



Hancock Public Health

Board of Health

Regular Meeting Agenda

May 21st, 2021 at 7:30AM



MEMBER ATTENDANCE:

- X Barbara J. Pasztor, MSN, RN (President)
- X William Alge, Esq.
- X Brian Edler (Vice President)
- X Karen Jones, MSN, RN
- X Michael Lindamood, M.D.
- X Nancy Moody-Russo, RN, JD
- X Robin Spoons

STAFF:

- X Shannon Chamberlin, Nursing Director
- X Chad Masters, Health P&P Director
- X Craig Niese, IT/Data Manager
- X Lindsay Summit, Environmental Health Director
- X Alexa Heacock, Help Me Grow Director

- X Karim Baroudi, MPH, Health Commissioner (joined meeting at 8:15 a.m.)
- X Nathaniel Ratnasamy, M.D., Medical Director (joined meeting at 8:02 a.m.)

1.0 CONVENTION

1.1 Call to Order

Board President Pasztor called the May 2021 regular meeting to order at 7:30 a.m.

1.2 Introduction of Public Guests and Employees:

No public guests or employees were present at the 5/21/21 meeting.

2.0 BOARD ACTIONS/REGULATIONS/VARIANCES/PUBLIC PARTICIPATION

2.1 Approval of May 21st, 2021 Agenda Items

President Pasztor requested motion to approve the 5/21/21 meeting agenda as presented in the Board information packet.

Ms. Nancy Moody-Russo moved to approve the Agenda of the May 21st, 2021 Regular Board of Health meeting. Seconded by Ms. Spoons. Motion carried 7-0.

2.2 Approval of April 16th, 2021 Board Meeting Minutes

President Pasztor requested motion to approve the 4/16/21 meeting minutes as presented.

Dr. Lindamood moved to approve the minutes of the April 16th, 2021, Board of Health meeting as transcribed. Seconded by Ms. Jones. Motion carried 7-0.

2.3 Approval of April 2021 Bill Schedule

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

Mr. Alge moved to approve the bill schedule for April 2021. Seconded by Ms. Nancy Moody-Russo. Motion carried 7-0.

2.4 Board of Health to RECOGNIZE Revenue for fiscal year ending 12/31/21:

- 2.4.1 2021 EPA Grant in the amount of \$19,420.00**
- 2.4.2 Integrated Naloxone Grant in the amount of \$40,000.00**
- 2.4.3 Vaccine Equity in the amount of \$62,485.00**
- 2.4.4 COVID-19 in the amount of \$80,000.00**
- 2.4.5 Baby Talk Grant from ADAMHS in the amount of \$500.00**
- 2.4.6 Mobile Health Clinic in the amount of \$100,000.00**

President Pasztor requested motion to approve Board recognition of revenue, as above.

Vice President Edler moved to approve the Board Recognition of Revenue, as presented.

Seconded by Dr. Lindamood. **Motion carried 7-0.**

2.5 Board of Health to Approve Appropriations INCREASE for fiscal year ending 12/31/21:

- 2.5.1 Safe Kids Safe Sleep-Advertising/Printing & Supplies line items in the amount of \$3,999.95**
- 2.5.2 Vaccine Equity in the amount of \$62,485.00**
- 2.5.3 2021 EPA Grant in the amount of \$19,420.00**
- 2.5.4 General Fund-Advertising/Printing line item in the amount of \$2,000.00**
- 2.5.5 COVID-19 in the amount of \$80,000.00**
- 2.5.6 General Fund-Supplies, Contract Services, and other line items in the amount of \$38,500.00**

President Pasztor requested motion to approve appropriations increase, as above.

Dr. Lindamood moved to approve the Appropriations Increase, as presented. Seconded by

Ms. Jones. **Motion carried 7-0.**

2.6 Board of Health to Approve Appropriations DECREASE for fiscal year ending 12/31/21:

- 2.6.1 Integrated Naloxone 2020 project in the amount of \$18,000.00**
- 2.6.2 Integrated Naloxone 2021 project in the amount of \$55,000.00**
- 2.6.3 PHEP FY'20 project in the amount of \$39,187.00**
- 2.6.4 2021 EPA Grant in the amount of \$20,000.00**

President Pasztor requested motion to approve appropriations decrease, as above.

Ms. Spoor moved to approve the Appropriations Decrease, as presented. Seconded by Vice

President Edler. **Motion carried 7-0.**

2.7 Board of Health to Approve Waiving Habitat for Humanity Homes Plumbing Permit Fees:

- 2.7.1 Permit Fee for Address 2032 Harrison St, Findlay, Ohio in the amount of \$160.00**
- 2.7.2 Permit Free for Address 2028 Harrison St, Findlay, Ohio in the amount of \$190.00**

Mr. Alge asked why the plumbing permit fees were different amounts. Vice President Edler and Ms. Summit answered that permit fees are determined by number of fixtures installed.

President Pasztor requested motion to approve waiving plumbing permit fees, as above.

Dr. Lindamood moved to approve waiving the plumbing permit fees for two Habitat for

Humanity Homes in Findlay, Ohio, as presented. Seconded by Mr. Alge. **Motion carried 7-0.**

3.0 STAFF REPORTS ON PUBLIC HEALTH RESPONSE TO COVID-19 PANDEMIC

3.1 Health Services – Shannon Chamberlin

Ms. Chamberlin reported first during the 5/21/21 meeting due to need for involvement at a COVID vaccination clinic. She referred the Board to her written report included in the Board packet for details. Ms. Chamberlin stated that Alexa Dreyer, BCMH RN, has been trained with Children with Medical Handicaps billing procedures, thus revenue from this program is expected to become more consistent.

HPH school contracts were recently re-signed for the School Nursing Program involvement in Hancock Co. schools. The only school that did not re-sign was Van Buren, as they are retaining their full-time nurse. Mr. Alge asked why Arlington was listed in report as keeping their full-time nurse but also signing the HPH contract; Ms. Chamberlin explained that this information is correct, and that Arlington is choosing to use HPH for their school-age health screenings but choosing to keep their full-time nurse, as well.

In other Health Services updates, Ms. Chamberlin reported on her goal to increase reaching out to families for reminders of vaccinating their school-aged children, in hopes to get children caught up in Hancock Co. who are currently behind on their vaccinations. The statistics are trending downward for school-aged children being up to date with vaccinations in Hancock Co., thus there will be a more aggressive effort to educate families and set those vaccine appointments. COVID vaccination clinics, however, are remaining consistent, with each Tuesday walk-in clinic averaging about 40-50 people vaccinated, and each Pfizer clinic with 12-year-olds and over averaging about 150-200 people vaccinated or scheduled to be vaccinated.

Mr. Edler asked if there are events scheduled for the HPH Mobile Health Clinic. Ms. Summit answered that no events have been scheduled at this time.

3.2 Help Me Grow (HMG) Program – Alexa Heacock

Ms. Heacock reported second during the 5/21/21 meeting due to need for involvement at a COVID vaccination clinic. Encouragingly, the HMG Program has been receiving consistently more referrals over time, demonstrating a significant need for these services in Hancock Co. Most recently, the number of families served by HMG increased from 95 to 100 families, with only two families on the waiting list.

Ms. Heacock described a recent Parents as Teachers activity hosted by the HMG Program staff, where caregivers were educated on engaging their children through use of music. Fifteen families participated and were actively involved and appeared to be motivated.

The Ohio Department of Health Help Me Grow Program desk audit recently began. Further updates will be presented as information is available.

Ms. Heacock announced an ODH grant application collaboration between the HMG Program and the HPH Health Education team (including Mr. Masters) for the Ohio Children's Trust Fund Early Childhood Safety Initiative Grant. If awarded, monies from this grant would go toward providing safety support materials to qualifying families.

3.3 April 2021 Financial Report and Analysis – Lindsay Summit

Ms. Summit gave verbal report for Commissioner Baroudi in his temporary absence. She referred to the Board packet distributed earlier in the week for details. One change in financial report presentation noted by Ms. Summit was that Commissioner Baroudi chose to distinguish HMG Program revenue from Clinical Services revenue (when generally these figures are presented as one figure) for the purpose of highlighting the significant growth of the HMG Program and progress of Clinical Services.

Ms. Summit stated April 2021 revenue was slightly higher than in past years, in part attributed to lump sum funds applied to the Mobile Health Clinic project. Expenses for April 2021 were slightly decreased. Environmental Program funds were decreased due to ODH food license extension dates; however, these changes are expected to stabilize soon and have no impact on overall program budget. No concerns were voiced by the Board regarding financial report.

Vice President Edler asked for clarification regarding private water funds. Ms. Summit stated “private water” includes well permits (new build well permits, replacement and alteration well permit) and well tests/water sampling.

3.4 Health Planning & Promotion Services – Chad Masters

Mr. Masters announced the accreditation of Hancock Public Health and an upcoming open house to announce accreditation and for purpose of Mobile Health Clinic kick-off.

Regarding the collaborative ODH grant application between the HMG Program and the HPH Health Education team for the Ohio Children’s Trust Fund Early Childhood Safety Initiative Grant (previously discussed in Section 3.2 by Ms. Heacock), Mr. Masters stated the grant is for \$50,000 and can be applied to staff time, family programs and incentives. The grant application is due 6/4/21, and Julie Robinson (HMG home visitor) has had previous experience with a similar grant application process so she will be a good resource in preparation. Further Board updates will be given on the results of the grant application when information is available.

Mr. Masters gave update on the significantly increased program activity by the Injury Prevention team. Mr. Decker has been spending most his time providing education and outreach in Hancock Co. Mr. Bright is hoping to receive double amount for the Integrated Naloxone Grant this year, which could potentially be utilized for additional peer support staff resources.

Since the general slowing of COVID duties, Ms. Plumley, HPH Epidemiologist, has been able to focus more of her time on epidemiology and emergency planning duties. Since the loss of one Health Educator position, Mr. Masters reported Health Education services are currently being re-evaluated for future planning before hiring.

Mr. Alge asked if the Mobile Health Clinic would be helpful for use by the Harm Reduction Program. Mr. Masters stated initially the plan was only for nursing services in the MHC, but Mr. Bright has identified a need for reaching out to Harm Reduction customers who have poor transportation; thus, the MHC will be used for Harm Reduction services. Mr. Alge asked for clarification about medication and/or other substances that will be kept regularly on the MHC

bus. Mr. Masters explained that the same policy as is used in HPH will be employed in the MHC: No drugs on the premises. Generally, the only medications on board will be vaccinations and Narcan (for therapeutic use distribution). Ms. Chamberlin added that the MHC is equipped with securely locked supply cabinets to reduce potential theft activity.

3.5 Environmental Health Services – Lindsay Summit

Ms. Summit announced the return of Trae Gulgin for the third year, past HPH intern, now a graduate of The Ohio State University with his master's in public health and SIT (Sanitarian in Training) card. Mr. Gulgin is interested in becoming a sanitarian in the future and will be working in a variety of different capacities during his third term with HPH Environmental Dept.

Despite the 2019 tobacco law change (Tobacco 21), Ms. Summit reported 3 out of 45 tobacco retailers investigated sold tobacco products to the HPH undercover (underaged) buyer, with one of the three businesses being a second-time offender of selling to a minor. Hearings will be held at HPH and fines will be given according to code.

Ms. Summit reported that Environmental Services activities are returning to near "pre-COVID" normal. Mr. Burks and Ms. Phillips are still stepping up and helping with additional COVID clinic/scheduling duties, giving Mr. Schroeder much-needed time with new restaurants applying for permits. The temporary food/festival/fair season has also increased compared to 2020, and this is keeping the EH staff busy. Mr. Alge asked how EH would be impacted by the upcoming food fair at the Hancock Co. Fairgrounds; Ms. Summit answered that three sanitarians would be conducting food facility inspections at the fairgrounds 5/21/21.

3.6 IT & Health Data Management Services – Craig Niece

Mr. Niece stated he has spent most of his time in the last month working on IT installation projects. Additionally, a cyber-security representative from HPH's insurance provider, Public Entities Pool, made a site visit to HPH to assess and give advisement. It was recommended to include more cyber/IT information into the disaster recovery plan, otherwise the Public Entities Pool representative approved of IT systems/changes/updates/future plans.

Mr. Alge asked how cyber security fits in with billing software borrowed from the city that he read about in the newspaper. Ms. Summit stated that the issue of HPH sharing software with the City was misinformation. She explained that the article in the paper was referring to the Backflow Program, specifically when the HPH Plumbing Inspector conducts inspections on city backflow units and HPH receives revenue for time spent on those inspections. Ms. Summit stated there is no sharing of software between the City and County.

3.7 Medical Director – Dr. Ratnasamy

Dr. Ratnasamy reported COVID trends are consistently decreasing throughout Hancock Co., and he expects this downward trend to continue through a combination of residents being vaccinated and natural immunity. Dr. Ratnasamy stated we all need to spread the word for the public to become vaccinated. The current percentage of vaccinated Hancock Co. residents is 37% at the 5/21/21 BOH meeting. Ms. Jones asked if this statistic included vaccinated children; Mr. Niece answered yes. President Pasztor asked how Hancock compares to other counties in vaccination rates. Discussion was held regarding the status of Hancock Co. compared to other

Ohio regions, and Dr. Ratnasamy offered a helpful resource for researching vaccination trends through the covidactnow website. Mr. Alge stated he believed 70% of the County had to be vaccinated before herd immunity could reach its potential; Dr. Ratnasamy concurred. President Pasztor asked if there has been an increased acuity in pediatric COVID cases; Dr. Ratnasamy stated there have been some 40–50-year-olds in the hospital due to COVID, but no hospitalization cases that he could recollect for the under-18 population.

3.8 Health Commissioner Remarks – Karim Baroudi

Legislative Update: Commissioner Baroudi reported on a budget bill moving through Senate and House with amendments being added continuously and which targets Public Health. One such amendment proposes to dissolve all Health Departments serving less than 50,000 residents. Mr. Baroudi stated this amendment is very likely to pass due to determined legislators. Although this legislation would not impact HPH in the sense that HPH would be dissolved (thanks to the merger which increased population served), HPH may be indirectly affected by needing to assist other directly affected counties. The State will likely guide assistance efforts for affected counties. President Pasztor asked if HPH might take a proactive approach by reaching out to potentially affected counties. Mr. Baroudi stated HPH would more than likely reach out to Hardin County.

House Bill 248 was also discussed by Commissioner Baroudi, which stipulates that no person can be mandated to receive vaccines. This bill encompasses not only the COVID vaccine, but all vaccinations. The bill would do away with vaccination verifications. Mr. Alge asked for clarification regarding the motivation for House Bill 248. Mr. Baroudi opined this is probably grandstanding by those citizens perceiving vaccinations as an infringement on freedom. Governor DeWine is resisting House Bill 248 as much as he is able, but there is a majority who may be able to override his expected veto of the bill.

COVID Update: Commissioner Baroudi discussed the continuous downward COVID trend in Hancock Co. and stated he feels the pandemic may be coming to an end. However, Mr. Baroudi predicted that COVID may become an endemic if not enough citizens are not vaccinated, which would require yearly boosters for disease control. Commissioner Baroudi expressed his feelings of encouragement at the recently renewed interest in COVID vaccination in the 12–15 age group. HPH continues with special vaccine clinics for 12–15-year-old, walk-in clinics every Thursday at HPH, and mass vaccination of staff at local participating businesses.

3.8.1 Flex Time Policy Temporary Suspension/Cash Payout to Overtime Exempt Employees

Commissioner Baroudi explained that during the pandemic HPH employees accumulated so much flex time that they now have significantly increased banked hours with no feasible way of using all those hours in the near future. A survey was given to HPH staff asking if they would prefer a cash payout of all banked flex time over 30 hours or prefer being supported to use the flex time as time off work by deadline of October 2021. Most associates preferred to use flex time off work by deadline; four associates preferred cash payout (Gary Bright: \$1468.80; Craig Niece: \$1215.44; Kurt Schroeder: \$1156.69; Lindsay Summit: 1457.43). Vice President Edler asked how the payouts would be distributed; Mr. Baroudi answered as straight pay defined as bonus.

Commissioner Baroudi requested motion for Board approval for a one-time suspension of the Hancock Public Health Flex Time Policy, as detailed above, per choice of each associate.

Dr. Lindamood moved to approve a one-time suspension of the HPH Flex Time Policy, as presented. Seconded by Mr. Alge. **Motion carried 7-0.**

4.0 BOARD COMMITTEES

4.1 Personnel – Health Commissioner/Medical Director Performance Reviews

Ms. Jones, Chair of Personnel Committee, gave report on the exit interview information from two recently resigned HPH employees. Ms. Jones expressed that these associates left HPH to greater opportunities due to their preparedness experiences at HPH. Kayla DeMuth, Health Educator, went on to a larger city HD as a Health Educator and Carrie Widman, Clinic LPH, was hired by a pediatric office due to her vaccination experience at HPH. Ms. DeMuth suggested HPH develop its own HR Department and Ms. Widman suggested looking into methods to improve communication among all HPH associates. Ms. Spors stated she was very pleased with the aforementioned exit interviews in comparison to past exit interviews.

Ms. Jones passed out evaluation packets to Board members for evaluating the Health Commissioner and Medical Director. Ms. Jones asked Board members to complete the application packets and turn them in to HPH within two weeks.

5.0 OLD/NEW BUSINESS

5.1 Personnel

Commissioner Baroudi announced two resignations occurring at Hancock Public Health:

5.1.1 Kay DeMuth, Health Educator, resignation effective 5/14/21.

5.1.2 Carrie Widman, Clinic LPN, resignation effective 6/4/21 (will be retained per diem)

5.2 Mobile Health Clinic – Public Unveiling Event planned for Thursday, May 27, 2021, 10:00 a.m., at Hancock Public Health, for announcement of accreditation and the MHC.

Commissioner Baroudi stated the mobile health bus is ready for operation, however, focus now is on hiring a coordinator. There have been many requests and communication regarding taking the bus to events and businesses, demonstrating increased public interest.

President Pasztor requested that Commissioner Baroudi send a formal calendar invitation to the unveiling event on 5/27/21; Mr. Baroudi confirmed.

President Pasztor suggested it may be helpful to have MHC visibility in counties with residents under 50,000. Commissioner Baroudi stated this may be beneficial and that HPH may take the MHC to a vaccination event in Hardin County. Currently the focus for the MHC is to demonstrate service value to those Hancock County villages and townships that are reluctant to agree on its value.

5.3 President’s Message

President Pasztor thanked Board members Karen Jones and Robin Spoors for their hours spent volunteering their skills at HPH COVID Clinics throughout the pandemic.

6.0 CONTINUING EDUCATION

6.1 No CEUs were offered at the current meeting; links will be provided for individual completion. Further, Commissioner Baroudi stated he is considering offering a CEU retreat half day or full day to Board members to expedite CEU fulfillment.

7.0 NEXT MEETING

7.1 Friday, 6/18/21, 7:30 a.m., Hancock Public Health, 2225 Keith Parkway, Findlay, Ohio.

8.0 ADJOURNMENT

President Pasztor requested motion for adjournment of the 5/21/21 Board of Health meeting.

Ms. Spoors motioned the Board of Health to adjourn the regular meeting of 5/21/21 at 8:45 a.m. Seconded by Vice President Edler. Motion carried 7-0.



Barbara J. Pasztor, RN, MSN Board President



Karim Baroudi, MPH, Board Secretary