



Hancock Public Health

Board of Health

Regular Meeting Minutes

October 21st, 2022, 7:30 a.m.



BOARD MEMBER ATTENDANCE:

- X Brian Edler, Board President
- X William Alge, Esq.
- X Karen Jones, MSN, RN
- A Michael Lindamood, M.D.
- X Nancy Moody-Russo, RN, JD
- X Barbara J. Pasztor, MSN, RN
- X Robin Spoor (existed at 9:23 a.m.)

STAFF:

- X Shannon Chamberlin, Nursing Director (exited 8:34 a.m.)
- X Alexa Heacock, Help Me Grow (HMG) Director
- X Chad Masters, Health P&P Director
- A Craig Niese, IT/Data Manager
- X Laura Reinhart, Mobile Health Clinic (MHC) Coordinator (exited 9:05 a.m.)
- X Lindsay Summit, Environmental Health (EH) Director

- X Karim Baroudi, MPH, Health Commissioner
- X William Kose, M.D., Medical Director (exited at 8:30 a.m.)

1.0 CONVENTION

1.1 Call to Order

President Edler called the Regular Board of Health meeting to order at 7:32 a.m.

Ms. Jones moved to call the 10/21/22 Regular Board of Health meeting to order at 7:32 a.m.

Seconded by Ms. Pasztor. **Motion carried 6-0.**

1.2 Introduction of Public, Guests, and Staff

Commissioner Baroudi announced the following guests for the 10/21/22 meeting:

1.2.1 Cheryl Miller – PR/Marketing Coordinator, Hancock Public Health (HPH)

1.2.2 Kurt Schroeder – EH Supervisor, HPH (arrived 7:50 a.m., exited 8:48 a.m.)

2.0 BOARD ACTIONS/REGULATIONS/VARIANCES/PUBLIC PARTICIPATION

2.1 Approval of 10/21/22 Agenda Items

Ms. Jones noted potential correction to be made in the 10/21/22 meeting agenda due to a typo, Section 5.0, Item 5.1, first sentence: “Requesting a Motion to move the October 21st, 2023...” Correction to: “October 21st, 2022.” Correction duly noted with formal correction to be made in the 10/21/22 Board Minutes.

President Edler requested motion to approve the 10/21/22 meeting agenda as presented in the Board information packet distributed earlier in the week, with correction as noted above.

Ms. Spoor moved to approve the agenda of the 10/21/22 Regular Board of Health meeting, with noted correction. Seconded by Ms. Jones. **Motion carried 6-0.**

2.2 Approval of 9/16/22 Board Meeting Minutes

President Edler requested motion to approve the 9/16/22 meeting minutes.

Ms. Jones moved to approve the minutes of the 9/16/22 Board of Health meeting. Seconded by Ms. Spoor. **Motion carried 6-0.**

2.3 Approval of September 2022 Bill Schedule

Commissioner Baroudi stated there were two bills on the current expense report that were also listed on previous expense reports, for PHAB and for S.A. Communale Co. Inc. (HPH fire extinguishers). The reason for bill listing duplications is due to initial check payments not being received by the billing agencies, thus HPH was required to issue new checks for each payment.

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

Ms. Jones moved to approve the bill schedule for September 2022. Seconded by Mr. Alge.

Motion carried 6-0.

2.4 Board of Health to **APPROVE and RECOGNIZE REVENUE** for Fiscal Year Ending 12/31/22

2.4.1 Medical Reserve Core (MRC) Rise Award (NACCHO Grant) in the amount of **\$50,000.00**

2.4.2 Integrated Naloxone FY'23 in the amount of **\$50.00**

President Edler requested motion to approve recognition of the MRC Rise Award revenue (Item 2.4.1), as above. **Ms. Pasztor moved to Approve Recognition of the MRC Rose Award Revenue.** Seconded by Mr. Alge. **Motion carried 6-0.**

President Edler requested motion to approve recognition of the Integrated Naloxone Project revenue (Item 2.4.2), as above, explained by Commissioner Baroudi as being revenue that was not listed in previous revenue recognition for same project. **Ms. Pasztor moved to Approve Recognition of the Integrated Naloxone Project Revenue.** Seconded by Mr. Alge. **Motion carried 6-0.**

2.5 Board of Health to **APPROVE APPROPRIATION INCREASE** for Fiscal Year Ending 12/31/22

2.5.1 PHEP (Emergency Preparedness) FY'23 Project – Supplies line item in the amount of **\$126.19**

2.5.2 Drug Overdose Prevention FY'23 Project in the amount of **\$29,891.75**

President Edler requested motion to approve the PHEP FY'23 Project appropriation increase (Item 2.5.1), as above. **Ms. Pasztor moved to Approve the Appropriation Increase.** Seconded by Ms. Jones. **Motion carried 6-0.**

President Edler requested motion to approve the Drug Overdose Prevention FY'23 Project appropriation increase (Item 2.5.2), as above. **Ms. Pasztor moved to Approve the Appropriation Increase.** Seconded by Ms. Jones. **Motion carried 6-0.**

2.6 Board of Health to **APPROVE WAIVING FEES for Habitat for Humanity Plumbing Permits**

2.6.1 Permit Fee of **\$150.00** for home located at 1315 Onley Ave, Findlay, OH

2.6.2 Permit Fee of **\$150.00** for home located at 1331 Onley Ave, Findlay, OH

President Edler confirmed correction of the spelling of Olney Avenue in both plumbing permits in Items 2.6.1 and 2.6.2 as OLNEY and not ONLEY Avenue (which was originally written on the permits by the contractor). Duly noted and each official plumbing permits will be corrected.

President Edler requested motion to approve waiving the Habitat for Humanity Olney Avenue plumbing permit fees, as above in 2.6.1 and 2.6.2. **Ms. Spoor moved to Approve Waiving the Plumbing Permit Fees.** Seconded by Ms. Pasztor. **Motion carried 6-0.**

2.7 Board of Health’s FIRST READING of Proposed 2023 Environmental Health Fees (attached)

Ms. Summit summarized proposed Environmental Program fee changes, referring to the analysis handout provided in the Board packet. Ms. Summit explained the continued trend for lower end food license fees mainly due to lingering pandemic effect, including sanitarians not being able to complete 100% of inspections and fewer number of food establishments staying open overall. These pandemic changes are expected to reduce food revenue by \$80,000 in 2023. Commissioner Baroudi reported the State will be off-setting HPH revenue loss of food license fees. Mr. Alge asked why all adjacent counties have higher food fees than Hancock Co.; President Edler explained geographically other counties are spread out more and with fewer food establishments, thus the time spent on inspections was not as heavily impacted as in Hancock Co. during the pandemic.

Ms. Summit summarized proposed fee changes in the Sewage and Water Programs. Especially regarding sewage site evaluations/new build minor subdivisions, replacement sewage permits, and existing dwelling minor subdivisions, cost analysis fee projections were much higher than current fees due to progressively increasing staff time spent on these activities. However, Ms. Summit and Commissioner Baroudi opined customer compliance with sewage projects outweighs extreme fee increases, thus the decision was made to increase sewage fees to a smaller degree than cost analysis projections.

President Edler requested motion to approve the first reading of the proposed 2023 Environmental Health fees, as above. **Ms. Moody-Russo moved to approve the First Reading Environmental Health Fees.** Seconded by Ms. Spoor. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to Item 2.7, 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: ABSENT	

2.8 Board of Health to Authorize Establishment of Academic Health Department with BGSU

Commissioner Baroudi reported that HPH had been collaborating with BGSU pre-pandemic, advising on the establishment of an undergraduate program in Public Health (PH). Post pandemic, the PH undergraduate program has been established and BGSU has proposed a partnership with HPH, with Mr. Baroudi proposing to the Board that HPH enter into an agreement with BGSU as an academic Health Department. The BGSU/HPH rough draft contract was provided to the Board. It was determined through Board discussion the MOU is for five years until 9/1/2027 and thereafter renewable annually with a 6-month written notice to amicably terminate. Mr. Baroudi stated this endeavor would be beneficial not just for EH students and staff, but also would be beneficial for other HPH Departments such as Social Work (Injury Prevention and HMG Programs) and Nursing. Ms. Pasztor asked about the risks of such a contract; Commissioner Baroudi stated he does not consider there to be known risks,

but as communicated with HPH leadership there needs to be a time commitment. Dr. Kose opined the greatest risk would be the students not having a good experience, but he does not expect this outcome. Ms. Pasztor asked Commissioner Baroudi if he was seeking Board approval of the contract during the current BOH meeting (10/21/22) or rather seeking Board expression of favorable support of such an endeavor with final approval at a future date.

Mr. Alge moved to table an authorization vote of the establishment of an Academic Health Department with BGSU pending legal counsel review of the rough draft contract and final draft availability. Seconded by Ms. Pasztor.

2.9 Board of Health to Approve Hardin County Plumbing Contractual Agreement

Ms. Summit reviewed a proposed contractual agreement previously discussed with the Board during the 8/19/22 BOH meeting, entailing a collaboration with Hardin Co. Health Dept. for Eric Helms, HPH Plumbing Inspector, to conduct commercial plumbing inspections for Hardin Co (which are now being conducted by Erie Co. Plumbing Inspector, Wyatt Simons, who is soon retiring). During the 8/19/22, Board members did not voice objection to this potential collaboration. Ms. Summit provided documentation that Hardin County and Hancock County legal counsel have reviewed the contract. Per Ms. Summit, the contract will be reviewed annually with option to terminate given 60-day notice. HPH will provide all commercial plumbing inspections in Hardin County (currently there are six open permits), HPH will report to Hardin County quarterly regarding the status of all active commercial permits, and HPH will retain 95% of the permit fees for each Hardin Co. commercial permit (with Hardin Co. being reimbursed quarterly the 5% remaining permit fees). Ms. Summit explained if no other county takes on these Hardin Co. permits, the permits will be managed by the Department of Commerce, which may significantly delay underground inspections for contractors in Hardin County. Proposed effective start date of the Hardin County/HPH Commercial Plumbing Contract: 1/1/2023. Ms. Summit requested Board approval on this current date, 10/21/22.

President Edler abstained from vote on Item 2.9 described above due to potential conflict of interest, as Mr. Edler owns a business in Hardin County.

President Edler requested motion to approve the Hardin County/Hancock County Commercial Plumbing Contractual Agreement, as above. **Ms. Pasztor moved to approve the Contractual Agreement.** Seconded by Ms. Moody-Russo. **Motion carried 5-0.**

Commissioner Baroudi conducted roll call related to Item 2.9, above:

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

2.10 Board of Health to Authorize ECW Software License and Support Agreement

Ms. Reinhart and Ms. Chamberlin reviewed the benefits of the proposed eClinicalWorks® (ECW) software license and support agreement for cloud electronic medical records and practice management, which will include billing services. Ms. Reinhart described, in her previous experience using ECW, the system was user friendly, provided more seamless care,

and was much less expensive than other systems she had heard about through physicians. Ms. Chamberlin stated ECW will save a lot of time/manpower of many different HPH departments, including Nursing, Billing, Help Me Grow, Children with Medical Handicaps, and the Mobile Health Clinic, with an added feature of uploaded documents being translatable to any language. Further, Ms. Chamberlin stated the company providing ECW has worked with many other health departments and staff from other health departments have reported to Ms. Chamberlin satisfaction with use of the system. Commissioner Baroudi reported the total contract value of ECW with HPH is not to exceed \$9,936.00/year, paid in monthly installments of \$828.00/month, which offers a significant savings compared to the current billing/documentation systems being used by HPH. Further, Mr. Masters reported to Mr. Baroudi that during the transition to ECW use, COVID State grant funds will cover half the cost initially. Per Commissioner Baroudi - provided Board approval - proposed ECW start date is 1/1/2023.

President Edler requested motion to approve authorization of eClinicalWorks® (ECW) Software License and Support Agreement for Cloud Electronic Medical Records and Practice Management. **Ms. Moody-Russo moved to approve Authorization of ECW, as above.** Seconded by Ms. Spors. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to Item 2.10, 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. Spors (Robin): YES
Dr. Lindamood: ABSENT	

3.0 STAFF REPORTS ON PROGRAMS & SERVICES TO THE COMMUNITY

3.1 Third Quarter Financial Report and Analysis – Karim Baroudi

Commissioner Baroudi reported on 2022 budget trend, reporting the budget is on track for what was Board approved last November 2021. There is a Fourth Quarter 2022 prediction of lower revenue/higher expenditures, mainly due to delayed billing results secondary to current use of a third-party billing company. With implementation of eClinicalWorks® (ECW) software, Mr. Baroudi stated finances should be easier to track and more closely projected to real-time billing. However, despite Fourth Quarter 2022 predicted as having increased expenses, 2022 is expected to end in the black.

3.2 Special Report on Mosquito Activity Surveillance for the 2022 Season – Kurt Schroeder

Mr. Schroeder summarized the 2022 Mosquito Program, including three main areas of program focus: Testing, Control, Education/Outreach. Because the State has been emphasizing education/outreach, HPH is following suit. Outreach efforts were conducted mainly by the MHC staff during public events and with HPH agency electronic billboard messages, social media messaging, and private resident consultations. Trapping/testing data were reviewed with the Board. Ms. Pasztor asked for an explanation of a “mosquito dunk;” Mr. Schroeder explained this is a tablet distributed to interested residents that is used mainly in standing water to prevent mosquitos from reaching adulthood. President Edler asked if there were any West Nile virus cases in 2022; Mr. Schroeder reported there were no cases in Hancock County

reported thus far. Mr. Alge asked for details on mosquito activity in Hancock Co; Mr. Schroeder stated based on public requests/calls it was a lower activity year than normal.

3.3 Medical Director – Dr. William Kose

Dr. Kose briefly reported on status of COVID and monkeypox viruses, stating COVID is calming down significantly and there continue to be no reported cases of monkeypox in Hancock Co.

A handout was provided by Dr. Kose to the Board regarding Community Health Needs Assessment Guiding Principles, including the stated vision for Hancock County to be the healthiest county in Ohio. The 2023 Priorities for attaining this vision were reviewed, including Healthy Behaviors, Access To Care, and Mental Illness/Substance Use Disorders Outcomes. Dr. Kose stated one definitively identified focus will be on addiction and substance use disorders, based on his ongoing involvement with the Addiction Task Force. Mr. Alge asked if University of Findlay could help with addiction focus; Dr. Kose answered yes, that collaboration on multiple levels among multiple community agencies is essential for attaining any health strategic plan. Mr. Alge asked if Hancock County has identifiable areas of health deficiency; Dr. Kose answered the first priority regarding the Community Needs project is data collection, after which collaborative agencies will be able to identify deficiencies more readily and proceed with goals/strategic planning for the community.

3.4 Mobile Health Clinic (MHC) Update – Laura Reinhart

Ms. Reinhart reported the MHC has been busy with outreach and clinics in Hancock County in the past month, including six health screening events, seven outreach events at new sites, two vaccination clinics, and ongoing recurring service visits at the City Mission and Hope House. Mr. Alge asked if outreach had occurred with the County Jail and Veteran’s Associations; Ms. Reinhart answered that the Jail would not be contacted due to their presumed preference of using their established health providers, however, Ms. Reinhart has spoken with a representative of the Veteran’s Association and is attempting to schedule a screening event.

3.5 Health Planning & Promotion – Chad Masters

Mr. Masters summarized his detailed Board report provided in the Board packet. No significant additions or changes. Commissioner Baroudi requested Board acknowledgement of Mr. Masters’ efforts in retaining grants and leveraging monies that have benefitted many different HPH programs.

3.6 Health Services – Alexa Heacock

In Shannon Chamberlin’s absence, Ms. Heacock summarized the Nursing Board Report: 1) Children with Medical Handicaps – No significant program changes; 2) School Nursing – Immunization compliance reports for four schools served are showing good results with K-6, but struggling with grades 7-12 compliance; 3) Communicable Diseases – No significant program changes; 4) Vaccination Clinics – Great turnout due to residents being able to receive COVID and flu vaccines simultaneously, with Ms. Chamberlin suspecting will inevitably reflect higher than normal flu shot compliance rates; 5) Routine vaccinations – Progressively catching up with compliance from previous lower compliance years during the pandemic.

Mr. Alge asked if HPH needed to engage in additional PR for vaccination clinics. Cheryl Miller stated that all vaccination clinics at HPH are advertised on social media and in the newspaper. Ms. Jones asked if HPH is out of Moderna vaccine; Ms. Heacock stated there is limited supply, but HPH is still receiving Moderna shipments. Ms. Jones stated she has heard a lot of positive feedback in the community regarding ease of receiving vaccinations at HPH this year. Commissioner Baroudi stated the MRC volunteers are still playing an instrumental role in helping staff operate vaccination clinics.

3.7 Help Me Grow (HMG) Program – Alexa Heacock

Ms. Heacock summarized her printed Board report, making special note of a 2023 goal for the HMG Program to conduct more outreach in order to receive earlier family referrals, as an increasing number of families receiving HMG services are having more complicated dynamics upon referral, with English as second language often being an additional barrier to adequate services. Ms. Heacock feels if referrals are made earlier, families will receive services before some of those complications arise. Ms. Heacock also informed the Board of a HMG data collection project being conducted to determine need for transportation of families receiving HMG services; results of data will be shared with the Board when available. No other significant additions or changes to the Board report.

Mr. Alge asked if HPH should consider hiring a language translator. Ms. Heacock stated currently ODH provides a language translation electronic application that suffices but could use improvement, as there is incomplete translation for some HMG services. Commissioner Baroudi reported HPH is looking into a more comprehensive translation service for the entire agency that would entail pay-per-session live interaction translation services. Dr. Kose suggested he could provide information on the Blanchard Valley Hospital translation service currently being utilized.

3.8 Environmental Health (EH) Services – Lindsay Summit

Ms. Summit summarized her printed Board report. No significant additions or changes. Ms. Summit commended the efforts of Craig Krajieski, REHS (Registered Environmental Health Specialist) during the currently busy septic season in the EH Department, with Mr. Krajieski managing most septic/private water cases independently due to the still vacant REHS position.

3.9 IT & Health Data Management Services – Karim Baroudi

In Craig Niese's absence, Commissioner Baroudi updated the Board on IT activities. A new printer was recently purchased by HPH, whereas previously all HPH printers had been leased. The updated printer has significantly more complex functional capacities, including the ability to track who makes copies, thereby increasing efficiency of cost analysis (paper use) for each HPH program.

3.10 Health Commissioner Remarks & Legislative Update – Karim Baroudi

Commissioner Baroudi reported he has been working with Dr. Kose on the Community Health Improvement Plan priorities, with the last team meeting set as the first week of December 2022, whereupon the Board will be updated on further strategic planning. Mr. Baroudi reiterated Dr. Kose's statement in Item 3.3 above, that it is essential to have a coalition of

other county agencies working on a health improvement project of this scope, including hospital council, Community Foundation, YMCA, United Way, among others.

Commissioner Baroudi had no legislative update due to continued recess. Mr. Baroudi stated he suspected there would be update following an upcoming election, 11/2022.

4.0 OLD/NEW BUSINESS

4.1 Personnel: Jessica Shrake, MPH – Contract continued for Epidemiology/Bioinformatics’ support through 4/17/23; total compensation for life of contract not to exceed \$19,997.52.

4.2 Establishment of the “Champion of Public Health” Award

Commissioner Baroudi reviewed an attached Proclamation and Draft Posthumous Recognition in reference to a newly proposed Champion of Public Health Award, stating William Ruse is recommended to be nominated due to his significant contribution to public health in Hancock County. The award will recognize Mr. Ruse’s 2021 contributions but will be named as an award presented in year 2022. The proposed plan is to present the award to Mr. Ruse’s widow, Donna Ruse, in a brief honorary gathering following the next BOH meeting on 11/18/22. Ms. Moody-Russo suggested Ms. Ruse has been difficult to contact for other events and that Ms. Ruse may not be interested in attending. Commissioner Baroudi stated the award has not yet been advertised, but he expressed it would be a good faith gesture by the Board to reach out to Ms. Ruse and proceed forth with the honorary gathering on 11/18/22, and if Ms. Ruse cannot attend then the award can be delivered to her after the gathering.

Commissioner Baroudi requested motion to approve establishment of the Champion of Public Health Award annually, with the 2022 Award to be presented to William Ruse for his contributions in 2021. **Mr. Alge moved to approve the annual establishment of a Champion of Public Health Award, honoring William Ruse with the 2022 Award.** Seconded by Ms. Jones. **Motion carried 5-0.**

Commissioner Baroudi conducted roll call related to Item 4.2, 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. Spors (Robin): ABSENT
Dr. Lindamood: ABSENT	

5.0 EXECUTIVE SESSION

Commissioner Baroudi requested motion to move the 10/21/22 Regular Board of Health Meeting into Executive Session to discuss a Personnel Matter as it pertains to Employee Retention. **Ms. Moody-Russo moved to approve Executive Session of the BOH 10/21/22 Meeting as it related to a Personnel Matter, as above.** Seconded by Ms. Jones. **Motion carried 5-0.**

Commissioner Baroudi conducted roll call related to Item 5.0, 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. Spors (Robin): ABSENT
Dr. Lindamood: ABSENT	

Ms. Karen Jones motioned for the Board to move out of Executive Session at 9:57 a.m.
Seconded by Ms. Moody-Russo. **Motion carried 5-0.**

Exiting Executive Session, The Board considered the following action:

President Edler requested motion for the Board to approve a "Retention Bonus" pay for all HPH staff in recognition of their loyalty and dedication to Public Health Services in Hancock County. The one-time, non-persable, "Retention Bonus" is based on each employee's annual salary (excluding fringe) multiplied by 3%. The **dollar amount is capped at \$1,500.00 per employee**, as prescribed in the Ohio Department of Health's Grants Administrative Policies and Procedures (OGAPP) Manual.

First: Mr. Alge and Second: Ms. Pasztor Roll Call VOTE: 5-0

**Roll Call: Mr. Alge (Bill): YES
Mr. Edler (Brian): YES
Ms. Jones (Karen): YES
Dr. Lindamood: ABSENT**

**Ms. Moody-Russo (Nancy): YES
Ms. Pasztor (BJ): YES
Ms. Spors (Robin): ABSENT**

6.0 CONTINUING EDUCATION

6.1 CEU's will be offered at today's meeting, 10/21/22.

7.0 NEXT MEETING

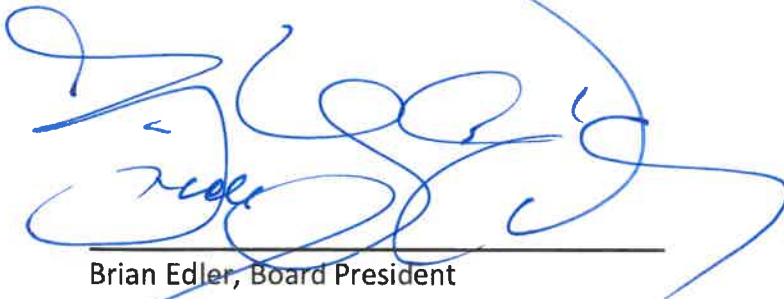
7.1 Friday, 11/18/22, 7:30 a.m., Hancock Public Health, 2225 Keith Parkway, Findlay, Ohio.

7.0 ADJOURNMENT

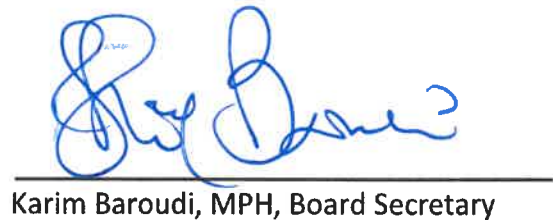
President Edler requested motion for adjournment of the Regular 10/21/22 Board of Health meeting.

Mr. Alge motioned the Board of Health to adjourn the Regular Meeting of 10/21/22 at 9:59 a.m.

Seconded by Ms. Jones. **Motion carried 5-0.**



Brian Edler, Board President



Karim Baroudi, MPH, Board Secretary