



THE ALLEN COUNTY COMBINED HEALTH DISTRICT BOARD OF HEALTH MEETING MINUTES

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

APPROVAL TO PAY BILLS

Bills in the amount of \$270,866.56 and February salaries in the amount of \$197,586.54 were approved for payment on a motion by Dr. Kauffman and seconded by Mrs. Sunderhaus. All aye, motion carried.

CONSENT AGENDA ITEMS

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

a) February 9, 2024 Board of Health Minutes

b) November 17, 2023 Board of Health Minutes – Revised

Approval to revise the November 17, 2023 Minutes to add the end date for the contract with Angela Maas, as March 31, 2024 and to add information that Mr. Shutt seconded the motion to pass the consent agenda.

c) Approval to Hire – Public Health Aide 2

Approval to hire Kaylyne Trent as Public Health Aide 2, effective February 28, 2024, full-time, 37.5 hours per week, \$18.15 per hour, Pay Range D.

d) Contract Renewal – Angela Maas, CNP, Nurse Practitioner

Approval is requested for contract renewal with Angela Maas, Nurse Practitioner for the Reproductive Health and Wellness (RHWP) clinic. The contract is for the April 1, 2023 to March 31, 2024 grant year at a rate of \$70.00 per hour for an average of 6.5 hours per week, not to exceed \$26,000.00 in grant funds and project income.

e) Contract Renewal – Connie Oen, CNP, Nurse Practitioner

Approval is requested for contract renewal with Connie Oen, Nurse Practitioner for the Reproductive Health and Wellness (RHWP) clinic. The contract is for the April 1, 2024 to March 31, 2025 grant year at a rate of \$70.00 on a PRN basis to complete the training for the new CNP and provide coverage when the new CNP is off. The maximum amount is not to exceed \$5,000.00 in grant funds and project income.

f) Contract Renewal – Derek Ruen, Lawn Care

This is a renewal contract with Derek Ruen for lawn care/landscaping, April 1 – November 30, 2024 at a rate of \$30.00 per hour. The maximum amount is not to exceed \$300.00 per month and \$2,400.00 per for the season. There is no change from last year.

g) Reproductive Health & Wellness Agreement with Hancock County

This is a continuation of the grant from 2023 where Allen County partnered with Hancock County Public Health to start their own reproductive health and wellness program under the grant of the same name through the Ohio Department of Health. Due to the nature of the grant cycle, Hancock County was not able to continue to receive the grant until the grant was available in a competitive grant cycle. In order for Hancock County to receive this grant they needed to partner with a county that already had the grant and they have asked to partner with Allen County Public Health. Hancock County anticipates that they will have enough clients to be able to receive no more that \$44,000.00 of grant funds.

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

ENVIRONMENTAL

A. Resolution to Amend the Uniform System of Fees – Food Fees

Brian Nartker, Director of Environmental Health, presented a Resolution to Amend the Uniform System of Fees to the Board for approval. The Ohio Department of Health and Ohio Department of Agriculture conducted 5-year rule reviews Ohio Administrative Code sections 3701-21 and 901:3-4. As such, they added a “low risk mobile” license category. The fee for a “low risk mobile” is to be 50% of calculated mobile license fee. This Resolution adds a “low risk mobile” fee category to our Uniform System of Fees. The Ohio Department of Agriculture adopted the 901:3-4 rules changes and these changes became effective on February 12, 2024. The Ohio Department of Health is still going through the adoption process for the 3701-21 rule changes and these rules are not effective at this time. Allen County Combined Health District will implement the Low Risk Mobile fee on Mobile Food Service Operations, once the Ohio Department of Health adopts their rule changes. Mr. Nartker recommended that the Board approve the Resolution to include the Low Risk Mobile Fee. Dr. Ellis opened to meeting to public comment at 8:15 a.m. Hearing none, the public meeting was closed. Dr. Kauffman made a motion to approve the Resolution to Amend the Uniform System of Fees as presented, seconded by Mrs. Sunderhaus. Roll call vote: Dr. Ellis, aye; Mr. Shutt, abstain; Dr. Winegardner, aye; Dr. Kauffman, aye; and Mrs. Sunderhaus, aye. Motion carried.

B. Tattoo License Suspension

Mr. Nartker presented a Tattoo license suspension for Black Plague Tattoo at 1120 Elida Avenue to the Board. Mr. Nartker stated that 2024 license renewal applications were sent to all tattoo/body art operators in early December, with a due date at the end of December. On February 12, the Allen County Prosecutor's office sent a notice, by Certificate of Mailing, to those who had failed to renew their license, requesting them to do so, to avoid closure. Mr. Nartker requested that the Board order this facility to cease operation until a Tattoo/Body Art license is obtained through this office. After

discussion, Mrs. Sunderhaus made a motion to order the facility to cease operation until paperwork is filed and a Tattoo/Body Art license is obtained. Seconded by Dr. Winegardner. All aye, motion carried.

C. Sewage Violation – John & Katelin Miller, 11795 Sarka Road

Mr. Nartker presented a Sewage Violation for John and Katelin Miller at 11795 Sarka Road. No one was present to represent the homeowners. Inspections conducted on the system on 10/25/23, 12/20/23, 1/29/24. The motor would not start with the timer at any time, and the effluent got worse and worse as time passed. At the last inspection, the system was flooded, which indicates a lack of power to the system. A Notice of Violation was sent 1/29/24 by Certificate of Mailing and the owners were ordered to have system operable and adequate effluent by 2/29/24. There was no contact from homeowner after Notice of Violation. A post-Notice of Violation inspection was conducted on 3/1/24. The system was drained, but heavy solids were left on filter bed and sump pit after the system was drained. Dr. Kauffman made a motion to order the homeowner have the system operational and produce adequate effluent by 4/8/24, seconded by Mrs. Sunderhaus. All aye, motion carried.

ADMINISTRATION

A. 2025 Preliminary Budget

Melissa Rayle, Director of Finance and Human Resources, presented the 2025 Preliminary Budget to the Board for approval. Estimated receipts and expenditures for the year total \$5,851,997 with a 0% increase from the political subdivisions. After discussion, Mr. Shutt made a motion to approve the 2025 Preliminary Budget, seconded Dr. Winegardner. Roll call vote: Dr. Ellis, aye; Mr. Shutt, aye; Dr. Winegardner, aye; Dr. Kauffman, aye; and Mrs. Sunderhaus, aye. Motion carried.

B. New Fund Request

Mrs. Rayle requested approval of the Board to establish a new fund based on Notice of Award received through the Ohio Department of Health. The Youth Suicide Prevention Grant total award is \$40,000.00 for the first year. The grant runs through the end of September 2024. Dr. Kauffman made a motion to approve establishing a Youth Suicide Prevention grant fund, seconded by Mr. Shutt. Roll call vote: Dr. Ellis, aye; Mr. Shutt, aye; Dr. Winegardner, aye; Dr. Kauffman, aye; and Mrs. Sunderhaus, aye. Motion carried.

C. Supplemental Appropriations

Mrs. Rayle presented a request for supplemental appropriations to the Board for approval. The request is based on notice of award from the Ohio Department of Health for the Youth Suicide Prevention grant. This grant runs from 3/1/24 through 9/14/24, in the amount of \$40,000.00. Mrs. Sunderhaus made a motion to approve the supplemental appropriations as presented, seconded by Dr. Winegardner. Roll call vote: Dr. Ellis, aye; Mr. Shutt, aye; Dr. Winegardner, aye; Dr. Kauffman, aye; and Mrs. Sunderhaus, aye. Motion carried.

D. Warrant on Advances

Mrs. Rayle presented a request for advances from the general fund to special funds totaling \$57,500.00. These funds will be advanced back to the general fund in 2025. Dr. Kauffman made a motion to approve the advances to special funds as presented, seconded by Mr. Shutt. Roll call vote: Dr. Ellis, aye; Mr. Shutt, aye; Dr. Winegardner, aye; Dr. Kauffman, aye; and Mrs. Sunderhaus, aye. Motion carried.

E. Contract – Prevention Awareness Support Services (PASS)

Mr. Fischer, Health Commissioner, presented a contract with Prevention Awareness Support Services (PASS) to the Board for approval. Allen County Public Health (ACPH) was awarded a youth suicide prevention grant by the Ohio Department of Health (ODH). The grant started on March 1, 2024 with a 6-month first award period followed by (3) one-year award periods. The activities that need to be completed in the grant are prescribed by ODH and the Centers for Disease Control and Prevention (CDC) to prevent suicide in children 10-24 years old. ACPH has elected to contract with PASS to complete these activities and ACPH will manage the administrative aspects of the grant. Mr. Shutt made a motion to approve the contract as presented, seconded by Dr. Winegardner. All aye, motion carried.

F. Contract – Marion Technical College

Mr. Fischer presented a contract with Marion Technical College for approval of the Board. This agreement is for the academic school year beginning on 2/5/24 and will provide students currently engaged in the education of health professionals an opportunity to obtain learning experience in clinical areas. Mrs. Sunderhaus made a motion to approve the contract, seconded by Dr. Kauffman. All aye, motion carried.

G. Request to Close April 8, 2024

Mr. Fischer made a request to the Board to close the offices on April 8, 2024. This request is being made due to the solar eclipse event. Dr. Winegardner made to approve the request, seconded by Dr. Kauffman. All aye, motion carried.

H. Policy Updates

1. 2050 – Confidentiality

Revisions to this policy state that confidential documents should not be shared or stored on insecure devices without authorization. Mrs. Sunderhaus made a motion to approve the revised Confidentiality Policy, seconded by Mr. Shutt. All aye, motion carried.

2. 3030 – Employment Requirements

The I9 form from the Department of Homeland Security has been updated to this policy. Dr. Kauffman made a motion to approve the update, seconded by Dr. Winegardner. All aye, motion carried.

3. 4010 – Hours of Work

This policy was reviewed with no revisions needed. Dr. Kauffman made a motion to approve the policy with no revisions, seconded by Mrs. Sunderhaus. All aye, motion carried.

4. 4030 – Sick Leave

Revisions to this policy include removing the attached request for leave form due to the request now being electronic and a change to reflect the potential for 27 pays per year. Mr. Shutt made a motion to approve the revisions, seconded by Dr. Winegardner. All aye, motion carried.

5. 5010 – Employee Benefits

This policy has been updated to reflect changes to EAP including benefits and phone numbers. Mrs. Sunderhaus made a motion to approve the revised Employee Benefits policy, seconded by Dr. Kauffman. All aye, motion carried.

I. Board Updates

1. District Advisory Council Meeting – March 27, 2024 at 7:00 p.m. in the first floor waiting room. The preliminary 2025 budget will be reviewed at the meeting and a vote will take place to re-appoint Dr. Winegardner to a 5-year term on the board of health.
2. Delegation of Authority – Draft – A draft policy was presented to the Board for review.
3. Transact Rx – County level conversations regarding financial transactions by ACH led to roadblocks in our ability to accept this form of payment. We continue to look for possible solutions.

NURSING

A. Communicable Disease Report

Leilani Quintas, Epidemiologist, presented the 2024 Monthly Communicable Disease Report to the Board. An update of TB testing was presented to the Board by Deb Roberts, Director of Nursing.

HEALTH PLANNING

A. Data Report

Monica Harnish, Director of Health Planning and Accreditation Coordinator, presented a Homicide and Violence data report for Allen County to the Board. Allen County's data closely resemble national statistics regarding disparities in homicide and firearm related deaths. Implementing community-level prevention strategies, including those outlined in the Community Health Improvement Plan, are critical for mitigating the risk of violence resulting in homicide and firearm related fatalities.

PREVENTION AND HEALTH PROMOTION

A. Revised Position Descriptions

Tami Gough, Director of Prevention and Health Promotion, presented revised DIS/HIV position descriptions to the the Board for approval. The revisions include changing DIS Coordinator to DIS/HIV Supervisor and revising the DIS and HIV series position descriptions to reflect the change in who each position reports to. Mr. Shutt made a motion to approve the revised position descriptions as presented, seconded by Dr. Winegardner. All aye, motion carried.

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

Mrs. Sunderhaus made a motion, seconded by Dr. Kauffman to approve the following:

Meeting attendance:

02/03/24 Mr. Nartker, Northwest Ohio Environmental Director's Meeting, Delaware
03/04/24 – 03/05/24 Mr. Hartman, Plumbing Code Training, Columbus
03/15/24 Mr. Fischer, AOHC Board Meeting, Delaware
04/02/24 Ms. Buzard, 2024 Ohio Farmers Market Conference, Columbus
04/04/24 Mr. Fischer, Bowling Green State University Ned Baker Symposium, Bowling Green
04/05/24 Mr. Fischer, Northwest Ohio AOHC Meeting, Bowling Green

Approval for the following out of county travel:

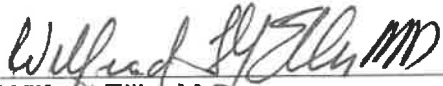
01/30/2024	Mr. Ramey	Franklin County	172
02/01/2024	Mr. Ramey	Franklin County	172
02/01/2024	Mr. Ramey	Hardin County	30
02/12/2024	Ms. Misiakiewicz	Mercer County	76
02/13/2024	Mr. Hambleton	Hancock County	78
02/14/2024	Mr. Ramey	Hancock County	70
02/20/2024	Ms. Krites	Champaign County	135
02/20/2024	Mr. Ramey	Champaign County	129
02/21/2024	Mr. Ramey	Logan County	70
02/22/2024	Mr. Ramey	Auglaize County	34
02/26/2024	Ms. Krites	Hardin County	78

All aye, motion carried.

PUBLIC COMMENT

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

There being no further business, Mrs. Sunderhaus made a motion to adjourn, seconded by Mr. Shutt.
The meeting adjourned at 9:41 a.m.



Wilfred Ellis, M.D.
President



Brandon M. Fischer, MA, REHS
Secretary

