expectation set forth by the HUB to see at least 75% of their caseloads each month. HCC has one on one supervision twice a month- but we have conversations constantly in the office to troubleshoot pathways and work through scenarios and best practices. Davis reported that there is an increase in calls from the community for information, referrals, and housing questions. HCC is working very closely with Kelli Burkhardt from Together We Make a Difference. Burkhardt is a constant support to our program. Burkhardt often refers people to HCC to try to enroll them if they are eligible, which is very helpful.

HCC is working to increase Medicaid billable services for reimbursement. In July of 2023 we received \$809.50 from Medicaid billable services. In December of 2023 that jumped to \$7,554.81. This is in part to having 3 full time CHWS which increases clients seen, and pathways closed. It also shows the importance of having a manager of the program to assist in reviewing and correcting

documentation. Having someone in this position who has done the job, understands the processes, and best ways to support CHW success in the field.

Health Commissioner

Joy Ernie, Health Commissioner, introduced Jala Hazelton, Human Resource Specialist to the Board of Health. Ms. Hazelton spoke briefly about her education and background.

Approval of December 19, 2023, Board of Health Minutes R1.24

The Board of Health reviewed the Board of Health Minutes from the December 19, 2023, meeting. Scott Buddelmeyer moved to approve the December 19, 2023; Board of Health Minutes as presented. Ryan Zachrich **seconded** the motion. The motion passed unanimously, resulting in its adoption.

Approval of Consent Agenda R2.24

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

1. Approve Payment of December Bills - \$212,405.24
2. Approve of December 2023 Fiscal Report
3. Approve transfers, Intra-fund transfers, cash transfer and donations report.
 - (1) Cash Advance Paybacks -
 - (a) \$10,000 from CHW Workforce Development Advance Out (5105-5200-51115-Appropriation) to Health Department Advance In (5000-5200-40495-Revenue)
 - (2) Cash Advances - None
 - (3) Cash Transfers –
 - (a) \$100 from Get Vaccinated Transfer Out (5080-5200-51110-Appropriation) to Environmental Transfer In (5050-5200-40490-Revenue)
 - (4) Intrafund Transfers –
 - (a) \$9,000 from Adolescent Health Contract (5020-5200-50200) to Adolescent Health Insurance (5020-5200-50520)
 - (b) \$12,000 from Integrated Harm Supplies (5030-5200-50040) to Integrated Harm Health Insurance (5030-520-50520)
 - (c) \$7,600 from PHEP Advance Out (5040-5200-51115) to PHEP Health Insurance (5040-5200-50520)
 - (d) \$25,000 from Environmental Health Salaries (5050-5200-50020) to Environmental Health Insurance (5050-5200-50620)
 - (e) \$4,600 from Cribs for Kids Supplies (5115-5200-50040) to Cribs for Kids Insurance (5115-5200-50520)
 - (f) \$100 from PHEP Salary (5040-5200-50020) to PHEP Other (5040-5200-50120)
 - (g) \$100 from Integrated Harm Salaries (5030-5200-50020) to Integrated Harm Other (5030-5200-50120)
 - (h) \$100 from Enhanced Operations Salaries (5075-5200-50020) to Enhanced Operations Other (5075-5200-50120)
 - (5) Revenue Budgetary Increases – None
 - (6) Appropriation Budgetary Increases – None

- (7) Accounts Receivable Write-Offs - None
- (8) Donations – None
- 4. Approve MOU with Williams County for Adolescent Health Resiliency Grant
- 5. Approve MOU with Putnam County for Adolescent Health Resiliency Grant
- 6. Approve Healow and EClinicalWorks, LLC Consent, Authorization, and Addendum

New Business:

Approve TransactRx Provider Network Agreement R3.24

Joy Ermie, Health Commissioner, presented the TransactRx Provider Network Agreement that would allow the Health Department to bill Medicare Part D for immunizations. After further discussion Dr. Melinda Fritz moved to approve the TransactRx Provider Network Agreement. Scott Buddelmeyer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Drug Free Workplace Personnel Policy 7.09 R4.24

Joy Ermie, Health Commissioner, presented Personnel Policy 7.09, Drug Free Workplace with the updated ORC information and addition of marijuana to the policy. After discussion Char Weber moved to approve Drug Free Workplace Personnel Policy 7.09. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve eClinicalWorks Addendum R5.24

Allyson Smith, Director of Nursing, presented the eClinicalWorks Addendum which would allow access to additional features in the eClinicalWorks system. After discussion Sharon Miller moved to approve the eClinicalWorks Addendum. Joel Stier seconded the motion. The motion passed resulting in its adoption.

Approve Image 360, Jim Speiser and Sons, Inc. and Leever Glass Sales Service Contracts R6.24

Joy Ermie, Health Commissioner presented service contracts for Image 360, wrap for mobile medical unit, Jim Speiser and Sons, Inc., outside electric line for mobile medical unit, and Leever Glass, for replacement doors for the front entrance. Service contracts were needed for reimbursement from ODH Enhanced Operations Grant. Scott Buddelmeyer moved to approve service contracts for Image 360, Jim Speiser and Sons Inc., and Leever Glass Sales. Ryan Zachrich seconded the motion, The motion passed 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 1:55 p.m.

Next meeting is scheduled for Tuesday February 20, 2024, 1:00 p.m., at Henry County Health Department, Conference Room A, 1843 Oakwood Avenue, Napoleon, OH.

Joel Miller, President

Joy-Ann Ermie, Health Commissioner