



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

The Board of Health met in regular session on Friday, June 14, 2024 with the following members present: Dr. Ellis, Mr. Kerner, Dr. Bryant and Mrs. Sunderhaus. Dr. Ellis called the meeting to order at 8:00 a.m.

APPROVAL TO PAY BILLS

Bills in the amount of \$269,606.13 and May salaries in the amount of \$194,854.80 were approved for payment on a motion by Dr. Bryant and seconded by Mr. Kerner. All aye, motion carried.

CONSENT AGENDA ITEMS

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

a) May 10, 2024 Board of Health Minutes

b) Reclassification Part-Time to Full-Time

Request to move Candace Roberts, Public Health Nurse 1, from part-time to full-time effective June 13, 2024. Candace has been working full-time hours for the past several months and we are requesting this change to make the status reflect the hours she has worked.

c) Epidemiologist Memorandum of Understanding

Requesting permission to enter into our annual agreement for epidemiology services with three (EPI) partnering counties for Public Health Emergency Preparedness (PHEP) grant, July 1, 2024 to June 30, 2025. As part of the PHEP grant we are required to have at least 1 FTE per 300,000 population. Currently, we provide at least 0.5 FTE for Allen County, Auglaize County covers at least 0.5 FTE and Mercer County covers at least 0.5 FTE. No money exchanges hands for this MOU.

d) Performance Management Protocol Update

This is updating the Allen County Public Health Performance Management Protocol for the agency. This protocol was last reviewed and approved by the Board of Health in 2016 and lays out the process that is utilized for setting up performance measures for the agency and how they are reviewed throughout the year.

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

ENVIRONMENTAL

A. Ohio Department of Health Food Service Operation Program Survey

Brian Nartker, Director of Environmental, gave a summary of the survey completed in March 2024 by the Ohio Department of Health of Allen County Public Health's Food Service Operation program. Based on the survey report, Allen County Public Health meets the minimum acceptable standards as specified by survey methodology and Allen County Public Health is approved as the licensor of the program for our District. An Action Plan is required to be submitted to the Ohio Department of Health within 45 days of receipt of the survey.

B. Ohio Department of Health Public Swimming Pool Program Survey

Mr. Nartker reported on the Ohio Department of Health Public Swimming Pool program survey that was conducted in September 2023. Based on the survey report, Allen County Public Health meets the minimum acceptable standards as specified by survey methodology and Allen County Public Health is approved as the licensor of the program for our District.

ADMINISTRATION

A. Supplemental Appropriations

Melissa Rayle, Director of Finance and Human Resources, presented a request to the Board for approval of Supplemental Appropriations for Sick and Vacation Leave payoff fund, in the expense account Medicare in the amount of \$800.00. Dr. Bryant made a motion to approve the request, seconded by Mr. Kerner. All aye, motion carried.

B. Request to Terminate Contract

Mr. Fischer, Health Commissioner, presented a request to the Board to terminate the IT Managed Services contract with AhelioTech. The company has lost a significant number of staff and are no longer able to provide adequate service to the agency. Mr. Kerner made a motion to approve the request, seconded by Mrs. Sunderhaus. All aye, motion carried.

C. Board of Developmental Disability Contract

Mr. Fischer presented a request to the Board for approval to contract with the Board of Developmental Disability. This contract will provide a one-time award in the amount of \$17,620.00, to allow the agency to complete modifications to increase community accessibility to the building. Upon review by legal counsel the contract was modified to remove the indemnity clause. Dr. Bryant made a motion to approve the contract with the recommended legal changes, seconded by Mrs. Sunderhaus. All aye, motion carried.

D. Authorization to Enter Into Agreement with Modern Entrance Systems

Mr. Fischer made a request for approval of an Agreement with Modern Entrance Systems to the Board. This agreement, in the amount of \$3,900.00, is for installation of an automatic door opener and electrical

work for the Market Street entrance doors. Mrs. Sunderhaus made a motion to approve the agreement as presented, seconded by Dr. Bryant. All aye, motion carried.

E. Authorization to Enter Into Agreement with Rocky Edge Contracting

Mr. Fischer presented a request to the Board to enter into an agreement with Rocky Edge Contracting. This agreement is for installation of an ADA ramp, sidewalk, ballards and curb replacement at the north entrance of the building. The quoted amount is \$11,735.00. After discussion, Dr. Bryant made a motion to approve the agreement, seconded by Mr. Kerner. All aye, motion carried.

F. Approval of Equipment for Disposal

Mr. Fischer presented a request for equipment disposal to the Board from the WIC office and the 219 building. Mr. Kerner made a motion to approve disposal as requested, seconded by Dr. Bryant. All aye, motion carried.

G. Personnel Policy Revisions

1. 3140 – Reductions in Workforce

This policy is being updated to provide clarification on the order of layoffs should a need to reduce the workforce exist either due to funding, lack of work or other reasons. Confusion existed among staff on what a classification and classification series meant in this situation. The policy provides an example that a classification is a 'position title 1' and the classification series is the same position title with a '1, 2 or 3' behind the title for the purpose of potential bumping rights for employees. Concern existed where people believed that the classification series could have meant the pay range and it does not in this specific situation. Mr. Kerner made a motion to approve the revised Reduction in Workforce policy, seconded by Mrs. Sunderhaus. All aye, motion carried.

2. 3170 - Employee Information

A small change was made to this policy to state that employee information will be kept in accordance with the records retention schedule in place rather than all information is maintained permanently. The record retention schedule places limits on what type of information must be kept and for how long that information is retained by the agency. Mr. Kerner made a motion to approve the revised Employee Information policy, seconded by Dr. Bryant. All aye, motion carried.

3. 4090 - Weather Related Closing

This policy was reviewed and revised to add a line that states that the Health Commissioner may close or alter the office hours due to a weather or non-weather-related emergency or event. This gives the agency flexibility to close due to other events that are not necessarily winter weather-related items and/or close during winter weather events of a level 2 or 3 road emergency has not been declared. Dr. Bryant made a motion to approve the revision as presented, seconded by Mr. Sunderhaus. All aye, motion carried.

4. 7020 - General Driving Rules

This policy removes a single line that states employees should drive in a way that conveys a favorable impression to the public. This is already stated in the preamble of this section on page 3. It is also difficult to cite this specifically should discipline need to be levied against an employee since this a subjective clause. After discussion, it was determined that the entire item B. under Driving Rules should be stricken as subjective. Dr. Bryant made a motion to approve the General Driving Rules with revisions, seconded by Mrs. Sunderhaus. All aye, motion carried.

5. 7060 – Social Media Policy

Updates made to the policy to state how we handle our own social media accounts. The policy does add information that the discipline for posting information that is detrimental to the agency without authorization is subject to discipline up to an including termination. Additional information states the Health Commissioner determines the individuals who will maintain the social media accounts and if disciplinary action needs to take place due to a post the agency will first consult with outside legal counsel. Mrs. Sunderhaus made a motion to approve the revised Social Media policy, seconded by Dr. Bryant. All aye, motion carried.

6. 7090 – Breastfeeding Policy

This policy is updating the language that is utilized to describe a mother who recently gave birth and wishes to breastfeed her child. Additional information cleans up the language used to describe the lactation breaks and facilities. Mrs. Sunderhaus made a motion to approve the Breastfeeding policy as presented, seconded by Mr. Kerner. All aye, motion carried.

H. Approval of WIC All-Day Training/Office Closure

Mr. Fischer requested approval to close the WIC office for a virtual training on July 31, 2024, 8:30 am to 5:00 pm. Health professionals earn free CEU's that can be used for their required annual training. Mrs. Sunderhaus made a motion to approve the request, seconded by Dr. Bryant. All aye, motion carried.

I. EMR Update

Mr. Fischer shared with the Board that ACPH has looked at 3 different EMR options with one being the Local Public Health Service Collaborative in addition to eClinicalWorks and NexGen. Discussed the pros and cons of each service and the interaction with each service. The preferred alternative for the new EMR would be the Local Public Health Service Collaborative given their experience setting up an EMR specifically for local health departments and for the additional services provided with the system. The Board requested additional information about the cost of the system through LPHSC before a decision could be made whether to enter an agreement. available through the local public health collaborative service, preferences with each and the services they provide.

J. Update on Enhanced Operation 2023 Grant Request

Mr. Fischer shared information with the Board that initial approval was received of approximately \$700,000.00 in additional funds from the Enhanced Operation 2023 grant. These funds will be used for IT, EMR, personnel costs and building renovations, and will be available August 1, 2024 through December 31, 2025.

K. Executive Session

Moved to the end of the meeting.

NURSING

A. Fee Schedule Update

Deb Roberts, Director of Nursing, presented a request to the Board for approval of revisions to the Fee Schedule. These changes reflect the new price per unit charge of \$12 for the Bureau of Children with Medical Handicaps, beginning July 1, 2024. Dr. Bryant made a motion to approve the revised Fee Schedule, seconded by Mr. Kerner. 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. Updates

Ms. Roberts shared with the Board that the recent Vaccines for Children site visit went well.

PREVENTION & HEALTH PROMOTION

A. Request for Contract Approval

Tami Gough, Director of Prevention & Health Promotion, presented a request to approve a contract between Allen County Public Health (ACPH) and Toledo-Lucas County Health Department (TLCHD) for participation in Regional Linkage (RL24) activities. TLCHD was provided a grant to coordinate harm reduction and substance abuse prevention activities in Region 1, which includes Allen County. ACPH will complete a Region 1 Capacity Assessment and provide a proposal for expenditure of funds upon completion of assessment. ACPH will be awarded \$10,000.00. Mrs. Sunderhaus made a motion to approve the request as presented, seconded by Mr. Kerner. All aye, motion carried.

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

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

Meeting attendance:

06/01/24	Mr. Fischer, AOHC Board Meeting, Columbus
06/27/24	Mr. Holcomb, Stephanie Evergreen Data Visualization Training, Bowling Green
06/28/24	Mr. Fischer, AOHC State Budget Coordination Meeting, Marysville
07/09/24	Ms. Gearing, Harnish, Rayle, Richards & Mr. Fischer, PHAB Documentation Workshop, Findlay
11/01/24	Ms. Bockrath & Neidemire, NW Regional PHN Meeting, Findlay

Approval for the following out of county travel:

05/01/24	Mr. Markley	Hancock County	35
05/02/24	Mr. Markley	Hancock County	84
05/02/24	Mr. Ramey	Hardin County	30
05/02/24	Ms. Misiakiewicz	Columbus	184
05/09/24	Mr. Ramey	Auglaize, Shelby, Logan Co.	114
05/13/24	Ms. Hambleton	Hancock County	74
05/13/24	Ms. Hambleton	Hancock County	76
05/15/24	Mr. Ramey	Shelby County	72
05/16/24	Ms. Buzard	Columbus	182
05/16/24	Mr. Ramey	Shelby & Auglaize County	72
05/17/24	Mr. Ramey	Hardin County	59
05/20/24	Mr. Ramey	Auglaize & Mercer County	99
05/22/24	Ms. Gough	Hardin County	32
05/23/24	Ms. Gough	Hardin County	32
05/24/24	Ms. Misiakiewicz	Van Wert County	53
05/28/24	Mr. Ramey	Hancock County	70
06/01/24	Mr. Ramey	Hancock County	70
06/02/24	Ms. Gough	Columbus	194

All aye, motion carried.

PUBLIC COMMENT

Dr. Ellis asked for any public comment. Hearing none public comment was closed.

Executive Session

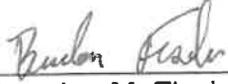
Mrs. Sunderhaus made a motion to enter into Executive Session to consider a complaint against a public employee, seconded by Mr. Kerner. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Dr. Bryant, aye; and Mrs. Sunderhaus, aye. Motion carried.

At the conclusion of the executive session Mr. Kerner made a motion to return to regular session, seconded by Mrs. Sunderhaus. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Dr. Bryant, aye; and Mrs. Sunderhaus, aye. Motion carried. No action taken.

There being no further business, Mrs. Sunderhaus made a motion to adjourn, seconded by Dr. Bryant. The meeting adjourned at 9:57 a.m.



Wilfred Ellis, M.D.
President



Brandon M. Fischer, MA, REHS
Secretary

