



Hancock Public Health

Board of Health

Regular Meeting Agenda

May 17th, 2024, 7:30 a.m.



BOARD MEMBER ATTENDANCE:

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

STAFF:

- A Alexa Heacock, RN, Help Me Grow (HMG) Program Manager
- X Chad Masters, MPH, Health P&P Director
- A Craig Niese, BS, IT/Data Manager
- X Laura Reinhart, CNP, Community Health Services Director
- X Kurt Schroeder, REHS, Interim Environmental Health (EH) Director

- X Lindsay Summit, MPH, REHS, Interim Health Commissioner (IHC)
- X William Kose, M.D., Medical Director

1.0 CONVENTION

1.1 Call to Order

President Jones called the Regular BOH meeting to order at 7:30 a.m.

1.2 Introduction of Public, Guests, and Staff

1.2.1 Andrew Edgington, Dexcom, HPH.

On behalf of the Board, Interim Commissioner Summit thanked Mr. Edgington for his contribution to the Dexcom Program at HPH and announced that Mr. Edgington would be separation from HPH in preparation for medical school as of 5/24/24.

1.2.2 Dan Klein, Vital Statistics Registrar, Medical Billing, HPH.

Mr. Klein and Ms. Reinhart initiated a presentation to the Board regarding the flow/management of the complete revenue cycle for HPH clinical services. Mr. Alge asked who determines the fees paid back by insurance companies to HPH. Mr. Klein answered the insurance companies themselves determine fees paid based on each company's individualized fee schedules – each insurance company might pay a different fee amount for the same clinical service and there is no negotiating with payors for higher fee returns. Mr. Alge asked who keeps track of medical codes used for billing purposes; Ms. Reinhart stated she and the rest of the HPH clinical staff input diagnoses codes into the system and from there Mr. Klein submits for billing. Mr. Edler asked if there is a method for tracking average monthly clinical revenue versus loss from insurance payouts; Interim Commissioner Summit answered that moving forward using the new ECW billing software there will be much more opportunity for HPH to track insurance payouts and averages, mainly due to technological advances but also in part due to more efficient billing processes developed by Mr. Klein in coordination with clinical staff.

Dr. Kose asked for clarification on the process for helping patients register for Medicaid. Ms. Reinhart stated all current HPH patient potential Medicaid referrals are going through Cheryl Miller, who sometimes needs to refer on to other

organizations due to the timely nature of Medicaid registration referrals. Further adding to the timeliness aspect of Medicaid referrals includes language barriers, push-back from insurance companies, and sometimes cybersecurity issues. Ms. Reinhart stated it might take multiple hours to help a single patient register for Medicaid, and with a language barrier this time may be doubled. Despite the time-consuming nature of Medicaid referrals and the low revenue pay-off for HPH, as the common patient demographic for HPH is Medicaid recipients and potential Medicaid recipients, it is essential to provide a service for helping these folks receive adequate health care.

Incidentally, Mr. Klein stated his usual Vital Statistics report for 05/2024 is absent this month due to restructuring of the Ohio Department of Health Vital Statistics Department, which will have a direct impact on HPH Vital Statistics processes.

1.2.3 Paul Worstell, Principal, Lead Learn Coach LLC.

2.0 BOARD MEETING CONSENT AGENDA

2.1 Approval of **5/17/24 Agenda Items**

2.2 Approval of **4/19/24 Regular Board Meeting Minutes**

2.3 Approval of **April 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 – Alexa Heacock, RN, Program Manager

2.4.4 Environmental Health (EH) Services – Kurt Schroeder, REHS, Interim EH Director

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

2.4.6 Vital Statistics Report – Lindsay Summit, MPH, Interim Health Commissioner (IHC)

Mr. Alge thanks Interim Commissioner Summit for her report coverage regarding the Ohio Governor's veto on tobacco enforcement. Ms. Summit stated this pending veto prompted HPH to put a hold on its Tobacco Compliance Program and underage purchase inspections. Mr. Alge opined this is a critical matter, as he believes Hancock Co. has positively impacted underage tobacco activity.

President Jones 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 Mr. Edler. **Motion carried 5-0.**

3.0 BOARD ACTIONS/REGULATIONS

3.1 Board of Health to **APPROVE AND RECOGNIZE REVENUE** for Fiscal Year ending 12/31/24:

3.1.1 NASTAD '24 Project in the amount of **\$75,000.00**

3.1.2 Reproductive Health Project in the amount of **\$28,800.00**

3.1.3 Reproductive Health Project income in the amount of **\$18,720.00**

Mr. Alge for differentiation between Subitem 3.1.2 and 3.1.3 above. Interim Commissioner Summit explained: Subitem 3.1.2 is comprised of funds related to a shared grant between HPH and Allen County, which should be a guaranteed revenue source as long as grant deliverables are met; Subitem 3.1.3 funds will be allocated directly HPH and are related to the ability of HPH billing for Reproductive Health Clinic direct services. Ms. Reinhart stated the \$18,720.00 in Subitem 3.1.3 is an estimated amount based on Reproductive Health Clinic patient activity patterns (found in her clinic reports) in past months.

Incidentally, Ms. Reinhart stated that approximately 25% of the patients seen in the Reproductive Clinic require language translation services at all visits and this trend is being tracked, as language barrier needs significantly affect service patterns and staffing schedules. President Jones asked Ms. Reinhart if the clinic staff is able to keep up with current patient caseload considering the above challenges; Ms. Reinhart answered nursing is keeping up but are spread thin, and that filling the open RN position will help significantly in all clinic areas as well as billing/revenue.

President Jones requested motion to approve Item 3.1, including Subitems 3.1.1--3.1.3. **Mr. Edler moved to approve Item 3.1, as above.** Seconded by Ms. Moody-Russo. **Motion carried 5-0.**

3.2 Board of Health to APPROVE APPROPRIATION INCREASES for Fiscal Year ending 12/31/24:

3.2.1 NASTAD '24 Project in the amount of \$75,000.00

3.2.2 Reproductive Health Project in the amount of \$28,800.00

3.2.3 Reproductive Health Project income in the amount of \$18,720.00

President Jones requested motion to approve Item 3.2, including Subitems 3.2.1—3.2.3, as detailed. **Ms. Spoor moved to approve Item 3.2, as above.** Seconded by Mr. Alge. **Motion carried 5-0.**

3.3 Board of Health to APPROVE WAIVING FEES for Habitat For Humanity Plumbing Permits

3.3.1 Permit Fee of \$160.00 for home located at 1408 Logan Ave, Findlay, OH, 45840

3.3.2 Permit Fee of \$160.00 for home located at 201 Durrell St, Findlay, OH, 45840

Discussion ensued regarding future of waiving fees for Habitat for Humanity plumbing permits, as there are expected to be 20 more Habitat homes in the next three years in Hancock Co, with a potential fee waiving request of \$3,200.00. Mr. Edler opined there is a housing crisis in Hancock Co., which he considers a serious health problem, thus he would support waiving all Habitat home plumbing permits in the future so that HPH can be a part of the housing solution. Further, Mr. Edler stated he believes \$3,200.00 is a nominal loss compared to the currently projected HPH revenue. President Jones stated it could potentially be bad public relations for HPH if the fees for these Habitat home permits were denied. Mr. Alge asked if HPH should be publicly recognized in some way for their involvement with these Habitat projects or speak with a Habitat representative about HPH involvement in these projects. Interim Commissioner Summit stated she will verbally speak with the Habitat leader during their next shared community event to create open communication between Habitat for Humanity and HPH.

President Jones requested motion to approve Item 3.3, including Subitems 3.3.1 and 3.3.2, as detailed. **Mr. Alge moved to approve Item 3.3, as above.** Seconded by Ms. Moody-Russo. **Motion carried 5-0.**

Interim Commissioner Summit conducted roll call related to Item 3.3 above:

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

- 3.4 Board of Health to REVIEW AND APPROVE Health District’s 2025 Revenue Estimate**
Interim Commissioner Summit reviewed her prepared Board report with use of slide presentation, including a summary of leadership team’s revenue estimates based on the last four years and including future considerations. Mr. Edler noted that the Board needs to be mindful of his noted 2024 ending deficit and current projected losses when voting on Board Items.

President Jones requested motion to approve Item 3.4, as detailed. **Ms. Spoor moved to approve Item 3.4, as above.** Seconded by Mr. Alge. **Motion carried 5-0.**

Interim Commissioner Summit conducted roll call related to Item 3.4 above:

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

- 3.5 Board of Health to APPROVE REQUEST for Fiscal Audit Schedule Change**
Request is for transition from single-year fiscal audit to two-year fiscal audit in accordance with Section B2.10 of the Ohio Department of Health Grants Administration Policies and Procedures (OGAPP) and the State of Ohio Auditor.

President Jones requested motion to approve Item 3.5. **Ms. Moody-Russo moved to approve Item 3.5, as above.** Seconded by Mr. Edler. **Motion carried 5-0.**

4.0 ADMINISTRATIVE REPORTS

4.1 April 2024 Financial Report and Analysis – Lindsay Summit

Interim Commissioner Summit referred to her previously submitted financial report provided to the Board earlier in the week. With all the budget fluctuations seen thus far in 2024, most program budgets are stable and following their usual trends, consistent with previous budget years, and expenses are behind revenue so far in the five-year projection. No questions or comments regarding the financial analysis voiced by the Board.

4.2 Medical Director – Dr. William Kose

Infectious Disease/Vaccinations: Dr. Kose gave brief update regarding what is expected to be a recommended combination COVID/Influenza vaccination in the fall; however, the final decision to combine these vaccinations will be a pharmaceutical decision.

5.0 OLD/NEW BUSINESS

5.1 Personnel

- 5.1.1 Resignation: Brittney Nye, Overdose Fatality Review Coordinator, effective 5/10/24.
- 5.1.2 Hiring: Brittany Bommarito, RN, Communicable Disease Nurse, effective 5/28/24.
- 5.1.3 Resignation: Alexa Heacock, HMG Program Manager, effective 8/2/24.
- 5.1.4 HMG Program Manager position has been posted and interviews have been scheduled.
- 5.1.5 Overdose Fatality Review Coordinator position has been posted.

5.2 Strategic Planning 2025-2027 Session with the Board completed 4/25/24. Final report was presented to the Board of Health by Paul Worstell on 6/4/24, with Mr. Worstell emphasizing the digitized version of the strategic plan available to Board members. Mr. Worstell recommended the Board spend some time getting on the Dashboard to updates themselves on the status of initiatives, which was estimated as approximately 20 minutes each Board meeting. Interim Commissioner Summit stated the HPH Leadership Team has a goal to share Dashboard information in July 2024. Mr. Worstell recommended using best practice of focusing on long-term goals in order to have a forward look and forecast into the future; the forecasts may not be 100% accurate, but will help with general strategic planning and comparisons as changes are made. Ms. Summit stated that the HPH team is already working through these plans in their day-to-day realities, and now it is a matter of translating into measurable, comparable data.

6.0 EXECUTIVE SESSION

6.1 Request to the Board of Health to recess into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee. Pursuant to (G)(1) of Section 121.22 of the Ohio Revised Code.

President Jones requested motion to move the 5/17/24 Regular Board of Health Meeting into Executive Session at 9:01 a.m. **Ms. Spoons moved to approve the Executive Session of the BOH at 9:01 a.m. on 5/17/24 for the above-detailed issues.** Seconded by Mr. Alge. **Motion carried 5-0.**

Interim Commissioner Summit conducted roll call related to Entering Executive Session:

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

President Jones requested motion to move the 5/17/24 Regular Board of Health Meeting out of Executive Session at 9:20 a.m. **Mr. Alge moved to approve the Executive Session of the BOH at 9:20 a.m. on 5/17/24 for the above-detailed issues.** Seconded by Ms. Spoons. **Motion carried 5-0.**

TIME ENTERED EXECUTIVE SESSION: 9:01 a.m. **TIME EXITED EXECUTIVE SESSION: 9:20 a.m.**

Exiting Executive Session on 5/17/24, The Board reviewed the following:

A letter received from Marion Township Trustees with regards to the qualifications Marion Township Trustees would like to see in the future Hancock County (Ohio) Health Commissioner, as well as who the Marion Township Trustees believe would be a good candidate for Hancock County (Ohio) Health Commissioner. No further action taken regarding the future Hancock County (Ohio) Health Commissioner at this time.

7.0 CONTINUING EDUCATION

7.1 Continuing Education unit of 0.5 will be offered for Laura Reinhart’s and Dan Klein’s 5/17/24 briefing on Clinical Services Insurance Billing.

8.0 FUTURE BOARD OF HEALTH MEETINGS

8.1 Next Meeting: Friday, 6/21/24, 7:30 a.m., Hancock Public Health, 2225 Keith Parkway, Findlay, Ohio.

8.2 2024 Regular Board of Health Meeting Schedule: Third Friday monthly, 7:30 a.m., Hancock Public Health, 2225 Keith Parkway, Findlay, Ohio. Complete list of 2024 meetings below:

~~Friday – January 19, 2024~~
~~Friday – February 16, 2024~~
~~Friday – March 15, 2024~~
~~Friday – April 19, 2024~~
~~Friday – May 17, 2024~~
Friday – June 21, 2024

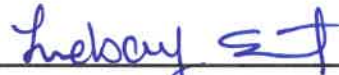
Friday - July 19, 2024
Friday – August 16, 2024
Friday – September 20, 2024
Friday – October 18, 2024
Friday, November 15, 2024
Friday, December 20, 2024

9.0 ADJOURNMENT

Interim Commissioner Summit requested motion for adjournment of the Regular 5/17/24 Board of Health meeting. **Ms. Spors motioned the Board of Health to adjourn the Regular Meeting of 5/17/24 at 9:22 a.m.** Seconded by Mr. Alge. **Motion carried 5-0.**



Karen Jones, RN, MSN, Board President



Lindsay Summit, MPH, REHS, IHC, Board Secretary