

Holmes County Board of Health

Regular Session
Minutes—January 28, 2022

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 28, 2022**. Board President Mr. Kurt Rodhe called the meeting to order at **8:04 AM**.

ATTENDANCE

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

HEARINGS

None.

ADDITIONS OR CORRECTIONS TO AGENDA

Added agenda item 9.5: Emergency Clause to Adopt Food Fees

APPROVAL OF MINUTES

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

01-22 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$19,558.20
10	Sewage Program	\$943.86
30	Clinic	\$4,345.25
60	Special Services	\$467.66
110	RV/Park/Camp Fund	\$21.07
120	Swimming Pools	\$13.59
140	Private Water Fund	\$430.20
150	Solid Waste Fund	\$10.31
190	Food Service Fund	\$289.18
320	Help Me Grow	\$114.95
330	WIC	\$0.00
430	WIC	\$974.46
340	Falls	\$966.28
360	IAP	\$220.21
470	PHEP	\$681.45
610	Enhanced Operations	\$1,768.76
630	Coronavirus Response	\$2.65
	Supplemental	
650	Public Health Workforce	\$82.54
#	Total	\$30,890.62

The Board reviewed the accounts payable report for **December 2021**. Commissioner Derr stated that nothing was out of the ordinary with regard to payables. Dr. Miller moved that the accounts payable for **December 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, Ms. Burns, and Mr. Rodhe. In the negative—none. The motion was approved.

02-22 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **December 2021**. Commissioner Derr informed the Board that there was money was moved from District Health into new COVID grant line items. Ms. Burns moved that the accounts transactions report for the month of **December 2021** be approved. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. 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

03-22 WPCLF Authorization Resolution

Commissioner Derr shared that the Health District received a grant for \$150,000 to repair failed waste water systems. He requested that the Board grant him the authority to approve the spending of these dollars to homeowners in need. Ms. Burns moved to approve the WPCLF authorization resolution. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

04-22 Water Well Variance

Commissioner Derr requested that the Board grant a well water variance for the property located at 4836 TR 305 Millersburg, Ohio 44654. Commissioner Derr explained that that there is not enough isolation distance. Mr. Miller moved to approve the well water variance. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

05-22 Retention Bonus Schedule

Commissioner Derr shared that the Health District was awarded a workforce development grant that can be used to recruit and hire new positions, and retain current staff. Commissioner Derr proposed that the Health District provide retention bonuses for all staff. The bonus would be 3% of their salary, with a cap \$1,500. By accepting the bonus staff will agree to work for the Health District for the remainder of the year or they will be required to pay back their bonus in full. Ms. Burns stated that this is a nice way to show appreciation to staff. Mr. Rodhe agreed and stated that retention is just as important as recruitment. Ms. Burns moved to approve the retention bonus schedule. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

06-22 Appropriation CN22

Commissioner Derr shared that this motion is to appropriate the money awarded to the Health District for the CN22 grant. This grant was awarded to help pay for COVID-19 vaccination efforts. The Health District will use the money to pay for personnel time which should help the clinic fund. Dr. Miller moved to approve the appropriation of the CN22 grant. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

07-22 Emergency Clause to Adopt Food Fees

Commissioner Derr explained that the Ohio Department of Agriculture (ODA) is looking closely at food cost methodologies. Based on feedback received from ODA, the Health District will need to adjust its fees for temporary food licenses. The fee would decrease from \$45.50 to \$43.25; a

difference of \$2.25. Commissioner Derr requested that the Board consider an emergency adoption of the new fees in order to avoid having to issue refund checks to all license holders for \$2.25. Mr. Miller moved to approve the updated food fees. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. 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 finished the year strong with a surplus of over \$90,000. Commissioner Derr stated that he is watching some funds closely – clinic, private water, and special services. He hopes these funds can recover this year, otherwise program adjustments may be necessary. 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, Dr. Miller, Ms. Burns and Mr. Rodhe. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr shared that deaths are up 30% over the last two years. He hopes that this year COVID related deaths will no longer be the leading cause of death. Aside from COVID-19, Lyme Disease cases were up last year. Commissioner Derr anticipates that 2022 could be a bad mosquito year. The Health District will work to promote tick and mosquito prevention this summer. The Commissioner shared that the Health District applied for a mosquito control grant to focus on breeding site reductions and community education. Mr. Rodhe inquired about COVID trends. Commissioner Derr shared that Holmes County appears to have reached its peak and cases are beginning to decline as are hospitalizations.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr shared that AOHC has continued to advocate for change around COVID-19 contact tracing and disease investigation protocols. Commissioner Derr informed the Board that the Health District is focusing on recovery and trying to get other public health programs back into practice. AOHC has continued its advocacy work to replace lost revenues during the pandemic and were successful in obtaining funds to help cover lost revenues in the food program. Sarah Burkholder was placed on the group as an OEHA representative to help determine how the money will be distributed equitably amongst local health departments.

Jennifer Talkington: Mrs. Talkington reminded the Board that our accreditation workplan is due to PHAB by May. She informed the Board that there are 58 documents that need resubmitted, and so far about 34% of them have either been submitted or are ready to be submitted into ePHAB.

Rebecca Starnier: Mrs. Starnier shared that she recently attended a luncheon at New Leaf. She educated the Board about the services that New Leaf offers. Mrs. Starnier informed the Board the home visiting rules have been updated and she will be busy reviewing those. With regard to health education, Mrs.

Starner told the Board that the car seat program is going well and the Health District has distributed many car seats. Mrs. Starner invited the Board to the Falls Prevention Forum on March 1st and provided them with a flyer. Finally, Mrs. Starner informed the Board that January is human trafficking awareness month. The Health District offered a virtual training on human trafficking on Jan 27th that went well.

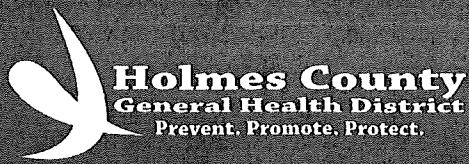
Sarah Burkholder: Mrs. Burkholder provided the Board with an update on performance management. She shared that Division Directors have input measures and will meet in February to update data for 2021. An overview of the system is planned for all staff in March. Mrs. Burkholder informed the Board that ODH is providing \$10 million in relief money to food programs. Mrs. Burkholder will serve on a workgroup to determine how the funds will be equitably distributed amongst all local health departments.

Tara Conner: Ms. Conner informed the Board that COVID cases are down but there has been an increase in flu. Ms. Conner shared with the Board that the Health District worked with Jason from EMA to organize a COVID vaccination clinic for the Amish on January 26th. Unfortunately, the clinic was cancelled due to lack of interest.

Dr. Miller made a motion to adjourn the Board meeting. Mr. Miller seconded. There being no further action, the Board adjourned at 9:25am.

Kurt Rodhe, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—February 25, 2022

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 28, 2022**. Board President Mr. Kurt Rodhe called the meeting to order at **8:04 AM**.

<u>ATTENDANCE</u>		GUESTS
BOARD MEMBERS	STAFF	
Kurt Rodhe	Mike Derr	
Misty Burns	Jennifer Talkington	
Paul Miller	Rebecca Starner	
Carol Miller	Sarah Burkholder	

HEARINGS

None.

ADDITIONS OR CORRECTIONS TO AGENDA

None.

APPROVAL OF MINUTES

On a motion by Ms. Burns and seconded by Mrs. Miller, the minutes of the **January 2022** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Ms. Burns, Mrs. Miller, and Mr. Rodhe. In the negative—None. The motion was approved.

08-22 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$28,983.67
10	Sewage Program	\$21,363.11
30	Clinic	\$1,768.66
60	Special Services	\$1,067.94
110	RV/Park/Camp Fund	\$203.94
120	Swimming Pools	\$184.18
140	Private Water Fund	\$6,296.11
150	Solid Waste Fund	\$77.69
190	Food Service Fund	\$2,880.65
320	Help Me Grow	\$1,254.84
330	WIC	\$0.00
430	WIC	\$1,375.39
340	Falls	\$2,092.17
360	IAP	\$802.97
470	PHEP	\$2,594.32
610	Enhanced Operations	\$1,897.04
630	Coronavirus Response	\$0.00
	Supplemental	
650	Public Health Workforce	\$2,230.66
#	Total	\$75,073.34

The Board reviewed the accounts payable report for **January 2022**. Commissioner Derr stated that January's payables were higher due to quarterly payments. Otherwise, nothing is out of the ordinary. Mrs. Miller moved that the accounts payable for **January 2022** 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, Ms. Burns, Mrs. Miller, and Mr. Rodhe. In the negative—none. The motion was approved.

09-22 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **January 2022**. Commissioner Derr informed the Board \$10,000 was appropriated into the solid waste fund. The Health District was awarded those funds from the County Commissioners through the Solid Waste District. Commissioner Derr added that he was thankful to the Commissioners for this money. Mr. Miller moved that the accounts transactions report for the month of **January 2022** be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Ms. Burns, 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

None.

INCOME & EXPENSE

Commissioner Derr reviewed the income and expense report with the Board. He shared that he is keeping a close watch on several funds and is working in conjunction with the management team to develop plans to recover these funds. Commissioner Derr said that he is reviewing income and expense reports after each payroll cycle. He also added that the first quarter is usually the toughest as the Health District awaits payments. Mr. Rodhe commended leadership for looking ahead and being proactive with the budget. 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, Ms. Burns, Mrs. Miller, and Mr. Rodhe. In the negative—none.

The motion was approved.

STATISTICS

No updates.

2021 ANNUAL REPORT

Commissioner Derr reviewed the 2021 Annual Report with the Board. In regards to finance, he shared that the Health District is heavily grant funded and noted that grants make up about half of our budget. Commissioner Derr shared that in 2021 the birth rate increased. Deaths also increased as a result of COVID-19. COVID-19 was actually the second leading cause of death in Holmes County in 2021, followed by heart disease which ranked as the leading cause of death. Commissioner Derr shared that the vaccination rate was up in 2021 due to COVID-19 vaccines. He shared that Holmes County administered over 10,000 COVID vaccines in 2021, compared to about 5,500 MMR vaccines that were administered during the measles outbreak in 2014. COVID-19 was the most common communicable disease reported to the Health District in 2021.

The second most common was Lyme Disease. Commissioner Derr shared that the Health District plans to launch a tick prevention campaign this summer in an effort to reduce Lyme Disease in the County. Commissioner Derr highlighted the different programs/services offered by the Health District. Finally, he recognized several staff for their years of service: Cathy Kick, 30 years; Sue Gonter-Dray, 20 years; and Jen Menuetz, 15 years.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr provided the Board with an update on the new building. He shared that Classical Construction was chosen as the construction company and they will work with Tekton Engineering on the building design. Commissioner Derr shared that he continues to serve on

the Counseling Center Board and AOHC Board. AOHC is following several pieces of legislation as public health is still a target. The group is following one bill closely which could potentially change the make-up of local Boards of Health. Finally, Commissioner Derr shared that the Health District is focusing on post-pandemic recovery. The Health District continues to look at fees, ways to increase revenue, and various grants.

Jennifer Talkington: Mrs. Talkington provided the Board with an update on the PHAB workplan. She shared that 75% of the required documents have been either uploaded, are ready to upload, or are in process of being completed. Mrs. Talkington said that she is happy with the progress.

Mrs. Talkington shared Director of Nursing, Tara Conner's report with the Board as she was absent from the meeting. Ms. Conner wished to share a flu update with the Board. The Board received copies of the weekly Holmes County Flu Reports from January 2022 as developed by the Health District's Epidemiologist. In her written report, Ms. Conner informed the Board that during the first week of January, the Health District saw an increase in influenza like illnesses (ILI) reported as well as two hospitalizations. Mrs. Talkington noted that this is a typical pattern that we see right after the holiday season. Throughout the rest of the month, ILI cases remained minimal with no hospitalizations. In her report, Ms. Conner shared that the 2021-2022 flu season has been more active than the 2020-2021 season as there are more ILI cases and hospitalizations reported this year than last. Ms. Conner cited several reasons for this increase including relaxed masking/infection control protocols, multiple respiratory illnesses circulating making people more vulnerable to flu which could also be promoting more people to seek out medical care and treatment. Mrs. Talkington added that overall, ILI cases in Holmes County for the month of January were lower than the State average. Additionally, hospitalized flu cases in Holmes County for January are below the 5-year average.

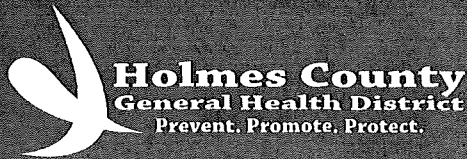
Rebecca Starner: Mrs. Starner shared that the Help Me Grow caseload is increasing and there is a wait list currently. She hopes that the EI caseload will continue to increase as well and hopes to be able to do more outreach events this year to promote the program. Mrs. Starner shared that the car seat program has been very successful and the Health District continues to go through its allocation of car seats quickly. Mrs. Starner reminded the Board that the Falls Forum is March 1st at the library.

Sarah Burkholder: Mrs. Burkholder drew the Board's attention to the 2021 Annual Report, and commended her team for always stepping up during vaccination clinics while still getting their regular work completed. She stated that she was very proud of their hard work. Regarding performance management, Mrs. Burkholder shared that all divisions are actively tracking their measures. Staff will receive an introduction to the system in March during the all staff meeting and will have an opportunity to provide input. Mrs. Burkholder emphasized that this new performance management system will be helpful for the quality improvement council to identify future QI projects. Mrs. Burkholder informed the Board that the solid waste annual survey was conducted on February 10th and that it went well. The State applauded the EH team on their nuisance enforcement process.

Mrs. Miller made a motion to adjourn the Board meeting. Mr. Miller seconded. There being on further action, the Board adjourned at 9:21am.

Kurt Rodhe, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—March 25, 2022

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, **March 25, 2022**. Board President Mr. Kurt Rodhe called the meeting to order at **8:00 AM**.

BOARD MEMBERS	<u>ATTENDANCE</u>	
	STAFF	GUESTS
Kurt Rodhe	Mike Derr	Scott Balder
Misty Burns	Jennifer Talkington	
Paul Miller	Rebecca Starner	
Carol Miller	Sarah Burkholder	
Dr. Miller	Lavonne Flickinger	
	Tara Conner	

HEARINGS

None.

ADDITIONS OR CORRECTIONS TO AGENDA

9.2: Approval of Workforce Development Plan Updates

9.3: Approval to Recruit and Hire EH Tech

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

APPROVAL OF MINUTES

On a motion by Ms. Burns and seconded by Dr. Miller, the minutes of the **February 2022** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Ms. Burns, Mrs. Miller, and Mr. Rodhe. In the negative—None. The motion was approved.

10-22 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$6,766.46
10	Sewage Program	\$19,911.03
30	Clinic	\$583.51
60	Special Services	\$1,360.38
110	RV/Park/Camp Fund	\$117.28
120	Swimming Pools	\$7.65
140	Private Water Fund	\$434.97
150	Solid Waste Fund	\$18.04
190	Food Service Fund	\$349.08
320	Help Me Grow	\$269.10
330	WIC	\$0.00
430	WIC	\$807.11
340	Falls	\$1,948.42
360	IAP	\$680.89
470	PHEP	\$1,177.03
610	Enhanced Operations	\$839.79
630	Coronavirus Response Supplemental	\$0.00
650	Public Health Workforce	\$607.27
#	Total	\$35,878.01

The Board reviewed the accounts payable report for **February 2022**. Commissioner Derr stated that nothing is out of the ordinary. Dr. Miller moved that the accounts payable for **February 2022** 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, Ms. Burns, Mrs. Miller, and Mr. Rodhe. In the negative—none. The motion was approved.

11-22 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **February 2022**. Commissioner Derr informed the Board that some money had to be moved around/appropriated differently. Otherwise, there was nothing out of the ordinary. Mrs. Miller moved that the accounts transactions report for the month of **February 2022** be approved. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Ms. Burns, Mrs. Miller, and Mr. Rodhe. In the negative—none. The motion was approved.

PUBLIC PARTICIPATION

Commissioner Derr thanked Carol Miller for her years of service to the Board of Health. On behalf of the Health District and Board of Health, he presented her with a certification of appreciation and a 25-year service pin.

Mr. Rodhe introduced Scott Balder as the new Board of Health member who is taking over Carol's seat.

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS

12-22 First Reading of Private Water Fees

Commissioner Derr explained that the Health District periodically reviews fees for fee for service programs. The Environmental Health Division has reviewed private water fees and is proposing some fee increases. The proposed increases include raising install fees by \$50, alteration fees by \$25, and the lab fee for lead samples by \$5. Commissioner Derr added that even with these proposed increases, the fees are still significantly lower than those in neighboring counties and will mostly affect new construction. Commissioner Derr reminded the Board that this is the first reading of the fees. If approved, a public notice will be released and a public hearing will occur next month. Mr. Miller moved to approve the first reading of the private water fees. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Ms. Burns, Mrs. Miller, and Mr. Rodhe. In the negative—none. The motion was approved

13-22 Approval of Workforce Development Plan Updates

Commissioner Derr shared that the health district has recently updated its workforce development plan. Changes were relatively minor and included updates to the core competency assessment and agency training plan. Commissioner Derr reminded the Board that many of the changes regarding retention and recruitment were already approved back in September 2021. Mrs. Miller moved to approve the workforce development plan updates. Ms. Burns seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Ms. Burns, Mrs. Miller, and Mr. Rodhe. In the negative—none. The motion was approved

14-22 Approval to Recruit and Hire EH Tech

Commissioner Derr explained to the Board that the Health District is having difficulty recruiting two vacant REHS and REHS-IT positions. He explained that within the Health Districts organizational chart, there is a position for an EH Tech. An EH Tech would be able to assist in the O&M program. He also explained that this position could transition into a REHS-IT at some point with the appropriate educational requirements. Commissioner Derr said that this position will be funded through the workforce development grant. Ms. Burns moved to approve the recruitment and hiring of an EH Tech. Mrs. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Ms. Burns, Mrs. Miller, 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 county subsidy came early. He explained that typically the Health District spends deficit in

January/February as payments/subsidies are pending. Commissioner Derr shared that he continues to keep a close eye on several funds, including clinic and special services. He is looking at ways to increase revenue in clinic and is advocating at the State level for an increase in billable unit cost within the BCMH program. Commissioner Derr reminded that Board that Sarah is participating in a group for EH revenue replacement. He said that a disbursement plan has been settled on and the Health District should receive replacement funds soon. Dr. 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, Ms. Burns, Mrs. Miller, and Mr. Rodhe. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr reviewed the statistical report with the Board. He shared that the birth rate is recovering; it was down during the pandemic. Regarding communicable diseases, he shared that COVID cases have decreased significantly. Lyme Disease cases are beginning to pick up and the Health District will be focusing on tick prevention education throughout the spring/summer.

Commissioner Derr informed the Board that the Health District applied for a mosquito grant through the State but, unfortunately was not awarded due to limited funding. Mrs. Miller asked what the prevalence of varicella is in the county. Director of Nursing, Tara Conner, shared that the Health District has not received many reports of varicella in the county. Dr. Miller added that within his practice he is currently seeing a lot of whooping cough and flu rather than varicella circulating.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr shared that he continues to serve on the Counseling Center Board as Vice Chair. He noted that the Counseling Center is experiencing many of the same workforce issues as the Health District. He also emphasized the importance of mental health services as we continue to navigate recovery from the COVID-19 pandemic. Commissioner Derr informed the Board that AOHC continues to closely follow legislation that may impact public health. Finally, Commissioner Derr shared that the Health District continues to work through pandemic recovery by focusing on other public health missions and trying to regain a sense of normal.

Jennifer Talkington: Mrs. Talkington informed the Board that the Health District was awarded a \$25,000 through NACCCCHO to sustain the MRC program. Mrs. Talkington praised PHEP Planner, Emma Clark, for writing and submitting the grant application. Mrs. Talkington reminded the Board that the PHAB workplan is due at the end of May. Mrs. Talkington said that she feels good about our progress and that the agency is on track to submit all documents at the beginning of May.

Rebecca Starner: Mrs. Starner informed the Board that EI meetings at the Training Center have resumed in-person. She shared that the EI program recently purchased new outreach materials and provided the Board with samples. With regard to Health Education, Mrs. Starner shared that the Health District conducted a nutrition webinar earlier this week. She also shared that Abbie, health educator, will be sending out a quarterly agency newsletter to all staff. Mrs. Starner shared that falls prevention classes are ongoing. Mrs. Starner informed the Board that she and her team have applied for several

grants and are waiting to hear back results. Finally, Mrs. Starnier informed the Board that PHS and WIC are hosting a community baby shower in April at the library for new and expectant mothers. This event will be a wellness fair and educational event.

Sarah Burkholder: Mrs. Burkholder provided an update on performance management. She and the performance management team are working to gather the required documents in Domain 9 for our PHAB workplan. She shared that all divisions are now actively tracking performance measures in the system. All staff will receive a demo of the system at the all-staff meeting later this month and we will solicit their input on ways to improve the system and ensure continued staff engagement in performance management. Mrs. Burkholder shared that the food program met the inspection frequency for 2021. They conducted 491 food inspections. Mrs. Burkholder, praised food REHS Sam George for his efforts in making this happen. Mrs. Burkholder reminded the Board that she serves on the committee to determine how the food replacement fees will be distributed. She shared that the committee recently met with ODH to determine a dispersment model. A model was agreed on and hopefully local health districts will start seeing those funds soon. Finally, Mrs. Burkholder provided an update on some community initiatives that EH is involved in, including LEPC and a focus group that Colt is organizing with Jen T.

Lavonne Flickinger: Mrs. Flickinger thanked Mrs. Miller for her time and dedication to the Health District over the years. She also shared that the health district was awarded a \$1,000 grant through PEP to purchase PPE.

Tara Conner: Ms. Conner informed the Board that COVID cases have decreased and that per ODH, the Health District no longer has to investigate all COVID-19 cases; only outbreaks. Ms. Conner shared that we continue to offer the COVID vaccine at our immunization outreach clinics. Ms. Conner shared that WIC was recognized by the State for their excellent service during the pandemic.

EXECUTIVE SESSION

Dr. Miller made a motion to go into executive session to discuss contracts with possible action to be taken. Mrs. Miller seconded the motion. The executive session began at 8:59am. Commissioner Derr and the Board reviewed the proposed building lease agreement between the HCGHD and the Holmes County Commissioners. The Board approved the lease with amendments to paragraphs 4 and 13. Ms. Burns agreed to the Board approved amendments to the County Commissioners for review. Board members were also in agreement that once the lease was signed, they approved of the deed transfer for the property at 2600 Glen Drive, Millersburg, Ohio 44654.

There being no further discussion, the Board voted to end executive session to approve the deed transfer and lease agreement pending proposed amendments. The executive session ended at 9:25am.

15-22 Approval of Deed Transfer pending signed lease agreement

Mr. Miller moved to approve the deed transfer pending approval of a signed lease agreement. 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.

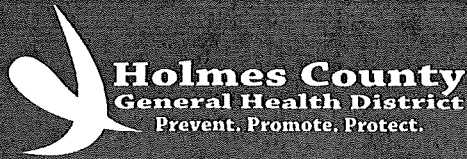
16-22 Approval of lease agreement

Mr. Miller moved to approve the lease agreement. 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.

Mrs. Miller made a motion to adjourn the Board meeting. Ms. Burns seconded. There being on further action, the Board adjourned at 9:29am.

Kurt Rodhe, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—April 22, 2022

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 22, 2022**. Board President, Ms. Misty Burns called the meeting to order at **8:03 AM**.

<u>ATTENDANCE</u>		GUESTS
BOARD MEMBERS	STAFF	
Misty Burns	Mike Derr	
Kurt Rodhe	Jennifer Talkington	
Paul Miller	Rebecca Starner	
Dr. Miller	Sarah Burkholder	
Scott Balder	Tara Conner	

HEARINGS

17-22 Private Water Fees

Commissioner Derr shared that Environmental Health Director, Sarah Burkholder sent out a notice to all contractors regarding the proposed changes to the private water fees. One question was asked, but no additional comments or feedback was received. On a motion by Dr. Miller and seconded by Mr. Rodhe, the hearing was closed. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe and Ms. Burns. In the negative—None. The motion was approved.

ADDITIONS OR CORRECTIONS TO AGENDA

9.3: Approval to allow Rebecca Starner to join the KnHoCo Board as a Health District Representative

APPROVAL OF MINUTES

On a motion by Mr. Rodhe and seconded by Mr. Miller, the minutes of the **March 2022** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—None. The motion was approved.

18-22 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$30,363.58
10	Sewage Program	\$2,109.30
30	Clinic	\$166.41
60	Special Services	\$1,889.09
110	RV/Park/Camp Fund	\$669.71
120	Swimming Pools	\$538.37
140	Private Water Fund	\$1,822.14
150	Solid Waste Fund	\$10.76
190	Food Service Fund	\$1,714.35
320	Help Me Grow	\$4,229.54
330	WIC	\$0.00
430	WIC	\$2,830.60
340	Falls	\$2,405.09
360	IAP	\$926.99
470	PHEP	\$1,539.16
610	Enhanced Operations	\$0.00
630	Coronavirus Response	\$0.00
	Supplemental	
650	Public Health Workforce	\$2,740.15
#	Total	\$53,955.24

The Board reviewed the accounts payable report for **March 2022**. Commissioner Derr informed the Board that they may notice more items in sewage due to the WWCLF grant; otherwise, there is nothing out of the ordinary. Mr. Rodhe inquired about a charge from For Imprints. Commissioner Derr explained that the purchase was for HMG/EI outreach materials. Dr. Miller moved that the accounts payable for **March 2022** 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, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none.

The motion was approved.

19-22 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **March 2022**. Commissioner Derr pointed out that some corrections needed made between line items in the private water fund; otherwise, there was nothing out of the ordinary. Mr. Miller moved that the accounts transactions report for the month of **March 2022** be approved. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

PUBLIC PARTICIPATION

None.

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS

20-22 Second Reading of the Private Water Fees

Commissioner Derr reminded the Board that there needs to be three readings of the proposed private water fee increases. At this time, the Health District has not received any feedback on the proposed fees. Next month, the third reading will occur and the fees will be adopted. Mr. Rodhe moved to approve the second reading of the private water fees. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

21-22 MOU with Wayne County for COOP Alternate Site

Commissioner Derr explained that this MOU is a formal, no cost agreement with Wayne County Health Department. This MOU serves to provide the Health District with an alternate location to provide essential services in the event that the Health District's facility is not operational due to an emergency event. Dr. Miller moved to approve the MOU with Wayne County. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

22-22 Approval to allow Rebecca Starnier to join the KnHoCo Board as a Health District Representative

Commissioner Derr explained that this motion is to allow Personal Health Services Director, Rebecca Starnier, to serve on the KnHoCo Board as a Health District Representative. He stated that he is fully supportive of this partnership. Ms. Burns emphasized the need for strong leadership that represents Holmes County on the KnHoCo Board and commended Ms. Starnier for her willingness to serve on Board. Mr. Rodhe moved to approve Mrs. Starnier be allowed to join the KnHoCo Board as a Health District Representative. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

INCOME & EXPENSE

Commissioner Derr reviewed the income and expense report with the Board. He shared that last month the Health District received its subsidy from the townships. He added that another subsidy will be coming in May. Commissioner Derr said that the District Health general fund is up about \$6,000 and there is currently \$632,000 in cash reserve. Commissioner Derr pointed out that the private water fund is starting to recover. With the increase in fees, he hopes that fund will be able to build up a three-month cash reserve. Regarding other troubled funds, Commissioner Derr said that he continues to work with management to address those with fee and policy changes. Finally, Commissioner Derr informed the Board the Health District will be applying for another COVID grant and we can begin spending those dollars in August. Dr. Miller

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

STATISTICS

Commissioner Derr reviewed the statistical report with the Board. He shared that the Health District is beginning to see more communicable diseases in line with seasonal issues, such as Lyme Disease. Additionally, we are seeing STI's increase. Caseloads such as WIC, HMG, and BCMH remain stagnant; however, there has been an increase in referrals to the EI program. Commissioner Derr provided the Board with the verbal report out on the updated Robert Wood Johnson Foundation County Health Rankings report. He shared that prior to COVID, Holmes County was ranked #4 in overall health outcomes. Due to the elevated death rates in 2020 and 2021, Holmes County has fallen to #11 in overall health outcomes. Commissioner Derr said that he expects the death rate to recover this year, which should help to increase rankings in the future. Additionally, he explained that as a community we need to address the issue of access to care in the community.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr provided the Board with an update on the new building. He shared that he met with the engineers this past week. As of now, it is estimated that ground breaking will take place in spring 2023, with completion tentatively scheduled for the end of 2023. Commissioner Derr shared that the AOHC Board is watching several pieces of legislation closely, including HB 463 and SB 324, which address the make-up of local Boards of Health. He stated that the proposed changes would not work well for rural communities, like Holmes County and said that he is watching the bills closely. Finally, Commissioner Derr shared that the Health District had its first quarterly staff meeting in March. It was the first in-person, all-staff meeting that the Health District has had since the pandemic began. He added that the meeting was well received by all and included a performance management update as well as programmatic updates from the Director's.

Jennifer Talkington: Mrs. Talkington provided the Board with an update on PHAB. She shared that there are 7 documents (out of 59) left to submit for the workplan. She stated that she is confident that we can submit the workplan at the beginning of May, which is well before the due date of May 21st. Mrs. Talkington shared that she and Colt Tennant hosted a focus group for Killbuck and Glenmont residents on March 30th in order to determine the greatest health needs in those communities. The in-person focus group was not well attended, so additional feedback was solicited via an online survey, which yielded good results. Mrs. Talkington put together a focus group report to summarize the results and findings. Mrs. Talkington also shared that the Health District's Epidemiologist created a report on Access to Care/Access to recreational opportunities in Holmes County. The report maps out where primary care providers, dentists, mental health providers, and recreational opportunities exist within the County in order to highlight disparity areas. Mrs. Talkington said that both reports will be available on the Health District's website.

Rebecca Starnier: Mrs. Starnier informed the Board EI is seeing an increase in referrals; especially speech referrals for 2.5-year-olds. Help Me Grow (HMG) hosted a playgroup this month. Triple P gave a

presentation to parents on positive parenting. Mrs. Starner announced that PIO, Abbie Benton, is attending an in-person PIO conference in May which will provide her the opportunity to learn and network with colleagues. With regard to the Falls Prevention Program, Mrs. Starner shared that two new bikes were installed at Deer Run Park. Additionally, Kerry MacQueen, Falls Prevention Coordinator is hosting several falls prevention courses currently. Finally, Mrs. Starner shared that she has written for several grants. The Health District is waiting to hear back on the status of the Tobacco Cessation grant. Mrs. Starner announced that we were awarded a small grant from United Way in order to help fund immunization clinics.

Sarah Burkholder: Mrs. Burkholder gave the Board an update on performance management and provided the members with the Food Safety Dashboard Measure Report for the first quarter of 2022. She shared that one of the performance measures for the food program is to meet the annual food inspection frequency, which is to conduct 391 food inspections annually (February-February). The food team entered historical data from years prior into the performance management system and Mrs. Burkholder explained that while the food team always meets this objective, an abundance of inspections seems to occur each February which places a burden on food staff. The food team decided to use a QI process in order to determine the root cause of this issue. Using a fishbone diagram, the food team identified root causes of the problem – some of which they exerted control over, and some in which they did not. Mrs. Burkholder explained that one of the things that the food team can control is to implement better monitoring of inspection frequencies. She shared that rather than reviewing frequencies every six months, the team will evaluate inspection frequencies monthly to ensure that food inspections are spread out more evenly throughout the year. So far in 2022, the food team is meeting monthly inspection frequency goals.

Mrs. Burkholder announced that today is Earth Day. In honor of Earth Day, REHS, Sam George is planning to speak with a group of Boy Scouts about litter prevention and safety tips for litter pick-up. Mrs. Burkholder shared that she and Colt attended the OEHA conference this past month and added that she was proud to be elected as President Elect of OEHA.

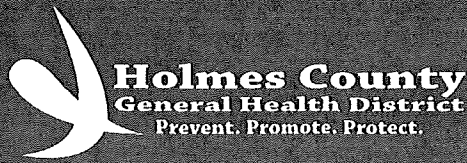
Commissioner Derr added that the Health District received the results of the pool and campground survey that was recently conducted by ODH and that they scored very well. Sarah commended Sam George and Jeff Kaufman for their performance.

Tara Conner: Ms. Conner informed the Board that COVID case counts remain low, although we do have small outbreaks in two nursing home facilities. Ms. Conner shared that on May 6th, the Health District is hosting a COVID-19 booster clinic with Pfizer vaccine. Nursing staff will also be providing boosters to Sycamore Run nursing home in May. WIC has been busy planning the community baby shower in conjunction with the Personal Health Services Division. The baby shower will take place on April 23rd at the library. Ms. Conner shared that she will be completing BCMH training in May which will allow her to take on a small caseload of clients. Ms. Conner has met with Jason Troyer, EMA Director to develop an implementation plan for the e-bike safety campaign that was decided upon by the Child Fatality Review Board.

Mr. Miller made a motion to adjourn the Board meeting. Dr. Miller seconded. There being no further action, the Board adjourned at 9:16am.

Misty Burns, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—May 27, 2022

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 27, 2022**. Board President, Ms. Misty Burns called the meeting to order at **8:01 AM**.

ATTENDANCE

BOARD MEMBERS

Misty Burns
Kurt Rodhe
Paul Miller
Dr. Miller

STAFF

Mike Derr
Jennifer Talkington

GUESTS

Commissioner Dave Hall
Katelyn Swartz

HEARINGS

None.

ADDITIONS OR CORRECTIONS TO AGENDA

9.4: Pomerene Hospital Maternity Unit Licensing Approval

APPROVAL OF MINUTES

On a motion by Mr. Rodhe and seconded by Dr. Miller, the minutes of the **April 2022** meeting were approved. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mr. Rodhe, and Ms. Burns. In the negative—None. The motion was approved.

23-22 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$19,466.05
10	Sewage Program	\$17,382.50
30	Clinic	\$2,569.74
60	Special Services	\$907.72
110	RV/Park/Camp Fund	\$26.81
120	Swimming Pools	\$31.78

140	Private Water Fund	\$3,471.80
150	Solid Waste Fund	\$18.99
190	Food Service Fund	\$7,423.38
320	Help Me Grow	\$2,161.75
330	WIC	\$0.00
430	WIC	\$2,456.31
340	Falls	\$3,647.82
360	IAP	\$578.35
470	PHEP	\$3,752.71
610	Enhanced Operations	\$234.10
630	Coronavirus Response	\$0.00
	Supplemental	
650	Public Health Workforce	\$1,109.79
#	Total	\$65,239.60

The Board reviewed the accounts payable report for **April 2022**. Commissioner Derr informed the Board that there is nothing out of the ordinary to point out. He explained to the Board that heading into the summer months, there may be higher expenses within the sewage fund due to the WWCLF grant being utilized. Dr. Miller moved that the accounts payable for **April 2022** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Rodhe seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

24-22 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **April 2022**. Commissioner Derr shared that there was nothing out of the ordinary; just a few transactions to correct entries. Dr. Miller moved that the accounts transactions report for the month of **April 2022** be approved. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

PUBLIC PARTICIPATION

County Commissioner Dave Hall introduced himself to the Board and staff. He shared his background and experiences in supporting Public Health.

Katelyn Swartz introduced herself to the Board as the new WIC Breastfeeding Peer Helper. She shared her background and experiences with breastfeeding. Katelyn shared that she is excited to join the Health District and help new mothers on their breastfeeding journey.

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS

25-22 Adoption of Private Water Fees

Commissioner Derr explained that this motion is to adopt the private water fees. He shared that the Health District received a few questions about the fees from the public, but nothing contesting the fee increase. He recommended approval and adoption of the fees. Mr. Rodhe moved to approve the adoption of the private water fees. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

26-22 Approval to Hire Katelyn Swartz as the WIC Peer Helper

Commissioner Derr shared that Mrs. Swartz joined the Health District a couple of weeks ago. She is a mother of two with breastfeeding experience. Commissioner Derr added that she will be a great addition to the team. Mr. Miller moved to approve hiring of Katelyn Swartz. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

27-22 Approval of out of state Travel Request for Sarah Burkholder to represent Ohio at a National Conference

Commissioner Derr informed the Board that EH Director, Sarah Burkholder would like to attend the National Environmental Health Association conference in Washington state at the end of June to represent Ohio and OEHA. OEHA will cover the travel expenses associated with this conference. Commissioner Derr added that this is a great opportunity for Mrs. Burkholder to represent both the Health District and the State, and he recommended approval. Mr. Rodhe moved to approve the out of state travel request for Mrs. Burkholder. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

28-22 Pomerene Hospital Maternity Unit License Approval

Commissioner Derr explained to the Board that local hospitals are required to have licensed maternity wards, and that part of that process is to have approval from the local Board of Health. Commissioner Derr stated that there is no reason to not approve the licensure, and recommended approval. Mr. Miller moved to approve the maternity unit license approval for Pomerene Hospital. Mr. Rodhe seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

INCOME & EXPENSE

Commissioner Derr reviewed the income and expense report with the Board. He shared that there was a deficit last month due to there being 3 pay periods in April. There is still a healthy cash reserve in District Health with over \$1 million, which is about a 6-month reserve.

Commissioner Derr informed the Board that staff are writing for several new grants and that the Health District was just notified that they were awarded a tobacco cessation grant for \$30,000.

He added that more COVID grants are expected to come and that the workforce development grant will likely be expanded. Commissioner Derr reviewed several programs that are struggling

currently. Vital statistics fees are down as people are not requesting vital records since they are not traveling. Commissioner Derr added that he expects that to pick up in the coming months. Clinic is still lagging as people are not coming in for immunizations. Dr. Miller moved that the reports be approved. Mr. Rodhe seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr reviewed the statistical report with the Board. He shared that the birth rate is holding steady. There have been quite a few child fatalities already this year; most due to accidents and genetic conditions. The WIC caseload remains stagnant; however, WIC staff regularly conduct outreach clinics in an effort to increase caseload.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr informed the Board that Commissioner Miller and Ms. Burns provided testimony on HB 463 and that their testimony has been shared statewide as a template for other jurisdictions. Commissioner Derr shared that he continues to serve on the Counseling Center Board. Through AOHC, Commissioner Derr continues to advocate to the State for additional/supplemental funding for programs that have suffered as a result of pandemic.

Jennifer Talkington: Mrs. Talkington provided the Board with an update on PHAB. She shared that that Health District submitted their PHAB workplan on May 16th. She explained that PHAB will now review the submitted documents and that a decision should be made by the end of August as to whether or not the Health District will receive PHAB Accreditation. Finally, Mrs. Talkington informed the Board that her maternity leave begins on June 6th and that this would be her last meeting until September.

The Board was provided written reports from Environmental Health Director, Sarah Burkholder, and Personal Health Services Director, Rebecca Starner.

Mr. Miller made a motion to adjourn the Board meeting. Mr. Rodhe seconded. There being on further action, the Board adjourned at 8:57am.

Misty Burns, Board President

Michael E. Derr, Secretary

Holmes County Board of Health

Regular Session
Minutes—June 24, 2022

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 24, 2022**. Board President, Ms. Misty Burns called the meeting to order at **8:00 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Misty Burns	Mike Derr	
Scott Balder	Sarah Burkholder	
Paul Miller	Becky Starnier	
Dr. Miller	Tara Conner	
	Lavonne Flickinger	

HEARINGS

None.

ADDITIONS OR CORRECTIONS TO AGENDA

None

APPROVAL OF MINUTES

On a motion by Dr. Miller and seconded by Mr. Balder, the minutes of the **May 2022** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—None. The motion was approved.

29-22 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$14,706.23
10	Sewage Program	\$18,212.82
30	Clinic	\$431.58
60	Special Services	\$2,164.26
110	RV/Park/Camp Fund	\$45.77
120	Swimming Pools	\$20.23
140	Private Water Fund	\$305.17
150	Solid Waste Fund	\$2.54
190	Food Service Fund	\$525.04
320	Help Me Grow	\$345.84
330	WIC	\$0.00
430	WIC	\$8,437.93
340	Falls	\$2,296.44
360	IAP	\$527.19
470	PHEP	\$1,124.72
610	Enhanced Operations	\$0.00
630	Coronavirus Response	\$0.00
	Supplemental	

summer months, there may be higher expenses within the sewage fund due to the WWCLF grant being utilized. Mr. Miller moved that the accounts payable for **May 2022** 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, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

30-22 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **May 2022**. Commissioner Derr shared that there was nothing out of the ordinary; just a few transactions to correct entries. Mr. Balder moved that the accounts transactions report for the month of **May 2022** be approved. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

PUBLIC PARTICIPATION

None

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS

31-22 Approval of Grant Budget Appropriations for Get Vaccinated Ohio, Public Health Emergency Preparedness, and Tobacco Use Prevention

Commissioner Derr explained the details and standards for each July 1st Grant. Commissioner Derr also shared with the Board that the Tobacco Use Prevention Grant is new to the agency and expressed appreciation for the work of Becky Starnier in obtaining this grant. He recommended approval of the grant budget appropriations. Dr. Miller moved to approve the approval of the appropriations. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

32-22 Approval to Hire Taylor Gilmore as the Environmental Health Technician

Commissioner Derr shared that Ms. Gilmore joined the Health District last week. She is a graduate of Hocking College and comes to us with environmental experience from Kimble and Wayne County Soil and Water. Taylor will be taking over the household sewage Operation and Maintenance program. Commissioner Derr added that she will be a great addition and all are happy that she is a part of the team. Dr. Miller moved to approve hiring of Taylor Gilmore. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

33-22 Accept Resignation of Abbigail Benton, Health Educator

Commissioner Derr informed the Board that Ms. Benton has accepted a position with the Tuscarawas County Health Department and will be leaving our District on 6/24/2022. Commissioner Derr added that he wished Ms. Benton well in her new position and expressed gratitude for her service to our department. Mr. Balder moved to approve the resignation of Ms. Benton. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr.

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

35-22 Accept Resignation of Monique Jacobs, Intervention Service Coordinator

Commissioner Derr informed the Board that the Early Intervention Grant is transferring to Holmes County Board of DD and Ms. Jacobs accepted this position in order to maintain continuation of services for the Early Intervention families. Commissioner Derr expressed gratitude for Ms. Jacobs years of service and dedication to the EI families and the community. Ms. Burns also added her expression of gratitude for Ms. Jacobs and added praise to the Health District team for their efforts in working to keep this grant. Ms. Burns looks forward to new ways our team can serve the community and praised the Personal Health Services team for the smooth and timely transition of services in order to provide care for the EI families.

Dr. Miller moved to accept the resignation of Monique Jacobs. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative- Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative- none. The motion was approved.

INCOME & EXPENSE

Dr. 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, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr reviewed the statistical report with the Board. He discussed the increasing numbers in communicable diseases and prevention strategies for tick-borne illnesses, such as Lyme Disease. Also, Commissioner Derr discussed the growing vaccine hesitancy, for all forms of vaccines, nationwide. He also shared concern that Holmes County is lagging behind in children's immunization numbers in comparison to what we normally observe at this time of year.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr provided the following new building update: building height variance approved through Planning Commission, design elements are being worked on, and next meeting on 7/6/22 will focus on cost items. Commissioner Derr shared with the Board that the agency participated in the Family and Children First Council meeting as well as the Amish Health and Safety Day Planning Committee. He also informed the Board that Amish Health and Safety Day will be held on 8/18/22 at the Heritage Center. Commissioner Derr gave a legislative update to the Board and discussed the proposed off-label drug use legislation that he is watching via AOHC. He also discussed emergency response items in relation to last week's storm and informed the Board that the agency was fully operational within 36 hours.

Sarah Burkholder: Ms. Burkholder updated the Board on the results of the OEPA solid waste program survey. Ms. Burkholder praised her team for obtaining a 100% score and being once again placed on the Director's list of approved Health Districts. EH Division will once again administer the OEPA Community and Litter Prevention Grant and discussed last year's successes and plans for expanding the educational opportunities in conjunction with Personal Health Services for 2022. Ms. Burkholder informed the Board that ODA will conduct a food program survey on 8/15-8/18. Ms. Burkholder provided a legislative update on SB 338 to change the food program sanitarian review portion of the survey process. Ms. Burkholder welcomed Taylor Gilmore to the EH Team.

Tara Conner: Ms. Conner provided the Board an update on communicable diseases and discussed Covid-19 outbreak sites. Ms. Conner informed the board that she and an MRC volunteer completed booster clinics in the community and at a long-term care facility. She provided details on USDA training for the WIC staff and noted that Katelyn, the new Breastfeeding Peer, is doing a great job and is receiving positive feedback from the participants. Ms. Conner encouraged the Board to view Ashley

Prevention Grant.

Dr. Miller made a motion to adjourn the Board meeting. Mr. Miller seconded. There being no further action, the Board adjourned at 9:20 am.

Misty Burns, Board President

Michael E. Derr, Secretary

Holmes County Board of Health

Regular Session
Minutes—July 22, 2022

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 22, 2022**. Board President, Ms. Misty Burns called the meeting to order at **8:00 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Misty Burns	Mike Derr	
Scott Balder	Sarah Burkholder	
Paul Miller	Becky Starnner	
	Tara Conner	

HEARINGS

None.

ADDITIONS OR CORRECTIONS TO AGENDA

None

APPROVAL OF MINUTES

On a motion by Mr. Miller and seconded by Mr. Balder, the minutes of the **June 2022** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mr. Balder, and Ms. Burns. In the negative—None. The motion was approved.

36-22 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$11,005.34
10	Sewage Program	\$442.64
30	Clinic	\$1,838.48
60	Special Services	\$2,598.74
110	RV/Park/Camp Fund	\$17.64
120	Swimming Pools	\$26.06
140	Private Water Fund	\$529.08
150	Solid Waste Fund	\$5.17
190	Food Service Fund	\$230.45
320	Help Me Grow	\$27.68
330	WIC	\$0.00
430	WIC	\$3,442.33
340	Falls	\$1,668.92
360	IAP	\$263.13
470	PHEP	\$566.19
610	Enhanced Operations	\$0.00
630	Coronavirus Response	\$0.00
	Supplemental	

reference, a part of the minutes. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

37-22 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **June 2022**. Commissioner Derr explained transactions related to the transition of Early Intervention to the Holmes County DD. Mr. Miller moved that the accounts transactions report for the month of **June 2022** be approved. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

PUBLIC PARTICIPATION

None

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS

38-22 Approval to Hire Breana Massie Health Educator

Commissioner Derr shared Ms. Massie's educational and career background and shared that the Department is happy to have her join our team. Mr. Balder moved to approve the hire of Breana Massie, Health Educator. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

INCOME & EXPENSE

Mr. Balder 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, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr reviewed the statistical report with the Board. He discussed the decrease in participation in WIC services and explained Federal guidelines related to WIC services.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr provided updates concerning Local Meetings, AOHC, Staff Meeting, and PHAB. Mr. Derr shared that he has been asked to Vice-Chair the Counseling Center Board of Wayne and Holmes Counties. The Department is assisting with Amish Health and Safety Day, which is scheduled for August 18th at the Heritage Center. Staff will also be participating in Kids Day at the Fair. Commissioner Derr shared that he had the opportunity, as a member of AOHC, to meet with Kent State

communicated to him the following week. He agreed to inform the Board once we obtain the official notice.

Sarah Burkholder: Ms. Burkholder shared information with the Board regarding seasonal, Recreation program inspections. She also commended her staff for the hard work in completing the first round of Campground and Outdoor Pool Inspections and shared that the second round of inspections are already under way. Ms. Burkholder summarized the Tick presentation that she gave at July's Safety Council Meeting. Ms. Burkholder informed the Board that the Private Water Program Survey will occur on July 26-27th. Ms. Burkholder expressed her gratitude for the Board's support as she represented Ohio at the NEHA AEC in Spokane, WA. She shared that it was an exceptional opportunity and a career highlight.

Tara Conner: Ms. Conner provided the Board an update on communicable diseases and discussed Covid-19 outbreak sites. Ms. Conner provided details on vaccine clinics and discussed upcoming childhood immunization clinics and decreasing numbers due to vaccine hesitancy. Ms. Conner shared the following related to WIC: completed a successful onsite management evaluation, staff is participating in Kid's Day at the Fair, our program continues to provide nutritious snacks for Story Time at the library on Friday's, and has obtained 3 billboards to promote the Breastfeeding Peer Helper Program.

Becky Starner: Ms. Starner provided the Board an update on Falls Prevention Programming: summer trail walks, tai chi for arthritis, and a matter of balance. Ms. Starner provided details related to the HEAL grant and Tobacco 23 grant. Ms. Starner shared assessment planning for HEAL and is looking forward to increasing the availability of healthy foods to reduce diet related chronic diseases and disparities in the community. Ms. Starner also shared data collected for tobacco use in Holmes County and explained the Tobacco Quit Line and the services they provide. Ms. Starner informed the Board that Personal health Services continues to offer car seats and pack n plays. Ms. Starner shared that she is currently working to complete the Annual Performance Report for Parents as Teachers curriculum. Ms. Starner shared with the Board that Home Visiting enjoyed a successful Father's Day playgroup at the trail.

Mr. Balder made a motion to adjourn the Board meeting. Ms. Burns seconded. There being no further action, the Board adjourned at 9:30 am.

Misty Burns, Board President

Michael E. Derr, Secretary

Holmes County Board of Health

Regular Session
Minutes—August 26, 2022

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 26, 2022**. Board President, Ms. Misty Burns called the meeting to order at **8:02 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Misty Burns	Mike Derr	Michael Hammond
Scott Balder		
Paul Miller		
Kurt Rodhe		
Eric Miller		

HEARINGS

None.

ADDITIONS OR CORRECTIONS TO AGENDA

Executive Session to Discuss Personal with possible action to be taken.

APPROVAL OF MINUTES

On a motion by Dr. Miller and seconded by Mr. Balder, the minutes of the **July 2022** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—None. The motion was approved.

39-22 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$20,973.20
10	Sewage Program	\$14,544.34
30	Clinic	\$3,426.01
60	Special Services	\$1,487.03
110	RV/Park/Camp Fund	\$1,576.33
120	Swimming Pools	\$1,787.96
140	Private Water Fund	\$4,968.44
150	Solid Waste Fund	\$18.99
190	Food Service Fund	\$947.73
320	Help Me Grow	\$1,516.00
330	WIC	\$0.00
430	WIC	\$4,717.38
340	Falls	\$1557.14
360	IAP	\$263.13
470	PHEP	\$905.49
610	Enhanced Operations	\$0.00
630	Coronavirus Response	\$0.00
	Supplemental	

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

40-22 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **July 2022**. Commissioner Derr explained transactions related to the corrections made between funds. Mr. Miller moved that the accounts transactions report for the month of **July 2022** be approved. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

PUBLIC PARTICIPATION

None

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS

41-22 Approval to Hire Jacob Colley REHSIT

Commissioner Derr shared Mr. Colley's educational and career background and shared that the Department is happy to have him join our team. Mr. Balder moved to approve the hire Jacob Colley REHSIT. Mr. Rodhe seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

42-22 Accept Resignation of Emma Clark Emergency Planner

Commissioner Derr shared Ms. Clark had submitted a resignation. Mr. Miller moved to accept the resignation of Emma Clark. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

43-22 Approval to Fill and Recruit Emergency Planner

Commissioner Derr asked to for approval to fill and recruit the emergency planner position vacated by Ms. Clark. Mr. Balder moved to approve the request to fill and recruit the emergency planner position. Mr. Rodhe seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

44-22 Appropriation of Enhanced Operations

Commissioner Derr requested approval of the appropriation of the Enhanced Operations grant awarded by ODH. Mr. Miller moved to approve the appropriation of Enhanced Operations Grant. Mr. Rodhe seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller.

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

INCOME & EXPENSE

Mr. Miller 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, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr reviewed the statistical report with the Board.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr provided the board with written reports from all the directors and gave an update on PHAB Accreditation. The agency was notified it has received initial PHAB Accreditation at the recent PHAB Board Meeting. Commissioner Derr thanked the board for there support through the process and thanked the staff for the efforts put forward during the last years to achieve this great accomplishment. Commissioner Derr offered to answer questions about the written reports.

Executive Session to discuss personal with possible action to be taken

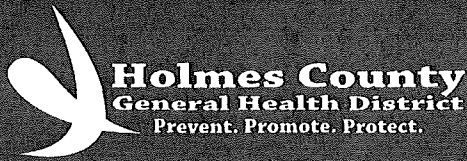
Dr. Miller moved the board go into Executive Session to discuss personal with possible action to be taken. Mr Rodhe seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved. The board entered executive session at 8:55.

Mr. Rodhe moved the board exit executive session. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved. The board exited executive session at 9:25

Mr. Balder made a motion to adjourn the Board meeting. Mr. Rodhe seconded. There being no further action, the Board adjourned at 9:30 am.

Misty Burns, Board President

Michael E. Derr, Secretary



Holmes County Board of Health

Regular Session
Minutes—September 23, 2022

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 23, 2022**. Board President, Ms. Misty Burns called the meeting to order at **8:02 AM**.

ATTENDANCE

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

HEARINGS

None.

ADDITIONS OR CORRECTIONS TO AGENDA

None.

APPROVAL OF MINUTES

On a motion by Mr. Rodhe and seconded by Mr. Miller, the minutes of the **August 2022** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—None. The motion was approved.

46-22 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$10,787.11
10	Sewage Program	\$667.38
30	Clinic	\$4,579.66
60	Special Services	\$690.80
110	RV/Park/Camp Fund	\$28.40
120	Swimming Pools	\$8.52

140	Private Water Fund	\$1,309.07
150	Solid Waste Fund	\$7.43
190	Food Service Fund	\$349.05
210	Tobacco	\$5.79
330	WIC	\$0.00
430	WIC	\$10,242.19
340	Falls	\$2,540.12
360	IAP	\$306.32
470	PHEP	\$1,918.04
610	Enhanced Operations	\$0.00
660	CN22	\$15.48
650	Public Health Workforce	\$706.56
#	Total	\$34,161.92

The Board reviewed the accounts payable report for **August 2022**. Commissioner Derr informed the Board that there is nothing out of the ordinary to point out. He added that next month there may be an influx in payables due to the quarterly scan. Dr. Miller moved that the accounts payable for **August 2022** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

47-22 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **August 2022**. Commissioner Derr shared that within WIC, funds were moved into a different line item. Within special services a correction was made to salary. Commissioner Derr stated that overall, transactions were light for this time of year and recommended approval of the account transactions report. Dr. Miller moved that the accounts transactions report for the month of **August 2022** be approved. Mr. Rodhe seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

PUBLIC PARTICIPATION

None.

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS

48-22 Approval to hire Alex May for Emergency Planner

Commissioner Derr shared that the Health District has hired a new emergency planner. Alex May will start on October 3rd. He comes to the Health District with a degree in emergency management and currently works as an EMT. Commissioner Derr stated that he is happy to welcome Mr. May to our team.

and added that he will bring a much-needed medical perspective into emergency planning efforts. Mr. Miller moved to approve the hire of Alex May for Emergency Planner. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

49-22 Appropriation of WIC Budget

Commissioner Derr informed the Board that this motion is for the annual appropriation of the WIC grant, which follows the federal fiscal year. Mr. Rodhe moved to appropriation of the WIC Budget. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

50-22 Appropriation of Injury Prevention Budget

Commissioner Derr informed the Board that this motion is for the annual appropriation of the Injury Prevention grant, which follows the federal fiscal year. Mr. Balder moved to approve the appropriation of the Injury Prevention grant budget. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

51-22 Appropriation of Community Health Worker Grant

Commissioner Derr announced that the Health District was awarded a \$100,000 grant from the State to recruit and hire a community health worker in order to improve access to care, specifically around immunization rates. This grant will also cover a portion of the Director of Nursing position. Mr. Rodhe moved to approve the appropriation of the community health worker grant budget. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

52-22 First Reading of Food Program Fees

Commissioner Derr explained that the food program fees are brought to the Board annually. He informed the Board that fees are determined based on formulas for cost methodologies. Based on these calculations, food fees for 2023 will decrease from the previous year. Commissioner Derr added that while the fees will decrease next year, the following year, food operators should expect an increase in fees due to the way that cost methodologies work. Commissioner Derr explained that once the first reading of the fees are approved by the Board, a letter will be sent out to food service operators and a hearing will be held next month. Mr. Rodhe inquired as to whether there is a way to stabilize the food fees. Commissioner Derr shared strategies that AOHC and OEHA are taking in an effort to adjust food cost methodologies in an attempt to stabilize fees. 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, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

53-22 Approval of Immunization and Screening Fees

Commissioner Derr explained to the Board that immunization fees have been adjusted to ensure that we are covering costs and not losing money. Dr. Miller asked if the fee adjustments have affected immunization rates. Commissioner Derr stated that immunization rates have not been affected and that the Health District still remains one of the most affordable locations for people to who want vaccinations. Mr. Miller moved to approve the immunization and screening fees. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

INCOME & EXPENSE

Commissioner Derr shared that the Health District is in a good financial position heading into the last quarter of the year. The Health District currently has a \$1.1 million cash balance. District Health is doing well and has received a second subsidy payment. The sewage program remains strong. Clinic is improving due to back-to-school clinics and other revenue streams that have been utilized to cover costs. Commissioner Derr informed the Board that next month, programs within special services – BCMH and Help ME Grow – will be separated in order to gain a better financial picture for each program. Dr. Miller moved that the reports be approved. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Balder, Mr. Rodhe, and Ms. Burns. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr reviewed the statistical report with the Board. He shared that immunization rates have increased. In July and August, Vaccine for Children (VFC) rates doubled or more over previous months. Commissioner Derr shared that the Health District is holding a flu shot clinic for West Holmes High School teachers on October 21st. Director of Nursing, Tara Conner, is working to set up a flu clinic for County employees. Additionally, the Health District is hosting a bivalent COVID booster clinic for those 50 years of age and older on September 30th.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr shared that earlier in the week he met with Governor DeWine and several other local leaders. He thanked the Governor for his support of public health throughout the pandemic. Commissioner Derr requested to the Governor that the State continue to look into modernization of data systems to ensure timely and accurate data reporting. Lastly, Commissioner Derr commended Health District Injury Prevention Coordinator, Kerry MacQueen, for the work that she put into the annual Falls Walk, which took place on September 22nd.

Jennifer Talkington: Mrs. Talkington reviewed the process and timeline for reaccreditation with the Board.

Lavonne Flickinger: Mrs. Flickinger thanked the team at the Health District for their hard work and dedication.

Sarah Burkholder: Mrs. Burkholder provided the Board with an update on recent State surveys that have been completed for EH programs. The private water survey in June went well and the Health District was placed on the approved list. The Department of Agriculture survey took place in August. Although the Health District is waiting on the final report, we have been notified that we were placed on the approved list. Mrs. Burkholder informed the Board that September is food safety month and highlighted the food team. World Rabies Day also falls in September. Mrs. Burkholder explained that people don't often hear a lot about rabies because of the work of public health.

Rebecca Starner: Mrs. Starner shared that Help Me Grow staff have completed PAT training for the 3–5-year age group. The program will expand caseload to include this age group once implementation plans are finalized. Mrs. Starner announced that the Safe Sleep program is going well. The Health District is almost out of pack-n-plays to distribute but will apply for more funding next year. Mrs. Starner provided an update on the tobacco and HEAL grants. She also shared that September is Falls Prevention Awareness Month and gave an update on the Walk Across Holmes County and the Falls Walk. Lastly, Mrs. Starner shared that September is Suicide Prevention Month and provided the Board with the Holmes County suicide death report.

Mr. Rodhe made a motion to adjourn the Board meeting. Mr. Balder seconded. There being no further action, the Board adjourned at 9:10am.

Misty Burns, Board President

Michael E. Derr, Secretary

Holmes County Board of Health

Regular Session
Minutes—October 28, 2022

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 28, 2022**. Board President, Ms. Misty Burns called the meeting to order at **8:00 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Misty Burns	Mike Derr	
Paul Miller	Jennifer Talkington	
Dr. Miller	Sarah Burkholder	
Scott Balder	Tara Conner	

HEARINGS

54-22 Food Program Fees

Commissioner Derr informed the Board that hearing notice was sent to all licensed food operators regarding the change in food fees for 2023. No feedback has been received. Dr. Miller moved to close the hearing for the food program fees. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

ADDITIONS OR CORRECTIONS TO AGENDA

Addition of 9.7: Approval of contract with Jill Decker for epidemiology services.

APPROVAL OF MINUTES

On a motion by Mr. Balder and seconded by Dr. Miller, the minutes of the **September 2022** meeting were approved. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—None. The motion was approved.

55-22 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$4,257.13
10	Sewage Program	\$650.38
30	Clinic	\$4,604.97
60	Special Services	\$2,946.08
110	RV/Park/Camp Fund	\$17.10
120	Swimming Pools	\$8.32
140	Private Water Fund	\$1,038.37
150	Solid Waste Fund	\$14.56
190	Food Service Fund	\$1,469.54
210	Tobacco	\$28.82

650	CN22	\$282.44
#	Public Health Workforce	\$662.01
	Total	\$23,719.60

The Board reviewed the accounts payable report for **September 2022**. Commissioner Derr informed the Board that there is nothing out of the ordinary to point out. Dr. Miller moved that the accounts payable for **September 2022** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

56-22 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **September 2022**. Commissioner Derr shared that some money was moved around due to several grant cycles ending. He recommended approval of the account transactions report. Mr. Balder moved that the accounts transactions report for the month of **September 2022** be approved. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

PUBLIC PARTICIPATION

None.

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS

57-22 Approval to Recruit and Hire Community Health Worker

Commissioner Derr reminded the Board that the Health District was awarded the Community Health Worker grant in September and will need to hire a community health worker. The position will be fully funded by the grant and can be filled by a nurse. Mr. Miller moved to approve the recruitment and hiring of the community health worker. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

58-22 Accept the Retirement of Cathy Kick

Commissioner Derr informed the Board that Cathy Kick will be retiring in December after over 30 years of service with the Health District. Commissioner Derr stated that he appreciates the years of service that Mrs. Kick dedicated to HCGHD and wished her well in her next chapter. Mr. Balder moved to approve the retirement of Cathy Kick. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

59-22 Approval to Recruit and Hire Clerk 2 position for Environmental Health

Commissioner Derr explained that due to Mrs. Kicks retirement, her position will need to be filled. Commissioner Derr asked for a motion to recruit and hire a clerk 2 for environmental health. Dr. Miller moved to approve the recruitment and hiring of the Clerk 2 position for environmental health. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

60-22 Approval to Hire REHSIT Bryan Pitorak

61-22 Second Reading of Food Program Fees

Commissioner Derr explained that the Board is required to approve the second reading of food fees. Next month, the fees can officially be approved. Mr. Balder moved to approve the second reading of the food program fees. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

62-22 First Reading of Updated 5 Year Budget

Commissioner Derr shared the 5-year budget with the Board. He explained that the budget includes salary increases for staff up to 4%, two (2) vehicles for environmental health, and accounts for a 2.5% increase to health insurance. He also shared that the budget includes retention bonuses for staff as the retention bonus last year decreased turnover from 32% to 10% so far this year. Mr. Miller moved to approve the first reading of the 5-year budget. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

63-22 Approval of Contract with Jill Decker for Epidemiology Services

Commissioner Derr explained that this contract is to retain current Epidemiologist, Jill Decker. This contract is being funded through COVID and workforce grants. Mr. Balder moved to approve the contract with Jill Decker for epidemiology services. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

INCOME & EXPENSE

Commissioner Derr shared that the Health District is in a good financial position. He explained that some funds are waiting on grant payments and other reimbursements from the State. Mr. Miller moved that the reports be approved. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr reviewed the statistical report with the Board. He informed that Board that preliminary data is showing that the flu shot this year is about 50% effective and encouraged everyone to get their flu shots. The Commissioner shared that with regard to communicable diseases, STI's are up about 17%, which is a trend statewide as well. Commissioner Derr informed the Board that the BCMH caseload is up about 20%, while the WIC caseload continues to decrease. The Board asked the Commissioner why the WIC caseload continues to drop. Commissioner Derr explained that it is likely due to several factors. First, there are a limited number of stores in the County that accept WIC. Secondly, WIC is very tech based now since the program switched to cards rather than coupons. Finally, more promotion and education needs to be done in the community about what WIC and its benefits.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr shared that he continues to serve on the Counseling Center Board and will take over as Chair next year. The Commissioner informed the Board that he will be working with County leaders to apply for the Appalachia Rural Development Grant. Some money from the grant may be utilized to purchase equipment for the new building. Commissioner Derr traveled to Kent State University on October 26th to participate in the health career fair and met with several nursing and environmental health students. Finally, Commissioner Derr informed the Board that the

are preparing to host a radiological tabletop exercise this January with several local partners. With regard to PHAB, Mrs. Talkington shared that the Strategic Planning Committee met earlier in the week to review progress towards meeting strategic planning goals and objectives. The agency is on track to meet most of the goals. Lastly, Mrs. Talkington informed the Board that the management team is working to review and revise the Health District's Personnel Policy Manual, which is required to be reviewed every 5 years. The management team hopes to have the review completed by the end of the year.

Sarah Burkholder: Mrs. Burkholder shared that Colt Tennant passed his REHS exam and congratulated him on this accomplishment. Mrs. Burkholder informed the Board that she attended Health Commissioner University earlier this month. She stated that she learned a lot and that it was a valuable experience. Finally, Mrs. Burkholder gave the Board an update on the LEPC. She shared that the group met earlier this month and is working to assemble a committee to design the annual hazmat exercise.

Tara Conner: Ms. Conner informed that Board that COVID cases decreased in September, but increased in October. Overall, the County is considered to be low level transmission status. Ms. Conner shared that the nursing staff have been conducting various COVID and flu clinics throughout the month. With regard to communicable diseases, Ms. Conner said that the Health District has noticed an increase in STI's, GI illness, and Lyme Disease. Dr. Miller asked about the flu vaccination rate in Holmes County. Commissioner Derr explained that it is hard to know because providers are not required to report flu vaccinations. Ms. Burns thanked Tara and her staff for hosting the annual county employee flu shot clinic.

Dr. Miller made a motion to adjourn the Board meeting. Mr. Miller seconded. There being on further action, the Board adjourned at 8:50am.

Misty Burns, Board President

Michael E. Derr, Secretary

Holmes County Board of Health

Regular Session
Minutes—November 18, 2022

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 18, 2022**. Board President, Ms. Misty Burns called the meeting to order at **8:02 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Misty Burns	Mike Derr	
Paul Miller	Jennifer Talkington	
Dr. Miller	Sarah Burkholder	
Scott Balder	Tara Conner	
	Rebecca Starner	
	Lavonne Flickinger	

HEARINGS

None.

ADDITIONS OR CORRECTIONS TO AGENDA

None.

APPROVAL OF MINUTES

On a motion by Mr. Miller and seconded by Dr. Miller, the minutes of the **October 2022** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—None. The motion was approved.

64-22 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$19,254.68
10	Sewage Program	\$6,316.74
30	Clinic	\$5,378.95
60	Special Services	\$2,799.88
110	RV/Park/Camp Fund	\$152.02
120	Swimming Pools	\$71.29
140	Private Water Fund	\$5,017.22
150	Solid Waste Fund	\$15.99
190	Food Service Fund	\$847.57
210	Tobacco	\$82.95
330	WIC	\$21.55
430	WIC	\$10,109.35
340	Falls	\$1,799.56
360	IAP	\$777.79
470	PHEP	\$1,503.36
610	Enhanced Operations	\$417.75

The Board reviewed the accounts payable report for **October 2022**. Commissioner Derr explained that payables were higher in October due to quarterly state fees and projects completed through the Waste Water Control Loan Fund. Dr. Miller moved that the accounts payable for **October 2022** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

65-22 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **October 2022**. Commissioner Derr commented that many of the transactions in October were end of year shifting within funds. He explained that this is typical for this time of year and recommended approval of the account transactions report. Mr. Balder moved that the accounts transactions report for the month of **October 2022** be approved. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

PUBLIC PARTICIPATION

None.

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS

66-22 Final Approval of Food Program Fees

Commissioner Derr explained that a motion is needed for the final approval of the 2023 food program fees. The Commissioner reminded that Board that the first reading took place in September. A hearing was held last month and there has been no public comment regarding the fees. Mr. Miller moved to approve the 2023 food program fees. Dr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

67-22 Approval of 2023 Appropriations/Budget

Commissioner Derr reminded the Board that the first reading of the proposed 5-year budget was approved last month. He explained that the numbers still look good and explained that this motion will officially appropriate the budget so that it can be sent to the County Auditor. Misty remarked that she appreciates all of the hard work that went into preparing the budget. Dr. Miller moved to approve the 2023 appropriations/budget. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Dr. Miller, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

INCOME & EXPENSE

Commissioner Derr shared that currently the Health District has an ending fund balance of \$1,130,000.00. He stated that the Health District is in good financial shape for this time of year. The Commissioner stated that clinic and special services are awaiting payments from the State, which is lagging behind. Mr. Balder 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, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr shared that AOHC is watching several pieces of legislation closely including SB 328 and 324, and HB 463. Commissioner Derr informed the Board that he has been appointed to the local steering committee as the healthcare representative for the Appalachia grant. He explained that some health initiatives that the group is looking at include equine therapy, a battered women's shelter, expansion of fitness trails and outdoor exercise equipment, and mobile units for telehealth.

Jennifer Talkington: Mrs. Talkington informed the Board that the management team continues to review the personnel policy manual. She also shared that as part of the Workforce Development Plan, the Health Districts organizational charts have recently been updated and that management is working to update all position descriptions to better align with the new org chart and the updated public health core competencies.

Sarah Burkholder: Mrs. Burkholder shared that OEHA is closely watching SB 338. Mrs. Burkholder shared that on November 15, the Health District collaborated with Wayne County Health Department to host a sewage contractors' seminar. There were about 60 people in attendance and the seminar featured speakers from EPA, ODH, and local partners Chris Young, and Holmes Soil and Water. Mrs. Burkholder and her team have received lots of positive feedback on the seminar and hope to offer it again next year. Mrs. Burkholder provided the Board with information on litter clean-up kits. Finally, Mrs. Burkholder provided the Board with an update on performance management. The EH division is on track to meet all of their goals this year. Mrs. Burkholder highlighted a recent project the EH implemented and explained how using performance management and the QI process was successful in reducing uncollected water samples.

Lavonne Flickinger: Lavonne informed the Board that she is busy preparing end of year reporting.

Tara Conner: Ms. Conner informed that Board that the Health District is starting to see an increase in flu hospitalizations. She also shared that Epidemiologist, Jill Decker, is tracking RSV cases in the County since rates are so high nationwide.

Rebecca Starnier: Mrs. Starnier shared that the educational component of the car seat program can now be completed online. Caregivers will still need to come into the Health District for the car seat installation. Mrs. Starnier shared that the Falls Prevention program hosted a caregiver's workshop on November 10th and that 17 people attended. Regarding grants, Mrs. Starnier informed the Board that she plans to apply for funding through United Way. The application is due in December. Additionally, she recently submitted an application for an ODH grant that will help fund lead prevention education in the community. She shared that lead prevention is a collaborative effort among various departments at the Health District including PHS, WIC, and EH.

Mr. Miller made a motion to adjourn the Board meeting. Dr. Miller seconded. There being on further action, the Board adjourned at 8:42am.

Misty Burns, Board President

Michael E. Derr, Secretary

Holmes County Board of Health

Regular Session
Minutes—December 16, 2022

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 16, 2022**. Board President, Ms. Misty Burns called the meeting to order at **8:00 AM**.

ATTENDANCE

BOARD MEMBERS	STAFF	GUESTS
Misty Burns	Mike Derr	
Paul Miller	Jennifer Talkington	
Kurt Rodhe	Sarah Burkholder	
Scott Balder	Tara Conner	
	Rebecca Starner	
	Lavonne Flickinger	

HEARINGS

None.

ADDITIONS OR CORRECTIONS TO AGENDA

None.

APPROVAL OF MINUTES

On a motion by Mr. Miller and seconded by Mr. Balder, the minutes of the **November 2022** meeting were approved. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mr. Rodhe, Mr. Balder, and Ms. Burns. In the negative—None. The motion was approved.

68-22 APPROVAL OF ACCOUNTS PAYABLE

1	District Health	\$7,052.95
10	Sewage Program	\$1,208.72
30	Clinic	\$3,066.63
60	Special Services	\$2,569.48
110	RV/Park/Camp Fund	\$16.74
120	Swimming Pools	\$9.62
140	Private Water Fund	\$481.56
150	Solid Waste Fund	\$201.46
190	Food Service Fund	\$301.77
210	Tobacco	\$52.78
330	WIC	\$597.81
430	WIC	\$1,104.27
340	Falls	\$2,684.56
360	IAP	\$1,315.88
470	PHEP	\$1,097.48
610	Enhanced Operations	\$102.60

The Board reviewed the accounts payable report for **November 2022**. Commissioner Derr pointed out that this payable report reflects some annual fee renewals for the upcoming year; otherwise, there was nothing out of the ordinary. Mr. Balder moved that the accounts payable for **November 2022** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Rodhe seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mr. Rodhe, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

69-22 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **November 2022**. Commissioner Derr explained that account transactions were rather small last month compared to normal. There were a few corrections on this report due to things receipted incorrectly. Mr. Rodhe moved that the accounts transactions report for the month of **November 2022** be approved. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mr. Rodhe, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

PUBLIC PARTICIPATION

None.

CONTINUING BUSINESS

NON-ACTION ITEM REPORT

Nothing new to report.

NEW BUSINESS

70-22 Approval of Board of Health Calendar 2023

Commissioner Derr presented the proposed 2023 Board of Health meeting calendar to the Board for review and approval. After discussion, the Board agreed to change the December meeting from December 22nd to December 15th, 2023. Mr. Rodhe moved to approve the Board of Health calendar for 2023 with the December meeting being changed to December 15th, 2023. Mr. Miller seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mr. Rodhe, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

71-22 Approval of Updated Workforce Development Plan

Commissioner Derr reviewed the workforce development plan updates with the Board. He shared that all job descriptions were updated to better align with the new public health core competencies. He also shared that the plan contained an updated agency organizational chart and paygrade. Mr. Miller moved to approve the updated workforce development plan. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mr. Rodhe, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

72-22 Approval of Updated Personnel Policies

Commissioner Derr explained that the Health District's personnel policy manual is updated every five years per accreditation standards. This year's revision primarily included minor updates to better clarify certain policies. Mr. Rodhe moved to approve the updated personnel policies. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mr. Rodhe, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

73-22 Approval of Updated Food Program Policies

Review and Update of Board of Health Bylaws

Commissioner Derr presented a draft copy of updated Board of Health bylaws. He explained to the Board that the bylaws are to be reviewed every three years and the proposed changes are a result of HB 463 which could impact Boards of Health. Proposed changes to the bylaws include procedures for audit reporting and annual reports, the addition of an equity/fairness statement, updated procedures for public participation, and an amendment that would disallow former Health District employees from joining the Board of Health due to the potential for conflicts of interest. Mr. Rodhe suggested adding a timeframe to the policy that disallows former employees from joining the Board of Health. After discussion by the Board, it was agreed upon by all members present that this action item would be tabled until substitute language for HB 463 is made available.

74-22 Approval to Hire Jill Eppley

Commissioner Derr announced that Jill Eppley has been hired for the Clerk 2/EH Secretary position to replace Cathy Kick who is retiring. Commissioner Derr stated that he is excited to have Ms. Eppley join the team. Mr. Miller moved to approve the hire of Jill Eppley. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative— Mr. Miller, Mr. Rodhe, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

75-22 Resolution to Recognize the Retirement of Cathy Kick

Commissioner Derr announced that Cathy Kick is retiring from the Health District at the end of December after over 30 years of service. He thanked Mrs. Kick for her service and dedication to the Health District then read aloud the following:

Whereas, Cathy Kick has always been a strong supporter of Environmental Health Programs offered by the Holmes County General Health District

Whereas, Cathy Kick has dedicated 31 years of service to improve the health and well-being of the citizens of Holmes County

Whereas, Cathy Kick has been steady presence as the Environmental Health Division Administrative Assistant

Whereas, Cathy Kick has worked hand and hand with community members offering unfettered service

May it be resolved; The Holmes County Board of Health would like to acknowledge Cathy Kick for her many years of service to the citizens of Holmes County

May it be resolved further, that the Holmes County Board of Health also extend profound appreciation for Cathy Kick and wish her well on her retirement from the Holmes County General Health District.

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

Recognition of Esther Spreng and Maurice Mullet Recipients

Deputy Health Commissioner, Jennifer Talkington announced that the 2022 Esther Spreng winner was Cheryl Seabright. The Esther Spreng award is given to a woman who has made significant contributions to protecting the health and wellness of Holmes County residents. Mrs. Talkington shared with the Board one of the nominations received for Ms. Seabright.

Commissioner Derr presented the Maurice Mullet award to Sarah Burkholder for her leadership, dedication, and innovative approach to public health.

good financial position. He thanked each for the work they did, and to help make the Health District a solvent agency. Mr. Rodhe moved that the reports be approved. Mr. Balder seconded the motion. On the roll call vote the following members voted in the affirmative—Mr. Miller, Mr. Rodhe, Mr. Balder, and Ms. Burns. In the negative—none. The motion was approved.

STATISTICS

Commissioner Derr reviewed the statistical report with the Board. He and Director of Nursing, Tara Conner gave an update on the measles outbreak affecting several Ohio counties. Ms. Conner reported that there were 77 cases total (73 in Franklin County, 1 in Ross County, 1 in Madison County, and 1 in Richland County). Seventy-two (72) of the cases were unvaccinated, 4 were partially vaccinated, and 1 had an unknown vaccination status. Cases ranged in age from 1 to 5 years old. Twenty-nine (29) of the cases had been hospitalized. Ms. Conner informed that Board that there are no cases of measles currently in Holmes County and that the Health District is working with schools and licensed daycares to get measles/vaccine information out.

HEALTH COMMISSIONER REPORT

Health Commissioner: Commissioner Derr shared that AOHC continues to watch several pieces of legislation closely. The Commissioner also informed the Board he was 1 of 6 Health Commissioners nominated to sit on the State committee for developing an After-Action Report (AAR) to evaluate the State's COVID response.

Jennifer Talkington: Mrs. Talkington shared that she will be working on the PHAB annual report in the new year and will be working on updates to the CHA, CHIP, and Strategic Plan.

Sarah Burkholder: Mrs. Burkholder thanked the Board for awarding her the Maurice Mullet award and for their continued support. Mrs. Burkholder informed the Board that REHS, Colt Tennent, attended career day at West Holmes High School to educate students on the field of EH. Mrs. Burkholder congratulated Cathy Kick on her retirement and wished her well.

Lavonne Flickinger: Lavonne informed the Board that she is busy preparing end of year reporting and thanked the Board for their continued support.

Tara Conner: Ms. Conner informed that Board that WIC dietician, Ashley Markowski passed her exam to become a registered dietician.

Rebecca Starnier: Mrs. Starnier shared that per the Early Childhood Collaborative, 2023 will be the "year of the young child" which will focus on providing education to parents of children ages birth to 5 on healthy eating and living an active lifestyle. With regard to grants, Mrs. Starnier shared that she recently submitted the United Way grant and is working on mid-year program reports for other grants that she administers. Finally, Mrs. Starnier informed the Board that she and Sarah Burkholder participated in the radiothon for Share a Christmas.

Mr. Rodhe made a motion to adjourn the Board meeting. Dr. Balder seconded. There being on further action, the Board adjourned at 9:15am.

Misty Burns, Board President

Michael E. Derr, Secretary