



# Hancock Public Health

## Board of Health

### Regular Meeting Agenda

August 16<sup>th</sup>, 2019 at 7:30AM



#### **Member Attendance:**

- A Nancy Moody-Russo, RN, JD (President)
- X William Alge, Esq.
- X Karen Jones, MSN, RN
- X Michael Lindamood, M.D.
- A Larry Lovell (Resigned)
- X Robin Spoons
- X Barbara J. Pasztor, MSN, RN (Arrived 8:26 a.m.)
- X Karim Baroudi, MPH, Health Commissioner
- X Nathaniel Ratnasamy, M.D., Medical Director (Arrived 8:33 a.m.)

#### **Staff:**

- X Lindsay Summit, EH Director
- X Alexa Heacock, Interim Nursing Director
- X Craig Niese, IT/Data Manager
- X Chad Masters, Health P&P Director

## **1.0 CONVENTION**

### **1.1 Call to Order**

In President Moody-Russo's temporary absence, Ms. Karen Jones called the August 2019 regular meeting to order at 7:30 a.m.

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

### **2.1 Approval of Agenda Items**

Ms. Karen Jones requested motion to approve the 8/16/19 meeting agenda as presented in the Board packet of information distributed earlier in the week.

**Ms. Spoons moved to approve the Agenda of the August 16, 2019, Regular Board of Health meeting.** Seconded by Dr. Lindamood. **Motion carried 4-0.**

### **2.2 Approval of July 19, 2019, Board Meeting Minutes**

Ms. Jones requested motion to approve the July 2019 minutes, as presented in the Board of Health packet.

**Dr. Lindamood moved to approve the minutes of the July 19, 2019, Board of Health meeting as transcribed.** Seconded by Ms. Spoons. **Motion carried 4-0.**

### **2.3 Approval of July 2019 Bill Schedule**

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

**Ms. Spoons moved to approve the bill schedule for July 2019.** Seconded by Dr. Lindamood. **Motion carried 4-0.**

**2.4 Approval of Corporate Authorization Resolution, authorizing property purchase closing on 2225 Keith Parkway, Findlay, Ohio - to be used as the main office and clinic space for Hancock Public Health.**

Commissioner Baroudi reported that the closing date of 2225 Keith Parkway is scheduled for 8/23/19. Copies of the Corporate Authorization Resolution were included in the Board packet for detailed review. Mr. Baroudi stated the purpose of the bank resolution is for the Health Commissioner to be able to sign on behalf of the health district for the property transaction; specifically the Board would be giving Commissioner Baroudi authority only for items (4) and (5) of the Resolution (pages 2 and 3, respectively), which would allow Mr. Baroudi power to make transactions with respect to deposits, withdrawals, rediscounts and borrowings with the Financial Institution. Per report of Mr. Baroudi, Attorney David Kuenzli reviewed the Resolution on 8/15/19. Mr. Kuenzli suggested an amendment to (4) of the Resolution to specify the exact amount the Board is allowing Commissioner Baroudi to borrow. The bank executed this amendment on 8/15/19, specifying the borrowing limitation to \$1,100,000.00 for the property purchase on 2225 Keith Parkway, Findlay, Ohio.

Ms. Jones requested motion to approve the Corporate Authorization Resolution, as presented in the Board packet and explained by Commissioner Baroudi.

**Dr. Lindamood moved to approve the Corporate Authorization Resolution, as detailed.**

Seconded by Mr. Alge. **Motion carried 4-0.**

**2.5 Approval of Contract to provide Plumbing and Backflow Inspections Maintenance to City of Findlay.** Ms. Summit reported that this item is being removed from the Board Agenda due to incompleteness.

**2.6 Approval of Plumbing Permit Fee Waiver in amount of \$140.00 at 1627 Payne Avenue in Findlay, Ohio, for a Habitat for Humanity Project.** Ms. Summit explained that the Board of Health in past history routinely has waived plumbing permit fees related to Habitat for Humanity projects and requested that the Board consider waiving the current project as well. Ms. Jones requested motion to approve the plumbing permit fee waiver for 1627 Payne Ave.

**Ms. Spoons moved to approve the Plumbing Permit Fee Waiver, as detailed.** Seconded by Dr. Lindamood. **Motion carried 4-0.**

**2.7 Approval of Annual Appropriation Resolution Increase to the following fund:**

**2.7.1 8008 \$32,242.00 - Community Foundation Office Furniture Grant Awarded (00819)**

**2.7.2 8008 \$20,000.00 – GVO Grant Awarded (Budget Revised Project 22804).**

Commissioner Baroudi specified the Community Foundation Grant would be used to purchase new building furniture in Board room, lobby/waiting room, conference room, and Commissioner's office. Mr. Baroudi explained that the GVO item has previously come before the Board, however, needs to be reviewed due to the budget being revised at the State level.

Both items are for fiscal year ending 12/31/19. Ms. Jones requested motion to approve the annual appropriation resolution increase.

**Dr. Lindamood moved to approve the Annual Appropriation Resolution Increase, as detailed.**  
Seconded by Ms. Spoons. **Motion carried 4-0.**

**2.8 Approval of Increase in Revenues to the following fund:**

**2.8.1 8008 \$1,100,000.00 Bank Note on Capital Improvement**

**2.8.2 8008 \$32,242.00 Community Foundation Office Furniture Grant Awarded (00819)**

Commissioner Baroudi reported that he and Ms. Summit met with the County Auditor regarding the Bank Note on Capital Improvement. The Auditor advised that the borrowed funds associated with the bank note need to be documented as increased revenue. The Auditor also suggested that interest paid on loan needs to be entered as separate line item in budget. Ms. Jones requested motion for approval of increase in revenues from items 2.8.1 and 2.8.2.

**Mr. Alge moved to approve the Increase in Revenues, as detailed.** Seconded by Ms. Spoons.  
**Motion carried 4-0.**

### **3.0 STAFF REPORTS**

#### **3.1 Medical Director**

Dr. Ratnasamy updated the Board that there have been no other confirmable cases of Legionnaires' disease, and no reported measles cases.

#### **3.2 Financial Report**

Commissioner Baroudi reported that revenues are still above expenditures, however, explained that this will change after \$500,000.00 is taken from cash for new facility. Mr. Baroudi stated that going into 2020 we will need to pay close attention to budget and decrease expenditures.

Mr. Alge inquired about lack of revenue from pools/parks. Ms. Summit answered that those programs are only licensed once per year (April/May), thus revenue will only show for pools/parks during April/May, otherwise those line items will be blank the remainder of the year.

Mr. Baroudi stated that he would like to re-activate the Board finance committee. Mr. Alge and Dr. Lindamood volunteered to be part of the finance committee.

#### **3.3 Health Planning & Promotion Services**

Mr. Masters announced that HPH expects an answer on accreditation results at end of week, 8/19/19. Ms. Jones asked if HPH has actions for the three accreditation items that were not met on summary. Commissioner Baroudi stated that these three items are considered more technical items and not the core of what PHAB expects. He also stated that these three items did not come up during the accreditation site visit. Overall, Mr. Masters was pleased with

response from accreditation committee members' response, who specifically communicated that they were impressed with Board involvement.

Discussion ensued regarding consideration of hiring a strategist for centralized coordination for accreditation-identified challenges/opportunities and the community health improvement plan. Mr. Masters stated that this position would more than likely be a grant-funded part-time position, if considered, as the HPH budget could not support a full-time position. Ms. Jones asked if the United Way could become a support of HPH; Mr. Baroudi answered that he believes the United Way is going through current organizational difficulties and also that HPH/United Way have in the past not established a strong support relationship.

Mr. Masters updated the Board on the La Crosse virus in response to President Moody-Russo's prior inquisition. There was an update on the database of a 13-y.o. male who experienced symptoms of La Crosse infection tested in Columbus. This was the first case of a presumptive positive virus being in Hancock County. Mr. Masters has communicated with the child's parents and conducted prevention/education activities. Mr. Baroudi stated that this infection is not yet confirmed, but if confirmed HPH will publicize. Currently, the focus is on surveillance, prevention, and awareness education.

The epidemiologist position is still posted. There are more applications coming in currently after posting the position on Indeed job website. HPH is waiting on results from the Injury Prevention grant before filling that position.

### **3.4 Personal Health Services**

Ms. Heacock gave report on BCMH, the numbers are comparable from 2018. School Nurses will be returning from summer break by the end of August, and they will be involved in teaching medication delegation classes. Help Me Grow is ahead of pace compared to 2018 due to expansion of program, adding another home visitor; trend is upward. Outreach is planned for Help Me Grow at the Hancock Co. Fair. Ms. Heacock made contact with Job and Family Services and will be presenting to the Child Protective Service Unit to further increase Help Me Grow referrals. The increase in visits due to immunizations has begun due to back-to-school. Many off-site clinics are planned to target communities that may need increased vaccination promotion (i.e., McComb, Arlington).

Regarding the hepatitis A vaccinations at the jail, Ms. Heacock has made direct contact with Captain Kidwell, who expressed interest in a hep. A vaccination program at the jail for both inmates and the jail staff. No date has been set, but having initial contact was encouraging. Family Resource Center has also reached out regarding interest in hep. A vaccination, thus HPH will be working to set up a program with that agency, as well.

Shannon Chamberlin, Nursing Supervisor, returns from leave on 8/21/19.

### **3.5 Environmental Health Services**

Ms. Summit continued with mosquito discussion infection rates presented in Board packet/slide presentation. There were three positive West Nile virus pools for 2019, but more collections are waiting to be tested. The U of F student, Trae, finished his internship on 8/13/19 and will now begin his Public Health Masters at OSU. All areas of the city of Findlay and other villages with festivals/events continue to be sprayed for mosquitos.

The Ohio Department of Health conducted a first-time septic program survey at HPH; final results will be relayed to the Board as soon as received. Ms. Summit stated that the most difficult aspects of the septic program is limited manpower/time to make potential changes. The septic program has had much increased activity this season. With Ms. Summit training a new septic sanitarian and another sanitarian soon on medical leave, it has been difficult to meet all customer needs as quickly as desired. Environmental Services has applied for more septic grant money, which will help low-income community members with sewage treatment system costs.

### **3.6 IT/Data Systems Services**

Mr. Niese noted in his report that new building construction is in final stages. Final occupancy will be occurring very soon. Mr. Niese has been dedicating more efforts currently to IT needs of the new building. He met with the County IT staff 8/15 for advisement/coordination. Signage for the building is getting wrapped up, with the Community Foundation providing funding for those signs.

### **3.7 Health Commissioner/Legislative Updates**

Commissioner Baroudi presented the HPH new site move timeline in the Board packet. HPH will be closed to public 9/12-9/13/19 for the move, with re-opening at new site on Monday, 9/16/19. There will be a press release for the move on 9/9/19, and an alert to all other health departments in Ohio on 9/11/19. All public phone calls during the move on 9/12/19 and 9/13/19 will be forwarded to the HPH emergency phone line. Mr. Baroudi reviewed again the choice to go with a local moving company for significantly decreased cost. The next Board of Health meeting will be at the new site on 9/20/19 -- 2225 Keith Parkway, Findlay.

Mr. Baroudi announced the resignation of Larry Lovell from the Hancock County Board of Health. Discussion ensued regarding the need for the new board member to be able to represent the agencies licensed by HPH (with prevalence in the food service area). HPH has contacted one potential new board member and will update with other potential contacts as they are generated. On 11/30/19 the names of the new potential board members will be presented to the District Advisory Council, and at that time a new board member will be nominated. All Board members present at the BOH meeting on 8/16/19 expressed verbal agreement with the process explained by Commissioner Baroudi of nominating a replacement Board member for Larry Lovell; no vote was taken.

Mr. Baroudi reported on a public hearing on 8/21/19 in Council Chambers for the city bike trails. There has been push-back from residents on Blanchard Street against the trails. HPH will be advocating for support of the trails at that meeting. Mr. Alge asked what position HPH should take regarding the safety of bikers. Mr. Baroudi stated that he hopes the City will take

the safety of bikers into consideration, however, HPH will still support the bike trails as a matter of principle for promoting community members being active. More updates will be communicated after the 8/21/19 public hearing.

The most important legislative update as described by Mr. Baroudi was the passage of the biennial budget proposed by the DeWine administration. It is expected that this will increase support and finances for public health, especially for home visiting. A copy of the biennial budget was included in the Board packet.

Commissioner Baroudi attended the American Heart Association Meeting on 8/14/19, and he believes that this may help with any future fundraising activities.

**Mobile Health Clinic:** A long discussion ensued, with Commissioner Baroudi opening with a summary of the purpose and finances involved with initiating a mobile health clinic in Hancock Co. A summary was prepared for the Board packet by Ms. Pasztor and slides presented to the Board. The purpose of the mobile clinic is to improve access to health care for underserved populations. Mr. Baroudi stated that 14% of Hancock Co. population does not have access to health care. The mobile will bring many different community organizations together to provide outreach. The full investment needed for a mobile clinic is projected at \$150,000. HPH does not have funds to provide for mobile clinic start-up. Rotary has started fundraising and applied for grants, and three sponsors are being sought after (for hopeful investment at \$50,000 each), with HPH hoping that Blanchard Valley Health System becomes a partner.

Commissioner Baroudi stated that he would like formal Board of Health support for moving forward with the mobile health clinic fundraising project. Ms. Pasztor stressed the importance of/hopes for aligning fundraising efforts and Board-voted approval. She believes that Board vote for a mobile health clinic should be contingent on funding. Ms. Pasztor also explained her concern that the budget proposal for the mobile clinic is understated and incomplete. Ms. Pasztor stated that the Board would need a better definition of the mobile clinic and its funding sources in order for Board members to feel comfortable approving.

Mr. Alge and Ms. Pasztor both verbalized concern about the mental health component of the mobile clinic, especially that the potential mental health partners (i.e., Family Resource Center) may back out of funding if they don't approve of the way the mobile clinic is managed. Ms. Pasztor stated that BVHS would need more details regarding outcomes, more specific projections on measures, treatment, cost, budget before support could be given or vote could occur. Dr. Ratnasamy stated that there need to be more clearly defined objectives proposed to Rotary, otherwise goals for the mobile clinic could not be reached. Mr. Alge opined that University of Findlay should be more involved with this project, and also that it would be beneficial to have Ohio Northern University representative speak to the HPH Board about their current mobile clinic.

Commissioner Baroudi agreed with the Board observations that the mobile health clinic project needs to be backed with more details rather than speculation, increased community agency

support, and that any potential funding partners should expect these details, as well. Ms. Jones asked if a vote would be taken by the Board. Ms. Pasztor stated that information regarding the mobile clinic project needs to be built upon more each month before a vote can take place. The Board agreed with Ms. Pasztor's statement and no vote was taken on the mobile health clinic project.

#### 4.0 BOARD REPORTS

- 4.1 **President:** No report.
- 4.2 **Board Committees:** No report.

#### 5.0 OLD/NEW BUSINESS

##### 5.1 Personnel

Commissioner Baroudi announced one personnel change: Kim Myers, Billing Clerk, was separated as of 8/7/19 at the end of her extended seven-month probationary period.

##### 5.2 Facility Update

As detailed in Sections 3.6 and 3.7. Tentative closing on new property is 8/23/19.

#### 6.0 CONTINUING EDUCATION

- 6.1 No CEU's offered.

#### 7.0 EXECUTIVE SESSION

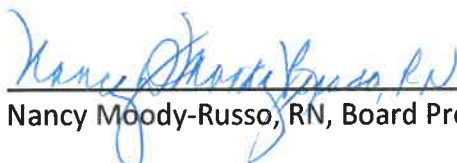
- 7.1 No executive session.

#### 8.0 NEXT MEETING

- 8.1 **Friday, September 20, 2019 @ 7:30 a.m.**, Hancock Public Health Office new location at 2225 Keith Parkway, Findlay, Ohio, in the Board of Health Conference Room.

#### 9.0 ADJOURNMENT

**First: Ms. Jones, and Second: Dr. Lindamood; TIME: 9:42 a.m.**

  
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Nancy Moody-Russo, RN, Board President

  
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Karim Baroudi, MPH, Board Secretary