



# Hancock Public Health

## Board of Health

### Regular Meeting Minutes

August 18<sup>th</sup>, 2023, 7:30 a.m.



#### **BOARD MEMBER ATTENDANCE:**

- A Brian Edler, Board President
- X William Alge, Esq.
- X Karen Jones, MSN, RN
- X Michael Lindamood, M.D.
- X Nancy Moody-Russo, RN, JD
- X Barbara J. Pasztor, MSN, RN
- X Robin Spoons
  
- X Karim Baroudi, MPH, Health Commissioner
- X William Kose, M.D., Medical Director

#### **STAFF:**

- X Shannon Chamberlin, Nursing Director
- X Alexa Heacock, Help Me Grow (HMG) Director
- X Chad Masters, Health P&P Director
- X Cheryl Miller, PR/Marketing Coordinator
- X Craig Niese, IT/Data Manager
- X Laura Reinhart, Mobile Health Clinic (MHC) Coordinator
- X Lindsay Summit, Environmental Health (EH) Director

## **1.0 CONVENTION**

### **1.1 Call to Order**

In President Edler's excused absence, Ms. Jones called the Regular BOH meeting to order at 7:30 a.m.

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

- 1.2.1** Jeff Hunker – Chair, Health District Advisory Council (DAC); Mr. Hunker thanked the Board and staff for their service to the residents of our county. Mr. Hunker also announced that he is running for a Hancock County Commissioner seat.
- 1.2.2** Andrew Edgington – Dexcom® Clinical Support Intern

## **2.0 BOARD MEETING CONSENT AGENDA**

### **2.1 Approval of 8/18/23 Agenda Items**

Commissioner Baroudi announced the addition of one last-minute agenda item, highlighted on a hard copy of the agenda provided at the meeting. Item 3.4 Board of Health to Authorize a Time Keeping/Management Application Service Agreement for HPH.

### **2.2 Approval of 7/21/23 Board Meeting Minutes**

### **2.3 Approval of July 2023 Bill Schedule**

### **2.4 Staff Reports**

- 2.4.1** Mobile Health Clinic (MHC) Services – Laura Reinhart, CNP, Coordinator/Provider
- 2.4.2** Health Planning & Promotion – Chad Masters, MPH, Director
- 2.4.3** Community Health Services – Shannon Chamberlin, RN, Nursing Director
- 2.4.4** Help Me Grow (HMG) Home Visiting Program – Alexa Heacock, RN, Program Manager
- 2.4.5** Environmental Health (EH) Services – Lindsay Summit, MPH, EH Director
- 2.4.6** IT/Data Management Services – Craig Niese, BS, Manager
- 2.4.7** Health Commissioner's Report – Karim Baroudi, MPH, HC

Ms. Jones requested motion to approve Section 2.0, 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. **Dr. Lindamood moved to approve Section 2.0.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

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

**3.1** Board of Health to **APPROVE AND RECOGNIZE REVENUE** for Fiscal Year ending 12/31/23:

**3.1.1** Safe Works funding in the amount of **\$20,000.00**, from ADAMHS Board

**3.1.2** Dexcom funding in the amount of **\$49,202.00**, from Dexcom Inc.

Ms. Jones requested motion to approve Item 3.1, including Subitems 3.1.1 through 3.1.2, as detailed. **Ms. Pasztor moved to approve Item 3.1, as above.** Seconded by Ms. Spoor. **Motion carried 6-0.**

**3.2** Board of Health to **APPROVE APPROPRIATION INCREASES** for Fiscal Year ending 12/31/23:

**3.2.1** Work Force Development in the amount of **\$80,890.49**

**3.2.2** Safe Works in the amount of **\$20,000.00**

**3.2.3** Dexcom in the amount of **\$49,202.00**

Mr. Alge asked for an explanation of Subitem 3.2.1. Commissioner Baroudi reported Subitem 3.2.1 is related to a previous three-year grant from ODH; HPH was notified in July of 2023 that same grant was being continued. The grant is associated with coverage of the Communication Specialist salary; that position remains vacant, HPH is currently recruiting.

Mr. Alge asked if the Dexcom appropriation increase is related to the service expansion requested by Dexcom Inc.; Commissioner Baroudi answered that the Dexcom appropriation in Subitem 3.2.3 is related to the current Dexcom project and not related to program expansion. Dr. Lindamood asked if HPH is interested in participating in Dexcom program expansion. Commissioner Baroudi answered that HPH does not currently have the resources (staff, time, facility) to expand the Dexcom program up to 2000 participants. Mr. Baroudi stated Dexcom Inc. representatives are visiting HPH the week of 8/21/23 to monitor and discuss future of study. HPH staff have been conducting time studies and will present results to Dexcom Inc. reps. Dr. Lindamood advised Mr. Baroudi that Dexcom Inc. is benefitting from the work that HPH has done thus far related to the Dexcom study. Mr. Baroudi stated HPH is not in the Dexcom study for profit, and we want to make sure it will benefit the community. Dr. Lindamood opined that at least HPH should be concerned about covering expenses related to Dexcom study participation. Mr. Baroudi stated the biggest concern is that HPH does not want to dip into public funds in order to participate in a for-profit research study. Dr. Kose and Mr. Baroudi stated further updates will be provided to the Board as available after discussion with Dexcom Inc. reps.

Ms. Jones requested motion to approve Item 3.2, including Subitems 3.2.1 through 3.2.3, as detailed. **Ms. Spoor moved to approve Item 3.2, as above.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

**3.3 Board of Health to APPROVE APPROPRIATION DECREASES for Fiscal Year ending 12/31/23:**

**3.3.1 Get Vaccinated Ohio '23 project in the amount of \$25,163.00.**

**3.3.2 COVID-19 Vaccination project in the amount of \$16,940.67**

Ms. Jones requested motion to approve Item 3.3, including Subitems 3.3.1 and 3.3.2, as detailed. **Dr. Lindamood moved to approve Item 3.3, as above.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

**3.4 Board of Health to AUTHORIZE the Health Commissioner to enter into a service agreement with SDinSITE® to provide time keeping and management application at the cost of \$2,970.00 in annual licensing fees for up to 50 users. There will be a onetime Service Fee estimated at \$5,400 max.**

Ms. Jones requested motion to approve Item 3.4, as detailed. **Ms. Spors moved to approve Item 3.4, as above.** Seconded by Dr. Lindamood. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to Item 3.4 above:

**Roll Call: Mr. Alge (Bill): YES**

**Ms. Moody-Russo (Nancy): YES**

**Mr. Edler (Brian): ABSENT**

**Ms. Pasztor (BJ): YES**

**Ms. Jones (Karen): YES**

**Ms. Spors (Robin): YES**

**Dr. Lindamood: YES**

**4.0 ADMINISTRATIVE REPORTS**

**4.1 July 2023 Financial Report and Analysis – Karim Baroudi**

Commissioner Baroudi summarized 2023 revenue trends, referencing detailed information from the Board packet provided to BOH members earlier in the week for pre-meeting review. Mr. Baroudi stated revenue is consistent with previous years. No questions or concerns voiced by the Board regarding the July 2023 Financial Report.

**4.2 Medical Director – Dr. William Kose**

**Blanchard Valley Hospital (BVH) Annual Retreat:** Dr. Kose reported on the upcoming Blanchard Valley Hospital Board of Trustees Annual Retreat during the week of 8/21/23, at which Commissioner Baroudi and Hannah Plumley, HPH Epidemiologist, will be in attendance and will be spending significant time presenting/discussing information related to health equity. Dr. Kose and Ms. Reinhardt made brief mention of one issue related to lack of health prevention education in clients seen by the HPH Mobile Health Clinic (MHC), in that 100% of those individuals so far seen through the MHC reported never having instruction on self-breast/self-testicular prevention exams, offering compelling information of one area of health inequity and possibility for future community health education goals.

**Infectious Disease/Vaccination Update:** Dr. Kose reported on COVID and RSV trends and vaccination status. Hancock County has recently seen an uptick in COVID-positive cases; however, hospitalizations and deaths have not increased. Advisement for the public regarding COVID remains to wash hands thoroughly, stay home if sick, stay away from sick people, and be up to date with COVID vaccinations. The next COVID vaccine is not yet available but will

more than likely be a monovalent in the form of one shot in the fall of 2023. If individuals are currently up to date with their COVID vax, it will be recommended for them to receive the new

COVID vaccine in late fall 2023; if individuals are not currently up to date, it will be recommended for them to receive a COVID booster now, then get the newer COVID vax after a two-month waiting period. Concerns regarding COVID causing myocarditis and hypercoagulability were discussed with the Board; Dr. Kose reported these are potential secondary effects from COVID and that BVH is tracking data on patients being treated for COVID and co-existing conditions. Dr. Kose concluded that receiving a vaccination is still considered more beneficial than not receiving a vaccination.

From Ms. Chamberlin's and Dr. Kose's reports, the RSV vaccine will be available late fall 2023 and will be recommended for children, adults over 60, and individuals who are immunocompromised. Dr. Lindamood asked about the rate of RSV in adults; Ms. Chamberlin stated the latest data suggested 14,000 adult deaths and 200-300 child deaths per year due to RSV.

CHIP Update: Dr. Kose announced that, from results thus far, HPH appears to be on track with the Community Health Improvement Plan (CHIP). Board members were invited to attend an upcoming health fair on 9/16/23 centered around the CHIP, location the Koehler Center, University of Findlay.

#### **4.3 Health Commissioner Remarks – Karim Baroudi**

Commissioner Baroudi referred Board members to the Health Commissioner's Board Report included in the Board packet that was provided earlier in the week for pre-meeting review. Mr. Baroudi made mention that all HPH associates are busy preparing for the upcoming Hancock County Fair during the week of 8/25/23, where HPH will have a large presence at four different tents/stations, including the Mobile Health Clinic, Health Education, and the Help Me Grow Program's Relaxation Station, with the help of participating Medical Reserve Corps (MRC) volunteers.

## **5.0 OLD/NEW BUSINESS**

### **5.1 Personnel**

**5.1.1** Sharona Bishop – SafeWorks Peer Support Specialist, resigned, effective 8/14/23. Ms. Jones announced no exit interview has yet been scheduled with Ms. Bishop, but that there is ongoing communication in attempts to schedule an exit interview.

**5.1.2** REPOSTED Position – Health Educator/Health Communication Specialist. Commissioner Baroudi announced the person hired for this position never showed up for her first day of employment at HPH and has still not communicated with HPH for notification. In review of that person's social media, it was discovered she was still working for her previous employer. Mr. Baroudi stated this situation set HPH back a couple months in the hiring process and HPH will not be considering this person for any future recruiting efforts.

**5.2 BOH Personnel Committee – Health Commissioner and Medical Director Performance Evaluation Reports.**

Ms. Jones requested motion to move the 8/18/23 Regular Board of Health Meeting into Executive Session at 8:17 a.m. to discuss Performance Evaluation Reports for the Health Commissioner and Medical Director. **Ms. Spoor moved to approve the Executive Session of the BOH 8/18/23 Meeting as it related to Personnel Performance Evaluation matters, as above.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to Item 5.2, above:

<b>Roll Call: Mr. Alge (Bill): YES</b>	<b>Ms. Moody-Russo (Nancy): YES</b>
<b>Mr. Edler (Brian): ABSENT</b>	<b>Ms. Pasztor (BJ): YES</b>
<b>Ms. Jones (Karen): YES</b>	<b>Ms. Spoor (Robin): YES</b>
<b>Dr. Lindamood: YES</b>	

Ms. Jones motioned for the Board to move out of Executive Session at 8:52a. Seconded by Ms. Pasztor. **Motion carried 6-0.**

**Exiting Executive Session, The Board considered the following Action:**

The Board of Health, in its regular meeting of August 18, 2023, had the opportunity to complete their annual performance review of the Health Commissioner, Mr. Karim Baroudi, and unanimously proposed to adjust his salary to include a 4% (2022) + 4% (2023) increase, and an additional 2% increase to offset Mr. Baroudi’s membership expenses to represent Hancock Public Health at Professional Organizations. For a total of a **10% to his current annual salary.**

**Motion to approve the proposed 10% Health Commissioner’s Salary increase was introduced by Ms. Pasztor and Seconded by Ms. Moody-Russo. Motion Carried: 6-0.**

**7.0 CONTINUING EDUCATION**

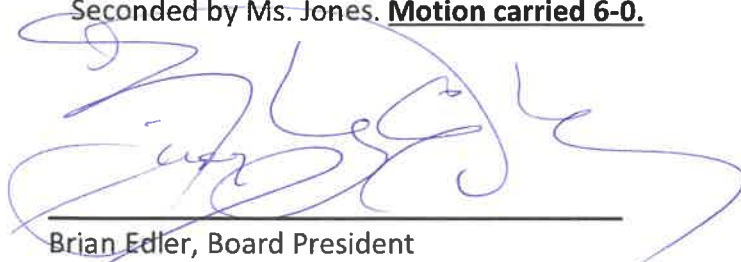
**7.1** No CEUs was offered at the 8/18/23 meeting.

**8.0 NEXT MEETING**

**8.1 Friday, 9/15/23, 7:30 a.m., Hancock Public Health, 2225 Keith Parkway, Findlay, Ohio.**

**9.0 ADJOURNMENT**

Ms. Jones requested motion for adjournment of the Regular 8/18/2023 Board of Health meeting. **Ms. Spoor motioned the Board of Health to adjourn the Regular Meeting of 8/18/2023 at 8:59 a.m.** Seconded by Ms. Jones. **Motion carried 6-0.**



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Brian Edler, Board President



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Karim Baroudi, MPH, Board Secretary