



Hancock Public Health

Board of Health

Regular Meeting Agenda

October 18, 2024, 7:30 a.m.



BOARD MEMBERS ATTENDANCE:

- X Karen Jones, RN, MSN, Board President
- X William Alge, Esq.
- X Brian Edler
- X Nancy Moody-Russo, RN, JD
- X Barbara J. Pasztor, RN, MSN
- X Robin Spoons
- Vacant-Physician Position

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 Laura Reinhart, CNP, Director of Community Health Services
- X Kurt Schroeder, REHS, Interim Director of Environmental Health
- A William Kose, M.D., Medical Director

1.0 CONVENTION/PUBLIC PARTICIPATION

1.1 Call to Order

President Jones called the Regular BOH meeting to order at 7:31 a.m.

1.2 Introduction of Public, Guests, and Staff

1.2.1 Robert (Bob) Kroeger, Environmental Health Support Staff

1.2.2 Allison Yurcak, Suicide and Overdose Fatality Review Coordinator

2.0 BOARD MEETING CONSENT AGENDA

2.1 Approval of **10/18/24** Agenda Items

2.2 Approval of **9/20/24** Regular Board Meeting Minutes

2.3 Approval of **September 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 –Kurt Schroeder, REHS, Interim EH Director

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

2.4.6 Health Commissioner Report –Lindsay Summit, MPH, REHS, HC

President Jones had positive feedback regarding the reportable illness comparison completed by Hannah Plumley, Epidemiologist and requested she follow up with reports comparing 2022 and 2023.

She shared positive news regarding Tatiana Burkett, Registered Environmental Health Specialist In-Training, passing her test to become a Registered Environmental Health Specialist (REHS). She also noted Heidi Phillips, REHS passed her food safety compliance/training course she teaches that was evaluated by a member of the Ohio Department of Health (ODH).

She noted that the agency is out of translation funds, but Commissioner Summit informed her that there is a large group of community partners working together to resolve the issue.

President Jones made an announcement that Commissioner Summit has been appointed to the University of Findlay's College of Sciences Advisory Board and will be presenting on her career history.

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. Moody-Russo moved to approve Section 2.0.** Seconded by Mr. Edler. **Motion carried 6-0.**

3.0 CONTINUING EDUCATION- No Board Continuing Education units will be offered during the 10/18/24 BOH Meeting.

4.0 BOARD ACTIONS/REGULATIONS

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

4.1.1 Safe Communities funding in the amount of \$19,340.53

Regarding subitem 4.1.1-Commissioner Summit offered clarification that the funding was for 2025 that started October 1st.

President Jones requested motion to approve Item 4.1, including Subitem 4.1.1. **Ms. Spoor moved to approve Item 4.1, as above.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

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

4.2.1 Safe Communities funding in the amount of \$19,340.53

4.2.2 Integrated Harm Reduction '23 funding in the amount of \$31,000.00

President Jones requested motion to approve Item 4.2, including Subitems 4.2.1—4.2.2, as detailed. **Mr. Alge moved to approve Item 4.2, as above.** Seconded by Ms. Pasztor. **Motion carried 6-0.**

4.3 Board of Health to APPROVE REVENUE DECREASES for Fiscal Year ending 12/31/24:

4.3.1 Serving Up My Plate funding in the amount of \$10,931.66

Regarding subitem 4.3.1-Commissioner Summit offered clarification that the agency's budget is being balanced out for the remainder of 2024 and will be used in 2025 when health educators Jessica Halsey & Jennifer Davis re-enter the schools.

President Jones requested motion to approve Item 4.3, including Subitems 4.3.1, as detailed. **Ms. Moody-Russo moved to approve Item 4.3, as above.** Seconded by Ms. Spoor. **Motion carried 6-0.**

4.4 Board of Health to APPROVE FIRST READING of proposed 2025 Environmental Health Fees Schedule (attached):

Commissioner Summit informed the Board of Health that only the food service fees were going to be read since that is an annual requirement. Mr. Edler inquired about how the Max Local Fee number was calculated, and Commissioner Summit explained the cost methodology process and what that entails. She confirmed that our fees cannot increase any higher than what Cost Methodology states due to state audit requirements. Discussion was had pertaining to the Temporary Food Fee and the proposal is for the fee to be \$55.00.

President Jones requested motion to approve Item 4.4, as detailed. **Ms. Moody-Russo moved to approve Item 4.4 with all listed 2025 Proposed Environmental Health Fees, as above.** Seconded by Mr. Edler. **Motion carried 6-0.**

Commissioner Summit conducted roll call related to Item 4.4 above:

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

4.5 Board of Health to APPROVE FIRST READING of proposed 2025 CPR/AED Fees Schedule (attached):

Commissioner Summit explained that due to an increase in CPR supplies to teach classes, specifically at the K-12 Heartsaver level, Jessica Halsey, Health Educator, has expressed a need to increase the fees associated with these classes. The current fee is \$5.00 and the requested increase is \$25.00 which allows us to stay competitive with other agencies and has been approved by the schools.

President Jones requested motion to approve Item 4.5, as detailed. **Mr. Alge moved to approve Item 4.5 with all listed 2025 Proposed CPR/AED Fees, as above.** Seconded by Ms. Spoor. **Motion carried 6-0.**

Commissioner Summit conducted roll call related to Item 4.5 above:

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

4.6 Board of Health to APPROVE FIRST READING of proposed 2025 Clinical Services Fees Schedule (attached):

Commissioner Summit expressed the importance of the caveat listed in the fees schedule which allows the agency flexibility to adjust prices as needed without having to bring every change to the Board and allows us to be competitive with billing. Mr. Edler inquired if the cost was “dollar-for-dollar”, but Commissioner Summit informed him that Vital Statistics registrar, Dan Klein, currently completes a 15% markup if prices change but the goal is “dollar-for-dollar” with what insurance companies will pay. President Jones inquired if the highlighted numbers on the schedule were current increases and Commissioner Summit confirmed.

President Jones requested motion to approve Item 4.6, as detailed. **Ms. Pasztor moved to approve Item 4.6 with all listed 2025 Proposed Clinical Services Fees, as above.** Seconded by Mr. Edler. **Motion carried 6-0.**

Commissioner Summit conducted roll call related to Item 4.6 above:

| | | | | |
|-------------------|---------------------------------|------------|---------------------------|------------|
| Roll Call: | Ms. Pasztor (BJ): | YES | Ms. Spors (Robin): | YES |
| | Ms. Moody-Russo (Nancy): | YES | Mr. Alge (Bill): | YES |
| | Ms. Jones (Karen): | YES | Mr. Edler (Brian): | YES |

4.7 Board of Health to APPROVE FIRST READING of proposed 2025 Reproductive Health and Mobile Services Fees Schedule (attached):

Director of Community Health Services, Laura Reinhart, explained the scheduled was a comprehensive list of all services the Reproductive Health and Mobile offers. She noted the last couple of pages are laboratory fees charged by the Center for Disease Detection (CDD), which is the laboratory Hancock Public Health utilizes and are very inexpensive for patients who self-pay. Ms. Reinhart noted there is no change in cost from 2024 to 2025 but stated there is a caveat where HPH can adjust prices as needed. Mr. Edler inquired if there was a cost increase would the agency match it and Ms. Reinhart confirmed. Ms. Pasztor inquired if we have contracts with insurance companies and Ms. Reinhart confirmed we do and the only price adjustments we would make would be for laboratory services.

President Jones requested motion to approve Item 4.7, as detailed. **Ms. Moody-Russo moved to approve Item 4.7 with all listed 2025 Proposed Clinical Services Fees, as above.** Seconded by Ms. Spors. **Motion carried 6-0.**

Commissioner Summit conducted roll call related to Item 4.7 above:

| | | | | |
|-------------------|---------------------------------|------------|---------------------------|------------|
| Roll Call: | Ms. Pasztor (BJ): | YES | Ms. Spors (Robin): | YES |
| | Ms. Moody-Russo (Nancy): | YES | Mr. Alge (Bill): | YES |
| | Ms. Jones (Karen): | YES | Mr. Edler (Brian): | YES |

4.8 Board of Health to authorize an agreement with Great Lakes Toyota of Findlay to purchase an existing lease, 2022 Toyota Corolla (VIN#5YFEPMAE9NP285703) not to exceed the amount of \$13,869.00:

Commissioner Summit detailed the long-term benefit of buying out the current lease and the final purchase price will be less than the amount proposed due to not taking the maintenance plan offered.

President Jones requested motion to approve Item 4.8. **Ms. Spors moved to approve Item 4.8, as above.** Seconded by Ms. Pasztor. **Motion carried 6-0.**

Commissioner Summit conducted roll call related to Item 4.8 above:

| | | | | |
|-------------------|---------------------------------|------------|---------------------------|------------|
| Roll Call: | Ms. Pasztor (BJ): | YES | Ms. Spors (Robin): | YES |
| | Ms. Moody-Russo (Nancy): | YES | Mr. Alge (Bill): | YES |
| | Ms. Jones (Karen): | YES | Mr. Edler (Brian): | YES |

5.0 ADMINISTRATIVE REPORTS

5.1 September 2024 Financial Report and Analysis – Lindsay Summit

Commissioner Summit reiterated the importance of monitoring fourth quarter fiscal activity to assist in making year-end decisions and prepare for 2025. She noted an increase in expenditures due to certain grants ending but revenue is coming in. Revenue is also coming in under the Water Pollution Control Loan Fund (WPCLF) grant initiative and through Operation & Maintenance (O&M) permits.

5.2 Medical Director – Dr. William Kose-there was no medical report presented.

5.3 Strategic Plan Quarterly Review

Commissioner Summit followed-up with discussion relating to rolling grants into the strategic plan to assist in tracking revenue and expenses and stated this goal will be accomplished when the new Director of Environmental Health starts. She logged into Clear Impact to review the measures with the Board and noted that by the next meeting we will be on track to meet several target deliverables. She informed the Board that new monthly evaluations are being implemented for probationary employees that will align with feedback that has been received from staff. President Jones inquired about when an updated report will be available with Commissioner Summit stating that will occur in January of 2025, post-fourth quarter.

6.0 OLD/NEW BUSINESS

6.1 Personnel-Robert (Bob) Kroeger, Environmental Health Support staff, hired effective September 30, 2024.

6.2 Personnel-Allison Yurcak, Suicide and Overdose Fatality Review Coordinator, hired effective September 30, 2024.

6.3 Personnel-Susan Bright, Help Me Grow Home Visitor, officially transitioned to new position effective September 30, 2024.

6.4 Special DAC meeting invite has been emailed. The meeting will be November 6, 2024 at 7:00 p.m.

6.4.1 Commissioner Summit confirmed that she emailed a copy of the Board of Health Member Vacancy position to all Board members and that she had already received a few RSVP's for the DAC meeting. Commissioner Summit also stated that she has been in conversations with some potential candidates to fill the Physician Board Vacancy.

7.0 EXECUTIVE SESSION

7.1 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 Jones requested motion to move the 10/18/24 Regular Board of Health meeting into Executive Session at 8:15 a.m. Ms. Spoor moved to approve the Executive Session of the BOH on 10/18/24 for the above-detailed issues. Seconded by Ms. Moody-Russo. Motion carried 6-0.

Commissioner Summit conducted roll call related to Item 7.1 above:

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

Ms. Moody-Russo motioned for the Board to move out of Executive Session at 8:45 a.m. Seconded by Mr. Edler. Motion carried 6-0.

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

8.0 NEXT MEETING

8.1 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 – July 19, 2024 |
| Friday – February 16, 2024 | Friday – August 16, 2024 |
| Friday – March 15, 2024 | Friday – September 20, 2024 |
| Friday – April 19, 2024 | Friday – October 18, 2024 |
| Friday – May 17, 2024 | Friday, November 15, 2024 |
| Friday – June 21, 2024 | Friday, December 20, 2024 |

8.2 Next Meeting: Friday, 11/15/24, 7:30 a.m., Hancock Public Health, 2225 Keith Parkway, Findlay, Ohio.

9.0 ADJOURNMENT

President Jones requested motion for adjournment of the Regular 10/18/24 Hancock County Board of Health meeting. Ms. Spoor motioned the Board of Health to adjourn the Regular Meeting of 10/18/24 at 8:46 a.m. Seconded by Mr. Alge. Motion carried 6-0.



Karen Jones, RN, MSN, Board President



Lindsay Summit, MPH, REHS, HC, Board Secretary