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HENRY COUNTY BOARD OF HEALTH MEETING

Held at The Henry County Health Department
on Tuesday, July 21, 2026, 1:00 p.m.

Board Members Present

Scott Buddelmeyer, President
Char Weber, President Pro-Tempore
Dr. Melinda Fritz
Mark Lange
Ginny Minnick
Ryan Zachrich

Members Absent

Joel Stier

Staff Present

Joy Ernie, Health Commissioner
Dan Breitbart, Director of Environmental Health
Susan Davis, Henry County Cares Manager
Jill Keller, Executive Assistant
Julie McHugh, Director of Finance
Bethany Wachter, Director of Community Health Services
Cathy Zwyrer, Director of Help Me Grow

Call to Order, Roll Call

Scott Buddelmeyer, President, called the July Board of Health meeting to order at 1:01 pm. The meeting was called by Roll Call vote: S. Buddelmeyer (Yes), C. Weber (Yes), M. Fritz (Yes), M. Lange (Yes), G. Minnick (Yes), J. Stier (Absent), and R. Zachrich (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 Public Health Nursing, was absent. No report given.

Environmental Health Services

Dan Breitbart, Director of Environmental Health Services, reported the following:

- Food program cost analysis for end of year fee adjustments and state fees:
 - With the tremendous help by Julie McHugh, the completed cost analysis is currently being reviewed by ODH and ODA.
 - Cost analysis must be done annually per the Ohio Revised Code to ensure local fees are charged appropriately and adjusted as needed.

- A first reading of the adjusted fees will be presented at the August BOH meeting.
- Separate from the local portion of these fees, through the OAC rule revision process, the state has proposed incremental increases to their fees over the next four years. We do expect increases for state fees for campgrounds and pools when those sections of codes are revised.

FSO Proposed State fee changes, draft OAC 3701-21-02

When	Risk licenses	Mobile licenses	Vending licenses
Current	\$ 28.00	\$ 28.00	\$ 6.00
12/1/2026	\$ 38.00	\$ 35.00	\$ 12.00
12/1/2027	\$ 48.00	\$ 41.00	\$ 13.00
12/1/2028	\$ 49.00	\$ 43.00	\$ 14.00
12/1/2029	\$ 51.00	\$ 44.00	\$ 15.00
12/1/2030	\$ 53.00	\$ 46.00	\$ 16.00

- EH Response and support in Cyclosporiasis investigation:
 - EH staff has collected food supplier information from local restaurants and stores that has been used by our regional epidemiologist in helping identify a possible source.
 - Many thanks to Allyson Smith and the nursing team, Bethany Wachter and Emily Dearth for the great work and communication they have provided on this for the past month.
 - Commonly identified restaurants were visited, and critical practices were reviewed with management regarding correct methods of washing produce, managing employee illness reporting, and required hand washing practices.
- Testing private water supplies due to chemical spill:
 - Our office has recently obtained more sample bottles from MASI labs to ensure we can offer sampling service for bacteria, nitrates and ammonia, should there be increased interest from Henry County residents.

Help Me Grow

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

- Since June's BOH meeting HMG has received 5 referrals. Of those referrals 3 families enrolled. During the same time period 10 families exited. 3 families completed the program (graduated), 1 family moved out of state, 3 families not interested in ongoing services, and loss of contact with 3 families.
- Ms. Zwyer reviewed the Edinburgh Depression Scale and safety planning tool that Help Me Grow Home Visitors use at the time of intake. Home Visitors review the tool after the caregiver completes and scores prior to leaving the visit. A score of 10 or higher is considered at risk for depression. Home Visitor asks directly if caregiver has thoughts of hurting themselves even if they answered no on Question #10, thoughts of harm with no plan - complete safety plan and thoughts of harm with a plan - arrangements are made to go to the emergency room.

Henry County Cares

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

- HUB updates: HCC had twenty-eight referrals in June. Approximately 46% of the referrals were eligible for enrollment upon referral; meaning they had enough risk factors and active Medicaid health insurance to be accepted into the program. Ms. Davis discussed the referral

process, conditions that might prevent individuals from being accepted into the program, billing and payment practices. Davis also shared that from the point of referral through pre-screening, initial visit, data entry, and HUB review, enrollment can take a minimum of two weeks from start to finish.

- Cribs update: HCC is still working with DCY and waiting for the official NOA and agreement to move forward. Cribs for Kids is changing to “Every Baby Sleeps Safe.” HCC is no longer ordering from Cribs for Kids, permitted to use the logo, or marketing materials. Under DCY the process to provide cribs to clients will be changing. There is an emphasis on data integrity and data collecting. Davis will keep everyone informed about the new changes.

Human Resources

Jala Schroeder, Human Resource Specialist, was absent. Jill Keller, Executive Assistant, reported the following:

- Hiring: Toriana Reynolds will be starting October 1, 2026, as an Intern in Community Health Services, approval is in the consent agenda. Reminder that Public Health Nurse Tracy Funk will be starting August 20, 2026.
- Staff Updates: Approval of Jala Hazelton-Schroeder’s Family Medical Leave, from July 6, 2026, through September 27, 2026.
- Trainings: Third quarter Forum will be August 10 & 11, 2026.
- Also on the consent agenda is the Supplemental Insurance Carrier Change Recommendation. Transitioning from Colonial Life to Frost Insurance.

Finance

Julie McHugh, Director of Finance, reported the following:

- Julie McHugh, Director of Finance, was notified on Wednesday, July 15, 2026, via email with the Initial Audit Document Request for the Ohio Auditor of State’s office. The audit for fiscal years ending December 31, 2024, and 2025 will begin the week of July 27, 2026. The audit will be completed and submitted to ODH no later than September 30, 2026. Krystina Bashor, Account Clerk, and Ms. McHugh, are currently compiling all the information together from that list. This is not an all-encompassing list as the auditors will be requesting documents from throughout the department to double-check entries for receipts and any adjustments to accounts that were made during 2024 and 2025 calendar years.
- The Cribs for Kids grant application was submitted for funding in the amount of \$20,850. Henry County Health Department has been tentatively awarded for the grant budget period that begins July 1, 2026, and runs through June 30, 2027, through the Ohio Department of Children and Youth Services. They have requested us to submit a budget revision and narrative that Julie McHugh, Director of Finance, and Susan Davis, Henry County Cares Manager, have worked on together to complete. This budget revision has been submitted, and we are awaiting final approval.
- We received notification from the Ohio Department of Health (ODH) notifying us that we were awarded the Public Emergency Preparedness grant in the amount of \$65,000 with the grant year beginning July 1, 2026, and running through June 30, 2027. There was no cut in funding this year.
- We received confirmation from Fulton County Health Department (FCHD) for the Get Vaccinated grant for the amount of \$31,280, also funded through ODH. The grant budget period begins July 1, 2026, and runs through June 30, 2027. We received further notice that one of the deliverables was reduced so our funding was reduced to \$27,230. Vanessa Cash, program manager, has communicated with FCHD to submit the budget revision.

- The Safe Communities grant that was submitted in the amount of \$27,500 is funded by the Ohio Traffic Safety Department. We are waiting on this notice of award for the next budget period that will begin October 1, 2026, and run through September 30, 2027. It will be several months before we hear if we are awarded this grant.
- McHugh and Joy Ermie, Health Commissioner, are working on a project for budgets to be created universally for all departments. The outcome is to get the projected cost of what programs individual program, i.e., Public Health Nursing, Community Health Services, etc., cost to operate with revenue and expenses from grant and local funding included. Public Health Nursing will be the first program that the process will be worked with, once the complete process is developed. Through this process, Ms. McHugh and Ms. Ermie will be revisiting the 2027 budget that was tentatively approved at the March Board of Health meeting and bring for final approval in early fall.
- Fiscal staff are also working on a unit cost per service process to ensure that we are charging an appropriate amount for services. The first project we are working on is Vital Statistics fees. We would like to be able to use a similar process for each fee for service that we provide, including the immunization program.
- All of the above are examples of what the fiscal department works on a daily basis to meet Priority 3 – Fiscal Viability of the Strategic Plan that covers the 2024-2028 fiscal years. Other departments are involved with these processes such as meeting with Ms. McHugh on a monthly basis to review programs and expenses to revenue ratios for individual income generating programs and general running of programs. Other staff serve as Program Managers for grants that work closely with fiscal to make sure that we are appropriating funds currently and spending within the limits of each Request for Proposal (RFP), as they are not always the same for all grants.
- Environmental Director, Dan Breitbart, and McHugh are currently working on the cost methodology project for food fees. This is a standardized spreadsheet supplied by ODH for all local health departments to follow. Once completed, this spreadsheet will be sent to ODH to review and recommend corrections, if needed. Breitbart and McHugh have had several meetings to streamline information to make the process easier for future years. The final calculations will be presented at the August Board of Health meeting for the first reading.

Community Health Services

Bethany Wachter, Director of Community Health Services, reported the following:

- In the BOH packet there were several items related to CHS programs.
 - We received the Notice of Award for the PHEP grant at \$65,000, which is the same as it has been in years past.
 - There are three MOUs as well: 3rd Grade Nutrition program, the four your mental health campaign, and providing naloxone and other hygiene items to OhioGuidestone via one of our vending machines.
- Mental Health work group is sharing a survey about stigma. Please take it and share it on your social media.
- Tiffany Day, Lukas Wise, and Joy Ermie attended the NACCHO conference last week. HCHD provided two presentations at the national conference. Ermie and Day presented our work with succession planning and how do to make it easier for those of us at the local level. Wise was joined by Cat Dennison from Seneca County presenting about their tool to look at cancer cases at a rural level.
- Latest on Cyclosporiasis:
 - Cyclosporiasis is caused by a parasite, and people can become infected by ingesting food or water that has been contaminated. Symptoms usually appear around a week

after exposure but can take up to 2 weeks which makes pinpointing a source more complicated.

- As of today, Henry County has 61 lab-confirmed cases of Cyclosporiasis. Our public health nurses are working diligently in contacting individuals to complete case investigations. They are doing an excellent job.
- In northwest Ohio, there are 2,149 lab confirmed cases with 1,001 of those cases being in Lucas County.
- At this time the outbreak has been connected to shredded lettuce. We advise the public to avoid consuming shredded iceberg lettuce from Taco Bell and the voluntarily recalled shredded lettuce products from Taylor Farms. As a reminder, the investigation related to this outbreak is still ongoing.
- A false positive result was provided by the FDA to Taylor Farms. This result does not change the fact that epidemiological evidence still points to the source as shredded lettuce supplied by Taylor Farms locations in central Mexico. The recall of the products remains in effect.
- A regional JIC or Joint Information Center was established to assist with communications. Both Emily Dearth and Ms. Wachter worked as part of this to assist with communications. Wachter was the lead and Dearth assisted with talking points and media messaging.

Health Commissioner

Joy Ermie, Health Commissioner, reported the following:

- Ms. Ermie briefed the Board of Health on an incident involving a chemical spill in Huston Creek. Ermie thanked the city, county, and state partners for their collaboration. Ermie recognized the efforts of Dan Breitbart, Kassidy Swanson, Shelly Boehm, Emily Dearth, and Bethany Wachter for their involvement in the response.
- Ermie recognized Allyson Smith, Karen Engler, Vanessa Williams, Nikki Shank, Jacqueline Thomas, Bethany Wachter, Emily Dearth, and Dan Breitbart for their efforts in the Cyclosporiasis outbreak response.
- Ermie reported that the three staff members who attended NACCHO 360 last week (Ermie, Tiffany Day and Lukas Wise) received great feedback after their presentations and brought back many innovative and continuous improvement ideas for the agency.

Approval of June 23, 2026, Board of Health Minutes R30.26

The Board of Health reviewed the Board of Health Minutes from the June 23, 2026, meeting. Mark Lange moved to approve June 23, 2026, Board of Health Minutes as presented. Ryan Zachrich seconded the motion. The motion passed, resulting in its adoption.

Approval of Consent Agenda R31.26

Char Weber moved to approve the consent agenda as presented. Ginny Minnick seconded the motion. The motion passed, resulting in its adoption.

- a) Approve Payment of June bills in the amount of \$218,383.50
- b) Approve of June Fiscal Report.
- c) Approve transfers, Intra-fund transfers, cash transfer and donations report.
 - 1) Cash Transfers - None
 - 2) Cash Advances - None
 - 3) Cash Advance Paybacks - None
 - 4) Intrafund Transfers -
 - (a) \$100,000 from 5000-5200-50020 (Health Department Salaries) to 5000-5200-50200 (Health Department Contract)

- (b) \$23,000 from 5015-5200-50020 (Family Connects Ohio Salary) to 5015-5200-50200 (Family Connects Ohio Contract)
- (c) \$2,500 from 5015-5200-50040 (Family Connects Ohio Supplies) to 5015-5200-50200 (Family Connects Ohio Contract)
- (d) \$3,500 from 5015-5200-50110 (Family Connects Ohio Travel) to 5015-5200-50200 (Family Connects Ohio Contract)
- (e) \$3,000 from 5015-5200-50520 (Family Connects Ohio Insurance) to 5015-5200-50200 (Family Connects Ohio Contract)
- (f) \$2,000 from 5015-5200-50350 (Family Connects Ohio PERS) to 5015-5200-50200 (Family Connects Ohio Contract)
- (g) \$1,000 from 5040-5200-50110 (PHEP Travel) to 5040-5200-50040 (PHEP Supplies)
- 5) Appropriation Budgetary Increase -
 - (a) \$9,000 to 5015-5200-50200 (Family Connects Ohio Contract)
- 6) Donations - None
- 7) Accounts Receivable Write-Offs - None
- d) Approve Notice of Award from Ohio Department of Health for Public Health Emergency Preparedness, \$65,000.00, effective July 1, 2026, through June 30, 2027.
- e) Approve 2026-2027 School Nursing Contracts.
 - (1) St. Augustine School
 - (2) St. John School
 - (3) St. Paul School
- f) Approve Memorandum of Understanding between Williams County General Health District and Henry County Health Department for MyPlate program, in the amount of \$10,000.00 for fiscal year, 2026-2027.
- g) Approve Memorandum of Understanding between Williams County General Health District and Henry County Health Department for 4YMH program, in the amount of \$7,550.00 for fiscal year, 2026-2027.
- h) Approve Memorandum of Understanding between OhioGuidestone and Henry County Health Department to provide guidance for the safe and correct furnishing of naloxone to individuals at risk of experiencing or witnessing an opioid-related overdose.
- i) Approve Lease Agreement with Snyder Buick GMC for a 2026 Buick Encore GX, 3 years, 12,000 mile a year, \$572.89 month.
- j) Approve Health Impact Ohio Affiliation Agreement with Henry County Health Department for purposes of collaboration under the Ohio Rural Health Transformation Community Health Worker Training and Technical Assistance Initiative.
- k) Approve Supplemental Insurance Carrier Change Recommendation from Colonial Life to Frost Insurance effective January 1, 2027.
- l) Personnel
 - (4) Approve Jala Hazelton, Family Medical Leave from July 6, 2026, through September 27, 2026.
 - (5) Approve Hiring of Toriana Reynolds, Intern, Effective October 1, 2026.

New Business:

Approve Proposed Immunization Fee Schedule R32.26

Julie McHugh, Director of Finance presented the proposed immunization fee schedule noting the updated pricing. While Ms. Smith, Director of Public Health Nursing, was not in attendance, McHugh did state that Smith had reviewed the proposed fee schedule. After discussion, Mark Lange moved to approve the proposed immunization fee schedule as presented. Dr. Melinda Fritz seconded the motion. The motion passed unanimously, resulting in its adoption. The fee schedule will go into effect August 1, 2026.

Executive Session:

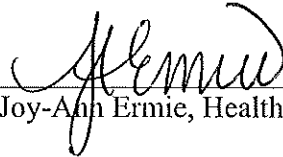
Scott Buddelmeyer, President stated that the Board of Health did not need to go into Executive Session.

Adjournment:

There being no further business to discuss, Ryan Zachrich moved to adjourn the Board of Health Meeting at 2:44 pm. Next meeting is scheduled for Tuesday August 18, 2026, at 1:00 p.m., at Henry County Health Department, Conference Room A, 1843 Oakwood Avenue, Napoleon, Ohio.



Scott Buddelmeyer, Board of Health President



Joy-Ann Ernie, Health Commissioner