



Hancock Public Health

Board of Health

Regular Meeting Agenda

December 20th, 2019 at 7:30AM



Member Attendance:

- X Nancy Moody-Russo, RN, JD (President)
- A William Alge, Esq.
- X Karen Jones, MSN, RN
- X Michael Lindamood, M.D.
- X Brian Edler
- X Robin Spoons
- 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
- A 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 December 2019 regular meeting to order at 7:32 a.m.

1.2 Guests

Commissioner Baroudi announced four new Staff/board member of HPH:

- 1.2.1. Brian Edler, present; DAC-Appointed Board Member to replace Mr. Lovell. Mr. Edler will be representing the Environmental Division's licensed constituents on the Board.
- 1.2.2. Chelsi Frankforther, present; Fiscal Officer hired 12/2/19.
- 1.2.3. Lisa Barth, LSW, currently in training; Help Me Grow Home Visitor hired 12/2/19.
- 1.2.4. Laura Courtad, MSOH, present; Epidemiologist/Emergency Planner, hired 12/2/19.

2.0 BOARD ACTIONS/REGULATIONS/VARIANCES/PUBLIC PARTICIPATION

2.1 Approval of Agenda Items

President Moody-Russo requested motion to approve the 12/20/19 meeting agenda as presented in the Board packet of information distributed earlier in the week.

Ms. Pasztor moved to approve the Agenda of the December 20th, 2019, Regular Board of Health meeting. Seconded by Dr. Lindamood. **Motion carried 6-0.**

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

Dr. Lindamood moved to approve the minutes of the November 15th, 2019, Board of Health meeting as transcribed. Seconded by Ms. Spoons. **Motion carried 6-0.**

2.3 Approval of November 2019 Bill Schedule

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

Ms. Spoor moved to approve the bill schedule for November 2019. Seconded by Ms. Jones.
Motion carried 6-0.

2.4 Approval of 2020 Projected Operating Budget for the Health District

Commissioner Baroudi presented a printed layout and slides of the 2020 Budget to the Board. Ms. Pasztor asked about foreseeable future risks with the HPH budget; Mr. Baroudi stated he does not foresee imminent budget risks but emphasized the importance of careful monthly budget review among leadership and the Board. Ms. Pasztor inquired if grant monies are stable; Mr. Baroudi answered that projected grant monies are guaranteed.

President Moody-Russo commended HPH staff efforts on grant writing education through University of Findlay consultant. Mr. Masters explained his plan for opportunities for all grant-involved staff to meet with University of Findlay consultant/s in future.

Commissioner Baroudi reviewed proposal of two new staff positions at HPH included in 2020 budget: 1) Nursing Receptionist, full time; 2) Sanitarian Technician ("San Tech"), full time. Mr. Baroudi explained the difference between San Tech and Registered Sanitarian: San Tech does not require state licensure but can perform many assistantship duties for sanitarians, thus presents significant savings for HPH due to lesser salary for San Tech. Mr. Baroudi further confirmed Ms. Jones' statement that the need for a Nursing Receptionist arose from nursing staff vocalizing their dissatisfaction with performing increased clerical duties which took time away from original nursing roles.

Mr. Edler asked for clarification regarding the cell phone line item in 2020 budget. Mr. Baroudi explained that staff are not reimbursed for any personal use cell phone plans. Electronic device budget items are for nursing use strictly for the Help Me Grow Program customer communication, and one cell phone line for HPH as a whole which is essential for emergency preparedness.

President Moody-Russo requested motion to approve the 2020 HPH Projected Operating Budget as presented by Commissioner Baroudi.

Dr. Lindamood moved to approve the 2020 Projected Operating Budget. Seconded by Mr. Edler.

Commissioner Baroudi Conducted Roll Call:

President Moody-Russo: YES

Mr. Alge: A

Ms. Jones: YES

Dr. Lindamood: YES

Mr. Edler: YES

Ms. Spoor: YES

Ms. Pasztor: YES

Motion carried 6-0.

2.5 Approval of Cash Advance from Fund 8008 to Fund 00820 (Integrated Naloxone).

2.5.1 00820 \$10,000.00

President Moody-Russo requested motion for approval of a Cash Advance from General Fund 8008 to Fund 00820.

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

2.6 Consideration of a Temporary Hardship Variance Request at 14610 CR 205, Marion Twp.

Ms. Summit explained reason for variance request: The mother of the owner of the above address is under extreme financial hardship. Owner is requesting to place a recreational vehicle (RV) on the property to serve as mother's temporary residence. Marion Township Zoning has verbally approved a two-year variance; Ms. Summit stated she would recommend a yearly variance for better monitoring of the situation. One further difficulty with this situation is that a 300-gallon holding septic tank has been requested by the owner due to improper natural grade to existing septic system. However, Ms. Summit stated she would recommend a 1,000-gallon holding tank, which will hold increased volume and be less total pumping cost for owner.

President Moody-Russo requested motion for approval of a Temporary Hardship Variance for 14610 CR 205 (Marion Township), with stipulations including:

- 1) Annual variance including yearly monitoring by Hancock Public Health (next renewal date deadline 12/31/20).
- 2) A 1,000-gallon holding tank and requirement for pumping receipts from property owner.

Mr. Edler moved to approve the Temporary Hardship Variance, as detailed. Seconded by Dr. Lindamood. **Motion carried 6-0.**

2.7 Approval of City of Findlay Backflow Service Memorandum of Understanding

Commissioner Baroudi explained that this memorandum is in final stages, but he would like Board of Health approval on record. Purpose of memorandum is to protect City of Findlay Water Department from EPA citations for the transitional backflow program from 2019.

President Moody-Russo requested motion for approval of City of Findlay Backflow Service Memorandum of Understanding.

Dr. Lindamood moved to approve the Memorandum of Understanding, as detailed.
Seconded by Ms. Spoons. **Motion carried 6-0.**

2.8 Approval of the 2020 Environmental Health Fees Third and Final Reading

Ms. Summit stated there was public hearing opportunity for fee changes on 12/18/19, and no community members attended; Commissioner Baroudi, Ms. Summit, and Mr. Edler were in attendance. Mr. Edler asked for clarification of the method by which HPH increases/changes

fee schedule. Mr. Baroudi answered that the Environmental Division conducts careful cost analysis of each line item throughout the year for the purpose of recuperating the time/cost/staffing involved in EH programs. Mr. Baroudi further stated that any time fees are increased/changed, all requests must be approved by the Board of Health in three readings.

President Moody-Russo requested motion to approve the 2020 Environmental Health Fees Third and Final Reading.

Mr. Edler moved to approve the 2020 Environmental Health Fees, as detailed. Seconded by Ms. Jones. **Motion carried 6-0.**

2.9 Approval of the BOH Resolution 2019-01: Sale of Tobacco, Alternative Nicotine Products and Vaping Products to Youth Under 21, Third and Final Reading

Ms. Spors recommended correction of sentence non-clarity, Page 3, Letter M. Commissioner Baroudi stated correction would be made.

President Moody-Russo requested motion to approve the BOH Resolution 2019-01 with the above recommended correction, effective January 1, 2020.

Ms. Spors moved to approve the BOH Resolution, as detailed, effective January 1, 2020. Seconded by Ms. Jones.

Commissioner Baroudi Conducted Roll Call:

President Moody-Russo: YES

Mr. Alge: A

Ms. Jones: YES

Dr. Lindamood: YES

Mr. Edler: YES

Ms. Spors: YES

Ms. Pasztor: YES

Motion carried 6-0.

3.0 STAFF REPORTS

3.1 Medical Director

Dr. Ratnasamy stated Influenza B is usually seen late season, but this year incidence of Influenza B is occurring earlier. Ms. Jones asked for advisement on how to respond to community members stating they received the flu shot but still acquired the flu. Ms. Chamberlin explained that a person isn't necessarily immune from acquiring the flu with a vaccine, but flu symptoms will at least be lessened than if a vaccine had not been received. Dr. Ratnasamy added that each person responds differently to flu vaccines, thus the effectiveness of each flu vaccine will vary from person to person. Commissioner Baroudi announced that Dr. Ratnasamy presented to Findlay Rotary regarding public health involvement with infectious disease, and his presentation was well received.

3.2 Financial Report

Commissioner Baroudi presented overview of 2019 HPH finances through Board packet and slide presentation; he stated if trends continue HPH will end up with no deficit for 2019. Mr. Edler asked for clarification regarding increased expenditure in August 2019; Mr. Baroudi answered the increased expenditure was due to the new building/moving expenses. The Board brought up no other verbal concerns regarding financial report.

3.3 Health Planning & Promotion Services

Accreditation Update: Mr. Masters announced there was an accreditation meeting 12/19/19. Issues for Domains 7 and 5 were clarified with the PHAB consultant. It was advised to move the date of submission of documents to end of April 2020. PHAB consultant has provided much encouragement to Ms. Chamberlin and Mr. Masters, stating she believes there have been improvements in understanding by HPH accreditation team of what kind of documentation is needed for re-submission, however, there needs to be more time taken to provide more detail in documentation for each main area.

Accreditation Timeline (as reported by Mr. Masters):

- 1) Staff documentation submission deadline -- 4/14/20.
- 2) Official submission to accreditation review team -- 4/28/20.
- 3) Projected notification to HPH of accreditation status -- 7/1/20.

Car Seat Program: Mr. Masters reported that BVHS staff have given much positive feedback on satisfaction with the car seat program. HPH Health Educators have been visiting the hospital daily for car seat trainings. Cost of this program annually to HPH is \$8,000.00, but it currently is a nonfunded program. Mr. Masters has plans to meet with BVHS in immediate future to discuss possible funding/reimbursement for this growing and valuable service.

3.4 Personal Health Services

Ms. Chamberlin reported no hospitalizations due to influenza so far in 2019.

Ms. Chamberlin presented photos of the Help Me Grow Thanksgiving Dinner and Christmas Party for participating Help Me Grow families who have limited resources during holidays. Participation was record high at the Christmas party, with 20 families attending, whereas in the past HPH staff have had difficulty motivating families to attend.

3.5 Environmental Health Services

Ms. Summit reported on the success of the Department of Agriculture exit interview with EH staff on 11/27/19, with all positive feedback given to food sanitarians for their consistency with licensed food facility inspecting/monitoring. No action plan for improvement was required during this exit interview, which Ms. Summit stated is rare and speaks to the staff excellence in the food program, specifically EH Supervisor - Kurt Schroeder and Registered Sanitarian - Heidi Phillips.

Due to continued EH fund availability from the Mosquito Grant, Ms. Summit announced that Trae Gulgin (EH regular summer intern) will be assisting in EH Services full time during his holiday break from school. Ms. Summit stated that, although the EH Program was hoping to re-hire Mr. Gulgin for summer 2020, he has applied for work with the Ohio Department of Health.

3.6 IT/Data Systems Services

Commissioner Baroudi reported on IT/Data Systems in Mr. Niese's absence. Mr. Baroudi stated that Mr. Niese has been working on setting up the new building server with use of Community Foundation funds. Mr. Edler inquired about use of wireless cloud back-up; Mr. Baroudi explained there are potential security issues with HPH-sensitive information. Also, cloud back-up may be costly for HPH currently, but if more feasible in future may be considered.

3.7 Health Commissioner/Legislative Updates

No major legislative updates due to House/Senate recess, however, Mr. Baroudi stated there is talk of more stringent rules for registered sanitarians in the future to match national standards for renewal.

Commissioner Baroudi announced Ms. Chamberlin will be a part of the Human Trafficking Coalition due to increased need for public health to address this issue.

Mr. Baroudi reported that he and Mr. Bright met with the Hancock County Judges on 12/19/19 to discuss HPH/Court system collaboration on the Blood-Borne Infectious Disease Prevention Program (BIDPP). There have been previous meetings regarding the BIDPP Program with the Mayor, Commissioners, and law enforcement staff. Results from these meetings will be reported on in future Board meetings.

4.0 OLD/NEW BUSINESS

4.1 Personnel

As detailed in Section 1.2, Guests; three new HPH associates hired effective 12/2/19.

4.2 Mobile Health Clinic

Commissioner Baroudi reported meeting with BVHS President and CEO Scott Malaney and BVHS Vice President Dr. Bill Kose regarding financial support for the mobile health clinic project. Mr. Baroudi stated Mr. Malaney expressed general support for a mobile health clinic and its potential value to Hancock County community members, however, stated BVHS could provide no financial assistance within their budget of 2019 or 2020 to help with such a project. Mr. Baroudi expressed his opinion about the importance of following through with the mobile health clinic project, especially in terms of public health service expansion and reaching the community's underserved populations. After a long Board discussion, Mr. Baroudi stated it is unclear where the funds will come from for the mobile health clinic project, but made the request of the Board to approve continued work on the mobile health clinic project, accepting \$15,000.00 from Community Foundation, acknowledging also Ms. Spoor's recommendation that for sustainability with this project Hancock Public Health needs a 501(c)(3) tax status in place.

Mr. Baroudi further commented that the Mobile Health Clinic would become a standing Board agenda item for regular review.

President Moody-Russo inquired if HPH will hire an associate to pursue 501(c)(3) status; Commissioner Baroudi answered no, that Mr. Bill Ruse and Mr. Bill Alge will be assisting HPH with the application process. If 501(c)(3) is sought, HPH will need three names of Board members for what will potentially be known as the "Hancock Public Health Foundation" – these three people must be separate from any person currently on the HPH Board of Health. Ms. Chamberlin inquired how grants would be submitted in the future if HPH acquires 501(c)(3) tax status. Commissioner Baroudi answered that grants would be submitted directly to the "Hancock Public Health Foundation" (once a Foundation Board is developed), and the Foundation Board would review/process all grants.

President Moody-Russo requested a motion for supporting the Mobile Health Clinic Project, allowing Hancock Public Health to continue pursuing mobile health clinic project support sources, and accepting \$15,000.00 from The Findlay Rotary Club, with the understanding that if funds are not materialized or project cost/maintenance is unrealistic the Board will withdraw support and will not take on financial responsibility for the project.

Dr. Lindamood moved to approve Board support of the Mobile Health Clinic Project, as detailed. Seconded by Mr. Jones. Note Ms. Pasztor abstained from vote. **Motion carried 5-0.**

5.0 CONTINUING EDUCATION

5.1 Ms. Spoons asked if Board members CEU's are up to date; Commissioner Baroudi confirmed that all CEU's are up to date and stated he has records to confirm. No CEU's were offered at today's Board meeting.

6.0 NEXT MEETING


6.1 **Friday, January 17, 2020 @ 7:30 a.m.,** Hancock Public Health Office, 2225 Keith Pkwy, Findlay.

7.0 ADJOURNMENT

President Moody-Russo asked if there are any business that will need to go in front of the Board before adjournment; there was none.

Ms. Spoons motioned to adjourn the Board of Health meeting at 9:22 am. Seconded by Ms. Jones. **Motion carried 6-0.**


Moody-Russo, RN, Board President


Karim Baroudi, MPH, Board Secretary