



# Hancock Public Health

## Board of Health

### Regular Meeting Minutes

March 17<sup>th</sup>, 2023, 7:30 a.m.



#### **BOARD MEMBER ATTENDANCE:**

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

#### **STAFF:**

- X Shannon Chamberlin, Nursing Director (exited at 8:15 a.m.)
- 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
- A Laura Reinhart, Mobile Health Clinic (MHC) Coordinator
- X Lindsay Summit, Environmental Health (EH) Director

## **1.0 CONVENTION**

### **1.1 Call to Order**

In absence of President Edler, past Board President Ms. Pasztor called the Regular Board of Health meeting to order at 7:33 a.m.

### **1.2 Introduction of Public, Guests, and Staff**

Commissioner Baroudi announced there were no guests at the 3/17/23 meeting.

## **2.0 BOARD ACTIONS/REGULATIONS/VARIANCES/PUBLIC PARTICIPATION**

### **2.1 Approval of 3/17/23 Agenda Items**

Commissioner Baroudi proposed a last-minute agenda item to the 3/17/23 BOH Meeting Agenda, **Item 4.6: Board to review and approve creation of Community Health Worker position.**

Ms. Pasztor requested motion to approve the 3/17/23 meeting agenda as presented in the Board information packet distributed earlier in the week, with the addition of Item 4.6.

**Ms. Spoor moved to approve the agenda of the 3/17/23 Regular Board of Health meeting with the addition of Item 4.6, as above.** Seconded by Ms. Jones. **Motion carried 6-0.**

### **2.2 Approval of 2/17/23 Board Meeting Minutes**

Commissioner Baroudi announced a correction/addition to the 2/17/23 Board Minutes, Section 7.0, Adjournment: Add "**Ms. Pasztor**" motioned the Board of Health to adjourn the Regular Meeting of 2/17/23 at 9:59 a.m.

Ms. Pasztor requested motion to approve the 2/17/23 BOH meeting minutes, with the addition as detailed above. **Mr. Alge moved to approve the minutes of the 2/17/23 Board of Health meeting with the addition of Section 7.0, as above.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

### 2.3 Approval of February 2023 Bill Schedule

Mr. Alge asked for clarification of three February 2023 Bill Schedule items: New Furnace, Snow Removal, and Grant Expenses/HMG incentives. Commissioner Baroudi explained the clinic furnace became inoperative and a new furnace was installed a couple months ago, however, HPH was not billed for the new clinic furnace until February, hence the New Furnace line item inclusion on the February 2023 Bill Schedule. Mr. Baroudi added that on the next bill schedule the Board may see a \$4000.00 expense for a replaced bathroom exhaust fan.

Mr. Baroudi explained Mr. Alge's second bill schedule question regarding Snow Removal, reporting that each time HPH's contracted snow removalists perform one complete snow/ice removal service there is a \$500.00 fee, and there were two ice storms recently requiring services. Mr. Alge's last question regarding Grant Expenses was explained by Mr. Baroudi as pertaining to Help Me Grow Program grant incentives that are purchased for participating HMG families with HPH Amazon and Walmart cards, then all purchases are reimbursed with grant monies.

Ms. Pasztor requested motion to approve the bill schedule as presented.

**Dr. Lindamood moved to approve the Bill Schedule for February 2023.** Seconded by Ms. Jones. **Motion carried 6-0.**

### 2.4 Board of Health to **APPROVE and RECOGNIZE REVENUE** for Fiscal Year ending **12/31/23**.

**2.4.1** State Opiate Response (SOR) 2.0 NCE in the amount of **\$44,407.56**

**2.4.2** Harm Reduction Clinic (Safe Works) in the amount of **\$12,000.00**

Ms. Pasztor requested motion for Item 2.4 above. **Ms. Moody-Russo moved for the Board to Approve and Recognize Revenue as detailed in Items 2.4.1 and 2.4.2 above.** Seconded by Mr. Alge. **Motion carried 6-0.**

### 2.5 Board of Health to **APPROVE APPROPRIATION INCREASE** for Fiscal Year ending **12/31/23**.

**2.5.1** Harm Reduction Clinic (Safe Works) in the amount of **\$12,000.00**

**2.5.2** Sewage Project "Other" line item in the amount of **\$8,000.00**

**2.5.3** Private Water "Vehicle" line item in the amount of **\$12,500.00**

Ms. Pasztor requested motion for Item 2.5 above. **Ms. Spoons moved for the Board to Approve Appropriation Increase as detailed in Items 2.5.1 through 2.5.3 above.** Seconded by Mr. Alge. **Motion carried 6-0.**

### 2.6 Board of Health to **APPROVE THIRD AND FINAL READING** of Proposed 2023 CPR Fees

**2.6.1** American Heart Association's (AHA) HeartSaver® Training: **\$100.00** (Book and E-card)

**2.6.2** AHA's Basic Life Support® (BLS) Training: **\$100.00** (Book and E-card)

**2.6.3** AHA's Recertification Training: **\$50.00**

**2.6.4** AHA's Certification for K-12 Schools: **\$5.00** (E-card)

Ms. Pasztor requested motion for Item 2.6 above. **Ms. Moody-Russo moved for the Board to Approve Third and Final Reading of Proposed 2023 CPR Training and Certification Fees as detailed in Items 2.6.1 through 2.6.4 above.** Seconded by Ms. Spoor. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to Items 2.6.1 through 2.6.4 above:

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

- 2.7 Board of Health to **AUTHORIZE CAR LEASE AGREEMENT** with Great Lakes Toyota, Findlay Great Lakes Toyota of Findlay lease would be for a 2023 Toyota Corolla at the cost of \$372.00/month and not to exceed \$375.00/month, for a 36-month lease term.

Ms. Pasztor requested motion for Item 2.7 above. **Dr. Lindamood moved for the Board to Authorize Car Lease Agreement with Great Lakes Toyota of Findlay, as detailed.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to Item 2.7 above:

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

- 2.8 Board of Health to **AUTHORIZE CAR PURCHASE** through Great Lakes Toyota, Findlay Great Lakes Toyota of Findlay purchase would be of the existing HPH-leased 2020 Red Toyota Corolla (VIN# 5YFEPRAE7LP053076) in the amount of \$12,347.82. Study was attached to Board packet regarding benefits of purchasing an HPH vehicle versus continued leasing, with a proposed \$1000.00 savings if purchased.

Ms. Pasztor requested motion for Item 2.8 above. **Mr. Alge moved for the Board to Authorize Car Purchase from Great Lakes Toyota of Findlay, as detailed.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to Item 2.8 above:

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

### 3.0 STAFF REPORTS ON PROGRAMS & SERVICES TO THE COMMUNITY

#### 3.1 February 2023 Financial Report and Analysis – Karim Baroudi

Commissioner Baroudi summarized his financial report for the Board, including revenue trends in February 2023 and a 2016 balance comparison. No red flags in budget noted by Mr. Baroudi. No concerns voiced by the Board.

### **3.2 Medical Director – Dr. William Kose (Absent)**

No medical report due to Dr. Kose's excused absence.

### **3.3 Mobile Health Clinic (MHC) Update – Laura Reinhart (Absent)**

In Ms. Reinhart's excused absence, Commissioner Baroudi summarized the MHC written Board report. Mr. Baroudi reported HPH is currently organizing a team of volunteers to assist with the Dexcom study due to the increased time needs of Dexcom patients and services.

### **3.4 Health Planning & Promotion/Accreditation – Chad Masters**

Mr. Masters summarized his detailed written report provided in the Board packet earlier in the week. No questions from Board members.

### **3.5 Health Services – Shannon Chamberlin**

Ms. Chamberlin summarized her detailed written Board report, highlighting progress being made with the new EMR system being used by Nursing. Ms. Chamberlin stated staff are adjusting to the new system with no great issues. No questions from Board members.

### **3.6 Help Me Grow (HMG) Program – Alexa Heacock**

Ms. Heacock summarized her written Board report provided in the Board packet earlier in the week. Mr. Alge asked about the 18 HMG families reported as being on a waiting list in Hancock County versus zero waiting-list families in Wood County. Ms. Heacock answered that the wait list for families requesting HMG services is divided by number of "spots" or openings in each individual county. There are 120 available openings in Hancock County and 10 available openings in Wood County. The low wait-list number for Wood County is due to HPH only taking on a particular number of zip code areas for services in Wood Co, thus a much smaller number of families requesting services in Wood Co. Mr. Alge asked if Hancock County participants might be missing out receiving timely services because of the Wood County program. Ms. Heacock reported there are a number of factors that affect the Hancock County HMG programming needs, including but not limited to a recent trend of families requesting services who have significantly higher needs overall, an increase in non-English speaking families who require comprehensive translation services, and also the potential that HMG programming may be changed or impacted based on decisions being made at the State level with Governor DeWine's proposed Department of Youth and Children (addressed in the 2/17/23 BOH Meeting Minutes). Ms. Heacock stated there is a need to work through these factors before making significant changes to HMG programming. The increase in high-need families and translation needs are currently being addressed locally and the potential State impacts are being updated monthly by the State. No other questions from Board members regarding the HMG Board report.

### **3.7 Environmental Health (EH) Services – Lindsay Summit**

Ms. Summit summarized her written Board report, with special note made of the successful hiring of a Registered Environmental Health Specialist-In-Training (REHSIT), Tatiana Burkett, who will begin employment at HPH in May 2023. No questions from the Board regarding the EH report.

### **3.8 IT & Health Data Management Services – Craig Niese**

Mr. Niese reported on the progress of the ECW (EMR/electronic medical record) project at HPH. He stated from a data standpoint, there has been a smooth transition with all major bugs worked out and added that staff have been having fewer and fewer questions regarding the use of the new system, further indicating success of this ongoing project.

Mr. Niese introduced to the Board one of his most involved recent projects, developing a new website for HPH. Aardvark Inc had previously been managing the County/HPH website, however, since Aardvark went out of business the County has been hosting the website at no cost. Mr. Niese opined that the County appears to be struggling with website management, resulting in poor user friendliness with website updates and usage. Because HPH has not been satisfied with the website for many years, Mr. Niese is in the process of seeking out a web designer and hosting provider. It is hoped that a total re-design will be result in increased HPH staff and customer satisfaction, however, there will be a fee required for the hosting provider. Fee is currently estimated at 50-120/month (approximately \$2000/year), which by Mr. Niese's report is not a financial burden.

The language translation grant obtained from Community Foundation was summarized by Mr. Niese. The grant involves a pilot project whereby HPH staff use an app, "Language Services" (same app used by BVH). Once the app is implemented, staff will be able to use IPADS to call translators when required for customer services. Included in the pilot, IPADS will also be provided to the Family Center in Findlay so the offices at that location can have access to same translation services. Mr. Niese is currently reviewing the "Language Services" contract. Updates will be provided at next BOH meeting.

Commissioner Baroudi reiterated Mr. Niese's language translation report. Mr. Alge asked if HPH staff will have an adequate number of IPADS for use on site. Commissioner Baroudi answered HPH will have access to five IPADS, which are proposed to be distributed as two in clinic, one in HMG, one in MHC, and one floating. Mr. Baroudi stated in six months the pilot results will be reevaluated and potentially offered to more community organizations with increased needs for translation services, possibly including the court system.

### **3.9 Health Commissioner Remarks & Legislative Update – Karim Baroudi**

Board of Health Meeting Consensus Agenda Proposal: Commissioner Baroudi discussed usefulness of adopting a consensus agenda style BOH meeting in future, which would entail all regular/usual meeting items (agenda/minutes/bill schedule approval, HPH staff leadership reports and finance reports) being reviewed in detail by Board members prior meetings, with one consensus vote for approval of all items during meetings. Leadership will no longer go through their written reports verbatim during meetings. Per Mr. Baroudi, this will save time during BOH meetings for more meaningful Board questions/discussion. Mr. Baroudi stated the Board packets would be sent to Board members by the Monday before each Board meeting to give Board members more time for reviewing consensus agenda items. Commissioner Baroudi asked Board members if they would be willing to trial consensus agenda style in the next BOH meeting on 4/21/23. No objections were voiced by Board members.

Legislative: Commissioner Baroudi stated legislative activity been minimal since last reviewed during the 2/17/23 BOH meeting. Still of concern remains Governor DeWine's Department of Family and Children and its potential impact on HMG services. Until more information is available, there will be no HMG program additions or changes.

Public Nuisance Task Force: Commissioner Baroudi reported on the Public Nuisance Task Force meeting which he and Ms. Summit attended 3/6/23 regarding attempts to clarify and consolidate resources in handling public nuisance complaints. Dr. Lindamood asked for clarification about what entails a public health nuisance; Ms. Summit gave examples of housing, trash, hoarding situations, and animal concerns. Mr. Alge asked how building demolition fits into public health nuisance concerns; Ms. Summit answered that the Health Department cannot alone initiate dwelling demolition. Commissioner Baroudi stated there is no building inspection department in Hancock County, hence there are limitations with demolition of properties. Mr. Alge stated that at a recent DAC meeting a village mayor requested information about demolition of nuisance properties and the role of public health. Mr. Baroudi explained that if a city has demolition ordinances, public health can act on those ordinances for initiating demolitions, however, ordinances may not be county wide, and HPH wants to make sure nuisances are handled fairly across the board for city and county. Mr. Baroudi stated some housing issues may be better handled with other services first, such as mental health assistance, before sending in a Sanitarian.

Ms. Summit stated that if HPH declares a property as being a public health nuisance (and the Board of Health has the authority to declare a property as being a PH nuisance), then the Board of Health would have to take full authority in following through with whatever action is determined, i.e., if the Board of Health determined a property needed to be taken down, the Board would need to provide finances for all steps in the demolition process. Mr. Alge asked if there is grant money available for assisting in such nuisance decisions. Ms. Summit answered that the City/Regional Planning has more access to funds for these purposes, however, it is much more difficult for villages to find enough funding for following through with nuisance actions. Commissioner Baroudi stated the not only are there financial burdens related to actions taken with nuisance complaints, but also significant potential legal consequences. Mr. Baroudi added that fortunately HPH does not encounter many extreme nuisance cases where demolition is a potential, however, if a nuisance ever reaches that point, the Board of Health does, indeed, have the power to initiate demolition provided there is funding and legal support available.

## **4.0 OLD/NEW BUSINESS**

### **4.1 Personnel**

No hiring or separations during the month of February 2023

### **4.2 Review: Annual HDAC (Health District Advisory Council) Meeting, Monday, 3/6/23, 5-7 p.m.**

Commissioner Baroudi stated the 3/6/23 HDAC meeting had good attendance, support from townships and villages, and the annual report was presented. Commissioner Baroudi expressed his excitement about feedback, him and his Leadership team got, at the meeting from a highly engaged DAC members who are satisfied and appreciative of the services of the Health District. One topic that came up during the HDAC meeting was how to increase

involvement of village mayors in the council process; a plan is currently being devised at HPH to address this issue. Mr. Alge stated one issue that may explain decreased village mayor presence at DAC meetings is because the DAC meetings are generally scheduled on the same evening as Village Council Meetings, making it difficult for mayors to even attend DAC. Commissioner Baroudi stated the DAC and Village Council Meeting conflicting scheduling issue would be addressed.

#### **4.3 Board of Health to reorganize, nominate, and elect a Vice President to assume the office of the BOH President in March 2024**

Ms. Pasztor requested motion to open nominations for Vice President. **Ms. Moody-Russo moved for the Board to open nominations, as detailed.** Seconded by Ms. Jones. **Motion carried 6-0.**

**Nominated:** Ms. Pasztor nominated Karen Jones as the Vice President of the Hancock County Board of Health. Seconded by Mr. Alge.

Ms. Pasztor requested motion to close nominations for Vice President, as above in Item 4.3. **Mr. Alge moved for the Board to close nominations.** Seconded by Ms. Moody-Russo. **Motion carried 5-0.**

Commissioner Baroudi conducted roll call related to Item 4.3 above:

<b>Roll Call: Mr. Alge (Bill): YES</b>	<b>Ms. Moody-Russo (Nancy): YES</b>
<b>Mr. Edler (Brian): ABSENT</b>	<b>Ms. Pasztor (BJ): YES</b>
<b>Ms. Jones (Karen): ABSTAINED</b>	<b>Ms. Spors (Robin): YES</b>
<b>Dr. Lindamood: YES</b>	

With 5-0 votes, Mrs. Karen Jones was elected Vice President of the Board of Health and assumed office immediately.

#### **4.4 Update: Establishing Academic Public Health Department at HPH**

Commissioner Baroudi stated Ms. Moody-Russo has drafted an agreement between University of Findlay and HPH for public health student collaboration. Ms. Moody-Russo's draft will be reviewed at the next BOH meeting on 4/21/23. Commissioner Baroudi reported that Bowling Green State University (BGSU) is considering the development of a Center for Public Health Practice in NW Ohio, also working through U of F. Mr. Baroudi stated he believes this Center for Public Health Practice is a very good idea and has expressed interest to meet with BGSU leadership for collaboration.

#### **4.5 Champion of Public Health Nominations**

Ms. Pasztor requested motion to open nominations for the 2022 Champion of Public Health Award Recipient. **Ms. Jones moved for the Board to open nominations, as detailed.** Seconded by Dr. Lindamood. **Motion carried 6-0.**

**Nominated for 2022 Champion of Public Health Award Recipient:** Jeanie Ploeger, Marion Township.

Ms. Pasztor requested motion to close nominations for the 2022 Champion of Public Health Award Recipient. **Mr. Alge moved for the Board to close nominations.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call for the 2022 Champion of PH Award Recipient:

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

Ms. Pasztor requested motion to open nominations for the 2022 Champion of Public Health Award Partner. **Ms. Jones moved for the Board to open nominations, as detailed.** Seconded by Ms. Spors. **Motion carried 6-0.**

**Nominated for 2022 Champion of Public Health Award Partner:** The Findlay-Hancock County Community Foundation.

Ms. Pasztor requested motion to close nominations for the 2022 Champion of Public Health Award Partner. **Mr. Alge moved for the Board to close nominations.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to the 2022 Champion of PH Award Partner:

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

Commissioner Baroudi announced the event for Champion of Public Health Awards will be held on Tuesday, 4/4/23, 11:00 a.m., during National Public Health Week at Hancock Public Health, Lunch will be served following the awards. Board members will receive formal invitations.

#### **4.6 Creation of Community Health Worker (CHW) Position**

Commissioner Baroudi described the creation of a new HPH position based on an initiative contained in the CHIP: the Community Health Worker (also referred to during Board meeting as a “navigator”). Job description and duties document was provided for Board review during the current 3/17/23 meeting. Estimated cost of position: \$250,000.00 over three years. Per Commissioner Baroudi, funding for this position will come from various sources over different spans of time. From 4/1/23 to 6/30/23, funding will be provided by ODH, based on transfer of state monies currently being provided for the existing grant funded HPH position of Communication Specialist (grant ends 6/30/23). After 6/30/23, Commissioner Baroudi plans on seeking funding sources from operating budget and possible grants from BVH, ADAMHS, and the Community Foundation. The CHW will be an individual who will help clients with the social



aspects of seeking/receiving services, which will increase the time clinicians are able to spend with clients on actual clinical health services. Commissioner Baroudi stated the CHW position is being posted internally only and he is hoping to re-assign internal staff to the position by end of April 2023.

Ms. Pasztor requested motion for Item 4.6 above. **Dr. Lindamood moved for the Board to Approve the Community Health Worker (CHW) position description as presented.** Seconded by Ms. Spoons. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to Item 4.6 above:

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

## 5.0 CONTINUING EDUCATION

5.1 No CEUs will be offered at today's meeting, 3/17/2023.

## 6.0 NEXT MEETING

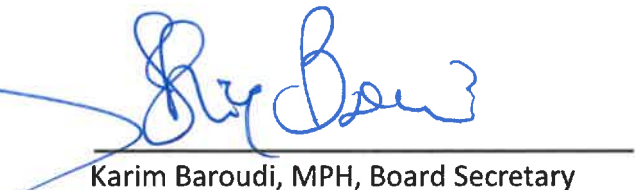
6.1 **Friday, 4/21/2023, 7:30 a.m., Hancock Public Health, 2225 Keith Parkway, Findlay, Ohio.**

## 7.0 ADJOURNMENT

Ms. Pasztor requested motion for adjournment of the Regular 3/17/2023 Board of Health meeting. **Ms. Spoons motioned the Board of Health to adjourn the Regular Meeting of 3/17/2023 at 8:47 a.m.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**



Brian Edler, Board President



Karim Baroudi, MPH, Board Secretary