



Hancock Public Health

Board of Health

Regular Meeting Agenda

November 15, 2024, 7:30 a.m.



BOARD MEMBERS ATTENDANCE:

- X Karen Jones, RN, MSN, Board President
- X William Alge, Esq.
- X Brian Edler
- X Dr. Cheryl Huffman, MD
- X Nancy Moody-Russo, RN, JD
- X Barbara J. Pasztor, RN, MSN
- A 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 Laura Reinhart, CNP, Director of Community Health Services
- X Josh Niese, MPH, REHS, Director of Environmental Health
- X 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 7:30 a.m.

1.2 Introduction of Public, Guests, and Staff

- 1.2.1 Joshua Niese, Director of Environmental Health
- 1.2.2 Raquel Gonzales, Harm Reduction Coordinator/Peer Support Specialist

2.0 BOARD MEETING CONSENT AGENDA

2.1 Approval of 11/15/24 Agenda Items

2.2 Approval of 10/18/24 Regular Board Meeting Minutes

2.3 Approval of October 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

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 11/15/24 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 Kiwanis funding for car seats purchase in the amount of **\$1,500.00**

Regarding subitem 4.1.1-President Jones requested clarification as to how many car seats were purchased but Mr. Chad Masters, Director of Health Promotion & Planning, did not have a current number. Dr. Huffman inquired about whether the agency is given an option to choose the seats offered and Mr. Masters responded that we are typically sent the type of seats that the State of Ohio can purchase at the best rate.

President Jones requested motion to approve Item 4.1, including Subitem 4.1.1. **Mr. Alge moved to approve Item 4.1, as above.** Seconded by Mr. Edler. **Motion carried 6-0.**

- 4.2** Board of Health to **APPROVE APPROPRIATION INCREASES** for Fiscal Year ending 12/31/24:
- 4.2.1** Safe Kids Project Kiwanis funding for car seats purchase in the amount of \$1,500.00
 - 4.2.2** Vaccine line in Health Fund #8 in the amount of \$20,300.00
 - 4.2.3** Contract Services line in Health Fund #8 in the amount of \$10,000.00
 - 4.2.4** Workforce Development Project salary line in the amount of \$28,000.00
 - 4.2.5** Vehicles line in Health Fund #8 in the amount of \$14,000.00

President Jones requested motion to approve Item 4.2, including Subitems 4.2.1—4.2.5, as detailed. **Ms. Pasztor moved to approve Item 4.2, as above.** Seconded by Mr. Edler. **Motion carried 6-0.**

- 4.3** Board of Health to **APPROVE SECOND READING** of proposed 2025 Environmental Health Fees Schedule (attached):

Regarding Item 4.3-Commissioner Summit clarified there were no changes since the last BOH meeting and then explained the fee reading process for Dr. Huffman. President Jones requested Commissioner Summit to also clarify the low/high risk mobile fees. Mr. Edler inquired about how many high-risk mobile food operators there are, and Commissioner Summit did not have an exact number since there is no tracking mechanism.

President Jones requested motion to approve Item 4.3 as detailed. **Ms. Moody-Russo moved to approve Item 4.3 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 4.3 above:

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

- 4.4** Board of Health to **APPROVE SECOND READING** of proposed 2025 CPR/AED Fees Schedule (attached):

Regarding Item 4.4-Commissioner Summit confirmed there were no changes since the last BOH meeting and explained the CPR fees to Dr. Huffman.

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

Commissioner Summit conducted roll call related to Item 4.4 above:

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

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

Regarding Item 4.5-Commissioner Summit confirmed there were no changes since the last BOH meeting and Laura Reinhart explained the Clinical Services fees to Dr. Huffman. Dr. Huffman inquired about any issues with outdated vaccines and Ms. Reinhart stated the clinical services team had some influenza vaccines that were unable to be returned but re-iterated that they are working hard on monitoring expiration dates. She also informed the Board that the team is currently researching VaxCare, which is a company that handles all aspects of vaccine ordering and monitoring and would eliminate any inventory issues for the agency. Mr. Edler inquired about how the current vaccine waste is quantified in the budget and Commissioner Summit stated that the goal is to have zero waste. Mr. Edler asked about a ballpark figure as to the cost of unused vaccines for 2023 with Ms. Reinhart responding between \$12,000-\$20,000. Commissioner Summit confirmed the loss of unused vaccine occurred prior to Ms. Reinhart taking on the Director of Nursing position.

President Jones requested motion to approve Item 4.5, as detailed. **Ms. Moody-Russo moved to approve Item 4.5 with all listed 2025 Proposed Clinic Services Fees, as above.** Seconded by Ms. Pasztor. **Motion carried 6-0.**

Commissioner Summit conducted roll call related to Item 4.5 above:

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

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

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

Commissioner Summit conducted roll call related to Item 4.6 above:

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

4.7 Board of Health to APPROVE proposed Health District’s 2025 Operating Budget:

Regarding Item 4.7-Commissioner Summit went into an in-depth discussion regarding the revenue/budgeting process for Dr. Huffman so she understood how the budget came to fruition as well as detail regarding each section of the budget itself.

President Jones requested motion to approve Item 4.7, as detailed. **Ms. Moody-Russo moved to approve Item 4.7 2025 Proposed Operating Budget, as above.** Seconded by Mr. Edler. **Motion carried 6-0.**

Commissioner Summit conducted roll call related to Item 4.7 above:

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

4.8 Board of Health to APPROVE proposed Health District’s 2025 pay scale for employee compensation:

Regarding Item 4.8-Commissioner Summit noted changes that were made on the pay scale for the Program Supervisor and Director of Environmental Health positions. Mr. Edler asked if we were competitive with neighboring counties and Commissioner Summit confirmed we are.

President Jones requested motion to approve Item 4.8, as detailed. **Dr. Huffman moved to approve Item 4.8, as above.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

Commissioner Summit conducted roll call related to Item 4.8 above:

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

4.9 Board of Health to APPROVE proposed one-time **Employee Appreciation Bonus conforming to rules and regulations prescribed in the Ohio Department of Health’s Grants Administrative Policies & Procedures Manual (OGAPP). **A non-PERS eligible, one-time bonus in the amount of \$1,000.00 to members of staff:****

Regarding Item 4.9-Commissioner Summit detailed these funds from the Workforce Development grant are used for professional development and retention purposes.

Commissioner Summit also confirmed that employees outside of their 90-day probationary period are eligible.

President Jones requested motion to approve Item 4.9, as detailed. **Ms. Moody-Russo moved to approve Item 4.9, as above.** Seconded by Dr. Huffman. **Motion carried 6-0.**

Commissioner Summit conducted roll call related to Item 4.9 above:

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

4.10 Board of Health to consider a continuation retainer agreement for Management/HR consultant services with Clemans-Nelson & Associates, Inc. for 2025.

Regarding Item 4.10-Commissioner Summit explained the agency would incur an annual cost of \$3,000.00 for retaining services. She stated that we did not utilize their services in 2024 and recommended saving those dollars to use elsewhere. President Jones inquired that if we follow the policies set in place the agency should not need to use Clemans-Nelson and Commissioner Summit agreed. Mr. Edler recommended to not continue the retainer agreement.

President Jones requested motion to approve Item 4.10, as detailed. **Mr. Edler moved to approve Item 4.10, as above.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

Commissioner Summit conducted roll call related to Item 4.10 above:

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

4.11 Board of Health to **APPROVE** clinic remodel contractor via bids opened November 12, 2024:

Regarding Item 4.11-Craig Niese explained the details of the clinic remodel process for Dr. Huffman. Mr. Edler wanted to ensure we were compliant with advertisement for the bidding process and Mr. Niese confirmed we were. He also stated the contractor will be able to successfully complete the 90-day remodel with the mid-January start time. Commissioner Summit noted that there are additional funds available for incidentals.

President Jones requested motion to approve Item 4.11, as detailed. **Mr. Edler moved to approve Item 4.11, as above.** Seconded by Mr. Alge. **Motion carried 6-0.**

Commissioner Summit conducted roll call related to Item 4.11 above:

Roll Call:	Ms. Pasztor (BJ):	YES	Dr. Huffman (Cheryl):	YES
	Ms. Moody-Russo (Nancy):	YES	Mr. Alge (Bill):	YES
	Ms. Jones (Karen):	YES	Mr. Edler (Brian):	YES

4.12 Board of Health to authorize Health Commissioner Summit to enter a construction contract for clinic remodel:

Regarding Item 4.12-Commissioner Summit explained next steps once all Board of Health approvals are achieved. She stated she wanted to keep the process moving as to avoid delays with the contractor to get construction started due to the holidays.

President Jones requested motion to approve Item 4.12, as detailed. **Mr. Alge moved to approve Item 4.12, as above.** Seconded by Ms. Moody-Russo. **Motion carried 6-0.**

Commissioner Summit conducted roll call related to Item 4.12 above:

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

5.0 ADMINISTRATIVE REPORTS

5.1 October 2024 Financial Report and Analysis – Lindsay Summit

Commissioner Summit informed the Board due to resignations within the agency and not re-hiring for those positions, we are able to take that available budget and reinvest in salaries for current staff. She stated that pay raises for 2025 will occur on the employee’s anniversary as opposed to the first of the year, which has happened the past couple of years. In doing so, the agency will achieve about a \$30,000.00 savings. Mr. Alge asked if there were currently any staff shortages and Commissioner Summit stated there were no shortages for mandated positions. Job responsibilities that were held by these positions have been re-distributed to other staff members.

Commissioner Summit noted the \$300,000.00 difference between revenue/expenses and stated it is mainly due to paying for expenses up-front and receiving reimbursement after. President Jones inquired when billing for insurance if it was typically slow to receive reimbursement and Commissioner Summit confirmed. Mr. Edler asked if this was a typical lag time but Commissioner Summit stated it has improved greatly since the utilization of our new electronic medical record (EMR) system. Mr. Edler wanted to know what the cash balance currently was, and Commissioner Summit stated that she could get that number for him after the meeting. Mr. Edler requested that the five-year balance sheets include the cash balance for future meetings.

5.2 Medical Director – Dr. William Kose

Dr. Kose stated the Community Health Improvement Plan (CHIP) is almost finished and explained to Dr. Huffman we were currently in year two of a three-year plan. He noted a reduction in opioid deaths and attributed that to harm reduction efforts. Dexcom will be opening in Wellness Park so it will be moving out of Hancock Public Health in December and he was grateful for the advances made in diabetic care. He and Dr. Huffman have noticed a significant increase in

respiratory cases but not much for influenza. Dr. Kose and Laura Reinhart provided updates regarding current TB case.

6.0 OLD/NEW BUSINESS

- 6.1 Personnel-Jennifer Davis, Health Educator & Communications Specialist, resigned effective November 8, 2024.
- 6.2 Personnel-Joshua Niese, MPH, REHS, Director of Environmental Health hired effective October 28, 2024.
- 6.3 Personnel-Raquel Gonzales, Harm Reduction Coordinator/Peer Support Specialist hired effective October 28, 2024.
- 6.4 Dr. Cheryl Huffman, M.D. was appointed by the DAC on November 6, 2024 to fill the vacant Board of Health physician position, with her term set to expire in March 2026.

7.0 NEXT MEETING

- 7.1 **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—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

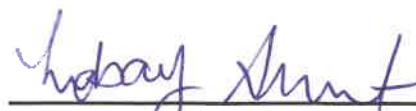
- 7.2 **Next Meeting:** Friday, 12/20/24, 7:30 a.m., Hancock Public Health, 2225 Keith Parkway, Findlay, Ohio.

8.0 ADJOURNMENT

President Jones requested motion for adjournment of the Regular 11/15/24 Hancock County Board of Health meeting. **Ms. Moody-Russo motioned the Board of Health to adjourn the Regular Meeting of 11/15/24 at 9:05 a.m.** Seconded by Mr. Edler. **Motion carried 6-0.**



Karen Jones, RN, MSN, Board President



Lindsay Summit, MPH, REHS, HC, Board Secretary

