



Hancock Public Health

Board of Health

Regular Meeting Minutes

April 15th, 2022, 7:30 a.m.



BOARD MEMBER ATTENDANCE:

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

STAFF:

- X Shannon Chamberlin, Nursing Director (arrived 7:45 a.m.)
- X Alexa Heacock, Help Me Grow Director
- X Chad Masters, Health P&P Director
- X Craig Niese, IT/Data Manager
- X Lindsay Summit, Environmental Health Director

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

1.0 CONVENTION

1.1 Call to Order

President Edler requested motion to call the 4/15/22 meeting to order at 7:30 a.m.

Mr. Alge moved to call the 4/15/22 Regular Board of Health meeting to order at 7:30 a.m.

Seconded by Dr. Lindamood. **Motion carried 6-0.**

1.2 Introduction of Public, Guests, and Staff

Commissioner Baroudi announced a trial period of livestreaming Board meetings for public viewing, with the trial beginning as of the current 4/15/22 meeting. After IT and public feedback, adjustments will be made for the most ideal future livestreaming of meetings.

Cheryl Miller announced the following guests present at the 4/15/22 meeting:

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

1.2.2 Angela Guthrie – Hancock Co. Resident, by prior request

1.2.3 Casey Berquist – Hancock Co. Resident, by prior request

2.0 BOARD ACTIONS/REGULATIONS/VARIANCES/PUBLIC PARTICIPATION

2.1 Approval of 4/15/22 Agenda Items

President Edler requested motion to approve the 4/15/22 meeting agenda as presented in the Board information packet distributed earlier in the week.

Ms. Spoons moved to approve the agenda of the 4/15/22 Regular Board of Health meeting.

Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

2.2 Approval of 3/18/22 Board Meeting Minutes

Ms. Jones recommended correction of a typed error on page 4, paragraph 3, line 8, word 14, correcting “addition” to “addiction.” Error noted and corrected by Commissioner Baroudi.

President Edler requested motion to approve the 3/18/22 meeting minutes, with recommended correction.

Dr. Lindamood moved to approve the minutes of the 3/18/22 Board of Health meeting, with Ms. Jones' noted correction. Seconded by Ms. Jones. **Motion carried 6-0.**

2.3 Approval of March 2022 Bill Schedule

Commissioner Baroudi stated the Staff Travel line item in the bill schedule has increased and will be progressively increasing due to staff being able to make more home/site visits secondary to reduced COVID restrictions.

Mr. Alge requested more information on Grant Expense line items. Commissioner Baroudi explained all line items under Grant Expenses are used for the purposes of grant-funded programs, and all materials/supplies used in grant-funded programs must be paid for by grant monies and not from general or other departmental funds. Example cited by Mr. Baroudi was "Brown Supply" line item, encompassing janitorial supplies used for the Mobile Health Clinic (MHC), thus these items were paid for through the MHC Grant funds. Another example cited by Mr. Baroudi was "Filing Cabinet/Bookshelf" line item, encompassing supply storage for the Injury Prevention (IP) Department, thus these items were paid for through the IP Grant funds.

President Edler inquired about mileage reimbursement rate for staff. Commissioner Baroudi stated HPH reimburses 0.55 cents/mile, which is based on State standard. Mr. Baroudi further explained that staff who travel regularly for their duties use HPH-leased vehicles for cost savings and optimum safety/hygiene; mileage reimbursement is for staff who only occasionally need to travel for work. President Edler, based on his business experience, corroborated with Mr. Baroudi on the cost savings of primarily using leased vehicles rather than mileage reimbursement, stating HPH is likely saving 10-15 cents per mile by using leased vehicles.

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

Ms. Moody-Russo moved to approve the bill schedule for March 2022. Seconded by Mr. Alge. **Motion carried 6-0.**

2.4 Board of Health to Approve a REVENUE DECREASE for Fiscal Year Ending 12/31/22

2.4.1 Safe Sleep project in the amount of \$3,250.00

Commissioner Baroudi explained the current revenue decrease as being an issue that was tabled during the 3/18/22 Board Meeting, as at that time Mr. Baroudi did not have the exact amount, and exact amount must be reflected in Board notes for auditing purposes.

President Edler requested motion to approve the revenue decrease as presented.

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

2.5 Board of Health to Approve the Nurse Practitioner Position Description and Salary Scale

Commissioner Baroudi reviewed the new position description, duties, and salary of the Mobile Health Clinic Coordinator (Nurse Practitioner) using slide presentation. Ms. Jones asked if

position is for a Nurse or Nurse Practitioner (NP); Commissioner Baroudi answered the position is for an NP with preferable family practice and/or women's/children's health services experience. The position is full time, 30-35 hours, possibly contracted due to three-year MHC funding provision, and for their scope of practice will report to the HPH Medical Director, Dr. Ratnasamy. Commissioner Baroudi stated a couple people have already inquired about the position and he plans to post the position on Monday 4/18/22, provided Board approval of the addition of this position to the HPH pay scale as detailed.

President Edler requested motion to approve the Mobile Health Clinic Coordinator/Nurse Practitioner position, as presented.

Dr. Lindamood moved to approve the Mobile Health Clinic Coordinator/Nurse Practitioner position. Seconded by Ms. Jones. **Motion carried 6-0.**

3.0 BOARD ACTIONS/REGULATIONS/VARIANCES/PUBLIC PARTICIPATION

3.1 Medical Director – Dr. Ratnasamy

Dr. Ratnasamy gave special presentation on obesity to the Board through slides from Board packet information and discussion. He defined obesity, BMI and its calculation, alternative measurements of obesity other than BMI, the implications of obesity and statistics of obesity worldwide and locally. Dr. Ratnasamy announced obesity is increasing in many countries, with especially high rates in the U.S., Ohio, and among children, reporting 42% of the U.S. population being categorized as obese. He discussed “obesogenic environments”, where a person engages in high caloric intake and decreased physical activity/sedentary environment, and the contributing factors to obesogenic environments (i.e., food advertising, food affordability, work environments, arrangement of communities and transportation, and lifestyle choices).

Dr. Lindamood concurred, adding that obesity itself contributes to many significant health/disease/morbidity risk factors. Dr. Lindamood posed the question: “But what do we do about obesity?” Dr. Ratnasamy opined that health departments are in a unique position to become involved with communities to promote a wellness model. Commissioner Baroudi stated HPH addresses many of these issues through the Community Health Improvement Plan, developed from the Community Health Assessment, with a report soon to be released from the Fall 2021 survey. Once published, the committee will meet to establish an improvement plan for addressing issues like obesity, wellness, and other community-identified concerns. Mr. Baroudi stated these issues are best addressed when health departments partner with other agencies focused on wellness, such as the YMCA and other city/county programs, and this is the reason why HPH is building connections with other Hancock County agencies regularly; however, in Ohio a significant challenge is how to keep people active/engaged during winter months, as many wellness programs are outdoor focused.

3.2 March 2022 First Quarter Financial Report and Analysis – Karim Baroudi

Commissioner Baroudi gave summary of the 2022 First Quarter financial revenue trends using slides and Board packet information. Mr. Baroudi made note that revenue for March 2022 was higher than other months in the First Quarter due to all operating budget appropriations being

received from the City and County in March. Commissioner cited total expenses and current cash balance line items and reported on the seven-year budget comparison from the beginning of the City/County departmental merge through the current First Quarter of 2022, concluding that March revenue was comparable to other months in the last seven years with no unusual budget issues or trends being identified.

President Edler asked if there was one person/department at HPH responsible for all agency service contracts, as a lot of money can be saved through contract renegotiation. Discussion ensued involving Commissioner Baroudi explaining how each departmental budget operates differently/independently from all other departments, dependent upon various factors: Grant funding sources vs. no grant funding sources, separate stipulations/responsibilities with each grant source, departments showing variable to no revenue during some months/quarters due to seasonal services (i.e., food/pool licensing, school vaccinations), and also with variable HPH departments being required to account for each staff person's time down to the quarter-hour or hour of daily activity. Mr. Baroudi reported that leadership is responsible for their individualized budgets, are provided with continuing education/training as needed, and report their budgets to the Commissioner for final sign-off. President Edler expressed thanks to leadership and the Commissioner for keeping detailed track of each differentiated departmental budget at HPH. Commissioner Baroudi expressed appreciation for Board guidance and oversight regarding budget matters.

3.3 Health Planning & Promotion – Chad Masters

Mr. Masters added a few items to his Board packet report. First, Mr. Masters informed the Board that HPH has been granted a "RISE" Award (Respond, Innovate, Sustain, & Equip) in the amount of \$50,000 related to future promotion of MRC volunteers. Also related to MRC volunteers, Mr. Masters announced an honorable mention recognition received by HPH for their MRC units, which will occur on 4/19/22 (link to be shared through Commissioner to the Board). Mr. Masters summarized the Preparedness Summit attended by Hannah Plumley (HPH epidemiologist) and himself during the week of 4/4/22 in Atlanta, GA, and which centered around discussions related to COVID, MRC volunteers, response to the pandemic, public health role in the future of pandemic responses, and assertiveness related to funding.

3.4 Health Services – Shannon Chamberlin

Ms. Chamberlin referred to her printed Board report in summarizing separate HPH nursing programs, noting special considerations in each area: 1) Children with Medical Handicaps Program – finally getting back to pre-COVID norm, with BCMH nurse, Ms. Dreyer, being able to spend more time on the program, as during COVID she had been utilized in many other roles/duties; 2) School Nursing – wrapping up for the year, but good news with two HPH staff becoming CPR trained, which will enhance school program and multiple other HPH services such as mobile health clinic, etc.; 3) Communicable Diseases – good news of zero hepatitis B cases last month, but a rise in Chlamydia and gonorrhea (which will create need for increased education for community), multiple staff people at HPH trained in HIV testing and three HIV tests conducted in the last month, which will create need for increased advertising to community of HIV testing availability and will also help initiate potential STI Clinics (Sexually Transmitted Infection Clinics) in the mobile health unit and internally; 4) Vaccine Program –

seasonal nature of vaccinations and the pandemic affected vaccination numbers, but Nursing is attempting to bring vaccination candidates back in through US Mail notifications. President Edler noted that it appears postage was maxed out; Ms. Chamberlin stated the postage for vaccinations could be taken from grant funds; Ms. Summit stated postage had reached an unusual maximum recently due to mandatory COVID-related contact tracing letters.

3.5 Help Me Grow (HMG) Program – Alexa Heacock

Ms. Heacock referred to her printed Board report and added focused discussion regarding full capacity of the HMG Program and the possibility of program expansion. Currently there are 15 families on a wait list, which is nearly the caseload of one HMG staff home visitor. HMG is exploring options for hiring another home visitor and/or the possibility of an ODH expansion grant. Currently the wait-listed families receive monthly mailings and a personal monthly call from Ms. Heacock to explore other support options. Ms. Heacock introduced another emerging factor affecting the HMG program – increased cultural/language diversity of HMG clients - which creates a good opportunity for service expansion but simultaneously is creating challenges for current staff. Five HMG families use Spanish as primary language, and one HMG referral is a person who uses American Sign Language (ASL) as primary communication. President Edler asked if any current HPH staff know Spanish or ASL; Ms. Heacock answered that, although some staff have past training in Spanish and/or ASL, most staff have not had a need to use English-alternate languages with clients regularly, thus translators are required at this time. Possibility of grants for translators was briefly discussed, but at this time Ms. Heacock stated the University of Findlay provides students/faculty for translation needs, with the use of some phone applications that allow zoom translation chats.

Ms. Jones asked if a triage process exists for identifying next-in-line, wait-listed HMG families; Ms. Heacock answered by providing a description of families who receive priority in the HMG Program: Families already with a child/children, teen mothers, mothers residing at the City Mission, and other high-risk-identified families. Prenatal mothers remain on the waiting list, receiving continual screening for alternate services/support.

Ms. Jones reported on the Governor’s notice to anticipate increased Ukrainian refugees in Ohio. Ms. Heacock stated this may be a possibility, but for now Spanish-speaking families make up the majority of alternate-language HMG participants, with some of those Spanish-speaking families receiving living assistance at local hotels when they work for specific industrial companies. Ms. Jones stated there may be a need to initiate a migrant clinic for future HPH service expansion for families in need with potential language barriers. Commissioner Baroudi stated migrant clinics are considered more of a seasonal need, with the State being responsible for conducting migrant housing inspections. Ms. Jones asked how HPH might become aware of migrants/immigrants entering the community who may need HPH services; Commissioner Baroudi answered HPH could obtain a list of Ohio/Hancock Co. immigrants from the State Dept.

Ms. Heacock brought up other factors related to the complex needs of many home visit clients, particularly that those clients have been seen to also be impacted by issues such as human trafficking, sexually transmitted infections (STI)/need for STI testing and suggested many of

these services could be bundled in the future into HMG sources. Ms. Jones suggested collaboration with the City Mission, as well, in identifying high-risk families.

3.6 Environmental Health (EH) Services – Lindsay Summit

Ms. Summit summarized her printed Board report, announcing two new EH staff beginning in May 2022: 1) Andrew Lehman, a new graduate, who will be hired as a Sanitarian Technician and required to obtain Sanitarian-In-Training certification within 90 days, and 2) Madelyn Harrington, an undergraduate student who will be involved in the Vector Control Program.

3.7 IT & Health Data Management Services – Craig Niese

Mr. Niese reported on a trial of new IT set-up for Board meetings, with the Board resuming official meetings in the Board-reserved room at HPH (which was designed for higher quality IT/sound/recording equipment) and Board-requested guests to be in larger HPH conference room for spacing accommodation. Update will be provided at next Board meeting.

Mr. Niese summarized the various IT projects occurring at HPH: 1) Security Improvement – Bell Security finished upgraded camera installation, which will be able to sync with phones for easier access. President Edler asked if the new storage drive would be cloud based; Mr. Niese stated IT is exploring at least short-term cloud storage, but for now all storage is in-house; 2) Document Management Project – Set-up of the document management system is complete, next step is for staff training for increased paperless documentation and future projects to enhance efficiency of operations on a larger scale; 3) HPH-Leased Vehicles – QI project initiated to improve the process of scheduling/handling the fleet of HPH-leased cars used by staff. President Edler suggested considering “Geotab,” a fleet management software system currently being used by his business. Mr. Niese stated the beginning goal is to organize scheduling, then move on to more expansive fleet-management purposes (i.e., safety, etc.).

3.8 Health Commissioner Remarks & Legislative Update – Karim Baroudi

Commissioner Baroudi gave update on COVID trends. There has been a slight increase in Hancock County COVID cases recently, but no concerning increase in the two significant factors considered by HPH – serious illness/hospitalization and death, with similar statistics being observed statewide and nationally, as well. Mr. Baroudi stated HPH is prepared to respond to potential outbreaks, but no significant outbreaks are anticipated at this time.

Commissioner Baroudi announced the State Assembly is on recess for two weeks, thus State legislative update is currently limited. The following legislative updates were summarized by Mr. Baroudi:

- 1) House Bill 463 – proposed elimination of DAC. Commissioner Baroudi stated that currently the State Association is monitoring closely, it is slow moving in legislation, and updates will be provided for the Board as available.
- 2) Senate Bill 47 (new) – Not anticipated to affect local health departments/HPH, as government agencies typically have established overtime work policies.
- 3) House Bill 563 (new) – Emerging need for standardized regulations at short-term rental properties, as in Airbnb. Will likely not affect local health departments.

Mr. Alge asked if House Bill 463 will trigger other legislation regarding combining health districts. Commissioner Baroudi stated House Bill 463 may disturb the balance of finances for appropriations for public health services if those services are required to go through County Commissioners alone in the future. Mr. Alge asked if the Board or HPH need to provide input regarding House Bill 463. Commissioner Baroudi stated the best input would be to provide facts/education for local officials on how local health departments/HPH operate currently in coordination with the DAC.

President Edler asked for clarification of “DAC” for any meeting attendees who were not previously aware of this group. Commissioner Baroudi defined DAC as the District Advisory Council, a group of 29 individuals who represent all townships, the City of Findlay, and all village mayors. The last meeting of the DAC was early March 2022. Mr. Baroudi further clarified that the DAC is not part of the Health Department, the role of the DAC is to act as a governing entity for the Board of Health, to oversee the Health Department’s budget, and elect Board members.

4.0 OLD/NEW BUSINESS

4.1 Personnel

There were no HPH hirings or separations in March 2022.

4.2 Performance Management Dashboard – Quarterly Update

Commissioner Baroudi announced there is currently no printed report for First Quarter of the Strategic Plan for Performance Management due to technical issues, thus the quarterly report was delivered verbally during the current 4/15/22 Board meeting based on the handwritten first draft. Commissioner Baroudi gave brief update on HPH initiatives. The language of the mission, vision and values has been organized/streamlined for increased public understanding.

Strategic Priorities Update: 1) Financial Vision – keeping revenue/expenses in check, which has been on track for the entire first quarter; 2) Customer Strategy – based on annual update/survey, currently developing a plan for how to best obtain customer feedback without forcing a long-handwritten survey (i.e., possibly implementing shorter phone survey); 3) Process Improvement – Mr. Niese previously discussed multiple IT projects and Mr. Masters currently working on annual report; 4) People Investment – discussions for staff work/life balance, staff trainings/conferences, and how to get staff involved at state/national levels.

Strategic Initiatives Update: 1) Deploy Mobile Health Clinic (MHC) – currently preparing MHC policies/procedures, currently recruiting professional staff, renewing staff certifications, purchasing equipment for the MHC; 2) Improve Communication – planning spring/summer schedule for leased vehicles, hired PR/communication specialist, annual report completed, social medial updates kept current; 3) Go Paperless – staff soon to be trained on document management system; 4) Keep Staff/Customers Safe – camera installs complete, panic button installs complete, doorbell install at back of building for deliveries planned, special ALICE

training for staff with current considerations for making changes in safety plan based on ALICE training leader recommendations, HMG staff planning on obtaining self-defense training.

4.3 2021 Community Health Assessment (CHA) – Rough Draft

Commissioner Baroudi announced the community partners have met and provided feedback recently for the first draft of the CHA. The first draft is in final stages, next stage is second draft, then event planned for publication for the community.

4.4 Board to Consider Requests to Livestream/Broadcast Board of Health Meetings

Commissioner Baroudi referred to Mr. Niese's report from above, Section 3.7, Paragraph 1: Mr. Niese reported on trial of new IT set-up for Board meetings, with the Board resuming official meetings in the Board-reserved room at HPH (which was designed for higher quality IT/sound/recording equipment) and Board-requested guests to be in larger HPH conference room for spacing accommodation. Update will be provided at next Board meeting.

4.5 Update on Evaluations for Health Commissioner and Medical Director

Ms. Jones announced the annual evaluations of the Health Commissioner and Medical Director (Commissioner Baroudi and Dr. Ratnasamy, respectively) will be distributed in May 2022 to the Board and reviewed in June 2022. Executive session will be required for finalization in June.

5.0 CONTINUING EDUCATION

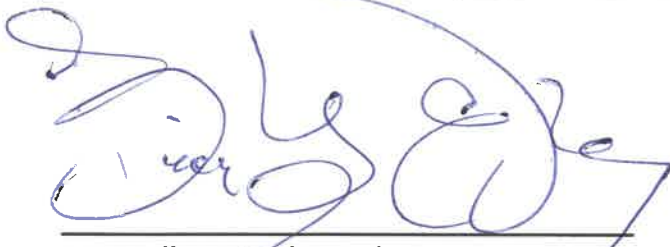
5.1 No CEUs were offered at the current meeting; links will be provided for individual completion.

6.0 NEXT MEETING

6.1 Friday, 5/20/22 at 7:30 a.m., Hancock Public Health, 2225 Keith Parkway, Findlay, Ohio.

7.0 ADJOURNMENT

President Edler requested motion for adjournment of the 4/15/22 Board of Health meeting. Ms. Spors motioned the Board of Health to adjourn the Regular Meeting of 4/15/22 at 9:35 a.m.
Seconded by Dr. Lindamood. Motion carried 6-0.



Brian Edler, Board President



Karim Baroudi, MPH, Board Secretary