



Hancock Public Health

Board of Health

Regular Meeting Minutes

November 17th, 2023, 7:30 a.m.



BOARD MEMBER ATTENDANCE:

- X 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 (arrived 7:45am)
- A Robin Spoons

STAFF:

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

- X Karim Baroudi, MPH, Health Commissioner
- X William Kose, M.D., Medical Director

1.0 CONVENTION

1.1 Call to Order

President Edler called the Regular BOH meeting to order at 7:32 a.m.

1.2 Introduction of Public, Guests, and Staff

1.2.1 Kate Clymer, LSW – Help Me Grow Home Visitor, new hire, introduction to the Board.

1.2.2 Deb Tyson, Community Member, present upon her request to attend the 11/17/23 BOH Meeting. Ms. Tyson verbally addressed her concerns regarding the previously named Sunny Farms Landfill in Fostoria, OH. Her main concern is that the current landfill owners have purchased other properties (some of which are located in Hancock County), and Ms. Tyson stated she is worried about potential air/land pollution in both Seneca and Hancock Counties. Ms. Summit reported she had spoken directly with the EPA regarding this issue; the EPA messaged back that there are currently no solid waste disposal plans at the newly purchased properties and that the landfill may be using the extra properties for use/transfer of cap dirt, which is customary and not unlawful.

Regardless of no currently known wrongdoings related to the previous Sunny Farms Landfill, Commissioner Baroudi assured Ms. Tyson that HPH representatives at the state level are advocating for support of Bill 119, which will give more authority to local health departments regarding landfill activities. Ms. Tyson stated she wished that someone from the Seneca or Hancock County localities would attend testimonial/lobbying activities at the State level regarding Bill 119. Mr. Baroudi reported that HPH has a law firm that advocates for health departments at the State level, but that at this time – because there is no evidence that the previous Sunny Farms Landfill is expanding – no direct actions will be taken by HPH other than close monitoring.

2.0 BOARD MEETING CONSENT AGENDA

2.1 Approval of 11/17/23 Agenda Items

2.2 Approval of 10/20/23 Board Meeting Minutes

2.3 Approval of October 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

Regarding reference to Nursing Clinic Remodeling Project: Mr. Alge asked for more information. Commissioner Baroudi explained that a state grant application has been submitted for the potential remodeling of the Nursing Clinic area of the HPH building. This would allow for increased physical capacity for more clinic/vaccination rooms in addition to private consultation rooms that are much needed due to the changing nature of our services/clientele. The State has not yet officially awarded the grant, but Mr. Baroudi hopes to have a final answer at the next BOH meeting on 12/15/23.

Regarding Subitem 2.4.1 above, Mobile Health Clinic Report: Ms. Jones asked for a more detailed report on the recent conference in Washington, DC attended by MHC staff. Ms. Reinhart stated she and Elisa Dyer, Medical Assistant, MHC, attended the “Convening for New Title X Staff” Conference, the focus of which was on education/training for operating an STI Clinic and inclusiveness of services for all communities/cultures/orientations.

Ms. Jones also asked for clarification regarding “free medications” mentioned in the MHC report. Ms. Reinhart explained that she has become involved with “Direct Relief,” a company that provides free medications/supplies to organizations that give medical care to patients with minimal resources/insurance (i.e., patient who is an immigrant, high blood pressure on free medical screening, but cannot afford medication). Direct Relief helps with delivering surplus supplies/meds from pharmaceutical companies for these high need/low resource clients.

Regarding Subitem 2.4.2 above, Health Planning & Promotion: President Edler asked for an update on the NALOXBOX initiative. Mr. Masters reported that there have been two NALOXBOXes placed so far, one in Benton Ridge near the Post Office and one in Mt. Cory near a public park shelter house. Mr. Alge asked how the Harm Reduction staff determine placement; Mr. Masters stated Brittney Nye reaches out to village administrators, who then express interest and also suggest to HPH where to place the BOX. Mr. Alge asked about where folks could find AED defibrillators. Ms. Jones, Ms. Reinhard stated AEDs can be found in some churches and almost all public schools, however, Commissioner Baroudi stated AED availability outside is difficult due to freezing temperatures minimizing the AED functionality. Naloxone is more resistant to freezing/thawing temperatures, thus more versatile for outdoor placement.

Ms. Heacock suggested another good placement for NALOXBOX units could be near “Free Little Pantries,” as some high-need residents may be inclined to use both these services simultaneously.

Regarding reference to Building Updates: Mr. Alge asked for clarification on the bird nest/HVAC issue. Mr. Niese reported that when the HPH furnace was first turned on for the 2023 cold weather season, it was noted to be improperly functioning, with blockage found from a bird’s nest apparently from the previous spring/summer. The blockage has been resolved, but Mr. Niese stated to prevent similar future problems the plan is to install mesh protector cages over the heat vents in 2024.

Regarding Subitem 2.4.4 above, Help Me Grow (HMG): Ms. Heacock stated there will be increased capacity for the HMG program to take on more families once the new Home Visitor has is fully trained. Mr. Alge asked why other counties do not seem to have an issue of wait lists for their HMG programs. Ms. Heacock stated she feels increased wait list/requests for HMG participation are a direct result of successful advertisement/community outreach regarding the program; when more people are aware of a service, more people request the service.

Regarding Subitem 2.4.7 above, Health Commissioner’s Report: Commissioner Baroudi mentioned the recent passage of Issue 2, Ohio legalization of marijuana for social/recreational purposes, which will take effect 12/7/23. Mr. Baroudi stated, unfortunately, none of the surcharges/taxes related to legalization have been allocated to Ohio public health departments, but there is active lobbying in Columbus to allocate at least a small portion of marijuana tax revenue to public health, as public health will be impacted by legalization at various levels of service needs for residents (as has been reported by other states after marijuana legalization occurred). Regular updates will be provided to the Board about how Issue 2 may impact HPH future programming.

President Edler 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. Jones 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 Diabetes Services funding from the Community Foundation in the amount of **\$907.00.**

3.1.2 Solar Eclipse Glasses funding from the Community Foundation in the amount of **\$7,000.00.**

President Edler requested motion to approve Item 3.1, including Subitems 3.1.1 and 3.1.2, as detailed. **Ms. Moody-Russo moved to approve Item 3.1, as above.** Seconded by Dr. Lindamood. **Motion carried 6-0.**

- 3.2** Board of Health to **APPROPRIATION INCREASE** for Fiscal Year ending 12/31/23:
3.2.1 General Fund, "Supplies" line item, in the amount of **\$7,000.00** (Community Foundation Grant to provide Solar Safety glasses to Hancock County Schools).

President Edler requested motion to approve Item 3.2, including Subitem 3.2.1, as detailed. **Mr. Alge moved to approve Item 3.2, as above.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

- 3.3** Board of Health to **APPROVE DECREASE IN REVENUE** for Fiscal Year ending 12/31/23:
3.3.1 Children's Trust funding in the amount of **\$1,630.03**.
3.3.2 Drug Overdose (DR'23) funding in the amount of **\$35,250.00**.

President Edler 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 **APPROVE APPROPRIATION DECREASE** for Fiscal Year ending 12/31/23:
3.4.1 Children's Trust funding salary line in the amount of **\$1,630.03**.
3.4.2 Drug Overdose (DR'23) project in the amount of **\$14,206.32**.

President Edler requested motion to approve Item 3.4, including Subitems 3.4.1 and 3.4.2, as detailed. **Ms. Jones moved to approve Item 3.4, as above.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

- 3.5** Board of Health to **APPROVE SECOND READING** of Proposed 2024 EH Fee Schedule (attached).

President Edler requested motion to approve Item 3.5, as detailed in attachment. **Ms. Pasztor moved to approve Item 3.5, as above.** Seconded by Dr. Lindamood. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to Item 3.5 above:

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

- 3.6** Board of Health to **APPROVE THIRD/FINAL READING** of Proposed \$175.00 Heplisav-B Vaccine.
Notes: Previously our clinics only offered Engerix-B; the difference between the two vaccines is Heplisav-B contains an adjuvant, an agent that can help boost the immune response to the vaccine. Engerix-B (vaccine we previously used) does not contain an adjuvant. Heplisav is administered in two doses over one month compared to Engerix-B that is administered in three doses over a six-month schedule. Heplisav-B demonstrated a statistically significantly higher rate of protection at 95% after one month when compared with Engerix-B at 81% after six months.

President Edler requested motion to approve Item 3.6, as detailed. **Dr. Lindamood moved to approve Item 3.3, as above.** Seconded by Ms. Jones. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to Item 3.6 above:

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

- 3.7** Board of Health to **APPROVE THIRD AND FINAL READING** of COVID Vaccine Proposed Fees:
- 3.7.1** Vaccination Fee of \$150.00, including Pfizer brand for patients 12 years of age and older and \$150.00 for Moderna brand administered to adult and pediatric patients.
 - 3.7.2** Vaccination Fee of \$100.00 for Pfizer brand administered to patients 6 months of age through 11 years of age.

President Edler requested motion to approve Item 3.7, including Subitems 3.7.1 and 3.7.2, as detailed. **Ms. Jones moved to approve Item 3.7, as above.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to Item 3.7 above:

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

- 3.8** Board of Health to **APPROVE COST OF LIVING ADJUSTED (COA) PAY SCALE** for HPH Employee Compensation in 2024.

Budget cost of pay scale proposal increase is a little over \$100,000.00. Commissioner Baroudi stated that a soft hiring freeze on all positions paid from general fund could be accomplished to evaluate pay scale increase effect on budget in 2024.

Mr. Alge asked if the Board felt an 8% pay scale increase would create concern. Mr. Baroudi explained that the pay scale structure encompasses a 4% cost of living and 3% merit; it is not an 8% increase across the board. Because the newly proposed scale includes a move to the left, depending upon where a staff person sits on the newly proposed pay scale, some staff will receive 4%, some 7%, but most staff will end up in the middle of the scale. Commissioner Baroudi opined that the newly proposed scale will give brand new staff something more to anticipate with the move of all positions to the left.

Ms. Jones asked how a hiring freeze is going to affect current HPH staff workload. Commissioner Baroudi stated the freeze would not impact grant-funded positions from hiring additional staff (such as Health Education and Harm Reduction), however, Nursing and other departments such as Environmental/Sanitarians and HMG visitors who are paid through general fund may be impacted. This is the reason Mr. Baroudi wants to label the hiring freeze as “soft” and not place it in resolution, so if HPH loses staff in the future from positions that

generate fee-for-service revenue, a “soft” freeze would allow flexibility to hire for loss of these needed positions/potential revenue loss.

Mr. Alge asked if there is HPH receives advisement from a body of authority related to pay scale adjustments or hiring issues; Commissioner Baroudi answered no, the Hancock County Board of Health is an independent board, not connected to city or county entities, thus the BOH has the authority to make the final decision on budget and pay scale change. If current budget projections end up being non-feasible and negatively affecting the agency, changes will be possible mid-year.

Based upon his own research, Commissioner Baroudi stated many Boards of Health in surrounding counties have instituted or proposed 5-7% pay scale increases, thus the current HPH pay scale proposal will bring HPH up to par with same size or larger health districts and create competitive wages compared to smaller districts.

President Edler requested motion to approve Item 3.8, as detailed. **Ms. Moody-Russo moved to approve Item 3.8, as above.** Seconded by Ms. Jones. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to Item 3.8 above:

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

3.9 Board of Health to APPROVE PROPOSED OPERATING BUDGET for the Health District, 2024.

President Edler asked if the salaries included on the proposed operating budget include the cost-of-living adjustment from Item 3.8, above; Commissioner Baroudi answered yes.

Mr. Baroudi also explained that items left unpopulated in the budget proposal include grant projects that will not have definitive answers regarding solid revenue until approved. State and federal fiscal year schedules operate on alternate begin dates from HPH (HPH calendar begins in January, State begins in July, Federal in October), thus state and federally funded projects must be projected at this time until final grant approval is awarded.

Ms. Summit emphasized to the Board that the proposed 2024 budget may appear short as presented, however, there are pending grants that are expected to fill in budget gaps beginning in January 2024. In the case of some of those grants, HPH will not receive a letter of recognition to use awarded grant monies until January 2024, thus those monies could not be included as solid revenue on the 2024 operating budget.

President Edler requested motion to approve Item 3.9, as detailed. **Dr. Lindamood moved to approve Item 3.9, as above.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to Item 3.9 above:

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

- 3.10 Board of Health to APPROVE PROPOSED HPH EMPLOYEE-RETENTION BONUS, conforming to rules and regulations prescribed in the **Ohio Department of Health Grants Administrative Policies and Procedures Manual (OGAPP)**:**

3.10.1 A non-PERSable, one-time bonus in the amount of \$1,250.00 to leadership staff.

3.10.2 A non-PERSable, one-time bonus in the amount of \$1,000.00 to staff members.

President Edler requested motion to approve Item 3.10, including Subitems 3.10.1 and 3.10.2, as detailed. **Dr. Lindamood moved to approve Item 3.10, as above.** Seconded by Ms. Pasztor. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to Item 3.10 above:

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

- 3.11 Board of Health to APPROVE RETAINER AGREEMENT for Management/HR Services with Clemans-Nelson & Associates, Inc., for a period of one year at the cost of **\$250.00 (retainer) per month plus consultant fee per usage of service.****

Commissioner Baroudi mentioned that the Sheriff's and Engineer's Office currently both utilize similar services for their staff. Services include phone consultation.

President Edler requested motion to approve Item 3.11, as detailed. **Ms. Pasztor moved to approve Item 3.11, as above.** Seconded by Ms. Jones. **Motion carried 6-0.**

Commissioner Baroudi conducted roll call related to Item 3.11 above:

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

4.0 ADMINISTRATIVE REPORTS

4.1 October 2023 Financial Report and Analysis – Karim Baroudi

Commissioner Baroudi stated as long as HPH continues to bring in more money than money being spent, financial stability will be maintained. Expenditures have been slightly increased during Fall of 2023; however, Mr. Baroudi expects the budget to balance back out by year end.

President Edler asked for clarification about when revenue is final recorded, when revenue is actually received or when a service was billed and there is projection for receiving revenue, particularly regarding income received from insurance payments/nursing services; Commissioner Baroudi answered that insurance revenue is final documented when the payments are received and not as projected revenue. However, there are other budget items that involve projection. Discussion ensued among the Board regarding budget projections (proposed budget items) versus actual recorded revenue (insurance payments) and how those items are processed/documentated. Commissioner Baroudi noted that, regardless of budget projections, the Board is formally apprised every month during BOH meetings on expenditures and revenue to the cent for the previous month's calculations. Mr. Baroudi stated the full 2023 budget report will be presented to the Board in January 2024 and a comprehensive annual review can be accomplished at that time.

4.2 Medical Director – Dr. Kose

Infectious Disease: No current local changes or concerns.

Mobile Health Clinic: Looking for space for housing the Dexcom Program. No details yet. Good ongoing discussions with Dexcom Corp and community partners. Dr. Kose will be addressing pertinent with Dr. Grace soon. Regular updates to the Board will be provided.

Community Health Improvement Plan: Currently working on survey process for 2024. Looking into how to expand survey inclusion for community members and how to communicate results to the public. May be looking into a different survey vendor. CHIP results will be brought to the Board in December 2023 or January 2024. Still attempting to organize website.

Issue 2, Legalizing Recreational Use of Marijuana: Legislators are expressing interest in receiving advisement from local health care communities/authorities about how to proceed with potential after-effects of legalizing marijuana recreationally on citizens, especially the effects on younger folks/children. From a standpoint of health care philosophy, we are going to emphasize education for younger folks and have as strict of rules as possible for dispensing due to the potential effects on brain development. Mr. Alge asked if Dr. Kose perceives there is confusion among politicians regarding Issue 2; Dr. Kose answered no, he did not feel legislators are confused. Dr. Kose reported Representative Jon Cross is supportive of restricting marijuana use as much as possible within the realm of the recent legalization. From the emergency medicine perspective, staff are not as concerned with marijuana usage as it pales in comparison to more pressing polypharmacy issues. Other healthcare professionals have voiced concern about marijuana being increasingly used with alcohol, which may increase legality problems and possible interfere with sobriety efforts.

5.0 OLD/NEW BUSINESS

5.1 Personnel – Kate Clymer, LSW – Home Visitor to join Help Me Grow team, 11/13/23.

6.0 EXECUTIVE SESSION

6.1 A 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 Edler requested motion to move the 11/17/23 Regular Board of Health Meeting into Executive Session at 8:48 a.m. **Ms. Jones moved to approve the Executive Session of the BOH on 11/17/23 for the above-detailed issues.** Seconded by Ms. Moody-Russo.

Motion carried 6-0.

Commissioner Baroudi conducted roll call related to Item 6.1:

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

Dr. Lindamood motioned the Board to come out of Executive Session and to resume the public meeting on 11/17/23 at 9:45 a.m. Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

Exiting Executive Session, The Board of Health did not consider taking any action.

7.0 CONTINUING EDUCATION

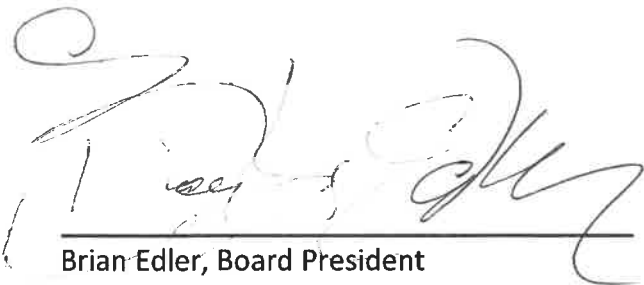
7.1 No Board Continuing Education units will be offered during the 11/17/23 BOH Meeting.

8.0 NEXT MEETING

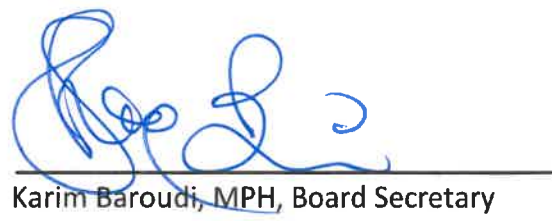
8.1 Friday, 12/15/23, 7:30 a.m., Hancock Public Health, 2225 Keith Parkway, Findlay, Ohio.

9.0 ADJOURNMENT

President Edler requested motion for adjournment of the Regular 11/17/2023 Board of Health meeting. **Ms. Jones motioned the Board of Health to adjourn its Regular Meeting of 11/17/2023 at 9:47 a.m.** Seconded by Mr. Alge **Motion carried 6-0.**



Brian Edler, Board President



Karim Baroudi, MPH, Board Secretary