



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

The Board of Health met in regular session on Friday, May 10, 2024 with the following members present: Dr. Ellis, Dr. Winegardner, Dr. Kauffman, 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 \$355,952.72 and April salaries in the amount of \$195,067.99 were approved for payment on a motion by Dr. Bryant and seconded by Mrs. Sunderhaus. All aye, motion carried.

**CONSENT AGENDA ITEMS**

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

- a) April 12, 2024 Board of Health Minutes
- b) Leave Without Pay Request

Public Health Nurse, Sarah Schroeder, is requesting approval to receive leave without pay after she gives birth to her child. She is due to give birth around June 26, 2024 and is requesting leave through September 12, 2024. This may change depending on when Sarah gives birth.

Seconded by Mrs. Sunderhaus. All aye, motion carried.

**ADMINISTRATION**

**A. Supplemental Appropriations**

Melissa Rayle, Director of Finance and Human Resources, presented the following Supplemental Appropriations to the Board for approval.

- a. General Fund in the expense account in the amount of \$45,000.00. Mrs. Sunderhaus made a motion to approve the amount requested, seconded by Dr. Bryant. All aye, motion carried.
- b. HIV Prevention Funds in the expense account in the amount of \$5,000.00. Dr. Kauffman made a motion to approve the request as presented, seconded by Dr. Winegardner. All aye, motion carried.

**B. Approval to Terminate Contract**

Mr. Fischer, Health Commissioner, presented a request to the Board to terminate the contract with CureMD. draft update to the Code of Ethics for Board approval. Though extensive discussion following the last Board of Health meeting with staff at the health department and CureMD as well as with Dr.

Winegardner it was determined that we will request to terminate our agreement with CureMD to provide us our Electronic Medical Record (EMR) system and seek other options for this upgrade. The quoted amount that we will owe to terminate this agreement will be \$7502.00 for the remaining months on our agreement with the company. Dr. Bryant made a motion to approve the request, seconded by Dr. Winegardner. All aye, motion carried.

### **C. Approval of WIC Status Change**

Mr. Fischer presented a request to the Board for a status change at the WIC office. This is a voluntary change for Sarah Loar, Certifying Health Professional 2 from full-time to part-time status. Ms. Loar has requested 3 days per week through July 2024. Mrs. Sunderhaus made a motion to approve the request, seconded by Dr. Kauffman. All aye, motion carried.

### **D. Personnel Policy Revisions**

Mr. Fischer made a request for approval of the following personnel policy revisions to the Board

#### **1. 2110 – Public Records Policy**

Update to this policy to list exemptions to records that are considered public based on legislation passed in the state since the last revision of this policy. Items included in the document were modified based on comments from our legal counsel with the county and based on information contained within the Ohio Sunshine Laws document. Dr. Kauffman made a motion to approve the policy, seconded by Dr. Bryant. All aye, motion carried.

#### **2. 8020 – Computer and Internet Use**

This policy is updated to highlight how staff should limit the sharing of passwords unless approved by their supervisor. Additional changes to the policy specifically limit the use of instant messaging on work computers and removing a provision prohibiting the sharing of chain letters. Finally, the policy highlights how posting on personal social media accounts from work computers and phones is prohibited and instructs staff on who to notify in case they open an email with a virus attached, share agency information improperly or receive ransomware or malware. Dr. Bryant made a motion to approve the policy revision, seconded by Dr. Winegardner. All aye, motion carried.

#### **3. 8030 – Mobile Device Use Policy**

Update to this policy adds information of what could be considered a mobile device to include a mifi (wireless wifi from Verizon). It also requires employees to seek approval from the Health Commissioner prior to transmitting information over a smartphone due to concerns about data security and taking pictures on mobile devices due to potential backup issues. An additional change revises the language for our mobile device inventory receipt to make this an agreement to include information about cell phones and mifi devices. Information of how to utilize translation services is placed in the policy to limit the use of Google Translate or other translation services on the devices to ensure the proper methods are utilized to have accurate translation. Last, the policy updates language that we have in place that outright prohibits cell phone use in the facility to allow usage by clients when conducting official business. This piece has been identified as an item that was not fully enforced and, if enforced, could

limit the service we offer to clients in our facility (i.e. access to documentation for WIC can be obtained on cell phones, contacting partners for information on birth/death records or environmental health concerns is frequently utilized). Dr. Bryant made a motion to approve the policy revisions, seconded by Mrs. Sunderhaus. All aye, motion carried.

**E. Board Updates**

1. EO23 Grant Request – This is additional COVID-19 funds that has been extended to December 2025. A robust request was submitted for building repairs, network equipment, clinic furniture and computers.

**NURSING**

**A. Updates**

Deb Roberts, Director of Nursing, acknowledged her staff for National Nurses Week.

**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.

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

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

Meeting attendance:

05/15/24 – 05/16/24	Ms. Gearing, FEMA PER-410 Course, Columbus
05/17/24	Mr. Fischer, AOHC Board Meeting, Columbus
05/21/24	Mr. Holcomb, Outbreak Training, Bowling Green
05/21/24	Ms. Richards & Mr. Fischer, Risk Emergency Communication Workshop, Marysville
06/07/24	Mr. Fischer, NW Ohio AOHC Meeting, Bowling Green
06/27/24	Mr. Holcomb, Data Visualization Training, Bowling Green

Approval for the following out of county travel:

04/02/24	Ms. Buzard	Reynoldsburg, OH	206
04/04/24	Mr. Ramey	Hardin County	30
04/04/24	Mr. Ramey	Columbus	170
04/05/24	Mr. Markley	Shelby County	80
04/09/24	Mr. Ramey	Columbus	170
04/11/24	Mr. Ramey	Columbus	170
04/12/24	Mr. Ramey	Hardin County	67

04/17/24	Ms. Hambleton	Hancock County	74
04/18/24	Mr. Markley	Shelby County	77
04/19/24	Ms. Misiakiewicz	Mercer County	81
04/22/24	Ms. Gough	Columbus	172
04/23/24	Mr. Markley	Columbus	191
04/24/24	Mr. Markley	Van Wert County	61
04/24/24	Mr. Ramey	Mercer County	76
04/24/24	Mr. Ramey	Hancock County	70
04/26/24	Mr. Ramey	Champaign County	124
04/29/24	Mr. Markley	Logan, Champaign Counties	131
04/30/24	Ms. Hambleton	Van Wert County	58

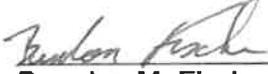
All aye, motion carried.

#### PUBLIC COMMENT

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

There being no further business, Dr. Bryant made a motion to adjourn, seconded by Mrs. Sunderhaus. The meeting adjourned at 8:53 a.m.

  
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Wilfred Ellis, M.D.  
President

  
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Brandon M. Fischer, MA, REHS  
Secretary

Prepared by: *Michelle Holmes*

Approved by: Consensus

Date: 6-14-2024