



## **THE ALLEN COUNTY COMBINED HEALTH DISTRICT BOARD OF HEALTH MEETING MINUTES**

The Board of Health met in regular session on Friday, September 13, 2024 with the following members present: Dr. Ellis, Mr. Kerner, Mr. Shutt, Dr. Kauffman, Dr. Bryant and Mrs. Sunderhaus. Mr. Kerner called the meeting to order at 8:00 a.m.

### **APPROVAL TO PAY BILLS**

Bills in the amount of \$527,537.44 and August salaries in the amount of \$193,665.41 were approved for payment on a motion by Mr. Shutt and seconded by Dr. Bryant. All aye, motion carried.

### **CONSENT AGENDA ITEMS**

Mrs. Sunderhaus made a motion to approve the consent agenda item(s) as follows:

- a) August 9, 2024 Board of Health Minutes
- b) Area Agency on Aging and ACPH Vaccine Clinic Agreement

Requesting approval to renew our agreement with the Area Agency on Aging 3 (AAA3) to provide vaccination clinics this fall. AAA3 received a grant to provide vaccinations to seniors for flu, COVID and other approved vaccinations. AAA3 will provide ACPH \$300 per hour at the clinic should we choose to bill this fee. We had this contract with AAA3 last year. We are required to offer surveys to participants who come to the clinic and receive vaccinations.

- c) Renewal of WIC Lease

We are requesting to renew our lease for the WIC office located at 2138 Allentown Rd., Lima, OH. This will be the 5<sup>th</sup> year of our contract with C&C property and the lease will have a monthly rent of \$4,350 (up \$150 per month per terms of our lease). This lease is a 6-year term.

- d) Ohio EPA Semipublic Sanitary Disposal System Inspection and Enforcement Agreement

This is a new version of an on-going program Memorandum of Understanding that we have had with the Ohio EPA to participate in this program. The MOU was updated to better define the program goals, scope of work, and guidance/resources. It replaces our current MOU and begins a new 5-year term in order to be on a state-wide synchronized schedule, October 31, 2024 - 2029.

- e) Renewal Bluffton University Clinical Nursing Agreement

Permission to extend our Clinical Affiliation Agreement with the Bluffton University Nursing Program from 9/4/2024 to 9/4/2027. Previously this agreement ran through September 2026 and this is a one-year extension with Bluffton University and their new Director of Nursing.

**f) Renewal WIC Cleaning Agreement**

Request to renew the cleaning agreement with Custom Clean Connections for custodial services for the WIC Office, 10/1/2024 – 9/30/2025. Cost remains at \$750 a month.

Seconded by Dr. Bryant. All aye, motion carried.

**ENVIRONMENTAL**

**A. Resolution to Amend the Uniform System of Fees – Plumbing Fees**

Brian Nartker, Director of Environmental Health, presented a Resolution to Amend the Uniform System of Fees to the Board on the plumbing fees for approval. The amendment was made to update the administrative test fee for backflow prevention assemblies to \$18.00 per backflow prevention assembly, effective November 1, 2024. Dr. Bryant made a motion to approve the Resolution to Amend the Uniform System of Fees as presented, seconded by Dr. Kauffman. All aye, motion carried.

**B. Sewage Violation, Julie Desenberg, 3911 Neely Road**

Mr. Nartker presented information to the Board on a sewage violation on property located at 3911 Neely Road, owned by Julie Desenberg. Ms. Desenberg was not present and did not have a representative at the meeting. This property has an aeration type sewage system with the off-lot discharge component designed to run continuously. Inspections were conducted on June 7<sup>th</sup>, July 25<sup>th</sup> and August 9<sup>th</sup> showing a non-running system and a dry inspection port. A Notice of Violation was sent on August 12, 2024 ordering the homeowner to have the system operable by September 10, 2024. A post-notice of violation inspection was conducted on September 10, 2024 with the system still not running and no effluent to sample. No contact has been made to this office by the homeowner. After discussion, Dr. Kauffman made a motion to order the homeowner to contact a registered service provider to evaluate the system, complete all necessary repair work, and have the system operational and produce adequate effluent within 30 days, seconded by Mrs. Sunderhaus. All aye, motion carried.

**C. Promotion – Kyle Sawmiller**

Mr. Nartker presented a request for promotion to the Board for approval. Kyle Sawmiller, Registered Environmental Health Specialist 1 to Registered Environmental Health Specialist 2. Mr. Sawmiller runs the private water and camp programs for the agency. The promotion is a Pay Range L, Point C, \$28.99 per hour, effective September 13, 2024. Mr. Shutt made a motion to approve the promotion as presented, seconded by Dr. Bryant. All aye, motion carried.

**ADMINISTRATION**

**A. Warrant on Advance**

Melissa Rayle, Director of Finance and Human Resources, presented a request for Warrant on Advance to the Board for approval. \$15,000.00 is being requested to the Enhanced Operations grant fund to cover monthly expenses due to the increased grant award for the Ohio Department of Health. Dr. Bryant made a motion to approve the request, seconded by Dr. Kauffman. All aye, motion carried.

## **B. Personnel Policies Revisions**

Mr. Fischer, Health Commissioner, presented the following Personnel Policies Revisions for Board approval.

### **1. 2010 – Americans with Disabilities**

The main change to this policy was to add information about the accessibility requirements for service animals to the building. This change was made in response to a question on what a service animal was and what protections they had in relation to emotional support animals. The definition allows staff to know what a service animal is and where they are allowed to be in the buildings owned or leased by the board. After discussion, Dr. Bryant made a motion to approve the revised Americans with Disabilities policy with an additional statement that this policy does not apply to emotional support animals, seconded by Mrs. Sunderhaus. All aye, motion carried.

(Dr. Ellis entered the meeting at 8:21 a.m.)

### **2. 7070 – Drug Free Workplace**

Changes to this policy include: an update to the policy statement to reflect that drug testing will occur when an employee is involved in an accident when operating a county vehicle or equipment. Another update removes a memo from 2016 that addresses the passage of medical marijuana to remove that memo. In its place a medical and recreational marijuana policy statement is added as suggested by legal counsel to maintain compliance with the regulations in place for receiving federal funds. An update adds the definition of what reasonable suspicion is as it is stated in the county drug and alcohol policy. The term is used in the policy but was not defined previously. Last, there was a complete change in the county Drug and Alcohol/Drug-Free Workplace Policy. This policy has been condensed by the county to an 8-page policy. After discussion, Dr. Kauffman made a motion to approve the revised Drug Free Workplace policy, seconded by Dr. Bryant. Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Kauffman, aye; Dr. Bryant, aye and Mrs. Sunderhaus, nay. Motion passes.

## **C. Approval of Agreement – Northwest Ohio Security Systems**

Mr. Fischer presented an agreement with Northwest Ohio Security Systems to the Board for approval. We had additional funds available to us from the Allen County Board of Development Disability Accessible Communities Grant to allow for accessible access to our building. This Agreement is to replace the locking mechanism at the front and rear entrance to the building and connect that to our access control system making the doors able to utilize the automated door openers outside of normal business hours for staff and clients. This project has been discussed with ACBDD and has been identified as an allowable project under the terms of this grant. The cost is up to \$5,060.10 and would utilize the balance of funds from the Board of Developmental Disability and the remaining paid from our building improvement funds. Dr. Bryant made a motion to approve the agreement as presented, seconded by Mr. Shutt. All aye, motion carried.

#### **D. Appointment of Public Official – Health Commissioner**

A three-year contract renewal for Health Commissioner, Brandon Fischer was presented to the Board for renewal. The revisions in the contract remain the same with a 3% salary increase. Mr. Kerner made a motion to approve the contract renewal, seconded by Mr. Shutt. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Kauffman, aye; Dr. Bryant, aye; and Mrs. Sunderhaus, aye. Motion carried.

#### **E. Board Updates**

1. Lead Vacuum – An internal SOG will be created for the use of Lead Vacuum.
2. IT Managed Service Provider update – Perry ProTech will be onboarded by October 1<sup>st</sup>.
3. Memorandum of Billing from Allen County – Cost to provide financial services to ACPH. A response will be provided to the County Commissioners.
4. Board CEU's – The Ohio State Personnel Board of Review provided a training on Social Media use by public employees & Artificial Intelligence for Public Entities and HR. Both of these trainings are recommended to Board members for their 2024 CEUs.
5. ACPH vehicle accident – An employee driving an agency vehicle was involved in an accident this week. We are waiting to hear back from insurance but will likely need to purchase a vehicle to replace this vehicle.
6. Fraud Reporting that is required by state law needs to be completed by the end of September. Board members that have not completed this training will be provided this training following the meeting.

### **NURSING**

#### **A. Updates to Fee Schedule**

Deb Roberts, Director of Nursing, presented updates to the Fee Schedule to the Board for approval. The updates being made are to align with the collaborative and will be effective September 1, 2024. Dr. Bryant made a motion to approve the update to the Fee Schedule, seconded by Mrs. Sunderhaus. All aye, motion carried.

#### **B. Communicable Disease Report**

Leilani Quintas, Epidemiologist, presented the 2024 Monthly Communicable Disease Report to the Board. Ms. Roberts reported the TB test information to date.

#### **C. Nursing Updates**

Ms. Roberts shared with the Board that the comprehensive site visit was conducted this week for the Reproductive Health and Wellness grant.

## **PREVENTION & HEALTH PROMOTION**

### **A. Permission to Hire – HIV Educator**

Tami Gough, Director of Prevention & Health Promotion, requested permission to hire for the HIV Educator 2 position, pending acceptable background check. Based on the candidate's qualifications, Human Resources recommendation is Pay Range K, point A-B, \$23.91 per hour. Dr. Bryant made a motion to approve hiring for the HIV Educator 2 position, pending acceptable background check, seconded by Mr. Shutt. All aye, motion carried.

### **B. Approval of Contract – PASS Youth Suicide Prevention**

Ms. Gough requested approval of the Board to enter into a contract with PASS Youth Suicide Prevention. The contract award is \$70,000 for FY25. ACPH will retain grant administration funds of \$9,100 and will provide PASS \$60,900 to implement PASS Youth Suicide Prevention activities in Allen County. After discussion, Dr. Bryant made a motion to approve the contract as presented, seconded by Mr. Kerner. All aye, motion carried.

## **HEALTH PLANNING**

### **A. Reaccreditation Update**

Monica Harnish, Director of Health Planning and Accreditation Coordinator, updated the Board on reaccreditation. All documentation will be submitted the week of September 16-20. It is anticipated that a site visit will be scheduled in early 2025.

### **Meetings/Continuing Education and Out-of-County Travel:**

Mr. Shutt made a motion, seconded by Mr. Kerner to approve the following:

#### Meeting attendance:

09/10/24	Ms. Gearing, Medical Countermeasures Summit, Columbus
10/03/24	Ms. Harnish, Health Policy Summit, Columbus
10/10/24	Ms. Gearing, Cybersecurity Quarterly Meeting, Columbus
10/24/24	Ms. Gearing, Regional Planners Meeting, Toledo

#### Approval for the following out of county travel:

8/02/2024	Ms. Misiakiewicz	Mercer County	84
8/06/2024	Ms. Krites	Shelby County	82
8/07/2024	Mr. Ramey	Hancock County	74
8/07/2024	Ms. Hambleton	Logan County	72
8/08/2024	Ms. Hambleton	Hancock County	70
8/22/2024	Mr. Ramey	Logan County	70
8/23/2024	Ms. Krites & Hambleton	Logan County	80
8/29/2024	Mr. Ramey	Hancock County	105

8/29/2024	Ms. Hambleton	Hancock County	75
8/30/2024	Ms. Hambleton	Putnam County	32

All aye, motion carried.


### **PUBLIC COMMENT**

Dr. Ellis asked for any public comment. Dr. Ellis mentioned that he was contacted about the Haitian population and recent events in other counties.

Shelly Gearing added that COVID tests are available at the health department.

No further comment. Public Hearing was closed.

There being no further business, Mr. Shutt made a motion to adjourn, seconded by Dr. Bryant. The meeting adjourned at 9:35 a.m.

  
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Wilfred Ellis, M.D.  
President

  
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Brandon M. Fischer, MA, REHS  
Secretary