

## HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –January 19, 2018

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, January 19, 2018. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Michael E Derr	Cathy Kick
Carol Miller	Gini Kern	Kerry MacQueen
Kurt Rodhe	Jon Croup	
Dr Eric Miller	Becky Starner	
Chris Pipes-Perone	Jennifer McCoy	

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

### APPROVAL OF MINUTES

The minutes of December, 2017 regular meeting were reviewed. On a motion by Mr. Miller and seconded by Mrs. Perone the minutes of the December, 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.

### 001-18 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$19,072.78
010	Sewage Program Fund	174.71
030	Clinic Fund	1,188.33
060	Special Services	888.51
110	RV Park/Camp Fund	20.94
120	Swimming Pools	8.93
140	Private Water Fund	717.86
150	Solid Waste Fund	25.91
190	Food Service Fund	249.69
340	Injury Prevention	5,742.26
360	Immunizations	244.11
420	Help Me Grow	392.48
430	WIC	1335.46
450	Small Health Care Provider QI	4,558.26
470	PHEP	25.05
	Total Payables	\$ 34,645.28

Mrs. Miller moved that the accounts payable for December 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.

### 002-18 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of December. Mrs. Perone moved that the account transactions report for the month of December 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

President Kurt Rodhe spoke about the December Staff Meeting/Christmas party that he was able to attend and the honors that were given there to staff members Kerry MacQueen and Cathy Kick. Kerry was presented the Esther Spreng Award for her passion and commitment in serving the people of Holmes County. Becky Starner spoke on her behalf as to why she was chosen to be the recipient. Cathy Kick was presented the Maurice Mullet award for her hard work and dedication to the Health District in her many years of service in the Environmental Health division. Jon Croup spoke on her behalf as to why she was chosen as the recipient. The Board then presented a planter to each of the recipients and applauded their hard work and attitude of servanthood.

CONTINUING BUSINESS  
None

NEW BUSINESS-

003-18 FIRST READING OF THE RECREATION PROGRAM COST ANALYSIS  
The Board was advised of the recommended changes in the 2018 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 16, 2018 at 8:00 to consider the fees:

Recreational Program

	2018 Allowable	2018 Proposed
RV Parks/Recreation Camps/Combined Park-Camps ≤50 sites	\$226.52	\$226.50
RV Parks/Recreation Camps/Combined Park-Camps >50 sites	\$226.52	\$226.50
Additional amount charged per site over 50	*	*
Temporary Park-Camps	\$384.71	\$200.00
Resident Camps <sup>2</sup>	\$275.54	\$275.50

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

	2018 Allowable	2018 Proposed
Pool/Spa/Special-use Pools	\$339.07	\$339.00
Pool/Spa/Special-use Pools (Additional at same location)	\$162.10	\$162.00

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.

004-18 APPROVAL OF WAYNE COUNTY CONTRACT FOR MATERNAL CHILD HEALTH GRANT

The Health Commissioner presented a contract that allows us to work in conjunction with Wayne County in Maternal Child Health. 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. Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

#### 005-18 APPROVAL OF NEW WIC INTAKE CLERK

The Health Commissioner informed the board that a decision has been made in the search for a new intake clerk. The HD would like to welcome Kayla Raines onto the staff. Dr. Miller motioned that the hiring 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.

#### 006-18 APPROVAL OF 2018 BOARD OF HEALTH OFFICER APPOINTMENT

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

#### REPORTS

##### INCOME AND EXPENSE

The income and expense report for the month of December was reviewed. Mr. Miller moved that the report 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.

##### STATISTICS

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

##### HEALTH COMMISSIONER


The Health Commissioner distributed his report. This year the division directors will be including their own reports in this. He shared updates on the FCFC as well as the CHIP. He also talked about the Suicide Prevention Coalition and the work being done there. Also the Management team is making progress in the revision of the policy manual as well as creating staff meetings that will educate the staff.

Jennifer McCoy reported that in Emergency Preparedness we are halfway through the 2018 grant year and she was able to submit all the deliverables that were due the end of December, including revised EOP, revised Epidemiology Plan, revised Training and exercise plan. The application for the 2018 grant year is due on Jan 22 and will bring us \$75, 139. In Accreditation we received \$17,400 for the CHIP program. She continues to upload new documents, domain teams continue to meet, 18% of measures have been completed and 39% are in progress. And lastly, the CHIP sub-committee group has begun meeting and addressing the CHIP action steps.

Becky reported that Help Me Grow saw 17 children at their Christmas open house. Group outings are planned through June 2018. The State is going to utilize a new data system for home visiting and she will be attending the training for this in January.

Jon reported that January is National Radon Month, we have made this information available to the public through our web page and our social media page and have provided them with access to get their free test kits.

The being no further action, the board adjourned at 9:25 a.m.

  
Kurt Rodhe – President

  
Michael E. Derr - Secretary

## HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –February 16, 2018

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, February 16, 2018. The following were in attendance:

### Board Members

Paul Miller  
Carol Miller  
Kurt Rodhe  
Dr Eric Miller

### Staff

Michael E Derr  
Gini Kern  
Jon Croup  
Becky Starner  
Jennifer McCoy

### Guests

Kevin Lynch  
Michael Hammons

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

### APPROVAL OF MINUTES

The minutes of January, 2018 regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Dr. Miller the minutes of the January, 2018 meeting were approved. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

### 007-18 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$32,835.65
010	Sewage Program Fund	4,050.55
030	Clinic Fund	665.51
060	Special Services	1,358.64
110	RV Park/Camp Fund	52.35
120	Swimming Pools	42.21
140	Private Water Fund	3,242.42
150	Solid Waste Fund	18.89
190	Food Service Fund	1,939.54
340	Injury Prevention	2,554.83
360	Immunizations	198.92
420	Help Me Grow	1,504.44
430	WIC	2,188.30
440	Injury Prevention	200.45
450	Small Health Care Provider QI	16,960.97
470	PHEP	1,183.41
	Total Payables	\$ 68,997.08

Mr. Miller moved that the accounts payable for January 2018 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 Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

### 008-18 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of January 2018. Dr. Miller moved that the account transactions report for the month of January 2018 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 2018. 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, Mr. Miller, and Mr. Rodhe. In the negative: none. The motion was approved. The hearing was closed.

### PUBLIC PARTICIPATION

None

CONTINUING BUSINESS - The Non action Item Report was reviewed.

NEW BUSINESS-

009-18 SECOND READING OF THE RECREATION PROGRAM COST ANALYSIS

The Board was advised at the January meeting of the recommended changes in the 2018 Pools/Spas and RV Parks/Camp Fees. Following the hearing discussion was held and Dr. Miller moved that following fees be recommended:

**Recreational Program**

	2018 Allowable	2018 Proposed
RV Parks/Recreation Camps/Combined Park-Camps ≤50 sites	\$226.52	\$226.50
RV Parks/Recreation Camps/Combined Park-Camps >50 sites	\$226.52	\$226.50
Additional amount charged per site over 50	*	*
Temporary Park-Camps	\$384.71	\$200.00
Resident Camps <sup>2</sup>	\$275.54	\$275.50

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

	2018 Allowable	2018 Proposed
Pool/Spa/Special-use Pools	\$339.07	\$339.00
Pool/Spa/Special-use Pools (Additional at same location)	\$162.10	\$162.00

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

010-18 APPROVAL OF THE REVISED QI PLAN

The Health Commissioner presented to the board the QI plan which was already in place, but had been reviewed by the QI committee allowing for some minor changes to improve the processes. He reminded the board that this allows the district to choose one administrative as well as one programmatic issue each year to review and make necessary changes to improve the way the HD operates and serves the community. 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 Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

#### 011-18 APPROVAL OF NEW SIT JASON KINKEL

The Health Commissioner informed the board that a decision has been made in the search for a new SIT in the Environmental Health division. The HD would like to welcome Jason Kinkel onto the staff. Mrs. Miller motioned that the hiring 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. Miller and Mr. Rodhe In the negative: none. The motion was approved.

#### 012-18 APPROVAL OF ODJFS SUB AWARD AGREEMENT

The Health Commissioner presented to the Board an amended sub recipient agreement with ODJFS to add additional funding to IE/HMG services, He recommended the board approve ad it will help with additional services. Mrs. Miller motioned that the agreement be accepted, Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

#### 013-18 APPROVAL OF CONTRACT FOR MAC PROCESS

The Health Commissioner presented to the board a contract from ODH to do Medicaid Administrative Claiming (MAC), he explained the benefits as it is a time study with reimbursements. After brief discussion Mr. Miller motioned that the contract be approved, Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

#### 014-18 APPROVAL OF PURCHASE OF NEW VEHICLES

The Health Commissioner advised the board of the current condition of our vehicles, which is inoperable. He asked the board for approval of the purchase of (3) vehicles, not to exceed the cost of \$45,000. He has been in touch with the local dealerships and has received preliminary pricing, he informed the board that we will be able to get special government pricing on these vehicles. During discussion they were also informed that the current vehicles will be put up on a sales site called "govdeals" and sold for auction. Mrs. Miller motioned that this purchase be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, 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 January was reviewed. Mr. Miller moved that the report 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.

#### STATISTICS

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

#### HEALTH COMMISSIONER


The Health Commissioner distributed his report. He shared updates on the FCFC as well as the CHIP. He also talked about the Suicide Prevention Coalition and the work being done there. Also he spoke about the informational meeting that was held by HMG for parents who may have interest in returning to college and linked them to the resources they need. He announced the upcoming DAC meeting that will be held in March and gave an update on the grants we are waiting on and in the processing of writing.

Jennifer McCoy reported that in Emergency Preparedness we had our annual NECO Functional Exercise on January 25<sup>th</sup> which tested our COOP capabilities. Jessica Boal our DON wrote for and was awarded a grant for our MRC unit in which volunteers will be trained and in turn provide training to "at risk" populations on how to build an emergency preparedness kit. In Accreditation she continues to upload new documents, domain teams continue to meet, 53% of measures have been completed. And lastly, the CHIP sub-committee group has begun meeting and addressing the CHIP action steps. We are making good progress to reducing chronic disease with the collaboration with Rodhe's IGA to provide healthy recipes and food demos to our community.

Becky reported that a company in Winesburg reached out to our DON and asked to come and give flu shots to their employees. Only less than 10 were given, however it is now an established contact that we look forward to building upon in the future. In CHIP we are using grant dollars from the Maternal and Child Health Grant to support CHP strategies. She communicated that our goal is to support our local community in becoming healthier without stressing our business owners.

Jon reported that in Environmental Health we have been awarded additional funding (totaling \$500,000) now and he feels this will greatly help our community in replacing failed septic systems.

The being no further action, the board adjourned at 9:10 a.m.

  
Kurt Rodhe – President

  
Michael E. Derr - Secretary

## HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –March 16, 2018

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, March 16, 2018. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Michael E Derr	Ken Smails WKLM
Carol Miller	Gini Kern	Commissioner Rob Ault
Kurt Rodhe	Jon Croup	
Dr Eric Miller	Jennifer McCoy	

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

### APPROVAL OF MINUTES

The minutes of February, 2018 regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Dr. Miller the minutes of the February, 2018 meeting were approved. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

### 015-18 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$32,835.65
010	Sewage Program Fund	4,050.55
030	Clinic Fund	665.51
060	Special Services	1,358.64
110	RV Park/Camp Fund	52.35
120	Swimming Pools	42.21
140	Private Water Fund	3,242.42
150	Solid Waste Fund	18.89
190	Food Service Fund	1,939.54
340	Injury Prevention	2,554.83
360	Immunizations	198.92
420	Help Me Grow	1,504.44
430	WIC	2,188.30
440	Injury Prevention	200.45
450	Small Health Care Provider QI	16,960.97
470	PHEP	1,183.41
	Total Payables	\$ 68,997.08

Mr. Miller moved that the accounts payable for February 2018 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 Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

### 016-18 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of February 2018. Dr. Miller moved that the account transactions report for the month of February 2018 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.

### HEARINGS

None

### PUBLIC PARTICIPATION

The Employee Spotlight award was given to Emily Gerber this quarter in recognition of her work in the Environmental Health division as an SIT. She has done very well in learning the many facets of the job and has taken on added responsibility in coordinating things for the "Septic Replacement Program" and is also taking on additional work in Accreditation by helping Jen McCoy out one day a week.

Commissioner Rob Ault was present and spoke to the Board about his views on the importance of the HCGHD and his appreciation of the Board as well as the staff for their efforts in keeping Holmes County a safe and healthy environment. He shared his intentions in working together



on future projects such as “Spring Clean Up”, as well as educating the community on the importance of recycling as well as helping them to understand what is recyclable and what is not. He stated that the county plans to “clamp down” on trash/recycling to get ahead of the overflow of trash in the landfills and to keep our community clean.

CONTINUING BUSINESS - The Non action Item Report was reviewed.

NEW BUSINESS-

017-18 THIRD READING OF THE RECREATION PROGRAM COST ANALYSIS

The Board was advised at the January meeting of the recommended changes in the 2018 Pools/Spas and RV Parks/Camp Fees. After the site visit that was held last month the auditor recommended the following change to the structure of the fee table. Discussion was held and Dr. Miller moved that following fees be recommended:

Recreational Program

RV Parks/Recreation Camps/Combined Park-Camps ≤50 sites	2018 Allowable	2018 Proposed
RV Parks/Recreation Camps/Combined Park-Camps >50 sites <sup>1</sup>	\$226.52	\$226.50
Temporary Campground ≤50 sites	\$226.52	\$226.50
Temporary Campground >50 sites <sup>2</sup>	\$384.71	\$200.00
Additional amount charged per site over 50	\$384.71	\$200.00
Resident Camps	*	\$2.00
	\$275.54	\$275.50

<sup>1</sup> These RV Parks, Recreation camps and Combined park-camps shall be charged the fee determined for RV Parks/Recreation Camps/Combined Park-Camps ≤50 sites plus an additional amount for each individual site in excess of fifty.

<sup>2</sup> These Temporary campgrounds shall be charged the fee determined for Temporary campgrounds ≤50 sites plus an additional amount for each individual site in excess of fifty.

	2018 Allowable	2018 Proposed
Pool/Spa/Special-use Pools	\$339.07	\$339.00
Pool/Spa/Special-use Pools (Additional at same location)	\$162.10	\$162.00

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

#### 018-18 APPROVAL OF EXAMPLE CONTRACT FOR HOME SEWAGE TREATMENT REPLACEMENT PROGRAM

The Health Commissioner presented to the board a sample contract for the District to enter into with a contractor to be chosen at a later date to proceed with the removal and replacement of failed sewage systems as allowed through the grant. 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 Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

#### 019-18 APPROVAL OF A RESOLUTION FOR THE REPAIR/REPLACEMENT OF SEWAGE SYSTEMS

The Health Commissioner presented to the board a resolution for the District to work on behalf of WPCLF for the repair and replacement of failed sewage systems as allowed through the grant. Mr. Miller motioned that the resolution 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. Miller and Mr. Rodhe In the negative: none. The motion was approved.

#### 020-18 APPROVAL TO FILL WIC HEALTH PROFESSIONAL POSITION

The Health Commissioner informed the Board the recent resignation of Jessica Klepatzki (who will be staying on with the district to continue working in the Small Healthcare Grant), however has taken another fulltime position with a different agency. He recommended the board approve the request to fill the vacancy. Mrs. Miller motioned that the agreement be accepted, Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, 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 February was reviewed. Mr. Miller moved that the report be approved, Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

#### STATISTICS

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

#### HEALTH COMMISSIONER

The Health Commissioner distributed his report. He shared updates on the FCFC as well as the CHIP. He spoke about the DAC meeting that was held March 7<sup>th</sup> and informed the Board that the DAC voted to keep Kris Pipes-Perone in her seat on the BOH. He gave an update on the grants we are waiting on and in the processing of writing. Lastly, he shared the 2017 Annual Report.

Jennifer McCoy informed the board that we completed the After Action Report and Improvement Plan from the 2018 NECO Functional Exercise which took place in January. Our biggest area for improvement will be training staff on the new Emergency Response Plan that was developed in 2017. Our greatest strengths during the exercise were public information and warning and community preparedness. Also we continue to make progress uploading documents to ePHAB. Domain 4 (Engage with the Community to Identify and Address Health Problems) is complete and all documents have been collected/uploaded. We have also made significant progress this month with Domain 6 (Enforce Public Health Laws) and Domain 7 (Access to Care). In other news, she reported that 12 staff attended an Ethics Webinar on March 12. The training provided basic principles of public health ethics and touched on how to establish an ethics committee and work through ethical issues. Matt Stefanak from Kent State University will be coming in on March 28 to train our ethics committee. Finally, she shared a Strategic Plan/Performance Management Update: Making good progress towards meeting the goals and objective outlined in the strategic plan. All goals, objectives, and action steps have been uploaded into the VMSG Performance Management System. As of 3/15/2018, we have 10/109 (9%) of action steps "in the yellow" (not proceeding as expected), and 0 action steps "in the red" (in serious danger of not meeting expectations). Areas not proceeding as expected include action steps within Priority #2: Quality Improvement, and Priority #5: Workforce Development. Management team will be focusing on updates to the workforce development plan this month and Competency based job descriptions will be completed by the end of the month.

Becky reported that a HMG group in February shared with the parents information on how to get enrolled in college, a speaker from the Holmes Co Education Foundation came to speak to the group. In March they are having "Story Time" encouraging parents on the importance of making time to read with their children. The agency was recently found to be 100% compliant in their recent compliance visit for Early Intervention and are awaiting a report from their recent site visit for HMG. In the Injury Prevention program the decision was made to postpone the Matter of Balance training that was upcoming in March to a date later in the summer, (to be announced), due to an unforeseen illness. The Tai Chi classes are still running and are being led by a volunteer in the SAF coalition until Kerry returns. Jon did not have any news to report for Environmental Health.

The being no further action, the board adjourned at 9:10 a.m.

  
Kurt Rodhe – President

  
Michael E. Derr - Secretary

00HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –April 20, 2018

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, April 20, 2018. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Michael E Derr	Jason Kinkel
Carol Miller	Sam George	Sue Gonter-Dray
Kris Pipes-Perone	Gini Kern	Kayla Raines
Kurt Rodhe	Jon Croup	
Dr Eric Miller	Becky Starner	

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

APPROVAL OF MINUTES

The minutes of April, 2018 regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Dr. Miller the minutes of the April, 2018 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.

021-18 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$8,074.89
010	Sewage Program Fund	4,121.82
030	Clinic Fund	614.66
060	Special Services	2,248.25
110	RV Park/Camp Fund	412.58
120	Swimming Pools	223.72
140	Private Water Fund	3,408.31
150	Solid Waste Fund	21.18
190	Food Service Fund	957.83
360	Immunizations	85.55
420	Help Me Grow	736.98
430	WIC	2,598.53
440	Injury Prevention	740.34
450	Small Health Care Provider QI	11,566.97
470	PHEP	157.35
	Total Payables	\$ 35,968.96

Mr. Miller moved that the accounts payable for April 2018 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 Mr. Miller, Dr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

022-18 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of April 2018. Dr. Miller moved that the account transactions report for the month of April 2018 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..

HEARINGS  
None

PUBLIC PARTICIPATION

Sam George and Sue Gonter-Dray presented to the board the Storyboard and end results of the QI Cash Bag Project. Sue explained that in the past, on occasion the HCHD has had cash bag counts that were off. The cash bags were not checked on a regular basis, and there was no dual accountability. The AIM Statement was to increase the security of liquid assets of HCGHD by developing a process for cash counts and drawer balancing that incorporates dual control by Aug 30 2017.

CONTINUING BUSINESS - The Non action Item Report was reviewed.

NEW BUSINESS-

023-18 APPROVAL OF EMPLOYEE VACATION PAYOUT

The Board was advised that at an earlier date there was a miscalculation on an employee's vacation time. The employee requested that the vacation time be paid out to them. The board discussed the situation and agreed to the payment. Mr. Miller motioned that the vacation time be paid out, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

024-18 APPROVAL OF WORKFORCE DEVELOPMENT PLAN

The Health Commissioner presented to the board a workforce development plan that was created by Jen McCoy and the management team to train and develop the workforce in part of a comprehensive strategy toward agency quality improvement. This plan will serve as the foundation of the HCGHD and its ongoing commitment to the training and development of its workforce. Mrs. Perone acknowledged the hard work that went into developing this plan. Mrs. Perone moved that the plan be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Perone, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

025-18 APPROVAL OF EMERGENCY RESPONSE PLAN

The Health Commissioner presented to the board an emergency response plan establishing the basis for coordination of a HCGHD resources and response to provide public health and medical services during an emergency or disaster. All HCGHD program areas are directed to implement training efforts and exercise these plans in order to maintain the overall preparedness and response capabilities of the agency. Mrs. Miller motioned that the response plan be approved. 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.

026-18 ETHICS COMMITTEE CHARTER

The Health Commissioner presented the Board the ethics committee charter for their approval. Mr. Rodhe having been part of the process explained to the board that this is a combined effort of ethical standards among community members, management as well as staff. The ethics are external as well as internal and cover a wide variety of ethical issues. The Health Commissioner stated that this is a beginning charter to form a committee and will be a valuable resource for the health district to show how action was determined. Mrs. Perone motioned that the agreement be accepted, 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.

027-18 APPROVAL OF HELP ME GROW SUB AMENDMENT

The Health Commissioner presented to the board an amendment affective April 1, 2018 to amend the sub award agreement by and between the HCGHD and the HCDJFS entered into on July 21, 2017 in the total of \$92,107.08 these additional dollars disbursed from job and family services are to be used with Help Me Grow. After a brief discussion Dr. Miller motioned to approve the amendment. 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.

028-18 APPROVAL OF RESIGNATION OF VIRGINIA KERN

The Health Commissioner presented to the board the resignation of administrative assistant Virginia Kern affective April 25, 2018. She is leaving the department to take care of a family member and will be missed. After brief discussion Mrs. Miller motioned that the resignation 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.

029-18 APPROVAL TO HIRE ADMINISTRATIVE ASSISTANT

The Health Commissioner presented to the board the new candidate, Kayla Raines for hire as his administrative assistant. He explained that the interview process had already been completed and Kayla was the top candidate. After brief discussion Mr. Miller moved that the candidate be approved. 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.

030-18 APPROVAL OF RESIGNATION OF JESSICA KLEPATZKI

The Health Commissioner informed the board that after Jessica's initial resignation from WIC she intended to stay on part time in the small health care grant. However due to the opportunities available to her she has recently decided not to stay on in this role. Dr. Miller motioned to approve the resignation. 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.

#### 031-18 APPROVAL FOR RECRUIT AND HIRE SHC/WIC POSITIONS

The Health Commissioner requested of the board the flexibility to recruit for full time public health nurse position that would serve dually in the WIC program as well as the Small Health Care Program. This will allow the district a broader audience in hopefully entice more applicants. The commissioner would however like the flexibility to hire one full time person or if needed split the duties for two part time employees whichever is deemed necessary. Mrs. Perone motioned to approve 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.

#### 032-18 APPROVAL TO AMEND SEPTEMBER 2015 MINUTES

The Health Commissioner notified the board that upon further inspection there was a discrepancy in the minutes written in September 2015. The specified criteria by ORC 3717.26 and ORC 3717.46 were inadvertently left out. This has been amended. Mrs. Perone motioned to approve the amendment. 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.

#### 033-18 APPROVAL FOR TRANSFER OF FOOD SERVICE OPERATION LICENSE FOR AMISH COUNTRY THEATER

The Health Commissioner presented to the board the request submitted by Amish Country Theater to transfer their FSO license due to a relocation. After brief discussion in which Mr. Miller questioned if there would be additional charges Jon Croup EH Director informed the board this would be no additional cost to the applicant however they still have to proceed with plan approval policy and pay for a plan review. Mrs. Miller motioned to approve the transfer. 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.

#### 034-18 APPROVAL TO DISCONTINUE ANONYMOUS NUISANCE COMPLAINTS

Jason Kinkel Sanitarian in Training for Environmental Health along with Jon Croup (Director) presented to the board a QI process to reduce or discontinue the anonymous nuisance complaints stating that the time spent and the cost their of following up on frivolous complaints has become a real cost issue they hope to educate the public on what the process is and what the difference is between a public health nuisance and a simple nuisance. Mr. Miller questioned as to whether people will willingly come forward if they have to identify themselves and could this lead to nuisance issues being unresolved. After much discussion Board President Kurt Rodhe suggested that the board members read over the material given to them and give consideration to the matter. He also volunteered to sit down with the QI team to help speed up the process and table this decision until the May board meeting.

#### 035-18 APPROVAL HEALTH EQUITY COSTUMER NON-DISCRIMINATION POLICY

The Health Commissioner presented to the board a document to inform customers of the health equity and non-discrimination policy at the HCGHD. It is the policy of the HCGHD to treat costumers in a manner that does not discriminate based on race, ethnicity, sex, sexual orientation, gender identity or expression, color, religion, ancestry, origin, age, disability, familial status, military status or any other basis prohibited by federal state or local law. Mrs. Perone moved that the policy 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.

#### REPORTS

#### INCOME AND EXPENSE

The income and expense report for the month of April was reviewed. Mr. Miller moved that the report 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.

#### STATISTICS

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

#### HEALTH COMMISSIONER

The Health Commissioner distributed his report. He shared updates on the FCFC stating that they approved a new service coordination mechanism. He also shared that CHIP meetings have progressed in the health district is right in line with achieving its commitments. If interested in meeting minutes you may view them on our website. He also shared with the board he was able to do a presentation with the rotary club. In addition he shared that the district has developed relationships with a sign language interrupter and a Pennsylvania Dutch Interrupter to assist in our cultural competency.

Jennifer McCoy informed the board that we continue to make progress uploading documents to ePHAB. We now have 70% of our measures either completed or ready for submission and are in progress. 30% of the measures have no documents uploaded yet, however, about half of those are just waiting on plans to be approved and/or finalized. Matt Stefanak from Kent State University conducted an ethics committee meeting on 3/28/18 at the health department our management team and our board President were present. Our hope is to have our first ethic committee meeting late May/early June. In other news she shared that the CHIP sub-committee group has made progress toward access to care. Becky and Laurie have also done a great job working with Kate Shumaker and Rodhe's to conduct the food demonstrations and create a monthly healthy recipe. Viola Startzman clinic will be doing pop-up dental clinics throughout Holmes County this summer. Also in terms of improving access to care the hospital will begin piloting a tele-health program this summer through GloMed. Quarterly progress reports will be posted to our website. Finally, she shared a Strategic Plan/Performance Management Update: informing the board that the planning committee will be meeting in May for the second quarter meeting.

Becky reported that since DODD began managing Early Intervention from a state level they have started creating new trainings. They reached out to use our service coordinators to create these trainings. They were greatly impressed with Monique Jacobs who has already interviewed once and has been chosen to do a second recording. It is exciting to see that our agency is getting some recognition with regard to Early Intervention.

Jon reported that the Recreation Licenses are coming in. He also reminded the board that Earth Day is April 22 and we need to be mindful of the amount of trash that we are seeing accumulating around our county.

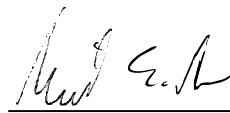
#### EXECUTIVE SESSION

President Kurt Rodhe asked for a motion to go into executive session to discuss personnel matters with no action to be taken. Mrs. Perone 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 9:48.

On a motion from Mrs. Perone, seconded by Mrs. Miller, the board reconvened from executive session at 10:10. 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 10:15 a.m.

  
Kurt Rodhe – President

  
Michael E. Derr - Secretary

## HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –May 18, 2018

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, May 18, 2018. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Michael E Derr	
Carol Miller	Kayla Raines	
Kurt Rodhe	Jon Croup	
	Becky Starner	
	Jen McCoy	

The meeting was called to order by President Kurt Rodhe at 8:03 a.m.

### APPROVAL OF MINUTES

The minutes of April, 2018 regular meeting were reviewed. On a motion by Mr. Miller and seconded by Mrs. Miller the minutes of the April, 2018 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.

### 035-18 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$26,214.56
010	Sewage Program Fund	27,978.73
030	Clinic Fund	5,909.09
060	Special Services	3,259.63
110	RV Park/Camp Fund	246.53
120	Swimming Pools	292.62
140	Private Water Fund	3,350.45
150	Solid Waste Fund	207.35
190	Food Service Fund	25,911.10
360	Immunizations	240.16
420	Help Me Grow	1,786.49
430	WIC	2,638.87
440	Injury Prevention	2,186.75
450	Small Health Care Provider QI	5,724.79
470	PHEP	248.40
	Total Payables	\$ 106,195.52

Mrs. Miller moved that the accounts payable for April 2018 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 Mr. Rodhe In the negative: none. The motion was approved.

### 036-18 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of April 2018. Mr. Miller moved that the account transactions report for the month of April 2018 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..

### HEARINGS

None

### PUBLIC PARTICIPATION

None

CONTINUING BUSINESS - The Non action Item Report was reviewed.

### NEW BUSINESS-

### 037-18 APPROVAL OF EPIDEMIOLOGY CONTRACT



The Health Commissioner brought to the board the contract for Matt Falb and advised that we renew the contract with him as our Epidemiologist. Mrs. Miller motioned that the vacation time be paid out, 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.

#### 038-18 APPROVAL OF EPI PLAN

The Health Commissioner presented to the board the Epi plan that was needed for the PHEP grant. Mrs. Miller motioned to approve the plan. 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.

#### 039-18 PERSONNEL POLICY TABLED

The Health Commissioner presented to the board the updated personnel policy. He went over the policy with what was updated and stated that the policy hadn't been updated since 1988. There were things in the policy that weren't very specific in how to handle issues that could arise along with terms that were too broad. The board had some questions about the policy that were answered by The Health Commissioner. Ultimately the board asked to table the policy so that they are able to review the document and discuss it at the next board meeting in June.

#### 040-18 APPROVAL OF KRAIG BUCKLEW RETIREMENT

The Board was advised to approve the retirement of Kraig Bucklew. Kraig's last day of work was May 9<sup>th</sup> but due to vacation will be paid through the end of the month. Mrs. Miller motioned that Kraig's retirement 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.

#### 041-18 APPROVAL TO RECRUIT AND HIRE RS/SIT

The Health Commissioner presented the Board that since Kraig's resignation that we are in need of hiring either a Registered Sanitarian or a Sanitarian in Training that would be able to provide more opportunities to help lessen Jon's workload. Mr. Miller motioned that the request 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.

#### 042-18 REVIEW OF NUISANCE INVESTIGATION

The Health Commissioner presented to the board the need for accreditation that the nuisance investigation be reviewed as the last time it was reviewed was 20 years ago. This would assure the prompt and thorough investigation of each public nuisance and the timely abatement of the nuisance. After some clarification Mrs. Miller motioned to approve the investigation. 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.

#### 043-18 APPROVAL OF OUT OF STATE TRAVEL REQUEST

The Health Commissioner presented to the board that he will need to go to Washington DC for a meeting that pertains to the Small Healthcare Grant in July. Mrs. Miller, 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.

#### 044-18 APPROVAL TO HIRE JENNIFER MOMCHILOV FOR WIC INTAKE CLERK

The Health Commissioner presented to the board the new candidate for the WIC intake clerk, Jennifer Momchilov had been interviewed and was the best candidate for the position as she has previously worked for Wayne County WIC. After brief discussion Mr. Miller moved that the candidate 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.

#### 045-18 APPROVAL HIRE LINDA MIDDAUGH WIC HEALTH PROFESSIONAL

The Health Commissioner presented to the board the new candidate for the WIC health professional, Linda Middaugh. Linda is an RN with breastfeeding accreditations as well, the health commissioner said that she's looking for part time work and has what we're looking for as a health professional in WIC. He also stated that she wouldn't be able to fill the public health nurse role though as she only wants part time hours. Mr. Miller motioned to approve the 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.

#### 046-18 APPROVAL OF COMPETENCY BASED JOB DESCRIPTIONS

The Health Commissioner presented to the board the updated job descriptions that would meet the competency rules that we need to meet a standard for accreditation. Mrs. Miller motioned to approve the job descriptions. 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.

## 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 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 shared updates on the CHIP meetings have and how they've been working in the health district and reported that we are right in line with achieving its commitments. Meetings have progressed as the Health Department is working on a partnership with Pomerene Hospital and Viola Sturtzman Clinic to look at grant for access to care. That would help provide dental clinics for the community. We've also partnered with Project Care along with Pomerene to support the work they are doing with providing cancer screenings. Mike talked about the opportunities this partnership could provide with these programs to better our community and offer more services to our clients. Mike also spoke of his time at the AOHC Conference this past week where the theme was take it to the streets. The sessions had great information on how we can work in our communities on ODH and general health priorities. Jen McCoy updated us on how our accreditation was coming along and we're 85% to being completely compliant. We have six standards that we are working on but she is hopeful that we'll have the items needed to complete those soon. Jon gave updates from his department as well, he recognized Emily Gerber as she recently passed her Registered Sanitarian test on her first try. Becky updated us that she picked up the helmets for kids day at the fair and also Amish Health and Safety Day. She also reported that the Tai Chi class numbers have been rising with the last class attendance at 23 at the senior center.

  
Kurt Rodhe – President

  
Michael E. Derr - Secretary

## HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –June 15<sup>th</sup>, 2018

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, June 15, 2018. The following were in attendance:

### Board Members

Paul Miller  
Dr. Eric Miller  
Kris Perone

### Staff

Michael E Derr, Lavonne Flickinger,  
Kayla Raines, Linda Middaugh,  
Jon Croup, Jen McCoy,  
Jennifer Momchilov

### Guests

The meeting was called to order by Paul Miller at 8:08a.m.

### APPROVAL OF MINUTES

The minutes of May, 2018 regular meeting were reviewed. On a motion by Dr. Miller and seconded by Mrs. Perone the minutes of the May, 2018 meeting were approved. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Perone and Dr. Miller In the negative: none. The motion was approved.

### 047-18 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$11,419.53
010	Sewage Program Fund	1,195.10
030	Clinic Fund	523.50
060	Special Services	1,533.25
110	RV Park/Camp Fund	70.84
120	Swimming Pools	62.04
140	Private Water Fund	795.93
150	Solid Waste Fund	18.45
190	Food Service Fund	700.20
360	Immunizations	117.60
420	Help Me Grow	426.19
430	WIC	2,581.44
440	Injury Prevention	1,089.13
450	Small Health Care Provider QI	62,772.35
470	PHEP	203.88
	Total Payables	\$ 83,509.43

Mrs. Perone moved that the accounts payable for May 2018 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. Perone and Dr. Miller In the negative: none. The motion was approved.

### 048-18 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of May 2018. Dr. Miller moved that the account transactions report for the month of May 2018 be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Perone and Dr. Miller In the negative: none. The motion was approved.

### HEARINGS

None

### PUBLIC PARTICIPATION

During Public Participation, The Health Commissioner introduced the new employees, Linda Middaugh and Jennifer Momchilov to the board. Also Lavonne Flickinger was recognized as the employee spotlight and presented with a certificate.

#### 049-18 APPROVAL OF PERSONNEL POLICY

The Health Commissioner asked the board, at the May meeting to review the personnel policy, so that it could be approved. At the previous meeting the policy was tabled. After discussion with no further comment or questions a motion was made by Dr. Miller to approve the policy. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Perone and Dr. Miller. In the negative: none. The motion was approved.

#### NEW BUSINESS-

#### 050-18 APPROVAL OF APPROPRIATION OF HELP ME GROW/ EARLY INTERVENTION

The Health Commissioner presented to the board the appropriation for Help Me Grow/ Early Intervention and recommended that it be approved. The Health Commissioner explained what this program does as far as it being a service coordination program that works with groups of parents. At one time the program was called Help Me Grow and included service coordination and home visiting. Recently it has been renamed and Help Me Grow works with first time parents teaching them parenting skills and works on bettering themselves and their children. Early Intervention works with children who aren't meeting developmental milestones and coordinating services for those children to utilize services that are available to them within the community. Mrs. Perone motioned to approve the appropriation. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Perone and Dr. Miller. In the negative: none. The motion was approved.

#### 051-18 APPROVAL OF APPROPRIATION OF PHEP

The Health Commissioner presented to the board the appropriation of Public Health Emergency Preparedness (PHEP) and suggested that it be approved. He explained briefly what the funds can be used for and how the budget affects the department and community. After the discussion Dr. Miller motioned to approve the appropriation. Mrs. Perone seconded. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Perone and Dr. Miller. In the negative: none. The motion was approved.

#### 052-18 APPROVAL OF APPROPRIATION OF GET VACCINATED OHIO

The Health Commissioner presented to the board the appropriation Get Vaccinated Ohio and suggested that it be approved. It was discussed that the name of the program has changed as well as the cycle from 15 months to twelve months. The community has a large need to get the vaccination rate up. What we've found is that the community isn't vaccinating either at all or on time and keeping them up to date as they should be. With that said though the county is up from 22% to 33% from where we were last year as far as vaccinations go. We've begun working with our local physicians to collect better data on vaccines. Dr. Miller motioned to approve the appropriation. Mrs. Perone seconded. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Perone and Dr. Miller. In the negative: none. The motion was approved.

#### 053-18 APPROVAL RE-APPROPRIATION OF WIC

The Health Commissioner presented to the board the appropriation WIC and recommended that it be approved. Due to the intake clerk position and the health professional position being vacant for a little a period of time the budget needed to be adjusted in order to accommodate funds that needed to be spent. The extra money was spent on some outreach events with promotional items being bought for these events. Mrs. Perone motioned to approve the appropriation. Dr. Miller seconded. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Perone and Dr. Miller. In the negative: none. The motion was approved.

#### 054-18 APPROVAL FOR 2% COST OF LIVING INCREASE

The Health Commissioner added that when he and Carol spoke yesterday for board prep that they wanted to add the approval for the increase by 2% for the cost of living for all employees out of the 180 probationary period. This would go into effect July 5<sup>th</sup> for all employees that are no longer in their probationary period. Dr. Miller motioned to approve the increase. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Perone and Dr. Miller. In the negative: none. The motion was approved.

## REPORTS

### INCOME AND EXPENSE

The income and expense report for the month of May 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. Perone and Dr. Miller. In the negative: none. The motion was approved.

### STATISTICS

The statistics report for May were reviewed and accepted by the Board. There was some brief discussion about the statistics. Mr. Miller asked why our teen birth rates were so low as if they're almost nonexistent. The Health Commissioner explained that our rate of out of county births is a lot higher than in county births due to the lack of prenatal care physicians in the area as well as women are preferring to deliver at Wooster. It was also discussed that the vaccinations were a little on the lower side this month but that we expect that to go up with school shots being required and it was said that we tend to see immunizations rise before kindergarten registration and back to school time as children need immunizations for school.

### HEALTH COMMISSIONER

The Health Commissioner distributed his report: Community Outreach and Meetings-

FCFC Meeting, We recently met and I had a chance to share progress on our CHIP along with other members of the council giving updates as to their alignment and success in achievements in the CHIP centered around the SPARK campaign and the implementation of the REACH collaborative work lead by Anazao

I was also asked to speak as part of a panel for our work in quality improvement with our Small Health Care Provider grant to share best practices and how we are working through our Plan Do Study Act format. The speaking engagement will take place during my conference to Washington DC July 16-18. I am very excited for our model and how it can shape improvement in rural health in the United State.

CHA- Importance of low or no cost physical activities or facilities and announcement of our Pathway Grant. Included in packet is an informational sheet as to importance of physical activities and comparison to Community Health Assessment.

Ohio Local Health Districts  
An Overview of Ohio's Public Health System

I have included in your report a document giving a brief outline of the roles and responsibilities of Local Public Health Departments. This will assist the board in the preparation for PHAB. This also coincides with the State Health Assessment and the State Health Improvement Plan and how the policy priorities of the state align with our local CHIP and CHA. Comments have been made in red to show our differences and \* indicate an item that is similar.

Bills that we are tracking

Included in the report this month are fact sheets pertaining to HB 671 Lead Testing of Water in Public Schools

I will support with recommended changes as this should improve outcomes for some of our more vulnerable population.

Jen McCoy updated us on how our accreditation was coming along and we're 85% to being completely compliant. She reported that once the personnel policy is approved today that the major components we had been waiting on will be completed.

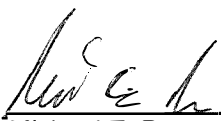
Jon Croup gave updates from his department as well. He was asked if environmental health does any inspections on food trucks he explained that yes they do and that they also do inspections at all the fair food trailers. He said that Emily is usually the one that goes out to those locations.

Health Commissioner presented Becky's report as she was out on a training. He reported that she's been working on outreach with Help Me Grow last month sponsoring a trail walk and WIC doing nutrition education at Rodhe's. It was also reported that Jessica Boal and Laurie Sabel went to the Clark 5k run in May as well.



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Paul Miller, Acting Chair



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Michael E. Derr - Secretary

## HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –July 20<sup>th</sup>, 2018

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, July 20, 2018. The following were in attendance:

Board Members

Paul Miller  
Carol Miller  
Kurt Rodhe

Staff

Michael E Derr, Kayla Bevington  
Jon Croup, Becky Starner

Guests

Cindy Miller, WKLM

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

APPROVAL OF MINUTES

The minutes of June, 2018 regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Mr. Miller the minutes of the June, 2018 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.

055-18 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$13,587.38
010	Sewage Program Fund	782.34
030	Clinic Fund	2,585.46
060	Special Services	2,600.11
110	RV Park/Camp Fund	38.88
120	Swimming Pools	51.81
140	Private Water Fund	777.19
150	Solid Waste Fund	3.85
190	Food Service Fund	424.38
420	Help Me Grow	5,736.12
430	WIC	2,959.73
440	Injury Prevention	745.60
450	Small Health Care Provider QI	6,405.15
470	PHEP	221.35
	Total Payables	\$ 36,919.35

Mr. Miller moved that the accounts payable for June 2018 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.

056-18 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of June 2018. Mr. Miller moved that the account transactions report for the month of June 2018 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.

HEARINGS

None

PUBLIC PARTICIPATION

None.

CONTINUING BUSINESS

## NEW BUSINESS-

### 057-18 APPROVAL OF CONTRACT WITH JFS FOR HELP ME GROW/ EI

The Health Commissioner brought to the board the contract with JFS for Help Me Grow/ Early Intervention and recommended that it be approved. The Health Commissioner explained that Early Intervention is a program that helps children who have delays to help their families gain access to the resources that are available to them. Mrs. Miller motioned to approve the appropriation. 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.

### 058-18 APPROVAL OF APPROPRIATION REQUEST FOR POOLS

The Health Commissioner presented to the board the appropriation request for Pools. He asked that the request be approved so that the dollars could be used to fund additional vehicle purchases. After some discussion Mr. Miller motioned to approve the appropriation. Mrs. Miller seconded. 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.

### 059-18 APPROVAL OF APPROPRIATION OF REQUEST FOR RV PARKS

The Health Commissioner presented to the board the appropriation request for RV Parks. Mr. Miller motioned to approve the appropriation. It was discussed that with the approval of this appropriation Environmental Health would be able to purchase two new vehicles. Mrs. Miller seconded. 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.

### 060-18 APPROVAL OF APPROPRIATION REQUEST FOR SEWAGE

The Health Commissioner presented to the board the appropriation request for Sewage. With the approval of this request Environmental Health would be able to purchase two new vehicles. Mr. Miller motioned to approve the appropriation. Mrs. Miller seconded. 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.

### 061-18 APPROVAL OF NOTICE OF VIOLATION WALNUT CREEK MARKET & EXCHANGE

The Health Commissioner requested approval of notice of violation for Walnut Creek Market and Exchange as their septic system is out of compliance. Mr. Miller asked if the sewage system was originally approved for commercial use and Mr. Jon Croup said yes that it had been approved for commercial use originally. It was asked if they'd been given notice and Mr. Croup reported that the original letter went out in May and that the letter asked that it be brought into compliance by June 28<sup>th</sup>. It was discussed that we need to follow our process of getting the letter approved to be sent out so that we could follow our process to ensure that the system was being repaired so that they were in compliance. Mr. Miller motioned to approve the Notice of Violation. 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.

### 062-18 APPROVAL OF UPDATED FMLA POLICY

The Health Commissioner updated the board that we've been sending our fiscal officer to human resources training and that she has brought back lots of good information. One of the items that was brought to our attention is that our agency does qualify for FMLA. With this being the case, the policy was updated, so that the agency would be compliant with the standards for this policy. Employees must have worked for the agency for a minimum of one year and have worked 1250 hours. Mr. Miller motioned to approve the updated 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.



## REPORTS

### INCOME AND EXPENSE

The income and expense report for the month of June 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 June were reviewed and accepted by the Board. There was some brief discussion about the statistics. The health commissioner stated that he had added percentages to the statistics sheets to show the comparison from the previous year to this year. Mr. Miller asked for some clarification on the out of county birth rates verses in county birth rates. It was said that we are able to get the birth rate of out of county births through the state database and that it allows us to see births out of county based on the child's residence. For example if the child is born in Wayne County but lives in Holmes County we would be able to see that from the state database. It was discussed that food service permits are about the same as they have been and are staying steady. The health commissioner also pointed out that caseload numbers should be at around 100% for most case based programs. After the discussion the statistics were approved.

### HEALTH COMMISSIONER

Environmental Health had nothing to report this month.

Mrs. Becky Starner gave updates from Public Health Services and all that they've been doing in the last month. Mrs. Starner mentioned that last month she missed the meeting as she was out at a full week training for the new home visiting system and updates. She reported that she learned about and that it was very insightful. She reported that the Help me Grow playgroups have been scheduled from now till the end of 2018.

WIC is now offering Farmers Market coupons for their clients to use at their local farmers markets and farm stands that have to be used by October 31 that are a way to encourage families to eat fresh fruits and vegetables. WIC will also be hosting their second annual Kid's Day at the Trail on August 2<sup>nd</sup> where they will be celebrating World Breastfeeding Month with games, face painting and snacks.

Our WIC peer helper has been hosting Infant feeding classes and since the first of the year she has partnered with Pomerene Hospital and offering classes not only here at the Health Department but also at the hospital once a month on Saturdays. These classes are very informative and not only for breastfeeding moms as they do discuss bottle feeding and preparation as well. This is a great opportunity to reach out to WIC clients, potential WIC clients and offering education for families that don't qualify for WIC.

Mrs. Jennifer Momchilov, WIC intake clerk is requesting tuition reimbursement as she increases her education to become a DTR. With a DTR Jennifer would be able to help the agency as she would be able to see WIC clients from start to finish.

In our immunization clinics they have been busy with back to school immunizations.

MRC will be at the fair for senior day where they will be doing emergency readiness presentations. MRC will also be part of kid's day where they'll be educating on handwashing.

Mrs. Kerry MacQueen has been busy in Injury Prevention with her grant. Mrs. MacQueen recently met with Mr. Nate Troyer, the village administrator for Millersburg about the placement of the adult exercise equipment at one of the local parks in Millersburg. At one of the Tai Chi classes there was a site visit from ODH and they were very impressed with the staff and the participation from the class.

The PHEP/PHAB report was given by the Health Commissioner. The FY18 ended on June 30<sup>th</sup> and we met all the requirements for deliverables and will receive 100% of our grant funds for the fiscal year. The requirements for fiscal year 19 were released on July 1<sup>st</sup>. For the first half of the grant, we will need to complete several POD drills, do COOP training for management, and complete several emergency planning "workbooks". We've scheduled for both East and West Holmes for October 9<sup>th</sup> and October 18<sup>th</sup>. The clinic at West Holmes will be an "open POD" which

means that it will be open to the public to attend. The East Holmes clinic will run as a "close POD" which will only be open to East Holmes Staff.

For accreditation we now have 96% of the measures completed in the ePHAB system. It was reported that we are confident in being able to submit our documents to PHAB on or before August 1<sup>st</sup>.


We continue to make great progress towards meeting our strategic planning goals. In the board packets were quarter 2 Performance Management report which shows our strategic plan progress.

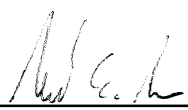
June 2018 ended our second quarter for CHIP. The Partners for a Healthier Holmes County continue to meet monthly. The quarter 2 report detailed the Partners for a Healthier Holmes County progress towards completing CHIP initiatives.

The Health Commissioner recently went to Washington DC to speak on the Small Healthcare grant on the topic culture change for quality improvement. The meeting was attended by about 100 people including the Director of HRSA and other state grantees. He went on to speak as to how great of an opportunity it was to share Holmes County's unique population and the actions the community is taking to address COPD AND CHF and how we're education the community on these illnesses.

At last month's meeting the health commissioner talked about a Bill that he had been following for Lead Testing of Water in Public Schools. We've gotten some traction back on this and they've created a committee to look into the topic. The health commissioner received correspondence from Senator Jay Hottinger expressing his appreciation that we reached out to him.

The Health Commissioner spoke about our upcoming events one being the Holmes County Fair which is August 6-11 where we will be participating in Kid's day and Senior Day. He said that we'd also be at Amish Health and Safety Day in Mount Hope on August 14<sup>th</sup>.

  
Kurt Rodhe, President

  
Michael E. Derr - Secretary

## HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –August 17, 2018

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, August 17, 2018. The following were in attendance:

### Board Members

Paul Miller  
Kris Perone  
Carol Miller  
Dr. Eric Miller  
Kurt Rodhe

### Staff

Mike Derr  
Kayla Bevington  
Becky Starner  
Jon Croup  
Jen Talkington

### Guests

Rob Ault

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

### APPROVAL OF MINUTES

The minutes of July, 2018 regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Mr. Miller the minutes of the July, 2018 meeting were approved. On the roll call vote the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

### 063-18 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$21,935.94
010	Sewage Program Fund	5,032.21
030	Clinic Fund	3,418.67
060	Special Services	2,722.07
110	RV Park/Camp Fund	57.43
120	Swimming Pools	169.54
140	Private Water Fund	4,567.19
150	Solid Waste Fund	14.45
190	Food Service Fund	970.39
420	Help Me Grow	2,560.13
370	Emergency Preparedness	178.85
430	WIC	4,459.76
440	Injury Prevention	1,646.05
450	Small Health Care Provider QI	6,582.09
470	PHEP	549.44
	Total Payables	\$ 55,057.38

Mr. Miller moved that the accounts payable for July 2018 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 vote the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe In the negative: none. The motion was approved.

### 064-18 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of July 2018. Mr. Miller moved that the account transactions report for the month of July 2018 be approved. Mrs. Miller seconded the motion. On the roll call vote 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

None

## NEW BUSINESS-

### 065-18 APPROVAL OF CONTRACT WITH MILLERSBURG CLINIC INC

The Health Commissioner brought to the board the contract with Millersburg Clinic Inc for the Small Health Care Grant. The Health Commissioner explained this is a contract we have had with the partner for the last five years working on quality improvement with primary care practice. Dr. Miller motioned to approve the appropriation. Mrs. Perone seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

### 066-18 APPROVAL OF CONTRACT WITH EAST HOLMES FAMILY CARE

The Health Commissioner brought to the board the contract with Millersburg Clinic Inc for the Small Health Care Grant. The Health Commissioner explained this is a contract we have had with the partner for the last five years working on quality improvement with primary care practice. Mrs. Miller motioned to approve the appropriation. Mrs. Perone seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

### 067-18 APPROVAL OF CONTRACT WITH HOLMES FAMILY MEDICINE

The Health Commissioner brought to the board the contract with Millersburg Clinic Inc for the Small Health Care Grant. The Health Commissioner explained this is a contract we have had with the partner for the last five years working on quality improvement with primary care practice. Dr. Miller motioned to approve the appropriation. Mrs. Perone seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

### 068-18 APPROVAL OF CONTRACT WTH HOSTETLER MANAGEMENT GROUP

The Health Commissioner brought to the board the contract with Millersburg Clinic Inc for the Small Health Care Grant. The Health Commissioner explained this is a contract we have had with the partner for the last five years working on quality improvement with primary care practice. Mrs. Perone motioned to approve the appropriation. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe In the negative: none. The motion was approved.

### 069-18 APPROVAL OF CONTRACT FOR JEFF KAUFMAN, BS RS

The Health Commissioner requested approval of contract for Registered Sanitarian Services from Jeff Kauffman. Mrs. Perone motioned to approve the Contract. Dr. 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.

### 070-18 APPROVAL OF Appropriation for Small Health Care

The Health Commissioner requested an appropriation for the Small Health Care Grant. Mrs Perone made the motion to approve the appropriation for Small Health Care. 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.

### 071-18 APPROVAL OF VARIANCE FOR JOSEPH MILLER

The Health Commissioner requested a variance for Joseph Miller to waive the requirement for distance from a landfill for a well. Mr. Miller motioned to approve the variance request with the requirement to have the water tested annually to ensure safety. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Perone, Dr. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

### 072-18 APPROVAL OF REQUEST FOR CHRISTMAS EVE OFF

The Health Commissioner asked to have December 24<sup>th</sup>, 2018 granted as a Holiday to the staff. Mr. Miller motioned to approve request. 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.

The Board President requested an executive session to discuss personnel with action to be taken at 10:24. Dr Miller Made the motion, Mrs. Perone Seconded 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.

On the Motion of Dr. Miller to come out of executive session at 10:30. The motion was seconded from Mrs. Perone. 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.

#### 073-18 APPROVAL OF RECLASSIFICATION TO DEPUTY HEALTH COMMISSIONER

The Health Commissioner proposed that the Public Health Emergency Preparedness Coordinator/ Policy Administrator be reclassified to Deputy Health Commissioner with the responsibilities carried over into the position along with the responsibility of program development and management. We are finding that the position was critical before it was abolished and reestablishing will assist the agency in meeting Continuing Operations requirements as the employee would be able to act as the Health Commissioner in a COOP situation as stipulated in Grants and PHAB. Health Commissioner recommends a five percent pay increase for added duties. Mrs. Perone motioned to approve the reclassification with the five percent pay increase. 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.

#### 074-18 APPROVAL OF RECLASSIFICATION OF DIRECTOR OF NURSING

The Health Commissioner suggested that the Director of Nursing (DON) be reclassified to an unclassified position to better serve the increasing responsibilities of the position. Many rule changes are coming into play around the DON position and it is important for our agency to protect and elevate it to the senior director level to be aligned with the EH Director.

It would save in overtime cost and a modest pay increase to \$24.48 per hours would align it to starting pay for our Senior Management. Mrs. Perone motioned to approve the reclassification with pay increase. 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.

#### 075-18 APPROVAL OF PAY INCREASE FOR E.H. DIRECTOR

The Health Commissioner brought to the board the recommendation for a pay increase for the Environmental Health Director. The Health Commissioner asked for a 5% pay increase as this position over the course of 20 years has been critical to enforcement and is continuing to develop programs and staff. With the added responsibility of training countless staff while still carrying a full field case work, it is most deserved. Mrs. Perone proposed a 3% pay increase. Mrs. Perone motioned to approve the pay increase or three percent to an hourly pay of \$30.21 per hour. 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.

#### 076-18 APPROVAL OF PAY INCREASE FOR PUBLIC HEALTH SERVICES DIRECTOR

With the discussion of the E.H. Director pay increase Mrs. Perone proposed that the Public Health Services Director receive a pay increase as well of 3%. In doing this it would make all the management positions closer to the same rate across the agency. Mrs. Perone motioned to approve the pay increase. 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.

#### 077-18 APPROVAL OF RECLASSIFICATION OF FISCAL OFFICER

The Health Commissioner recommended changing the classification of the Fiscal Officer to Fiscal and Human Resources Officer. As part of our Strategic Planning initiative we were looking into adding an HR person. It makes sense to add these duties to our Fiscal Officer as they are currently working much of through many of the HR forms and process. Our Fiscal Officer has been attending training courses to prepare for the duties. The Health Commissioner would recommend an increase in pay of \$0.87 per hours to a total hourly rate of \$20.25 per hour as other agencies who hire this position are paying similar salaries. Mrs. Perone motioned to approve the pay increase and reclassification. 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.

#### 078-18 APPROVAL OF RESIGNATION OF KAYLA BEVINGTON

The Health Commissioner presented to the board the resignation of administrative assistant Kayla Bevington effective August 29, 2018. She is leaving the department to take care of some personal health issues. Mrs. Perone motioned to approve. 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.

#### 079-18 APPROVAL TO PROMOTE AND FILL ADMINISTRATIVE ASSISTANT POSITION

The Health Commissioner asked that the board to approve the promotion and recruitment of the Administrative Assistant Position with the recent resignation the position will be vacant. Mrs.

Perone motioned to approve. 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.

## REPORTS

### INCOME AND EXPENSE

The income and expense report for the month of July 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 July were reviewed and accepted by the Board. There was some brief discussion about the statistics. The health commissioner stated that he had added percentages to the statistics sheets to show the comparison from the previous year to this year. Mr. Miller asked for some clarification on the out of county birth rates verses in county birth rates. It was said that we are able to get the birth rate of out of county births through the state database and that it allows us to see births out of county based on the child's residence. For example if the child is born in Wayne County but lives in Holmes County we would be able to see that from the state database. It was discussed that food service permits are about the same as they have been and are staying steady. The health commissioner also pointed out that caseload numbers should be at around 100% for most case based programs. After the discussion the statistics were approved.

### HEALTH COMMISIONER

Environmental Health had nothing to report this month.

Mrs. Becky Starnier gave updates from Public Health Services with visuals from the promotional items they received recently that will be passed out among the community. Among these items were folders and table tents that will be passed out at different medical offices in the county as well as at the library and other places. Early Intervention was recently awarded an appropriation after being told they wouldn't receive one and used the extra funds to purchase a bunch of promotional items to have as they are being told they won't receive another appropriation. Their goal is that no kiddos fall through the cracks with their new referral system.

WIC recently hosted a Kid's Fest with over 50 people in attendance. Mrs. Christine Feikert was in charge of planning the event along with the help from Mrs. Jen Wiggs, Mrs. Jennifer Momchilov, Mrs. Linda Middaugh and Mrs. Laurie Sabel. The event was a huge success and they're looking forward to the event next year.

WIC also participated in the Holmes County Fair Kids Day where Christine, Jennifer and Linda had activities planned for the kids. The three of them also went out to Amish Health and Safety Day this week where they passed out goodies to the kids, a healthy snack and had the "Wheel of Meat" game set up at their table which was a big hit. They also gave away meat thermometers for playing that game and education on cooking your meat to the proper temperatures.

Mrs. Kerry MacQueen has one more Tai Chi class on the trail next week to round out the summer. Classes will start back up in September at the Senior Center, Berlin and other locations. August 17<sup>th</sup> and 18<sup>th</sup> is a training for new Tai Chi instructors! Kerry also gave a Tai Chi demonstration and presentation at the Holmes County Fair's first ever Senior Citizen Day. The event was highly attended and it seemed to be good for the community and the hope is that this day will eventually grow to the success of Kid's Day.

Between Amish Health and Safety Day 52 helmets were given out! Also even if the parent or child didn't take a helmet, parents were asking about proper helmet safety. Upcoming opportunities include Early American Days in Killbuck and The Harvest Fest.

Mrs. Jen Talkington reported that there are a lot of PHEP grant deliverables due before December. She reported that she has been busy working to complete those deliverables. She has also been working on Emergency Response Plan updates, COOP training for management and working with Pomerene and EMA to complete PHEP workbooks which are required for the grant. She along with Mrs. Jessica Boal are working on organizing 2 POD drills/flu clinics for the month of October.

For accreditation Jen reported that we did submit our documentation to PHAB. We received the results of our completeness review on 8/13 with 11 out of 100 measures that were "re-opened". Most of the 11 documents that need were quick and easy to correct. We still have some documents that we're finishing up to meet the 30 day re-submission date and she reported that we would be able to submit all the documents soon. After the corrected documents are submitted a site visit team will be chosen and a site date will be set. Jen believes that it will be sometime between December and April. The site visit is a two day process.

The Health Commissioner reported that our CHIP (Community Health Improvement Plan) committee has been meeting and have made progress with the continued development with healthy recipes, water first for thirst and access to care items. The committee is also working with Mrs. Kerry MacQueen to create a presentation to take to the village of Millersburg to install adult exercise equipment in the Deer Run Park.

The Holmes County Fair was a huge success with most staff sharing their programs during the week of the fair at the Health District Booth. The agency participated in the first ever Holmes County Fair Senior Citizen Day and the annual Kid's Day where we were able to share our services with the community.

This year at Kid's Day the agency did handwashing again, providing education on how to wash your hands to ensure that you're getting them as clean as you can to help prevent the spread of germ amongst the community.

Senior day consisted of a Barber Shop Quartette, Dance groups, cooking demo, Emergency Preparedness demonstration presented by Jessica Boal and a Tai Chi presentation and demonstration presented by Kerry MacQueen.

Amish Health and Safety Day was held in Mount Hope this year at the Mount Hope Auction Center. This year the turnout was amazing with over 1,700 people in attendance. There were at least 60 vendors and a variety of different presentations on all topics such as E-Bike safety and Tractor safety. It was a great opportunity to educate the Amish community on a variety of different health and safety topics.

The Health Commissioner reported to the board that the agency has started a Wellness Program for the staff in which most staff members are participating in. This is a program to help staff members better their health in more than one area for overall better health.

The Health Commissioner also reported that he will be attending a Public Information Officer training in September to complete his CEUs for PHEP.

The Meeting was Adjourned at 11:00 with Mrs. Miller making the first motion and Mrs. Perone the second motion.

  
Kurt Rodhe, President

  
Michael E. Derr - Secretary

## HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –September 21, 2018

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, September 21, 2018. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Mike Derr	None
Kris Pipes-Perone	Taylor Krebs	
Carol Miller	Jessica Boal	
Dr. Eric Miller	Jon Croup	
Kurt Rodhe	Jen Talkington	

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

### ADDITIONS OR CORRECTIONS TO AGENDA

None

### APPROVAL OF MINUTES

The minutes of August, 2018 regular meeting were reviewed. Mr. Rodhe recommended a correction to the minutes to reflect Executive Session to discuss personnel with action to be taken to be inserted after section 072-18 be added. On a motion by Mr. Miller with recommended changes and seconded by Mrs. Pipes-Perone the minutes of the August, 2018 meeting were approved. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Pipes-Perone, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

### 080-18 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	10,245.01
010	Sewage Program Fund	1,588.03
030	Clinic Fund	3,839.20
060	Special Services	383.32
110	RV Park/Camp Fund	1,668.93
120	Swimming Pools	1,600.74
140	Private Water Fund	477.13
150	Solid Waste Fund	3.83
190	Food Service Fund	261.86
320	Help Me Grow	397.32
350	Small Healthcare Provider QI	53.38
370	Public Health Emergency Preparedness	85.47
430	WIC	8,721.84
440	Injury Prevention	826.79
450	Small Health Care Provider QI	45,232.62
460	IAP	401.11
	Total Payables	\$ 75,786.58

Mrs. Miller moved that the accounts payable for August 2018 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 vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Pipes-Perone, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

### 081-18 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of August 2018. Mr. Miller moved that the account transactions report for the month of August 2018 be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Pipes-Perone, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.



## HEARINGS

None

## PUBLIC PARTICIPATION

### EMPLOYEE SPOTLIGHT

The Health Commissioner informed the Board that Christine Feikert received the Employee Spotlight award for the quarter. Christine was unable to be present. The Health Commissioner explained that Christine serves as our agency's breastfeeding peer helper. He stated that Christine works with mothers to provide support and guidance on breastfeeding issues and organizes and teaches infant feeding classes to new and expecting mothers. As a result of her efforts, he explained, breastfeeding rates in Holmes County have increased. In addition, Christine is very involved in Health District outreach events such as Amish Health and Safety Day and Kids Fest.

## CONTINUING BUSINESS

### NON-ACTION ITEM REPORT

Nothing new to report.

## NEW BUSINESS-

### 082-18 APPROVAL TO HIRE TAYLOR KREBS AS ADMINISTRATIVE ASSISTANT

The Health Commissioner brought to the Board the recommendation to hire Miss. Taylor Krebs as the Administrative Assistant to the Health Commissioner and Deputy Registrar of Holmes County General Health District. The Health Commissioner informed the board of her educational background in Public Health, and described her potential to be the primary P.I.O. Mrs. Pipes-Perone motioned to approve hire. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Pipes-Perone and Mr. Rodhe In the negative: none. The motion was approved.

### 083-18 APPROVAL OF 2019 WIC GRANT BUDGET

The Health Commissioner brought to the Board the budget for the 2019 WIC grant beginning October 1<sup>st</sup>. The Health Commissioner explained that each new grant year a new appropriation is created for the auditor. There is a slight decrease in award amount, but the budget cuts should pose no problems for the program. Mrs. Miller motioned to approve the appropriation. Mrs. Pipes-Perone seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Mrs. Miller, Mrs. Pipes-Perone and Mr. Rodhe In the negative: none. The motion was approved.

### 084-18 APPROVAL OF CONTRACT WITH M.T. TECHNOLOGIES

The Health Commissioner brought to the board the contract with M.T. Technologies for a new Xerox copy machine to replace the current Ricoh copy machine. The Health Commissioner explained that M.T. Technologies allowed the lease on the Ricoh machine to broken early, and that the new Xerox machine is will be easier to maintain and save the Health District money. Dr. Miller motioned to approve the contract. Mrs. Pipes-Perone seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Pipes-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 August was reviewed. Mrs. Pipes-Perone 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. Pipes-Perone, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

### STATISTICS

The Health Commissioner expressed concerns over the disparity between in-county versus out-of-county birthrates, noting that the numbers are reflective of people seeking care outside of the community. A brief discussion ensued over providing medical services locally. It was noted that immunization rates are increasing due to doctor's providing vaccines in their offices. It was also

mentioned that there will be a Flu Shot Clinic hosted by the Holmes County General Health District at West Holmes High School on October 9<sup>th</sup>. The statistics report for August was reviewed and accepted by the Board.

#### HEALTH COMMISSIONER

Mrs. Jennifer Talkington provided an update on the Accreditation process, explaining that 11 documents were re-submitted, and a site visit has been planned, but a date has not yet been set. She also discussed Strategic Planning as being on-track. There is nothing lagging for CHIP. Strategic Planning committee continues to meet monthly. They are really active in Action Steps to improve chronic disease outcomes and access. The Quality Improvement team is currently working on New Hire Orientation.

Mrs. Jessica Boal discussed the Wellness Grant, with 14 employees participating. Employees must take a Health Risk Assessment and have a Health Screening. Working on a Quality Improvement program for "Get Vaccinated Ohio". After running rates from last year, immunization rates have increased in children.

Mr. Jon Croup reported that a second project was completed using the Water Pollution Control Fund. He also mentioned the Sewage Contractor Meeting set for November 6<sup>th</sup>, and that representatives from the Ohio Department of Health will be in attendance.

Representing Mrs. Becky Starner, the Health Commissioner presented a visual aid and information regarding the caseload of WIC exceeding 400 participants. There has been a focus on infant feeding classes which occur every six weeks. Community interaction has been especially high. Many community members participating in Tai Chi. The Health Commissioner then praised Mrs. Kerry MacQueen for coordinating the Falls Walk that had over 110 attendees. Mrs. MacQueen received an award from the Department of Aging for her excellent work.

The Meeting was Adjourned at 9:26.

  
Kurt Rodhe, President

  
Michael E. Derr - Secretary

## HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –October 19, 2018

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, October 19, 2018. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Mike Derr	None
Carol Miller	Taylor Krebs	
Dr. Eric Miller	Jon Croup	
Kurt Rodhe	Jessica Boal	
	Jen Talkington	
	Rebecca Starner	

The meeting was called to order by Kurt Rodhe at 8:10.

### ADDITIONS OR CORRECTIONS TO AGENDA

Add Executive Session.

### APPROVAL OF MINUTES

The minutes of September, 2018 regular meeting were reviewed. On a motion by Mr. Miller and seconded by Dr. Miller the minutes of the September, 2018 meeting were approved. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

### 085-18 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$7,757.07
010	Sewage Program Fund	26,120.88
030	Clinic Fund	9845.73
060	Special Services	656.92
110	RV Park/Camp Fund	16.66
120	Swimming Pools	8.50
140	Private Water Fund	1,249.30
150	Solid Waste Fund	10.94
190	Food Service Fund	284.85
420	Help Me Grow	1,754.76
350	Small Healthcare Provider QI	100.77
370	Emergency Preparedness	78.29
430	WIC	5,159.94
440	Injury Prevention	2,145.02
450	Small Health Care Provider QI	641.97
460	IAP	528.13
	Total Payables	\$ 56,903.56

Mrs. Miller moved that the accounts payable for August 2018 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 vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

### 086-18 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of September 2018. Mr. Miller moved that the account transactions report for the month of September 2018 be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

### HEARINGS None

### PUBLIC PARTICIPATION None

CONTINUING BUSINESS-

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS-

087-18 2019 FOOD SAFETY PROGRAM COST ANALYSIS AND PROPOSED FEES

Dr. Miller motioned to approve first reading. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, 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 September was reviewed. Mrs. Miller moved that the report be approved, Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

STATISTICS

The Health Commissioner brought to the attention of the Board that in-county birthrates had exceeded out-of-county birthrates in September, which is an improvement from August. He credited the improvement, in part, to a new strategy by Pomerene Hospital to recruit more patients from Holmes County. It was also noted that immunization rates for the Health Department are down, but altogether rates in Holmes County are up. The Health Commissioner then reported that BCMH participation is down by 15% in Ohio but only 8% in Holmes County. Social Media statistics have increased dramatically from 2017 to 2018, due partly to the usage of video as a new medium. The statistics report for September was reviewed and accepted by the Board.

HEALTH COMMISSIONER

Mrs. Jennifer Talkington reported on the PHEP grant, explaining that there are two deliverables left to be completed for 2018, and that thus far all deliverables that have been submitted to ODH have been approved. Regarding PHAB, a site-visit team is being assembled and a date has not yet been determined. Mrs. Talkington then distributed to the Board the CHIP Annual Report for 2018. At October's meeting the group met and reviewed all of the action steps completed in 2018 and revised some strategies. The annual report will be posted on our website.

Mrs. Jessica Boal explained to the Board that there were 19 confirmed cases of West Nile Virus in horses this year, with 2 probable human cases. She hopes the rates will halt with the approaching colder weather. Mrs. Boal then provided an overview of the Flu POD Drill on October 9<sup>th</sup> at West Holmes High School, citing 36 total vaccines given. She praised her 3 Medical Reserve Corps volunteers for their service, and the Staff for a speedy 30-minute set-up. There was a total of 13 surveys collected, with 11 5/5 ratings and 2 4/5. She concluded that she was proud of the Volunteers and Staff.

Mr. Jon Croup updated the Board on the upcoming Sewage Contractor's Meeting, of which he is anticipating an excellent turn out with over 100 contractors already signed up. He explained that contractors from across the state and one from out-of-state would be in attendance, and that the Ohio Department of Health would also be in attendance. He then praised Emily Gerber for her excellent work as a Grant Administrator, and Cathy Kick for her outstanding effort in organizing the Sewage Contractor's Meeting.

Mrs. Rebecca Starner began by telling the Board about the September Home Visiting Group's visit to the Farm at Walnut Creek which she described as a great time for all involved. She then explained that the October Group met with Fire Marshal Steve Waltman for a Fire Safety lesson. November's Group will be Music and Movement, which is usually the best attended Group. Mrs. Starner concluded by stating the Early Intervention numbers were up, after having decreased slightly in September.

The Health Commissioner began by providing a brief explanation of his participation in the Family Children First Council's October meeting, where partners were updated on the

progress of the Community Health Improvement Plan. He then explained that the Amish Health and Safety committee met with state legislatures and statewide department heads to discuss the health and safety concerns in our unique rural communities. He informed the Board of the AOHC Conference of which he was required to attend per ORC. At the meeting, the Health Commissioner and his group discussed their priorities for public health and attendance at the state community health assessment at the end of October. He explained that he intends to attend the meeting to represent Holmes County. The Health Commissioner concluded by informing the Board of Bills being tracked including HB 717 which pertains to Massage Facilities, HB736 which pertains to levy authority of park districts for which he provided a bill review, and SB 201 for C-DIF reporting in nursing homes.

The Meeting was Adjourned at 10:100.



Kurt Rodhe, President



Michael E. Derr - Secretary

## HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –November 16, 2018

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, November 16, 2018. The following were in attendance:

Board Members  
Paul Miller  
Carol Miller  
Eric Miller  
Kurt Rodhe  
Kris Pipes-Perone

Staff  
Mike Derr  
Taylor Krebs  
Jon Croup  
Jessica Boal  
Jen Talkington  
Rebecca Starner

Guests  
Mike Sommers  
Sasha Taylor-Smith

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

### ADDITIONS OR CORRECTIONS TO AGENDA

Add Executive Session.

### APPROVAL OF MINUTES

The minutes of October 2018 regular meeting were reviewed. On a motion by Mr. Miller and seconded by Mrs. Miller the minutes of the October 2018 meeting were approved. On the roll call vote the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

### 088-18 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$18,502.83
010	Sewage Program Fund	41,739.79
030	Clinic Fund	5160.28
060	Special Services	867.62
110	RV Park/Camp Fund	18,135.50
120	Swimming Pools	3,026.70
140	Private Water Fund	5,709.23
150	Solid Waste Fund	6.27
190	Food Service Fund	615.69
310	Maternal & Child Health	603.00
320	Help Me Grow	698.11
330	WIC	20.50
350	Small Healthcare Provider QI	2470.17
370	Emergency Preparedness	873.49
430	WIC	8520.29
440	Injury Prevention	2,425.99
460	Get Vaccinated Ohio	193.71
	Total Payables	\$ 112,702.66

Mrs. Miller moved that the accounts payable for October 2018 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 vote the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

### 089-18 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of October 2018. Mrs. Miller moved that the account transactions report for the month of October 2018 be approved. Mr. Miller seconded the motion. On the roll call vote 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

The Health Commissioner presented the Employee Spotlight to Jennifer Talkington, stating that it was a pleasure to recognize her accomplishments and what she has done for the Accreditation process, which he described as a great undertaking. Mrs. Talkington was praised for her ability to process and make things simpler, and for working with everyone in the office. He concluded by saying Mrs. Talkington was very deserving of the recognition.

CONTINUING BUSINESS-

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS-

90-18 2019 AULTCARE EMPLOYEE INSURANCE

The Health Commissioner invited Mrs. Taylor-Smith and Mr. Sommers to present to the Board the updated Employee Insurance plan options. Their recommendation was for the Health District to remain with Aultcare, with a higher deductible for employees than previously adjusted, while adding a Health Reimbursement Arrangement (HRA) with the already existing Health Savings Account (HSA) to lower out-of-pocket costs for employees. Mr. Miller motioned to approve the proposal. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

91-18 2019 SECOND READING OF FOOD SAFETY PROGRAM FEES

The Health Commissioner presented to the Board the second reading of the 2019 Cost Analysis and Proposed Fees for the Food Program. Mrs. Miller motioned to approve second reading. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

92-18 APPROVAL OF MASS FATALITY PLAN

Mrs. Jennifer Talkington provided an updated Mass Fatality Plan. She explained there was a need to provide a Mass Fatality plan specific to the Health Department, and that it contained responsibilities for documenting Vital Statistics, provides guidance for PPE requirements, and burial requests. The plan was submitted in August and approved by the Ohio Department of Health. Mrs. Miller motioned to approve the Mass Fatality Plan. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

93-18 APPROVAL OF 2019-2023 BUDGET

The Health Commissioner presented to the Board the updated Five-Year budget projection for 2019-2023. The Health District was awarded a competitive Injury Prevention grant, which was reflected in the updated budget. Overall, the Health District is performing well financially. Upon the Commissioner's recommendation, Mr. Miller motioned to approve the updated 2019-2023 Budget. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

94-18 APPROVAL OF UPDATED SALARY SCALE

The Health Commissioner provided an updated salary scale specifically to improve the wages of Registered Sanitarians (RS) and Sanitarians-in-Training (SIT) due to difficulty in recruiting and maintaining those positions. Mr. Miller motioned to approve the salary scale. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

95-18 UPDATES TO PERSONNEL POLICY

The Health Commissioner presented to the Board two adjustments to the Personnel Policy Manuel. The first update was in regard to Section 3.5 Hours of Operation/Hours of Work to clarify policy for the employee lunch hour. The second update was for Section 6.5 Political Activities. Mr. Miller motioned to approve the policy updates. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

96-18 RESIGNATION OF JASON KINKEL

The Health Commissioner informed the Board of the resignation of Jason Kinkel. He left the agency for a higher paying position closer to home. The Health Commissioner wished him well

on his next endeavors. Mrs. Miller motioned to approve the resignation. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

#### 97-18 APPROVAL TO RECRUIT NEW EMPLOYEES

The Health Commissioner informed the Board of vacancies for the RS/SIT positions and recommended an approval to recruit for and fill those positions. Mrs. Miller motioned to approve to fill the vacant positions. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, 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 2018 was reviewed. Mrs. Miller moved that the report be approved, Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

#### STATISTICS

The Health Commissioner presented Statistics to the Board. He told them to keep an eye on the Out-of-County birthrate, which continues to be around 50% of births. The Health District has been providing this information to Pomerene Hospital. For immunizations, private immunizations were up for the year. Vaccine for Children vaccines were down. BCMH caseload was down. As the economy grows, less people need support services. The WIC caseload was also down. Regarding Food Inspections, licensure is up 2.5%. Communicable Disease statistics will change to include diseases that are being investigated. Overall, influenza hospitalization was up.

#### HEALTH COMMISSIONER

Mrs. Jennifer Talkington informed the Board that Emergency Preparedness was finishing up deliverables for the end of the year. The new grant should be available in December, and they will apply mid-January. For Accreditation, PHAB is reviewing documents.

Mrs. Jessica Boal reported minimal flu activity in Holmes County. There had been one pneumonia-related death and one flu-related death. She reported on completing deliverables for the Get Vaccinated Ohio Grant. Mrs. Boal also talked about the Vision and Screening tests that were administered in 2 parochial schools, completing around 82 screens.

Mr. Jon Croup presented on the Sewage Contractor's Meeting that took place at the Heritage Community Center in Winesburg. He reported 160 in attendance. By comparison, there were 105 in attendance last year. There were several people who had to be turned away due to capacity. It was a highly successful event.

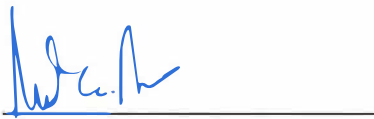
Mrs. Rebecca Starner presented for Personal Health Services. She explained that the Home Visiting Group met in October and the theme was Fire Safety. She provided the Board with pictures from the Group to showcase what is done in Home Visiting. The November Group was cancelled due to weather. For Early Intervention, she reported a 100% positive response from a Family Questionnaire administered by the State. For WIC, she said the caseload is down. Infant Feeding Classes had 4 people in attendance in October, and 11 attended the class at Pomerene. She concluded by repeating that Injury Prevention had been awarded their grant.

The Health Commissioner reported that the Family Children First Council executive team met at the beginning of November. He also said that he had the privilege of awarding completion certificates to the first class of Holmes County Matter of Balance. Then he talked about the Holiday Happy Hour event taking place in December to support Holmes County Safe Communities. For the State Health Assessment, the Health Commissioner represented Holmes County at the forum at the end of October. He presented key points to the leadership, stating improved subsidy payments for unfunded mandates, better cost methodologies and tier process applications.



The Meeting was Adjourned at 9:40.

  
Kurt Rodhe, President

  
Michael E. Derr - Secretary

## HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –December 21, 2018

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, December 21, 2018. The following were in attendance:

### Board Members

Paul Miller  
Carol Miller  
Eric Miller  
Kurt Rodhe  
Kris Pipes-Perone

### Staff

Mike Derr  
Taylor Krebs  
Jon Croup  
Jessica Boal  
Jen Talkington  
Rebecca Starner

### Guests

Kim Jacobs  
Jen Halverson  
Robyn Menuez

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

### ADDITIONS OR CORRECTIONS TO AGENDA

Add Variance Request to the Agenda.

### APPROVAL OF MINUTES

The minutes of November 2018 regular meeting were reviewed. On a motion by Mr. Miller and seconded by Mrs. Miller the minutes of the November 2018 meeting were approved. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Pipes-Perone, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

### 098-18 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$6,398.40
010	Sewage Program Fund	16,251.69
030	Clinic Fund	400.26
060	Special Services	369.17
110	RV Park/Camp Fund	40.11
120	Swimming Pools	36.56
140	Private Water Fund	1,364.53
150	Solid Waste Fund	14.12
190	Food Service Fund	308.53
310	Maternal & Child Health	147.86
320	Help Me Grow	4,031.23
330	WIC	466.74
350	Small Healthcare Provider QI	4,265.29
370	Emergency Preparedness	118.29
430	WIC	3,233.20
440	Injury Prevention	2,469.36
460	Get Vaccinated Ohio	762.15
	Total Payables	\$ 40,677.49

Mrs. Pipes-Perone moved that the accounts payable for November 2018 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 vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Pipes-Perone, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

### 099-18 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of November 2018. Mrs. Miller moved that the account transactions report for the month of November 2018 be approved. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Pipes-Perone, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

### HEARINGS

None

#### PUBLIC PARTICIPATION

Kerry MacQueen, Health Educator and Injury Prevention Coordinator at the Health District, recognized three representatives of twelve from agencies and religious organizations within the community who have provided services to the Falls Prevention program. Mrs. MacQueen gave a certificate to Robin Menuz from Faith Lutheran Church in Millersburg, Jen Halverson from the Holmes County Park District, and Kim Jacobs from the Perry Township Library. Since 2014, 951 individuals have been served through the Falls Prevention program. The grant was renewed for another five-year cycle.

#### CONTINUING BUSINESS-

#### NON-ACTION ITEM REPORT

Nothing new to report.

#### NEW BUSINESS-

##### 100-18 2019 APPROVAL OF CONTRACT FOR MEDICAL DIRECTOR

The Health Commissioner presented to the Board a contract to renew Dr. Mark Stutzman as Medical Director to the Health District from January 1<sup>st</sup> to December 31<sup>st</sup> 2019. Mr. Miller motioned to approve the contract for Dr. Stutzman as Medical Director. Mrs. Pipes-Perone seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Pipes-Perone, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

##### 101-18 2019 APPROVAL 2019 APPROPRIATIONS

The Health Commissioner presented to the Board the 2019 Appropriations. Mrs. Pipes-Perone motioned to approve the 2019 Appropriations. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Pipes-Perone, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

##### 102-18 ADOPTION OF 2019 FOOD SAFETY PROGRAM FEES

The Health Commissioner presented to the Board the final reading and adoption of the Food Safety Program fees for 2019. Mrs. Miller motioned to adopt the Food Safety Program fees. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Pipes-Perone, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

##### 103-18 CHANGE IN FEES FOR BIRTH AND DEATH RECORDS

The Health Commissioner proposed to the Board a change in the local fee for Birth and Death Certificates to match the State of Ohio fee. He explained that the current fee at the Health District is \$11.50 while the State fee is \$13.50. He also noted that other agencies have adopted a fee to match the State's. Mr. Miller motioned to approve the first reading of change in fees for Birth and Death certificates. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Pipes-Perone, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

##### 104-18 CHANGE IN FEES FOR TB TESTING

The Health Commissioner proposed a change in fees for TB testing to include a \$10 fee for a two-part TB test and a \$15 administrative fee. Mrs. Miller motioned to approve the change in fees for TB testing. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Pipes-Perone, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

##### 105-18 UPDATES TO PERSONNEL POLICY

The Health Commissioner presented to the Board two policy updates for Immunizations and Personal Leave. The first requires employees have certain immunizations. The second proposed that Personal Leave mimic Vacation Leave for administrative purposes. Mr. Miller motioned to approve the policy updates. Mrs. Pipes-Perone seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Pipes-Perone, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

##### 106-18 APPROVAL TO HIRE NEW EMPLOYEES

The Health Commissioner presented to the Board three potential hires for Environmental Health. The first was Jeff Kauffman, a former contractor for the Health District and Registered Sanitarian. The second and third were Julia DeNiro and Jodi Gearhart, both S.I.T.'s. Mrs. Pipes-Perone motioned to approve the resignation. Mrs. Miller seconded the motion. On the

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

#### 107-18 OUT-OF-STATE TRAVEL REQUEST

The Health Commissioner asked for approval for an Out-Of-State travel request for himself and Emily Gerber to attend a meeting in Atlanta, Georgia as part of the Small Healthcare Grant. Mrs. Miller motioned to approve the Travel Request. Mrs. Pipes-Perone seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Pipes-Perone, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

#### 108-18 VARIANCE REQUEST

Mr. Jon Croup, the Director of Environmental Health, presented to the Board a Variance Request to use the Presby Environmental Inc. EnviroFin™ sewage treatment system for installation at a project site with a small lot size, inadequate receiving stream for NPDES system, and economic plight. The product differs from design or principles set forth in OAC rules. It has not been previously used in Ohio. Mr. Croup recommended the Board's approval for the Variance Request to install the innovative sewage system. Dr. Miller motioned to approve the Variance Request. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Pipes-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 2018 was reviewed. Mr. Miller moved that the report be approved, Mrs. Pipes-Perone seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

#### STATISTICS

The Health Commissioner presented briefly on the Statistics results. He explained that the new way of presenting statistics with percentages in comparison with the previous year has allowed for more meaningful discussion with Pomerene Hospital in regard to the out-of-county birthrates. Pomerene, upon becoming aware of the the high percentage, began requesting statistical data to drive outreach effort with the goal of providing services within the community. The Health Commissioner concluded by stating that access to care, out-of-county birthrates, and dental visits are among the biggest concerns for the Health District based on the statistics.

#### HEALTH COMMISIONER

The Health Commissioner provided the Board with an overview of Community Outreach and Meetings from November, including the Family Children First Council, where Becky Starnier was elected to sit on the executive group as the Health Commissioner exited his term; the Holiday Happy Hour, where Miss. Taylor Krebs and Mrs. Kerry MacQueen, along with the Health Commissioner, hosted a table, sharing an important message to abstain from driving while intoxicated, while also raising money for a family in need; and finally, the Health Commissioner along with Mrs. MacQueen, presented to the Millersburg Village Council the Senior Fitness Equipment, made available through the Healthpath Foundation grant that was awarded to the Injury Prevention program, for which the Council then approved to have installed at Deer Run Park. The Health Commissioner also spoke to the group from Leadership Holmes County on topics surrounding Public Health and leadership styles. He was honored to have the opportunity to highlight the programs and services the Health District provides.

Mrs. Rebecca Starnier reported on Personal Health Services. For Home Visiting, she explained that her November Group had been cancelled due to weather. The December Group was a Christmas party with crafts, pictures, and a visit from Santa. She also noted that the caseload was at a maximum. For Early Intervention, the program is applying for funding through United Way to assist with paying for evaluations. She then mentioned that Holmes County received the highest result a county can receive based on an overwhelmingly positive report. Mrs. Starnier finished by stating it was a slow November for WIC, with a caseload down slightly; IFC had 5

couples attend at Pomerene; Mrs. Linda Middaugh completed her Risk Code Training; and Mrs. Laurie Sabel taught 8 Head Start classes.

Mrs. Jessica Boal presented to the Board her report on Communicable Diseases and BCMH. The Flu in Holmes County is at a minimum, with 1 death, and 1 death from pneumonia. 5 flu shots were given at the free Flu Clinic at Glenmont Food Pantry. For BCMH, all outreach had been completed for the entire East Holmes School District.

Mrs. Jennifer Talkington had the honor of presenting the Esther Spreng award to Carol Miller. The Esther Spreng Award is awarded to a woman in Holmes County who has made great contributions to Health and Wellness. Esther Spreng served as a Board of Health member and Board President for many years and it is in her memory that we present this award. Carol Miller has been a Board of Health member for 22 years; many of which she served as the Board President. Carol is not only an advocate for the HCGHD but also for Public Health. She has been a champion for change within our agency; supporting transition and growth that is necessary to promote a culture of quality within our agency. In addition to serving on the Board of Health, Carol is an active volunteer for the Holmes County Medical Reserve Corps and has participated with the Health District at a variety of events including the 2014 measles response, providing hand-washing education during Kids Day at the fair, and greeting customers during our annual Point of Dispensing/Flu Clinic drills. Carol is also a valued member of the health district's Strategic Planning/Performance Management Committee. Carol Miller is true public health servant and her service and dedication to the Holmes County community has not gone unnoticed. We truly appreciate her and all of the work that she does. It is our pleasure to provide Mrs. Carol Miller with the Esther Spreng award for 2018.

The Meeting was Adjourned at 9:16.

  
Kurt Rodhe, President

  
Michael E. Derr - Secretary