



Hancock Public Health

Board of Health

Regular Meeting Agenda

May 17th, 2019 at 7:30AM



Member Attendance:

- X Nancy Moody-Russo, RN, JD (President)
- X William Alge, Esq.
- X Karen Jones, MSN, RN
- X Michael Lindamood, M.D.
- A Larry Lovell
- X Robin Spors
- X Barbara J. Pasztor, MSN, RN

- X Karim Baroudi, MPH, Health Commissioner
- X Nathaniel Ratnasamy, M.D., Medical Director

Staff:

- X Lindsay Summit, EH Director
- X Shannon Chamberlin, Nursing Director
- X Craig Niese, IT/Data Manager
- X Chad Masters, Health P&P Director

1.0 CONVENTION

1.1 Call to Order

Board President Moody-Russo called the May 2019 regular meeting to order at 7:30 a.m.

1.2 Guests

Commissioner Baroudi announced that Kimberly Rieman, MPH, RN, Putnam County Health Commissioner, would be arriving at 8:00 a.m. for a special accreditation presentation.

2.0 BOARD ACTIONS/REGULATIONS/VARIANCES/PUBLIC PARTICIPATION

2.1 Approval of Agenda Items

President Moody-Russo requested motion to approve the 5/17/19 meeting agenda as presented in the Board packet of information distributed earlier in the week.

Ms. Spors moved to approve the Agenda of the May 17th, 2019, Regular Board of Health meeting. Seconded by Ms. Jones. **Motion carried 6-0.**

2.2 Approval of April 19th, 2019, Board Meeting Minutes

President Moody-Russo noted that the minutes from the April 19, 2019, meeting were attached to the Board packet and asked for changes based on Board members' review.

Dr. Lindamood moved to approve the minutes of the April 19th, 2019, Board of Health meeting as transcribed. Seconded by Mr. Alge. **Motion carried 6-0.**

2.3 Approval of April 2019 Bill Schedule

President Moody-Russo requested motion to approve the bill schedule as presented.

Ms. Pasztor moved to approve the bill schedule for April 2019. Seconded by Dr. Lindamood. **Motion carried 6-0.**

2.4 Approval of Annual Appropriation Resolution Increase for fiscal year ending 12/31/19 to funds:

- 2.4.1 8008 **\$5,600.00 (Increase “Contract Services” Line Item – PHAB Annual Fee)**
- 2.4.2 8008 **\$11,600.72 (NACCHO Mosquito Control Grant)**

President Moody-Russo requested motion for approval of the annual appropriation resolution for fiscal year ending 12/31/19.

Dr. Lindamood moved to approve the Increase to the Annual Appropriation Resolution, as detailed. Seconded by Ms. Jones. **Motion carried 6-0.**

2.5 Approval of Cash Advance from general fund 8050 to the following fund:

- 2.5.1 8008 **\$3,098.19 (Re-Payment - Previously Advanced Campground Program Funds)**

President Moody-Russo requested motion for approval of a cash advance as re-payment from general fund 8050 back to 8008.

Ms. Jones moved to approve the Cash Advance, as detailed. Seconded by Ms. Spoor. **Motion carried 6-0.**

2.6 Guest Participation

Commissioner Baroudi announced the arrival of Kimberly Rieman, MPH, RN, Putnam County Health Commissioner, who engaged an interactive Board presentation about the upcoming accreditation site visit on 6/18/19 and 6/19/19. Ms. Rieman stated that Putnam County Health Department was recently accredited. She presented an overview on what to expect during the accreditation site visit, with emphasis on CHA, CHIP, strategic planning, and workforce development plan. Ms. Rieman added that the Putnam County reviewers asked a lot of questions about quality improvement projects and how the Public Health Board is kept informed of agency activities/changes. Most significantly, accreditors wanted to know if there is good communication between the health department and Board members, and how this information is used to impact the community at large. Further, Ms. Rieman advised that participating Board members be aware of how the health district reports to the Board, and where the Board gets authority to make decisions for the health district, with focus on Board members being knowledgeable about Ohio law related to these issues.

Ms. Jones asked if there would be questions from accreditors about the city/county merge. Mr. Baroudi stated that there is a document prepared that highlights the merge history for review. Commissioner Baroudi announced that there would be an accreditation preparation meeting for Board members on 5/20/19 and another meeting would be planned as necessary. Commissioner Rieman passed out contact cards to Board members and encouraged them to call with questions/concerns.

3.0 STAFF REPORTS

3.1 Medical Director

Dr. Ratnasamy reported that flu season is over in Hancock County.

Discussion was led by Dr. Ratnasamy regarding a new voluntary sobriety program at Blanchard Valley Regional Health System; specifically, patients receive assistance with alcohol/opiate withdrawal after requesting service in the Emergency Department. Most significant are crucial service agency/community links being developed for post-hospital sobriety treatment (i.e., Century Health, Tree Line Recovery Center, other long-term residential facilities). Ms. Pasztor stated that the hospital had its 100th participant in this young, 6-month running sobriety program as of last week (date ending 5/11/19).

3.2 Financial Report

Commissioner Baroudi included a detailed report for April 2019 revenue in Board packet. He stated the revenue trend has been typical for the last three years, although April 2019 showed highest revenue in the last three years with decreased spending. No red flags identified. A June 2019 meeting with the Budget Commission was announced by Mr. Baroudi. Estimated revenue projections were set for 2020 for every program in HPH, with conservative projections, yet increased revenues. Mr. Baroudi explained that HPH needs Board support to approve annual estimates for 2020 before the June Budget Commission meeting.

President Moody-Russo requested motion for approval of 2020 annual revenue estimates.

Dr. Lindamood moved to approve the 2020 Revenue Estimates, as detailed. Seconded by Ms. Jones. **Motion carried 6-0.**

3.3 Health Planning & Promotion Services

Mr. Masters stated the major focus recently in the agency naturally has been accreditation preparation, with special attention from team members expeditiously finalizing/submitting accreditation documents in the last two weeks. Mock site visit is scheduled for end of May, with very good community responses, 21/23 participants.

ADA Compliance: Focus is on resolving urgent issues before site visit. Maintenance team was consulted, and schedule is set to repair environmental door, environmental break room ceiling, parking lot paint lines, wheelchair accessibility at front entrance.

Accreditation Site Visit Agenda: Mr. Masters outlined the site visit agenda for 6/18 and 6/19/19 for the Board members and Commissioner Baroudi played a 4-minute Hancock Public Health video for Board members, which will also be presented to accreditors, which was a one-year project in the making. The Board responded positively, with President Moody-Russo stating the video was very well done.

Mr. Masters discussed future grants: 1) Applying for Project Dawn grant to support naloxone distribution for 2020/2021; 2) Injury Prevention grant submitted earlier in week;

3) Safe Communities Grant in coordination with law enforcement, i.e., safe driving, motorcycle safety. Mr. Baroudi stated that HPH is excited to build partnerships with the Sheriff's Department.

Mr. Masters announced the resignation of Krista Pruitt, end of employment 11/2019. He stated that because Ms. Pruitt has built a solid foundation for the Injury Prevention Program, continuation of the program will be made easier for replacement staff.

Mr. Alge asked about the HIPS trailer and how number of participants/visitors are tracked. Mr. Masters explained that a basic counter mechanism is used for each adult visitor through the trailer. Mr. Alge asked how HPH can stretch \$80.00 for rental price of the trailer? Mr. Masters described that the \$80.00 fee is soft and does not include personnel pay. Commissioner Baroudi opined that the HIPS trailer will be good for the agency's community relationship building and could also serve as an example for other health departments in the future.

Mr. Alge inquired about some programs running out of money as cited in the budget review, specifically the car seat program. Mr. Masters explained there are no other car seat programs in Hancock Co. and there is a high rate of infant car seat misuse. Because of the importance of this program on family/child safety and no other agency involvement, eventually HPH may need to assess an associated fee. Ms. Chamberlin added that car seat visits reach a wider population than hospital patients alone, with education occurring in day cares and at other child safety community events. Ms. Chamberlin also reported that accidental traffic deaths have increased in 2019 in Hancock Co. - no specific causes/trends yet identified - but this is another justification for HPH to stay involved with public car seat safety. Mr. Alge reported that the information presented helped him understand the car seat safety program more fully.

3.4 Personal Health Services

Ms. Chamberlin reported no changes in nursing program. HPH is awaiting school superintendent contract signatures for nursing services, and the Board will be asked to review those contracts once finalized.

Alexa Heacock discussed the quarterly subcommittee Help Me Grow educational meeting, which was developed for the purpose of increasing community outreach by this HPH program. Ten community agencies signed up to attend, five agencies attended. Focus during the meeting was how to increase outreach services to teen mothers. The Moms' Project Coordinator was a guest speaker. Ms. Heacock sent a large mailing to school staff throughout Hancock County regarding services available by Help Me Grow to increase student summer service referrals and school staff awareness of program services.

Ms. Chamberlin reported that letters have been recently sent to schools regarding measles education. If there were a case of measles in a local school/day care, non-vaccinated students need to be out of school for 21 days. Mr. Alge asked about vaccination school policy. Ms. Chamberlin answered that students are required to either be vaccinated for measles or to have an approved exemption form. Commissioner Baroudi stated that HPH is supporting the previous measles exemption bill which states that only doctors or nurses can sign a measles exemption form.

3.5 Environmental Health Services

Ms. Summit gave report on the Plumbing Contractor Meeting which occurred 4/26/19. As a feature, HPH was able to have participation from a state plumbing investigator from the Ohio Department of Commerce for increased educational purposes on plumbing compliance.

The Mosquito Lab progress was discussed. Ms. Summit stated that there have been minor setbacks in keeping the research insects alive, but HPH environmental staff are collaborating with biologists at the Toledo Sanitary District on ideas for project improvement. Further, NACCHO is making a 2-day site visit at the beginning of 6/2019 for the purposes of monitoring the labs in Findlay and Toledo.

Ms. Summit described her opportunity to attend the Ohio Public Health Combined Conference in Delaware, Ohio, with the new Director of Health as guest speaker. Ms. Summit felt encouraged by Governor Mike DeWine's expressed investment in public health, with hopes for more money being put into budget for lead and home visiting programs.

Ms. Summit announced the resignation of Septic Inspector, Ryan Sendelbach, from Hancock Public Health. Commissioner Baroudi explained that Mr. Sendelbach's last day of employment is 6/21/2019; the position was posted on 5/6/2019.

3.6 IT/Data Systems Services

Mr. Niese updated the Board on new building progress - dry wall is almost complete, painting began early 5/2019. Estimated building completion is early August 2019. Mr. Niese stated that data wiring will be installed late May 2019. He met with new IT Director for Hancock County, who was previous IT Director at University of Findlay, in hopes to increase positive collaboration among County IT staff.

Mr. Alge asked how the new building will play a role in the accreditation site visit. Mr. Niese stated HPH staff will submit plans for the new building and will offer visits to new building as time allows. Ms. Jones expressed that the new HPH building could be showcased as a QA project.

Commissioner Baroudi announced the walk-through visit of Community Foundation Board members in the new building for grant decision purposes. He reported that Foundation members had a very positive response. Commissioner Baroudi reported the City is officially not participating in helping with finances for the new building, thus it is hoped Community Foundation grant funds and City Council funds for the W. Main Cross Building are received soon.

3.7 Health Commissioner/Legislative Updates

Commissioner Baroudi updated the Board on multiple legislative issues:

---Budget Bill for 2020/2021: No major cuts to public health; increase proposed for home visiting programs, BCMH, and lead poisoning services, especially in larger cities.

---House Bill 132: School Immunization. HPH is not supporting this bill due to focus on increased parental ability to ask for immunization exemptions.

---House Bill 144: Nursing Employment/Mandatory Overtime. No position taken by HPH currently, pertaining more to hospital involvement.

---House Bill 165: Health Education. HPH is strongly supporting to improve public health standards and bring them up to date.

---House Bill 170: Pay for Success Contracting Program. No position taken by HPH.

---Sub-Bill 121: Health Education Standards, improvement on House Bill 165.

Mr. Alge inquired about HPH response to dogs on patios implementation. Commissioner Baroudi stated there are huge legal implications for restaurant owners; however, currently, dogs will be allowed legally to be on outside patios/restaurants. Mr. Alge asked if restaurant owners will need permits. Mr. Baroudi answered no permit will be needed to accept dogs on restaurant patios. Ms. Summit and Mr. Baroudi explained that, based on public response during the upcoming summer season, the local Board of Health may need to become more involved with this issue to explore if there will be need for action.

Commissioner Baroudi presented a CHIP update, as included in summary format in the Board packet. The Board was advised the CHIP summary hand-out could be used as an excellent reference. Three priority areas of the HPH CHIP, which are aligned with the CHIP priorities of the state as well, include: 1) Mental Health and Addiction; 2) Chronic Disease; 3) Violence.

Ms. Jones asked which HPH staff would represent the agency at CHIP meetings. Commissioner Baroudi listed HPH representatives as Mr. Masters, Ms. Summit, Ms. Jessica Halsey, Ms. Kayla DeMuth, and himself, with outside community agency representatives including ADAMHS Board, Probation Department; however, no Children Services Department involvement yet.

Ms. Jones asked who facilitate the CHIP meetings; Mr. Baroudi mentioned that the Hospital Council of Northwest Ohio is contracted to facilitate the meetings. President Moody-Russo asked if anyone is invited to attend the CHIP meetings; Mr. Baroudi answered that anyone can attend, and strongly encouraged Board members to participate. The CHIP meetings are approximately four hours long.

Ms. Jones asked the date for the next CHIP meeting; Mr. Baroudi answered that he would send reminder to the Board on the next CHIP meeting date. Finalization of meetings will be followed by a community event and sharing the health assessment publicly, projected date in late June.

4.0 BOARD REPORTS

4.1 President: No Report

4.2 Board Committees: Ms. Jones reported on the Personnel Committee meeting with Commissioner Baroudi to go over their compilation of feedback received from Board members, the Leadership team, and Community Partners as part of Mr. Baroudi's Annual Performance Evaluation to be discussed in Executive Session of the Board.

5.0 EXECUTIVE SESSION

President Moody-Russo requested a motion for the Board to moving into executive session to discuss personnel issues as it pertains to the review of the annual evaluation of the Health Commissioner and the Medical Director. HPH Staff were dismissed.

Dr. Lindamood moved for the Board to recess into executive session at 8:50 am to review the annual evaluation of the Health Commissioner and the Medical Director.

Seconded by Ms. Jones.

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

At 9:13 am, Ms. Spoor motioned to move the meeting out of executive session.

Seconded by Ms. Jones. Motion carried 6-0

Coming out of Executive Session the Board of Health took No Action.

6.0 OLD/NEW BUSINESS

6.1 Personnel

Commissioner Baroudi reported No hiring or separations in April 2019.

6.2 Facility Update: Financing Proposals

Discussed earlier in the meeting during the Staff Reports.

7.0 CONTINUING EDUCATION

7.1 Preparing for Accreditation Site Visit

Due to time constraints there was no group Continuing Education presentation at this meeting. Board members were urged to complete CE credits on their own (link to training site provided)

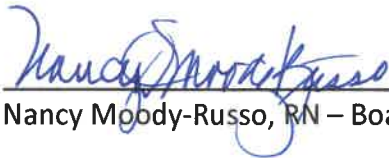
8.0 NEXT MEETING

8.1 Friday, June 21, 2019 @ 7:30 am, Hancock Public Health Offices at 7748 Co. Road 140


9.0 ADJOURNMENT

Ms. Spoor motioned to adjourn the meeting at 9:18 am. Seconded by Ms. Jones.

Motion carried 6-0



Nancy Moody-Russo, RN – Board President



Karim Baroudi, MPH – Board Secretary