

## HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – January 18, 2019

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, January 18, 2019. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Mike Derr	None
Carol Miller	Taylor Krebs	
Eric Miller	Jon Croup	
Kurt Rodhe	Jessica Boal	
	Jen Talkington	
	LaVonne Flickinger	
	Julia DeNiro	
	Jodi Gearhart	

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

### ADDITIONS OR CORRECTIONS TO AGENDA

Add Executive Session.

### APPROVAL OF MINUTES

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

### 001-19 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$3805.55
010	Sewage Program Fund	28,686.85
030	Clinic Fund	2,479.06
060	Special Services	107.52
110	RV Park/Camp Fund	83.00
120	Swimming Pools	2.20
140	Private Water Fund	815.81
150	Solid Waste Fund	.95
190	Food Service Fund	10.55
310	Maternal & Child Health	300.50
320	Help Me Grow	215.04
330	WIC	1,612.95
350	Small Healthcare Provider QI	7,097.48
370	Emergency Preparedness	580.80
430	WIC	253.80
440	Injury Prevention	3,602.32
460	Get Vaccinated Ohio	171.01
	Total Payables	\$ 49,925.39

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

### 002-19 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of December 2018. Mrs. Miller moved that the account transactions report for the month of December 2018 be approved. 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.

### HEARINGS

None

### PUBLIC PARTICIPATION

The Health Commissioner, along with the Environmental Health Director, Mr. Jon Croup, introduced to the Board two new hires, Miss Jodi Gearhart and Miss Julie DeNiro, both SIT's working in the Environmental Health Department. Miss. Gearhart has a Bachelor's of Science in Public Health from Kent State University and will be working in the Sewage Program. Miss. DeNiro has a Master's of Public Health from Ohio State University and will be working in the Food Safety Program. The Board of Health gladly welcomed them to the Health District.

#### CONTINUING BUSINESS-

#### NON-ACTION ITEM REPORT

Nothing new to report.

#### NEW BUSINESS-

##### 003-19 2019 RECREATION AND PROPOSED FEE CHART (FIRST READING)

The Health Commissioner provided the Board with the proposed fees for Recreation including fees for RV's, parks, camps, and swimming pools. Mr. Miller motioned to approve the first reading of the proposed fees. 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.

##### 004-19 2019 EMERGENCY RESPONSE PLAN (UPDATED)

The Deputy Health Commissioner, Mrs. Talkington, informed the Board of updates to the Emergency Response Plan which included an addition for informing the Board in the event of an emergency or the opening of a DOC. There were also attachments added to the main document. Dr. Miller motioned to approve the updated Emergency Response Plan. 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.

##### 005-19 PERSONNEL POLICY 5.14

The Health Commissioner presented an updated version of the Breastfeeding Support Policy (Section 5.14) with improved language to align with Fair Standards and Practice guidelines. All policies are undergoing Quality Improvement and are being reviewed. Mrs. Miller motioned to approve the updated personnel policy. 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.

##### 006-19 O & M PROGRAM PROPOSAL (FIRST READING)

The Health Commissioner, along with the Mr. Jon Croup, introduced the first reading of the O & M Program proposal. Per Ohio Revised Code, the Health District is required to have an O & M in place for sewage systems. There are currently 600 sewage systems on the program, with over 10,000 systems that now need to be brought into the program. Mr. Croup sought a fair and equitable way to develop a schedule for inspection and found a program through Putnam County that identifies and ranks systems based on risk, thus placing them first on the inspection schedule. Mr. Croup asked the Board for permission to use the rating system to organize the inspections upon approval of the first reading. The Health Commissioner also noted that they are working with a tech company to create a system to organize and track information for the large undertaking. Mr. Miller motioned to approve the first reading of the O & M Program proposal. 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.

#### REPORTS

##### INCOME AND EXPENSE

The income and expense report for the month of **December 2018** was reviewed. Mrs. Miller moved that the report be approved, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

##### STATISTICS

The Health Commissioner reflected on the final report of the Statistics from 2018. He noted that Out-of-County births were up for the year, while In-County births were down. He attributed this to a shortage of providers. He also pointed out that private vaccinations were up while Vaccines for Children (VFC) vaccines were down. He speculated that this might have to do with more children being vaccinated at their physician's office rather than the Health Department. He then explained that BCMH and WIC caseloads were both down, which might be attributable to a steady economy, as these are income-based programs. Finally, the Early Intervention caseload was almost double the usual intake.

HEALTH COMMISSIONER

Mrs. Jennifer Talkington reported on the annual NECO Functional Exercise that occurred on January 17, 2019. The exercise tested four capabilities: Emergency Operations Coordination, Epidemiology and Investigation, Information Sharing, and Public Information. She said that overall the exercise was a success, but that it became apparent that there is a need to increase epidemiological capacity and train existing staff on statistical epidemiology methods. Mrs. Talkington also reported on Accreditation, stating that the Site Visit is still scheduled for June 4 & 5, 2019. She said that she is working to develop worksheets outlining important documents, plans, and procedures. She has been in contact with health departments who have gone through a Site Visit and has received guidance and excellent recommendation. Union County Health Department will be coming to the Health Department in March to talk to domain team leaders about their experience and answer any questions.

Mrs. Jessica Boal reported that flu activity was minimal in Holmes County, with 1 flu-related death and 2 pneumonia-related deaths. She also reported on the 21-Day Challenge that encourages healthy eating and weight loss for employees participating in the Wellness Program. There are a total of 17 employees participating in the challenge. For the Get Vaccinated Ohio grant, there was a three-month follow-up called an Exchange that was completed. By implementing quality improvement strategies to immunization rates, Mrs. Boal said that the pediatrics series increased by 9%. Adolescent rates also improved, with Tdap rates increasing by 22.65%. Mrs. Boal then recognized Mrs. Raquel Miller and Mrs. Sue Gonter-Dray for their work in the Q.I. project.

Mr. Jon Croup reported that notification was received that the HCGHD was awarded an additional \$150,000 in WPCLF funding. In total, there has been \$650,000 awarded to aid in the replacement and repair of failed sewage treatment systems since 2017. He also informed the Board that January is National Radon Action Month, a time to raise awareness of the health risk associated with high levels of radon. He explained that Radon is a naturally occurring radioactive gas produced by the breakdown of uranium in soil, rock and water. Radon cannot be detected by sight, smell or taste, and can enter into the lower levels of structures through cracks and openings in the foundation. It is the second leading cause of lung cancer after smoking. Mr. Croup told the Board that Ohio homeowners can receive a free radon test kit through the Ohio Department of Health.

The Health Commissioner concluded by presenting his report to the Board of Health. He reported that the Community Care Board had a meeting at the beginning of the month to determine what success means for the families they serve. He also noted that the Senior Fitness Equipment has been shipped and will be installed in early spring. He said that they are preparing for the next budget period from State and will be reviewing to find the impact for the Health District. He is also working on finding dates for the DLC and DAC. For Audit and Financial reporting, the Health Commissioner explained that the Health District has been informed that they will be doing their 17 and 18 years audits this year, and they have been providing the firm with their pre-audit documentation. He also said that they are almost done with their Hinkle State reporting and are currently awaiting changes to the State Annual Financial Report. Once the changes are made, he said, the Health District will adjust their Annual Report accordingly to ensure both reports align.

EXECUTIVE SESSION

The Board President requested that the Board move into Executive Session to discuss personnel. Mrs. Miller moved to accept this decision. 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 at 9:16.

On a motion from Mrs. Miller, seconded by Mr. Miller and unanimously approved, the Board reconvened from Executive Session at 9:45.

There being no further action, the Board adjourned at 10:12 A.M.

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Kurt Rodhe, President

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Michael E. Derr - Secretary

## HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –February 15, 2019

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, January 18, 2019. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Mike Derr	None
Carol Miller	Taylor Krebs	
Kris Pipes-Perone	Jon Croup	
Kurt Rodhe	Jessica Boal	
	Jennifer Talkington	
	LaVonne Flickinger	

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

### ADDITIONS OR CORRECTIONS TO AGENDA

Add Executive Session (with Action to be taken)

### APPROVAL OF MINUTES

The minutes of January 2019 regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Mrs. Pipes-Perone the minutes of the January 2019 meeting were approved. 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.

### 007-19 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$26,048.87
010	Sewage Program Fund	13,908.51
030	Clinic Fund	757.71
060	Special Services	1,494.12
110	RV Park/Camp Fund	112.31
120	Swimming Pools	99.62
140	Private Water Fund	5,548.40
150	Solid Waste Fund	6.67
190	Food Service Fund	1,154.00
310	Maternal & Child Health	334.27
320	Help Me Grow	620.60
330	WIC	1,528.56
340	Injury Prevention	330.20
350	Small Healthcare Provider QI	\$23,759.59
370	Emergency Preparedness	835.61
440	Injury Prevention	687.70
460	Get Vaccinated Ohio	354.43
	Total Payables	\$77,581.17

Mr. Miller moved that the accounts payable for January 2019 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. 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.

### 008-19 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of January 2019. Mrs. Miller moved that the account transactions report for the month of January 2019 be approved. 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.

### HEARINGS

A hearing was held in regard of the Recreation Cost Analysis and Proposed Fees for 2019. There were no comments. Mrs. Pipes-Perone moved that the hearing be closed. 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.

#### PUBLIC PARTICIPATION

None

#### CONTINUING BUSINESS-

#### NON-ACTION ITEM REPORT

Nothing new to report.

#### NEW BUSINESS-

##### 009-19 SECOND READING OF 2019 RECREATION COST ANALYSIS AND PROPOSED FEES

The Health Commissioner brought to the Board of Health the second reading of the Recreation Cost Analysis and Proposed Fees for 2019. Mrs. Pipes-Perone moved that the motion be approved. 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.

##### 010-19 2019 HUMAN TRAFFICKING MOU

The Health Commissioner presented the Human Trafficking MOU to the Board, seeking approval. The MOU is an agreement between the Holmes County General Health District and the Wayne County Anti-Human Trafficking Coalition (WATCH) to work toward the mutual goal of identifying, rescuing and serving victims of human trafficking in Wayne County. Mrs. Miller moved that the motion be approved. 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.

##### 011-19 DLC RESOLUTION

The Health Commissioner proposed the abolishment of the District Licensing Council. The Holmes County District Licensing Council was established pursuant to ORC 3701.41. The ORC 3701.41 states that the Board of Health may establish the DLC. The Board of Health may also abolish the DLC. The President of the Board of Health, upon abolishment, will establish a permanent committee titled the "District Licensing Committee" to advise the Board of Health on issues relevant to licensed establishments in Holmes County. Mr. Miller moved that the DLC be abolished. Mrs. 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.

##### 012-19 BOARD BY-LAW CHANGE

The Health Commissioner proposed a by-law change in regard to Article 5 Section 4 that states that officers are limited to three consecutive terms in respective roles unless no other members accept a nomination. Mr. Rhode supported the proposal, stating that he wants to ensure the Board of Health has options to govern itself. Mr. Rhode would like to continue as Board President to see Accreditation through as a Board member, but is not seeking a permanent position. Mr. Rhode then announced that he would abstain from the vote. Mrs. Pipes-Perone moved that Article 5 Section 4 be changed. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative: Mr. Miller, Mrs. Miller, Mrs. Pipes-Perone. In the negative: none. The motion was approved.

#### REPORTS

##### INCOME AND EXPENSE

The income and expense report for the month of **January 2019** was reviewed. Mrs. Miller moved that the report be approved, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

##### STATISTICS

The Health Commissioner presented the statistics from January to the Board of Health. He noted that the in-county birthrate increased. He also noted that Home Visiting had reached maximum capacity. Early Intervention also has continued to see a caseload increase. He highlighted the excellent work of Mrs. Beth Crone and Mrs. Monique Jacobs, both of whom are Service Coordinators in the E.I. program. In contrast, the WIC caseload declined. Under Communicable Disease, flu has continued to be elevated in Holmes County.

#### HEALTH COMMISSIONER

Mrs. Talkington, Deputy Commissioner, presented to the Board her report on Emergency Preparedness and Accreditation. She stated that she has been working on the After Action Report/Improvement Plan from the NECO exercise in January. Relating to Accreditation, Mrs. Talkington explained that the Health District continues to await the completion of the PHAB document review by the appointed site visitors. Based on PHAB's timeline, she said she expects to receive feedback by the end of the month or beginning of March. PHAB may ask the Health District to submit additional documents upon review. The Health District will have 30 days to respond to PHAB's requests. Mrs. Talkington then said she in planning activities to ensure staff are ready for the visit. Union County Health Department is scheduled to meet with staff on March 11<sup>th</sup> to share their site visit experience.

Mrs. Jessica Boal, Director of Nursing, reported a continued increase in flu activity; 6 pneumonia-related deaths and 1 death from flu.

Mr. Jon Croup explained to the Board that the process has started to assess permit records for sewage systems installed in Holmes County. He stated that as records are assessed, systems will be assigned a numerical rating based on the protocol approved by the Board of Health at the January 2019 meeting. Records are being digitized prior to being refiled. Clark, Prairie and Washington townships are in-process.

On behalf of Mrs. Rebecca Starnier, who was attending the Healthy Families America Parent Survey training, the Health Commissioner presented her report to the Board. He reported that Early Intervention will be shadowing other counties' Transition Planning Conferences to compare processes. Home Visiting is completing the Site Profile report for HFA, and sending out surveys for play group's frequency, time, meeting length, and topic. Injury Prevention saw Tai Chi and Matter of Balance classes postponed due to weather. WIC was advised to operate as usual during the government shutdown but to be cautious with funds and spending. Lastly, The RFP for the Bike Helmet Safety Grant is open, a grant that could be utilized for Injury Prevention at Amish Health & Safety Day.

The Health Commissioner reported that the Amish Health and Safety Day planning is in process. Small Healthcare is looking at a renewal grant to be released in the next few weeks. He said the focus they are proposing is chronic disease management. He reported that he met with Northeast Ohio Health Commissioners at the beginning of the month to explore options for assisting costs collaboratively, including items such as system software, shared data systems, and workgroups for public health initiatives. He also reported that the AOHC Public Affairs group met to review proposed legislation and rule changes expected for many Health District programs. The AOHC is also looking at creating public health priorities for the upcoming Bi-Annum Budget. Items he recommended were standardized cost methodologies for the EH program; increased state subsidy to support unfunded state mandates; and opportunities for an AOHC member to be on Governor DeWine's Advisory Committee on Home Visiting. This concluded the Health Commissioner's report.

#### EXECUTIVE SESSION

The Board President requested that the Board move into Executive Session to discuss personnel with action to be taken. Mrs. Miller moved to accept this decision. 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 at 9:20.

On a motion from Mrs. Pipes-Perone, seconded by Mrs. Miller and unanimously approved, the Board reconvened from Executive Session at 9:45.

#### PRN STATUS FOR JEN MOMCHILOV

The Health Commissioner requested that Mrs. Jen Momchilov be approved for PRN employment status. Mrs. Pipes-Perone moved to approve the request on the condition that Mrs. Jen Momchilov remain in her part-time position until the end of March or until the position is filled. Mrs. 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.

#### RECRUIT AND HIRE WIC INTAKE COORDINATOR

The Health Commissioner requested approval to recruit and hire a full-time WIC Intake Coordinator. Mrs. Pipes-Perone moved that the request be approved. Mrs. 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.

There being no further action, the Board adjourned at 10:12 A.M.

  
Kurt Rodhe, President

  
Michael E. Derr - Secretary

**HOLMES COUNTY DISTRICT BOARD OF HEALTH**

Minutes – March 15, 2019

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, February 15, 2019. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Mike Derr	None
Carol Miller	Taylor Krebs	
Kris Pipes-Perone	Sam George	
Kurt Rodhe	Jennifer Talkington	
	LaVonne Flickinger	

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

**ADDITIONS OR CORRECTIONS TO AGENDA**

Add Executive Session to Discuss Personnel.

**APPROVAL OF MINUTES**

The minutes of February 2019 regular meeting were reviewed. On a motion by Mrs. Pipes-Perone and seconded by Mr. Miller the minutes of the February 2019 meeting were approved. 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.

**015-19 APPROVAL OF ACCOUNTS PAYABLE**

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

001	District Health Fund	9,689.27
010	Sewage Program Fund	2,660.48
030	Clinic Fund	2,870.73
060	Special Services	1,791.88
110	RV Park/Camp Fund	28.87
120	Swimming Pools	26.05
140	Private Water Fund	720.83
150	Solid Waste Fund	29.33
190	Food Service Fund	928.27
310	Maternal & Child Health	239.26
320	Help Me Grow	2,871.71
330	WIC	332.90
340	Injury Prevention	364.71
350	Small Healthcare Provider QI	5,982.85
370	Public Health Emergency Preparedness	87.68
460	Get Vaccinated Ohio	290.53
	Total Payables	\$ 28,915.35

Mrs. Miller moved that the accounts payable for February 2019 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. 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.

**016-19 APPROVAL OF ACCOUNT TRANSACTIONS**

None

**HEARINGS**

None

**PUBLIC PARTICIPATION**

The Employee Spotlight was presented to Sam George, a Registered Sanitarian in the Environmental Health department. The Health Commissioner praised Mr. George for being an excellent resource in the community. The Health Commissioner ensured that Mr. George is not out to strictly enforce, instead he educates, and takes time and care when working with the community. Sam George is an essential part of our agency, and he is greatly appreciated.

**CONTINUING BUSINESS-**

**NON-ACTION ITEM REPORT**

Nothing new to report.



## NEW BUSINESS-

### 017-19 ADOPTION OF 2019 RECREATION COST ANALYSIS AND PROPOSED FEES

Mrs. Pipes-Perone moved that the motion be approved. 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.

### 018-19 2019 ACCEPTANCE OF RESIGNATION OF CHRISTINE FEIKERT

The Health Commissioner wanted to wish Mrs. Christine Feikert the best. She's been a great value to the community to mothers who are breastfeeding. The Health Commissioner recommended the approval of her resignation. Mrs. Miller moved that the motion be approved. 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.

### 019-19 APPROVAL TO RECRUIT AND HIRE WIC PEER HELPER

The Health Commissioner recommended the approval to recruit and hire a WIC Peer Helper. Mr. Miller moved that the motion be approved. Mrs. 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.

### 020-19 APPROVAL OF LETTER OF ENGAGEMENT FROM PERRY & ASSOCIATES

A third party was assigned for our State Audit, that being Perry & Associates. Mrs. Pipes-Perone moved that the motion be approved. Mrs. 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.

### 020-20 ELECTION OF BOARD OF HEALTH PRESIDENT

The Board of Health nominated Mr. Kurt Rodhe for the position of Board President. Mrs. Pipes-Perone moved that the motion be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative: Mr. Miller, Mrs. Miller, Mrs. Pipes-Perone. In the negative: none. The motion was approved.

### 020-21 ELECTION OF BOARD OF HEALTH VICE PRESIDENT

The Board of Health nominated Carol Miller as Vice President of the Board of Health. Mrs. Pipes-Perone moved that the motion be approved. Mr. Rodhe seconded the motion. On the roll call vote the following members voted in the affirmative: Mr. Miller, Mrs. Pipes-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 **February 2019** was reviewed. Mrs. Miller moved that the report be approved, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

### STATISTICS

The Health Commissioner presented the Statistics report for February. He noted that In-County births for the year were up and trending ahead of Out-of-County births. He also noted that Home Visiting caseloads were up and that he is appreciative of the staff who run that program. In contrast, both BCMH and WIC caseloads are down. He also made mention that a Hepatitis A outbreak continues in the state of Ohio.

### HEALTH COMMISSIONER

Mrs. Jennifer Talkington, Deputy Health Commissioner, presented her report to the Board. For PHEP, documents were submitted for review and some were returned for resubmission with the deadline of April 10<sup>th</sup>. She noted that major documents did not have inquiries. Union County Health Department visited to provide guidance for the upcoming Site Visit. She said there will be a meeting with the Board on June 5<sup>th</sup> and two members must be present.

Mrs. Rebecca Starnier, Director of Personal Health Services, presented her report to the Board. She explained that Early Intervention received reports back, and were found to be 100% compliant. She said that Home Visiting is a priority of the new governor of Ohio, Mike DeWine. There is a site visit scheduled for the end of April. For Injury Prevention, Tai Chi on the Square is scheduled for April 27<sup>th</sup>. WIC is celebrating National Nutrition Month, and there are currently two open positions in the department. Kid's Fest is scheduled for August 14<sup>th</sup> from 2-4pm. The Fire Department might be involved. Mrs. Starnier finished her report by thanking Mrs. Miller and Mr. Rodhe for their leadership as Vice President and President of the Board of Health.

The Health Commissioner reported that the Access to Care Subcommittee of the Community Health Improvement plan has met and they are looking to address that priority area in CHIP by recruiting physicians, offering collaborative support for grants. Since the last meeting, the Health Commissioner attended the HRSA Small Healthcare Grant Meeting in Atlanta with a focus on sustainability. The meeting provided an opportunity to meet with partners from around the country to share the story of our community and the impact the grant is having in Holmes County. Regarding AOHC, the Health Commissioner provided the Board with information on the priority areas for the current legislative session.

### EXECUTIVE SESSION

The Board President requested that the Board move into Executive Session to discuss personnel. Mrs. Miller moved to accept this decision. 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 at 9:35.

On a motion from Mrs. Pipes-Perone, seconded by Mrs. Miller, and unanimously approved, the Board reconvened from Executive Session at 10:04.

There being no further action, the Board adjourned at 10:05 AM.

  
Kurt Rodhe, President  
Michael E. Derr - Secretary

**HOLMES COUNTY DISTRICT BOARD OF HEALTH**

Minutes – April 19, 2019

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, April 19, 2019. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Mike Derr	None
Carol Miller	Taylor Krebs	
Kurt Rodhe	Kerry MacQueen	
	Jennifer Talkington	
	LaVonne Flickinger	
	Jeffrey Kaufman	
	Robin Davis	

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

ADDITIONS OR CORRECTIONS TO AGENDA

Add Executive Session to discuss Personnel.

APPROVAL OF MINUTES

The minutes of March 2019 regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Mr. Miller the minutes of the March 2019 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.

023-19 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$10,248.70
010	Sewage Program Fund	650.48
030	Clinic Fund	1,358.74
060	Special Services	604.30
110	RV Park/Camp Fund	382.98
120	Swimming Pools	207.58
140	Private Water Fund	656.16
150	Solid Waste Fund	4.20
190	Food Service Fund	912.33
310	Maternal & Child Health	130.56
320	Help Me Grow	2,000.57
330	WIC	1,528.56
340	Injury Prevention	1,647.01
350	Small Healthcare Provider QI	6,128.88
370	Emergency Preparedness	6.00
460	Get Vaccinated Ohio	354.43
510	Hospice Endowment	38,532.77
Total Payables		\$63,861.69

Mr. Miller moved that the accounts payable for March 2019 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.

024-19 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of March 2019. Mr. Miller moved that the account transactions report for the month of March 2019 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

The Health Commissioner introduced Robin Davis to the Board of Health. She will be working in WIC as the Intake Coordinator, Health Professional, and Breastfeeding Coordinator.

#### CONTINUING BUSINESS-

##### NON-ACTION ITEM REPORT

DREAMM Investments LTD, 3473 SR 39, Walnut Creek is compliant.

#### NEW BUSINESS-

##### 025-19 RESIGNATION OF JESSICA BOAL AS DIRECTOR OF NURSING

The Health Commissioner recommended that the Board of Health accept the resignation of Jessica Boal from her position as Director of Nursing. He expressed his appreciation for the work and dedication Mrs. Boal put toward serving our agency and building relationships within the community. Mrs. Carol Miller agreed with the Health Commissioner's notions. Mrs. Miller moved that the motion 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.

##### 026-19 APPROVAL TO RECRUIT & HIRE DIRECTOR OF NURSING

The Health Commissioner recommended the approval to recruit and hire a Director of Nursing. Mr. Miller moved that the motion 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.

##### 028-19 PERSONNEL POLICY

The Health Commissioner presented several Personnel Policy updates to the Board: 3.11 Probationary Period; 4.5 Staff Development/Tuition Reimbursement; 4.7 Health and Life Insurance; 6.4 Tardiness; 7.4 Guidelines for Disciplinary Action and Penalties. Mrs. Miller moved that updates 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.

##### 029-19 SEWAGE VARIANCE REQUEST

On behalf of the Environmental Health Director, Mr. Jeff Kaufman presented a variance request to add a mobile home onto a property. It would need to meet specific requirements and comply with what is allowable for the piece of land. The recommendation from the Director was to approve the variance request. Mr. Miller moved that the variance request 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.

##### 030-19 WORLD TAI CHI AND QIGONG DAY PROCLAMATION

The Health Commissioner presented the Board with an official proclamation to recognize the last Saturday in April as World Tai Chi and Qigong Day. Mrs. Miller moved that the proclamation be acknowledged. 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

Mrs. Kerry MacQueen reported to the Board that the Adult Fitness Equipment that had been provided through the HealthPath Foundation had been installed and that there would be a ribbon cutting ceremony held the upcoming Friday. She said the project had been presented at Village Council and was overwhelmingly approved.

Mrs. Jennifer Talkington reported that the FY grant would be wrapping up in June and that most deliverables had been completed. Documents were resubmitted to PHAB on April 9<sup>th</sup>.

Domain Team leaders were asked to meet with their teams to review all documents to determine strengths and weaknesses, and to find alternative documentation if necessary for the upcoming Site Visit. The Performance Management and Strategic Planning Committee met on April 3<sup>rd</sup> to review 1<sup>st</sup> quarter objectives. Overall, objectives are being met but falling behind in QI objectives. The committee discussed strategies to present to QIC to ensure group remains on task.

Mrs. Rebecca Starner presented her report for Public Health Services. EI will be participating in East Holmes' Kindergarten Registration. Play Groups completed a trail walk on April 18<sup>th</sup> as part of the Home Visiting program. WIC lost 10 participants who moved out of the county. 4 Head Start classes were held to teach about MyPlate. Turkey roll-ups were made consisting of 5 food groups. Robin Davis, DTR, CLS, was hired as full-time WIC Intake/HP and Breastfeeding Coordinator. 9 couples attended Infant Feeding Class at Pomerene on March 23<sup>rd</sup>. The Women's Expo was attended by multiple WIC and IP staff. Mrs. Linda Middaugh volunteered to read at the Library's Reading Day. PHS staff attended LOVE Inc. Open House.

The Health Commissioner then presented his report to the Board. He stated that the Small Healthcare Provider group met and are actively working on ways to provide linkages to services for better patient outcomes. These areas include food insecurity, prescription drug assistance, and behavioral health services. HRSA grant is wrapping up and the group is presuming an additional grant to work on the framework for that model called a HUB. Stand Against Falls Coalition is planning a World Tai Chi and Qigong Day event on April 27<sup>th</sup>. The Health Commissioner expressed his excitement in being included in the work Mrs. MacQueen has done in the community to support older adults. Amish Health & Safety Day committee met. Leadership and structure has changed for 2019. Site will not be at Keim Lumber. House Bill 166 has been released for the State Budget. The AOHC reviewed the bill and as a group have offered support for different proposals and amendments. Speaking for the interests of the community allows our voice to be considered in policy decision-making.

#### INCOME AND EXPENSE

The income and expense report for the month of **March 2019** was reviewed. Mrs. Miller moved that the report be approved, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

#### STATISTICS

The Health Commissioner stated there was nothing of significance to report in regard to statistics. A Measles outbreak continues in concentrated areas in the country. Nothing confirmed locally. It is something the Health Department is monitoring.

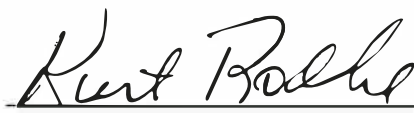
#### HEALTH COMMISSIONER

#### EXECUTIVE SESSION

The Board President requested that the Board move into Executive Session to discuss personnel. Mr. Miller moved to accept this decision. 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 at 9:10.

On a motion from Mrs. Miller, seconded by Mr. Miller and unanimously approved, the Board reconvened from Executive Session at 9:51.

There being no further action, the Board adjourned at 10:12 A.M.

  
Kurt Rodhe, President

  
Michael E. Derr - Secretary



**HOLMES COUNTY DISTRICT BOARD OF HEALTH**

Minutes – May 17, 2019

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, May 17, 2019. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Mike Derr	Media
Carol Miller	Taylor Krebs	
Kurt Rodhe	Jennifer Talkington	
Kris Pipes-Perone	Rebecca Starnier	
Eric Miller	LaVonne Flickinger	
	Beth Crone	
	Linda Middaugh	
	Raquel Miller	

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

ADDITIONS OR CORRECTIONS TO AGENDA

None.

APPROVAL OF MINUTES

The minutes of April 2019 regular meeting were reviewed. On a motion by Mrs. Pipes-Perone and seconded by Dr. Miller the minutes of the April 2019 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.

031-19 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$29,807.11
010	Sewage Program Fund	5,753.34
030	Clinic Fund	4,144.28
060	Special Services	2,433.59
110	RV Park/Camp Fund	528.20
120	Swimming Pools	439.42
140	Private Water Fund	2,413.30
150	Solid Waste Fund	224.10
190	Food Service Fund	8,127.19
310	Maternal & Child Health	672.63
320	Help Me Grow	637.37
330	WIC	3,290.34
340	Injury Prevention	2,130.49
350	Small Healthcare Provider QI	38,142.55
370	Emergency Preparedness	2,776.47
460	Get Vaccinated Ohio	247.49

Total Payables \$101,767.69

Mrs. Miller moved that the accounts payable for April 2019 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.

032-19 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of April 2019. Dr. Miller moved that the account transactions report for the month of April 2019 be approved. 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.

HEARINGS

None

## PUBLIC PARTICIPATION

Rebecca Starner presented Certificates of Appreciation to the Public Health Nurses employed by the Health District. While presenting the certificates, Mrs. Starner shared a few words: "In 1982, a congressional resolution designated May 6 as National Recognition Day for Nurses. A few years later, in 1990, the American Nurse Association expanded the National recognition of Nurses to a full week. During the Holmes County General Health District's May board meeting, the county's three public health nurses were recognized. These three individuals truly serve some of our most vulnerable community members by giving countless immunizations, connecting Holmes County kiddos with needed therapies and other medical services, as well as supplying our children under 5 and their mothers with food and education that support the growth and development of Holmes County's children. Because of nurses, we can live long, healthy lives. But because of you, our public health nurses, we get to live, work and play in a safer and healthier community. Thank you, ladies, for everything you do for our children and our community. We are blessed to live where you choose to serve."

## CONTINUING BUSINESS-

### NON-ACTION ITEM REPORT

DREMM Investments LTD, 3473 SR 39, Walnut Creek is compliant.

## NEW BUSINESS-

### 033-19 WIC BUDGET REVISION

The Health Commission presented the WIC Budget Revision to the Board of Health. The revision was primarily due to changes in employment within the WIC staff. Budget revision is a standard practice and any grant can have several revisions a year, he said. Mrs. Miller moved that the motion be approved. 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.

### 034-19 APPROVAL TO HIRE TARA CONNER AS DIRECTOR OF NURSING

The Health Commissioner recommended approval to hire Tara Conner as Director of Nursing. Mrs. Conner is a local resident of Millersburg with ten years of nursing management experience and direct nursing care. She is a Registered Nurse. Dr. Miller moved that the motion be approved. 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

Mrs. Jen Talkington reported that she attended the PHEP Planners meeting on May 9<sup>th</sup>. She also reported that the grant year is coming to a close with the new grant beginning July 1, 2020. For PHAB, she reported that the Health District is continuing to prepare for the site visit on June 4-5. She also reported that the Health District has been working with the hospital to begin work on the 2020 CHA.

Mrs. Rebecca Starner reported updates in Personal Health Services. In Early Intervention, they participated in East Holmes' Kindergarten Registration days. They also included out state outreach supports at this event. For EI, new rules are to go into effect July 1. This includes an expansion on eligibility to the program, changes the requirements for the parent interview process, gives 18 new forms, and makes changes to service coordinator credentialing. The EI grant is due June 7<sup>th</sup>. The draft budget and narrative are finished and under review by members of the HCGHD and the JFS fiscal department. Home Visiting had a site visit that went well, and they are now awaiting the report. A trail walk was held on April 18<sup>th</sup>, and the next Music and Movement playgroup is schedule for May 23<sup>rd</sup>.

For Injury Prevention, a ribbon cutting ceremony for the newly installed senior fitness equipment was held on April 26<sup>th</sup>. 26 people were in attendance, 2 from local and county government, 3 media, Standing Against Falls coalition members, Health District staff, citizens, library and Board of Health members. Deb Zuercher was asked to cut the ribbon. Tai Chi on the Square was held on April 27<sup>th</sup>. There were 27 in attendance including tai chi instructors, citizens, tai chi participants, children and SAF members. In April, there were a total of 17 tai chi classes representing Millersburg, Holmesville, Nashville, and Berlin with a total of 102 individuals in attendance. There were also 4 Matter of Balance classes held at Walnut Hills Independent Living with 14 participants who were involved in the 8-week class.

For WIC, Mrs. Starner reported that WIC has two off-site clinics that are held the first Wednesday of the month at Mt. Hope and the second Tuesday of the month at Walnut Creek. She also reported that they are continuing to seek a Breastfeeding Peer Helper. Kids' Fest is scheduled for August 15<sup>th</sup> from 1-3pm at the Millersburg Trail Depot. Robin is setting up a table at the Bike Rodeo in the Subway parking lot on June 15<sup>th</sup>. The WIC team is working on finalizing the WIC grant due at the end of May.

Mrs. Starner also reported that the Mt. Eaton Care Center had a breakfast in honor of nurse's week. Mrs. Starner spoke about WIC, HMG Home Visiting and Early Intervention. She concluded by saying that she and Linda Middaugh would be participating in a book reading at the library on May 17<sup>th</sup>.

The Health Commissioner reported that the Small Healthcare group met since the last Board meeting and continued to discuss how to improve the quality of care in the community. The practices brought stories of projects they are working on to improve care as the grant cycle comes to a close in July. He reported that they have applied for additional funding, hoping to help primary care facilities link to behavioral health and other needed wrap around services. The Health Commissioner was invited to the Holmes County Job Fair, where he spoke with high school students about future careers in public health and public service.

The Health Commissioner also reported that he attended the Spring AOHC Conference. The theme was "Health Equity". He said that the sessions had great information about how we can work in our communities and with ODH. He really enjoyed listening to the new Director of Health and he is excited for the potential of increased funding to local jurisdictions. Ohio ranks 46<sup>th</sup> in public health spending and 49<sup>th</sup> in overall outcomes.

#### INCOME AND EXPENSE

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

#### STATISTICS

There being no further action, the Board adjourned at 8:40 A.M.



Kurt Rodhe, President



Michael E. Derr - Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – June 21, 2019

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, June 21, 2019. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Mike Derr	
Carol Miller	Taylor Krebs	
Kurt Rodhe	Jennifer Talkington	
Kris Pipes-Perone	Rebecca Starner	
Eric Miller	LaVonne Flickinger	

The meeting was called to order by Kurt Rodhe at 8:06 AM.

ADDITIONS OR CORRECTIONS TO AGENDA

None.

APPROVAL OF MINUTES

The minutes of May 2019 regular meeting were reviewed. On a motion by Mrs. Pipes-Perone and seconded by Dr. Miller the minutes of the May 2019 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.

035-19 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	10,761.38
010	Sewage Program Fund	11,547.76
030	Clinic Fund	3,854.92
060	Special Services	687.62
110	RV Park/Camp Fund	35.86
120	Swimming Pools	35.93
140	Private Water Fund	661.22
150	Solid Waste Fund	4.37
190	Food Service Fund	485.04
310	Maternal & Child Health	1,753.37
330	WIC	2,022.43
340	Injury Prevention	1,374.44
350	Small Healthcare Provider QI	5,457.52
370	Emergency Preparedness	210.80
460	Get Vaccinated Ohio	209.60

Total Payables \$39,102.26

Mrs. Miller moved that the accounts payable for May 2019 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. 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.

036-19 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of May 2019. Dr. Miller moved that the account transactions report for the month of May 2019 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

None

CONTINUING BUSINESS-

## NON-ACTION ITEM REPORT

Nothing new to report.

## NEW BUSINESS-

### 037-19 APPROVAL TO HIRE LINDSEY WILSON AS WIC PEER HELPER

The Health Commissioner recommended approval to hire Lindsey Wilson as the WIC Peer Helper. Mrs. Miller moved that the motion be approved. 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.

### 038-19 RESIGNATION OF JENNIFER MOMCHILOV

The Health Commissioner recommended the approval of the resignation of Jennifer Momchilov from PRN status. Mrs. Miller moved that the motion 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.

### 039-19 RESIGNATION OF EMILY GERBER

The Health Commissioner recommended the resignation of Emily Gerber, while also requesting PRN status. Mrs. Pipes-Perone moved that the motion 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.

### 040-19 RETIREMENT OF JON CROUP

The Health Commissioner announced to the Board of Health that Jon Croup would be retiring from his position as the Environmental Health Director, with his last day being July 31, 2019. Mr. Croup served over 31 years at the Holmes County General Health District. The Health Commissioner and Board of Health expressed their gratitude for his many years of service, his positive reputation and legacy in the community, and wished him well on his future endeavors. They also discussed the transition process, and recruitment for a new Director. Mr. Miller moved that the motion 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.

### 041-19 APPROPRIATIONS – HELP ME GROW

The Health Commissioner presented the appropriations for the Help Me Grow program, which provided \$4,000 additional dollars. Early Intervention programs such as Help Me Grow have become a priority at the state level. Mrs. Pipes-Perone moved that the motion be approved. 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.

### 042-19 APPROPRIATIONS – GET VACCINATED OHIO

The Health Commissioner presented the appropriations for Get Vaccinated Ohio, with funding beginning July 1, 2019. Mrs. Pipes-Perone moved that the motion 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.

### 043-19 APPROPRIATIONS - PHEP

The Health Commissioner presented the Appropriations for PHEP, with funding beginning July 1, 2019. Dr. Miller moved that the motion 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.

### 044-19 CONTRACT WITH MATT FALB FOR EPIDEMIOLOGICAL SERVICES

The Health Commissioner recommended the approval to renew the contract with Matt Falb for epidemiological services, as required by PHEP. Nothing about the contract has fundamentally changed. Mr. Falb is also able to contribute to the epidemiological aspect of grant-writing. Dr. Miller moved that the motion 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.

### 045-19 FINAL APPROVAL OF EMPLOYEE RAISES AS BUDGETED

The Health Commissioner presented the Board the cost of living wage increase for employees that was approved in November during budgeting. The Board then discussed if raises should have a final approval after the initial approval during budgeting, before the raises go into effect.



Mrs. Miller moved that the motion be approved. 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.

#### 046-19 HOME VISITING AGREEMENT WITH ODH

The Health Commissioner, along with Mrs. Starner, Director of Personal Health Services, reported to the Board the Help Me Grow/Home Visiting agreement with the Ohio Department of Health. This is a 6-month extension, and there will likely be another 6-month extension, states Mrs. Starner. Nothing has changed in the agreement. Mr. Miller moved that the motion be approved. 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.

#### REPORTS

Mrs. Jennifer Talkington presented her report to the Board of Health. Mrs. Talkington began by reporting that the PHEP FY 19 wraps up officially on June 30, 2019, although all deliverables are already completed. She said she is still waiting on documents for the FY20 grant to be released. ODH will release these on June 28, 2019. For PHEP, she is also preparing for the pandemic flu tabletop exercise which is slated for September. For PHAB, Mrs. Talkington, reported on the Site Visit that occurred on June 4<sup>th</sup> and 5<sup>th</sup>, which went very well. There was only one additional document requested. PHAB provided feedback which included Strengths and Opportunities for Improvement. Strengths included staff and management working well and engaging with the community, being fiscally aware, advocating for additional grant-funding, engaging in legislative activities, and having a well-coordinated CHIP and CHA. Opportunities for Improvement included enhancing primary data collection, specifically quantitative data of at-risk populations, community engagement with hard-to-reach populations, and more capacity and access to internal and external expertise for analyzing data. She said that the PHAB report should be available mid-August, and that it is anticipated that it will be reviewed at the August 20<sup>th</sup> PHAB Board Meeting. We should know our accreditation status by the end of August.

Mr. Kurt Rodhe responded to Mrs. Talkington's report by complimenting the staff for their hard work in the accreditation process. He said that it was a long journey, and a positive process. He appreciated their efforts in going above and beyond the scope of normal work to complete this great undertaking. He explained that he and Mrs. Carol Miller had the opportunity to meet with PHAB, and that it was a privilege, and that they seemed to have a good impression of the Health District. The Health Commissioner then thanked the Board of Health for their efforts in the process, and for making accreditation possible. He added that he couldn't be more proud of staff and how they pulled it all together. They were well-prepared to answer questions about what they do every day. It's easy to talk about something you care about. He also acknowledged Mrs. Talkington, for keeping the process organized, and for stepping up to the challenge.

Mrs. LaVonne Flickinger reported that the Health District had a clean audit.

Mrs. Rebecca Starner provided her report to the Board of Health.

#### INCOME AND EXPENSE

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

#### STATISTICS

The Health Commissioner reported on the Statistics for the month of May. He discussed that the statistical report only shows confirmed cases as defined by the CDC and ODH, not suspected or probable. In the past week, the Health District received reports of 9 suspected cases of Lyme disease, and only 1 confirmed case. ODH requires a two-tiered test for Lyme disease to be confirmed. Dr. Miller explained that from a medical standpoint, he only needs to see the diagnostic rash to be able to diagnose and treat for Lyme. The two-tiered test is expensive, and likely why many doctors and patients opt out. The Health Commissioner concluded the discussion by stating that in future statistical reports, the communicable diseases will be listed as confirmed, suspected, and probable to better reflect the disease presence in Holmes County.

There being no further action, the Board adjourned at 10:17 A.M.

  
Kurt Rodhe, President

  
Michael E. Derr - Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – July 19, 2019

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, July 19, 2019. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Carol Miller	Mike Derr	None
Kurt Rodhe	Taylor Krebs	
Eric Miller	Rebecca Starner	
	LaVonne Flickinger	
	Jon Croup	

The meeting was called to order by Kurt Rodhe at 8:20 AM.

ADDITIONS OR CORRECTIONS TO AGENDA  
None.

APPROVAL OF MINUTES  
The minutes of June 2019 regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Dr. Miller the minutes of the June 2019 meeting were approved. On the roll call vote the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

<u>047-19 APPROVAL OF ACCOUNTS PAYABLE</u>		
The following accounts payable were presented and reviewed by the Board:		
001	District Health Fund	\$12,019.33
010	Sewage Program Fund	\$1,004.16
030	Clinic Fund	\$1,909.69
060	Special Services	\$689.02
110	RV Park/Camp Fund	\$53.05
120	Swimming Pools	\$106.68
140	Private Water Fund	\$777.19
150	Solid Waste Fund	\$17.51
190	Food Service Fund	\$403.13
310	Maternal & Child Health	\$1,823.57
320	Help Me Grow	\$1,699.50
330	WIC	\$4,403.42
340	Falls Among Older Adults	\$651.58
350	Small Healthcare Provider QI	\$26,106.42
460	Get Vaccinated Ohio	\$168.35
Total Payables		\$51,832.60

Mrs. Miller moved that the accounts payable for June 2019 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: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

048-19 APPROVAL OF ACCOUNT TRANSACTIONS  
The Board reviewed the account transactions report for the month of June 2019. Dr. Miller moved that the account transactions report for the month of June 2019 be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

HEARINGS  
None  
PUBLIC PARTICIPATION  
Rebecca Starner was recognized as this quarter's Employee Spotlight, and will be eligible for the Dr. Maurice Mullet award at the end of the year. Mrs. Starner is a valuable employee, and respected by her peers. As Director of Personal Health Services, she has advanced the E.I. and Help Me Grown programs, increasing caseloads, and improving services. She serves

vulnerable, at-risk children in Holmes County, and provides much needed support to families, and catches those who have started to fall through the cracks. During the PHAB Site-Visit, Mrs. Starner went above and beyond, proving herself to be a competent, dedicated, and willing employee. Mrs. Starner is a passionate, positive presence in the Health District, and the Board along with the Health Commissioner are appreciative of all her efforts and hard work.

#### CONTINUING BUSINESS-

##### NON-ACTION ITEM REPORT

Nothing new to report.

#### NEW BUSINESS-

##### 049-19 RESOLUTION IN RECOGNITION OF JON CROUP

The Health Commissioner presented a resolution to recognize the retirement of Jon Croup as the Director of Environmental Health and an employee of the Health District. The Health Commissioner thanked Mr. Croup for this years of service and the Board expressed their appreciation and wished him well. Mr. Croup has been at the Health District for 31 years, with 22 of those years serving as the Director. He brought a common sense approach to working with the community, and made sure to always treat people as he would expect to be treated. He is a wealth of knowledge and expertise. Mr. Rodhe expressed that he really appreciated Mr. Croup and the way he partnered with the community, working through problems rather than making problems. Mrs. Miller applauded him on his ability to create a "spirit of cooperation" and assured him he was leaving a legacy. Dr. Miller moved that the motion be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

##### 050-19 QUALITY IMPROVEMENT PLAN - REVISED

The Health Commissioner presented the revised Quality Improvement Plan to the Board of Health. The Board reviewed the revisions in the QI Plan. Dr. Miller moved that the motion be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

##### 051-19 HELP ME GROW AGREEMENT (PRIOR GRANT YEAR)

The Health Commissioner presented the Help Me Grow grant agreement for the prior grant year. The Board reviewed the grant agreement. Dr. Miller moved that the motion be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

##### 052-19 HELP ME GROW AGREEMENT (CURRENT GRANT YEAR)

The Health Commissioner presented the Help Me Grow grant agreement for the current year. The Board reviewed the grant agreement. Mrs. Miller moved that the motion be approved. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

#### REPORTS

Mrs. Rebecca Starner presented her report to the Board of Health. She reported that the Early Intervention Sub-grant was awarded and the agreement was signed. The Home Visiting Farm at Walnut Creek was cancelled due to the extreme heat. In Injury Prevention, Tai Chi had a new class at Walnut Creek with 24 participants. The average attendance for Tai Chi on the Trail is 16. A Tai Chi Refresher course will be held at the end of the month. Lindsey Wilson started as the new WIC Breastfeeding Peer Helper. The next Infant Feeding Class will be July 27<sup>th</sup> at Pomerene Hospital. WIC staff will be recording PSAs for WKLM. Linda and Robin have been hanging up fliers for WIC. WIC has been working on a billboard. WIC will be at Kid's Day at the fair and the Amish Health and Safety Day playing games to teach about nutrition. WIC staff will be going to Columbus on August 28<sup>th</sup> for an annual breastfeeding conference.

The Health Commissioner presented his report to the Board of Health. The POD flu clinic will be at Hiland High School this year on October 8<sup>th</sup>. This will test emergency preparedness capabilities. The CHIP group is begun planning for the next Community Health Assessment and will have a draft contract to the Board in the next couple of months. He reported that he has been appointed to represent small health departments on the State's Bioterrorism Team and Emergency Preparedness Team. He then said that the Health Department continues to prepare for upcoming events – the Holmes County Fair, Amish Health and Safety

Day, and Kid's Fest.

#### INCOME AND EXPENSE

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

#### STATISTICS

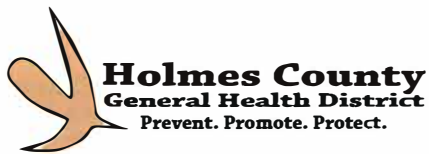
The Health Commissioner presented the statistical report to the Board of Health. He pointed out the new format of statistics that includes confirmed, probable, and suspected cases, which should provide a broader picture of communicable disease investigations in Holmes County. He provided the Board with a handout of information regarding Measles and the MMR vaccine, in response to the recently confirmed Measles case in Stark County that is confirmed to be connected to the national outbreak. Due to the history of Measles in Holmes County, the Health Commissioner wanted to ensure that staff and board members were prepared in the event that the disease spreads. However, it was unlikely for this case to spread, as the patient and family have been quarantined. The Health Commissioner also brought to the board's attention the continually increasing STD cases. It is the hope that the newly opened family planning clinic, provided by Kno-Ho-Co through ODH grant-funding, and located in Millersburg, will help to address these issues.

There being no further action, the Board adjourned at 9:12 A.M.

  
Kurt Rodhe, President

  
Michael E. Derr - Secretary





## HOLMES COUNTY DISTRICT BOARD OF HEALTH

### MINUTES OCTOBER 2019

#### CALL TO ORDER

The Holmes County District Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **October 18, 2019**. Board President Mr. Kurt Rodhe called the meeting to order at **8:07 AM**.

#### ATTENDANCE

##### BOARD MEMBERS

Kurt Rodhe  
Carol Miller  
Eric Miller  
Paul Miller

##### STAFF

Michael Derr  
Sarah Burkholder  
LaVonne Flickinger  
Rebecca Starnes  
Jodi Gearheart  
Taylor Krebs

##### GUESTS

None

#### ADDITIONS OR CORRECTIONS TO AGENDA

*None*

#### APPROVAL OF MINUTES

Minutes from the **September 2019** regular meeting were reviewed. On a motion by Mr. Miller and seconded by Dr. Miller the minutes of the **September 2019** 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.

#### 064-19 APPROVAL OF ACCOUNTS PAYABLE

Mrs. Miller moved that the accounts payable for September 2019 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, Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative—None. The motion was approved.

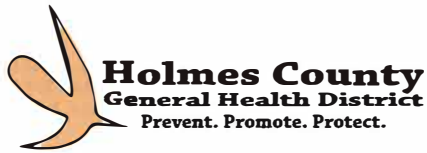
001	District Health	\$5,669.28
010	Sewage Program	\$33,244.31
030	Clinic	\$10,128.35
060	Special Services	\$737.84
110	RV/Park/Camp Fund	\$24.40
120	Swimming Pools	\$6.12
140	Private Water Fund	\$278.97
150	Solid Waste Fund	\$2.12
190	Food Service Fund	\$223.84
310	Maternal & Child Health	\$5.98
330	WIC	\$7,478.07
340	Falls Among Older Adults	\$1,775.60
360	Immunization	\$591.64
420	Help Me Grow	\$1,246.37
470	PHEP	\$2,667.81
#	<b>Total</b>	<b>\$64,080.70</b>

#### 065-19 APPROVAL OF ACCOUNTS TRANSACTIONS

The Board reviewed the account transactions report for the month of **August & September 2019**. Dr. Miller moved that the account transactions report for the month of **August & September 2019** 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**

Ferman and Amanda Yoder, 3380 SR 39, Walnut Creek

## **NEW BUSINESS**

### **066-19 2020 FOOD COST ANALYSIS & PROPOSED FEES**

The Ohio Department of Health requires three readings of food cost analysis and proposed fees. Fees have increased by around 15%, which has been steady. Mr. Kurt Rodhe requested a comparison with previous years. These fees reflect local fees not those set by ODH. After discussion and reflection among the board, Dr. Miller moved that the first reading be approved. 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.

### **067-19 APPROVAL TO RECRUIT & HIRE EH TECH**

Prior to the meeting, the Health Commissioner met with the Board President to discuss the need to hire an Environmental Health Tech to maintain current demands in the department. Funding in E.H. would allow for such a hire. This position does not require prior schooling. Mrs. Miller moved that the motion be approved. 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.

### **068-19 RESIGNATION OF LINDA MIDDAUGH**

Linda Middaugh, a former employee of WIC, resigned from her position to help her son with his small business. Mrs. Miller moved that the motion be approved. 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.

### **069-19 RECLASSIFY LINDSEY WILSON**

Instead of hiring someone to fill Linda's part-time position, Lindsey Wilson will be re-classified from part-time to full-time, assuming Robin Davis's duties as Intake Coordinator. Mr. Miller moved that the motion 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.

### **070-19 RECLASSIFY ROBIN DAVIS**

Robin Davis will be re-classified as a WIC Health Professional and take over Linda's caseload. Dr. Miller moved that the motion be approved. 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.

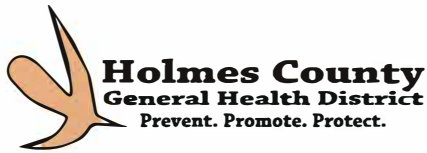
### **071-19 SALARY ADJUSTMENT FOR LAVONNE FLICKINGER**

LaVonne Flickinger has continued to take on more responsibility in her role as HR officer. A salary increase is necessary to bring her within the paygrade she has been working in and align her to the scale for which bordering jurisdictions pay HR officers. Mrs. Miller moved that the motion be approved. 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.

### **072-19 SEWAGE VARIANCE REQUEST**

Jodi Gearheart explained to the Board that a sewage variance was necessary to remediate a nuisance without forcing an abandonment of the home. Upon inspection and investigation, the E.H. team found there to be only one solution and method that which would require a variance. The homeowners are eligible for 100% of funding for a new system through the Waste Water Control Loan Fund Program. Similar variances have been requested and approved in the past. This is the most economical path to address a failed system without removing the homeowners from their property. Mrs. Miller moved that the motion be approved. 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.

## **INCOME & EXPENSE REPORT**



The income and expense report for the month of **September** was reviewed. Mr. Miller moved that the report be approved. 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.

#### STATISTICS

Birth certificate issuance has increased which may have to do with the new driver's license and ID requirements. There was also a 125% increase in Hepatitis A vaccination from the previous year.

#### STAFF REPORTS

Mrs. Sarah Burkholder reported that Environmental Health was in the middle of the ODH food program survey which started that Tuesday. The program had thus far received positive feedback. Friday of the Board Meeting and the following Monday was the sanitarian field review portion. Sam and Julia were able to choose the locations. An exit interview will be conducted October 24<sup>th</sup>. Sarah views this process as an opportunity for quality improvement within the food safety program. She also reported that the annual Sewage Contractor's meeting would be held on November 12<sup>th</sup>. CEU's would again be awarded for attendance. Under the Water Pollution Control Loan Fund Program, 8 systems had been installed with 8 more pending.

Mrs. LaVonne Flickinger reported she was preparing for the end of the calendar year as fiscal clerk and that Coblenz would be contracted to provide IT support moving forward.

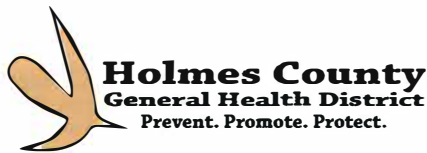
Mrs. Rebecca Starnier reported that Early Intervention staff have been reaching out to local providers to find out if they would be interested in becoming service providers for the program to supplement the core team. The EI team is scheduled to have a luncheon at the New Leaf Center that includes education and outreach. Home Visiting had a successful group at the Farm at Walnut Creek with 35 in attendance. The Injury Prevention colation met and reviewed feedback from the Standing Against Falls walk that was gathered from volunteers and participants. Bylaws and Stratific Plan were updated. Tai Chi classes have had excellent attendance. There will be a "pop up" class at Deer Run Park October 30<sup>th</sup>. Matter of Balance, held at Pomerene, has had 12 participants. WIC billbaords have been installed throughout the county, and the program continues to seek new referrals.

On behalf of Ms. Tara Conner, Mr. Derr reported that on October 8<sup>th</sup>, the Health District hosted a Point of Distribution (POD) at Hiland High School to distribute flu vaccine to the public. Deployment and execution was successful, with a set-up time of around an hour. Two nurses and a nursing student were present to administer the vaccine. Flu vaccine will also be distributed to county employees on October 22<sup>nd</sup> and Raquel will be providing vaccines to the Holmes County Training Center. On September 30<sup>th</sup>, Tara faxed all PCP's in Holmes County, the HAN alert and the reporting form for Pulmonary Disease related to E-Cigarettes. On October 11<sup>th</sup>, she attended a session/training at Akron Children's Hospital on vaping and screening. Vaping is a continued public health concern. As of October 8<sup>th</sup>, there were 1,299 lung injury cases and 26 confirmed deaths confirmed in 21 states related to e-cigarettes. On October 7<sup>th</sup>, Tara attended a NECO training on antimicrobial resistance containment, focusing on CP-CRE and Candida auris, which included an exercise on containment/reporting/avoiding cross-contamination of facilities.

The being no further action, the Board adjourned at **9:20 AM**.

  
Kurt Rodhe, Board President

  
Michael E. Derr - Secretary



## HOLMES COUNTY DISTRICT BOARD OF HEALTH

### MINUTES

NOVEMBER 15, 2019

### CALL TO ORDER

The Holmes County District Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, November 15, 2019. Board President Mr. Kurt Rodhe called the meeting to order at 8:04 AM.

### ATTENDANCE

#### BOARD MEMBERS

Kurt Rodhe  
Carol Miller  
Eric Miller  
Paul Miller

#### STAFF

Michael Derr  
Jennifer Talkington  
Sarah Burkholder  
Tara Conner  
LaVonne Flickinger  
Rebecca Starner  
Beth Crone  
Taylor Krebs

#### GUESTS

None

### ADDITIONS OR CORRECTIONS TO AGENDA

Add 9.8 Medicaid Administrative Claiming (MAC) Contract to Agenda

### APPROVAL OF MINUTES

Minutes from the October 2019 regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Dr. Miller the minutes of the October 2019 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.

### 072-19 APPROVAL OF ACCOUNTS PAYABLE

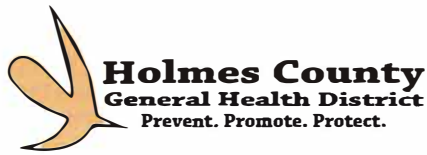
Mr. Miller moved that the accounts payable for September 2019 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative—None. The motion was approved.

001	District Health	\$17,145.55
010	Sewage Program	\$2,582.20
030	Clinic	\$5,685.62
060	Special Services	\$1,001.61
110	RV/Park/Camp Fund	\$12.55
120	Swimming Pools	\$10.80
140	Private Water Fund	\$1,052.68
150	Solid Waste Fund	\$0.16
190	Food Service Fund	\$163.95
310	Maternal & Child Health	\$380.47
330	WIC	\$7,479.71
340	Falls Among Older Adults	\$1,102.21
360	Immunization	\$1,098.56
420	Help Me Grow	\$2,275.77
430	WIC	\$81.47
470	PHEP	\$2,165.26
#	Total	\$42,238.57

### 073-19 APPROVAL OF ACCOUNTS TRANSACTIONS

The Board reviewed the account transactions report for the month of October 2019. Mrs. Miller moved that the account transactions report for the month of October 2019 be approved. 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.





## **HEARINGS**

President Rodhe convened a public hearing at 8:17 AM for the second reading of the Food Program proposed fees. Letters to interested parties had been sent prior to the meeting. No public comments were received. As no one from the public was present to comment, no additional testimony was given and the hearing was adjourned. The final reading was set for December 13<sup>th</sup> at 8:15 AM.

## **PUBLIC PARTICIPATION**

This quarter's Employee Spotlight was awarded to Mrs. Beth Crone. Mrs. Crone serves as a Service Coordinator in the Early Intervention program and was previously the Director of Nursing at the Health District. Mrs. Crone was recognized for her outstanding work ethic and dedication to the community. Her excellent performance and willingness to take on extra responsibilities was praised by both management and the Board of Health. She will now be eligible for the Dr. Maurice Mullet award at the end of the year.

## **CONTINUING BUSINESS**

### **NON-ACTION ITEM REPORT**

Ferman and Amanda Yoder, 3380 SR 39, Walnut Creek

## **NEW BUSINESS**

### **074-19 2020 FOOD COST ANALYSIS & PROPOSED FEES – SECOND READING**

With there being no public comment and no change to the initial fees proposed after the first reading, the 2020 Food Program fees were brought to a vote. Mrs. Miller moved that the first reading be approved. 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.

### **075-19 EMPLOYEE HEALTH INSURANCE**

The Health Commissioner presented an update to the Aultcare Employee Health Insurance rates. There was a 19% increase for employees and the Health District. A summary sheet was provided to the Board. The Health Commissioner assured the Board that the budget could handle the increased rate, however it is unfortunate for employees. He also explained that this rate was the lowest he and fiscal agent, Mrs. LaVonne Flickinger, were able to find for an agency of the size of the Health District. Mr. Miller moved that the motion 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.

### **076-19 COBLENTZ IT - CONTRACT**

The former IT contractor, Mr. Steve Mullet, moved to Florida. To replace him, the Health District sought a new service provider. After receiving quotes, the Health District received a contract from Coblentz that would be a similar cost to Mr. Mullet's rate, with several new services added. Mr. Miller moved that the motion be approved. 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.

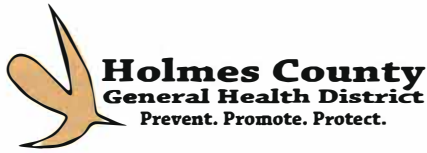
### **077-19 CHRISTMAS EVE AND NEW YEAR'S EVE HOURS**

The Health Commissioner recommended to the Board the approval of the agency to mirror the county by closing the office on Christmas Eve and for half a day beginning at noon on New Year's Eve. Mrs. Miller moved that the motion be approved. 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.

### **078-19 ANNUAL REVIEW OF 5-YEAR BUDGET**

The Health Commissioner presented to the Board the annual five year budget projections for the Health District. The budget is on track for the year. Looking at new revenue streams. Grants are established, holding is steady. Programs such as private water are in a spending deficit which will be addressed in 2020. Dr. Miller moved that the motion be approved. 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.





#### 079-19 PERSONNEL POLICY 4.4: EXPENSE REIMBURSEMENT/TRAVEL

The Health Commissioner explained that at the current rate, reimbursement for travel is .40/mile which is lower than the federal rate. The new policy would increase the rate to .50/mile, which also does not exceed the federal rate. Per-diem meals would increase to \$10 for breakfast, \$15 for lunch, and \$20 for dinner to better reflect the cost of meals in larger cities where management and staff are occasionally sent on behalf of the agency.

Mrs. Miller moved that the motion be approved. 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.

#### 080-19 REVISED ORGANIZATIONAL CHART 2020

The Health Commissioner along with the Deputy Commissioner presented to the Board a revised organizational chart that would better align the agency for future growth. The new alignment would maintain the framework of 3-5 employees per supervisor. Management were in agreement. It would go into effect on January 1, 2020 upon approval. Mr. Miller moved that the motion be approved. 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.

#### 081-19 MEDICAID ADMINISTRATIVE CLAIMING (MAC) CONTRACT

The Health Commissioner recommended approval of the renewed MAC contract with the Ohio Department of Health. Medicaid Administrative Claiming (MAC) helps local public health agencies to improve access to healthcare by providing reimbursement for assisting low income Ohioans in enrolling in Medicaid and accessing appropriate Medicaid covered services. The MAC Time Study is done quarterly. Dr. Miller moved that the motion be approved. 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.

#### INCOME & EXPENSE REPORT

The income and expense report for the month of **October** was reviewed. Mrs. Miller moved that the report be approved. 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.

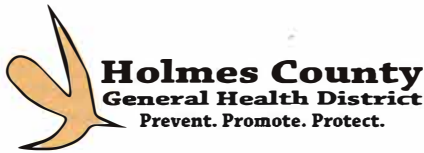
#### **STATISTICS**

WIC caseload continues to be low. Flu vaccine administration was up. The Health District ran out of private vaccine. Dr. Eric Miller said they had concerns that the statistical report isn't reflecting the actual burden of pertussis in the county. The Director of Nursing, Mrs. Tara Conner explained that the statistics only reflect cases that are confirmed with lab testing therefore there is underreporting because patients are sometimes treated without a positive lab. Dr. Miller attested to this. All parties agreed a new method is needed to ensure the statistics reflect the actual burden of disease within the county.

#### **STAFF REPORTS**

Mrs. Sarah Burkholder presented her report to the Board on behalf of the Environmental Health division. Her first point was to present the outcomes of the 2019 Annual Sewage Contractor's Meeting which was held on Tuesday, November 12<sup>th</sup>. This event provides septic professionals with an opportunity to earn 6 Continuing Education Units which is required each year in order to renew their State of Ohio Registration. The event went smoothly, despite the absence of Mrs. Cathy Kick, who planned and coordinated the event. Many were impressed with the success of the event and praised Mrs. Kick for her hard work and effort that went into it. The E.H. department used the meeting as an opportunity for outreach specifically related to the O&M program in Holmes County and other septic-related matters. This will assist with meeting PHAB requirements in Domain 6. Mrs. Burkholder also said that there would be a regional training for Private Water rule on December 3<sup>rd</sup> at the Summit County Health Dept. Sponsored by ODH. E.H. is currently undergoing hiring an E.H. Technician to join the team.

Mrs. Tara Conner reported on Get Vaccinated Ohio deliverables. She said that the county chose the Health Department to administer flu vaccine to employees. 82 flu shots were given. So far there have been three hospitalizations from flu in Holmes County.



Mrs. Rebecca Starner presented her report to the Board on behalf of the Personal Health Services division. She started by saying that the central coordination for Help Me Grow (Early Intervention and Home Visiting) has secured funding for two billboards in Holmes County. In Falls Prevention, PopUp Tai Chi at Deer Run Park on October 30<sup>th</sup> was a success despite the rain. The Injury Prevention survey was mailed out on October 11<sup>th</sup> to 400 random households in the county who have the Homestead Tax Exemption. Surveys were also given to program participants, ProMotion Therapy and Kinetics. The deadline to return the surveys is November 15<sup>th</sup>. In WIC, the intern, Mrs. Jennifer Momchilov, provided education at the local grocers on how to use the WIC Shopper App. Surveys have been sent to identify why families have ended their participation in WIC.

Mrs. LaVonne Flickinger reported that the Health District had a visit from the Public Entities safety agent. She also said she would be applying for \$1,000 from Public Entities to use for a bulletproof glass window at the front desk.

Mrs. Jennifer Talkington reported on PHEP and PHAB. For the 2020 PHEP grant, the Health District has received funding for all deliverables completed thus far. Several large deliverables are due in December and January including the Cold/Chain Vaccine Management Plan, and the annual Training and Exercise Plan update. She reported that the Pandemic Influenza tabletop exercise will take place on January 14<sup>th</sup> at the Health Department. Several staff will participate, and invitations were sent to community partners; including EMA, Sheriff's Office, school nurses, school superintendents, and the hospital. This exercise will take the place of the normally scheduled annual Regional Functional Exercise. The purpose of this exercise will be to begin discussions on community wide protocols and procedures for a pandemic flu event. The 2021 grant application will be released in December/due in January. PHAB gave the Health District an accreditation action plan. There are 18 measures that need corrective action before accreditation status can be awarded. I have met with team leaders and we have a plan of action in place to correct the necessary items. We must submit the new documents to PHAB by the end of August 2020. Our goal is to have everything re-submitted by June 2020.

The Health Commissioner reported that he had attended the Kent State University Career Fair and the Annual Sewage Installer Meeting. He continues to look at state legislation with AOHC. Management Meeting was held and there were discussions of budget and program updates. The most recent staff training was on Quality Improvement.

The being no further action, the Board adjourned at 9:20 AM.

  
Kurt Rodhe, Board President

  
Michael E. Derr - Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

MINUTES

DECEMBER 20, 2019

CALL TO ORDER

The Holmes County District Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, December 20, 2019. Board President Mr. Kurt Rodhe called the meeting to order at 8:05 AM.

ATTENDANCE

BOARD MEMBERS

Kurt Rodhe  
Carol Miller  
Eric Miller  
Paul Miller

STAFF

Michael Derr  
Jennifer Talkington  
Sarah Burkholder  
Tara Conner  
LaVonne Flickinger  
Rebecca Starner  
Taylor Krebs

GUESTS

None

ADDITIONS OR CORRECTIONS TO AGENDA

APPROVAL OF MINUTES

Minutes from the November 2019 regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Dr. Miller the minutes of the November 2019 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.

001	District Health	\$7,366.12
010	Sewage Program	\$46,099.77
030	Clinic	\$1,369.92
060	Special Services	\$662.21
110	RV/Park/Camp Fund	\$38.06
120	Swimming Pools	\$33.47
140	Private Water Fund	\$4,760.23
150	Solid Waste Fund	\$1.41
190	Food Service Fund	\$311.11
310	Maternal & Child Health	\$300.00
330	WIC	\$1,499.32
340	Falls Among Older Adults	\$3,909.75
360	Immunization	\$933.56
420	Help Me Grow	\$529.01
430	WIC	\$787.83
470	PHEP	\$1,004.36
#	Total	\$69,622.13

082-19 APPROVAL OF ACCOUNTS PAYABLE

Dr. Miller moved that the accounts payable for November 2019 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, Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative–None. The motion was approved.

083-19 APPROVAL OF ACCOUNTS TRANSACTIONS

The Board reviewed the account transactions report for the month of November 2019. Dr. Miller moved that the account transactions report for the month of November 2019 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

Ferman and Amanda Yoder, 3380 SR 39, Walnut Creek

**NEW BUSINESS**

084-19 2020 FOOD COST ANALYSIS & PROPOSED FEES – FINAL READING

With there being no public comment and no change to the initial fees proposed after the final reading, the finalized 2020 Food Program fees were brought to a vote. Mrs. Miller moved that the final reading be approved. 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.

085-19 PERSONAL SERVICES CONTRACT WITH KATHY PROPER

The Health Commissioner recommended the renewal of a personal services contract with Kathy Proper. Mrs. Miller moved that the motion be approved. 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.

086-19 OHIO DEPT. OF DEVELOPMENTAL DISABILITIES NUTRITION CONTRACT

The Health District was awarded a nutrition service provider contract that provides WIC, BCMH and Medicaid covered services to the county and some surrounding counties. Additional revenue will support the WIC nutritionist, Mrs. Laurie Sabel. Mrs. Sabel currently provides nutrition education in schools, through the OSU Extension, and Head Start. Dr. Miller moved that the motion be approved. 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.

087-19 2020 APPROPRIATIONS

The Health Commissioner presented to the Board the 2020 appropriations for the next fiscal year. Mrs. Miller moved that the motion be approved. 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.

088-19 2020 BOARD OF HEALTH MEETING DATES

The Health Commissioner recommended the approval of next year's Board of Health meeting dates. Once approved, the dates will be posted officially, put on the agency website and sent to the press. Mr. Miller moved that the motion 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.

089-19 HELP ME GROW/HOME VISITING CONTRACT

The Help Me Grow contract which extends to July was presented to the Board. An official provider agreement was negotiated. Reimbursement is 30% higher although unit prices have increased. There has been a lot of advocacy from state officials for the program. It will bring in an additional \$10-\$15k. Mr. Miller moved that the motion 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.

ELECTION OF OFFICERS

The Health Commissioner and Board of Health discussed the upcoming election of officers in March. New terms begin April 1<sup>st</sup>.

INCOME & EXPENSE REPORT

The income and expense report for the month of **November** was reviewed. Mrs. Miller moved that the report be approved. 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.



## STATISTICS

The management team discussed adjusting the statistical report in 2020 to better reflect health outcomes and program/services inputs and outputs, as well as monitoring progress related to objectives in the CHIP/CHA and Strategic Plan. Dr. Miller and the DON Mrs. Tara Conner discussed the increased pertussis activity in the county, and a lack of reporting. The statistics do not accurately reflect the amount of people with pertussis because families are not reporting, doctors' offices are not filling out paperwork, and not all with the "whooping cough" are being tested and confirmed by a lab, which is what is necessary to include the case as "confirmed" in statistics.

## STAFF REPORTS

Mrs. Tara Conner, Director of Nursing, reported that Holmes County has seen a significant increase in Pertussis activity, with a recorded outbreak in the Baltic area. Cases span from Ripley TWP to Clark TWP. An FAQ article will be published in The Budget and The Shopper. These are also being handed out at Health District outreach and immunization clinics. Nursing staff will continue to field calls related to the disease. An attempt to arrange a meeting with Bishops in the county is in process. Flu activity, in contrast, remains low. She also reported that Chief Shaner exchanged the Town Police Department's expired Naloxone for 16 doses that will expire in 2021. MOBI/TIES deliverables have been met. Immunization clinics continue to be busy related to recent Pertussis and Varicella activity in the county.

Mrs. Rebecca Starner, Director of Personal Health Services, reported that they had received the HV Provider Agreement from ODH. The Falls Prevention Forum will be held on March 3<sup>rd</sup> at 2:30 at the Main Branch of the Holmes County Public Library. The Forum will introduce the Injury Prevention Survey to county citizens. All coalition members have been encouraged to attend. She also reported that WIC has seen an increase in caseloads for the month of November, however nationally numbers are down. The WIC nutritionist, Mrs. Laurie Sabel, was awarded a grant to provide support to Early Intervention in Holmes and surrounding counties.

Mrs. Sarah Burkholder, Director of Environmental Health, reported that she intends to apply for a Mosquito Control grant, which, if awarded, could allow the Health District to employ two summer interns, conduct mosquito surveillance/identification, apply larvacide to breeding grounds, and conduct community education and outreach. She informed the Board of a 10 year study in Holmes Knox and Coschocton counties that has been documenting the establishment of blacklegged deer tick in Ohio. Collecting surveillance data can improve the understanding of tick ecology in Ohio. Data generated from the study is shared with the Ohio Department of Health. The Health Department has also been awarded a Litter Prevention grant through the Ohio EPA. The EH team has been attending trainings: Ohio Onsite Wastewater Association (OOWA), ODH Private Water Systems Code Update Training, and Mental Health First Aid.

Mrs. Jennifer Talkington, Deputy Health Commissioner, provided some updates for PHEP/PHAB. The PHEP FY 21 grant was released in December. Deliverables are what was expected. The Health Dept. will be hosting a Pandemic Influenza tabletop exercise on January 14<sup>th</sup>. Participating will be EMA, East and West Holmes school districts, the Sheriff's office, Pomerene hospital and the County Prosecutor. For PHAB, working to collect documents for work plan. The process for the 2020 CHA has begun. The Partners for a Healthier Holmes County collation met on December 11<sup>th</sup>. Lake County Health Department explained their CHA process and timeline at the meeting. The coalition chose target groups for the community focus groups and community leader meeting that will take place in spring. The 2020 CHA is scheduled to be completed in August.

Mr. Michael Derr, Health Commissioner, reported that the CHA kickoff meeting was successful and a timeline has been established for completion. He reported that he attended the Suicide Prevention Coalition. Holmes County has the lowest suicide rate in Ohio. He also spoke with a participant from the Chamber of Commerce Leadership Holmes County group on the roles of public health in the community. For AOHC, the State of Ohio B-Team met to discuss the PHEP grant and perceived funding issues for emergency preparedness. It is the role of the B-Team to sign off on the State of Ohio CDC grant and address concerns with ODH staff with deliverables and funding. He also reported that the Public Affairs group also met to discuss pending legislation that will continue at the beginning of next year along with rules that are up for comment that impact our local agencies. The Public Affairs group also selected a representative to work with ODH on the next budget bill with the Health Commissioner, himself, having a seat in those discussions. He said that this will be critical to ensure the Holmes County community receives resources to continue working on improving health outcomes.

The being no further action, the Board adjourned at 8:57 AM.

  
Kurt Rodhe, Board President

  
Michael E. Derr - Secretary