HENRY COUNTY HEALTH DEPARTMENT

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HENRY COUNTY BOARD OF HEALTH MEETING

Held at The Henry County Health Department
on Tuesday, August 18, 2026, 1:00 p.m.

Board Members Present
Scott Buddelmeyer, President
Dr. Melinda Fritz
Ginny Minnick
Joel Stier
Ryan Zachrich

Members Absent
Char Weber, President Pro-Tempore
Mark Lange

Staff Present
Joy Ermie, Health Commissioner
Dan Breitbart, Director of Environmental Health
Susan Davis, Henry County Cares Manager
Jill Keller, Executive Assistant
Julie McHugh, Director of Finance
Allyson Smith, Director of Public Health Nursing
Bethany Wachter, Director of Community Health Services
Cathy Zwyer, Director of Help Me Grow

Call to Order, Roll Call
Scott Buddelmeyer, President, called the August Board of Health meeting to order at 1:00 pm. The meeting was called by Roll Call vote: S. Buddelmeyer (Yes), C. Weber (Absent), M. Fritz (Yes), M. Lange (Absent), 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. Ginny Minnick arrived at 1:02 pm, after roll call.

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

- EH program fees: First Reading of proposed fees from required annual cost analysis under new business.
- Training: Kassidy Swanson will be attending the Ohio Onsite Wastewater Association field day tomorrow in Centerburg, Ohio. The training includes demonstrations of many aspects of septic system installation, use of laser level, soil evaluation, and a demonstration of a pumper truck. October 1-2, 2026, Swanson and Breitbart will be attending the annual OEHA Fall conference in Sandusky, Ohio.

- Sewage O&M : As of today, Tuesday, August 18, 2026, there are 61 unpaid O&M permits from Ridgeville and Washington Townships. That list will be going to the auditor by the end of this month for special assessment. This represents less than 7% of all mailings between October 2025 through April 2026. October begins year 4 of 5 of initial enrollments and will include households in Liberty and Napoleon townships.

Help Me Grow

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

- Since July's BOH meeting Help Me Grow Home Visiting has received 9 referrals. Of those referrals 3 families enrolled and 2 more are scheduled. During the same time period 3 families exited: 1 family graduated from the program, 1 family was not interested in continuing services, and 1 family was a loss of contact.
- The largest referral sources this year have been Fulton County Health Center, WIC offices, and Cribs4Kids. Although smaller in number our most successful referrals (that resulted in enrollments) are from Henry County Cares and Home Visitors who have either talked with a friend of the family already on their caseload or promoted services when talking with people they meet through other community connections.
- HMG has been conducting outreach at WIC offices, with a staff member present in the waiting area during clinic hours to speak with parents about available services. This approach, combining personal connection with a location that serves many eligible families, appears to be making a positive impact. Most families have been open to conversation and willing to receive information about enrollment.

Henry County Cares

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

- HUB Updates: HCC reported 15 referrals in July and currently have 109 participants enrolled, representing approximately 60 families. HCC continues to serve adults, pediatric clients, and pregnant individuals, though covered populations vary by Medicaid plan.
- Medicaid Updates: Upcoming Medicaid contract changes emphasize increased collection of chronic illness diagnoses. Some plans are moving toward covering only pregnant individuals, women of childbearing age (14–49), or households with at least one pregnant member.
- Ohio Revised Code 5167.173 outlines the populations Medicaid is required to fund for Community Health Worker (CHW) services. According to statute, Medicaid must cover CHW services for individuals who:
    - Are pregnant or able to become pregnant
    - Reside within a HUB region
    - Receive a referral from a physician or provider
- Although Medicaid is only required to fund these populations, HCC's HUB currently operates under expanded contracts that allow enrollment of broader populations, including single men and children, and does not require physician referral. The HUB continues to advocate for maintaining this expanded coverage. These statutory requirements may explain recent payment structure changes and increased emphasis on pregnant populations.
- Every Baby Sleeps Safe Program: The department is awaiting final details from DCY regarding item distribution and access to the ordering portal, which remains under development.

Finance

- Julie McHugh, Director of Finance, reported that the 2024-2025 audit began July 27, 2026. Ms. McHugh and Krystina Bashor, Account Clerk, are working together to gather all the documents that they are requesting for testing purposes. The HD will be having a regular audit and a single audit due to having an effective date for a grant that began after October 1, 2024, and our fiscal year began January 1, 2024, and we expended more than the threshold of $750,000 that was still in place, it is now $1,000,000. This should be our final single audit and then we will go back to regular two-year regular audits. The engagement letter has been included in the Board of Health packet for approval. The cost for the audit is expected to not exceed $11,438.
- Henry County Health Department was awarded Every Baby Sleeps Safe (EBSS), formerly Cribs for Kids, grant for the budget period that began July 1, 2026, and runs through June 30, 2027. This grant runs through the Ohio Department of Children and Youth Services in the amount of $20,850. Susan Davis, Henry County Cares Manager, Ms. McHugh, and Joy Ermie have been working on the restructuring of the program due to the many changes with the program since we applied for it. A Public Health Clerk will be handing more of the day-to-day operations of the program with Ms. Davis providing oversight.
- McHugh has been working on the close out and start-up of funding that began July 1, 2026. This includes the PHEP, Get Vaccinated, EBSS grants, 4 County Nutrition and Mental Wellness programs. New budgets have been created for all programs, and monthly reporting is being revamped for better recordkeeping.
- HD is waiting to hear if we were awarded the Safe Communities and Adolescent Health Grants, with both programs having a budget period that begins October 1, 2026, and runs through September 30, 2027. Community Health Servies applied for the same funding for Safe Communities as previous years in the amount of $27,500. Adolescent Health grant was reduced from $144,000 to $100,000 due to Ohio Department of Health opening up the grant for additional funding opportunities for other counties. The number of counties that we will be serving has been reduced.
- The Request for Proposal was received from Ohio Department of Health on August 7, 2026, for the Integrated Harm Reduction grant. The grant application will be worked on by the Community Health Services team and McHugh will submit it no later than September 8, 2026. This is a continuation solicitation, and we will be applying for the same funding as the current grant period in the amount of $87,500. The grant period will run from September 30, 2026, through September 29, 2027.

Community Health Services

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

- Ms. Wachter provided a power point presentation of the fair booth, fair activities, including fair parade participation. Wachter shared that this year's fair booth focused on E-Bike education and distribution of bike helmets.

Public Health Nursing

Allyson Smith, Director of Public Health Nursing, reported the following:

- Smith reported that the cyclospora outbreak is coming to an end. The health department's (HD) first case was received 6/29/2026 and the most recent on 8/13/2026 with illness onset ranging from 6/9/2026 to 7/16/2026. Two restaurant commonalities have been identified thus far, one affecting 31 individuals and the other 7 individuals.
- As of August 17, 2026, HD has received or investigated 110 total reports.

    - 50 were lost to follow-up (Specifically – there were 42 individuals we made phone contact with and they requested REDCap survey and did not return the survey, and 8 were unable to be reached after 2 phone call attempts).
    - 60 case investigations were completed, including 45 by phone interview and 15 through the REDCap survey.
- Ms. Smith wanted to take a moment to acknowledge the PHN staff for their work during this period. Smith is very proud of the team for making successful contact with 82 individuals over just five weeks, while also balancing their regular responsibilities. That is 82 people who were personally contacted by a nurse, who had the chance to share their experience, and feel heard. Those positive interactions matter, and they often ripple through families and communities. This is a great example of how community engagement can look different within each department, and it's one of the things that makes our work unique. The interview process can be tedious, but the information staff collected is incredibly valuable to epidemiologists at the state and federal levels. We may not see the impact of this work for months or years, and it may not be obvious where HCHD directly contributed, but our diligence in case management absolutely feeds into the larger public health picture. There were many parts of the outbreak that were out of our control, but our response focused on what we could control - and the team did very well.
- Nikki Shank is planning to have flu and COVID clinics beginning October 1, 2026, at HCHD and several off-site locations including the Senior Center, Maumee Valley Youth Center, Campbells, and Filling Home. Flu vaccine has been ordered and currently waiting for federal guidance on the updated 2026–2027 COVID vaccine, which has been pre-booked.
- On August 10, 2026, a new Executive Order was released regarding childhood vaccine recommendations. It overlaps with the ACIP changes that were halted earlier this year. Currently, ODH has not issued new guidance, HCHD is continuing with the standard recommended schedule. We will keep the BOH updated as more information becomes available.
- School begins next week, and Vanessa Williams and Nikki Shank will be at the 3 parochial schools to complete medical record reviews, vision and hearing screenings, and scoliosis screenings over the next 2 months.
- For FCO, Jacqueline Thomas has continued home visits since our launch on May 18, 2026. HCHD has received 16 referrals – of which 6 visits have been completed, 5 scheduled over the next 2 weeks, and the remaining 5 referrals were either ineligible or no longer wanted services. Main referral sources include Help Me Grow, Henry County Cares, and Fulton County Health Center Labor and Delivery/OB/GYN floor. In addition to the 6 visits completed by Henry County, Fulton County has completed 5 visits since their launch date of 6/1/2026. Defiance County plans to launch September 1, 2026, and Williams County hopes to launch in late September. Reimbursement has not yet been received for any of the completed visits.
- Through the FCO program, PHN has received a few bereavement-related referrals. Ms. Thomas's background as a Comfort Doula volunteer with Sufficient Grace Ministries has been incredibly helpful in supporting these families. PHN is planning bereavement training for Family Connects staff for all four counties.
- PHN will continue to do outreach when time allows; however, DCY has provided funds to Bright Beginnings, who contracts with the regional intake and referral agency, to lead the official outreach and marketing for Family Connects. That said, their outreach staff cover more than ten counties and are not embedded in our local communities the way we are. Because of the relationships our staff already have with partners here in Henry County and the surrounding region, our internal outreach tends to be more effective and more

connected. Smith has found that when we share information directly with community partners, it reaches families faster and feels more personal.

- The four-county region was selected by the Family Connects Senior Policy Director to participate in the Groundwork Ohio roadshow listening tour. This event is designed to highlight local efforts supporting young children and will be featured in a statewide report shared with policymakers, funders, media, and other decisionmakers. The site visit will take place Wednesday, September 9, 2026, from 10 a.m. to noon at the ESC. If you would like an invitation, please let Ms. Keller know.
- Lastly, Tracy Funk, RN begins this Thursday, August 20, 2026, and PHN looks forward to welcoming her.

Health Commissioner

Joy Ermie, Health Commissioner, reported the following:

- Ms. Ermie began by thanking all the managers for their reports and proceeded to inform the Board of Health about some external projects.
- Ermie reviewed the latest information shared by the Ohio EPA regarding the Huston Creek incident.
- Ermie continued by updating the Board on her involvement with the Association of Ohio Health Commissioners. She spoke of her service on the Workforce Taskforce and how she was asked to co-chair the group. Ermie shared that the Taskforce's first strategy is to focus on environmental health workforce and the first joint meeting with ODH will be held in Columbus in late August.
- Ermie also asked for Board support as she has accepted the nomination to serve as the Vice-President of the AOHC Board. Ermie explained this board position is a one-year commitment and primary responsibility is to work with AOHC staff to plan the annual fall conference for health commissioners and medical directors. Ermie shared that she believes should she be elected, this position will benefit HCHD as AOHC board members meet monthly with ODH leadership and networking is imperative for small health departments at all levels.

Ryan Zachrich left the meeting at 1:51 pm, a quorum was still present.

Approval of July 21, 2026, Board of Health Minutes R33.26

The Board of Health reviewed the Board of Health Minutes from the July 21, 2026, meeting. Ginny Minnick moved to approve July 21, 2026, Board of Health Minutes as presented. Dr. Melinda Fritz seconded the motion. The motion passed, resulting in its adoption.

Approval of Consent Agenda R34.26

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

a) Approve Payment of July bills in the amount of $409,612.28.
b) Approve of July 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) $900 from 5015-5200-50200 (Family Connects OH Contract) to 5015-5200-50520 (Family Connects OH Insurance)

(b) $2,000 from 5020-5200-50040 (Adolescent Health Supply) to 5020-5200-50520 (Adolescent Health Insurance)
(c) $3,000 from 5030-5200-50020 (Integrated Harm Salary) to 5030-5200-50520 (Integrated Harm Insurance)
(d) $3,500 from 5115-5200-51115 (Cribs for Kids Advance Out) to 5115-5200-50520 (Cribs for Kids Insurance)
(e) $300 from 5135-5200-50020 (Public Health Workforce Salary) to 5135-5200-50520 (Public Health Workforce Insurance)

5) Appropriation Budgetary Increase – None
6) Donations - None

d) Accounts Receivable Write-Offs - None
e) Approve Increase in IRS Standard Milage Reimbursement from $0.72 to $0.76 per mile effective August 20, 2026.
f) Approve DCY Safe Sleep Subgrant Program Funding Award effective July 1, 2026, and ending June 30, 2027, in the amount of $20,850.00.
g) Approve Contractual Agreement between The Health Council of Northwest Ohio and Henry County Health Department for Responsible Fatherhood Initiative, effective July 1, 2026, and ending June 30, 2027, in the amount of $42,500.00.
h) Approve Get Vaccinated Ohio Agreement between Fulton County Health Department and Henry County Health Department, effective July 1, 2026, through June 30, 2027, in the amount of $27,230.00 less $544.60, 2% for administration fees.
i) Approve Perry Pro Tech Lease Agreement for Copy Machines.
j) Approve Engagement Letter between Henry County Health Department and Auditor of State for Years 2024-2025.
k) Personnel
(1) Approve 2026 Employee Assignment List.
(2) Approve Position Description for Public Health Clerk 2.
(3) Approve Appointment of Pamela Davies to Public Health Clerk 2, Effective August 6, 2026.

New Business:

Approve First Reading of the 2027-2028 Proposed Food Fees R35.26

Dan Breitbart, Director of Environmental Health, presented the proposed food fees for 2027-2028. After questions and discussion, Ginny Minnick moved to approve the First Reading of the 2027-2028 Food Fees as presented. Joel Stier 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, Ginny Minnick moved to adjourn the Board of Health Meeting at 2:33 pm. Next meeting is scheduled for Tuesday September 15, 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 Ermie, Health Commissioner