



Hancock Public Health

Board of Health

Regular Meeting Minutes

May 19th, 2023, 7:30 a.m.



BOARD MEMBER ATTENDANCE:

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

- 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
- A Craig Niese, IT/Data Manager
- X Laura Reinhart, Mobile Health Clinic (MHC) Coordinator
- A Lindsay Summit, Environmental Health (EH) Director

1.0 CONVENTION

1.1 Call to Order

President Edler called the Regular Board of Health meeting to order at 7:31 a.m.

1.2 Introduction of Public, Guests, and Staff

1.2.1 Tatiana Burkett, EHSIT – Introduced by Kurt Schroeder, REHS

2.0 BOARD MEETING CONSENT AGENDA

2.1 Approval of 5/19/23 Agenda Items

2.2 Approval of 4/21/23 Board Meeting Minutes

2.3 Approval of April 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

President Edler 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. **Ms. Spors moved to approve Section 2.0.** Seconded by Ms. Jones. **Motion carried 5-0.**

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 NASTAD carryover in the amount of **\$20,000.00**
 - 3.1.2 NACCHO ORA in the amount of **\$10,000.00**
 - 3.1.3 Drive to Succeed in the amount of **\$15,000.00.**
 - 3.1.4 Integrated Harm Reduction '23 in the amount of **\$30,000.00**
 - 3.1.5 NASTAD SSP '23 in the amount of **\$75,000.00**
 - 3.1.6 Handbags that Help in the amount of **\$5,000.00**
 - 3.1.7 Reproductive Health Wellness '24 in the amount of **\$33,000.00**
 - 3.1.8 EPA '23 Mosquito Grant in the amount of **\$24,358.93**
 - 3.1.9 Safe Kids in the amount of **\$2,000.00**

President Edler requested motion to approve Item 3.1, including Subitems 3.1.1 through 3.1.9, as detailed. **Mr. Alge moved to approve Item 3.1, as above.** Seconded by Ms. Jones. **Motion carried 5-0.**

- 3.2 Board of Health to **APPROVE APPROPRIATION INCREASES** for Fiscal Year ending 12/31/23:
- 3.2.1 NASTAD carryover in the amount of **\$20,000.00**
 - 3.2.2 NACCHO ORA in the amount of **\$10,000.00**
 - 3.2.3 Drive to Succeed in the amount of **\$15,000.00.**
 - 3.2.4 Integrated Harm Reduction '23 in the amount of **\$30,000.00**
 - 3.2.5 NASTAD SSP '23 in the amount of **\$75,000.00**
 - 3.2.6 Handbags that Help in the amount of **\$5,000.00**
 - 3.2.7 Reproductive Health Wellness '24 in the amount of **\$33,000.00**
 - 3.2.8 EPA '23 Mosquito Grant in the amount of **\$24,358.93**
 - 3.2.9 Safe Kids Project in the amount of **\$2,000.00**

President Edler requested motion to approve Item 3.2, including Subitems 3.2.1 through 3.2.9, as detailed. **Ms. Moody-Russo moved to approve Item 3.2, as above.** Seconded by Ms. Jones. **Motion carried 5-0.**

- 3.3 Board of Health to **APPROVE SECOND READING** of proposed 2023 STI/Reproductive Health & Wellness Clinic Fees

Commissioner Baroudi presented and reviewed fees related to the 2023 STI/Reproductive Health & Wellness Clinic Fees with the Board. Mr. Baroudi noted no changes had been made with any of these fees since the First Reading.

President Edler requested motion to approve Item 3.3, as detailed. **Ms. Jones moved to approve Item 3.3, as above.** Seconded by Ms. Moody-Russo. **Motion carried 5-0.**

Commissioner Baroudi 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 APPROVE FIRST READING of proposed” Grief Recovery Methods” Training Fee Schedule

3.4.1 Workshop Fee \$85.00 per person, including book/materials/administrative fee. Based on increased need for assistance with grief feelings related to the Harm Reduction Program clients served, Ms. Nye completed special training in Grief Recovery Methods to

provide a higher level of service for Harm Reduction clients, families, and friends. A grief recovery support group led by Ms. Nye is proposing to be offered through HPH with some recuperation of administrative costs only.

President Edler requested motion to approve Item 3.4, including Subitem 3.4.1., as detailed. **Ms. Moody-Russo moved to approve Item 3.4, as above.** Seconded by Ms. Spoor. **Motion carried 5-0.**

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): YES	Ms. Pasztor (BJ): ABSENT
Ms. Jones (Karen): YES	Ms. Spoor (Robin): YES
Dr. Lindamood: ABSENT	

4.0 ADMINISTRATIVE REPORTS

4.1 April 2023 Financial Report and Analysis – Karim Baroudi

Commissioner Baroudi summarized his pre-prepared written Financial Analysis Report that had been included in the Board packet earlier in the week. Mr. Baroudi made special note of the change in presentation with increased color contrast of the financial analysis charts, based on Ms. Pasztor’s request in the previous BOH meeting. Budget analysis annual comparison since 2016 was further detailed.

President Edler asked if the cash balance increase was COVID related; Commissioner Baroudi answered no, that the cash flow fluctuance is dependent on how much money is encumbered each month and follows a cyclical pattern. No other questions or concerns related to budget voiced by the Board.

4.2 Medical Director – Dr. William Kose

Infectious Disease Update: Dr. Kose stated by end of month there will be no COVID-related mandates or advisories (including masks) and the pandemic will be considered to be over. Mr. Alge asked what the CDC recommendations will be regarding COVID vaccinations/boosters; Dr. Kose stated he expects the CDC will recommend a once-a-year vaccinations for influenza and COVID, especially for high-risk individuals, but there will be no specific regulations. No guidance from the CDC has been given yet; Dr. Kose speculated CDC guidance may arrive in summer of 2023.

Commissioner Baroudi announced CDC approval of an RSV vaccine for adults, not yet for children. FDA Committee is conducting another hearing next week for approval of an RSV

vaccine for children. Mr. Baroudi opined HPH will be busy administering RSV vaccinations next year, as this vaccine is recommended for all people over 65.

CHIP Update: Dr. Kose reported he and Commissioner Baroudi spent the majority of their time in the last month continuing to work on the CHIP, with focus on collaborations with the University of Findlay.

5.0 OLD/NEW BUSINESS

5.1 Personnel – No HPH hiring or separations in April 2023.

5.2 Agreement with University of Findlay to provide Clinical/Field Work Education opportunities to eligible students in Public Health related program studies.

Commissioner Baroudi reported that email communications have been provided to Board members regarding legal review of the HPH educational agreements with U of F and BGSU (BGSU as seen below in 5.3 and 5.4). Legal has stated the BGSU agreement is clear, and no changes are required. Legal has recommended increased clarification in contract language regarding whether students are covered with liability insurance from the U of F. Ms. Moody-Russo confirmed that University of Findlay students are covered under the school's liability insurance. Ms. Moody-Russo volunteered to speak with the U of F Dean in clarifying the language in the HPH/U of F agreement based on legal recommendations.

Mr. Alge expressed concern about Bowling Green being located in a different county and never having gone before the Board. Further, Mr. Alge is concerned about public perception and response to HPH having affiliations with counties other than Hancock.

Commissioner Baroudi stated there are two main advantages to having increased partnerships with more than one university: 1) Increase job applicant pool for future HPH staff, and 2) Increase collaborative research opportunities for HPH. Ms. Reinhart suggested that perhaps the public statement could be tailored to state that HPH is working with different schools for different purposes, i.e., U of F has a PA program but no Environmental Health program, while BGSU does not have a PA program but has an Environmental Health program.

Ms. Spors suggested that staff/Board members involved with HPH begin considering the Health Department as a regionally focused service provider and make attempts to lessen the emphasis on division of localities regarding programs/collaborations.

President Edler requested motion to approve Item 5.2, as detailed. **Ms. Spors moved to approve Item 5.2, as above.** Seconded by Ms. Jones. **Motion carried 5-0.**

Commissioner Baroudi conducted roll call related to Item 5.2 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. Spors (Robin): YES
Dr. Lindamood: ABSENT	

- 5.3** Affiliation Agreement between Bowling Green State University and Hancock Public Health to provide Clinical/Practical Education opportunities to eligible students in Public Health related program studies.

See discussion section under 5.2 (above) for issues brought up during the 5/19/23 meeting.

President Edler requested motion to approve Item 5.3, as detailed. **Ms. Jones moved to approve Item 5.3, as above.** Seconded by Ms. Spoons. **Motion carried 4-0.**

Commissioner Baroudi conducted roll call related to Item 5.3 above:

Roll Call: Mr. Alge (Bill): NO	Ms. Moody-Russo (Nancy): YES
Mr. Edler (Brian): YES	Ms. Pasztor (BJ): ABSENT
Ms. Jones (Karen): YES	Ms. Spoons (Robin): YES
Dr. Lindamood: ABSENT	

- 5.4** Memorandum of Understanding between Bowling Green State University and Hancock Public Health to outline foundational criteria to distinguish HPH as an Academic Health Department.

See discussion section under 5.2 (above) for issues brought up during the 5/19/23 meeting.

President Edler requested motion to approve Item 5.4, as detailed. **Ms. Spoons moved to approve Item 5.4, as above.** Seconded by Ms. Jones. **Motion carried 4-0.**

Commissioner Baroudi conducted roll call related to Item 5.4 above:

Roll Call: Mr. Alge (Bill): NO	Ms. Moody-Russo (Nancy): YES
Mr. Edler (Brian): YES	Ms. Pasztor (BJ): ABSENT
Ms. Jones (Karen): YES	Ms. Spoons (Robin): YES
Dr. Lindamood: ABSENT	

6.0 CONTINUING EDUCATION

- 6.1** No CEUs will be offered at the 5/19/23 Regular Board meeting.

7.0 NEXT MEETING


- 7.1** Friday, 6/16/2023, 7:30 a.m., Hancock Public Health, 2225 Keith Parkway, Findlay, Ohio.

8.0 ADJOURNMENT

President Edler requested motion for adjournment of the Regular 5/19/2023 Board of Health meeting. **Ms. Spoons motioned the Board of Health to adjourn the Regular Meeting of 5/19/2023 at 9:22 a.m.** Seconded by Ms. Jones. **Motion carried 5-0.**



Brian Edler, Board President



Karim Baroudi, MPH, Board Secretary