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HENRY COUNTY BOARD OF HEALTH MEETING

Held at The Henry County Health Department
on Tuesday, March 17, 2026, 1:00 p.m.

Board Members Present

Scott Buddelmeyer, President
Dr. Melinda Fritz
Mark Lange
Joel Stier
Ryan Zachrich

Members Absent

Char Weber, President Pro-Tempore
Ginny Minnick

Staff Present

Joy Ernie, Health Commissioner
Susan Davis, Henry County Cares Manager
Jill Keller, Executive Assistant
Julie McHugh, Director of Finance
Jala Schroeder, Human Recourse Specialist
Bethany Wachter, Director of Community Health Services
Emily Dearth, Emergency Response Coordinator
Marissa Hergert, Help Me Grow Coordinator

Call to Order, Roll Call

Scott Buddelmeyer, President, called the March Board of Health meeting to order at 1:05 pm. The meeting was called by Roll Call vote: S. Buddelmeyer (Yes), C. Weber (Absent), M. Fritz (Yes), M. Lange (Yes), G. Minnick (Absent), J. Stier (Yes), 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

Henry County Cares

Susan Davis, Manager of Henry County Cares, reported the following:
HUB Participation Agreement 2026:

- Anthem is not in the contract but could be added anytime.
- Changes to reimbursements, specifically with pregnant participants and only with a couple of Medicaid providers; Molina and Buckeye specifically.
- Payment grid update: Many pages because the HUB spelled out every form you can bill instead of referencing the drop-down options as in years past.
- "Engagement fee" instead of initial form pay out.

- Reductions in how many CHWs can do per family instead of per person; this was not spelled out in the contract, but information was provided by invoicing specialist.
- Change to P2 learnings; CHW must document participant's clear understanding of education provided.

Cribs for Kids:

- Working on the grant application that is due April 2, 2026, this will be for July 2026 thru June 2027; permitted 139 cribs for this grant year for the same 5 counties.

Human Resources

Jala Schroeder, Human Resource Specialist, reported the following:

- Hiring: Both Help Me Grow positions have been filled. Carmen Avalos Villa will be filling the bilingual role, beginning March 19, 2026, and Angel Dietrich will be filling the full-time role, starting April 2, 2026. Help Me Grow is excited to welcome both to HCHD. We will also be hiring a Full Time Public Health Nurse. Allyson Smith and Ms. Schroeder will be attending a Healthcare Career Fair on March 25, 2026, where they plan to advertise and promote the job posting.
- Insurance: Ms. Schroeder has been meeting with Anna Musshel, from the Commissioner's Office and Heather Obermeyer with Hope Services regarding the Supplemental Health and Life Insurance plans. Currently the county uses Colonial Life but are exploring other options for 2027. The group met with Frost Insurance, New York Life, and Freedom Benefits. Ms. Mussel is working on getting costs from each company, then the group will meet again to decide if the county will change to either of these companies for supplemental health. Schroeder will report back once more information is available.
- Policies: There are four policies that have been reviewed and updated. Three of the four are updates to current policies: 8.03 Predisciplinary Conference – Classified Employees, 3.03 Employment Status, and 4.07 Starting/Lunch/Quitting Times/Breaks. The fourth policy is new and is under new business: 8.08 Administrative Leave.
- Trainings: Annual 2026 Ohio Ethics Law training for all staff, was completed in March.

Finance

Julie McHugh, Director of Finance, reported the following:

- The annual financial report that was due 60 days from December 31, 2025, was submitted on February 27, 2026, by Julie McHugh, Director of Finance. These financial statements, along with December 31, 2024, year-end statements will be audited by the State Auditor's office during the summer of 2026.
- The 2027 budget process was completed by Ms. McHugh and reviewed by Joy Ermie, Health Commissioner. The 2027 budget was presented to the Personnel/Finance/Audit Committee before today's Board of Health meeting and will be brought to this meeting for final approval by the Board of Health.
- OVRS continues to move along smoothly. April Murray, Registrar, continues to train front office staff on the process for issuing birth and death certificates to ensure there will always be a staff member in the office to fulfill requests when a customer comes into the office. Payments from the Ohio Department of Health are being received when death certificates are requested online and sent to HD department to process. Currently waiting on the reporting process to be completed by the Ohio Department of Health. Ms. Murray and Amanda Griffith, Deputy Registrar, attended a training session on March 5, 2026, and received training videos to share with all front office administrative staff.

- The Foundational Public Health Services (FPHS) has created a standard costing spreadsheet for all health departments across the state to report their Annual Financial Report information. The purpose of the report is to assess the current capacity to deliver the minimum health capabilities and programs that all health departments are required to provide, to identify gaps, and how much it will cost to fill the gaps. The report is due April 1, 2026, and is in the process of being completed.

Community Health Services

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

- Events and other happenings:
 - HeadStart Family Resource Day is Thursday March 19, 2026. Community Health Services (CHS) will be out there with general health department information.
 - Hogs and Dogs—Napoleon Harley Davidson on March 28, 2026. Tante Lovins and Maddie Worstell will be providing traffic safety information at the event.
 - NAMI on March 31, 2026, Tiffany Day is hosting another AH training and if someone you know might benefit, please invite them. All the information will be on HD social media.
 - Lovins and Worstell have started seatbelt checks at the local high schools to see just how many of the students/staff are driving safely and wearing their seatbelts.
 - Lukas Wise will be out at Holgate School in a few weeks with the third graders for MyPlate program.
 - Finally, our Integrated Harm (Project DAWN) site visit is on April 2, 2026. Two ODH grant consultants will be here to see our program in action. Once it's complete, the board will receive the final site visit report. Wachter doesn't anticipate any issues.
- Dr. Krista Westrick Payne's employment status change is in the board packet. Ms. Payne became an intermittent employee after starting full-time at BGSU several years ago. With her current workload at the University and our CHA process occurring every three years, we determined it would be better to move towards a contracted basis for work as needed. This allows more flexibility for both Payne and the health department. Wachter wanted to say thank you to Ms. Payne for all of her work at HCHD, especially with the health assessment.

Public Health Nursing:

Allyson Smith, Director of Public Health Nursing, was absent. Executive Assistant, Jill Keller reported the following:

- Vanessa Cash recently conducted school immunization validations at three schools as part of the Get Vaccinated grant deliverable. HCHD has applied with Fulton and Williams Counties for the GV 2026-2027 grant which begins July 1, 2026. It is a competitive grant, Smith is hoping to receive the award.
- Public Health Nursing continues to receive reports of hospitalizations for RSV, COVID and Flu. For March, we have had 2 COVID, 2 Influenza A, and 3 RSV including an infant, so far.
- PHN is busy implementing and training for the Family Connects Ohio grant. This is the newborn nurse home visiting program that Smith shared a few months ago. Jacqueline Thomas, RN and Smith attended an in-person training course in Columbus for two days in

February and are attending a 2-day virtual clinical training March 17-18, 2026. This grant was awarded to Henry, Fulton, Defiance and Williams counties. More to come for an anticipated launch date.

- Late yesterday, March 16, 2026, a federal court temporarily blocked the vaccine recommendations that have come from the CDC's ACIP group since summer 2025. This means that all changes to the recommended vaccine schedule have been overturned. Although this is temporary, it is a win and sign that public health and medical organizations are being heard in the court system.

Environmental Health Services

Dan Breitbart, Director of Environmental Health Services, was absent, no report given.

Help Me Grow

Cathy Zwyer, Director of Help Me Grow, was absent, Marissa Hergert, Help Me Grow Coordinator, reported the following:

- Since the February Board of Health meeting HMG has received 8 referrals. Amanda Mazur, Intake Specialist, is still reaching out to offer services, no enrollments yet. During the same time period 4 families existed: 3 graduated and 1 chose to discontinue services.
- Last week bilingual Home Visitor, Naya Ortega, took part in Lactation training provided by DCY. Ortega passed her Certified Lactation Specialist test and will be joining 3 other staff members to provide support for breastfeeding mom's in HMG program. It's exciting to now have a Spanish speaking specialist which eliminates the need for a third person to be present for translation during such an intimate process.
- On March 7, 2026, Melissa Bostelman celebrated her 10th anniversary as an HMG Home Visitor. In a field where the average length of employment is 3 years, this is a significant accomplishment. Bostelman has served over 80 families and completed 2,250 visits.

Health Commissioner

Joy Ermie, Health Commissioner, reported the following:

Ms. Ermie welcomed the Board and thanked Emily Dearth for her hard work on the 2025 Annual Report. Ermie informed the Board she has submitted the Quality Indicators to ODH, which are due in May of 2026. These quality indicators demonstrate HCHD's alignment with ODH's priorities. Ermie then informed the Board that their mandatory 2-hour education for this year would be (2) online courses and (1) in-person training to be held at the April board meeting.

Approval of February 17, 2026, Board of Health Minutes R15.26

The Board of Health reviewed the Board of Health Minutes from the February 17, 2026, meeting. Mark Lange moved to approve February 17, 2026, Board of Health Minutes as presented. Ryan Zachrich seconded the motion. The motion passed, resulting in its adoption.

Approval of Consent Agenda R16.26

Melinda Fritz moved to approve the consent agenda as presented. Joel Stier seconded the motion. The motion passed, resulting in its adoption.

- a) Approve Payment of February bills in the amount of \$209,053.85.
- b) Approve of February Fiscal Report.
- c) Approve transfers, Intra-fund transfers, cash transfer and donations report.
 - 1) Cash Transfers – None

- 2) Cash Advances –
 - (a) \$20,000 from 5000-5200-51115 (Health Department Advance Out-Appropriation) to 5030-5200-40495 (Integrated Harm Advance In-Revenue)
- 3) Cash Advance Paybacks – None
- 4) Intrafund Transfer –
 - (a) \$5,000 from 5015-5200-50020 (Family Connects Ohio Salary) to 5015-5200-50110 (Family Connects Ohio Travel)
- 5) Donations – None
- 6) Accounts Receivable Write-Offs - None
- d) Approve HUB Participation Agreement between The Health Council of Northwest Ohio and Henry County Health Department.
- e) Approve Memorandum of Understanding between Paulding County HD and Henry County HD for the Adolescent Health Resiliency Project (AH26) from October 1, 2025, through September 30, 2026.
- f) Approve Updated Personnel Policy 8.03, Predisciplinary Conference-Classified Employees.
- g) Approve Yellow Fever Vaccination Center Certification Form, 2026.
- h) Approve Vaccines for Children Program Provider Agreement and Profile 2026.
- i) Personnel
 - (1) Approve Hiring of Carmen Avalos Villa, Full Time Bilingual Help Me Grow Home Visitor, effective March 19, 2026.
 - (2) Approve Change in Employment Status for Krista Payne, effective February 20, 2026.
 - (3) Approve Resignation of Melissa Vogelsong, Help Me Grow Home Visitor, effective March 13, 2026.
 - (4) Approve Hiring of Angel Dietrich, Full Time Help Me Grow Home Visitor, effective April 2, 2026.

New Business:

Approve New Personnel Policy 8.08, Administration Leave R17.26

Joy Ermie, Health Commissioner, and Jala Schroeder, Human Resource Specialist, presented a new Personnel Policy, 8.08, Administration Leave, to the Board of Health. After discussion, Ryan Zachrich moved to approve new Personnel Policy, 8.08, titled Administration Leave, as presented. Mark Lange seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve 2027 Revenue and Appropriation Operating Budgets R18.26

The Personnel/Finance/Audit Committee met March 17, 2026, prior to the monthly BOH meeting to review the 2027 Revenue and Appropriations Operating Budgets presented by Health Commissioner Ermie and Director of Finance Julie McHugh. BOH President, Scott Buddelmeyer and the committee recommended approval of the budget as presented. Melinda Fritz moved to approve the 2027 Revenue and Appropriations Operating Budgets. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Update to Personnel Policy 4.07 R19.26

Joy Ermie, Health Commissioner, presented updated Personnel Policy 4.07, entitled Starting/Lunch/Quitting Times/Breaks, to the Board of Health. After discussion, Mark Lange moved to approve the updates to Personnel Policy 4.07 as presented. Joel Stier seconded the motion. The motion passed unanimously, resulting on its adoption.

Approve Update to Personnel Policy 3.03 R20.26

Joy Ermie, Health Commissioner, presented updated Personnel Policy 3.03, entitled Employee Status, to the Board of Health. After discussion, Joel Stier moved to approve the updates to Personnel Policy 3.03 as presented. Ryan Zachrich seconded the motion. The motion passed unanimously, resulting in its adoption.

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 in open session, President Scott Buddelmeyer adjourned the Board of Health Meeting at 2:01 pm.

Next meeting is scheduled for Tuesday April 21, 2026, at 1:00 p.m., at Henry County Health Department, Conference Room A, 1843 Oakwood Avenue, Napoleon, Ohio.

Henry County District Advisory Council Meeting (DAC) is scheduled for tomorrow, Wednesday March 18, 2026, at 12:00 pm, at the Henry County Health Department, 1843 Oakwood Ave. Napoleon, Ohio. Lunch will be served.



Scott Buddelmeyer, Board of Health President



Joy-Ann Ermie, Health Commissioner