HENRY COUNTY HEALTH DEPARTMENT

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HENRY COUNTY BOARD OF HEALTH MEETING

Held at The Henry County Health Department
on Tuesday, September 15, 2026, 1:00 p.m.

Board Members Present
Scott Buddelmeyer, President
Char Weber, President Pro-Tempore
Dr. Melinda Fritz
Ginny Minnick
Joel Stier
Ryan Zachrich

Members Absent
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
Bethany Wachter, Director of Community Health Services
Cathy Zwyer, Director of Help Me Grow

Public Present
Jeff Brubaker, Henry County Commissioner

Call to Order, Roll Call
Scott Buddelmeyer, President, called the September Board of Health meeting to order at 1:00 pm. The meeting was called by Roll Call vote: S. Buddelmeyer (Yes), C. Weber (Yes), M. Fritz (Yes), M. Lange (Absent), G. Minnick (Yes), 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
Help Me Grow
Cathy Zwyer, Director of Help Me Grow, reported the following:

- Since the August Board of Health meeting, the Help Me Grow (HMG) program received nine referrals. Five families enrolled in services, and one family is currently in the enrollment process. During this same reporting period, five families exited the program. Two families successfully graduated, two families declined continued services, and one family was loss of contact.

- Zwyer reviewed assessments and intake forms with the Board of Health, including:
    - Family Rights, Responsibilities & Confidentiality Policy; Consent for Services
    - Agreement with the Home Visiting Team
    - Acknowledgement of Risks of Homemade Toys
    - ACE Questionnaire
    - Safe Sleep Assessment
    - Relationship Assessment Tool
    - Comprehensive Assessment
    - Prenatal Health Screen
    - Infant Health Information

Henry County Cares

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

- Henry County Cares reported several updates in September. Community Health Workers Fred Garcia and Margarita Concepcion were selected to present at the CHW conference in Columbus this November, with Ms. Concepcion taking the lead on a presentation focused on culturally competent CHW strategies, storytelling from the field, and effective methods for building trust and motivating hard-to-reach populations. Davis has encouraged the CHWs to highlight both challenges and successes, along with practical skills new CHWs can replicate.
- CCS data for August reflected 14 referrals, 96 enrolled individuals, 114 active participants, and approximately 50 households served.
- Every Baby Sleeps Safe program placed a preorder for its first 25 cribs, expected to ship around September 21, 2026, and staff began learning new RedCap data entry requirements with Pam Davies assistance.
- Under the Fatherhood Initiatives grant, CHWs have begun enrolling fathers and using newly configured tablets set up by Jessica Ames to complete required surveys in real time, supporting the shift toward more immediate digital documentation.

Finance

Julie McHugh, Director of Finance, reported the following:

- Julie McHugh, Director of Finance, reported that the 2024-2025 audit is almost completed. All Board of Health members should have received an email from Kaleb Westrick from the Ohio Auditor of State's office last week as a reminder to fill out a Fraud Risk Assessment Questionnaire. If you have not done so already, please make sure to get that completed. Our audit cannot be finalized until all Board of Health members have responded. We also have one staff member that needs to complete the State of Ohio Fraud Reporting and Training. This training needs completed by all staff members every four (4) years. We will be receiving a repeat finding for our Federal Awards regarding Procurement and Suspension and Debarment. This states that when using federal funds to make a purchase of $25,000 or more from a single vendor, we need to have several bids and for the vendor that is chosen, we need to verify that the entity is not suspended or debarred or otherwise excluded from us doing business with them by using sam.gov website and printing out a certification form for the entity. We purchased our new front door with Enhanced Operations funding and failed to do this process. However, at the time, we were unaware that we needed to do this as we were notified at our 2022-2023 audit that was conducted in late summer of 2023 and we made the purchase early 2023. The auditor had to perform a single audit due to the fact that we had received over $750,000 for federal expenditures in a single year. The rule changed to $1,000,000 for federal funds received

after October 1, 2024, however, we were still above $750,000 threshold at the beginning of 2024, before the change, so we once again are having a single audit performed.

- On the consent agenda you will see that an incorrect account number was used for the Workforce Development Grant that should have been Family Connects Ohio funding. You will see the correct budgetary increases for the Family Connects Ohio funding, and also the incorrect budgetary increases and then decreases to cancel them out to correct this error.
- Henry County Health Department was again awarded several funding opportunities that we had applied for and that you will approve on today's consent agenda. These funding awards included:
    - Funding in the amount of $50,000 was received through a contract with Toledo-Lucas County Health Department for Regional Overdose Prevention Strategies that became effective September 1, 2026, through August 31, 2027. We refer to these funds as Regional Linkage.
    - Funding in the amount of $100,000 was received through a Notice of Award with the Ohio Department of Health for the Adolescent Health Resiliency grant that also runs from October 1, 2026, through September 30, 2027.
    - Additional funding for the Workforce Development grant was received through a Notice of Award with the Ohio Department of Health increasing our funding from $420,000 to $510,000 and this funding will be used to pay for part of our Public Health Informatics Analyst position, and the potential hiring of a Sanitarian in Training. The funding will end November 30, 2027. The Board will see budgetary increase on the October agenda.
- The Health Department has received the 2nd Half Real Estate Tax Settlement in September in the amount of $268,933. We still have 2nd Half Manufactured Home Tax Settlement that will be coming in late September. In August we received two (2) quarters of MAC payments, one was $34,210 for the Public Health claiming Unit and the other was $40,930 for the Help Me Grow claiming unit.
- Lastly, we are requesting Board of Health approval to set up new funds for the Fatherhood Initiation Fund and the Regional Linkage Fund. Normally we run these contracts through the general fund, however, after discussing them with the state auditor, we need to track these type of contracts in their own funds. You will see the budgetary increases and the proposed budget at the October Board Meeting.

Community Health Services

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

- CHS has received the Notice of Award for our Adolescent Health Resiliency Grant. This is changing a bit from previous as the state provided more grants, leading to a decrease in funding per award. This split the Northwest Ohio Resilient Youth (NORY) project into two groups. We will be working with Fulton, Paulding, and Auglaize. Williams, Defiance, and Putnam will be working together. Additionally they added the creation of a youth advisory group to the grant which will occur in the 3rd or 4th quarter.
- The 4th Annual Overdose Awareness Day was on August 28, 2026. There were over 100 people in attendance. HCHD was able to provide information on naloxone, adolescent health, grief recovery, Henry County Cares, medication disposal, and anti-stigma training. A big thank you to all of those involved, especially Tante Lovins who was a part of the steering committee for the event.
- Wachter also shared the most recent CredibleMind Usage report. CredibleMind is a one stop mental health resource platform that can be used by anyone. CredibleMind is provided through funding from the Four County ADAMhs Board. Since it launched in August of 2025, over 6,000 unique users have visited the site for a total of over 8,000 sessions. Over

2,000 mental health assessments have been taken. The top mental health topics that have been visited are depression, anxiety, and flourishing or languishing which is the top area looked at among Henry County users. Henry County has a total of 160 users, which we would like to see greatly increase.

Public Health Nursing

Allyson Smith, Director of Public Health Nursing, was absent, Joy Ermie, Health Commissioner, reported the following:

- Tracy Funk, new PHN nurse, started August 20, 2026, and has been a wonderful addition to the team. Funk is adjusting quickly and has already been a strong fit in her role.
- School screenings are nearly finished. Total enrollment across all three schools this year is 313 students, which is slightly higher than last school year's enrollment of 292. PHN has also assisted with several classroom lice checks. To support the schools and families, Smith provided all three districts with a general letter they can share with parents, including reminders that lice tend to spread more easily as school and sports resume, along with prevention tips and guidance on what to look for.
- Defiance County officially launched Family Connects Ohio at the beginning of September, and Williams County will launch on Monday, September 21, 2026. Smith is very excited to have the program active across all four counties in our region. We continue to wait on reimbursement from DCY for the FCO nurse home visits already completed.
- On November 18, 2026, nurses from all four FCO counties, plus Wood County, will be traveling to Deshler for bereavement training provided by Sufficient Grace Ministries. This training is specifically designed for FCO nurses and for additional nursing staff who provide bereavement calls and visits under ORC 313.121 and who support Child Fatality Review. PHN is looking forward to the opportunity to strengthen our skills in serving bereaved families from a nursing and healthcare perspective.
- Last month Smith shared that the four-county region was selected by the Family Connects Senior Policy Director to participate in Groundwork Ohio's statewide Roadshow Tour. Groundwork Ohio is a policy and advocacy organization focused on early childhood -from prenatal to age five. Every two years, from August through October, they travel across all 33 Senate districts to meet with families, healthcare and childcare providers, local policymakers, funders, and other leaders. They gather insights about what communities are doing, the barriers they face, and the support needed to improve outcomes for young children.
- The information collected during these visits is used to create a detailed statewide policy roadmap. That report is shared with the incoming Governor, and key decision makers at the state level before the new state budget cycle begins. Being selected for this tour was an excellent opportunity for the four-county region. Representative Hoops attended, as well a representative from Senator McColley and Senator Moreno's office. The conversation during our session was robust, inspiring, and a reminder of how well we work together across counties, sharing priorities, resources, and collaborating for the health of our communities. We may be a small rural region in northwest Ohio, but we are very strong in the partnerships we've built. During the visit, Kelly Gerken presented Sufficient Grace Ministries (SGM) and how FCO and SGM can work together to support bereaved families. Ermie emailed out a link this morning to Groundwork Ohio's blog post highlighting our visit, if you would like to read more.

Environmental Health Services

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

- Training: October 1-2, 2026, Kassidy Swanson and Dan Breitbart will be attending the annual OEHA Fall conference in Sandusky. Presentation topics to include:
  - Mental Health for Environmental Health
  - Soil reports for sewage treatment system designs
  - Well construction
  - Workforce development and team building in EH
  - Pool pump room equipment including a tour of the Kalahari pool pump room
  - Sterilization procedures in body piercing establishments
- Rabies and Bats: Increased incidents with Bats in 2026.
  - While bat incidents and testing has increased in the State of Ohio, positive rabies results have remained similar, averaging 3.7% positivity rate from 2021 through 9/2/2026.
  - In Henry County (2026) there have been no positive results for the 9 bats tested.
- State of Ohio:

Bat results	2021	2022	2023	2024	2025	*2026	TOTAL
Positive	33	31	27	43	19	49	153
Tested	679	863	732	861	987	1356	4122
Positive rate	4.9%	3.6%	3.7%	5%	1.9%	3.6%	3.7%

*Confirmed positive bats in Ohio 1/1/2026 through 9/2/2026

- Bats are an endangered species in Ohio
  - Illegal to kill a bat unless a bite or exposure has occurred.
  - Restrictions on time of year to exclude bats from a home/building.
  - For guidance go to batexclusion@dnr.ohio.gov

Health Commissioner

Joy Ermie, Health Commissioner, reported the following:

Ermie greeted the Board of Health and reviewed the latest facility projects, thanking April Murray, Jill Keller, and contracted maintenance person, Eli Tafelski for their assistance.

- The new roof is nearly complete.
- A mixing valve needed to be replaced on our building's hot water heater and a new hot water heater is being quoted by three contractors.
- In 2019, a mini split was installed in the med room to help with temperature control. It is in need of being replaced. We are in the process of getting quotes for that project, as well.
- The lobby refresh is getting closer to being completed. As a result of a quality improvement project originating from Vanessa Williams per our Get Vaccinated grant, we are giving the lobby a mini-face lift. The lobby will be more welcoming, interactive for younger clients and will include a more organized look while sharing information and education.

Ermie stated that overall funding is still a genuine concern as we are noticing extended turnaround times on some of our grant award notices. Additionally, the most recent grant funding, *Every Baby Sleeps Safe* and *Regional Linkage* have been reduced. In an effort to increase HCHD's chances of being awarded Rural Health Transformation Grant funding, we partnered with 5 other counties under an application for Healthier Ohio Community-Level Chronic Disease Prevention and Management through PHSCO. Should this funding come through, it will benefit Henry County Health Partners' Physical Health CHIP priority, by supporting the strategies being drafted by the coalition.

Approval of August 18, 2026, Board of Health Minutes R36.26

The Board of Health reviewed the Board of Health Minutes from the August 18, 2026, meeting. Ginny Minnick moved to approve August 18, 2026, Board of Health Minutes as presented. Joel Stier seconded the motion. The motion passed, resulting in its adoption.

Approval of Consent Agenda R37.26

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

a) Approve Payment of August bills in the amount of $189,047.65
b) Approve of August 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 5015-5200-40495 (Family Connects Ohio Advance In-Revenue)
3) Cash Advance Paybacks - None
4) Intrafund Transfers –
(a) $25,000 from 5000-5200-50510 (Health Department Workers Compensation – from $26,659 to $1,659) to 5000-5200-51115 (Health Department Advance Out – from $60,000 to $85,000)
(b) $2,400 from 5040-5200-51115 (PHEP Advance In – from $5,000 to $2,600) to 5040-5200-50350 (PHEP PERS - from $4,600 to $7,000)
(c) $1,000 from 5060-5200-50200 (Safe Communities Contract - $3,000 to $2,000) to 5060-5200-50040 (Safe Communities Supplies– from $1,030 to $2,030)
(d) $330 from 5060-5200-50510 (Safe Communities Workers Compensation – from $330 to $0) to 5060-5200-50040 (Safe Communities Supplies - from $700 to $1,030)
5) Appropriation Budgetary Increase –
(a) $6,000 to 5015-5200-50200 (Family Connects Ohio Contract – from $123,000 to $128,100 – per VIP Expense Report)
(b) $4,000 to 5015-5200-50520 (Family Connects Ohio Insurance – from $3,500 to $8,400 – per VIP Expense Report)
(c) $7,000 to 5015-5200-50020 (Family Connects Ohio Salary – from $22,000 to $29,000)
(d) $2,000 to 5015-5200-50350 (Family Connects Ohio PERS – from $5,000 to $7,000)
(e) $1,000 to 5015-5200-50370 (Family Connects Ohio Medicare – from $2,000 to $3,000)

Wrong Account Number Used on 5f-5j and 6a-6e. Increases and decreases were inadvertently made to the Workforce Development Grant Fund, though they should have been made to the Family Connects Ohio Fund.

(f) $6,000 to 5135-5200-50200 (Workforce Development Contract)
(g) $4,000 to 5135-5200-50520 (Workforce Development Insurance)
(h) $7,000 to 5135-5200-50020 (Workforce Development Salary)
(i) $2,000 to 5135-5200-50350 (Workforce Development PERS)
(j) $1,000 to 5135-5200-50370 (Workforce Development Medicare)

6) Appropriation Budgetary Decrease –
(a) $6,000 to 5135-5200-50200 (Workforce Development Contract)
(b) $4,000 to 5135-5200-50520 (Workforce Development Insurance)

(c) $7,000 to 5135-5200-50020 (Workforce Development Salary)
(d) $2,000 to 5135-5200-50350 (Workforce Development PERS)
(e) $1,000 to 5135-5200-50370 (Workforce Development Medicare)

7) Donations - $330

d) Accounts Receivable Write-Offs - None

e) Approve Epic Software System Access Agreement between BSMH Mercy Health, Inc. and Henry County Health Department.

f) Approve Contractual Agreement between Toledo-Lucas County Health Department and Henry County Health Department for Regional Overdose Prevention Strategies, Effective September 1, 2026, through August 31, 2027.

g) Accept ODH Notice of Award for Adolescent Health Resiliency in the amount of $100,000, Effective October 1, 2026, to September 30, 2027.

h) Accept Revised ODH Notice of Award for Public Health Workforce Development from $420,000 to $510,000.

i) Approve Amendment 1 to Ohio Department of Children and Youth Agreement for Help Me Grow, Agreement DCY-G2627-0217.

j) Personnel

(1) Approve Resignation of Heidi Schroeder, Part-Time Help Me Grow Home Visitor, Effective August 19, 2026.

New Business:

Approve Second Reading of the 2027-2028 Proposed Food Fees R38.26

Dan Breitbart, Director of Environmental Health, presented new information and recalculation resulting in most fees being decreased by less than 1% from the previous reading. This is the second reading for proposed food fees, 2027-2028. After questions and discussion, Char Weber moved to approve the Second Reading of the 2027-2028 Food Fees as presented. Joel Stier seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Request to Henry County Auditor to Create Fund for Fatherhood Initiative R39.26

Julie McHugh, Director of Finance, presented the need to request, from the Henry County Auditor, a fund for Fatherhood Initiative Grant. After questions and discussion, Ryan Zachrich moved to approve the request to the Henry County Auditor to create fund for Fatherhood Initiative Grant. Ginny Minnick seconded the motion. The motion passed unanimously, resulting in its adoption.

Approve Request to Henry County Auditor to Create Fund for Regional Linkage R40.26

Julie McHugh, Director of Finance, presented the need to request, from the Henry County Auditor, a fund for Regional Linkage Contract. After questions and discussion, Ryan Zachrich moved to approve the request to the Henry County Auditor to create fund for Regional Linkage Contract. Dr. Melinda Fritz 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, Ryan Zachrich moved to adjourn the Board of Health Meeting at 1:59 pm. Next meeting is scheduled for Tuesday October 20, 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