



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

The Board of Health met in regular session on Friday, April 12, 2024 with the following members present: Dr. Ellis, Mr. Kerner, Mr. Shutt, Dr. Winegardner, Dr. Kauffman, and Dr. Bryant. Dr. Ellis called the meeting to order at 8:00 a.m.

### **INTRODUCTION**

Deb Roberts, Director of Nursing, introduced new staff member Kaylne Trent to the Board. Kaylne is working as a Public Health Aide in the nursing service area.

### **APPROVAL TO PAY BILLS**

Bills in the amount of \$322,006.73 and March salaries in the amount of \$198,298.37 were approved for payment on a motion by Dr. Kauffman and seconded by Dr. Bryant. All aye, motion carried.

### **CONSENT AGENDA ITEMS**

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

- a) March 8, 2024 Board of Health Minutes
- b) Contract Renewal – Delaware County Health District, Backup Plumbing Inspector

Approval is requested for a Contract Renewal with Delaware County to offer backup plumbing inspection services to ACPH. A few minor changes were made in the contract. The mileage that we would pay to Delaware will remain the same. The rate Allen County would pay to Delaware County for an inspector would increase from \$65.00 per hour to \$70.00 per hour to reflect an increase in costs for Delaware County. The term for ACPH to utilize the services will be limited to 10 days per request and Delaware County's inspector will respond to the request within two business days rather than one in the previous contract. In the past year we have not used this contract but have maintained it in case we need to offer these services to local contractors.

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

### **ENVIRONMENTAL**

#### **A. Food License Suspensions**

Brian Nartker, Director of Environmental Health, presented information to the Board on Food Service Operation license applications. 2024 license renewal applications were sent to all food service operators in early February, with follow up phone calls in late February, as a 25% late fee is attached to those who fail to renew by the March 1<sup>st</sup> renewal date. In April, the Allen County Prosecutor's office sent a notice to those who had failed to renew their license, requesting them to do so, to avoid closure.

Mr. Nartker requested that the Board order these facilities to cease selling food until a Food Service Operation license is obtained through this office. As of this date, the following food service operations have failed to renew their license: Wally's Fillin' Station; Las Jeffas; and Mama Dots. Dr. Bryant made a motion to approve the Food License Suspension and to order these facilities to cease selling food, seconded by Mr. Kerner. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, abstain; Dr. Winegardner, aye; Dr. Kauffman, aye; and Dr. Bryant, aye. Motion carried.

## **ADMINISTRATION**

### **A. Fiscal**

#### **1. Q1 Financials**

Melissa Rayle, Director of Finance and Human Resources, presented the Q1 Financials to the Board for approval. After discussion, Dr. Bryant made a motion to approve the Q1 Financials, seconded Mr. Shutt. All aye, motion carried.

#### **2. Supplemental Appropriations**

Mrs. Rayle requested approval of the Board for the following Supplemental Appropriations.

- a. Youth Suicide Prevention grant in the expense account for administration in the amount of \$9,000.00. Mr. Shutt made a motion to approve the amount requested, seconded by Dr. Winegardner. All aye, motion carried.
- b. Youth Suicide Prevention grant in the expense account for travel in the amount of \$200.00. Dr. Kauffman made a motion to approve the request as presented, seconded by Dr. Bryant. All aye, motion carried.
- c. Youth Suicide Prevention grant in the expense account for contract services in the amount of \$30,800.00. Mr. Kerner made a motion to approve the supplemental appropriation as presented, seconded by Mr. Shutt. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Winegardner, aye; Dr. Kauffman, aye; and Dr. Bryant, aye. Motion carried.
- d. COVID-19 Bridge Vaccine grant in the amount of \$49,524.00. This request is based on the Notice of Award from the Ohio Department of Health. This grant runs through 12/31/2024. Dr. Bryant made a motion to approve the request, seconded by Dr. Winegardner. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Winegardner, aye; Dr. Kauffman, aye; and Dr. Bryant, aye. Motion carried.
- e. COVID-19 Bridge Vaccine grant in the expense account for administration in the amount of \$34,024.00. Mr. Kerner made a motion to approve the supplemental appropriation as presented, seconded by Mr. Shutt. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Winegardner, aye; Dr. Kauffman, aye; and Dr. Bryant, aye. Motion carried.

f. COVID-19 Bridge Vaccine grant in the expense account for travel in the amount of \$500.00. Dr. Winegardner made a motion to approve the request, seconded by Mr. Shutt. All aye, motion carried.

g. COVID-19 Bridge Vaccine grant in the expense account for supplies-general in the amount of \$10,000.00. Dr. Kauffman made a motion to approve the supplemental appropriation as presented, seconded by Dr. Bryant. All aye, motion carried.

h. COVID-19 Bridge Vaccine grant in the expense account for sundry in the amount of \$5,000.00. Mr. Shutt made a motion to approve the request, seconded by Dr. Winegardner. All aye, motion carried.

i. Congregate Living fund in the expense account for grant refund in the amount of \$72,093.93. Mr. Kerner made a motion to approve the supplemental appropriation as presented, seconded by Dr. Bryant. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Winegardner, aye; Dr. Kauffman, aye; and Dr. Bryant, aye. Motion carried.

j. Confinement Facilities fund in the amount of \$15,896.28 in the expense account grant refund. Dr. Kauffman made a motion to approve the request, seconded by Dr. Winegardner. All aye, motion carried.

### **3. Warrant on Advance**

Mrs. Rayle requested approval of the Board for a Warrant on Advance from the general fund to COVID-19 Bridge Vaccine fund in the amount of \$15,000.00. These funds will be advance back to the general fund in 2025. Mr. Shutt made a motion to approve the Warrant on Advance, seconded by Mr. Kerner. All aye, motion carried.

### **B. Code of Ethics**

Mr. Fischer, Health Commissioner, presented a draft update to the Code of Ethics for Board approval. This update includes a flowchart of how ethical deliberations will occur and be decided in the agency as needed. After discussion, Dr. Bryant made a motion to approve the update to the Code of Ethics, seconded by Mr. Shutt. All aye, motion carried.

### **C. Approval to Install Touchless Handicap Operator**

Mr. Fischer presented a request for approval to install touchless handicap operator to the waiting room doors. The quote from Northwest Ohio Security Systems (NWOSS) will be approximately \$15,300.00 and is fully paid by an ODH COVID-19 Enhanced Operations grant. Dr. Kauffman made a motion to approve the request, seconded by Mr. Kerner. All aye, motion carried.

### **D. Approval to Apply for AC Board of Developmental Disabilities ARP Accessibility Grant**

Mr. Fischer made a request to the Board to apply for Allen County Board of Developmental Disabilities ARP Accessibility Grant. This request is being made to address two accessibilities areas of the building - the sidewalk between the parking lot and rear entrance doors and a push-button entrance to the

Market Street doors. Dr. Bryant made a motion to approve the request, seconded by Mr. Kerner. All aye, motion carried.

## **E. Policy Updates**

### **1. 2020 – Political Activity**

A review of this policy showed that no major changes are needed. Mr. Kerner made a motion to approve the policy, seconded by Dr. Winegardner. All aye, motion carried.

### **2. 3110 – Promotion**

No changes needed to this policy. Dr. Winegardner made a motion to approve the policy, seconded by Dr. Kauffman. All aye, motion carried.

### **3. 3120 – Outside Employment**

Revised the abbreviation in the policy to state “ACPH”. Mr. Kerner made a motion to approve the policy with revisions, seconded by Dr. Bryant. All aye, motion carried.

### **4. 4040 – Vacation Leave**

Revisions to this policy include removing the attached request for leave form due to the request now being electronic. Mr. Shutt made a motion to approve the revisions, seconded by Bryant. All aye, motion carried.

### **5. 7030 - Conceal Carry**

This policy has no changes after review with legal counsel in Columbus. Dr. Winegardner made a motion to approve the policy, seconded by Dr. Kauffman. All aye, motion carried.

### **6. 90001H – 9023H – HIPAA Policies**

Updates to our HIPAA policies will break the packet into single policies - 9001H to 9023H. This division of the policies will allow for expedited review and update to each policy should changes occur at the federal level to HIPAA laws. Updates to the policy were made in review with the HIPAA Secure Now program utilized by the agency and updated different vendors that the agency utilizes compared to what we used in 2017 during the last policy review. Other additions include the addition of two-factor authentication on computers for employees to login to devices and the inclusion of information for remote access to the network. After discussion, Mr. Kerner suggested a revision to policy 9005H – Backup/Disaster Recovery removing the software standards (programs) for each service that are utilized by the agency. Dr. Bryant made a motion to approve revisions to the HIPAA Policies and include the removal of software standards (programs) to policy 9005H, seconded by Mr. Kerner. All aye, motion carried.

## **I. Board Updates**

1. Annual Report - A copy of the 2024 Annual Report for the agency was shared with the Board. The report contains information about the services we provided during the year highlighting two partnerships with the community in our Cribs for Kids and Creating Healthy Communities programs. This report was shared with the District Advisory Council and is published on our website.

2. DAC Meeting Update – Dr. Winegardner was approved for a 5-year term at the March DAC meeting. The 2025 Preliminary Budget was approved by the District Advisory Council.

## **J. Executive Session**

Moved to the end of the meeting.

## **NURSING**

### **A. Update to Fee Schedule**

Deb Roberts, Director of Nursing, presented updates to the fee schedule for Board approval. These updates include the removal of some COVID vaccines, the addition of a meningococcal vaccine and adjustments to fees charged. Mr. Shutt made a motion to approve the updates to the fee schedule, seconded by Dr. Winegardner. All aye, motion carried.

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

Mrs. Roberts presented the 2024 Monthly Communicable Disease Report to the Board.

## **HEALTH PLANNING**

### **A. Reaccreditation Update**

Monica Harnish, Director of Health Planning and Accreditation Coordinator, shared with the Board that the application for reaccreditation has been submitted. Dr. Ellis provided a letter in support of the application. We will have six months to submit our documentation.

### **B. Community Health Assessment**

Mrs. Harnish shared with the Board that the Community Health Assessment process of gathering data through surveys, interviews, and focus groups will take place this spring and summer.

### **C. Child Fatality Review Report**

Dustin Holcomb, Population Health Epidemiologist, presented the 2023 Child Fatality Review Report to the Board.

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

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

Meeting attendance:

03/28/24	Ms. Gray, ODH World TB Day, Columbus
04/19/24	Mr. Fischer, AOHC Board Meeting, Columbus
04/25/24	Ms. Gearing, Regional PHEP Planner's Meeting, Norwalk
04/29/24 – 05/01/24	Mr. Fischer, Ohio Public Health Conference, Lewis Center
05/03/24	Mr. Fischer, NW Ohio Governance Meeting, Bowling Green/Virtual
06/02/24 – 06/05/24	Ms. Gough, Hambleton & McGue, NCSD STI Engage Co, Washington
07/23/24	Ms. Gray, McGue, Roberts & Roberts, RHWP Project Directors Mtg, Columbus

Approval for the following out of county travel:

03/05/2024	Mr. Markley	Logan County	76
03/06/2024	Ms. Krites	Logan County	20
03/06/2024	Mr. Ramey	Shelby County	70
03/07/2024	Mr. Ramey	Hardin County	30
03/13/2024	Mr. Ramey	Shelby County	70
03/14/2024	Mr. Markley	Shelby County	77
03/14/2024	Mr. Ramey	Shelby County	70
03/15/2024	Ms. Misiakiewicz	Van Wert County	54
03/20/2024	Mr. Ramey	Hancock County	70
03/20/2024	Mr. Markley	Shelby County	71
03/25/2024	Ms. Misiakiewicz	Van Wert County	54
03/26/2024	Ms. Gough	Auglaize County	58
03/26/2024	Mr. Ramey	Franklin County	172
03/27/2024	Ms. Misiakiewicz	Hardin County	34
03/28/2024	Mr. Ramey	Franklin County	172

All aye, motion carried.

**PUBLIC COMMENT**

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


**Executive Session**

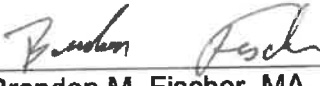
Dr. Bryant made a motion to enter into Executive Session to consider confidential information related to business strategy, seconded by Mr. Shutt. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Winegardner, aye; Dr. Kauffman, aye; and Dr. Bryant, aye. Motion carried.

At the conclusion of the executive session Dr. Kauffman made a motion to return to regular session, seconded by Mr. Kerner. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Winegardner, aye; Dr. Kauffman, aye; and Dr. Bryant, aye. Motion carried.

(Dr. Bryant exited the meeting at 10:35 a.m.)

There being no further business, Mr. Kerner made a motion to adjourn, seconded by Dr. Winegardner. The meeting adjourned at 11:15 a.m.

  
\_\_\_\_\_  
Wilfred Ellis, M.D.  
President

  
\_\_\_\_\_  
Brandon M. Fischer, MA, REHS  
Secretary

