

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – January 20, 2017

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, January 20, 2017. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Kevin Lynch- Bargain Hunter
Carol Miller	Gini Kern	Cathy Kick
Paul Miller		Kerry MacQueen
Chris Pipes-Perone		
Kurt Rodhe	Beth Crone	
	Jennifer McCoy	
	Jon Croup	

The meeting was called to order by President Kurt Rodhe at 8:00 a.m.

APPROVAL OF MINUTES

The minutes of December 16, 2016 regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Mrs. Perone the minutes of the December 16, 2016 meeting were approved. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

001-17 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$9,196.11
010	Sewage Program Fund	724.63
030	Clinic Fund	1,336.28
060	Special Services Fund	834.20
110	RV Park/Camp Fund	3.73
120	Swimming Pools	3.39
140	Private Water Fund	547.74
150	Solid Waste Fund	3.36
190	Food Service Fund	87.50
420	Help Me Grow	431.99
430	WIC 2016 grant year	534.32
440	Injury Prevention	1862.99
450	Small Healthcare Provider QI	6.11
460	IAP	56.20
470	Public Health Preparedness	92.11

Total Payables \$15,720.66

Mrs. Miller moved that the accounts payable for December 2016 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

002-17 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of December 2016. Mr. Miller moved that the account transactions report for the month of December 2016 be approved. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

HEARINGS – None

PUBLIC PARTICIPATION

Kerry MacQueen, the Injury Prevention coordinator for the Holmes County Health District gave a presentation to the board to fill them in on something new she has started with the program to give the older adults in the community who live in nursing homes a sense of empowerment to take a proactive stand in their life. A staff in service was held to educate the people who work with these individuals as well as a program was shared with the residents and their families. Mr. Miller asked about presenting this to the community outside of these facilities. Kerry explained that this is already in the works. Mr. Miller asked about funding, Kerry responded that we are hoping for this to be a sustainable program with grant funding.

CONTINUING BUSINESS - The Non action Item Report was reviewed. It was discussed to remain as we are on non-action item number 1 and number 2.

- 1) Ferman and Amanda Yoder, 3380 SR 39, Walnut Crk—have not attached to Walnut Creek sewer
- 2) DREAMM Investments LTD, 3473 SR 39, Walnut Crk--Have not attached to Walnut Creek sewer

NEW BUSINESS-

003-17 OUT OF STATE TRAVEL

The Health Commissioner presented to the board the need for him to travel out of state. As part of the HRSA grant for small healthcare providers it is required of Mike to travel to Maryland to attend the conference. Mrs. Miller moved that the travel be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

004-17 CONTRACT WITH KEYBRIDGE LLC

The Health Commissioner presented to the board the contract with Steve Mullet (KeyBridge Computer Services LLC) to be considered. The IT service retainer agreement is now due to be reinstated for IT support and consulting services. Mr. Miller moved that the contract be accepted. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

005-17 FIRST READING OF THE RECREATION PROGRAM COST ANALYSIS

The Board was advised of the recommended changes in the 2017 Pools/Spas and RV Parks/Camp Fees. Following discussion Mr. Miller moved that following fees be recommended and that a hearing be held on February 24, 2017 at 8:00 to consider the fees:

Recreational Program

	<i>2017 Proposed</i>	<i>2017 Allowable</i>
RV Parks/Recreation Camps/Combined Park-Camps ≤50 sites	\$385.40	\$385.49
RV Parks/Recreation Camps/Combined Park-Camps >50 sites	\$385.40	\$385.49
Additional amount charged per site over 50	*	*
Temporary Park-Camps	\$150.00	\$273.48
Resident Camps ²	\$133.25	\$133.33

² Prior to 2015, permit fee categories for were Resident camps were classified as Commercial and Non-profit.

	2017 Allowable	2017 Proposed
Pool/Spa/Special-use Pools	\$215.22	\$215.00
Pool/Spa/Special-use Pools (Additional at same location)	\$150.22	\$150.00

Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

006-17 APPROVAL OF 2017 BOARD OF HEALTH OFFICER APPOINTMENT

The President called for nominations for the office of president of the Board of Health. Mrs. Perone moved that Kurt Rodhe be elected president. Mr. Miller seconded the motion. The motion was approved and Kurt Rodhe was elected president.

President Rodhe called for nominations for the office of president pro-tem of the Board of Health. Mrs. Perone moved that Carol Miller be elected president pro-tem. Mr. Miller seconded the motion. The motion was approved and Carol Miller was elected president pro-tem.

President Rodhe called for the nominations for the office of secretary of the Board of Health. Mr. Miller moved that Michael Derr be elected secretary. Mrs. Perone seconded the motion. The motion was approved and Michael Derr was elected to secretary.

Dr. Paul Miller entered the meeting at 8:45

007-17 DESIGNATION OF AUTHORITY FOR INCREMENTAL IMPROVEMENT PLANS

The Health Commissioner presented to the board a discussion on designating authority to the Health Commissioner to accept incremental improvement plans in lieu of board orders. This would be a tool to be used to work through the problem with the other party incrementally. Mrs. Perone asked if this would be done verbally or written. Jon Croup advised her it would be handled both ways. Mrs. Perone noted that a signature line would need to be added to the document to show proof that the other party is in agreement of the said plans. Mrs Perone moved to accept the conditions of authority, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

008-17 APPROVAL OF AMMENDED MINUTES OF OCTOBER 2016

The Health Commissioner presented to the board the need to approve a correction in the minutes for October of 2016. In resolution number 108-16 first reading of proposed food fees the fee schedule was inadvertently left out of the minutes. Mrs. Perone moved that the minutes be approved. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

009-17 APPROVAL OF AMMENDED MINUTES OF NOVEMBER 2016

The Health Commissioner presented to the board the need to approve a correction in the minutes for November of 2016. In resolution number 118-16 second reading of proposed food fees, the fee schedule was inadvertently left out of the minutes. Mr. Miller moved that the minutes be approved. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

010-17 APPROVAL OF PROMOTION OF JESSICA KLEPATZKI TO FULL TIME

The Health Commissioner presented to the board for approval the promotion of Jessica Klepatzki to full time. This had already been discussed at her hiring. She will continue working in WIC and will now also be serving as a health educator for our HRSA grant. Mrs. Miller moved to accept the promotion Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

011-17 REQUEST TO HIRE TERESA MCQUEEN FOR WIC INTAKE CLERK

The health commissioner asked the board for approval on the hiring of Teresa McQueen to fill the position of WIC intake clerk, the request to fill the position had already been approved. Mrs. Perone moved that this be approved, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

COMMUNICATIONS – None

REPORTS

INCOME AND EXPENSE

The income and expense report for the month of **December** was reviewed. Mr. Rhode stated that the Health District is in a healthy state in our budget. Mrs. Perone moved that the report be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

STATISTICS

The statistics report for **December** were reviewed and accepted by the Board.

HEALTH COMMISSIONER

The Health Commissioner distributed his report. He discussed the community outreach as well as the continued work on the SPARK messaging campaign. He informed the Board that of the continued work on community health assessment, and the District's participation in this year's Winter Happy Hour in support of our Safe Communities Coalition. He also discussed the progress being made with the work being done to track budgeting concerns from ODH and Federal sources. In closing he shared with the board the \$300,000 grant we were awarded from the Ohio EPA to repair failed septic systems.

The being no further action, the board adjourned at 9:30.

Kurt Rodhe – President

Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –February 24, 2017

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, February 24, 2017. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Kevin Lynch- Bargain Hunter
Carol Miller	Gini Kern	Ken Smalls- WKLM
Chris Pipes-Perone	Beth Crone	
Kurt Rodhe	Jen McCoy	
	Jon Croup	

The meeting was called to order by President Kurt Rodhe at 8:05 a.m.

APPROVAL OF MINUTES

The minutes of January 20, 2017 regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Mrs. Perone the minutes of the January 20, 2017 meeting were approved. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

011-17 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$21,419.67
010	Sewage Program Fund	6,271.28
030	Clinic Fund	1,034.70
060	Special Services Fund	1905.82
110	RV Park/Camp Fund	15.60
120	Swimming Pools	29.11
140	Private Water Fund	4,156.75
150	Solid Waste Fund	54.80
190	Food Service Fund	672.66
420	Help Me Grow	723.32
430	WIC 2016 grant year	185.25
440	Injury Prevention	87.56
	Injury Prevention	4,473.52
450	Small Healthcare Provider QI	17,565.66
460	IAP	97.57
470	Public Health Preparedness	1,215.38
	Total Payables	\$62,706.41

Mrs. Miller moved that the accounts payable for January 2017 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Dr. Miller

seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

012-17 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **January 2017**. Dr. Miller moved that the account transactions report for the month of **January 2017** be approved. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

HEARINGS

A hearing was held for any comments regarding the recreation cost analysis proposed for 2017. There were no comments at this time. Dr. Miller moved that the hearing be closed, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved. The hearing was closed.

PUBLIC PARTICIPATION

The board heard from Jeff Drushor of 722 Ohio Street, Ashland Ohio 44805, who has a camper set up at the October Hills campground located on Walley Rd in Holmes County. He presents with questions as to why it is required of him to hook up to a sewer system. He states he is within 500 ft of the shower house and uses it for all of his needs. He does not have the camper permanently placed at the campground. He does not have a gray water tank or a wastewater tank hooked up to his camper because he never uses the bathroom facility it has, nor does he use the sink for doing dishes. The board considered his questions and told him they would be in touch with their decision.

CONTINUING BUSINESS - The Non action Item Report was reviewed.

NEW BUSINESS-

013-17 SECOND READING OF THE RECREATION PROGRAM COST ANALYSIS

The Board was advised of the mandatory second reading of the 2017 Pools/Spas and RV Parks/Camp Fees.

Recreational Program

	<i>2017 Proposed</i>	<i>2017 Allowable</i>
RV Parks/Recreation Camps/Combined Park-Camps ≤50 sites	\$385.40	\$385.49
RV Parks/Recreation Camps/Combined Park-Camps >50 sites	\$385.40	\$385.49
Additional amount charged per site over 50	*	*

Temporary Park-Camps	\$150.00	\$273.48
Resident Camps ²	\$133.25	\$133.33

² Prior to 2015, permit fee categories for were Resident camps were classified as Commercial and Non-profit.

	2017 Allowable	2017 Proposed
Pool/Spa/Special-use Pools	\$215.22	\$215.00
Pool/Spa/Special-use Pools (Additional at same location)	\$150.22	\$150.00

After review of the figures Dr. Miller motioned that the fee schedule be accepted Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

014-17 WATER POLLUTION LOAN FUND AGREEMENT

A resolution authorizing Health Commissioner Michael Derr to apply for, accept, and enter into a water pollution loan fund agreement on behalf of the Holmes County General Health District for the repair and replacement of Holmes County sewage treatment systems. After brief discussion, Mrs. Miller motioned to approve the terms, Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

015-17 BOARD ORDERS FOR SOLID WASTE NUISANCE RE: CARL BEVINGTON

Carl Bevington II and Dolores Bevington , deceased are the property owners of 505 Clifton Street Glenmont, Ohio 44628. Solid waste has been allowed to accumulate and create a significant public health nuisance in violation of Holmes County Board of Health Regulations 1601.02 (A) and 1601.03 (A). Additionally this situation is in violation of Ohio Administrative Code (OAC) 3745-27-05(A) and OAC 3745-27-05(C) and Ohio Revised Code (ORC) 6111.04(A)(1).

They are ordered to abate the nuisance by promptly removing, disposing of, and otherwise managing the solid waste material in accordance with ORC Chapter 3734. This may include clean-up of the site and/or remediation of any ground water contamination resulting from open dumping. The solid waste material is not to be burned or disposed of in any other illegal fashion. You are to have the nuisance removed no later than March 16, 2017. Dr. Miller moved that the orders be approved. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

016-17 BOARD ORDERS FOR PRIVATE WELL ABANDONMENT/ CARL BEVINGTON

Carl Bevington II and Dolores Bevington, deceased are the property owners of 505 Clifton Street Glenmont, Ohio 44628. They have permitted a non-maintained dug well to deteriorate and become abandoned resulting in a safety hazard and possible entry point for contaminants to enter the ground water or the potable water supply so as to constitute a public health nuisance as observed during the inspection. They have failed to perform work on the private water system to prevent contamination of the ground water or the supply to protect public health or safety as specified in OAC 3701-28-08 (A) and as requested in correspondence from this agency. And they have failed to seal the dug well in accordance with criteria specified in OAC 3701-28-17 (L) and as requested in correspondence from this agency dated January 19, 2017. They are ordered to abate the nuisance by promptly sealing the private well in accordance of OAC Chapter 3701-28-17(L). They are to have this nuisance corrected no later than March 16, 2017. They are ordered to present the Environmental Health Division at the Holmes County General Health District with evidence of corrective action. Dr. Miller moved that the orders be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

017-17 EQUIPMENT APPROVAL POLICY FOR FSO AND RFE FACILITIES

The Health Commissioner presented to the board the need to approve the following: In accordance with criteria specified in Chapter 3717 of the Ohio Administrative Code (OAC), all equipment planned or proposed for use in a food service operation or retail food establishment licensed by the Holmes County General Health District must be of a type that is deemed acceptable for use by a recognized food equipment testing agency or of a type deemed acceptable by the board of health. The Health Commissioner presented this policy to the Board, there was no concerns at this time. Mrs. Perone moved that the policy be approved. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

018-17 EH STAFF TRAINING POLICY

In order to protect the health of the public in Holmes County, the HCGHD has implemented this training policy and procedure for the Food Safety Program. The policy and procedure will assure that Sanitarians¹ working in the Food Safety Program, (both new staff and experienced staff,) receive ongoing training in order to remain current in all aspects of food safety. The Health Commissioner presented this to the board for their review. There were no questions at this time.

Dr. Miller moved that the policy be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

COMMUNICATIONS – None

REPORTS

INCOME AND EXPENSE

The income and expense report for the month of **January** was reviewed. Mr. Rhode stated that the Health District is in a healthy state in our budget. Dr. Miller moved that the report be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

STATISTICS

The statistics report for **January** were reviewed and accepted by the Board.

HEALTH COMMISSIONER

The Health Commissioner distributed his report. He discussed the work being done in the FCFC on the community care board as well as the continued work on the SPARK messaging campaign. He informed the Board of the successful conference he had for the small health care grant, with some great networking and ideas that were shared. He also discussed concerns he has with the proposed 2017 budget that was rolled out by the state with cuts coming to BCMH. He also shared with the board the 2016 Annual Report, they discussed the Statistics report as well as the budget report in comparison to 2015. With communicable diseases being slightly lower this year and the budget being in much better shape. In closing he shared with the board the progress being made with the Community Health assessment.

EXECUTIVE SESSION

Board President Mr Rodhe asked that the Board move into executive session to discuss personnel issues in accordance with ORC 121.22(G) (1). Mrs. Miller motioned for executive session, Dr Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved at 8:50.

On a motion from Dr. Miller, seconded by Mrs. Perone and unanimously approved, the board reconvened from executive session at 9:12.

019-17 POSITION CREATED FOR P/T SANITARIAN

It was discussed in executive session the need for a Part Time Sanitarian to be added on to the EH staff. Mrs. Miller motioned that this position be created, Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none

020-17 RESIGNATION OF D.O.N. BETH CRONE

The Health Commissioner brought to the board the resignation letter of Beth Crone whose last day will be March 22, 2017. Dr. Miller motioned that the resignation be accepted. Mrs. Perone seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none

021-17 RECRUITMENT FOR D.O.N.

The Health Commissioner presented to the board the need to fill the position of Director of Nursing that will soon be empty. Mrs. Perone moved that the board approve the recruitment of this position, Mrs. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none

The being no further action, the board adjourned at 9:30 a.m.

Kurt Rodhe – President

Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –**March 17, 2017**

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **March 17, 2017**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	none
Carol Miller	Gini Kern	
Chris Pipes-Perone	Jen McCoy	
Kurt Rodhe	Jon Croup	

The meeting was called to order by President Kurt Rodhe at 8:02 a.m.

APPROVAL OF MINUTES

The minutes of **February 24, 2017** regular meeting were reviewed. There were two clerical errors that were corrected. On a motion by Dr. Miller and seconded by Mrs. Miller the minutes of the **February 24, 2017** meeting were approved. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

Mrs. Perone arrived

022-17 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$7,550.55
010	Sewage Program Fund	4,039.13
030	Clinic Fund	1,468.94
060	Special Services Fund	1,461.59
110	RV Park/Camp Fund	324.38
120	Swimming Pools	12.68
140	Private Water Fund	4,902.06
150	Solid Waste Fund	304.87
190	Food Service Fund	310.60
320	Help Me Grow	233.13
330	WIC 2016 grant year	2181.84
340	Injury Prevention	418.91
	Injury Prevention	609.76
350	Small Healthcare Provider QI	3,248.96
360	IAP	87.88
370	Public Health Preparedness	1,548.24

Total Payables \$28,703.52

Mrs. Miller moved that the accounts payable for **February 2017** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

023-17 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **February 2017**. Dr. Miller moved that the account transactions report for the month of **February 2017** be approved. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

HEARINGS

None

PUBLIC PARTICIPATION

None

CONTINUING BUSINESS

The Non action Item Report was reviewed.

NEW BUSINESS

024-17 THIRD READING OF THE RECREATION PROGRAM COST ANALYSIS

The Board was advised of the mandatory third reading of the 2017 Pools/Spas and RV Parks/Camp Fees.

Recreational Program

	2017 Proposed	2017 Allowable
RV Parks/Recreation Camps/Combined Park-Camps ≤50 sites	\$385.40	\$385.49
RV Parks/Recreation Camps/Combined Park-Camps >50 sites	\$385.40	\$385.49
Additional amount charged per site over 50	*	*
Temporary Park-Camps	\$150.00	\$273.48
Resident Camps ²	\$133.25	\$133.33

² Prior to 2015, permit fee categories for were Resident camps were classified as Commercial and Non-profit.

	2017 Allowable	2017 Proposed
Pool/Spa/Special-use Pools	\$215.22	\$215.00
Pool/Spa/Special-use Pools (Additional at same location)	\$150.22	\$150.00

After review of the figures Mrs. Perone motioned that the fee schedule be accepted Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

025-17 APPROVAL OF HEARING/VISION FEE SCHEDULE

The Health Commissioner presented a fee schedule to implement in order to keep our services as cost effective as possible. Dr. Miller suggested we use the context of "preferred donation" as we do in the immunization clinic. After brief discussion, Mrs. Miller motioned to approve the terms, Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

ON SITE FEES	Per Individual
Hearing screening	5.00
Vision Screening	5.00
OFF SITE FEES	*Per Individual
Hearing Screening	5.00/ minimum \$50
Vision Screening	5.00/ minimum \$50
* We require a minimum of 10 screenings or \$50 to provide these services in a cost effective way.	

026-17 APPROPRIATION BUDGET

The Health Commissioner presented to the Board an Appropriations Budget for the Health District for April 2017-June 2018. Dr. Miller moved that the budget be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

027-17 CONTRACT FOR THE BALDWIN GROUP

The Health Commissioner presented to the Board a contract to be approved. This contract with the Baldwin Group is a standard contract that replaces the current contract we have with HDIS. He stated that in the future more remote access will be needed, so in the future we may convert, but for now we are comfortable where we are with this contract. Mrs. Miller moved that the contract be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

COMMUNICATIONS – None

REPORTS

INCOME AND EXPENSE

The income and expense report for the month of **February** was reviewed. Mr. Rhode asked if there is any news on grants that would affect us, Mr. Derr stated 'No, not at this time'. Mrs. Perone moved that the report be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

STATISTICS

The statistics report for **February** were reviewed and accepted by the Board. Discussion was held on immunizations among the Amish community, Dr. Miller mentioned that parochial schools are now demanding that all children entering school be vaccinated against chicken pox. It is becoming more acceptable to receive immunizations among their culture. They also discussed that Help Me Grow caseload is growing, as well as BCMH. The Health Commissioner feels that this is in part due to the threat of budget cuts in BCMH and families wanting to be sure they are not cut from the program. He stated that HCGHD is doing our best to try and see to the family's needs. Also of note Influenza is slightly higher this year.

HEALTH COMMISSIONER

The Health Commissioner distributed his report. He discussed the work being on the SPARK messaging campaign. He informed the Board of the success we are having in our Community Health Assessment, with all of our adult survey goals being met, we are now concentrating on the youth surveys. In other matters, he presented to the board the concerns about the ODH budget and how to best position our agency to adjust to new requirements as well as financial impacts on our communities. In closing he shared with the board the progress being made with accreditation, we are currently at 53% of our Documents being gathered. Domains 3, 4, and 10 are completed with 5, and 12 very close. We have launched our new website and the Board was encouraged to view it.

EXECUTIVE SESSION

Board President Mr Rodhe asked that the Board move into executive session to discuss personnel issues in accordance with ORC 121.22(G) (1). Mrs. Miller motioned for executive session, Mrs. Perone seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved at 8:55.

On a motion from Mrs. Miller, seconded by Mrs. Perone and unanimously approved, the board reconvened from executive session at 9:50.

028-17 RESIGNATION OF TAMMY BUCKLEW

The resignation letter presented by our School Nurse Tami Bucklew was read by the board and a motion was made by Mrs. Perone to accept the resignation, Mrs. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none

029-17 RECRUITMENT FOR SCHOOL NURSE

The Health Commissioner presented to the board the need to fill the position of School Nurse that will soon be empty. Mrs. Perone moved that the board approve the recruitment of this position, Mrs. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none

The being no further action, the board adjourned at 10:00 a.m.

Kurt Rodhe – President

Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –April 21, 2017

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, April 21, 2017. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Michael E Derr, MBA	Kevin Lynch Daily Record
Carol Miller	Gini Kern	Ken Smails WKLM
Kurt Rodhe	Jon Croup	Danielle Giroux
	Jen McCoy	Patra Giroux
		James Ritchie

The meeting was called to order by President Kurt Rodhe at 8:06 a.m.

APPROVAL OF MINUTES

The minutes of March, 2017 regular meeting were reviewed. There were two clerical errors that were corrected. On a motion by Mr. Miller and seconded by Mrs. Miller the minutes of the March, 2017 meeting were approved. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

030-17 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$12,434.70
010	Sewage Program Fund	1,284.93
030	Clinic Fund	2,209.21
060	Special Services Fund	3,588.44
110	RV Park/Camp Fund	616.47
120	Swimming Pools	380.53
140	Private Water Fund	1,599.03
150	Solid Waste Fund	245.41
190	Food Service Fund	1119.08
420	Help Me Grow	6,768.01
430	WIC 2016 grant year	1,712.02
440	Injury Prevention	966.23
450	Small Healthcare Provider QI	4,735.66
470	Public Health Preparedness	1,026.01
	Total Payables	\$38,685.73

Mrs. Miller moved that the accounts payable for March 2017 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

031-17 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of March 2017. Mrs. Miller moved that the account transactions report for the month of March 2017 be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

HEARINGS

None

PUBLIC PARTICIPATION

Danielle Giroux, Patra Giroux, and James Ritchie were all in attendance in regards to follow up on a nuisance complaint against Robert Gallion at Township Rd 222 in Glenmont. They state that they have made numerous complaints and are always told that it will be handled but they do not see anything being done. Mr. Derr addressed their concerns by telling them that this issue has indeed been on the Board agenda of previous meetings and we are following proper procedures to ensure that we are operating within the law as we pursue the clean-up of the property, and that at this point it is in the prosecutor's office. Danielle questioned the timeline of the events, wanting to know when they would see things getting cleaned up. Mr. Derr informed her that unfortunately we cannot give any firm dates because we have not heard anything from the Prosecutor, however he would get in touch with their office and would then follow up with the Giroux's as to when this will be resolved.

CONTINUING BUSINESS

The Non action Item Report was reviewed. The Health Commissioner informed the board that an Incremental Improvement Plan was sent out to the Raber's in order to move things along for a resolution there.

NEW BUSINESS-

032-17 APPROVAL OF MOU FOR MENTAL HEALTH SERVICES

The Health Commissioner presented to the board a memorandum of understanding to outline the policies and procedures that are in place for the development of Disaster Stress Reduction Teams, coordinated by the Mental Health and Recovery Board of Wayne and Holmes Counties during a county wide declared disaster. After review of the agreement Mr. Miller motioned for the board to accept the policy, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

033-17 APPROVAL OF AGREEMENT TO PURCHASE SERVICES FOR COMMUNITY HEALTH ASSESSMENT

The Health Commissioner presented a proposal of the Hospital Council of Northwest Ohio to serve as the project coordinator for Holmes county community health improvement planning process. The contract needs to be reviewed and approved in order to move forward in the Community Health Assessment. After review Mrs. Miller moved that the agreement be accepted, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

034-17 APPROVAL OF CONSTRUCTION CONTRACT FOR SEWAGE TREATMENT

The Health Commissioner presented to the Board a contract made for the HCGHD to enter into with the contractor of choice for sewage treatment replacement. After brief review of the contract Mrs. Miller moved that the contract be accepted, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

035-17 APPROVAL OF CONTRACT WITH CERTIVE

The Health Commissioner presented to the Board a contract to be approved. This contract with Certive will provide software and related services to HCGHD for performance management services and shall be set forth for 3 years and cover 25 staff members. After review Mrs. Miller asked what specifically this is for, Mr. Derr informed the board that this is once again an important piece of our accreditation process and will help aid in the performance of us as a Health District. Mrs. Miller moved that the contract be accepted, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

036-17 APPROVAL TO HIRE EMILY BEECHY

The Health Commissioner presented to the board the resume of the Sanitarian in Training that the Health District wishes to hire for the part time Sanitarian position that we wish to fill. After review of the resume Mr. Miller asked if this would conflict with any other work for her and if it was possible for this to become a full time position at some point. Mr. Derr stated that this will not be of any conflict for Ms. Beechy and that it was stated in the interview process there is a potential at some point this could be become full time. Mr. Miller moved that the candidate be accepted for hire, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

037-17 APPROVAL OF REGIONAL EBOLA PLAN

The Health Commissioner presented to the board our regional Ebola plan. The purpose of the North East Central Ohio (NECO) Region: Ebola and Other Special Pathogen Concept Plan is to provide a coordinated framework for local governments, private entities, and non-governmental entities within the North East Central Ohio Planning Region to work together to reduce the morbidity, mortality, and social disruption of a highly communicable, infectious, or contagious disease (of varying complexities) as within the scope of this plan. . Mrs. Miller moved that the plan be accepted, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

COMMUNICATIONS – None

REPORTS

INCOME AND EXPENSE

The income and expense report for the month of **March** was reviewed. Mr. Miller moved that the report be approved, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

STATISTICS

The statistics report for **March** were reviewed and accepted by the Board.

HEALTH COMMISSIONER

The Health Commissioner distributed his report. He discussed the work being on the SPARK messaging campaign. He informed the Board of the success we are having in our Community Health Assessment, with all of our adult and youth survey goals being met, we are now evaluating the surveys. Family and Children First Council had a meeting in which Mr. Derr was able to share our Help Me Grow Program and promote our Medical Reserve Corps, In other matters, he presented to the board the Health Outcome Report and our rankings among the state of Ohio, showing improvement for Holmes County overall. In closing he shared with the board that we have applied for another EPA grant and hope to hear something in May, with this money we hope to again apply it to mosquito control and clean-up projects.

EXECUTIVE SESSION

Board President Mr. Rodhe asked that the Board move into executive session to discuss personnel issues in accordance with ORC 121.22(G) (1). Mrs. Miller motioned for executive session, Mr. Miller seconded the motion. The session entered in at 8:45.

On a motion from Mr. Miller, seconded by Mrs. Miller and unanimously approved, the board reconvened from executive session at 9:20.

038-17 NEW ORGANIZATIONAL CHART

The Board approved plans for reorganization of some of the personal health positions. It was presented to the board to look at the Personal Health Services Director/Director of Nursing and splitting the responsibilities a bit. We are creating a Nursing Supervisor Position who will act as the Director of Nursing and oversee School Health, IAP, CMH, Small Healthcare and also coordinate the MRC. The Personal Health Services Director will oversee the Nursing Supervisor, WIC Director and oversee the programs of Injury Prevention and all of HMG and EI. Also discussion was held regarding the need fill a Help Me Grow Service Coordinator Position. Per Policy the positions will be posted and current employees and previous applicants are encouraged to apply. Mr. Miller moved that the changes be approved, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

039-17 CREATION OF NURSING SUPERVISOR POSITION

The Health Commissioner presented to the board the need to create and fill the position of a Nursing Supervisor who will act as the Director of Nursing and oversee School Health, IAP, CMH, Small Healthcare and also coordinate the MRC. Recruitment will begin immediately. Mr. Miller moved that the board approve the recruitment of this position, Mrs. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none

040-17 APPROVAL TO HIRE HELP ME GROW SERVICE COORDINATOR

The Health Commissioner presented to the board the need to create and fill the position of a Help Me Grow service coordinator who will under the general supervision of the Director of Personal Health, the candidate chosen for this position will work in the Help Me Grow Program. This will be a full time position. And recruitment will begin immediately. Mr. Miller moved that the board approve the recruitment of this position, Mrs. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none

The being no further action, the board adjourned at 9:35 a.m.

Kurt Rodhe – President

Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –**May 19, 2017**

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **May 19, 2017**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Michael E Derr, MBA	Kevin Lynch Daily Record
Carol Miller	Gini Kern	Michael Hammonds WKLM
Kurt Rodhe	Jon Croup	
Kris Pipes-Perone	Jen McCoy	

The meeting was called to order by President Kurt Rodhe at 8:01 a.m.

APPROVAL OF MINUTES

The minutes of **April, 2017** regular meeting were reviewed. There were two clerical errors that were corrected. On a motion by Mr. Miller and seconded by Mrs. Miller the minutes of the **April, 2017** meeting were approved. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

030-17 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$40,656.88
010	Sewage Program Fund	2,995.38
030	Clinic Fund	8,020.53
060	Special Services Fund	3,572.95
110	RV Park/Camp Fund	49.14
120	Swimming Pools	39.23
140	Private Water Fund	2,549.41
150	Solid Waste Fund	34.34
190	Food Service Fund	7,487.24
420	Help Me Grow	503.15
430	WIC 2016 grant year	3,175.83
440	Injury Prevention	1,410.64
450	Small Healthcare Provider QI	12,166.84
470	Public Health Preparedness	3,509.70

Total Payables \$122,916.67

Mrs. Miller moved that the accounts payable for **April 2017** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

031-17 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **April 2017**. Mrs. Miller moved that the account transactions report for the month of **April 2017** be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

HEARINGS

None

PUBLIC PARTICIPATION

None

EMPLOYEE SPOTLIGHT

The Health Commissioner presented to the board the employee chosen (of the quarterly employee recognition program) to be spotlighted. Laurie Sabel was recognized with a certificate for her hard work and efforts in contributing to the Holmes County General Health District. Especially in regards to her innovative ideas in bringing the WIC program out into the Amish communities through reaching out to them during the immunization clinics that the department holds in the various communities.

CONTINUING BUSINESS

The Non action Item Report was reviewed.

NEW BUSINESS-

041-17 APPROVAL OF MUTUAL AID AGREEMENT WITH NECO REGION

The Health Commissioner presented to the board an agreement to be entered into with our NECO region for Mutual Aid in the event of an emergency. After review of the agreement Mr. Miller motioned for the board to accept the policy, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

042-17 APPROVAL OF ADDENDUM TO POMERENE FAMILY PRACTICE CONTRACTS

The Health Commissioner presented an addendum to the Small Health Care Contracts that would allow for monies to be paid to the following contracted facilities: Millersburg Family Practice, East Holmes Family Practice, Holmes Family Practice, and Pomerene Family Practice. Discussion was held on the purpose of the addendum, The Commissioner stated this is just part of the process which is already set in place to work in conjunction with these practices. Allowing the medical community to be more efficient in serving our citizens. Mrs. Miller moved that the agreement be accepted, Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

043-17 APPROVAL OF ADDENDUM TO EAST HOLMES CONTRACT

The Health Commissioner presented an addendum to the Small Health Care Contracts that would allow for monies to be paid to the following contracted facilities: Millersburg Family Practice, East Holmes Family Practice, Holmes Family Practice, and Pomerene Family Practice. Discussion was held on the purpose of the addendum, The Commissioner stated this is just part of the process which is already set in place to work in conjunction with these practices. Allowing the medical community to be more efficient in serving our citizens. Mrs. Perone moved that the agreement be accepted, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

044-17 APPROVAL OF ADDENDUM TO HOLMES FAMILY CONTRACT

The Health Commissioner presented an addendum to the Small Health Care Contracts that would allow for monies to be paid to the following contracted facilities: Millersburg Family Practice, East Holmes Family Practice, Holmes Family Practice, and Pomerene Family Practice. Discussion was held on the purpose of the addendum, The Commissioner stated this is just part of the process which is already set in place to work in conjunction with these practices. Allowing the medical community to be more efficient in serving our citizens. Mrs. Miller moved that the agreement be accepted, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

045-17 APPROVAL OF ADDENDUM TO MILLERSBURG FAMILY CONTRACT

The Health Commissioner presented an addendum to the Small Health Care Contracts that would allow for monies to be paid to the following contracted facilities: Millersburg Family Practice, East Holmes Family Practice, Holmes Family Practice, and Pomerene Family Practice. Discussion was held on the purpose of the addendum, The Commissioner stated this is just part of the process which is already set in place to work in conjunction with these

practices. Allowing the medical community to be more efficient in serving our citizens. Mrs. Miller moved that the agreement be accepted, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

046-17 APPROVAL OF CONTRACT FOR HOWARD TIBBS

The Board reviewed the contract with Howard Tibbs to provide Tai Chi instructor training for the Injury Prevention Program. After discussion Mrs. Miller moved that the contract with Howard Tibbs to provide Tai Chi instructor training be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

047-17 APPROVAL OF PHAB ACCREDITATION FEE

The Health Commissioner presented to the Board a fee which needs to be paid in order for us to move forward in our accreditation process. This would be a fee totaling \$12, 720, 50% of this would be paid through PHAB grant money, and the remaining 50% would be paid through district health funds. This will then allow Jen McCoy to go for the proper training in Washington DC and once that is completed the documentation process will get under way. (Of which we have already gathered 60%). Discussion was held on the efficiency and improvement already coming to fruition through this process as well as a gain of independence. Mrs. Miller moved that the fees be accepted, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

COMMUNICATIONS – None

REPORTS

INCOME AND EXPENSE

The income and expense report for the month of April was reviewed. Mr. Miller moved that the report be approved, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

STATISTICS

The statistics report for April were reviewed and accepted by the Board.

HEALTH COMMISSIONER

The Health Commissioner distributed his report. He discussed the work being done in our Community Health Assessment, with all of the data which will be revealed at a Stakeholder's meeting in June. Family and Children First Council had a meeting in which they shared their support in our Help Me Grow division and our efforts to keep this a viable part of the Health Department. In other matters, he shared with the board the resignation of ODH Director as well as his Chief of Staff. And is hopeful that the replacement will be a benefit to our local health department. Other items of note are the BCMH programs being fully funded with a 3 million dollar increase and keeping the program as it is with ODH. He also informed the board that we just completed and passed our financial audit, and more so, because of the improvements we had put into place no action needs to be taken and all previous findings have been corrected. Finally he shared with the board that we are officially "pushing the button" on accreditation at the end of May.

The being no further action, the board adjourned at 8:59 a.m.

Kurt Rodhe – President

Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – June 16, 2017

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, June 16, 2017. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Michael E Derr, MBA	Kevin Lynch Daily Record
Carol Miller	Gini Kern	
Kris Pipes-Perone	Jon Croup	
	Jen McCoy	

The meeting was called to order by President Pro Tem Carol Miller at 8:00 a.m.

APPROVAL OF MINUTES

The minutes of May, 2017 regular meeting were reviewed. There were two clerical errors that were corrected. On a motion by Mr. Miller and seconded by Mrs. Perone the minutes of the May, 2017 meeting were approved. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mrs. Perone. In the negative: none. The motion was approved.

048-17 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$32,642.16
010	Sewage Program Fund	582.99
030	Clinic Fund	492.94
060	Special Services Fund	1,987.54
110	RV Park/Camp Fund	27.36
120	Swimming Pools	386.86
140	Private Water Fund	816.53
150	Solid Waste Fund	8.90
190	Food Service Fund	668.75
420	Help Me Grow	159.79
430	WIC 2017 grant year	3,057.17
440	Injury Prevention	1,213.60
450	Small Healthcare Provider QI	2,894.31
470	Public Health Preparedness	3,719.21

Total Payables 48,782.60

Mrs. Perone moved that the accounts payable for May 2017 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mrs. Perone. In the negative: none. The motion was approved.

049-17 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of May 2017. Mrs. Perone moved that the account transactions report for the month of May 2017 be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mrs. Perone. In the negative: none. The motion was approved.

HEARINGS

None

PUBLIC PARTICIPATION

None

CONTINUING BUSINESS

The Non action Item Report was reviewed.

NEW BUSINESS-

050-17 APPROVAL OF PERFORMANCE MANAGEMENT PLAN

The Health Commissioner presented to the board a plan that will work cohesively with our QI plan and also move us another step closer to Accreditation. This Performance Management Plan was drawn up by Jen McCoy in an effort to bring accountability to our actions and goals as a Health District. At this time Mike was asking for approval of the plan. After review and brief discussion clarifying the role of this plan Mrs. Perone moved that it be accepted, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mrs. Perone. In the negative: none. The motion was approved.

051-17 APPROVAL OF PERSONAL SERVICE CONTRACT WITH MATT FALB

The Health Commissioner proposed a contract for tier two epidemiologist services with Matt Falb. After discussion Mrs. Perone moved that the personal service contract with Matt Falb be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Perone, and Mrs. Miller. In the negative: none. The motion was approved.

052-17 APPROVAL TO HIRE LISA LASH

The Health Commissioner asked for approval on the hiring of our new Help Me Grow Service Coordinator Lisa Lash. Mrs. Perone moved for approval to hire, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mrs. Perone. In the negative: none. The motion was approved.

053-17 APPROVAL TO HIRE JESSICA BOAL

The Health Commissioner asked for approval on the hiring of our new Nursing Supervisor Jessica Boal. Mr. Miller moved for approval to hire, Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mrs. Perone. In the negative: none. The motion was approved.

054-17 APPROVAL TO HIRE REBECCA STARNER

The Health Commissioner asked for approval on the hiring of our new Director of Personal Health Services, Rebecca Starnier. Mrs. Perone moved for approval to hire, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mrs. Perone. In the negative: none. The motion was approved.

055-17 APPROVAL OF BUDGET APPROPRIATIONS FOR HELP ME GROW

The Health Commissioner presented to the Board the Budget and Appropriations for Help Me Grow FY17-18. Following discussion Mrs. Perone moved that the budget and appropriations for Help Me Grow FY17-18 be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Perone, and Mrs. Miller. In the negative: none. The motion was approved.

056-17 APPROVAL OF BUDGET APPROPRIATIONS FOR PHEP

The Health Commissioner presented to the Board the Budget and Appropriations for PHEP FY17-18. Following discussion Mrs. Perone moved that the budget and appropriations for PHEP FY17-18 be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Perone, and Mrs. Miller. In the negative: none. The motion was approved.

COMMUNICATIONS – None

REPORTS

INCOME AND EXPENSE

The income and expense report for the month of **May** was reviewed. Mrs. Perone moved that the report be approved, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mrs. Perone. In the negative: none. The motion was approved.

STATISTICS

The statistics report for **May** were reviewed and accepted by the Board.

HEALTH COMMISSIONER

The Health Commissioner distributed his report. He discussed the work being done in our Community Health Assessment, with all of the data which will be revealed at a Stakeholder's meeting in June. He spoke of the recent QI meeting and the progress being made there, deciding to hold off on a full review until the Performance Management Plan gets underway. In Accreditation he shared that the application has been submitted. The state budget is being closely watched to ensure our planning in our 5 yr. budget plan is holding to the forecast, keeping a close eye on Emergency Preparedness at the federal level and watching for possible cuts.

EXECUTIVE SESSION

President Pro Tem Carol Miller asked for a motion to go into executive session with possible action to be taken. Mrs. Perone so moved and Mr. Miller seconded the motion

The motion was approved at **8:37**. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mrs. Perone. In the negative: none. The motion was approved.

On a motion from Mrs. Perone, seconded by Mr. Miller and unanimously approved, the board reconvened from executive session at **9:40**. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mrs. Perone. In the negative: none. The motion was approved.

57-17 PERSONEL ACTION WAGE INCREASE

It was discussed in executive session that any employee in a non-probationary status will receive a 25 cent increase in their hourly wages this will become effective July 1, 2017. The motion was made to accept the increase by Mrs. Perone and seconded by Mr. Miller. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mrs. Perone. In the negative: none. The motion was approved.

The being no further action, the board adjourned at 10:00 a.m.

Carol Miller – President Pro Tem

Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – July 21, 2017

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, July 21, 2017. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Michael E Derr, MBA	Kevin Lynch Daily Record
Carol Miller	Gini Kern	Michael Hammonds WKLM
Kurt Rodhe	Jon Croup	
	Jen McCoy	
	Becky Starner	

The meeting was called to order by President Kurt Rodhe at 8:05 a.m.

APPROVAL OF MINUTES

The minutes of June, 2017 regular meeting were reviewed. There were two clerical errors that were corrected. On a motion by Mr. Miller and seconded by Mrs. Miller the minutes of the June, 2017 meeting were approved. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

058-17 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$19,882.61
010	Sewage Program Fund	1,345.89
030	Clinic Fund	3,334.09
060	Special Services Fund	1,406.32
110	RV Park/Camp Fund	46.32
120	Swimming Pools	43.41
140	Private Water Fund	1,311.41
150	Solid Waste Fund	13.40
190	Food Service Fund	907.46
330	WIC 2017 grant year	2454.05
340	Injury Prevention	912.34
350	Small Healthcare Provider QI	9,138.66
360	Immunizations	146.77
370	Public Health Preparedness	1,224.87

Total Payables 42,167.60

Mr. Miller moved that the accounts payable for June 2017 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Miller seconded the motion. On the roll call the following members voted in the

affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

059-17 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **June 2017**. Mrs. Miller moved that the account transactions report for the month of **June 2017** be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

HEARINGS

None

PUBLIC PARTICIPATION

None

CONTINUING BUSINESS

The Non action Item Report was reviewed.

NEW BUSINESS-

060-17 APPROVAL OF TRAVEL REQUEST FOR JEN MCCOY

The Health Commissioner presented to the board the request for our PHEP Coordinator, Jennifer McCoy to travel out of state for Accreditation training. Mr. Miller moved that it be accepted, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

061-17 APPROVAL OF SUB AWARD AGREEMENT HELP ME GROW SERVICES

The Health Commissioner presented a contract for Help Me Grow Services which allows us to receive money awarded to Help Me Grow from July 1, 2017 through June 30, 2018, a total of \$78,789.50. Mr. Miller moved that the contract be approved as requested. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

062-17 APPROVAL TO HIRE HEATHER SHRIVER

The Health Commissioner asked for approval on the hiring of our new WIC Intake Clerk, Heather Shriver. Mrs. Miller moved for approval to hire, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

063-17 APPROVAL TO ACCEPT RESIGNATION OF JENN LOWRY

The Health Commissioner asked for acceptance from the Board on the resignation of SIT Jenn Lowry. Mrs. Miller moved for approval, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

064-17 APPROVAL OF ALLSCRIPTS BILLING CO FOR CLINIC SERVICES

The Health Commissioner asked for approval of the new billing service being provided by Allscripts. The former billing company had informed us that they were not going to be providing service to us anymore. Upon hearing this the Health Commissioner was able to set forth a deal with Allscripts (whom we were already using for our EMR) enabling us to get established with them for a reasonably low startup cost, and in the long run saving a substantial amount in yearly fees. Mrs. Miller moved for approval to hire, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

COMMUNICATIONS – None

REPORTS

INCOME AND EXPENSE

The income and expense report for the month of **June** was reviewed. Mrs. Miller moved that the report be approved, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

STATISTICS

The statistics report for **June** were reviewed and accepted by the Board.

HEALTH COMMISSIONER

The Health Commissioner distributed his report. He discussed the work being done in our Community Health Assessment as well as the Accreditation process and the progress being made with CHIP and CHA and the Strategic Plan. The Holmes Co Fair and Amish Health and Safety Day are both coming up and we are excited to be able to share with the community all the Health District has to offer them.

EXECUTIVE SESSION

President Kurt Rodhe asked for a motion to go into executive session with possible action to be taken. Mr. Miller so moved and Mrs. Miller seconded the motion. The motion was approved at **8:32**. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

On a motion from Mrs. Miller, seconded by Mr. Miller and unanimously approved, the board reconvened from executive session at **9:27**. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

The being no further action, the board adjourned at 9:30 a.m.

Kurt Rodhe – President

Michael E. Derr - Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –August 18, 2017

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, Aug 18, 2017. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Michael E Derr, MBA	
Carol Miller	Gini Kern	
Kurt Rodhe	Jon Croup	
Chris Pipes-Perone	Jen McCoy	
Dr Eric Miller	Becky Starner	

The meeting was called to order by President Kurt Rodhe at 8:05 a.m.

APPROVAL OF MINUTES

The minutes of July, 2017 regular meeting were reviewed. There were two clerical errors that were corrected. On a motion by Mr. Miller and seconded by Mrs. Miller the minutes of the July, 2017 meeting were approved. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

065-17 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$38,752.75
010	Sewage Program Fund	1,433.98
030	Clinic Fund	1,034.35
060	Special Services Fund	2,066.43
110	RV Park/Camp Fund	67.75
120	Swimming Pools	39.52
140	Private Water Fund	861.97
150	Solid Waste Fund	15.73
190	Food Service Fund	624.75
330	WIC 2017 grant year	3,833.57
340	Injury Prevention	986.49
350	Small Healthcare Provider QI	15,374.50
360	Immunizations	278.13
370	Public Health Preparedness	5,389.62
420	Help Me Grow	984.86
470	PHEP	74.61
	Total Payables	\$ 42,167.60

Mrs. Miller moved that the accounts payable for July 2017 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

066-17 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of July 2017. Mrs. Perone moved that the account transactions report for the month of July 2017 be approved. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

HEARINGS

None

PUBLIC PARTICIPATION

The Employee Spotlight award was given to Virginia(Gini) Kern this quarter in recognition of her work in representing the Health District during the planning of the Amish Health and Safety Day event that was held on August 1st as well as the work she put into helping to develop the new Website that was established earlier in the year. She was presented with a certificate for her hard work and dedication.

CONTINUING BUSINESS

The Non action Item Report was reviewed.

NEW BUSINESS-

067-17 APPROVAL OF APPROPRIATION OF SMALL HEALTH CARE PROVIDER QI

The Health Commissioner presented to the board the request for approval for the appropriation of funds for the Small Health Care providers. This pays for the providers as well as the staff of the Health District who are working together to address the issues in our community and to implement the required training for all involved in developing quality care for the citizens of Holmes County. Mr. Miller motioned that we approve, Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

068-17 APPROVAL OF CONTRACT WITH HOSPITAL COUNCIL OF NORTHWEST OHIO

The Health Commissioner presented a contract for the HCHGD to work in conjunction with the Council of Northwest Ohio. Board President Mr. Rodhe explained the benefit of working with the Council is that they have worked with us before on other projects and they know us (the HCGHD and the citizens of Holmes County), and the Council has crafted this contract to be beneficial to our population and their needs. This is necessary in moving forward in providing for our community. Mrs. Perone asked if there was a deadline, Mr. Derr stated that this must be completed by the end of December 2017. Mr. Miller asked if this was pertaining to the health care providers that we are currently working with, Mr. Derr stated that it is. Mrs. Miller moved that the contract be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

Dr. Miller arrived.

COMMUNICATIONS – None

REPORTS

INCOME AND EXPENSE

The income and expense report for the month of **July** was reviewed. Mrs. Miller moved that the report be approved, Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

STATISTICS

The statistics report for **July** were reviewed and accepted by the Board. The Health Commissioner did mention that since the report was drafted there was a report of an asymptomatic West Niles Virus case in Holmes County.

HEALTH COMMISSIONER

The Health Commissioner distributed his report. He discussed the community outreach being done by our staff in Family and Children First Council, as well as at the Holmes County Fair and Amish Health and Safety Day this month.

EXECUTIVE SESSION

President Kurt Rodhe asked for a motion to go into executive session with no action to be taken. Dr. Miller so moved and Mrs. Miller seconded the motion

On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe In the negative: none. The motion was approved at 8:47.

On a motion from Mr. Miller, seconded by Mrs. Miller, the board reconvened from executive session at 9:36. On the roll call the following members voted in the affirmative: Dr Miller, Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

The being no further action, the board adjourned at 9:36 a.m.

Kurt Rodhe – President

Michael E. Derr - Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –September 15th, 2017

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, September 15th, 2017. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Michael E Derr, MBA	Ken Smails WKLM
Carol Miller	Gini Kern	Kevin Lynch Daily Record
Kurt Rodhe	Jon Croup	
Chris Pipes-Perone	Jen McCoy	
Dr Eric Miller	Becky Starner	

The meeting was called to order by President Kurt Rodhe at 8:05 a.m.

APPROVAL OF MINUTES

The minutes of August, 2017 regular meeting were reviewed. There were two clerical errors that were corrected. On a motion by Mrs. Perone and seconded by Dr. Miller the minutes of the August, 2017 meeting were approved. On the roll call the following members voted in the affirmative Mr. Miller, Dr Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

069-17 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$11,146.94
010	Sewage Program Fund	3,294.02
030	Clinic Fund	11,854.59
060	Special Services Fund	341.42
110	RV Park/Camp Fund	1680.62
120	Swimming Pools	1,594.98
140	Private Water Fund	3,998.20
150	Solid Waste Fund	11.34
190	Food Service Fund	836.49
330	WIC 2017 grant year	4,145.84
340	Injury Prevention	2,383.40
350	Small Healthcare Provider QI	38,647.76
360	Immunizations	135.79
420	Help Me Grow	1,048.51
450	Small Health Care Provider QI	62.89
470	PHEP	59.41
	Total Payables	\$ 85,221.34

Mrs. Miller moved that the accounts payable for August 2017 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

070-17 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of August 2017. Dr. Miller moved that the account transactions report for the month of August 2017 be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

HEARINGS

None

PUBLIC PARTICIPATION

None

CONTINUING BUSINESS

The Non action Item Report was reviewed.

NEW BUSINESS-

071-17 APPROVAL OF PERSONAL SERVICE AGREEMENT WITH HOSTETLER GROUP

The Health Commissioner presented to the board the request for approval for the Health District to enter into contract with The Hostetler Group. For the purposes of providing technical assistance, coordination of meetings; taking minutes, notifying participants, act as liaison for the meetings, collecting data, etc. In consideration for the services provided pursuant to Article I of this contract, the BOARD agrees to pay compensation at the rate of:

Consulting fees: 520 hours (0.25 FTE) x \$60/hour = \$31,200

Supplies (laptop): \$1,500

Local travel: 3,333 miles x \$0.54/mile = \$1,800

The total amount payable under this contract shall not exceed \$34,500.

The CONTRACTOR shall invoice the BOARD for services the CONTRACTOR provides. An itemized listing of the services provided shall accompany the invoice. The BOARD will pay the CONTRACTOR within thirty days of receipt of a valid invoice for the amount of the payment due. This contract shall be in effect from September 16, 2017 through July 31, 2018 unless this contract is suspended or terminated pursuant to Article VII prior to the termination date. After a review of the contract and brief discussion Mrs. Miller motioned that we approve the contract as written. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

072-17 APPROVAL OF AMENDED AGREEMENT WITH HOLMES FAMILY

The Health Commissioner presented an amended contract between the HCGHD and Holmes Family Practice for the purpose of participating in quality improvement activities in support of the HCGHD quality improvement grant activities. This agreement will be in effect from August 1, 2017 through July 31, 2018. At which time the contract agreement will be reviewed and subject to change by both parties. Mrs. Perone moved that the contract be approved as requested. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

073-17 APPROVAL OF AMENDED AGREEMENT WITH MILLERSBURG CLINIC

The Health Commissioner presented an amended contract between the HCGHD and Millersburg Clinic for the purpose of participating in quality improvement activities in support of the HCGHD quality improvement grant activities. This agreement will be in effect from August 1, 2017 through July 31, 2018. At which time the contract agreement will be reviewed and subject to change by both parties. Mrs. Perone moved that the contract be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

074-17 APPROVAL OF AMENDED AGREEMENT WITH EAST HOLMES FAMILY CARE

The Health Commissioner presented an amended contract between the HCGHD and East Holmes Family Care for the purpose of participating in quality improvement activities in support of the HCGHD quality improvement grant activities. This agreement will be in effect from August 1, 2017 through July 31, 2018. At which time the contract agreement will be reviewed and subject to change by both parties. Mrs. Perone moved that the contract be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

075-17 WIC BUDGET AND APPROPRIATIONS FY17-18

The Health Commissioner presented to the Board the Budget and Appropriations for WIC FY17-18. These will become effective October 2017. Following discussion Mrs. Perone moved that the budget and appropriations for WIC FY17-18 be approved as requested. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Perone, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

COMMUNICATIONS – None

REPORTS

INCOME AND EXPENSE

The income and expense report for the month of **August** was reviewed. Mrs. Miller moved that the report be approved, Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

STATISTICS

The statistics report for **August** were reviewed and accepted by the Board.

HEALTH COMMISSIONER

The Health Commissioner distributed his report. He discussed the CHIP progress, with the date set for Oct 31st to share the CHA findings. Also we will be participating in the Wayne Dalton Fair on 9/21. At AOHC Public Affairs meeting HMG changes were discussed as well as the appropriate response to them. The Health Commissioner also discussed legislation being discussed right now to allow dogs to be on restaurant patios, he shared with the board the concern that the HCHD has with this being allowed. Mr. Derr also announced the upcoming POD drill that is scheduled for Oct 23rd from 3:00-7:00 p.m. this will be a mass immunization clinic we are hoping to gain some knowledge and experience at this drill and anticipating up to 200 possible in attendance.

EXECUTIVE SESSION

President Kurt Rodhe asked for a motion to go into executive session with possible action to be taken. Mr. Miller so moved and Dr. Miller seconded the motion

On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved at **8:32**.

On a motion from Dr. Miller, seconded by Mrs. Miller, the board reconvened from executive session at **9:15**. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved.

76-17 APPROVAL OF HEALTH COMMISSIONERS CONTRACT

A motion was made by Dr. Miller and seconded by Mr. Miller to approve the renewal of the contract for Health Commissioner Michael Derr. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The contract was approved as amended.

The being no further action, the board adjourned at 9:18 a.m.

Kurt Rodhe – President

Michael E. Derr - Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –October 20th, 2017

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, October 20th, 2017. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Michael E Derr	
Carol Miller	Gini Kern	
Kurt Rodhe	Jon Croup	
Dr Eric Miller	Jen McCoy	
	Becky Starner	

The meeting was called to order by President Kurt Rodhe at 8:06 a.m.

APPROVAL OF MINUTES

The minutes of September, 2017 regular meeting were reviewed. On a motion by Mr. Miller and seconded by Mrs. Miller the minutes of the September, 2017 meeting were approved. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

077-17 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$6707.66
010	Sewage Program Fund	458.66
030	Clinic Fund	6306.46
060	Special Services	1357.51
110	RV Park/Camp Fund	5.31
120	Swimming Pools	3.34
140	Private Water Fund	891.26
150	Solid Waste Fund	.49
190	Food Service Fund	258.88
330	WIC 2017 grant year	3960.01
340	Injury Prevention	1030.22
350	Small Healthcare Provider QI	5000.00
360	Immunizations	259.58
420	Help Me Grow	335.80
450	Small Health Care Provider QI	3712.03
470	PHEP	.46
	Total Payables	\$ 31,016.36

Mrs. Miller moved that the accounts payable for September 2017 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

078-17 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of September 2017. Dr. Miller moved that the account transactions report for the month of September 2017 be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

Dr. Miller arrived

HEARINGS

None

PUBLIC PARTICIPATION

EMPLOYEE SPOTLIGHT

The Health Commissioner presented to the board the employee chosen (of the quarterly employee recognition program) to be spotlighted. Kerry MacQueen was recognized with a certificate for her hard work and efforts in contributing to the Holmes County General Health District. Especially in regards to her innovative ideas in bringing the Injury Prevention program out into the communities through various avenues. Most recently the Falls Walk (which continues to grow in attendance each year) as well as the various programs and speaking engagements around the community. The passion she has for the aging population is evident in everything she does.

CONTINUING BUSINESS

The Non action Item Report was reviewed.

NEW BUSINESS-

079-17 FIRST READING OF PROPOSED 2018 FOOD SERVICE FEES

	Allowed 2017	Proposed 2017
Food Program		
<25,000 sq ft.		
Risk Level 1	171.36	171.25
Risk Level 2	189.20	189.00
Risk Level 3	334.06	334.00
Risk Level 4	415.41	415.25
>25,000 sq ft.		
Risk Level 1	234.16	234.00
Risk Level 2	244.86	244.75
Risk Level 3	790.76	790.75
Risk Level 4	836.44	836.25
Mobile Unit	174.86	174.75
Vending Location		25.61
Temporary FSO/RFE, per day	65.97	65.00

After review and brief discussion Mrs. Miller moved to approve the proposal, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

080-17 APPROVAL OF RFE AND FSO NON-EMERGENCY ENFORCEMENT

The Health Commissioner presented a proposal of the Retail Food Establishment and Food Service Operation non-emergency enforcement. This is written to clarify the process taken when action is needed. Dr. Miller moved that the enforcement be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

081-17 APPROVAL OF RFE AND FSO EMERGENCY ENFORCEMENT

The Health Commissioner presented a proposal of the Retail Food Establishment and Food Service Operation emergency enforcement. This is written to further define the process when for a more timely action. Mrs. Miller moved that the enforcement be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

082-17 APPROVAL OF PROPOSAL TO REVISE LANGUAGE AND CONTENT OF BOH
RESOLUTION 65-11

The Health Commissioner presented a revised edition of Board of Health resolution number 65-11. This will give authority to the Health Commissioner to manage the situation and seize the product if necessary. Mrs. Miller moved that the contract be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

083-17 APPROVAL OF PROPOSAL TO REVISE LANGUAGE AND CONTENT OF BOH
RESOLUTION 27-01

The Health Commissioner presented a revised edition of Board of Health resolution number 27-01. This will give authority to the Health Commissioner to manage the situation and seize the equipment if necessary. Dr. Miller moved that the contract be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

084-17 APPROVAL OF ACTION TO BE TAKEN ON PUBLIC HEALTH NUISANCE

The Health Commissioner reported that the property owned by William H. and Rebecca Ann Breitenbucher, 7361 TR 466 Lakeville, OH 44638 has a failed system and is a public health nuisance and health hazard. Recent contact with the owners and additional inspection has shown no progress to remedy the public health nuisance. The board asked what action is necessary to be taken at this time. Jon Croup (Director of Environmental Health) advised them that orders needed to be given to abate the property (pursuant to section 3701.01 of the Ohio Revised Code.) Alternatively, they may remove the mobile home from the property and agree not to have a dwelling on that location, and properly abandon the sewage treatment system. Following discussion Mr. Miller moved that board orders be issued to William H. and Rebecca Ann Breitenbucher, 7361 TR 466 Lakeville, OH 44638 to properly abate the public health nuisance pursuant to section 3701.01 of the Ohio Revised Code and to have the work completed by Nov 13th 2017. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

085-17 APPROVAL OF RESIGNATION OF LISA LASH

The Health Commissioner presented to the board for approval the resignation of Help Me Grow Service Coordinator Lisa Lash due to medical issues. Mrs. Miller moved to accept the resignation, Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

086-17 APPROVAL OF RECRUITMENT FOR HELP ME GROW SERVICE COORDINATOR

The Health Commissioner presented to the board for approval the recruitment of Help Me Grow Service Coordinator. Mrs. Miller moved to accept the resignation, Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

COMMUNICATIONS – None

REPORTS

INCOME AND EXPENSE

The income and expense report for the month of **September** was reviewed. Dr. Miller moved that the report be approved, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

STATISTICS

The statistics report for **September** were reviewed and accepted by the Board.

HEALTH COMMISSIONER

The Health Commissioner distributed his report. He reminded the board of the date set for Oct 31st to share the CHIP/CHA findings. Also sharing with them the progress being made in our Strategic Planning meetings. The Health Commissioner also advised the board of his new position as the Chairperson for the FCFC. Furthermore the Health District was able to make about 150 contacts through the Wayne Dalton Fair that we attended last month, with more recruitment being brought in for our MRC which is growing strong with about 12 members now. Last, he shared the Trick or Treat event that Help Me Grow is hosting within the department for infants and toddlers.

EXECUTIVE SESSION

President Kurt Rodhe asked for a motion to go into executive session with possible action to be taken. Dr. Miller so moved and Mr. Miller seconded the motion

On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved at **9:20**.

On a motion from Dr. Miller, seconded by Mrs. Miller, the board reconvened from executive session at **9:37** on the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

87-17 APPROVAL TO HIRE FULL TIME SANITARIAN IN TRAINING OR REGISTERED SANITARIAN

A motion was made by Mrs. Miller and seconded by Dr. Miller to approve the creation of a full time position in Environmental Health division for a Sanitarian, or Sanitarian In Training. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe In the negative: none. The motion was approved.

The being no further action, the board adjourned at 9:39 a.m.

Kurt Rodhe – President

Michael E. Derr - Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –November 17, 2017

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, November 17, 2017. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Michael E Derr	Kevin Lynch Bargain Hunter
Carol Miller	Gini Kern	
Kurt Rodhe	Jon Croup	
Dr Eric Miller	Jen McCoy	
Chris Pipes-Perone	Becky Starner	

The meeting was called to order by President Kurt Rodhe at 8:04 a.m.

APPROVAL OF MINUTES

The minutes of October, 2017 regular meeting were reviewed. On a motion by Mr. Miller and seconded by Mrs. Miller the minutes of the October, 2017 meeting were approved. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

088-17 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$24,148.96
010	Sewage Program Fund	1,224.41
030	Clinic Fund	3,699.49
060	Special Services	582.65
110	RV Park/Camp Fund	41.99
120	Swimming Pools	37.80
140	Private Water Fund	1001.98
150	Solid Waste Fund	32.88
190	Food Service Fund	1014.33
330	WIC 2017 grant year	9,686.27
340	Injury Prevention	1,429.14
360	Immunizations	190.47
420	Help Me Grow	3061.72
450	Small Health Care Provider QI	4,154.62
470	PHEP	830.31
	Total Payables	\$ 51,244.72

Mrs. Miller moved that the accounts payable for October 2017 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

089-17 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of October 2017. Mrs. Perone moved that the account transactions report for the month of October 2017 be approved. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

HEARINGS

None

PUBLIC PARTICIPATION

CONTINUING BUSINESS

The Non action Item Report was reviewed. Jon shared with the board that he was able to stop over at the Raber property located at 1809 Twp. Rd 151 in Clark Township. He noted that they still had not made any progress even though they had been given an incremental plan. He spoke to Mr. Raber and informed him if he did not move forward immediately with some sort of action as outlined in the plan than we would have no choice but to move forward in forcing the issue be resolved. He (Mr. Raber) has since began the process of repairing the nuisance.

NEW BUSINESS-

088-17 SECOND READING OF PROPOSED 2018 FOOD SERVICE FEES

	Allowed 2017	Proposed 2017
Food Program		
<25,000 sq ft.		
Risk Level 1	171.36	171.25
Risk Level 2	189.20	189.00
Risk Level 3	334.06	334.00
Risk Level 4	415.41	415.25
>25,000 sq ft.		
Risk Level 1	234.16	234.00
Risk Level 2	244.86	244.75
Risk Level 3	790.76	790.75
Risk Level 4	836.44	836.25
Mobile Unit	174.86	174.75
Vending Location		25.61
Temporary FSO/RFE, per day	65.97	65.00

After review and brief discussion Mr. Miller moved to approve the proposal, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

090-17 APPROVAL OF HINKLE REPORT

The Health Commissioner presented a proposal by the Harris and Associates firm which will provide our annual financial report (HINKLE Report) at an affordable price to us. The board and the Commissioner discussed that this firm specializes in type of this process. The Commissioner stated that this contract is a very good deal in his opinion. Mrs. Miller moved that the proposal be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

091-17 APPROVAL OF NEW SERVER PROJECT PRICING

The Health Commissioner presented a proposal of the replacement of our server(s) by Keybridge Computer Services. This would entail removal of the 2 servers we currently have and replacing them with one main server (new) and using the 2 current servers as back-up. We have an additional server that belongs to WIC and that program will be removing their server in the coming year. Mrs. Miller moved that the enforcement be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

092-17 APPROVAL OF IT RETAINER SERVICE AGREEMENT

The Health Commissioner presented a new contract from Keybridge Computer Services. The contract would be for a lower amount, saving the district about \$4000 a year. Dr. Miller moved that the contract be approved as requested. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

093-17 APPROVAL OF ACCOUNTING POLICIES AND PROCEDURES

The Health Commissioner presented a revised edition of the financial policies and procedures for review. Discussion was held informing that there have been no changes made to the policy and explaining that this simply defines responsibilities and duties. Mrs. Perone moved that the contract be approved as requested. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

094-17 APPROVAL NEW HEALTH INSURANCE FEES

The Health Commissioner reported that the Insurance premiums have increased for the Health District by 9%. Although this is not ideal, it is better than the 15% that was first proposed. He asked for the Board to review the information and approve the continuation of insurance at the increased rate. Dr. Miller moved that the increased rates be accepted, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

095-17 APPROVAL MOU WITH COSHOCTON COUNTY FOR VACCINE STORAGE

The Health Commissioner presented to the board for approval an MOU with Coshocton County to work in conjunction with us for the purpose of properly storing our vaccines. Dr. Miller moved to accept the MOU, Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

096-17 CONDITIONAL APPROVAL OF INSTALLATION OF WELLS IN A FLOODPLAIN

Jon Croup RS, Director of Environmental Health, presented to the board two individual sites; Matthew Stitzlein of 4941 St Rt 514 in Glenmont and Levi Coblentz of 7335 Twp Rd 571 in Holmesville both in need of approval from the board to proceed with installation of wells in a floodplain area. The board asked if these properties have requested the proper permits and were informed that both homeowners are following proper procedure. The Board agreed if the proper procedures continue to be followed that approval can be given. Mr. Miller moved that conditional approval be granted for installation of the wells, Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

REPORTS

INCOME AND EXPENSE

The income and expense report for the month of **October** was reviewed. Dr. Miller moved that the report be approved, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

STATISTICS

The statistics report for **October** were reviewed and accepted by the Board.

HEALTH COMMISSIONER

The Health Commissioner distributed his report. He shared that the CHA report went well, with the primary focus being on physical health and nutrition we will be looking at issues such as transportation and nutrition needs. These reports will be released on our website by the end of this month. The strategic planning meetings went well and we are underway for a final plan for our agency. Jon Croup and his staff had a successful Sewage Contractor's meeting. In our staff meeting last month the employees were able to experience in looking at ways to practice Quality Improvement.

The being no further action, the board adjourned at 9:24 a.m.

Kurt Rodhe – President

Michael E. Derr - Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –December 15, 2017

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, December 15, 2017. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Michael E Derr	none
Carol Miller	Gini Kern	
Kurt Rodhe	Jon Croup	
Dr Eric Miller	Becky Starner	
Chris Pipes-Perone		

The meeting was called to order by President Kurt Rodhe at 8:01 a.m.

APPROVAL OF MINUTES

The minutes of November, 2017 regular meeting were reviewed. On a motion by Mrs. Perone and seconded by Dr. Miller the minutes of the November, 2017 meeting were approved. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

097-17 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$10,499.45
010	Sewage Program Fund	4,164.07
030	Clinic Fund	4,047.60
060	Special Services	406.56
110	RV Park/Camp Fund	7.96
120	Swimming Pools	108.09
140	Private Water Fund	4,164.70
150	Solid Waste Fund	13.50
190	Food Service Fund	705.75
330	WIC 2017 grant year	2,430.40
340	Injury Prevention	1,029.84
360	Immunizations	259.45
420	Help Me Grow	1,824.64
430	WIC	657.83
450	Small Health Care Provider QI	1,768.74
470	PHEP	81.87
	Total Payables	\$ 32,170.45

Mrs. Miller moved that the accounts payable for November 2017 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

098-17 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of November . Mrs. Perone moved that the account transactions report for the month of November be approved. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

HEARINGS

None

PUBLIC PARTICIPATION

None

CONTINUING BUSINESS

None

NEW BUSINESS-

099-17 THIRD READING OF PROPOSED 2018 FOOD SERVICE FEES

	Allowed 2017	Proposed 2017
Food Program		
<25,000 sq ft.		
Risk Level 1	171.36	171.25
Risk Level 2	189.20	189.00
Risk Level 3	334.06	334.00
Risk Level 4	415.41	415.25
>25,000 sq ft.		
Risk Level 1	234.16	234.00
Risk Level 2	244.86	244.75
Risk Level 3	790.76	790.75
Risk Level 4	836.44	836.25
Mobile Unit	174.86	174.75
Vending Location		25.61
Temporary FSO/RFE, per day	65.97	65.00

After the third and final review of the proposed food fees Dr. Miller moved to approve the proposal, Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

100-17 APPROVAL OF 2018 BOH MEETING TIMES

The Health Commissioner presented a proposal of meeting dates for the 2018 calander year. After review it was decided that these dates would work for each member of the board. Dr. Miller moved that the proposal be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

101-17 APPROVAL OF NEW HELP ME GROW SERVICE COORDINATOR

The Health Commissioner informed the board that a decision has been made in the search for a new Service Coordinator. The HD would like to welcome Beth Crone back onto the staff. The Board was pleased with this outcome. Mrs. Miller suggested that the hiring be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

102-17 APPROVAL OF BRANDING POLICY

The Health Commissioner presented a new Branding Policy for the board to review. This, as part of our accreditation process, will help us to be identifiable as we continue to serve Holmes County and its members. Dr Miller asked what sort of cost we are looking at. Commissioner Derr said that the cost will be minimal, with most of it being due to the new signs we will need to have put up so that people can be aware of our location. Mrs. Miller moved that the contract be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

103-17 APPROVAL OF SOCIAL MEDIA POLICY

The Health Commissioner presented a revised edition of the financial policies and procedures for review. Discussion was held informing that there have been no changes made to the policy and explaining that this simply defines responsibilities and duties. Mrs. Perone moved that the contract be approved as requested. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

Mr. Miller entered the meeting

104-17 APPROVAL TRANSITIONAL WORK POLICY

The Health Commissioner reported that the Health District will need to implement an official transitional work policy. This will allow for an employee who has been injured to return to work at Dr. Miller moved that the increased rates be accepted, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

105-17 APPROVAL OF 2017-2020 STRATEGIC PLAN

The Health Commissioner presented to the board a copy of our Strategic Plan for their review and approval. Carol Miller spoke of her time and effort put forth as a representative of the board on the Strategic Planning Committee and stated that it was a worthwhile project and well worth the effort it took. The board agreed stating that it was well done. Dr. Miller moved to accept the Strategic Plan, Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

106-17 APPROVAL OF CONTRACT WITH NEW MEDICAL DIRECTOR

The Health Commissioner presented to the board the contract to be entered into by the HCGHD and Dr. Mark Stutzman as Medical Director. The contract is agreeable to both parties. Mike pointed out that it will be beneficial to us with Dr. Miedel joining his practice, as Dr. Stutzman may be able to lean on her for any additional information he may need. This contract is needed in order for us as a Health District to be able to carry out continuing operations and requirements by the state. Mr. Miller asked if travel will pose a problem seeing as how Dr. Stutzman resides in Wayne Co., Mr. Derr informed that the Medical Director's presence is really not needed on a daily basis it is really a binder of standing orders that he would need to review and sign every year. Mrs. Miller moved that contract approval be granted, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

107-17 APPROVAL OF 2018 APPROPRIATIONS FOR INJURY PREVENTION

The Health Commissioner presented to the Board the budget appropriations for the 2018 grant year for Injury Prevention. After review and brief discussion, Dr. Miller moved that the appropriations be accepted. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

108-17 APPROVAL OF INSTALLATION OF WELL IN A FLOODPLAIN FOR COBLENTZ PROPERTY

The Health Commissioner discussed with the board the need for official approval on the property for Levi Coblentz of 7335 Twp Rd 571 in Holmesville to proceed with installation of wells in a floodplain area. This as well as another property was presented to The Board last month, in which conditional approval was granted, as it turns out this is the only property that indeed needs to have approval. The board re-familiarized themselves with the property and the need for approval. After brief discussion was held Mr. Miller moved that official approval be given, Dr Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

109-17 APPROVAL OF HEALTH DISTRICT BUDGET APPROPRIATIONS FOR 2018

The Health Commissioner presented to the board an appropriation budget for the 2018 non grant fund budget, this appropriations were prepared with adjustments to the approved 5 year budget and in the presentation provided and updated 5 year budget to include FY2022. The Health Commissioner made adjustments to expected revenue along with a better projection on expenditures. After review and discussion Mrs. Miller moved that the appropriations and revised budget be accepted. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative. Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

110-17 APPROVAL OF CONTRACT FROM ODH

The Health Commissioner presented to the board a Sub Recipient Agreement from ODH that will provide us with the necessary help we need in order to produce a CHIP as a requirement of PHAB. He stated that this agreement provides the district with about \$17,400. Which will cover the cost of producing the CHA and the CHIP. After review of the agreement Mrs. Perone moved that it be accepted, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

111-17 RESIGNATION OF WIC INTAKE CLERK AND REQUEST TO FILL POSITION

The Health Commissioner informed the board of the resignation of the WIC Intake Clerk Heather Shriver, whose last day will be in February. He also asked for approval to start the recruitment process for hiring someone to the vacant position. Mrs. Miller moved that the resignation be accepted and the recruitment be approved, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

REPORTS

INCOME AND EXPENSE

The income and expense report for the month of **November** was reviewed. Dr. Miller moved that the report be approved, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

STATISTICS

The statistics report for **November** were reviewed and accepted by the Board.

HEALTH COMMISSIONER

The Health Commissioner distributed his report. He shared that the FCFC allowed himself and other community partners to review the CHIP and how they can work together to address different areas of need. Also, our agency took the lead (at the request of our coroner) to put out a public notice regarding the recent increase in overdose deaths. In other news the HCHD was involved in the annual Holiday Happy Hour put on by the SAFE Communities group. Kerry MacQueen developed the theme and décor, and Mike dressed up as the Grinch, engaging the people to participate in "Grinch Trivia" and taste a sample of the "Toxic Ooze" (our contribution to the non-alcoholic beverages that were promoted). This month's Staff Meeting will take place today and will include a time of celebration as well as recognition of our staff members, through the years of service awards, as well as the Maurice Mullet and Esther Spreng awards. In closing he shared that the management team has been meeting bi-monthly to review and revise the policy manual.

The being no further action, the board adjourned at 9:30 a.m.