



1843 Oakwood Avenue
Napoleon, OH 43545

Phone: (419) 599-5545
Fax: (419) 592-6400

www.henrycohd.org

HENRY COUNTY BOARD OF HEALTH MEETING

Held at The Henry County Health Department
on Tuesday, October 15, 2024 @ 1:00 p.m.

Board Members Present

Joel Miller, President
Ryan Zachrich, President Pro-Tempore
Scott Buddelmeyer
Dr. Melinda Fritz
Mark Lange
Joel Stier
Char Weber

Staff Present

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

Public Present

Bob Hastedt, Henry County Commissioner
Jen Lazenby, Northwest Signal
Ben Asebrook

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), R. Zachrich (Yes), S. Buddelmeyer (Yes), M. Fritz (Yes), M. Lange (Yes), J. Stier (Yes), and C. Weber (Yes). The meeting was held at 1843 Oakwood Ave. Napoleon, Ohio at the Henry County Health Department. A quorum was present.

Division Updates

Public Health Nursing

Allyson Smith, Director of PHN, reported the following:

- The Health Department (HD) is busy with Flu/COVID clinics. Since last Board of Health (BOH) meeting, HD has been to the senior center twice, Campbells four times, St. Paul, and Patrick Henry schools to give flu/COVID shots. Vaccinated 184 people during those clinics.

- Last week started in-house Flu/COVID clinics. Vaccinated 99 people.
- Current week we have in-house flu/COVID clinic, are going off-site to the Filling Home twice, and to St. Augustine school.
- Next week two more flu/COVID clinics – Tuesday October 22, 2024, from 7:30 am-12:00 pm and Friday October 25, 2024, from 1:30-4 pm.
- Homebound appointments are scheduled the last week of October through the month of November.
- Many people coming through that previously went to Rite Aid Pharmacy.
- Still seeing children through the regular Monday, Wednesday, Friday clinics getting caught up on their school immunizations.
- Patients are able to schedule their flu/COVID shot during regular M/W/F clinic days if one of the flu/COVID clinics does not work for them. HD offering flu/COVID shots to everyone that comes through those clinics as well.

Environmental Health Services

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

- Completing first round of school inspections.
- Upcoming EH Trainings
 - Online Food Variance Training – November 7, 2024.
- Sewage Treatment System Operation and Maintenance Program
 - Mailing for second group for Freedom Township will be sent out later this week.
 - Social media, newspaper, and radio station information has been provided.
- Ohio Department of Health Food Service Operation Survey Results
 - Received final report as indicated in the consent agenda.
 - No action plan is needed.

Help Me Grow

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

- Help Me Grow (HMG) has completed the Healthy Families America (HFA) re-accreditation survey on September 17, 2024, and has received positive feedback. The official report takes four to six weeks, and we are anticipating it's arrival.
- Christ's Child Society of Toledo has offered donations again this year to HMG families. This is the third year that the youngest child in the family will receive a winter coat and an age-appropriate book. Also, HMG has been contacted by the Foresters to provide winter pajamas, this has become a yearly tradition.
- Back in July Zwyer reported that Home Visiting was moving to the new Department of Children and Youth at the state level. Also reported was the phasing out of the name "Help Me Grow". We have since learned that HMG will still be used, however; the flower logo will be phased out.

Innovation and Communication Manager

Bethany Wachter, Innovation and Communication Manager was not in attendance today.

Health Commissioner Ernie shared that Ms. Wachter is currently serving as a Public Information Officer (PIO) in Abingdon, VA, as a result of hurricane Helene. Wachter is interfacing with partners, public and media with incident-related information requirements. Wachter is monitoring and managing social media, creating press releases, developing FAQ and flyers, and interacting

with the medical community. Wachter's deployment will be 14 days, from October 8, 2024, to October 22, 2024.

Henry County Cares

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

Ms. Davis reported that September referrals were from a variety of local agencies. Currently there are eighty-three active participants in the HCC program. Increase in revenue coming into the program from Medicaid; with having three full-time CHWS and a full-time supervisor we are in a great position to see revenue continue to grow; it does take time to reap the benefits due to insurance billing and administrative delays; but now being a year and half in the work is starting to pay off.

Outreach

- Susan Davis and Pam Davies went to the Community Pregnancy Center (CPC) Napoleon to drop off flyers and information on services provided by the Health Department. Fielded questions from the CPC staff.
- Davis shared slides of the presentation for the CHW conference. Davis, Ames, Concepcion, and Garcia will be presenting October 25, 2024, in Columbus.

Cribs for Kids 2024 grant year was a success. 151 cribs were distributed. Attended the kickoff call for Cribs for Kids 2025. New process for reporting each month, Davis will work with Davies and Julie McHugh to get through the new process.

Human Resource Specialist

Jala Hazelton, Human Resource Specialist, reported the following:

- Part time Home Visitor, Alise Bartley, has resigned. Bartley's last day was October 11, 2024.
- Part time Health Educator Tara Leahy has resigned as well. Leahy's last day was September 26, 2024.
- Health Commissioner Ernie updated the Director of Community Health Services position description.
- An updated Employee Assignment to accurately reflect each department and their staff members.
- A new position in Community Health Services has been created, Health Education Coordinator. This new roll will be under the Director of Community Health Services and will supervise the Health Educators.
 - The Health Education Coordinator position was posted internally for five days, per Health Department policy. Interviews were completed and an offer letter was presented to Tante Lovins.
- Third quarter has officially wrapped up. This quarter the HD had four incidents: one privacy violation, one injury, and two property incidents.

Finance

Julie McHugh, Director of Finance, reported the following:

Ms. McHugh stated that the 2022-2023 audit has finally been completed by the Auditor of State. The exit conference was held on September 23, 2024, and was attended by Joel Miller, Julie McHugh, and Joy Ernie, Health Commissioner. The audit will be presented for acceptance by the Board of Health under new business.

The new OVRS program that is expected to be up and running in January 2025 continues to be discussed. Staff are still waiting on guidance from ODH for upcoming webinars and training sessions.

Back to School Clinics have been completed and Flu/COVID clinics are in progress. A special COVID clinic was held today at the Henry County Senior Center as a walk-in clinic. At the time of the flu clinic in September, we had not received the COVID vaccine, so this clinic was scheduled for the Senior Center.

A new grant year began October 1, 2024, for Safe Communities with the same funding as last year in the amount of \$27,500. Safe Communities' program manager is Tante Lovins in the Community Health Services Department. Cribs for Kids was an ODH grant that ended September 30, 2024, and it will continue beginning October 1, 2024, with a different funder, Ohio Department of Children & Youth Services (DCY) Funding and grant deliverables remain the same in the amount of \$42,150. There was a kick-off call Monday, October 7, 2024, to present new monthly reporting forms and additional guidance. This meeting was attended by Susan Davis, Henry County Cares Manager, Pamela Davies, Public Health Clerk, and Ms. McHugh. This grant's program manager is Susan Davis of the Henry County Cares Department.

It is that time of year for Health Insurance review, H.S.A. Contributions, and 2025 COLA increases proposals. Jala Hazelton, Human Resources Specialist, and McHugh worked together on the Health Insurance and H.S.A. Contributions as Ms. Hazelton will be taking all the health insurance over next year. Open enrollment for all employees will be November 1, 2024, to November 13, 2024. Ms. Hazelton and Ms. McHugh will be presenting a health insurance open enrollment training for all staff on October 28, 2024, and October 29, 2024. All eligible employees are encouraged to participate in this training. Ms. McHugh calculated the COLA increases and reviewed with Ms. Ernie. These proposals were presented to the Personnel/Finance/Audit Committee prior to today's Board of Health meeting and will be presented to the remaining Board members under new business.

Community Health Services

Sharon Meece, Director of Community Health Services, reported the following:

Ms. Meece shared that the health educators are back within the schools as Nicole Spangler is embracing her new role. Spangler has a majority of the My Plate programs scheduled with local third grade classrooms. Spangler has been meeting with the Peer-to-Peer groups in Napoleon and Patrick Henry High Schools. Liberty Center School has reached out expressing interest in the Peer-to-Peer program. Tante Lovins is working with Liberty Center to determine how to get that started.

Kayla VonDeylen, social worker at Patrick Henry Schools coordinated a Mental Health Youth Summit held on October 8, 2024, for area youth coalitions. Liberty Center and Patrick Henry schools were in attendance. Tiffany Day had the opportunity to present information on trauma informed care to the students. Through the Adolescent Health 25 grant, the health department is providing \$500 to each school to create a project for their school regarding Mental Health.

Ms. Day also provided the Adolescent Trauma Informed training to about 80 staff members at Liberty Center Schools. Day continues to get very positive feedback about the program and looks

forward to training many more groups in Henry County. The health department staff will receive this training during the December Forum. Day is also providing the Grief Recovery Methods training to a small group at the Riverview Senior Living Community.

The Adolescent Health Grant and Safe Communities Grant have begun new grant years in October. The Integrated Harm grant was extended until the first of the year, 2025, currently waiting for a new Request for Proposal. (RFP)

Lovins continues to work with the Integrated Harm Grant and the Safe Community Grant. Safe Communities Quarterly Coalition meeting was held last week for community education planning. Trunk or Treat Fall Safety Day, October 26, 2024, 10:00 am to 12:00 pm at Kids Kingdom Park. Local law enforcement and first responder partners will be in attendance. The coalition also held a fatality review related to five traffic crashes in Henry County for the third quarter. Unfortunately, that is the most fatalities discussed in a quarterly meeting. The crashes were related to distracted driving, drivers not aware of their location, and drivers not following signage messaging.

Emily Dearth is preparing for the Regional Chemical Spill Exercise to be held January 23, 2025. Dearth held the quarterly HCEHC Coalition meeting where they discussed Whole Community Planning to ensure all populations are considered in an emergency. The group discussed means of communication to their individual populations and supported each other in opportunities to improve upon these plans. This is very important collaboration and partnership that strengthens our community in a potential disaster as trust and teamwork have been established.

Dr. Krista Payne is preparing the youth assessment reports for each school to be distributed the first week in November. Payne is also taking the Adult Status Assessment materials to the BGSU IRB for Approval. Meece has collected the data needed for the Partner Status Assessment. The Community Health Assessment is on track to be presented in September of 2025.

Meece stated that Health Commissioner Ermie has done a remarkable job thoughtfully and strategically preparing for her retirement. Ermie has put changes in place to ensure a smooth transition. Meece last day at the Henry County Health Department will be November 27, 2024.

Health Commissioner

Joy Ermie, Health Commissioner, reported the following:

Ms. Ermie thanked the managers for their thorough reports. She reminded the board that every five years a strategic plan is drafted with annual performance measures. As 2024 is entering the fourth quarter, Ermie is working with staff to wrap up annual performance measures and looking ahead to what measures might be best to focus on in 2025.

Ermie also stated that training needs have been brought to her attention including inclusion, trauma-informed care, and de-escalation. The wrap up meeting for Five Behaviors of a Cohesive Team will happen in mid-November and the team is eager to meet with the original facilitator to see how far they've come. Ermie is working to bring in an agency wide inclusion and trauma informed care training, as well.

Ermie continues to work with the Pathways HUB, along with Susan Davis, to ensure rural accommodations to make the program a success. Lastly, Ermie thanked all coalition members and

personally thanked board members who sit on these coalitions and assist with community health improvement planning for the county.

Approval of September 17, 2024, Board of Health Minutes R53.24

The Board of Health reviewed the Board of Health Minutes from the September 17, 2024, meeting. Char Weber moved to approve the September 17, 2024, Board of Health Minutes as presented. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approval of Consent Agenda R54.24

Scott Buddelmeyer moved to approve the Consent Agenda as presented. Mark Lange seconded the motion. The motion passed unanimously, resulting in its adoption.

- a. Approve Payment of September bills - \$268,558.03
- b. Approve of September Fiscal Report
- c. Approve transfers, Intra-fund transfers, cash transfer and donations report.
 - 1) Cash Transfers –
 - (a) \$20,000 from 5000-5200-51110 (Health Department Transfer Out-Appropriation) to 5050-5200-40490 (Environmental Transfer In-Revenue)
 - 2) Cash Advances - None
 - 3) Cash Advance Paybacks – None
 - 4) Intrafund Transfers –
 - (a) \$10,000 from 5020-5200-51115 (Adolescent Health Advance Out) to 5020-5200-50020 (Adolescent Health Salaries)
 - (b) \$2,500 from 5020-5200-50110 (Adolescent Health Travel) to 5020-5200-50520 (Adolescent Health Insurance)
 - (c) \$500.00 from 5040-5200-50510 (PHEP Workers Comp) to 5040-5200-50520 (PHEP Insurance)
 - (d) \$400 from 5050-5200-50100 (Environmental Advertising) to 5050-5200-50620 (Environmental Health Insurance)
 - (e) \$20,000 from 5050-5200-50200 (Environmental Health Contract) to 5050-5200-50020 (Environmental Health Salaries)
 - (f) \$6,000 from 5075-5200-50200 (Enhanced Operations Contract) to 5075-5200-50520 (Enhanced Operations Insurance)
 - (g) \$600 from 5115-5200-51115 (Cribs for Kids Advance Out) to 5115-5200-50520 (Cribs for Kids Insurance)
 - (h) \$3,000 from 5060-5200-51115 (Safe Communities Advance Out) to 5060-5200-50020 (Safe Communities Salaries)
 - (i) \$1,000 from 5030-5200-50020 (Integrated Harm Salaries) to 5030-5200-50120 (Integrated Harm Other)
 - (j) \$1,500 from 5040-5200-50020 (PHEP Salaries) to 5040-5200-50200 (PHEP Contract)
 - 5) Revenue Budgetary Increases –
 - (a) \$100,000 increase 5020-5200-40360 (Adolescent Health Grant)
 - 6) Appropriation Budgetary Increases –
 - (a) \$45,000 increase 5020-5200-50020 (Adolescent Health Salaries)

- (b) \$6,500 increase 5020-5200-50350 (Adolescent Health PERS)
- (c) \$1,000 increase 5020-5200-50370 (Adolescent Health Medicare)
- (d) \$27,500 increase 5020-5200-50040 (Adolescent Health Supplies)
- (e) \$20,000 increase 5020-5200-50200 (Adolescent Health Contract)
- 7) Accounts Receivable Write-Offs - None
- 8) Donations – \$120 for Help Me Grow Diaper Program
- d) Accept the ODH Food Service Operation Survey Report.
- e) Accept NOA Traffic Safety Grant Award in the amount of \$27,500.00 for October 1, 2024-September 30, 2025.
- f) Approve Director of Community Health Services Updated Position Description.
- g) Personnel
 - (1) Approve resignation of Home Visitor, Alise Bartley, effective October 11, 2024.
 - (2) Approve resignation of Part-time Health Educator Tara Leahy, effective September 26, 2024.

New Business:

Approve Third and Final Reading of 2025-2026 Henry County Proposed Campground Fees R55.24

Jon Lindsay, Director of Environmental Health, presented the proposed campground fees for 2025-2026 stating that no changes had been made since the second reading. Scott Buddelmeyer moved to approve the Third and Final Reading of the 2025-2026 Campground Fees as presented. Joel Stier seconded the motion. The motion passed unanimously, resulting in its adoption. The campground fees go into effect November 1, 2024.

Approve Third and Final Reading of 2025-2026 Henry County Proposed Water Fees R56.24

Jon Lindsay, Director of Environmental Health, presented the proposed water fees for 2025-2026 stating that no changes had been made since the second reading. Char Weber moved to approve the Third Reading of the 2025-2026 Water Fees as presented. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption. The water fees go into effect November 1, 2024.

Approve Third and Final Reading of 2025-2026 Henry County Proposed Food Fees R57.24

Jon Lindsay, Director of Environmental Health, presented the proposed food fees for 2025-2026 stating that no changes had been made since the second reading. Ryan Zachrich, moved to approve the third and final reading of the 2025-2026 Food Fees as presented. Scott Buddelmeyer seconded the motion. The motion passed unanimously, resulting in its adoption. The food fees go into effect November 1, 2024.

Approve Employee Assignment List R58.24

Jala Hazelton, Human Resources Assistant, presented a revised employee assignment list. After discussion, Mark Lange, moved to approve the revised employee assignment list as presented. Joel Stier seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve New Health Education Coordinator Job Description R59.24

Jala Hazelton, Human Resources Assistant, presented the new health education coordinator job description. After discussion, Char Weber, moved to approve the new health education coordinator job description. Scott Buddelmeyer seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Tante Lovins as Full-Time Health Education Coordinator R60.24

Jala Hazelton, Human Resources Assistant, presented the offer letter to Tante Lovins as full-time health education coordinator effective October 17, 2024. Ryan Zachrich, moved to approve Ms. Lovins as the new health education coordinator. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

Review and Approve 2025 Health Insurance Rates R61.24

Joel Miller, President of the Board of Health, and on the recommendation of the Board of Health Personnel, Finance, and Audit Committee, presented the 2025 Health Insurance Rates: medical increase of 2%, dental increase of 4%, and vision unchanged. Scott Buddelmeyer moved to approve the 2025 Health Insurance Rates as presented. Joel Stier seconded the motion. The motion passed unanimously, resulting in its adoption.

Review and Approve 2025 Plan Election Costs R62.24

Joel Miller, President of the Board of Health, and on the recommendation of the Board of Health Personnel, Finance, and Audit Committee, presented the plan election costs. Based on these costs, the proposal is that the employee portion of the health insurance premiums remain the same as 2024. Mark Lange moved to approve the recommendation as presented. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

Review and Approve 2025 H.S.A. Contributions R63.24

Joel Miller, President of the Board of Health, and on the recommendation of the Board of Health Personnel, Finance, and Audit Committee proposed that the H.S.A. contributions remain \$1000.00 per eligible employee and \$2000.00 for Directors/Manager per year (2025). Char Weber moved to approve the recommendation. Joel Stier seconded the motion. The motion passed unanimously, resulting in its adoption.

Review and Approve COLA Increases Proposal for Staff (3%) R64.24

Joy Ernie, Health Commissioner, and Joel Miller, President of the Board of Health, and on the recommendation of the Board of Health Personnel, Finance, and Audit Committee presented the 2025 COLA increases for Health Department Staff: a proposed increase of 3%. Scott Buddelmeyer motioned to approve the 3% COLA increase for all staff. Mark Lange seconded the motion. The motion passed unanimously, resulting in its adoption.

Accept Auditor of State Henry County Combined General District Single Audit/Regular Audit and Management Letter R65.24

Julie McHugh, Director of Finance, presented the findings from the Ohio Auditor of State for the years ending December 31, 2022, and 2023 and the single audit of the 2023 Enhanced Operations Grant. Joel Stier moved to accept the Ohio Auditor of State findings. Char Weber seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Out of State Travel for Lukas Wise and Trae Gulgin to Attend Introduction to Small Area Estimation, a PDHP Workshop in Ann Arbor, MI. R66.24

Joy Ernie requested approval for out of state travel for Lukas Wise and Trae Gulgin to attend an Introduction to Small Area Estimation, a PDHP workshop in Ann Arbor, MI. on Friday November 1, 2024, from 1:00-5:00 pm. Ryan Zachrich moved to approve the out of state travel. Mark Lange seconded the motion. The motion passed unanimously, resulting in its adoption.


Executive Session:

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


Adjournment

There being no further business President, Joel Miller adjourned the Board of Health Meeting at 2:08 p.m.

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



Joel Miller, President



Joy-Anh Ernie, Health Commissioner