



1843 Oakwood Avenue Phone: (419) 599-5545  
Napoleon, OH 43545 Fax: (419) 592-6400  
[www.henrycohd.org](http://www.henrycohd.org)

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

Held at The Henry County Health Department  
on Tuesday, September 17, 2024 @ 1:00 p.m.

### **Board Members Present**

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

### **Staff Present**

Joy Ernie, Health Commissioner  
Julie McHugh, Director of Finance  
Jon Lindsay, Director of Environmental Health  
Sharon Meece, Director of Community Health Services  
Emily Dearth, Public Health Emergency Response Coordinator  
Allyson Smith, Director of Public Health Nursing  
Susan Davis, Henry County Cares Manager  
Jala Hazelton, Human Resource Specialist  
Jill Keller, Executive Assistant

### **Public Present**

Jen Lazenby, Northwest Signal

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

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

### **Division Updates**

#### **Community Health Services**

Sharon Meece, Director of Community Health Services, reported the following:  
Ms. Meece introduced Emily Dearth, Public Health Emergency Preparedness Coordinator. Dearth is a great addition to the Community Health Service (CHS) team and has learned so much since joining the Health Department (HD) in November 2023. Dearth has been out to many of the local community events educating on emergency preparedness, including immunization nights, the HCH Health Day, Campbell's Soup family day, and more.

The main portion of Dearth's work falls under the Public Health Emergency Preparedness or PHEP grant. This grant is a deliverable based grant that helps to ensure that local jurisdictions are considering different aspects of emergency preparedness, from being prepared, to having a plan, to communications, to ensuring that we are involving our whole community. This year, the PHEP grant has a big focus on a proposed chemical spill incident, with a regional level tabletop exercise. 2023 was all about Anthrax exposure and 2022 was about a radiological event. With preparedness in mind, we have a team within HCHD that meets quarterly to talk about different topics of emergency preparedness called Internal PHEP. For example, HD recently did a Points of Dispensing (POD) training and a mock tabletop exercise about there being ricin in the parmesan shakers at a local event.

The Medical Reserve Corps (MRC) is another aspect of Dearth's position, that works to ensure that there is a group of volunteers who are trained and knowledgeable about different types of emergency preparedness topics that allows us to respond to an incident quickly and efficiently. In our county we currently have 23 active MRC volunteers but are always looking for ways to grow. With that in mind, the HD is partaking in a Regional Grant called the MRC STTRONG Grant which stands for Medical Reserve Corps - State, Territory & Tribal Nations, Representative Organizations for Next Generation Grant. These funds are intended to strengthen the MRC network, focusing on emergency preparedness, response, and health equity needs. Some examples of the grant deliverables are training volunteers/staff as instructors/trainers of life-saving skills capabilities (CPR/AED, Naloxone, Stop the Bleed), volunteer recruitment events, and receiving training from the Center for Domestic Preparedness. If you know anyone who would be interested in volunteering with the MRC, please contact Ms. Dearth.

Lastly, Dearth has a group of partners from across the county that meet to ensure that relationships are in place when a public health emergency were to happen in HC. It is called the HC Emergency Healthcare Coalition. These partners include EMA, law enforcement, fire, EMS, Long Term Care Facilities (LTCF), transportation, HCHD staff, and others who can play a role in responding to an emergency.

### **Environmental Health Services**

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

- Upcoming Environmental Health Trainings
  - Wood County Fall Seminar on Public Health – Dan Breitbart and Cassidy Swanson, October 4, 2024.
  - Ohio Environmental Health Association Fall Conference – Jon Lindsay, October 10, 2024, through October 11, 2024.
- Sewage Treatment System Operation and Maintenance Program
  - Almost 97% have paid.
  - Only 49 properties have not paid out of 1017 properties.
  - Will be sending 23 properties that signed the certified letters to the Henry County Auditor to be accessed on property taxes.
  - Priority Mail letters will be sent to the 26 properties that did not sign for certified letters. These properties will be sent to the Auditor next August 2025.
- Ohio Department of Health Food (ODH) Survey Completed
  - ODH was on site August 26, 2024, and August 29, 2024.
  - Survey went well, should receive final report within 45 days.

- Mosquito Trapping Summer 2024
  - Nineteen locations have had traps set for collecting mosquitos.
  - Results so far:
    - 1627 mosquitos submitted from Deshler Village, and Liberty, Flatrock, Washington, Damascus, Napoleon, and Harrison Townships.
    - Five pools of mosquitoes tested positive for West Nile Virus in Liberty, Washington, and Damascus Townships this summer.
  - Two more locations are setting traps this week, which will be the last week of trapping for 2024.

### **Help Me Grow**

Health Commissioner Ernie stated that Ms. Zwyer was not in attendance due to the Help Me Grow Accreditation Survey that started Sunday September 15, 2024, and would be completed today, Tuesday, September 17, 2024.

### **Innovation and Communication Manager**

Bethany Wachter, Innovation and Communication Manager was not in attendance today, Jill Keller, Executive Assistant reported on Innovation and Communications behalf:

Things are getting busy in the Innovation and Communication (INC) department. Lukas Wise has been working hard making final adjustments to the new website. Website will be going live in the next few weeks. The goal of the new design is to make it easier for residents to find what information and services they need.

HCHD reaccreditation annual report is due at the end of September. It is nearly completed and ready to be submitted. It details the work the Health Department has done over the last year and gives HD a chance to submit documentation for review before going through the official reaccreditation process in 2027.

INC has also begun training on the new software PowerBI to create dashboards. There are few draft dashboards that are in the new website design. These dashboards will make it easier for staff, partners, and public to understand the data that we have and further explain health issues happening in Henry County.

Lastly, you'll see three reports were attached to the Board of Health packet. These were created by Trae Gulgin to detail what school absences and flu season looked like for 2023. This information is invaluable as we move into our current respiratory season. These reports help school administrators and HD prepare for what we may see this coming season. These reports and others in the future will be featured on our website and provided to the community.

### **Henry County Cares**

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

Ms. Davis shared that there were 20 referrals in August; from Henry County Hospital, the HUB, Together We Make a Difference, Child Protective Services, Help Me Grow, and CHS. Caseload is currently 82 clients. This is the largest number of clients to date. What does this information indicate.

- Community Health Workers (CHWs) are seasoned and good at their jobs to maintain clients and complete visits;

- Seeing 95% or more of your caseload is very difficult and CHWs work hard to obtain this goal;
- Clients are valuing the program by showing up and allowing CHWs into their homes;
- Increased number of pathways opened;
- Pediatric enrollments play a part in the increase caseload.

Henry County Cares is continuing outreach.

- Presentations at BGSU on September 24, 2024, to the Public Health 101 Class.
- Presentation at the CHW Conference in Columbus October 25, 2024.

Cribs for Kids grant ends September 30, 2024. The new grant cycle starts October 1, 2024, through Department of Children and Youth (DCY). Distribution goal is 151 cribs for 2025.

### **Human Resource Specialist**

Jala Hazelton, Human Resource Specialist, reported the following:

- In August two new staff members started in Help Me Grow as Home Visitors. In September we have two additional new staff members joining the HD. Both staff members started on September 5, 2024. Kate Idewo is serving as a Public Health Nurse 1 under Allyson Smith and Nicole Spangler who is a Part-Time Health Educator 1 under Sharon Meece.
- All staff and board of health members were tasked with completing the State Fraud & Reporting Training.
- Tammy Segrist will be moving from part time to intermittent in the Help Me Grow Department as a Home Visitor.
- Kathy Kaufman, full-time Home Visitor, will be on FMLA from September 23, 2024, to December 13, 2024.
- Pam Davies recently returned on September 16, 2024, from FMLA in the Administration department.
- On September 20, 2024, Ms. Hazelton will be attending a community connections event at Liberty Center School for High School and Junior High students. Hazelton will be educating students on Public Health and the different career options they could pursue in Public Health.

### **Finance**

Julie McHugh, Director of Finance, reported the following:

Ms. McHugh stated that the 2022-2023 audit that began in July continues into September. The Auditor of State is continuing to request documents but should be in a final review soon. The audit should be presented for acceptance by the board of health in October.

The new Ohio Vital Records System (OVRs) program that is expected to be up and running in January 2025 continues to be discussed and training opportunities offered. This system will be used to record both birth and death records with statewide issuance of both. A demonstration was presented on the weekly ODH Together We Can Call on Wednesday, September 11, 2024, and will be discussed again on the September 25, 2024, call.

Pam Davies came back from medical leave on Monday, September 16, 2024, currently administration is fully staffed. Amanda Griffith continues learning the inventory process and is

preparing for the annual inventory for each department. This process will involve all staff as everyone has inventory recorded in the system within their area.

Back to School Clinics continue and Flu clinics are beginning. COVID clinics will be coming in October.

Several grants end September 30, 2024, and will continue with new grant year October 1, 2024. Safe Communities is coming to an end but is a continuance for the next year with the same funding. Safe Communities is run by Tante Lovins in the Community Health Services Department. Cribs for Kids is an ODH grant that ends September 30, 2024, and will continue the new grant year October 1, 2024, but with a different funder, Ohio Department of Children & Youth Services (DCY). Funding and grant deliverables remain the same. There will be some changes in monthly reporting, we are waiting for guidance from the new funder.

Jala Hazelton and Julie McHugh attended a Northern Buckeye Health Plan (NBHP) administrative meeting last week for an update on the funding levels of the consortium and the potential of a health insurance premium increase for 2025. NBHP financials are in a very positive place currently and the program is fully funded with reserves at 125% through the end of July 2025. A very low premium increase is expected. The new rates should be presented at the October board of health meeting for approval and acceptance. Ms. Hazelton and Ms. McHugh will be preparing for Open Enrollment beginning November 1, 2024, and ending November 13, 2024. Hazelton and McHugh will be providing two (2) informational training opportunities for all staff. The fiscal department is working on moving all health insurance to Human Resources for processing.

### **Public Health Nursing**

Allyson Smith, Director of PHN, reported the following:

- Public Health Nursing (PHN) took HOWIE to Napoleon Elementary School to provide Kindergarten shots for students who were coming through the late fall Kindergarten screening. Five of the six students that needed their school shots were vaccinated; all five had Medicaid or no insurance. Ms. Smith pointed this out because this is the demographic the HD would like to reach. The parents and grandparents were very thankful and appreciated the convenience of being able to get their children their shots without having to make an extra appointment and trip to the HD or doctor's office. Napoleon's school nurse, Julie Eberle, worked with the HD and the families to make this event happen.
- PHN attended the Henry County Hospital Health Fair on August 25, 2024, to offer school immunizations. Two students were vaccinated.
- Flu and COVID clinics begin in October. The dates are as follows:
  - October 8, 2024, from 2-5pm
  - October 10, 2024, from 9am-12pm **and** 1:30-4pm
  - October 15, 2024, from 9am-12pm **and** 3-7pm
  - October 22, 2024, from 7:30am-12pm
  - October 25, 2024, from 1:30-4pm
- Monday September 16, 2024, PHN took HOWIE to Napoleon Elementary School parking lot and offered flu vaccines to all Napoleon Area School staff and families during their professional development day. Twenty-seven vaccinations were given. There were a number of people asking about the COVID vaccine, however, the HD is still waiting for the shipment.

- Tuesday September 17, 2024, HD went to the Senior Center and gave 30 flu vaccinations and will return October 15, 2024, to give COVID vaccine.
- HD is waiting on the balance of flu vaccine to arrive – it should all be here before the first of October.
- Other mobile flu and COVID clinics include Patrick Henry Schools, Filling Home employees, and Campbells. PHN will be at Campbells four times and will also offer Shingles, Pneumonia, and Tdap vaccinations.
- COVID cases are increasing in the community. In August there were 70 cases; July – 31; June – 12; and May – 7. September, to date, 70 cases, including first hospitalization since April and two Long Term Care Facilities (LTCF) outbreaks. Majority of residents and staff in LTCF have not had a COVID vaccine since 2021.
- PHN is working on a suspected scabies outbreak in a LTCF.
- School screenings at the parochial schools are finishing up, and PHN will go back out in October for rescreening. Vanessa Cash has done a great job streamlining these clinics and working with the schools.
- Kate Idewo is a new nurse that started two weeks ago.

### **Health Commissioner**

Joy Ermie, Health Commissioner, reported the following:

Ms. Ermie thanked the board for attending the board training earlier in the day. Ermie informed the board she would be attending the AOHC fall conference September 18 – 20, 2024. Ermie also informed the board that she continues to work with a subcommittee of the AOHC membership to create a proposal to go to state agencies in an effort to increase funding for public health in the next biennial budget.

### **Approval of August 20, 2024, Board of Health Minutes R45.24**

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

Health Commissioner, Joy Ermie requested that item G-6 be removed from the consent agenda and moved to new business. Scott Buddelmeyer made a motion to remove item G-6 Approve resignation/retirement of Sharon Meece, Director of Community Health Services effective, November 27, 2024. Ryan Zachrich second the motion. The motion passed unanimously.

### **Approval of Consent Agenda R46.24**

Dr. Melinda Fritz moved to approve the Consent Agenda as revised. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

- a. Approve Payment of August bills in the amount of \$248,106.44
- b. Approve of August Fiscal Report
- c. Approve transfers, Intra-fund transfers, cash transfer and donations report.
  - 1) Fund to Fund Transfer - \$2.95 from 5000-5200-51110 (Health Department Transfer Out) to 5530-1200-41090 (One Ohio Opioid Transfer In)
  - 2) Cash Advance Paybacks – None
  - 3) Cash Advances – None
  - 4) Cash Transfers – None
  - 5) Intrafund Transfers –

- (a) \$2,000 from 5040-5200-51115 (PHEP Advance Out) to 5040-5200-50110 (PHEP Travel)
- (b) \$1,000 from 5040-5200-50520 (PHEP Contract) to 5040-5200-50110 (PHEP Travel)
- (c) \$1,000 from 5040-5200-50020 (PHEP Salaries) to 5040-5200-50040 (PHEP Supplies)
- (d) \$300 from 5080-5200-50520 (Get Vaccinated Insurance) to 5080-5200-50090 (Get Vaccinated Travel)
- 6) Revenue Budgetary Increases – None
- 7) Appropriation Budgetary Increases – None
- 8) Accounts Receivable Write-Offs - None
- 9) Donations – None
- d) Approve Goods and Service Agreement with Wood County Health District.
- e) Approve Memorandum of Understanding between Liberty Center Schools and the Henry County Health Department for AH Grant Training.
- f) Approve Lease Agreement with Snyder Buick GMC for a 2024 Buick Encore GX.
- g) Personnel
  - (1) Approve Nicole Spangler as Part-Time Health Educator effective September 5, 2024.
  - (2) Approve Katelyn Idewo as Full -Time Public Health Nurse effective September 5, 2024.
  - (3) Approve Tammy Segrist as Intermittent Home Visitor effective September 5, 2024.
  - (4) Approve Kathy Kaufman request for Family Medical Leave Act from September 23, 2024, through December 13, 2024 (12 workweeks)
  - (5) Approve resignation of CHS Intern Allyssa Coles effective August 21, 2024.

**New Business:**

**Approve Resignation/Retirement of Sharon Meece, Director of Community Health Services Effective November 27, 2024, R47.24**

Joy Ermie, Health Commissioner, along with Joel Miller, President of the Board of Health wanted to thank Ms. Meece for years of dedicated service to the Health Department and to the residents of Henry County, noting her efforts in making Henry County a healthier community. With regrets, Char Weber moved to approve the resignation/retirement of Sharon Meece, Director of Community Health Services effective November 27, 2024. Joel Stier seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve Second Reading of 2025-2026 Henry County Proposed Campground Fees R48.24**

Jon Lindsay, Director of Environmental Health, presented the proposed campground fees for 2025-2026. After brief discussion, Scott Buddelmeyer moved to approve the Second Reading of the 2025-2026 Campground Fees as presented. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve Second Reading of 2025-2026 Henry County Proposed Water Fees R49.24**

Jon Lindsay, Director of Environmental Health, presented the proposed water fees for 2025-2026. After brief discussion, Char Weber moved to approve the Second Reading of the 2025-2026 Water Fees as presented. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve Second Reading of 2025-2026 Henry County Proposed Food Fees R50.24**

Jon Lindsay, Director of Environmental Health, presented the proposed food fees for 2025-2026. After brief discussion, Joel Stier moved to approve the Second Reading of the 2025-2026 Food Fees as presented. Scott Buddelmeyer seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve Sewage Variance for Rebecca Donald 7161 County Road M, Monroe Twp. R51.24**

Jon Lindsay, Director of Environmental Health, presented a Sewage Variance Request submitted by Rebecca Donald, 7161 County Road M, Monroe Twp. After questions, discussion, and reviewing the property via Google maps, Char Weber moved to approve the Sewage Variance Request as presented. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

**Approve Proposed Traveler's Immunization Fees R52.24**

Allyson Smith, Director of Public Health Nursing, presented the proposed Traveler's Immunization Fee Changes. After a brief discussion, Scott Buddelmeyer moved to approve the proposed Traveler's Immunization Fee Changes as presented. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption.

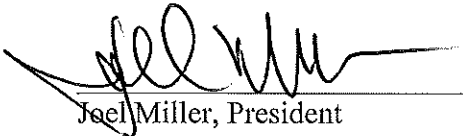
**Executive Session:**

President, Joel Miller requested the Board of Health go into Executive Session at 2:08 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 (Yes), J. Stier (Yes), R. Zachrich (Yes) and Scott Buddelmeyer (Yes).

**Adjournment**

Returning from Executive Session, there being no further business, President, Joel Miller adjourned the Board of Health Meeting at 2:33 p.m. in open session.

Next meeting is scheduled for Tuesday October 15, 2024, 1:00 p.m., at Henry County Health Department, Conference Room A, 1843 Oakwood Avenue, Napoleon, Ohio.

  
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Joel Miller, President

  
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Joy-Ann Ermie, Health Commissioner