

Holmes County Board of Health

Regular Session
Minutes—January 15, 2021

CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **January 15, 2021**. Board President Mr. Kurt Rodhe called the meeting to order at **8:03 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Mike Derr	Jeff Kaufman
Carol Miller	Jennifer Talkington	
Misty Burns	Tara Conner	
Paul Miller	Sarah Burkholder	
Eric Miller	Rebecca Starner	

HEARINGS

A citation hearing was held for a solid waste nuisance involving the property owned by Larry Myer. The HCGHD Environmental Health staff have tried to address this nuisance over the last year with no avail. Health Commissioner Derr recommended that the Board of Health take action and issue a citation and allow Mr. Myer 30 days to remedy the situation. Ms. Burns asked Environmental Health Sanitarian, Jeff Kaufman, his opinion of the property. Mr. Kaufman explained that the property is in disarray. On a motion by Ms. Burns and seconded by Mrs. Miller, the Board will issue a citation to Mr. Myer. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved

ADDITIONS OR CORRECTIONS TO AGENDA

None

APPROVAL OF MINUTES

On a motion by Ms. Burns and seconded by Dr. Miller, the minutes of the **December 2020** meeting were approved. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

1-21 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$27,462.97
10	Sewage Program	\$40,892.64
30	Clinic	\$214.92
60	Special Services	\$971.32
110	RV/Park/Camp Fund	\$930.48
120	Swimming Pools	\$2.73
140	Private Water Fund	\$187.15
150	Solid Waste Fund	\$0.00
190	Food Service Fund	\$18.50
320	Help Me Grow	\$0.00
330	WIC	\$3,839.87
340	Falls	\$691.17
360	IAP	\$83.72
470	PHEP	\$106.25
#	Total	\$75,401.72

The Board reviewed the accounts payable report for December 2020. Mike noted that payables are high this month as we are working to finish up projects from the Wastewater Control Loan Fund (WWCLF) program. We paid out about \$30,000 to various sewage providers to complete these projects. Mike added that the WWCLF program is a great option for our community and helps individuals make repairs to their systems that they may not otherwise be able to afford. Mike shared that we spent all of the WWCLF grant money this year and already have a wait list for next year. Mrs. Miller moved that the accounts payable for **December 2020** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

2-21 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **December 2020**. Mike shared that there was only one transaction this month which was our payment from the hospital. Dr. Miller moved that the accounts transactions report for the month of **December 2020** be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS

3-21 VARIANCE REQUEST FOR PRIVATE WATER

Mike informed the Board that this variance request is to approve an isolation distance from a lot line. He noted that this is typical, and recommended approval. The Board discussed specifics of the request with Environmental Health Director, Sarah Burkholder. Mrs. Miller moved to approve the variance request for private water. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

4-21 CONTRACT WITH CHARLES HARRIS AND ASSOCIATES FOR ANNUAL HINKLE REPORT

Mike explained that each year we provide a report to the State with fiscal notes and audited financial statements. We have been working with Charles Harris and Associates for the last three years to prepare these reports. During that time, we have had clean audits. Mike explained that using them to prepare these reports is efficient, and because they employ CPA's there is a guarantee behind the reports. Additionally, their rates are cheaper than the County. This contract would be for five years, with a \$25 increase each year. Dr. Miller moved to approve the contract with Charles Harris and Associates. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

5-21 BOARD CALENDAR OF MEETINGS TO CONTINUE TO BE 3RD FRIDAY OF THE MONTH

Mike proposed to the Board that we maintain the current Board meeting schedule for 2021, which is the third Friday of each month at 8:00am. Ms. Burns moved to approve the 2021 Board Calendar. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

6-21 WWCLF AUTHORIZING RESOLUTION

Mike explained to the Board that this resolution allows the Health Commissioner to act on behalf of the Board to enact agreements and distribute funds for the Wastewater Control Loan Fund (WWCLF) grant. He explained that we do this every year. The grant is for \$150,000 and allows us to help people make improvements to their sewage systems. He added that this is a proactive way to prevent nuisances in the community. Ms. Burns moved to approve the WWCLF authorizing resolution. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

INCOME & EXPENSE

The income and expense report for the month of December 2020 was reviewed. Mike said that the Health District finished the year strong, however there are still some funds struggling due to the pandemic including special services, private water, and clinic. Mike noted that while the Health District currently has a strong financial situation, this will not be permanent as a significant amount of grant dollars were received in order to respond to the COVID-19 pandemic. Mike informed the

Board that he is anticipating more money to be awarded for vaccine response. Ms. Burns moved that the reports 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, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

STATISTICS

Mike explained that the Health District publishes a separate weekly report for COVID. Cases spiked slightly after the holidays, but are coming down. The Health District has been investigating 5-10 new cases per day. Mike said that he hopes to see these numbers continue to decrease with the vaccine now available. Mike also shared with the Board that the Health District is working on the 2020 Annual Report. The goal is to have that completed by the DAC meeting in March.

HEALTH COMMISSIONER REPORT

Tara Conner: Ms. Conner shared that the nursing staff have been busy with COVID vaccinations. She shared that next week the Health District will begin vaccinating those 80 years of age and older. There are two clinics scheduled next week at the Senior Center and all of the appointment slots are full. Ms. Conner explained that we will use up all of our vaccine allocation next week.

Jen Talkington: Mrs. Talkington shared that recruitment for MRC volunteers has been going very well. We have added 25 new volunteers including 12 nurses, 3 EMTs, 1 physician, and 1 veterinarian. She added that the MRC volunteers have also been very active at our clinics so far. Mrs. Talkington informed the Board that she is working to submit documents for two new COVID grants. One grant for \$20,000 will be awarded upon completion of a vaccine needs assessment. The second grant, called the Emergency Operations 2021 (EO21) grant is for \$116,000 and can be used to help with disease investigation, contact tracing, and vaccine administration.

Sarah Burkholder: Mrs. Burkholder informed that Board that as of January 7th, we have received 1,314 face mask complaints. The BWC has conducted 44 inspections of local business in Holmes County as a result of complaints. Mrs. Burkholder shared that the EH team is looking forward to participating in vaccination efforts. Mrs. Burkholder informed the Board that in December the ODH accompanied our Sanitarians to assess a well that could not produce a safe water sample. Despite multiple chlorination attempts, the samples continued to show elevated levels of Coliform and E.Coli. ODH used a camera to determine that well construction was not the problem and recommended a continuous disinfection system be added to the private water system. Mrs. Burkholder stated that this was a great learning experience for the EH team. Finally, Mrs. Burkholder shared that January is radon awareness month. WLKM featured a radio spot to promote radon awareness month. Mrs. Burkholder provided the Board with resources to additional information about radon testing.

Rebecca Starnier: Mrs. Starnier informed the Board that new hires, Crystal and Gina are now fully credentialed within their programs – Early Intervention and Help Me Grow. Mrs. Starnier shared that she recently received the results of the Early Intervention Annual Report and the Health District “met requirements” which she explained is the best rating possible. Within Falls Prevention, Mrs. Starnier shared that Kerry has been conducting Matter of Balance classes via

Zoom. Kerry is also working on a recorded presentation to fire and EMS regarding how to respond to calls that involve falls.

Health Commissioner: Mr. Derr provided an update on COVID-19 and updated the Board on the District's vaccination efforts thus far.

An executive session was requested to discuss building with no action to be taken. Mr. Miller made a motion to go into executive session. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved. Executive session began at 9:34am.

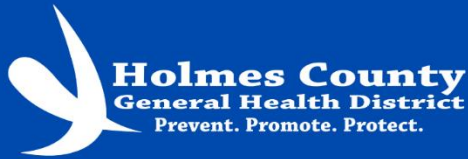
Executive Session

Mr. Miller made a motion to end executive session. Ms. Burns seconded the motion. There being no further action, the executive session ended at 9:45am.

Mr. Miller made a motion to adjourn the Board meeting. Ms. Burns seconded. There being on further action, the Board adjourned at 9:36am.

Kurt Rodhe, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—February 19, 2021

CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **February 19, 2021**. Board President Mr. Kurt Rodhe called the meeting to order at **8:00 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Commissioner Derr	Mike Hammon
Carol Miller	Sarah Burkholder	Judy Wortham Wood
Misty Burns		
Paul Miller		
Eric Miller		

HEARINGS

None

ADDITIONS OR CORRECTIONS TO AGENDA

- 9.1 Accept resignation of Jennifer Brindle
- 9.2 Recruit and Fill the Health Educator/PIO position

APPROVAL OF MINUTES

On a motion by Mr. Miller and seconded by Ms. Burns, the minutes of the **January 2021** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

7-21 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$31,771.63
10	Sewage Program	\$41,795.81
30	Clinic	\$1,175.36

60	Special Services	\$2,396.92
110	RV/Park/Camp Fund	\$18.97
120	Swimming Pools	\$11.96
140	Private Water Fund	\$869.65
150	Solid Waste Fund	\$14.61
190	Food Service Fund	\$549.35
320	Help Me Grow	\$1,192.48
330	WIC	\$1,888.58
340	Falls	\$1,185.12
360	IAP	\$63.80
470	PHEP	\$292.38
#	Total	\$83,226.62

The Board reviewed the accounts payable report for January 2021. Commissioner Derr informed the Board that payables are still high due to paying out contractors for the Waste Water Control Loan Fund (WWCLF) program. Mrs. Miller moved that the accounts payable for **January 2021** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

8-21 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **January 2021**. Commissioner Derr noted that the only transaction was a payment from the hospital for property. Ms. Burns moved that the accounts transactions report for the month of **January 2021** be approved. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

PUBLIC PARTICIPATION

Wayne-Holmes Mental Health and Recovery Board Director, Judy Wortham Wood, presented the HCGHD with an award for exceptional service in leading the community to combat the COVID-19 pandemic.

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS

9-21 ACCEPT THE RESIGNATION OF JENNIFER BRINDLE

Commissioner Derr informed the Board that Jennifer Brindle submitted her resignation due to issues. We have accepted her resignation. Mrs. Miller moved to approve the resignation of Jennifer Brindle. Ms. Burns seconded the motion. On the roll call vote the following members

voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

10-21 RECRUIT AND FILL THE HEALTH EDUCATOR/PIO POSITION

Commissioner Derr explained that this position is being recruited to fill the vacated position left by Jennifer Brindle. Mr. Miller moved to approve the recruitment and filling of the health educator/PIO position. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

INCOME & EXPENSE

Commissioner Derr informed the Board that it is too early in the year to determine where we are at. He entertained any questions. There were none. Mrs. Miller moved that the reports 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, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr shared that deaths in Holmes County increased in 2020 due to COVID-19. He also drew attention to communicable disease statistics and reminded the Board that we do continue to report and investigate other diseases, in addition to COVID.

HEALTH COMMISSIONER REPORT

Sarah Burkholder: Mrs. Burkholder informed the Board that as of February 16th, we have received 1,354 face mask complaints. The BWC has conducted 84 inspections of local business in Holmes County as a result of complaints. Mrs. Burkholder shared that the EH team has been working at the COVID vaccination clinics.

Tara Conner: Via a written report submitted to the Board, Ms. Conner shared that vaccine clinics are going well. We have vaccinated a total of 2,138 individuals in Holmes County. Clinics are held every Wednesday and Thursday at the Senior Center. Ms. Conner shared that we have received many complements from the public stating that the clinics are efficient and that staff are helpful and friendly. COVID-19 cases have decreased, as have hospitalizations and deaths. Ms. Conner informed the Board that she has also been working to prepare for the annual Child Fatality Review meeting. With regard to WIC, Ms. Conner shared that caseload increased slightly last month. WIC staff are working on a promotion for National Nutrition Month. The theme will be “Personalize your Plate with Color”.

Jen Talkington: Via a written report submitted to the Board, Mrs. Talkington informed the Board that the Holmes County MRC unit was recognized nationally for our utilization of volunteers for the COVID-19 clinics. Since November, we have added 38 new volunteers. Currently, our volunteers have contributed 250.25 hours of service which equates to economic value of \$7,508.93. Mrs.

Talkington praised Public Health Nurse, Courtney Struble, for her work managing and coordinating the MRC.

Health Commissioner: Commissioner Derr updated the Board on Senate Bill 22. The bill passed in the Senate. Commissioner Derr submitted opponent testimony for the bill. The Chamber of Commerce recognized the HCGHD staff and leadership for keeping the Holmes County community safe during the COVID-19 response. Commissioner Derr praised HCGHD staff and stated that they continue to do hero's work day in and day out. Finally, Commissioner Derr stressed that it is important to continue to take steps to prevent COVID-19 exposure, including hand washing, wear a mask, stay home when sick, and getting the vaccine.

Executive Session

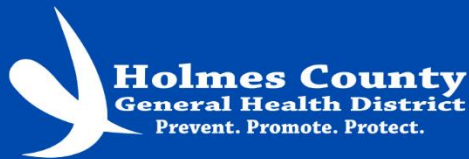
An executive session was requested to discuss personnel with no action to be taken. Mr. Miller made a motion to go into executive session. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved. Executive session began at 8:42am.

Dr. Miller made a motion to end executive session. Ms. Burns seconded the motion. There being no further action, the executive session ended at 9:32am.

Mr. Miller made a motion to adjourn the Board meeting. Ms. Burns seconded. There being on further action, the Board adjourned at 9:35am.

Kurt Rodhe, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—March 19, 2021

CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **February 19, 2021**. Board President Mr. Kurt Rodhe called the meeting to order at **8:01 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Mike Derr	Mike Hammon
Carol Miller	Jennifer Talkington	
Misty Burns	Sarah Burkholder	
Paul Miller	Tara Conner	
	Becky Starner	
	Lavonne Flickinger	

HEARINGS

None

ADDITIONS OR CORRECTIONS TO AGENDA

None

APPROVAL OF MINUTES

On a motion by Mrs. Miller and seconded by Ms. Burns, the minutes of the **February 2021** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

11-21 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$9,464.74
10	Sewage Program	\$15,757.63
30	Clinic	\$179.67
60	Special Services	\$3,078.37

110	RV/Park/Camp Fund	\$9.86
120	Swimming Pools	\$7.78
140	Private Water Fund	\$3,506.26
150	Solid Waste Fund	\$21.52
190	Food Service Fund	\$378.90
320	Help Me Grow	\$379.63
330	WIC	\$1,153.03
340	Falls	\$620.84
360	IAP	\$47.44
470	PHEP	\$142.52
#	Total	\$34,748.19

The Board reviewed the accounts payable report for February 2021. Commissioner Derr informed the Board that there are still some unusual expenses due to COVID, such as IT costs. Everything else is rather standard. The Health District continues to pay sewage contractors as part of the Waste Water Control Loan Fund Program (WWCLF). Mr. Miller moved that the accounts payable for **February 2021** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

12-21 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **February 2021**. Commissioner Derr noted that the Health District had to appropriate funds from the COVID grants and move the money to a different line item under the General Fund. Ms. Burns moved that the accounts transactions report for the month of **February 2021** be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Mrs. Miller, Ms. Burns 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

13-21 ACCEPT THE RESIGNATION OF ROBIN DAVIS, HEALTH PROFESSIONAL

Commissioner Derr announced that Robin Davis took a position with another health district. She has already exited her position and we support her decision to move on. Mrs. Miller moved to approve the resignation of Robin Davis. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

14-21 RECRUIT AND FILL THE HEALTH PROFESSIONAL POSITION

Commissioner Derr shared that official Board approval is needed to recruit and hire the health professional position vacated by Robin Davis. He shared that interviews for the position are currently underway. Mr. Miller moved to approve the recruitment and filling of the health professional position. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

15-21 ACCEPT THE HIRE OF ABBIGAIL BENTON FOR THE HEALTH EDUCATOR/PIO POSITION

Commissioner Derr announced that Abigail Benton has accepted the health educator/PIO position. She has started working and is doing a great job. Ms. Benton served as an intern for Kerry MacQueen in the Injury Prevention program several years ago and has a background in health education and promotion. She is currently working through the PIO trainings. Commissioner Derr added that the Health District is excited to have Ms. Benton join the team. Mrs. Miller moved to approve the recruitment and filling of the hire of Abigail Benton. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

INCOME & EXPENSE

Commissioner Derr informed the Board that incomes, such as the township subsidies, do not come into the general fund until April. He noted that once those dollars come in, funds will catch up. Commissioner Derr informed the Board that he will have a more accurate financial picture by May. He added that he feels confident where the Health District finished last year and that hopefully more dollars will be coming in to help with vaccine administration. Mr. Miller moved that the reports be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr shared that it is still too early in the year to look at trends. He noted a significant decrease in COVID-19 cases last month and stated that this is likely due to increased vaccination rates, and not as many indoor social gatherings happening. Commissioner Derr added that while the immunization program took a hit last year due to COVID, he is confident that we will be able to get that program up and running again soon. Mr. Miller inquired about the one childhood death this year and whether or not that was COVID related. Commissioner Derr said that it was not a COVID related death. Mr. Miller asked about the COVID vaccination rate in Holmes County compared to the State. Commissioner Derr explained that our COVID vaccination rate is lower than the States percentage by about 20%. He noted that it is unlikely that Holmes County will reach a COVID vaccination rate of more than 40%. Mr. Rodhe added that there seems to be more interest in the vaccine over the last several weeks.

HEALTH COMMISSIONER REPORT

Tara Conner: Ms. Conner informed the Board that interviews have started for the WIC health professional position. The WIC caseload is low, however that is likely due to the inability to be able to promote the program in the community due to COVID. Laurie Sable, WIC Director, continues to conduct the EI nutrition program for Holmes County and other surrounding counties. Ms. Conner announced that the Child Fatality Review (CFR) meeting is scheduled next week. This is a required annual meeting and will be held via Zoom this year. Ms. Conner said that COVID vaccination clinics are ongoing. The Health District hopes to give over 600 shots next week. Ms. Conner praised the Health District staff and volunteers for their work at clinics. She shared that we have received a lot of compliments regarding clinic efficiency and overall, people are very thankful. Ms. Conner said that she is very proud of the staff and volunteers.

Rebecca Starner: Mrs. Starner provided the Board with a Referrals Extract worksheet for Early Intervention (EI). Mrs. Starner informed the Board that there was a spike in referrals in 2019, then a decrease in 2020, likely attributed to COVID. Additionally, moving to a virtual visit platform created some hardships due to internet access and cultural differences. Mrs. Starner stated that she has been in touch with the State about options to increase case load. EI has reached out to local physicians and has sent informational packets to daycares and chiropractors offices throughout the county. Finally, Mrs. Starner added that there has been a 39% increase in referrals from JFS.

Lavonne Flickinger: Mrs. Flickinger shared with the Board that all staff have stepped up to help with clinic and praised everyone for their efforts.

Sarah Burkholder: Mrs. Burkholder informed the Board that EH staff have been busy. They are still very involved in the COVID response, talking with folks about how to have events safely and reviewing plans. The Health District is still receiving some face mask complaints. To date there have been 1,375 face mask complaints made to the Health District. Mrs. Burkholder shared that the Ohio Retail Compliance unit has conducted 106 inspections in Holmes County. Finally, Mrs. Burkholder said that her staff have been helping at clinics with parking and logistics. She praised her staff for their hard work and their ability to complete all mandated EH inspections while taking on extra work to help with pandemic response.

Jen Talkington: Mrs. Talkington shared that she has been working within the various grants that she manages and has been helping out at clinics as able. Mrs. Talkington stated that she too is proud of the staff and management team for everything they have taken on over the last year, and especially in the last several months with vaccine distribution.

Health Commissioner: Commissioner Derr announced that the Governor is expected to veto SB 22. Many amendments were added in the House. Commissioner Derr provided the Board with a handout from AOHC that provides situations/examples of how SB 22 will impact public health if passed. Commissioner Derr shared that he did provide opponent testimony for the bill. He has also reached out to House Representative Kick. Finally, Commissioner Derr expressed appreciation

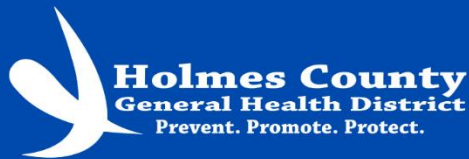
to County Commissioner Miller for leading the DAC meeting on March 4th. He also thanked Mr. Miller for agreeing to serve another term on the Board.

Mr. Kurt Rodhe: Mr. Rodhe applauded the management team and Health District staff for their hard work throughout this pandemic. He stated that he has not heard any complaints from the public about vaccine clinics and expressed gratitude to staff for being able to maintain other agency services in the midst the pandemic.

Mr. Miller made a motion to adjourn the Board meeting. Ms. Burns seconded. There being on further action, the Board adjourned at 9:04am.

Kurt Rodhe, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—April 16, 2021

CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **April 16, 2021**. Board President Mr. Kurt Rodhe called the meeting to order at **8:00 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Mike Derr	Mike Hammon
Carol Miller	Jennifer Talkington	
Misty Burns	Sarah Burkholder	
Paul Miller	Tara Conner	
Dr. Miller	Becky Starner	
	Lavonne Flickinger	

HEARINGS

None

ADDITIONS OR CORRECTIONS TO AGENDA

None

APPROVAL OF MINUTES

On a motion by Ms. Burns and seconded by Dr. Miller, the minutes of the **March 2021** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

16-21 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$15,886.08
10	Sewage Program	\$12,525.09
30	Clinic	\$90.26
60	Special Services	\$2,457.60

110	RV/Park/Camp Fund	\$357.37
120	Swimming Pools	\$439.22
140	Private Water Fund	\$812.48
150	Solid Waste Fund	\$42.95
190	Food Service Fund	\$1,149.27
320	Help Me Grow	\$208.92
330	WIC	\$2,956.44
340	Falls	\$878.31
360	IAP	\$466.09
470	PHEP	\$403.84
#	Total	\$38,673.92

The Board reviewed the accounts payable report for February 2021. Commissioner Derr informed the Board that more sewage payments are starting to come in. He mentioned that next month we will be reporting out the Health Districts quarterly fees to the State for vital statistics and licenses. Mrs. Miller moved that the accounts payable for **March 2021** 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, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

17-21 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **March 2021**. Commissioner Derr noted that nothing is out of the ordinary. Money was moved from COVID into other line items, such as personnel. Dr. Miller moved that the accounts transactions report for the month of **March 2021** be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns 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

18-21 ACCEPT THE HIRE OF ASHLEY MARKOWSKI AS WIC HEALTH PROFESSIONAL

Commissioner Derr announced that Ashley Markowski will be joining the HCGHD team to replace the position which was vacated last month by Robin Davis. Ms. Markowski is a licensed dietician. She starts next week and the HCGHD is excited to welcome her aboard. Ms. Burns moved to accept the hire of Ashley Markowski as the WIC Health Professional. Mrs. Miller seconded the motion. On

the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

19-21 PEP ANNUAL RENEWAL

Commissioner Derr shared that PEP is the health district's general liability insurance and covers the vehicles, malpractice, and other general liabilities. This motion is to approve the annual renewal which offers the same coverages as last year. Ms. Burns asked if there were any changes to the premium. Commissioner Derr explained that last year the health district added contents to the plan. There was further discussion between the Board and Commissioner Derr about the various coverages on the plan. Dr. Miller moved to approve the PEP annual renewal. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

INCOME & EXPENSE

Commissioner Derr informed the Board that the first quarter has wrapped up. The health district received its first reimbursement from the subsidy fund. He explained that the health district was advanced a substantial amount of COVID money which has now been expensed. Commissioner Derr said that sewage should see increased revenue soon as will private water. The health district is planning to resume immunization clinics in June, so revenue should pick up in clinic as well.

Overall, the fund balance is still ahead for the year. Mrs. Miller moved that the reports be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr shared that it is still too early in the year to draw conclusions. He stated that after a decrease in COVID cases in March, we are starting to see a slight uptick in cases which is likely due to people being too relaxed with recommended prevention measures. The health district is also noticing an increase in Hepatitis B and C cases which could be attributed to more people visiting their doctors again. Finally, Commissioner Derr noted that we are starting to see Lyme Disease cases and provided the Board with tick bite prevention tips. Mr. Miller inquired about the total number of COVID-19 vaccinations that the health district has administered. Commissioner Derr replied that in total, the health district has given about 7,500 COVID-19 vaccinations, of which about 5,500 are Holmes County residents.

HEALTH COMMISSIONER REPORT

Tara Conner: Ms. Conner informed the Board that the health district has seen an increase in COVID cases over the last 2 weeks. Additionally, the health district has confirmed one variant B117 case in the county as well as a breakthrough case. Tara told the Board that the CDC and FDA recommended a pause of the administration of the Johnson and Johnson (J&J) vaccine on April 13th due to a rare blood clotting side effect. The health district had a J&J clinic on April 8th and notified all 295 participants via phone of the pause and signs/symptoms to watch for. Tara shared that she

also provided guidance on the J&J pause to the local Providers. Tara said that COVID clinics are going well and shared that everyone is grateful for the opportunity to get vaccinated, especially out of county people. Tara informed the Board that VFC vaccination clinics will begin in June and reiterated the need for this in the community. Finally, Tara shared that the WIC census remains low; however, outreach clinics will resume in June which will hopefully bring in additional participants. Commissioner Derr added that Tara has been working with local businesses and schools to set up closed PODs at those facilities. The health district also transferred COVID vaccine to another registered provider in Stark County to provide vaccinations to Case Farms employees. Mr. Rodhe asked what the responses were like from those who were called about the J&J pause. Tara explained that most people were appreciative of the call and most were already aware due to the media coverage. Mr. Rodhe asked whether or not we have seen an uptick in appointment requests for Moderna since the J&J pause. Mike explained that no, there has not been an increase in demand. In fact, there have been more no-show appointments at clinics since the announcement. Tara emphasized that the blood clotting adverse reaction, which was the reason for the J&J pause, is extremely rare and further explained that the J&J vaccine is made with a different technology than the Moderna and Pfizer vaccines.

Rebecca Starner: Mrs. Starner shared with the Board that the adult playground equipment has shipped. This week is “Week of the Young Child” and the Personal Health Services division are doing Facebook promos each day. Kerry and her puppet friend, Herman, conducted a Facebook live story time on Saturday, April 10th.

Lavonne Flickinger: Nothing to report.

Sarah Burkholder: Mrs. Burkholder informed the Board that EH staff continue to assist in the COVID-19 response. As of 4/14/2021, there have been a total of 1,386 facemask complaints. The Ohio Retail Compliance Unit has conducted 145 inspections in Holmes County. EH staff have also been working at vaccination clinics doing a variety of duties including park lot attendance, data entry, and registration. Mrs. Burkholder provided the Board with legislative updates. HB404 extended the food license renewal from March 1 – June 1, 2021. HB442 changes the professional titles for RS/SITs. As of 4/12/2021, registered sanitarians are now called registered environmental health specialists (REHS), and sanitarians in training are now called Environmental Health Specialist in training (EHS-IT). HB422 changes the license renewal for REHS’s from 18 CE’s annually to 24 CE hours every 2 years. Mrs. Burkholder shared that Jodi Gearhart passed the certified pool operator course and is now CPO certified. Finally, Mrs. Burkholder praised Sam George for securing the litter prevention grant. Through this grant the HCGHD will be able to create litter pick-up kits for groups, designate trash and recycle dumpsters, and weigh and record trash pickup to measure positive impact in the community. Sam has been working with local boy scout groups on this project.

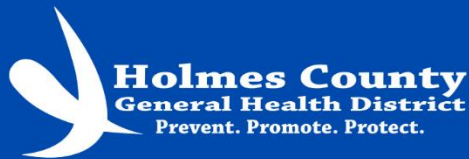
Jen Talkington: Mrs. Talkington shared that next week is volunteer appreciation week and the health district will be doing various things to recognize and show appreciation for the MRC volunteers; including a social media campaign. Mrs. Talkington informed the Board that the management team has reviewed and updated the PHAB domain team list to include new staff. She said that hopefully PHAB activities will resume in May and reminded the Board that our action plan documents are due in May 2022.

Health Commissioner: Commissioner Derr informed the Board that the health district continues to conduct community outreach campaigns to increase vaccination coverage. Commissioner Derr shared that he continues to serve on the Counseling Center Board and is grateful for the opportunity to integrate public health and mental health. The Counseling Center and HCGHD continue to work together on CHA/CHIP initiatives. Commissioner Derr distributed the latest COVID-19 Epidemiology Report to the Board. He explained that cases across the State have decreased, but Holmes County is starting to see a slight uptick. Most of the COVID cases are in populations that we struggle to vaccinate. He explained that most cases are in those ages 30-50, whereas cases have decreased in the 80+ population, which is the age group with the highest vaccination rate in the county. He added that deaths have decreased dramatically as well. Commissioner Derr shared that he has recently spoken to several media outlets about the healthcare access issues in Holmes County and the low vaccination rates in the county. He explained that the health district is working to recruit more vaccine providers, specifically primary care physicians, in order to increase access as studies have shown that people in the community tend to trust the advice of their family/friends and medical providers rather than that of governmental agencies. In addition to access issues, vaccine hesitancy is another factor contributing to the low vaccination rate in Holmes County. Commissioner Derr informed the Board that he spoke with Governor Dewine about this issue earlier in the week. Finally, Commissioner Derr provided the Board with a brief legislative update. He explained that the state budget bill recommends that city health departments merge with county health departments. Commissioner Derr said that he is concerned about the potential “trickle down” effect that this could have for small, rural health departments. He reminded the Board that right now public health is the target for a lot legislation and shared that he will continue to advocate for the community.

Ms. Burns made a motion to adjourn the Board meeting. Dr. Miller seconded. There being on further action, the Board adjourned at 8:54am.

Kurt Rodhe, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—May 21, 2021

CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **May 21, 2021**. Board President Mr. Kurt Rodhe called the meeting to order at **8:00 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Mike Derr	Mike Hammon
Carol Miller	Sarah Burkholder	
Misty Burns	Tara Conner	
Paul Miller	Becky Starner	
	Ashley Markowski	

HEARINGS

None

ADDITIONS OR CORRECTIONS TO AGENDA

9.2 New Business. Board of Health Resolution for COVID-19 prevention

APPROVAL OF MINUTES

On a motion by Mrs. Miller and seconded by Ms. Burns, the minutes of the **April 2021** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

20-21 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$38,998.65
10	Sewage Program	\$4,251.71
30	Clinic	\$778.13
60	Special Services	\$3,229.25

110	RV/Park/Camp Fund	\$56.76
120	Swimming Pools	\$53.31
140	Private Water Fund	\$3,844.03
150	Solid Waste Fund	\$22.47
190	Food Service Fund	\$7,720.30
320	Help Me Grow	\$2,181.67
330	WIC	\$2,188.41
340	Falls	\$606.13
360	IAP	\$251.61
470	PHEP	\$176.22
#	Total	\$64,358.65

The Board reviewed the accounts payable report for April 2021. Commissioner Derr provided an explanation of fee collection and transmittal items. Mr. Derr added that April saw the reporting out of the Health District's quarterly fees to the State for vital statistics and licenses. Ms. Burns moved that the accounts payable for **April 2021** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

21-21 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **April 2021**. Commissioner Derr provided a summary of fund corrections and informed the Board that the Solid Waste fund was supplemented. Additionally, Mr. Derr provided discussion on our obligation to provide solid waste program services but we do not receive any funding for investigation and enforcement activities. Mr. Derr added that we have seen an increase in nuisance complaints since COVID-19. Mrs. Miller moved that the accounts transactions report for the month of **April 2021** be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Mrs. Miller, Ms. Burns 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

22-21 Fairview School Septic Variance

Mrs. Burkholder provided a summary of the Variance request submitted by the Fairview School. In conjunction with septic system designer Bill Walker, the Fairview School determined that it was unable to meet the required length of leach lines on contour per OAC 3701-29 for their new septic

system installation. Mrs. Burkholder provided a summary of the issue and informed the Board that Mr. Walker has to design the system in accordance to certain gallons-per-day requirements. In discussion with Mr. Walker, it was determined that the gallons-per-day would not be fully utilized and the addition of mechanical components would be a challenge due to the reliance on solar power at the facility. Mrs. Burkholder also informed the Board that the school will be obtaining a recorded, legal easement from the adjacent property to accommodate the soil-based system. Mr. Miller moved to approve the Fairview School Septic Variance request. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

23-21 Board of Health Resolution for COVID-19 Prevention

Commissioner Derr presented to the Board a resolution for COVID-19 prevention. The resolution reads as follows:

Whereas the Holmes County General Health District staff and community partners have worked diligently to protect community from the spread of Covid 19.

Whereas simple public health mitigation strategies were important to stop the spread of COVID-19 such as staying home when you are sick, physical distancing, wearing face covering like cloth and medical mask and the implementation of community vaccination.

Whereas the Holmes County General Health District Board of Health would like to recognize the recommendation of the Centers for Disease Control and the Ohio Department of Health in preventing the spread of Covid 19.

Therefore, may it be resolved that the Board of Health recommend those who are not vaccinated continue to follow the simple prevention strategies of wearing face coverings, staying home when sick and physical distancing.

May it be further resolved that the Board of Health encourage those who are not vaccinated to do so in order to stop the spread of covid 19.

May it be further resolved that those who are vaccinated are able to return to most of the activities pre-pandemic and may elect to not wear facial coverings while indoors and outdoors unless in the setting of healthcare, mass transit or when interacting with large amounts of unvaccinated individuals.

May it be further resolved that the board of health may adopt different guidelines and recommendation as more people are vaccinated and Centers for Disease Control and Ohio Department of Health issue updated recommendations.

Mr. Miller moved to approve the resolution. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

INCOME & EXPENSE

Commissioner Derr informed the Board that the expenses were exceeding revenue due to a large advance from last year. Mr. Derr added that he, in conjunction with AOHC, is advocating for more flexibility at the local level to utilize the COVID relief money where it is most needed.

Commissioner Derr reported that he looks for programs like clinic, special services, septic, and

private water to start picking up now that many activities can resume as-normal and the warmer weather is here. Ms. Burns moved that the reports be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr discussed statistics with the Board. Mr. Derr reported that the birth rate is down 20%. Also, the health district is also noticing an increase in other communicable diseases such as vector-borne (Lyme Disease) and STI's. Commissioner Derr also discussed increased numbers in Environmental Health inspections and increased program caseloads due to lifting of restrictions on in-person interactions.

HEALTH COMMISSIONER REPORT

Tara Conner: Ms. Conner informed the Board that the health district has seen a slight increase in COVID cases over the last few weeks. There was brief discussion on the increase of other communicable diseases such as Hepatitis B and C, and STD cases. Additionally, Tara reported a decrease in demand for the Covid Vaccine. The last mass vaccine clinic was 5/12/2021. Tara reported that the current focus of vaccination efforts is on smaller closed PODs on-site at schools, businesses and for the food industry. Nursing Division is resuming outreach immunization clinics in June and promotion activities began last week. Tara introduced our new WIC Health Professional, Ashley Markowski. Ashley will be sitting for her Registered Dietician Exam this summer. Tara stated that WIC will be doing card loads at outreach clinics starting in June. These clinics will be by appointment only. Mr. Rodhe led discussion on WIC food retailers and their requirements. Ashley reported that cheese and yogurt have been added to WIC approved food list for anyone over 1 year of age. Additionally, the fruit and vegetable amount has increased from \$9 a month to \$35 a month through July 31st. Tara shared that the Farmer's Market program will be starting June 21st. WIC participants will receive \$20 worth of coupons for Ohio grown fruits and vegetables or herbs. Currently, we have 2 vendors in Holmes County that accept these vouchers: Kauffman's Country Market and Pine Lane Produce. Tara also reported that BCMH has resumed in-home visiting.

Rebecca Starnier: Mrs. Starnier shared that the Early Intervention Service Coordination grant was awarded to the Health District through our local Family and Children First Council. Becky reported that she provided testimony for Home Visiting rule review. Becky shared that her team is planning events that will include in-person Tai Chi and Matter of Balance Classes. Becky encouraged the community to give their responses to the executive summary report of the CHA in order to assist with grant writing and analysis of improved outcomes with her programs.

Sarah Burkholder: Mrs. Burkholder congratulated Jodi Gearhart for completing her Master's of Public Health on May 14th. Sarah explained the proposed Draft Rules for the Food Code that were open for comment. The most significant change would be the creation of a Low-Risk and High-Risk Mobile Food Service/Retail Food categories. Sarah answered questions related to high-risk food activities, including sushi. Sarah also answered questions related to the process of 5-year rule review and the ability to comment at that time. Sarah provided an update to the Board about the Myers property Citation. It was

reported that citation extensions have been possible due to documented progress each month and continuous communication from the property owner.

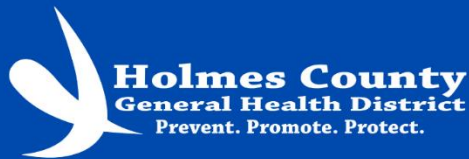
Jennifer Talkington: Commissioner Derr provided Mrs. Talkington's report. Mr. Derr discussed items from the CHA executive summary. Mr. Rodhe had questions about the data collection and updating of air pollution items noted in the CHA. Mr. Rodhe also asked for additional information on Radon. Mrs. Burkholder agreed to provide Radon education materials. Mrs. Talkington's report expressed gratitude for Courtney Struble's hard work in securing the NACCHO Grant \$10,000 award for the MRC. Commissioner Derr reported that Holmes County's MRC gained national recognition for the COVID response.

Health Commissioner: Commissioner Derr reported that the Department completed a Public Information Campaign to promote the COVID-19 vaccine. Commissioner Derr stressed that the important takeaway from this campaign is to do your part to help end the pandemic and roll up your sleeve. The vaccine is free and it is easy to schedule an appointment. Commissioner Derr informed the Board that he attended the Counseling Center of Wayne and Holmes Counties board meeting to address items that could be CHIP focused and look at ways to increase the amount of providers in our community. Commissioner Derr reported speaking with several media outlets regarding the County's vaccine uptake and general hesitancy. Media outlets included: NY Times, News Channel 5, and Columbus Dispatch. With the media outlets, Mr. Derr stressed that vaccines were our ticket to freedom, our ability to play offense, end the pandemic, and crush the virus down. Commissioner Derr also stressed that we have to keep to the basics and there is a lot we can do if we just wear a mask if unvaccinated and take the shot when we have an opportunity. Commissioner Derr updated the Board on weekly discussions with fellow Health Commissioners, Governor DeWine, and ODH senior leadership. In conjunction with AOHC, discussions continue to be centered around public policy and legislation that impact public health. Mr. Derr stated that he continues to remain outspoken regarding the restrictions placed on COVID-19 relief dollars and the amount of labor needed to report on each grant instrument. Commissioner Derr informed the Board that we have scaled back our EOC out of emergency response and handed operations back over to the Holmes County EMA. After-Action Report activities are beginning. Commissioner Derr reported that the EOC identified that we will have COVID-19 around for the foreseeable future but identify that we have done great work to combat it and will have ongoing outbreaks to manage. Commissioner Derr informed the Board that we have already completed 36 pages of the documents needed for the PHAB workplan and are making great progress towards our May 2022 deadline. Mr. Rodhe commended us for getting back on track with PHAB.

Ms. Burns made a motion to adjourn the Board meeting. Mrs. Miller seconded. There being no further action, the Board adjourned at 9:50am.

Kurt Rodhe, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—June 18, 2021

CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **June 18, 2021**. Board President Mr. Kurt Rodhe called the meeting to order at **8:05 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Mike Derr	
Carol Miller	Jennifer Talkington	
Misty Burns	Rebecca Starner	
Paul Miller	Gina Cruz	

HEARINGS

None

ADDITIONS OR CORRECTIONS TO AGENDA

9.3 Appropriations for PHEP, HMG, and GVO

9.4 Contract with NACCHO for MRC

Executive Session to discuss personnel with no action to be taken

APPROVAL OF MINUTES

On a motion by Ms. Burns and seconded by Mrs. Miller, the minutes of the **May 2021** meeting were approved. On the roll call vote the following members voted in the affirmative—Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

24-21 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$12,530.82
10	Sewage Program	\$981.61

30	Clinic	\$89.85
60	Special Services	\$1,744.50
110	RV/Park/Camp Fund	\$30.63
120	Swimming Pools	\$22.63
140	Private Water Fund	\$521.84
150	Solid Waste Fund	\$6.08
190	Food Service Fund	\$348.91
320	Help Me Grow	\$4.50
330	WIC	\$2,621.92
340	Falls	\$6,150.89
360	IAP	\$158.42
470	PHEP	\$293.87
#	Total	\$25,506.47

The Board reviewed the accounts payable report for **May 2021**. Commissioner Derr noted that it was a light month in terms of payables. Most payments were for sewage installation which we use Waste Water Control Loan (WWCLF) grant funds to pay for. We have already spent most of the awarded dollars this year, but have secured funding for next year. Mr. Rodhe inquired about the charge for “Noodle Soup” for WIC. Commissioner Derr explained that is part of a supplemental meal program WIC provides to children. Commissioner Derr also explained that one reason payables have been so low is because we have recently purchased vehicles that can be used by EH staff and our home visiting programs which has greatly reduced mileage reimbursements to staff. Ms. Burns moved that the accounts payable for **May 2021** 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—Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

25-21 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **May 2021**. Commissioner Derr informed the Board that we are approaching the end of grant years so there are monies getting moved around – specifically within HMG and WIC. Mrs. Miller moved that the accounts transactions report for the month of **May 2021** be approved. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Mrs. Miller, Ms. Burns 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

26-21 Accept Resignation of Josh Phillips

Commissioner Derr informed the Board that SIT, Josh Phillips, submitted his resignation. Mr. Phillips works in the private water and sewage programs. He is looking to change career paths and will be moving into the education field. Commissioner Derr stated that the Health District is sad to see Mr. Phillips go, but wishes him the best of luck in pursuing his dreams. Ms. Burns moved to approve the resignation of Josh Phillips. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

27-21 Approval to Recruit and Fill SIT/RS Position

Commissioner Derr explained that an official motion is needed to approve the recruitment and hire of the vacated SIT/RS position due to the resignation of Josh Phillips. Ms. Burns moved to approve the recruitment and filling of the SIT/RS position. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

28-21 Appropriations for PHEP, HMG, and GVO Grants

Commissioner Derr shared that the PHEP, HMG, and GVO grants begin new cycles on July 1st. The Health District has received Notice of Awards (NOAs) for these grants and the award amounts fall in line with what was projected on the annual budget. The HMG award was slightly less than in years past. Commissioner Derr explained that an appropriation is needed so that the Health District can expense to these grants beginning in July. Mr. Miller moved to approve the appropriations of PHEP, HMG, and GVO. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

29-31 Contract with NACCHO for the MRC

Commissioner Derr informed the Board that the Health District was awarded a \$10,000 grant from NACCHO to expand its MRC unit. Commissioner Derr commended Health District Nurse, Courtney Struble for her work in writing and securing the grant. Mrs. Miller moved to approve contract with NACCHO for the MRC. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

INCOME & EXPENSE

Commissioner Derr reviewed the income and expense report with the Board. He stated that things are shaping up for the year, however there are several funds that are of concern. The sewage program lost about \$100,000 last year due to the COVID-19 pandemic. Special services lost revenue as programs like BCHM we not able to do in-home visits. Finally, clinic took a big hit last year because the Health District was unable to conduct immunization outreach clinics and other fee for service programs. Commissioner Derr shared that he has made requests to the state for relief funds to replace lost revenue and lost opportunity costs that were not able to be recovered by

COVID funds due to restrictions. Commissioner Derr added that everything else looks good. Mr. Miller inquired about any long-term contracts the health district has. Commissioner Derr explained that the Health District does have several long-term contracts for things such as the lease agreement, and for the copiers. Ms. Burns moved that the reports be approved. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr informed the Board that management team has been discussing ways to incorporate monthly statistics into our new performance management system. He explained that the Health District will set benchmarks for the various stats and the new system will be able to show progression throughout the year towards meeting a certain goal.

Commissioner Derr shared that the Health District had administered 8,313 COVID-19 vaccinations as of the end of May. He commended staff and volunteers for their efforts over the last several months.

With regard to births, Commissioner Derr explained that a large percentage of births continue to take place out of county, namely in Wayne County. These statistics have been shared with Pomerene Hospital. The Board discussed the issue of physician shortages in Holmes County. In terms of deaths, Commissioner Derr said that last year a significant portion of deaths in Holmes County was attributed to COVID-19. He noted that deaths due to COVID-19 have flattened out this year.

Commissioner Derr explained to the Board that COVID-19 is becoming endemic and will likely be something that we face on a seasonal basis, similar to flu. He informed the Board that the State of Emergency is being lifted today but noted that this has no impact on the Health District other than in the procurement process.

HEALTH COMMISSIONER REPORT

Tara Conner: Jen Talkington distributed Ms. Conner's report to the Board and highlighted a few key points. Mrs. Talkington shared that COVID cases are declining, but we are seeing several breakthrough and variant cases. Childhood Immunization Outreach clinics resumed at the beginning of the month and are going well. Additionally, WIC outreach clinics have resumed and they will be expanding outreach to include Glenwood and Mt. Hope. Mrs. Talkington informed the Board that BCMH in-home visits have resumed and are going well. Finally, Mrs. Talkington said that we are seeing an uptick in Lyme Disease cases which is normal for this time of year.

Rebecca Starnier: Mrs. Starnier introduced Gina Cruz, HMG Home Visitor to the Board. Ms. Starnier shared that EI staff are back in homes, however some clients still prefer virtual visits. With regard to HMG, most clients are opting for in-home visits but virtual visits are still being offered. ODH continues to advocate through the legislature to extend HMG services through a child's 5th birthday rather than ending services at a child's 3rd birthday. Mrs. Starnier announced that August 24th will be the last Tai Chi Moving for Better Balance class as ODH has deemed that the program is no longer considered "evidenced based". Moving

forward, the injury prevention program will focus on providing Geri-fit classes and will sponsor Tai Chi for Arthritis classes which are taught by Cheryl Seabright. Mrs. Starner hopes that Kerry can be trained in Tai Ji Quan, which is an evidenced based program, however training opportunities are limited at this time. Mrs. Starner shared with the Board that thanks to a partnership with the Health Path Foundation, the Village of Millersburg, and the HCGHD, 6 new pieces of adult fitness equipment has been installed at Deer Run Park. Additionally, Mrs. Starner shared the Health District has initiated a safe sleep program thanks to a partnership with The Foundation for Appalachian Ohio Cause Connector. This partnership has allowed the Health District to purchase pack n plays, which can be given to families who have a child under 1 year of age for free. Applications are available on the Health Districts website. Health Educator, Abbigail Benton will provide safe sleep education to families who apply to receive a free pack n play. Finally, Mrs. Starner informed the Board about a partnership she has with Pampers and Koala Kare to provide changing tables in men's restrooms. The initiative is called "Its Time for a Change". Businesses who are interested in receiving changing tables can complete an application on the health districts website. Mrs. Starner distributed an information flyer to the Board on the program.

Sarah Burkholder: Jen Talkington provided a brief update for Environmental Health and noted that Mrs. Burkholder's report would be emailed to the Board. Mrs. Talkington shared that the EH team and several other staff members participated in a litter pick-up day at the end of May along TR 92. The group picked up 56lbs of trash and 4 scrap tires. Everyone had a great time and EH hopes to schedule another pick-up day in the future. Mrs. Talkington informed the Board that we are in the process of revamping the Health Districts performance management system. She shared that Mrs. Burkholder and SIT, Colton Tennent are leading the agency's performance management efforts. After discussion with the management team and other staff members it was decided that the Health District will adopt an Excel based performance management system that was developed and utilized by Toledo-Lucas County Health Department. The system is more user friendly than our current system. Mrs. Burkholder and Mr. Tennent recently met with the Accreditation Coordinator at Toledo-Lucas County Health Department to learn how to build and use the system. The goal is to have the system built within the next month so that staff can be trained and can begin using the system by the end of summer.

Jennifer Talkington: Mrs. Talkington informed the Board that the new PHEP cycle begins on July 1st. With regard to PHAB, Mrs. Talkington shared that Domain teams have been meeting throughout the last month to review and gather documentation for the workplan. The 2020 CHA technical report should be completed by the end of June. Last month, the Health District published the 2020 CHA Executive Summary and requested the public's feedback via an online survey. Thus far we have received 7 surveys back.

Health Commissioner: Commissioner Derr shared that he continues to receive inquiries from national media wanting to discuss the low COVID-19 vaccination rate in Holmes County. Commissioner Derr informed the Board that he continues to serve on the Counseling Center Board. He explained that there is a great need for mental health services right now and added that overdose deaths have increased in the county. Through the Association of Ohio Health Commissioners (AOHC), Commissioner Derr continues to talk with the Governor on a weekly basis. He reported to the Governor last Monday that nearly 25% of COVID cases in Holmes County are breakthrough cases; however, these individuals are not being hospitalized. He shared this as a positive message to promote that the vaccines are successful at preventing severe illness. Finally, Commissioner Derr added that he will continue to advocate for COVID relief dollars.

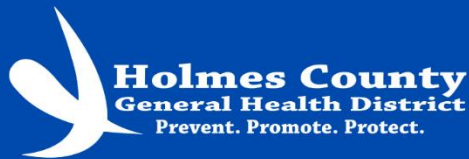
Executive Session

Ms. Burns made a motion to go into executive session. Mr. Miller seconded the motion. The executive session began at 9:34am. Items related to personnel were discussed with no action taken. There being no further action, the executive session ended at 10:00am.

Ms. Burns made a motion to adjourn the Board meeting. Mr. Miller seconded. There being on further action, the Board adjourned at 10:01am.

Kurt Rodhe, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—July 16, 2021

CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **July 16, 2021**. Board President Mr. Kurt Rodhe called the meeting to order at **8:05 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Mike Derr	
Carol Miller	Jennifer Talkington	
Misty Burns	Kerry MacQueen	
Paul Miller		

HEARINGS

None

ADDITIONS OR CORRECTIONS TO AGENDA

None

APPROVAL OF MINUTES

On a motion by Mr. Miller and seconded by Ms. Burns, the minutes of the **June 2021** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

30-21 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$15,325.27
10	Sewage Program	\$1,919.47
30	Clinic	\$8,385.71
60	Special Services	\$2,560.08

110	RV/Park/Camp Fund	\$8.89
120	Swimming Pools	\$13.14
140	Private Water Fund	\$888.20
150	Solid Waste Fund	\$13.50
190	Food Service Fund	\$123.59
320	Help Me Grow	\$0.00
330	WIC	\$5,984.10
340	Falls	\$1,584.14
360	IAP	\$343.93
470	PHEP	\$293.32
#	Total	\$37,443.35

The Board reviewed the accounts payable report for **June 2021**. Commissioner Derr noted that it was a light month in terms of payables. The only things to note were the payments to sewage installers as part of the Waste Water Control Loan Fund program. Mrs. Miller moved that the accounts payable for **June 2021** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

31-21 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **June 2021**. Commissioner Derr informed the Board that the COVID dollars were reappropriated into the salary/personnel line item. Ms. Burns moved that the accounts transactions report for the month of **June 2021** be approved. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

PUBLIC PARTICIPATION

Kerry MacQueen invited the Board of Health to the ribbon cutting ceremony for the adult fitness equipment at Deer Run Park on July 16th at 12:15pm. Ms. MacQueen provided the Board with a brief overview of the equipment and shared her hopes to expand the program to other areas of the county with limited access to fitness opportunities. Mr. Rodhe shared that he has received a lot of positive feedback from the community about the equipment. Commissioner Derr added that Mayor Hubner called and thanked the Health District for its work in getting the equipment.

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS

32-21 Contract for Epi Services with Matt Falb

Commissioner Derr explained that Matt is our Tier 2 Epidemiologist and does data analysis in both the PHEP and Injury Prevention programs. The Health District utilized him a lot during the COVID-19 pandemic to write reports and track zip code data. Mr. Falb has been under contract with us for six years now. The Health District has extended his contract for a two-year period rather than one year. Mrs. Miller moved to approve the contract for epi services with Matt Falb. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

33-21 Policy Updates Holidays and Mileage

Commissioner Derr informed the Board that the Health District has updated its “Legal Holidays” policy to include Juneteenth as a paid holiday moving forward. Commissioner Derr shared that the “Expense Reimbursement and Travel” policy was updated to state that the health district will use either the federal or county mileage reimbursement rate, whichever is lower. Mr. Miller moved to approve the changes to the Holiday and Mileage policies. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

34-21 Accept the Resignation of Courtney Struble, RN PHN

Commissioner Derr shared with the Board that we are beginning to see transition amongst staff. Courtney Struble, public health nurse and MRC Coordinator has submitted her resignation to accept a position in Michigan. Her 2-week notice has expired and she has already transitioned out of the agency. Commissioner Derr stated that the Health District appreciates everything Ms. Struble did for the agency and wished her the best of luck. Ms. Burns moved to accept the resignation of Courtney Struble. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

35-21 Approval to Recruit and fill PHN position

Commissioner Derr explained that official approval is needed to recruit and fill the public health nurse position vacated by Courtney Struble. He explained that the Health District is looking for an individual who will fit into the agency’s long-term plan and will be very selective in hiring for this position. Mr. Miller moved to approve the recruitment and hiring of the public health nurse position. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

INCOME & EXPENSE

Commissioner Derr reviewed the income and expense report with the Board. He stated that some programs continue to struggle. The sewage program continues to fall behind, but is starting to pick up revenue. The program brought in about \$18,000 in June, but is still about 15% down from where it should be. The Ohio Department of Health requested methodologies to estimate the

amount of lost revenue and lost opportunity costs caused by the COVID-19 pandemic. The Health District lost approximately \$300,000-\$450,000 last year. The State is looking at the possibility of providing replacement funding to local health districts. Additionally, the State has given permission to freeze fees for certain programs such as pools, campgrounds, and RV parks. Commissioner Derr also noted that clinic lost money last year. He shared that the health districts home visiting programs are doing well. Currently, the health district has a cash reserve of just over one million dollars. The Board had a discussion on funding and Commissioner Derr explained the various mechanisms by which the health department is funded. Mr. Miller moved that the reports be approved. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr informed the Board that caseloads are picking up. As costs of things continue to increase, it is likely that there will be more people needing the Health Districts services. Immunizations are picking up a bit but are still lagging. Commissioner Derr explained that the Health District will work on messaging to promote reasons why vaccines are important. COVID cases continue to decrease, but there are still some breakthrough cases happening; however, those cases have been mild and have not resulted in hospitalization.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr discussed the importance of continued precautions against COVID-19 such as hand washing and staying home when sick. He encourages people to speak with their physicians about the COVID vaccine as research has shown that people view their primary care provider as their most trusted source of information. Commissioner Derr shared that he attended the AOHC spring conference last month which was held virtually and focused on pandemic recovery. On July 14th emergency operations center partners met for the first COVID -19 after action meeting. Partners had positive things to say about the health department's response to the pandemic. Commissioner Derr commended the management team and staff for their work during the pandemic response. Commissioner Derr announced that was asked to participate in a panel discussion on COVID-19 at the Amish and Plain Anabaptist conference on July 16th. Finally, Commissioner Derr provided the Board with an update on PHAB. The 2020 CHA Technical report is now complete and the CHIP process will begin soon. The agency continues to work within their domain teams to collect documents for the workplan.

Tara Conner: Jen Talkington distributed Ms. Conner's report to the Board and highlighted a few key points. Ms. Conner is working with the schools to set up a COVID-19 back to school clinic. Another back-to-school clinic is being planned in August for regular, non-COVID immunizations. WIC has resumed outreach clinics at Walnut Creek and Killbuck Library and as added new clinics at Ripley Church and Glenmont. WIC staff are busy preparing for their annual Kids Fest which takes place in August. Lyme Disease cases on are the rise. In 2020, there were a total of 33 Lyme Disease cases. Thus far in 2021, there have been 32 reported cases. A majority of the cases are in Salt Creek and Paint Townships.

Rebecca Starnier: Jen Talkington distributed Mrs. Starnier's report to the Board and highlighted a few key points. Home visiting has received an allocation to help recover lost funds during the COVID response. The Senior Center will re-open on September 7th and the Health District will provide Geri Fit programing to

replace Tai Chi. The Safe Sleep program is underway. To date, health educator, Abbie Benton has distributed 7 free pack n plays to families.

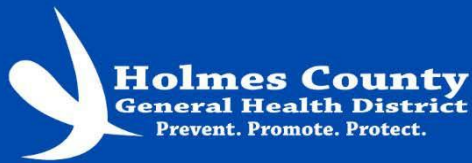
Sarah Burkholder: Jen Talkington distributed Mrs. Burkholder's report to the Board and highlighted a few key points. On July 8th the division directors presented at the Safety Council meeting which was held virtually. The Directors highlighted the programs offered by the HCGHD and provided a survey to participants to solicit feedback on knowledge of the Health District's services and workplace changes due to COVID. Food sanitarians have been busy in the field at events like farmer's markets, rails to trails, flea markets, and horse progress days. EH staff continue to provide community education about tick prevention.

Jennifer Talkington: Mrs. Talkington provided the Board with a written report.

Mrs. Miller made a motion to adjourn the Board meeting. Mr. Miller seconded. There being no further action, the Board adjourned at 9:36am.

Kurt Rodhe, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—August 20, 2021

CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **August 20, 2021**. Board President Mr. Kurt Rodhe called the meeting to order at **8:02 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Mike Derr	
Carol Miller	Jennifer Talkington	
Misty Burns		
Paul Miller		
Dr. Miller		

HEARINGS

None

ADDITIONS OR CORRECTIONS TO AGENDA

9.4: Help Me Grow Provider Agreement

APPROVAL OF MINUTES

On a motion by Ms. Burns and seconded by Mrs. Miller, the minutes of the **August 2021** meeting were approved. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

36-21 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$22,068.78
10	Sewage Program	\$12,099.77

30	Clinic	\$3,009.51
60	Special Services	\$1,928.39

110	RV/Park/Camp Fund	\$1,583.02
120	Swimming Pools	\$1,786.77
140	Private Water Fund	\$4,201.05
150	Solid Waste Fund	\$43.87
190	Food Service Fund	\$1,585.78
320	Help Me Grow	\$456.41
330	WIC	\$7,074.66
340	Falls	\$1,352.46
360	IAP	\$1,297.71
470	PHEP	\$362.01
#	Total	\$58,850.19

The Board reviewed the accounts payable report for **August 2021**. Commissioner Derr shared that the payables within sewage were due to projects being complete as part of the WWCLF. He added that another round of funding is coming for this project and informed the Board that the program continues to help out the community and reduce nuisance complaints. Mrs. Miller moved that the accounts payable for **August 2021** 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, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

37-21 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **August 2021**. Commissioner Derr informed the Board that the COVID dollars were reappropriated due to feedback from the recent audit. Dr. Miller moved that the accounts transactions report for the month of **August 2021** 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, Ms. Burns 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

38-21 Accept the Resignation of Crystal Payne

Commissioner Derr explained Crystal Payne has elected to move on and accept a position in another field. He added that Ms. Payne has already exited the agency after giving a two-week notice. Ms. Burns moved to approve the resignation of Crystal Payne. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

39-21 Approval to Recruit and fill the EI Service Coordinator Position

Commissioner Derr requested that the Board approve the recruitment and hiring of an EI Service Coordinator to fill the vacancy left by Ms. Payne. After reviewing the caseload, the Health District would like to fill this role with a part-time position. Dr. Miller moved to approve the recruitment and hiring of a part-time EI Service Coordinator position. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

40-21 Contract with Permitium for Online Vital Statistics Processing

Commissioner Derr explained that Permitium is a company that offers an online portal for birth and death certificates at no cost other than a small service fee for the individual. Health District staff would still do the processing for all birth and death certificate requests received online. Commissioner Derr added that this convenient service is much needed in the community. Mr. Miller moved to accept the contract with Permitium. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

41-21 Help Me Grow Provider Agreement

Commissioner Derr explained that this is the annual contract for the Help Me Grow program. Funding in the program remains stable. The only change to this agreement from last year is that language was added to state that the program will operate in accordance with ORC. Commissioner Derr explained that this is likely due to talks of extending the eligible age from 3 years to 5 years. Mrs. Miller moved to approve the Help Me Grow provider agreement. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

INCOME & EXPENSE

Commissioner Derr reviewed the income and expense report with the Board. He stated that the Health District is in a strong financial position, with about \$1.2 million in District Health. He informed the Board that ODH will be awarding the Health District a \$180k grant to enhance the public health workforce. The Health District is projected to get about \$90,000 per year for two years. Additionally, Commissioner Derr shared that the ODH is looking to provide local health departments funding to help recover the cost of lost revenue due to the pandemic. Ms. Burns moved that the reports 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, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr provided the Board with a map that showed vaccination rates in Holmes County. He explained that 16.2% of the Holmes County population is vaccinated, with the highest percentage being in older adults. He added that we are struggling to vaccinate the younger population. Commissioner Derr provided an update on COVID-19 in the community. He shared that Holmes County is experiencing high community transmission according to CDC and the Delta variant is a concern. Commissioner Derr said that as of 8/19/2021, the Health District has had 98 new cases of COVID-19 reported and 11 hospitalizations. For reference, he explained that last year the Health District reported only 19 cases of COVID-19 between August 1-20, 2020.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr shared that he attended a picnic hosted by Governor DeWine for Ohio Health Commissioners. Commissioner Derr was able to speak with the Governor about what could be done to increase the vaccination rate in Holmes County. Commissioner Derr asked the Governor to consider incentives for physicians. Additionally, Commissioner Derr shared with the Board that the Holmes County Emergency Operations Center (EOC) has reconvened due to the surge in cases and concern with the Delta variant. Finally, Commissioner Derr informed the Board that the AOHC is watching HB 248 which would take away the ability of businesses and other entities to mandate vaccines.

The Board was presented written reports from the Deputy Health Commissioner and management team.

EXECUTIVE SESSION

Mr. Miller made a motion to go into executive session to discuss personnel with possible action to be taken. Mrs. Miller seconded the motion. The executive session began at 9:17am. Health Commissioner Derr reviewed with the Board proposed changes to the Health District's workforce development plan as an effort to improve retention and recruitment efforts. Commissioner Derr also informed the Board that the Health District was awarded grant funds to expand the public health workforce. Commissioner Derr proposed to the Board that the Health District hire an Emergency Response Planner. He explained that this position is part of the agency's growth plan to enhance emergency preparedness efforts and decrease the workload of the Deputy Health Commissioner position. There being no further discussion, the Board voted to end executive session to approve the recruitment and filling of the Emergency Planner Position. The executive session ended at 9:34am.

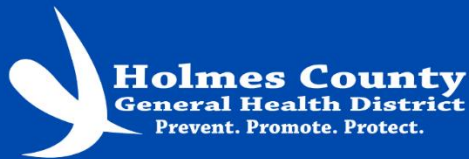
42-21 Recruitment and Filling of the Emergency Response Planner Position

Ms. Burns moved to approve the recruitment and filling of the Emergency Response Planner position. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

Ms. Burns made a motion to adjourn the Board meeting. Mr. Miller seconded. There being on further action, the Board adjourned at 9:34am.

Kurt Rodhe, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—September 17, 2021

CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **September 17, 2021**. Board President Mr. Kurt Rodhe called the meeting to order at **8:03 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Mike Derr	
Carol Miller	Jennifer Talkington	
Misty Burns		
Paul Miller		
Dr. Miller		

HEARINGS

None

ADDITIONS OR CORRECTIONS TO AGENDA

9.8: Approval of Grant Appropriations

APPROVAL OF MINUTES

On a motion by Dr. Miller and seconded by Mr. Miller, the minutes of the **September 2021** meeting were approved. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

43-21 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$17,041.74
10	Sewage Program	\$1,191.39
30	Clinic	\$4,732.07
60	Special Services	\$2,029.55

110	RV/Park/Camp Fund	\$311.05
120	Swimming Pools	\$390.88
140	Private Water Fund	\$919.21
150	Solid Waste Fund	\$3.44
190	Food Service Fund	\$429.91
320	Help Me Grow	\$47.00
330	WIC	\$4,119.31
340	Falls	\$2,163.22
360	IAP	\$1,190.45
470	PHEP	\$1,215.80
610	Enhanced Operations	\$564.63
630	Coronavirus Response Supplemental	\$994.94
#	Total	\$37,344.59

The Board reviewed the accounts payable report for **August 2021**. Commissioner Derr pointed out that there were some large payables this month within District Health to pay credit cards receipts. He added that the Board will likely see payables increase within the sewage program as we finish off the grant year for the Wastewater Control Loan Fund. Mrs. Miller moved that the accounts payable for **August 2021** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

44-21 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **August 2021**. Commissioner Derr informed the Board that the Health District had to separate the COVID grants into their own funds as a result of an audit correction. Commissioner Derr added that this triggered a single audit. Additionally, the Health District is preparing for a State Audit as well. Commissioner Derr said that he does not anticipate any critical findings from any of the audits. Ms. Burns moved that the accounts transactions report for the month of **August 2021** 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, Ms. Burns 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

45-21 Accept the Resignation of Linsey Wilson, WIC Intake Peer Helper

Commissioner Derr asked the Board to approve the resignation of Lindsey Wilson, WIC Intake Peer Helper. Ms. Wilson has accepted a full-time position at her former employer. Commissioner Derr wished her the best of luck and added that Ms. Wilson is willing to stay on PRN until the position is hired. Dr. Miller moved to approve the resignation of Lindsey Wilson. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

46-21 Approval to Recruit and fill the WIC Peer Helper

Commissioner Derr informed the Board that an official approval is needed to fill the WIC Peer Helper position vacated by Ms. Wilson. Dr. Miller moved to approve the recruitment and hiring of the WIC Peer Helper position. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

47-21 Approval to Reclassify Lindsey Wilson to PRN until Peer Helper is Hired

Commissioner Derr explained that Lindsey Wilson is willing to be PRN with the Health District until the WIC Peer Helper position is filled. Ms. Burns moved to approve PRN status for Lindsey Wilson until the Peer Helper position is filled. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

48-21 Approval to Hire Ana Shundry, Registered Environmental Health Specialist In-Training

Commissioner Derr explained that Ana Shundry was hired in August as a Registered Environmental Health Specialist In-training. Ms. Shundry is currently working in the Health District's sewage program. Commissioner Derr added that the Health District is happy to welcome her to the team. Dr. Miller moved to approve the hire of Ana Shundry. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

49-21 Approval to Emma Clark, Emergency Preparedness Planner

Commissioner Derr shared that the Health District has offered the Emergency Preparedness Planner position to Emma Clark. Ms. Clark is currently employed with the Stark County Health Department as a Disease Investigator and is working towards her MPH in Epidemiology. Ms. Clark is looking to advance her career and the Health District is excited to welcome her aboard. Mrs. Miller moved to approve the hire of Emma Clark. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

50-21 First Reading of the Food Program Fees

Commissioner Derr presented the proposed food program fees for 2022. He explained that the fees in risk level 1 & 2 went down, while fees for risk levels 3 & 4 remained the same. Some of the fees were decreased as a result of COVID-19 and not being able to meet inspection frequencies. Commissioner Derr said that the State is planning to utilize COVID dollars to replace some of the lost revenue for this program. He added that food fees will likely increase in 2023 as the Health District is able to get back out into the field and meet inspection frequencies. The proposed changes will be communicated via letter to license holders and a public hearing will be held at next month's meeting. Mr. Miller moved to approve the first reading of the food program fees. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

51-21 Approval of the Updated Strategic Plan

Deputy Health Commissioner, Jennifer Talkington shared that the agency's strategic plan has been updated for the years 2021-2023. Mrs. Talkington explained that the Strategic Planning Committee consists of members from all divisions of the HCGHD as well as management, and two Board members. Based on an extensive document review, the planning committee selected four planning priorities – agency growth, pandemic recovery, community engagement, and workforce development. Mrs. Talkington also informed the Board that as part of the strategic planning process, the committee also reviews the agency mission, vision, and values. The committee voted to add "kindness" as a core value for the HCGHD. Dr. Miller moved to approve the updated Strategic Plan. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

52-21 Approval of Grant Appropriations

Commissioner Derr informed the Board that as discussed in "account transactions" - COVID grant funds needed to be reappropriated for 2021. Ms. Burns moved to approve the grant appropriations. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

INCOME & EXPENSE

Commissioner Derr reviewed the income and expense report with the Board. He stated that the Health District is in a strong financial position, with an ending fund balance of \$1,148,446.92. The Health District added \$125,600 in revenue last month. Commissioner Derr shared that the Health District will likely see funds from the State to help recover the cost of lost revenue due to the pandemic. Dr. Miller asked the Commissioner what is the agency's goal for the increased revenue. Commissioner Derr explained that the additional revenue will be used for agency growth – to increase programming and to hire additional staff to sustain the programs. Additionally, funds may be used for tuition reimbursement for staff, furniture for the new

building, and other infrastructure costs. Mr. Miller moved that the reports be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr shared that so far this month, over 200 new cases of COVID-19 has been reported to the Health District. For comparison, last September (2020) – only 30 cases of COVID-19 were reported in Holmes County. So far for the month about 31% of the cases are in children, compared to only 5% this time last year. Commissioner Derr added that most of the cases reported reside on the Western side of the County. Dr. Miller shared that East Holmes Family Care is seeing many “presumed cases” of COVID-19, but most patients are refusing to be tested. The Board had a discussion on testing ability and hospital capacity.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr shared that AOHC continues to speak to the Governor weekly. Commissioner Derr said that he remains outspoken within AOHC on COVID policy and advocating for additional funding. Commissioner Derr announced that he was elected to the AOHC Board of Directors which will allow him the opportunity to have discussions with ODH leadership and influence policy changes at the State level. Finally, Commissioner Derr shared that the EOC continues to meet weekly throughout this recent surge in cases.

The Board was presented written reports from the Deputy Health Commissioner and management team.

EXECUTIVE SESSION

Mr. Miller made a motion to go into executive session to discuss personnel with possible action to be taken. Dr. Miller seconded the motion. The executive session began at 9:04am. Health Commissioner Derr reviewed with the Board proposed changes to the Health District’s workforce development plan as an effort to improve retention and recruitment efforts.

Commissioner Derr proposed the following to the Board:

- Updated pay grade
- Salary increases for all staff effective immediately
- Change in hours of operation to 8:30am-4:30pm, with a 1 hour paid lunch
- Amend the vacation policy to allow staff to be eligible for 3 weeks of vacation after 5 years of service
- Summary of Benefits worksheet
- Updated organizational charts showing planned growth over the next 5 years

There being no further discussion, the Board voted to end executive session to approve the workforce development plan proposal. The executive session ended at 9:54am.

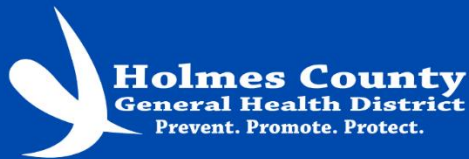
53-21 Approval of the Workforce Development Proposal

Mr. Miller moved to approve the workforce development proposal. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

Ms. Burns made a motion to adjourn the Board meeting. Mr. Miller seconded. There being on further action, the Board adjourned at 9:54am.

Kurt Rodhe, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—October 15, 2021

CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **October 15, 2021**. Board President Mr. Kurt Rodhe called the meeting to order at **8:01 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Mike Derr	Ervin Raber
Carol Miller	Jennifer Talkington	
Misty Burns	Rebecca Starner	
Paul Miller	Lavonne Flickinger	
Dr. Miller		

HEARINGS

2.1 Food Program Fees

Commissioner Derr shared that Environmental Health Director, Sarah Burkholder sent out a notice to all food service license holders regarding the changes to the fees. No feedback was received. On a motion by Dr. Miller and seconded by Ms. Burns, the hearing was closed. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved

ADDITIONS OR CORRECTIONS TO AGENDA

Executive Session to discuss contracts with no action to be taken.

APPROVAL OF MINUTES

On a motion by Ms. Burns and seconded by Mrs. Miller, the minutes of the **September 2021** meeting were approved. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

54-21 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$5,627.88
10	Sewage Program	\$13,014.99
30	Clinic	\$11,795.60
60	Special Services	\$997.05
110	RV/Park/Camp Fund	\$23.73
120	Swimming Pools	\$11.66
140	Private Water Fund	\$1,202.72
150	Solid Waste Fund	\$39.22
190	Food Service Fund	\$678.56
320	Help Me Grow	\$500.00
330	WIC	\$5,908.22
340	Falls	\$1,565.68
360	IAP	\$967.86
470	PHEP	\$1,275.10
610	Enhanced Operations	\$1,419.96
630	Coronavirus Response Supplemental	\$818.80
#	Total	\$45,847.03

The Board reviewed the accounts payable report for **September 2021**. Mrs. Miller moved that the accounts payable for **September 2021** 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, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

55-21 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **September 2021**. Commissioner Derr informed the Board that the Health District was awarded a 2 year workforce development grant from the state to expand our public health workforce. Dr. Miller moved that the accounts transactions report for the month of **September 2021** be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

PUBLIC PARTICIPATION

Mr. Ervin Raber presented to the Board issues regarding the disposal of dog kennel waste. He shared that he is working with the EPA with the ultimate goal of permitting septic haulers to land apply dog waste. Mr. Raber informed the Board that EPA has advised him that this process could take a long time.

He is requesting that the HCGHD BOH work with EPA to speed up this process. Commissioner Derr stated that the HCGHD is committed to working with Mr. Raber on this issue and that the Health District will work within its parameters to apply pressure to the EPA to speed up this process.

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS

56-21 Accept the Resignation of Jodi Gearhart, REHS

Commissioner Derr shared that Ms. Gearhart has submitted a resignation. She is seeking a job closer to home in order to improve her work/life balance. Mrs. Miller moved to approve the resignation of Jodi Gearhart. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

57-21 Approval to recruit and fill the REHS/REHSIT

Commissioner Derr informed the Board that an official approval is needed to fill the REHS/REHSIT position vacated by Ms. Gearhart. He explained that there is candidate pending. The Health District is awaiting the candidates REHSIT permit to be approved by the state before making an offer. Dr. Miller moved to approve the recruitment and hiring of the REHS/REHSIT.

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

58-21 Sewage Variance 13218 TR 1037

Commissioner Derr explained that a variance is needed for this property to accommodate the dosing tank and to meet other more critical isolation distances. The variance will be asking to be 4' away from the driveway instead of the 10' required by Code. Mrs. Miller moved to approve the variance for 13218 TR 1037. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

59-21 Second Reading of the Food Program Fees

Commissioner Derr explained that this is the second reading of the food program fees. The Board will be asked to adopt them at the November meeting. Mr. Miller moved to approve the second reading of the food fees. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

60-21 First Reading of the Subdivision Fees

Commissioner Derr shared that the subdivision fee review has not been completed for some time. This fee proposal consolidates the fees. Commissioner Derr recommended approval. Mr. Miller moved to approve the first reading of the subdivision fees. Dr. Miller seconded the

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

61-21 Approval of Budget for WIC and Injury Prevention

Commissioner Derr shared that the WIC and Injury Prevention grants follow the federal fiscal year which begins on October 1st. He recommended that the Board approve these budgets. Dr. Miller moved to approve the budgets for WIC and Injury Prevention. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

62-21 Revised 5-Year Budget

Commissioner Derr presented the revised 5-year budget to the Board. He explained that with the additional COVID funds we have received, the Health District is in a good financial position. Overall, the outlook is good. Commissioner recommend approval of the budget and explained that next month the Board will appropriate the funds for the next fiscal year. Mr. Miller moved to approve the revised 5-year budget. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

INCOME & EXPENSE

Commissioner Derr reviewed the income and expense report with the Board. He shared that revenue is down in some programs. Commissioner Derr continues to advocate for replacement funding from the State, which would be estimated to be about \$200,000 - \$450,0000. Dr. Miller moved that the reports be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr shared that COVID-19 cases have plateaued and we are now seeing about 70-80 cases per week. He hopes to see cases bottom out quickly so that winter months will be calm. The health district is currently assessing the cost benefit of offering COVID vaccines at immunization clinics vs risking a reduction in other childhood immunizations.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr shared that the County EOC is now meeting bi-weekly as cases continue to decrease. The Health District continues to promote simple prevention messaging – stay home when you are sick, wash your hands, wear a mask when in crowded settings, and vaccinate if

you are able. Finally, Commissioner Derr informed the Board that the Counseling Center provided a virtual resiliency training for staff last month.

Jennifer Talkington: Mrs. Talkington provided reports for Environmental Health and Nursing as Mrs. Burkholder and Ms. Conner were not in attendance. With regards to the nursing program - Mrs. Talkington shared that COVID cases have declined this month and that Ms. Conner is organizing a drive-through COVID-19 Pfizer booster clinic on October 29th at the fairgrounds. Staff in the WIC program thanked the Board for the pay increase last month. Flu vaccine is in and the Health District is hosting a flu clinic for County employees on October 21st at the HCGHD.

Mrs. Talkington shared Mrs. Burkholder's report. She informed the Board that the new performance management system is coming along well. Management just needs to upload their divisional goals and objectives into the system, and then tracking can begin. ODH will be conducting a survey for the recreational programs on November 30-December 1.

Finally, Mrs. Talkington shared that Emma Clark, Emergency Planner, started on Oct 7th and has been working through her trainings and has started helping with PHEP deliverables. Mrs. Talkington shared that she is excited to have Emma join the team.

Rebecca Starnier: Mrs. Starnier shared that EI continues to look for an EI service coordinator as the caseload continues to increase. The HMG program signed the grant agreement from ODH. There is still a small amount of money available to provide diapers and other essentials to HMG families. Mrs. Starnier shared that Abbie, Health Educator, will be trained as a car seat tech later this month. Falls prevention recently hosted a Falls Walk which was successful. Ms. Starnier also informed the Board that Kerry, Injury Prevention Coordinator, is receiving survey's back from the community regarding knowledge of falls prevention programs and fear about falling. Mrs. Starnier shared that the Health District participated in a drive through baby shower. It was not well attended, but Mrs. Starnier hopes that the Health District can make improvements and host another shower in the spring. Finally, Mrs. Starnier informed the Board that since June, the HCGHD has connected 13 Holmes County businesses and non-profits with 20 changing tables to be placed in men's restrooms. Referrals can still be made through December.

Sarah Burkholder: Written report provided.

Tara Conner: Written report provided.

Lavonne Flickinger: Mrs. Flickinger shared that she has been busy with audits. The biannual audit triggered a single audit; and ODH conducted a desk review for the COVID grants.

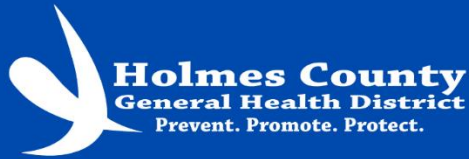
Mr. Miller made a motion to go into executive session. Dr. Miller seconded. There being on further action, the Board adjourned the regular meeting at 9:01am.

Executive Session

The executive session was called to order at 9:05am. The Board discussed contracts with no action to be taken. Mr. Miller made a motion to end the executive session. Dr. Miller seconded. The executive session was adjourned at 9:26am.

Kurt Rodhe, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—November 19, 2021

CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **November 19, 2021**. Board President Mr. Kurt Rodhe called the meeting to order at **8:02 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Mike Derr	
Carol Miller	Jennifer Talkington	
Misty Burns	Rebecca Starnier	
Paul Miller	Lavonne Flickinger	
Dr. Miller	Tara Conner	
	Sarah Burkholder	

HEARINGS

2.1 Subdivision Fee Hearing

Commissioner Derr shared that no feedback was received regarding changes to the subdivision fees. On a motion by Mrs. Miller and seconded by Dr. Miller, the hearing was closed. 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

ADDITIONS OR CORRECTIONS TO AGENDA

Executive Session to discuss personnel with possible action to be taken.

APPROVAL OF MINUTES

On a motion by Ms. Burns and seconded by Dr. Miller, the minutes of the **October 2021** meeting were approved. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—None. The motion was approved.

63-21 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$8,750.96
10	Sewage Program	\$18,472.00
30	Clinic	\$5,221.75
60	Special Services	\$804.48
110	RV/Park/Camp Fund	\$297.74
120	Swimming Pools	\$12.60
140	Private Water Fund	\$3,812.93
150	Solid Waste Fund	\$12.46
190	Food Service Fund	\$785.53
320	Help Me Grow	\$918.47
330	WIC	\$7,273.23
430	WIC	\$240.95
340	Falls	\$1,752.36
360	IAP	\$406.77
470	PHEP	\$628.31
610	Enhanced Operations	\$2,280.34
630	Coronavirus Response Supplemental	\$667.05
650	Public Health Workforce	\$1,235.65
#	Total	\$53,583.58

The Board reviewed the accounts payable report for **October 2021**. Dr. Miller moved that the accounts payable for **October 2021** 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—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

64-21 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **October 2021**. Commissioner Derr informed the Board that funds were transferred from District Health to Clinic to make the fund solvent. Otherwise, transactions are normal for this time of year. Mrs. Miller moved that the accounts transactions report for the month of **October 2021** be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns 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

65-21 Approval of Food Program Fees

Commissioner Derr shared that this motion is to approve the food program fees for 2022. Review of these fees are required annually per ORC. Commissioner Derr recommended approval. Mr. Miller moved to approve the food program fees. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

66-21 Second Reading of Subdivision Fees

Commissioner Derr informed the Board that this is the 2nd reading of the subdivision fees. So far, no feedback has been received from the public. Ms. Burns moved to approve the second reading of the subdivision fees. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

67-21 Contract with Modern Office Methods

Commissioner Derr explained that this is a new contract for the Health District's copy and printing services. The Health District formally used MT Technologies, but that company was sold to a larger corporation and it was difficult to get timely service. The contract with Modern Office Equipment offers a better deal than what the Health District was receiving with MT Technologies, offers access to local service providers, and better office equipment. Dr. Miller moved to approve the contract with Modern Office Methods. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

68-21 Health Insurance Renewal - Aultcare

Commissioner Derr explained the Health District renews its insurance rates annually. Originally Aultcare proposed a 7% increase to insurance rates; however, after negotiations, Aultcare proposed a 2% renewal rate. Mrs. Miller moved to approve the Aultcare insurance renewal. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

69-21 Approval of 2022 Appropriations

Commissioner Derr reminded the Board that last month they approved the revised 5-year budget. This motion allows for the appropriation of the funds for 2022. Mr. Miller moved to approve the 2022 budget appropriations. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

70-21 Adoption of the 2022 Board Meeting Calendar

Commissioner Derr provided the Board with a proposal to change the monthly meeting schedule from the third Friday of each month to the fourth Friday each month, beginning in January 2022. This change will allow Commissioner Derr to attend in-person AOHC Board of Director's meetings which take place on the third Friday of each month. Dr. Miller moved to approve the revised 2022 Board meeting calendar. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

71-21 Resignation of Ana Shundry

Commissioner Derr informed the Board that REHS-IT, Ana Shundry has submitted her resignation to accept a position closer to home. Mr. Miller moved to approve the resignation of Ana Shundry. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

72-21 Approval to Recruit and Hire REHS/REHS-IT

Commissioner Derr informed the Board that an official approval is needed to fill the REHS/REHSIT position vacated by Ms. Shundry. Mrs. Miller moved to approve the recruitment and hiring of the REHS/REHS-IT. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved

INCOME & EXPENSE

Commissioner Derr reviewed the income and expense report with the Board. He shared that the Health District is finishing the year out strong. The health district is still waiting on some State reimbursements to come in. There continues to be a few funds of concern – namely the clinic fund. Commissioner Derr shared that he continues to advocate to the State for replacement revenue. Ms. Burns moved that the reports 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, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr shared that the Health District was provided with an Epidemiologist through the CDC Foundation and ODH. This individual is going to look at the current statistics report and see how it can be more functional. Mr. Rodhe noticed that Lyme Diseases cases were up significantly from the previous year. Commissioner Derr said that the increase is likely attributed to people spending more time outdoors amid the pandemic and also physicians are testing for it more frequently.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr shared that the AOHC continues to track legislation that affects public health. Specifically, HB218 which could have implications for vaccine mandates and HB463 which could impact how Boards of Health are structured. Commissioner Derr shared that the County EOC meets on a monthly basis now and is focused on recovery from COVID-19.

Jennifer Talkington: Mrs. Talkington informed the Board that the Partners for a Healthier Holmes County met on November 16th to select the CHIP priority areas for the 2021-2023 CHIP. Priorities will include:

- Access to Care (increase access to medical care and mental health providers; increase health screenings; increase health insurance coverage)
- Chronic Disease (decrease adult obesity, heart disease, and diabetes)
- Community Conditions (increase access to broadband internet; increase access to recreational/physical activity opportunities)

Rebecca Starner: Mrs. Starner shared that the car seat program launched two weeks ago and is going very well. So far, the Health District has distributed and installed 7 car seats. Mrs. Starner shared with the Board the 2021 Early Intervention Family Questionnaire results which showed a 100% satisfaction rate. Additionally, Holmes County had a higher response rate than the State.

Sarah Burkholder: Mrs. Burkholder shared that there hasn't been much movement this month regarding performance management. Next steps will be to add objectives to the system, pilot the dashboard, and train staff. Mrs. Burkholder informed the Board that she and Colt Tennent attended "All-In" week at West Holmes High School where they introduced students to careers in environmental health. Finally, EH has been receiving many calls for programs that the Health District doesn't enforce (i.e. bed bugs, mold, animal hoarding, etc); however the EH team has been able to link the public to the appropriate community resources.

Tara Conner: Ms. Conner informed the Board that COVID cases are declining; however, we have seen a spike in deaths. The Health District conducted two drive-through COVID booster clinics at the fairgrounds in October and November which were huge successes. Ms. Conner is working with the schools to plan a booster clinic for school staff in December. Ms. Conner shared that the Health District continues to conduct childhood immunization outreach clinics, however vaccination rates for childhood immunizations are down. So far this season, the Health District has provided 203 flu shots. Ms. Conner is hoping to schedule a drive through clinic for flu vaccinations in December.

Lavonne Flickinger: Mrs. Flickinger shared that the final audit has been completed. She also shared that she is preparing for end of year reporting.

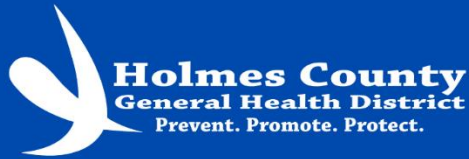
Mr. Miller made a motion to go into executive session. Dr. Miller seconded. There being no further action, the Board adjourned the regular meeting at 9:08am.

Executive Session

The executive session was called to order at 9:10am. The Board discussed personnel and no action was taken. Ms. Burns made a motion to end the executive session. Mrs. Miller seconded. The executive session was adjourned at 9:45am.

Kurt Rodhe, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—December 17, 2021

CALL TO ORDER

The Holmes County Board of Health met in regular session at the Holmes County General Health District office in Millersburg, Ohio on Friday, **December 17, 2021**. Board President Mr. Kurt Rodhe called the meeting to order at **8:01 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Kurt Rodhe	Mike Derr	
Carol Miller	Jennifer Talkington	
Misty Burns	Rebecca Starner	
Dr. Miller	Lavonne Flickinger	
	Sarah Burkholder	

HEARINGS

None.

ADDITIONS OR CORRECTIONS TO AGENDA

None.

APPROVAL OF MINUTES

On a motion by Dr. Miller and seconded by Mrs. Miller, the minutes of the **November 2021** 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.

73-21 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$5,249.80
10	Sewage Program	\$593.81
30	Clinic	\$140.23
60	Special Services	\$2,692.01
110	RV/Park/Camp Fund	\$22.82
120	Swimming Pools	\$18.21
140	Private Water Fund	\$728.30
150	Solid Waste Fund	\$13.46
190	Food Service Fund	\$296.57
320	Help Me Grow	\$2,866.81
330	WIC	\$654.30
430	WIC	\$674.57
340	Falls	\$1,478.58
360	IAP	\$549.96
470	PHEP	\$620.35
610	Enhanced Operations	\$3,596.68
630	Coronavirus Response Supplemental	\$178.55
650	Public Health Workforce	\$494.28
#	Total	\$20,869.29

The Board reviewed the accounts payable report for **November 2021**. Mrs. Miller moved that the accounts payable for **November 2021** 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.

74-21 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **November 2021**. Commissioner Derr informed the Board that there were several corrections that involved switching money between line items; but that is typical for this time of year. Mrs. Miller moved that the accounts transactions report for the month of **November 2021** 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.

PUBLIC PARTICIPATION

None.

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS

75-21 Final Approval of Subdivision Fees

Commissioner Derr shared that this motion is to approve of the subdivision fees. No comments were received from the public. Commissioner Derr reminded the Board that the rates were not changed but the fees were combined. Commissioner Derr recommended approval. Dr. Miller moved to approve the subdivision fees. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative— Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

76-21 Approval of MAC time study contract

Commissioner Derr explained to the Board that the HCGHD frequently makes referrals to different resources such as providers, insurance, and TANF which is reimbursable through Medicaid. The Medicaid Administrative Claiming (MAC) program conducts quarterly time studies of our agency for which we can get reimbursed. Typically, this brings in an additional \$5,000-10,000 of additional revenue quarterly. This motion is to approve the contract with MAC so that the HCGHD can continue with the time studies. Ms. Burns moved to approve the MAC time study contract. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

INCOME & EXPENSE

Commissioner Derr reviewed the income and expense report with the Board. He shared that although there is still one more month to add to the I&E report to finish off the year; the Health District is ending the year in a strong financial position. The Health District is operating about \$85,000 ahead of projections and has over \$1 million in cash reserve which puts the HCGHD in a good position for growth. There are still several funds of concern including clinic, special services, private water, and food. Commissioner Derr shared that he continues to advocate to the State for revenue replacement. Dr. Miller moved that the reports be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mrs. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr shared that the birth rate seems to have flattened over the last two years; whereas deaths are up by about 70-80 per year; which is likely attributed to the pandemic. Commissioner Derr shared that the WIC caseload is down about 20% from last year and the BCMH caseload remains flat. With regard to communicable disease, cases are primarily COVID; however, Lyme disease increased significantly this year.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr shared that the AOHC continues to watch HB218 closely. They also continue to push the state to make COVID-19 a Class B disease which would no longer make it

reportable 24/7. Commissioner Derr shared that the EOC continues to meet on a monthly basis. Finally, the Commissioner provided the Board with an update on Omicron. He said that Omicron presents with more mild illness than other variants but it is much more contagious. Commissioner Derr shared that he believes Omicron will be the dominant strain right around Christmas time and that it will probably peak in Ohio in mid-January. He discussed with the Board the concept of COVID-19 being an endemic and the likelihood that regular booster shots would be needed; much like the annual flu vaccine.

Jennifer Talkington: Mrs. Talkington informed the Board that the FY23 PHEP grant application was released at the beginning of December and is due in mid-January. The anticipated award amount is about \$2,000 more than previous years. Mrs. Talkington shared that preparedness staff have met with the new EMA Director, Jason Troyer to discuss upcoming planning initiatives. Finally, Mrs. Talkington reminded the Board that the PHAB workplan is due in May and that she has begun to upload documents for submission.

Rebecca Starner: Mrs. Starner shared that she recently submitted a grant application to United Way for about \$60,000 to help support various health education programs, the immunization program, and trainings for staff. Mrs. Starner announced that Pam Semanya, FCFC Coordinator has retired. Her replacement is Andy Hysell. Mrs. Starner shared that she was re-elected as Vice Chair of the FCFC Committee. Finally, Mrs. Starner informed the Board that she is assisting the Suicide Prevention Coalition in their strategic planning process and announced that January is Human Trafficking Awareness month. The Anti-trafficking Coalition is planning to host a virtual presentation on human trafficking on January 27th.

Sarah Burkholder: Mrs. Burkholder provided the Board with an update on performance management. She shared that Division Directors are working with Sam and Colt to input performance goals and targets into the new dashboard. She added that staff will be introduced to the system at the beginning of the year. Mrs. Burkholder shared that she attended a community meeting on December 6th for residents and businesses along the Winesburg sewer expansion route. She presented on the WWCLF and said that many residents took applications. Mrs. Burkholder provided an update to the Board regarding the disposal of animal waste in dog kennel operations. She shared that Mr. Raber worked with Ohio EPA to determine an approved procedure for proper waste disposal. Regarding solid waste nuisances, Mrs. Burkholder shared that the EH team is working to schedule the final inspection of the Myers property to ensure that the solid waste items have been properly removed. Mrs. Burkholder announced that the County Commissioners and solid waste district approved a funding increase to the Health District's solid waste program.

Lavonne Flickinger: Mrs. Flickinger shared that she is busy with end of year reporting.

Ms. Burns made a motion to adjourn the Board meeting. Dr. Miller seconded. There being on further action, the Board adjourned at 9:07am.

Kurt Rodhe, Board President

Michael E. Derr, Secretary