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HENRY COUNTY BOARD OF HEALTH MEETING

Held at The Henry County Health Department
on Tuesday, March 19, 2024 @ 1:00 p.m.

Board Members Present

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

Staff Present

Joy Ernie, Health Commissioner
Julie McHugh, Director of Finance
Sharon Meece, Director of Community Health Services
Bethany Wachter, Public Health Specialist
Tiffany Day, Public Health Specialist
Tara Leahy, Health Educator
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

President, Joel Miller called the Board of Health meeting to order at 1:00 p.m. The meeting was called by Roll Call vote: J. Miller (Yes), S. Miller (Absent), C. Weber (Yes), Dr. M. Fritz (Absent), 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. Dr. Melinda Fritz arrived at 1:02 p.m., after roll call.

Division Updates

Environmental Health Services

Jon Lindsay, Director of Environmental Health Services, was absent today, no report was given.

Community Health Services

Sharon Meece, Director of Community Health Services, has received great news as two different groups will be speaking at NACCHO 360 National Conference held July 23rd through 26th in Detroit, MI. Tante Lovins and Tara Leahy will be doing a one-hour session entitled “Building a Peer Education Program in the High School Setting” which will highlight their work with Patrick Henry and Napoleon school youth peer to peer programs. Ms. Lovins, who originally created Peer to Peer at Patrick Henry is currently at a SOPHE Conference in St. Louis. Tara Leahy, in attendance today, has taken the reigns from Lovins and continues to work the students at Patrick Henry and has started the program at Napoleon High School.

Joy Ernie and Tiffany Day will be doing a one-hour session entitled “Small Health Departments Can Succeed at Succession Planning.” Their session will highlight their work leading Henry County Health Department to strategically plan for a strong workforce for the agency’s future. Ms. Day shared the succession plan with the BOH last month.

Meece introduced Bethany Wachter, Public Health Specialist, to present the agency’s Annual Report, as well as information on the Record Retention Quality Improvement (QI) project.

Ms. Wachter is delighted to present to the Board of Health the 2023 Annual Report. The report focuses on the key areas of strengthening the health department, combating diseases, community health improvement, and addressing community needs. The report features: the new strategic plan, the largest grant revenue in several years, PHN nursing staff teaching kids to be germ busters, the implementation of the O&M program, CHWs working to get residents a medical home, the work being done in each of the four CHIP workgroups, the Henry County, Let’s Talk initiative, and the safety grant that supplies safety items to many Help Me Grow families and other families in need. The report also details the health department’s financial report for the year, service statistics, leading causes of death, and top communicable diseases. The 2023 Annual Report will be presented at the DAC meeting on March 27, 2024, for DAC approval. Once approved the Annual Report will be available to the public.

Ms. Wachter stated that a QI team was put together last year to update the records retention policy, or RC-2. This was because it has not been updated in several years, COVID documentation, and storage capacity. Wachter wanted to say a big thank you to the team of Pam Davies, Marissa Hergert, Tiffany Day, Tante Lovins, Shelly Boehm, and Jill Keller. The team worked together to identify all the records being kept in each department across the agency then determined how they should be included in the RC-2. Wachter and Keller worked to put together the finalized list for submission. Project was a labor of love because we have a lot of records! The County Record Commission approved the RC-2 on Thursday March 7, 2024, and we are now waiting for approval from the Ohio Historical Society and the Auditor of State. Once approved we will look at rolling out the new RC-2 and cleaning up HD records.

Help Me Grow

Cathy Zwyer, Director of Help Me Grow, reported that after a slow referral and enrollment months in December and January, February and March have been better. Received thirty referrals and fourteen families enrolled. Breakdown as follows Williams County seven, Henry County five, Fulton County six, and Paulding County three families.

March's outreach included a visit to Delta library story time, Paulding County Doctor's offices, and Van Wert Hospital which is where Paulding OB Doctor's send their patients for delivery.

Help Me Grow continues to prepare for the accreditation visit in September 2024. Zwyer is involving staff in the process of revising policies and looking at the data collected for trends, patterns, and ways to improve services.

Henry County Cares

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

- Caseloads are growing; hit 85 active participants which is the highest the program has worked with; this is in part due to being able to enroll children which was new in April of 2023; word of mouth, strong partnership with HMG, and more referrals from the HUB.
- No updates on contracts between Medicaid and the HUB; Anthem is back on board as of a few weeks ago, which is a positive for the program.
- The CHWs are out in the community conducting outreach with key partners- FQHC's- Davis is meeting with Jane King from Community Health Services on Wednesday via zoom. King's title is "Quality Program Nurse"- she works with patients of CHS with social determinants of health. Davis is hopeful to forge a more impactful relationship with this agency to better serve the population we are targeting.
- First ever RURAL HUB meeting will be held at the HCHD on Wednesday March 21, 2024, all rural CHWs from Wood, Erie, Hancock, and Ottawa counties along with the HUB staff are coming to Henry County. This meeting is long overdue, and we are looking forward to networking with our rural partners on CHW work.

Human Resources

Jala Hazelton, Human Resource Specialist, reported that the search for the Public Health Clerk 2 position is complete. Four in person interviews and reference checks for each were conducted. Amanda Griffith, whom we believe will align very well with the strategic plan of the Health Department along with the Vision and Mission statement, will start on Monday March 25, 2024.

Finance

Julie McHugh, Director of Finance, announced that a new Public Health Clerk has been hired, with board of health approval. Amanda Griffith will begin employment on Monday, March 25, 2024. Ms. Griffith comes with many years of experience, and we are looking forward to her joining our team.

Joy Ernie, Health Commissioner, and Ms. McHugh have been working on the 2025 budgets that will be presented at the meeting today. The Personnel/Finance/Audit committee met prior to the meeting to review. Most division directors met with Ms. McHugh individually to review their divisions programs, staffing, and budgeting needs.

The Ohio Department of Health (ODH) annual financial report is in progress and is due May 1, 2024. Ms. McHugh attended a webinar on the Foundational Public Health Services earlier this year. A spreadsheet is provided to break out costs between Foundational Capabilities, Foundation Areas, and Community-specific Services. The tool is designed to identify the gap between what health departments currently provide and what they should be providing and how much money is

needed to close this gap. A few of the Foundation Capabilities include Emergency Preparedness, Equity, and organizational competence. Foundational Areas include communicable disease control, Environmental Health, and access to and linkage with clinical care. Community-specific services would include Help Me Grow and Henry County Cares. The information from this spreadsheet is then transfer to the ODH financial report in the Ohio Gateway system. The health department receives a state subsidy from ODH each year upon completion of this report. This year we received \$10,498, which is somewhere around \$2.57 per capita for Henry County. We have been utilizing this tool for approximately six (6) years and hope that it will eventually lead to additional state subsidy funding.

Fiscal and Nursing staff have been meeting quarterly and have been working together on several projects. Recently we implemented a new billing program, Transact RX, to be able to bill for Medicare Part D vaccinations. Currently, we billed out several patients for vaccinations that Medicare Part B does not cover and should receive payment within 60 days of date of service. Hoping to promote this program to assist with allowing people to get vaccines and not have to pay out of pocket for them.

Public Health Nursing

Allyson Smith, Director of PHN reported that the annual Child Fatality Review meeting to review child fatalities that occurred in 2023 was held Monday March 18, 2024. The board recommendations that will be submitted to ODH include continuing education about infant safe sleeping, importance of prenatal care, and the need for funding agencies like Sufficient Grace Ministries.

Smith and PHN Karen Engler went to Ohio Guidestone Renewal Center on February 23, 2024, to provide a 2-hour STD and TB educational class to 20 residents, all males, between ages 19-65 years old. Ohio GuideStone has asked us to come back on May 3rd for the new group of residents. GuideStone is required to provide education about STD's, Hepatitis, and TB to each group of residents. They have asked if we would be able to come every 8-10 weeks. Currently we are using EO23 grant funds to pay for staff time and educational materials, however the grant ends July 31, 2024.

The nursing department will be traveling to Columbus Thursday, March 28th for ODH's World TB Day conference. Staff are looking forward to learning more about TB, as we have seen in influx in investigations for suspected TB – primarily due to an increase in immigrants and refugees.

The United States requires immigrants and refugees to receive medical examinations, TB tests, and vaccinations upon arrival in the US. However, there is a lack of resources and such a barrier for these individuals to receive the needed services. The closest refugee clinic to Henry County is in Dayton and Columbus. Due to lack of funding the Toledo clinic has closed. We can provide immunizations, however, polio, a required very important vaccination is a three-dose series. ODH does not provide polio VFC, meaning we must use privately purchased polio vaccine. Finance is writing off the costs up front because many of these people come here without any money. If they are not already linked with HCC, we make a referral so they can help with applying for Medicaid. Once they have Medicaid, we can submit for reimbursement. PHN is grateful for the HD's bilingual CHW's who are helping these individuals. Smith would like to recognize the CHW's and nursing staff for collaborating and working together. The CHW's are comfortable with reaching out to the nursing staff to assist in scheduling appointments, talking with the healthcare

providers, and explaining the medical tests needed. It is great to see that collaboration and Smith wanted to thank the board for seeing the need for CHWs. Smith also stated that other health departments wish they had just one CHW.

PHN has been working with Patrick Henry Local Schools to provide immunizations to their Spanish-speaking students who are behind on their vaccines. On April 9th we will be vaccinating 15 students. The Director of Student Services, Alison Luderman, has been wonderful to work. This will be HOWIE's first road trip.

Public Health Nurse Vanessa Cash and Intern, Lukas Wise, have been working on getting the patient portal up and running through EHR. Once it is ready to go, patients will be able to create an account and access their immunization record history. Kindergarten clinics at the parochial schools are underway. Cash has done a great job organizing these clinics.

Health Commissioner

Joy Ermie, Health Commissioner, reported the following:

Ms. Ermie addressed the Board of Health by reminding them of the annual DAC meeting at the health department on March 27th from 12-1pm. Ermie continued that work is continuing to get HOWIE on the road and that the health department is excited about the new addition. Ermie explained that One Ohio Recovery Foundation funds have been made available to each region. Henry County sits in region 16 along with 6 other counties and the total award amount for the entire region caps at just over \$650,000. Ermie stated she and Meece met with behavioral health professionals to ask what their possible grant applications would include; Ermie concluded that she will be setting up a meeting with the regional health departments in a few weeks to gather information across the area to get a better understanding on how others are utilizing these opioid settlement funds. Ermie reported that she had a meeting with Northwest State Community College administration, along the CEO of Henry County Hospital, and the Executive Director of Filling Homes last week to identify entry level jobs and connect students who are looking to graduate without a set plan for their future in an effort to link capable Henry County youth to much needed Henry County employment to raise the bar in workforce development in the community.

Approval of February 20, 2024, Board of Health Minutes R12.24

The Board of Health reviewed the Board of Health Minutes from the February 20, 2024, meeting. Scott Buddelmeyer moved to approve the February 20, 2024; Board of Health Minutes as presented. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Consent Agenda R13.24

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

1. Approve Payment of February bills in the amount of \$248,579
2. Approve of February 2024 Fiscal Report
3. 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) \$3,000.00 from 5115-5200-50040 (Cribs for Kids Supplies) to 5115-5200-50350 (Cribs for Kids PERS)
 - (b) \$500.00 from 5115-5200-50040 (Cribs for Kids Supplies) to 5115-5200-50370 (Cribs for Kids Medicare)
 - (c) \$3,200.00 from 5060-5200-50020 (Safe Communities Salaries) to 5060-5200-50350 (Safe Communities PERS)
- (5) Revenue Budgetary Increases –
- (a) \$21,000.00 to 5070-5200-40360 Bridge Vaccination Grant
 - (b) \$10,000.00 to 5070-5200-40495 Bridge Vaccination Advance In
- (6) Appropriation Budgetary Increases –
- (a) \$18,000.00 to 5070-5200-50020 Bridge Vaccination Salaries
 - (b) \$2,600.00 to 5070-5200-50350 Bridge Vaccination PERS
 - (c) \$400.00 to 5070-5200-50370 Bridge Vaccination Medicare
 - (d) \$10,000.00 to 5070-5200-51115 Bridge Vaccination Advance Out
- (7) Accounts Receivable Write-Offs - \$412.25
- (8) Donations – \$180.00 for Help Me Grow
4. Approve MOU with Fulton County Health Department for Adolescent Health Resiliency Grant
5. Accept Notice of Award for ODH COVID-19 Bridge Vaccination Grant in the amount of \$20,660.
6. Personnel
- (1) Approve Hiring of Amanda Griffith as Full-Time Public Health Clerk 2, effective March 25, 2024.

New Business:

Request Henry County Auditor to Create Fund for Bridge Vaccination R14.24

Julie McHugh, Director of Finance, requested approval to ask the Henry County Auditor to create a fund for the Bridge Vaccination Grant. Dr. Melinda Fritz moved adoption of the following resolution: Be it resolved, by the District Board of Health of Henry County, Ohio, to approve request to Henry County Auditor to Create Fund for Bridge Vaccination Grant.

Revenue Accounts

5070-5200-40360	Bridge Vaccination Grant	\$ 21,000
5070-5200-40495	Bridge Vaccination Grant Advance In	\$ 10,000

Appropriation Accounts

5070-5200-50020	Bridge Vaccination Salaries	\$ 18,000
5070-5200-50350	Bridge Vaccination PERS	\$ 2,600
5070-5200-50370	Bridge Vaccination Medicare	\$ 300
5070-5200-51115	Bridge Vaccination Advance Out	\$ 10,000

Scott Buddelmeyer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Purchase of Carport for Mobile Unit HOWIE (Healthcare on Wheels is for Everyone) not to exceed \$7,000.00 R15.24

Health Commissioner, Joy Ermie, presented six options from three different businesses for carports to house HOWIE. After reviewing the options and answering questions, Scott

Buddelmeyer moved to approve the purchase and installation of a carport for HOWIE using grant funds, not to exceed \$7000.00. Joel Stier seconded the motion. The motion passed unanimously, resulting in its adoption.

Review and Approve 2025 Revenue and Appropriation Operating Budgets R16.24

The Personnel/Finance/Audit Committee met March 19, 2024, prior to the annual BOH meeting to review the 2025 Revenue and Appropriations Operating Budgets presented by Health Commissioner Ernie and Director of Finance Julie McHugh. The committee recommended approval of the budget as presented. Ryan Zachrich moved to approve the 2025 Revenue and Appropriations Operating Budgets. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, 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 1:53 p.m.

Next meeting is scheduled for Tuesday April 16, 2024, 1:00 p.m., at Henry County Health Department, Conference Room A, 1843 Oakwood Avenue, Napoleon, OH.

Joel Miller, President

Joy-Ann Ernie, Health Commissioner