



Hancock Public Health

Board of Health

Regular Meeting Minutes

April 21st, 2023, 7:30 a.m.



BOARD MEMBER ATTENDANCE:

- X Brian Edler, Board President
- X William Alge, Esq.
- X Karen Jones, MSN, RN
- X Michael Lindamood, M.D.
- X Nancy Moody-Russo, RN, JD
- X Barbara J. Pasztor, MSN, RN (arrived 8:10 a.m.)
- X Robin Spoor

STAFF:

- X Shannon Chamberlin, Nursing Director
- X Alexa Heacock, Help Me Grow (HMG) Director
- X Chad Masters, Health P&P Director
- X Cheryl Miller, PR/Marketing Coordinator
- X Craig Niese, IT/Data Manager
- X Laura Reinhart, Mobile Health Clinic (MHC) Coordinator
- X Lindsay Summit, Environmental Health (EH) Director

- X Karim Baroudi, MPH, Health Commissioner
- X William Kose, M.D., Medical Director

1.0 CONVENTION

1.1 Call to Order

President Edler called the Regular Board of Health meeting to order at 7:31 a.m.

1.2 Introduction of Public, Guests, and Staff

No guests present at the 4/21/23 meeting.

2.0 BOARD MEETING CONSENT AGENDA

2.1 Approval of 4/21/23 Agenda Items

Commissioner Baroudi proposed adding one agenda sub-item to the 4/21/23 BOH Meeting Agenda, specifically Subitem 3.2.6: **Appropriation Increase for Covid-19 Vaccination “Equipment Software” line item in the amount of \$4,140.00.**

Commissioner Baroudi announced the transition for the Board to conduct meetings utilizing consent agenda, which entails in masse Board approval of pre-prepared written agenda items/subitems and staff reports, allowing time for Board questions within each section during Board meetings and attaching detailed pre-prepared documentation to Board minutes for reference.

2.2 Approval of 3/17/23 Board Meeting Minutes

2.3 Approval of March 2023 Bill Schedule

2.4 Staff Reports

- 2.4.1 Mobile Health Clinic (MHC) Services – Laura Reinhart, CNP, Coordinator/Provider**
- 2.4.2 Health Planning & Promotion – Chad Masters, MPH, Director**
- 2.4.3 Community Health Services – Shannon Chamberlin, RN, Nursing Director**
- 2.4.4 Help Me Grow (HMG) Home Visiting Program – Alexa Heacock, RN, Program Manager**
- 2.4.5 Environmental Health (EH) Services – Lindsay Summit, MPH, EH Director**
- 2.4.6 IT/Data Management Services – Craig Niese, BS, Manager**
- 2.4.7 Health Commissioner’s Report – Karim Baroudi, MPH, HC**

President Edler asked Mr. Niese when internet service transition at HPH would be completed; Mr. Niese answered estimate completion of internet transition is the end of June, will be same internet speed, but quality of phone calls will improve, along with increased bandwidth and decreased cost to HPH overall.

Mr. Alge asked for clarification regarding the new HPH website. Mr. Niese stated HPH will have its own website rather than piggybacking on the general county website service. The downside is that there will be a website hosting fee, however, there will be improved information reliability for the public and increased control of editing website information by HPH staff. Tentative goal for functional website completion is end of May/June 2023. Mr. Niese stated the website fees are approximately \$500.00 for three years of service, which is less than half the usual fees.

Mr. Alge asked how the new website will be updated. Mr. Niese stated there is a communication team, including himself, Cheryl Miller, and one representative from each HPH department charged with maintaining updated website information.

President Edler asked when the next ServSafe Food Safety Manager class would be held. Ms. Summit stated in June 2023.

President Edler requested motion to approve Section 2.0, including all Items/Subitems, as written in the pre-prepared Board reports provided earlier in the week to Board members and as detailed above. Dr. Lindamood moved to approve Section 2.0. Seconded by Ms. Moody-Russo. Motion carried 6-0.

3.0 BOARD ACTIONS/REGULATIONS/VARIANCES/PUBLIC PARTICIPATION

- 3.1 Board of Health to APPROVE AND RECOGNIZE REVENUE for Fiscal Year ending 12/31/23**
- 3.1.1 Community Foundation Grant Award for Translation Services Pilot in the amount of \$9,900.00**
 - 3.1.2 Community Foundation 3rd Year Mobile Health Services Award in the amount of \$25,000.00**

Commissioner Baroudi clarified Subitem 3.1.2, stating the current Community Foundation Mobile Health Services Award is in its last year of providing HPH revenue, thus reapplication and/or search for other revenue sources may be necessary (i.e., ramping up MHC billable services). Mr. Alge asked for clarification on how Ms. Reinhard approaches villages for MHC outreach. Ms. Reinhard stated church events and libraries are helpful, as these institutions often provide great communication links to community members/leaders. As of next month, Ms. Reinhard announced the MHC will be able to utilize translation services for outreach events.

President Edler requested motion to approve Item 3.1, including Subitems 3.1.1 and 3.1.2, as detailed. Ms. Jones moved to approve Item 3.1, as above. Seconded by Ms. Moody-Russo. Motion carried 6-0.

- 3.2 Board of Health to APPROVE APPROPRIATION INCREASE for Fiscal Year ending 12/31/23.**
- 3.2.1 General Fund “Contract Services” line item in the amount of \$5,000.00**
 - 3.2.2 General Fund “Equipment & Software” line item in the amount of \$4,900.00**
 - 3.2.3 Mobile Health Clinic Project “Salaries” line item in the amount of \$25,000.00**
 - 3.2.4 PHEP (Public Health Emergency Preparedness) “Salaries” line item in the amount of \$30,000.00**
 - 3.2.5 Get Vaccinated Ohio (GVO) “Salaries” line item in the amount of \$30,000.00.**
 - 3.2.6 Covid-19 Vaccination “Equipment Software” line item in the amount of \$4,140.00**

President Edler requested motion to approve Item 3.2, including Subitems 3.2.1 through 3.2.6, as detailed. Ms. Spoons moved to approve Item 3.2, as above. Seconded by Ms. Moody-Russo. Motion carried 6-0.

- 3.3 Board of Health to APPROVE CASH ADVANCE from general fund 8008 to fund 8215, in the amount of \$75,000.00 (NASTAD SSP Grant)**

Commissioner Baroudi stated the Board was apprised of the NASTAD Supplemental Grant during the previous 3/17/23 Regular Board Meeting. Mr. Baroudi stated the aforementioned cash advance is needed so HPH can implement project plans.

President Edler requested motion to approve Item 3.3, as detailed. Ms. Moody-Russo moved to approve Item 3.3, as above. Seconded by Mr. Alge. Motion carried 6-0.

Commissioner Baroudi conducted roll call related to Item 3.3 above:

Roll Call: Mr. Alge (Bill): YES	Ms. Moody-Russo (Nancy): YES
Mr. Edler (Brian): YES	Ms. Pasztor (BJ): ABSENT
Ms. Jones (Karen): YES	Ms. Spoons (Robin): YES
Dr. Lindamood: YES	

- 3.4 Board of Health to APPROVE FIRST READING of proposed 2023 STI/Reproductive Health & Wellness Clinic Fees.**

President Edler asked for clarification regarding billing for the STI/Reproductive Health & Wellness project; Ms. Reinhart stated she predicted a majority of the billing would be done through Medicaid. Ms. Chamberlin explained billing procedure plans, using the recently implemented electronic medical Records system (ECW).

President Edler requested motion to approve Item 3.4, as detailed. Mr. Alge moved to approve Item 3.4, as above. Seconded by Dr. Lindamood. Motion carried 7-0.

Commissioner Baroudi conducted roll call related to Item 3.4 above:

Roll Call: Mr. Alge (Bill): YES	Ms. Moody-Russo (Nancy): YES
Mr. Edler (Brian): YES	Ms. Pasztor (BJ): YES
Ms. Jones (Karen): YES	Ms. Spoons (Robin): YES
Dr. Lindamood: YES	

3.5 Board of Health to ADOPT PROPOSED FEES for the STI/Reproductive Health & Wellness Clinic as an emergency measure.

Commissioner Baroudi explained that a tentative fee schedule needs to be established so services and billing can begin. A schedule of proposed fees was provided to the Board for review. Fees listed on the proposed schedule may change in the future based on program adaptation, but for immediate project implementation purposes Mr. Baroudi is requesting that the Board adopt currently proposed fee schedule.

President Edler requested motion to approve Item 3.5, as detailed. Ms. Jones moved to approve Item 3.5, as above. Seconded by Ms. Moody-Russo. Motion carried 7-0.

Commissioner Baroudi conducted roll call related to Item 3.5 above:

Roll Call: Mr. Alge (Bill): YES Ms. Moody-Russo (Nancy): YES
Mr. Edler (Brian): YES Ms. Pasztor (BJ): YES
Ms. Jones (Karen): YES Ms. Spoors (Robin): YES
Dr. Lindamood: YES

3.6 Board of Health to AUTHORIZE AGREEMENT with the University of Findlay to provide clinical/field work educational opportunities to eligible students in public-health-related program studies.

President Edler asked if the proposed University of Findlay agreement above in Item 3.6 has been discussed with legal services. Commissioner Baroudi stated Cindy Land, Hancock Co. Prosecutor’s Office, has been given the proposed agreement for review but there was no final answer from Ms. Land before the current 4/21/23 Board meeting. Mr. Baroudi requested that the Board approve the current proposal agreement, with necessary formality changes to be made after legal approves. President Edler pointed out there may be some discrepancies in said proposal agreement that would need to be finetuned for legal purposes. Mr. Alge stated he would like to have time to discuss the entire proposal agreement with legal. Ms. Moody-Russo recommended waiting for legal to review the proposal agreement before Board approval. President Edler stated that an earlier proposal had stated Board approval was “subject to legal approval.” Dr. Lindamood and Ms. Pasztor opined that, regardless of a legally signed contract, termination of a professional partnership would not be difficult; they gave examples of past situations when under similar circumstances parties were able to terminate professional partnership activities without reference to a legal contract. President Edler counterpointed that a signed contract gives all involved parties a mutual and legal termination protocol. Commissioner Baroudi stated he feels that in this case liability risks are minimal and that a legal contract would be a matter of formality.

Commissioner Baroudi requested motion for approval Item 3.6 - authorizing a clinical/fieldwork educational agreement between the University of Findlay and Hancock Public Health - contingent upon legal review and sign-off. **Ms. Pasztor moved to approve Item 3.6, as above, contingent upon legal review and sign-off.**

Mr. Alge counter-motined to table Item 3.6 until the University of Findlay/Hancock Public Health educational contract is final reviewed and approved by legal counsel.

Board discussion ensued regarding the advantages/disadvantages of waiting for official legal approval of Item 3.6. Commissioner Baroudi stated he feels there is no great harm in delaying Board decisions on Item 3.6 until the next meeting in May 2023. Mr. Baroudi will email all contract drafts to Board members for careful review. Board members will be welcomed to meet with legal counsel if preferred for questioning, provided said meeting consists of no more than three Board members being present.

Ms. Jones asked if the above said contract between U of F and HPH would prevent students from helping in the Dexcom Program. Commissioner Baroudi answered that the contract will not produce a shortage of Dexcom volunteers/students, that currently HPH has plenty of MRC Dexcom Program volunteers and expects to have additional student volunteers, as well.

Ms. Pasztor withdrew her initial motion to approve Item 3.6 - authorizing a clinical/fieldwork educational agreement between the University of Findlay and Hancock Public Health - contingent upon legal review and sign-off.

Commissioner Baroudi requested motion to table Item 3.6, postponing Board authorization of a clinical/fieldwork educational agreement between the University of Findlay and Hancock Public Health until final review and approval sign-off by legal counsel. Mr. Alge moved to table Item 3.6, as above. Seconded by President Edler. **Motion carried 7-0.**

Commissioner Baroudi conducted roll call related to motion to table Item 3.6 above:

Roll Call: Mr. Alge (Bill): YES	Ms. Moody-Russo (Nancy): YES
Mr. Edler (Brian): YES	Ms. Pasztor (BJ): YES
Ms. Jones (Karen): YES	Ms. Spoor (Robin): YES
Dr. Lindamood: YES	

- 3.7** Board of Health to **AUTHORIZE A MEMORANDUM OF UNDERSTANDING** between Bowling Green State University (BGSU) and Hancock Public Health (HPH) to outline foundational criteria to distinguish HPH as an **Academic Health Department**.

Mr. Alge noted the similarity between Items 3.6 and 3.7, in that he would recommend tabling Item 3.7 until final legal approval/sign-off. President Edler asked Commissioner Baroudi to confirm whether or not legal counsel had reviewed and/or final signed off on Item 3.7; Mr. Baroudi stated Item 3.7 had not yet been reviewed/approved by legal counsel.

Commissioner Baroudi requested motion to table Item 3.7, postponing Board authorization of a memorandum of understanding between BGSU and HPH regarding distinguishing HPH as an Academic/Teaching Health Department until final review and approval sign-off by legal counsel. Mr. Alge moved to table Item 3.7, as above. Seconded by President Edler. **Motion carried 7-0.**

Commissioner Baroudi conducted roll call related to motion to table Item 3.7 above:

Roll Call: Mr. Alge (Bill): YES Ms. Moody-Russo (Nancy): YES
Mr. Edler (Brian): YES Ms. Pasztor (BJ): YES
Ms. Jones (Karen): YES Ms. Spoor (Robin): YES
Dr. Lindamood: YES

- 3.8 Board of Health to **AUTHORIZE AN AFFILIATION AGREEMENT** between Bowling Green State University (BGSU) and Hancock Public Health (HPH), with HPH to **Provide Clinical/Practical Education** opportunities to eligible students in public-health-related program studies.

Mr. Alge noted the similarity between Items 3.6, 3.7, and 3.8, in that legal counsel has not final approved these proposed items, thus Mr. Alge would recommend tabling Item 3.8 until final legal approval/sign-off.

Commissioner Baroudi requested motion to table Item 3.8, postponing Board authorization of an affiliation agreement between BGSU and HPH regarding HPH providing clinical/practical education to students until final review and approval sign-off by legal counsel. Mr. Alge moved to table Item 3.8, as above. Seconded by President Edler. Motion carried 7-0.

Commissioner Baroudi conducted roll call related to motion to table Item 3.8 above:

Roll Call: Mr. Alge (Bill): YES Ms. Moody-Russo (Nancy): YES
Mr. Edler (Brian): YES Ms. Pasztor (BJ): YES
Ms. Jones (Karen): YES Ms. Spoor (Robin): YES
Dr. Lindamood: YES

4.0 ADMINISTRATIVE REPORTS

4.1 **Quarter 1 (Q1) and MARCH 2023 Financial Report and Analysis – Commissioner Baroudi**

Commissioner Baroudi summarized his pre-prepared written Financial Analysis Report that had been included in the Board packet earlier in the week.

Ms. Pasztor requested use of increased color contrast differentiation in financial analysis documentation (pie charts) for ease of review moving forward; duly noted by Lindsay Summit in Board minute written notes.

President Edler asked for clarification of the type of mortgage for 2225 Keith Parkway; Commissioner Baroudi stated the mortgage is locked in for 15 years at a fixed rate. Discussion ensued regarding President Edler’s questions about how the HPH cash budget is managed. President Edler suggested use of liquid bank accounts to maximize interest. Mr. Baroudi stated he believes that may not be possible due to HPH being not for profit. President Edler suggested that applying earned interest to mortgage payments or other similar bills may not be considered as income. President Edler queried who the best County staff person would be for advisement to the Board about discussion regarding his financial issue questions; Mr. Baroudi answered probably the County Auditor’s Office. Ms. Jones suggested speaking with Charity Rauschenberg, the Hancock County Auditor.

4.2 Medical Director – Dr. William Kose

Infectious Disease Update: No current concerns with influenza, COVID, or Mpox. The biggest question currently is how vaccinations will be managed in the future. Commissioner Baroudi reported that on 4/19/23 the CDC released a message that the Monovalent (original) mRNA COVID-19 vaccine would no longer be given. Dr. Kose stated no one is really sure of the best COVID vaccination method currently. Mr. Alge asked if HPH has a policy on which vaccines to give considering the new CDC message; Commissioner Baroudi stated HPH follows CDC guidance, thus Monovalent vaccines will no longer be given. Mr. Baroudi stated he believes the new standard will be Bivalent COVID vaccinations with eventual flu/COVID combination vaccines in the fall of 2023. However, currently there is no specific recommendation other than discontinuing Monovalent. Ms. Chamberlin stated as of May 2023 (5/10/23 or 5/11/23) COVID vaccinations will not be covered by insurance. Further updates will be provided to the Board as available.

Tuberculosis (TB) Update: Dr. Kose explained to the Board he felt the need to have HPH staff provide update on a recent TB pattern. Commissioner Baroudi stated there has been an uptick in TB cases all over the state recently, and an uptick that may get worse in Hancock County in part due to increasing immigrant population. He described the TB case in Hancock Co., reporting that logistically HPH is the TB unit for the County and typically the County Commissioners cover related costs. With the most recent case, the patient has required isolation for 8 weeks; HPH has been paying \$500/month for hotel isolation per protocol; HPH Nursing has been taking meals from 50 North to the patient, and the bills are adding up. The Commissioners are denying payment for this patient, as they feel the patient was noncompliant.

Ms. Chamberlin reported she has reached out to neighboring counties for advisement regarding their TB experiences. She found that if the ORC names PH as a county TB unit, then the County Commissioners are named as the “payer of last resort” of treatment, with housing/isolation costs included in the definition of treatment. Ms. Chamberlin and staff have reached out to other agencies for possible treatment services (i.e., City Mission, University of Findlay), however, none of the alternative treating agencies had availability, thus the County Commissioners have become the payer of last resort according to ODH/CDC regulations. Ms. Chamberlin stated that once the patient has a formal denial from insurance, HPH will consider invoicing the County Commissioners with all accompanying documentation. Ms. Chamberlin stated there appears to be a conflict of interest between HPH and County Commissioners’ legal counsel advisement. Dr. Kose stated HPH is following all ODH/CDC regulations and is doing clinically what needs to be done for the said 8-week TB case in Hancock County.

Ms. Moody-Russo asked for clarification regarding issues that created such an extreme financial burden for the person with TB in Hancock Co. Commissioner Baroudi cited the following: Not being able to work, burden on family, access to food for patient and family, staffing needs for medication/treatment/daily follow-through, long course of illness (usual course is 2-3 weeks; current patient has had TB for 8 weeks), and that the above issues have required mobilization of a big chunk of HPH staff from their regular duties.

Ms. Heacock reported she and the HMG staff have been discussing annual TB testing for staff as a preventative measure.

Ms. Moody-Russo announced a social media online situation involving a person posting that he/she is dealing with tuberculosis, having financial/emotional problems, and stating he/she would appreciate help. There was a second post later from same individual giving thanks for the money and gifts from others. Mr. Alge asked if there is cause for concern for a scam. Ms. Chamberlin stated the current TB case is multifaceted, there are many variables which created the extreme financial burden and need for the patient to be isolated.

Ms. Chamberlin opined that HPH would benefit from exploring other avenues of housing/isolation treatment and financial resources for TB patients in preparation for the future, as TB cases could increase in Hancock County.

CHIP Update: Dr. Kose reported he and Commissioner Baroudi continue to work on the CHIP, reaching out to collaborative agencies regarding referrals, among those agencies the ADAMHS Board, attempting to ensure that all Hancock County community agencies are on the same page and there is no duplication of information/resources/services.

4.3 Health Commissioner Remarks – Commissioner Baroudi

CHIP Update: Commissioner Baroudi added to Dr. Kose’s CHIP update, reporting he and Dr. Kose are presenting the CHIP to the Community Foundation on Tuesday, 4/25/23, with hope that there are opportunities for the Foundation to be a part of those initiatives.

Community Health Worker (CHW) Position Update: Commissioner Baroudi is presenting the CHW position proposal to the Community Foundation on Wednesday, 4/26/23. The State granted permission to for the CHW position to be paid through the Workforce Grant until grant expiration, at which time Mr. Baroudi hopes to acquire funding sources for this position through other sources such as the Community Foundation. Mr. Baroudi stated the CHW position was posted internally, and one staff person expressed interest, Cheryl Miller. Mr. Baroudi believes Ms. Miller will be a good fit for the CHW position considering her health navigation experience. The plan is to re-open the Communication position that Ms. Miller previously held after the CHW position funding is secured.

Budget Bill: House leadership removed the proposed \$20 million quoted for PH funds and position was moved to Senate decision. Commissioner Baroudi suggested it may be beneficial for the Board to draft a letter detailing the need for increased funds being made available to public health. Board members generally expressed agreement. No decisions made regarding writing a letter; no votes taken.

5.0 OLD/NEW BUSINESS

5.1 Personnel – No HPH hiring or separations during in March 2023.

5.2 Joan Work – Ms. Jones requested a moment for the Board to recognize Ms. Joan Work, who passed away 4/21/23. Ms. Work was the Occupational Health Nurse at Whirlpool and a City of Findlay PH Board Member for many years, acting as a mentor to Ms. Jones and inciting Ms. Jones’ passion for and involvement with public health issues.

6.0 CONTINUING EDUCATION

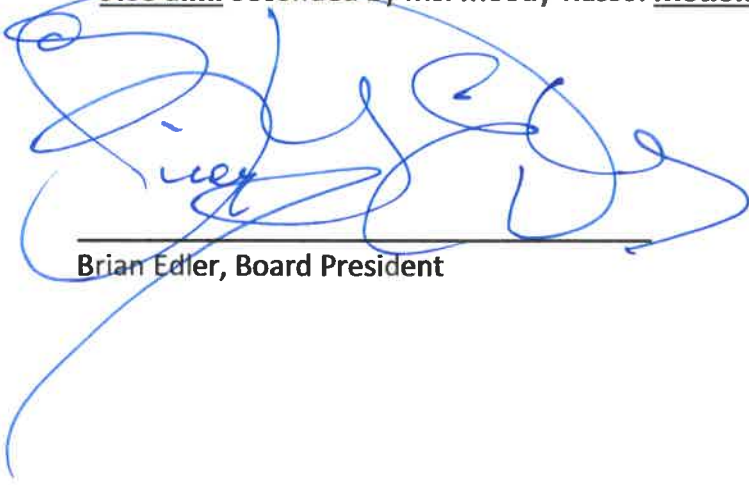
6.1 No CEUs will be offered at the 4/21/23 Regular Board meeting.

7.0 NEXT MEETING

7.1 Friday, 5/19/2023, 7:30 a.m., Hancock Public Health, 2225 Keith Parkway, Findlay, Ohio.

8.0 CONTINUING EDUCATION

President Edler requested motion for adjournment of the Regular 4/21/2023 Board of Health meeting. **Ms. Spors motioned the Board of Health to adjourn the Regular Meeting of 4/21/2023 at 9:08 a.m.** Seconded by Ms. Moody-Russo. **Motion carried 7-0.**



Brian Edler, Board President



Karim Baroudi, MPH, Board Secretary