



# Hancock Public Health

## Board of Health

### Regular Meeting Agenda

January 17, 2025, 7:30 a.m.



#### **BOARD MEMBERS ATTENDANCE:**

A Karen Jones, RN, MSN, Board President  
A William Alge, Esq.  
A Brian Edler  
X Dr. Cheryl Huffman, MD  
X Nancy Moody-Russo, RN, JD  
X Barbara J. Pasztor, RN, MSN  
X Robin Spoons

#### **STAFF ATTENDANCE:**

X Lindsay Summit, MPH, REHS, Health Commissioner  
X Jannie Derstine, Help Me Grow Program Manager  
X Chad Masters, MPH, Director of Health Promotion & Planning  
X Craig Niese, BS, IT/Data Manager  
X Josh Niese, MPH, REHS, Director of Environmental Health  
X Laura Reinhart, CNP, Director of Community Health Services  
X William Kose, M.D., Medical Director

### **1.0 CONVENTION/PUBLIC PARTICIPATION**

#### **1.1 Call to Order**

Ms. Pasztor called the Regular BOH meeting to order at 7:30 a.m.

#### **1.2 Introduction of Public, Guests, and Staff**

**1.2.1** Hannah Plumley, Epidemiologist, Hancock Public Health

### **2.0 BOARD MEETING CONSENT AGENDA**

#### **2.1 Approval of 1/17/25 Agenda Items**

#### **2.2 Approval of 12/20/24 Regular Board Meeting Minutes**

#### **2.3 Approval of December 2024 Bill Schedule**

#### **2.4 Staff Reports**

**2.4.1** Community Health Services –Laura Reinhart, CNP, Director

**2.4.2** Health Planning & Promotion –Chad Masters, MPH, Director

**2.4.3** Help Me Grow (HMG) Home Visiting Program –Jannie Derstine, Program Manager

**2.4.4** Environmental Health (EH) Services –Josh Niese, MPH, Director

**2.4.5** IT/Data Management Services –Craig Niese, BS, Manager

**2.4.6** Vital Statistics Data-Dan Klein, Registrar

**2.4.7** Health Commissioner Report –Lindsay Summit, MPH, REHS, HC

**Ms. Pasztor requested motion to approve Section 2.0, Consent Agenda, including all Items and Subitems, as written in the pre-prepared Board reports provided earlier in the week to the Hancock County Board of Health members and as detailed above. Ms. Spoons moved to approve Section 2.0. Seconded by Dr. Huffman. Motion carried 4-0.**

### **3.0 CONTINUING EDUCATION**

#### **3.1 2023 Community Health Improvement Plan update presented by Hannah Plumley, Epidemiologist for .5 CEU's**

**3.1.1** Ms. Plumley gave a brief overview of what the Community Health Assessment (CHA) and Community Health Improvement Plan's (CHIP) are; who is involved in the implementation; how results are gathered and reported. Dr. Huffman inquired about whom received the CHA survey and Ms. Plumley explained that the survey was presented to the community through several public events and was offered by QR

code only. The draft of the 2024 Hancock County CHA is currently under review but will be posted to the public for feedback with the final version being posted by late January 2025. The initial CHIP workplan meeting is scheduled for early February 2025 with the second workplan meeting scheduled for late February/early March 2025. In April 2025, the 2026-2028 CHIP will be finalized. Ms. Plumley detailed the progress of our current CHIP that began in 2023 and ends in 2025.

#### 4.0 BOARD ACTIONS/REGULATIONS

##### 4.1 Board of Health to **APPROVE AND RECOGNIZE REVENUE** for Fiscal Year ending 12/31/25:

##### 4.1.1 Donation from a private citizen for Mobile Health services in the amount of \$5,000.00

Ms. Pasztor requested motion to approve Item 4.1, including Subitem 4.1.1 as detailed. **Ms. Spors moved to approve Item 4.1, as above.** Seconded by Dr. Huffman. **Motion carried 4-0.**

#### 5.0 ADMINISTRATIVE REPORTS

**5.1 Medical Director – Dr. William Kose**-Dr. Kose followed up Ms. Plumley’s discussion with how difficult it is to get a varied response for surveys across diverse populations within the community and how important obtaining the right amount of data from these populations is to understand what community needs truly are. He then discussed nationwide/statewide case counts of High Path Avian Influenza (HPAI) with Commissioner Summit and Ms. Plumley. The Centers for Disease Control (CDC) issued a health advisory 1/26/2025 due to sporadic human infections with Avian Influenza A (H5N1) and is recommending a shortened timeline for subtyping all influenza A specimens for hospitalized patients and to increase efforts at clinical laboratories to identify non-seasonal influenza.

##### **5.2 2024 Financial Report and Analysis – Lindsay Summit**

Commissioner Summit noted that the revenue did catch up to the expenses for December but the overall expenses for the agency are still exceeding revenue due to various circumstances including outstanding payments from insurance companies and community partners. If we had received all the anticipated payments that were due that would have significantly decreased the deficit. She stated she is implementing several cost-saving measures to assist in decreasing expenses which include: a possible refinance of our mortgage loan through Premier Bank but Commissioner Summit is working with our current lender, Citizens Bank, to see what the comparison is and if it would be financially beneficial to switch lenders; annual staff raises will be given on anniversary milestones instead of the beginning of the year; leaving open positions within the agency vacant and delegating those responsibilities to current staff; not renewing an upcoming vehicle lease. She is also reaching out to the Association of Ohio Health Commissioners (AOHC) to inquire about better buying power for vaccines. Ms. Pasztor expressed appreciation for Commissioner Summit’s effort in thinking outside of the box for cost-saving measures for the agency.

**5.3 2024 Draft CHA Report**-Commissioner Summit stated once the draft was ready it will be posted on our website for feedback and she will send a link to all board members. It should be ready by the end of the month.

**5.4 Clinic Remodel Update**-Mr. Craig Niese confirmed construction has begun and touched base

on demolition that has been completed so far. He stated the construction company has done a great job in keeping things cleaned up while working. Commissioner Summit informed the board that the construction schedule is running Monday through Thursday from 7:00 a.m. to 5:00 p.m. and leadership is rotating shifts to ensure there is coverage during hours outside of normal business hours.

**5.5 Strategic Plan Quarterly Update**-Commissioner Summit explained the Impact Score is moving slower due to a lack of data being collected. Mr. Chad Masters and Mr. Josh Niese worked on a re-accreditation tracker to track the progress of each domain required for the Public Health Accreditation Board (PHAB). It will be shared with agency staff every two weeks, as well as at each monthly staff meeting, to ensure everyone is on track to meet domain completion goals before the deadline.

## 6.0 OLD/NEW BUSINESS

**6.1 Personnel**-No hiring or separation to report during the month of December.

## 7.0 NEXT MEETING

**7.1 2025 Regular Board of Health Meeting Schedule: Third Friday monthly, 7:30 a.m., Hancock Public Health, 2225 Keith Parkway, Findlay, Ohio. Complete list of 2025 meetings below:**

~~Friday—January 17, 2025~~

Friday – February 21, 2025

Friday – March 21, 2025

Friday – April 18, 2025

Friday – May 16, 2025

Friday – June 20, 2025

Friday - July 18, 2025

Friday – August 15, 2025

Friday – September 19, 2025

Friday – October 17, 2025


Friday, November 21, 2025

Friday, December 19, 2025

**7.2 Next Meeting:** Friday, 2/21/2025, 7:30 a.m., Hancock Public Health, 2225 Keith Parkway, Findlay, Ohio.

## 8.0 ADJOURNMENT

Ms. Pasztor requested motion for adjournment of the Regular 1/17/2025 Hancock County Board of Health meeting. **Ms. Spors motioned the Board of Health to adjourn the Regular Meeting of 1/17/2025 at 8:30 a.m.** Seconded by Ms. Moody-Russo. **Motion carried 4-0.**

  
\_\_\_\_\_  
Karen Jones, RN, MSN, Board President

  
\_\_\_\_\_  
Lindsay Summit, MPH, REHS, HC, Board Secretary

