



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

The Board of Health met in regular session on Friday, August 9, 2024 with the following members present: Dr. Ellis, Mr. Kerner, Mr. Shutt, 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 \$212,310.54 and July salaries in the amount of \$291,444.28 were approved for payment on a motion by Dr. Bryant and seconded by Mr. Kerner. All aye, motion carried.

### **CONSENT AGENDA ITEMS**

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

- a) July 12, 2024 Board of Health Minutes
- b) Status Change

Certifying Health Professional 2, Sarah Loar, has requested to increase her hours worked per week from 22.5 to 30 at the WIC office, effective August 19, 2024.

Seconded by Mr. Shutt. All aye, motion carried.

### **ENVIRONMENTAL**

#### **A. Food Regulation Update**

Brian Nartker, Director of Environmental Health, presented updates to the Board on the food regulation based on feedback from the survey completed last month by the Ohio Department of Health. The recommendation was made to update the Food Regulation regarding embargoed food and to revise the sanitarian titles to Environmental Health Specialists. Dr. Kauffman made a motion to approve the updated Food Regulation, seconded by Mrs. Sunderhaus. Roll Call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, abstain; Dr. Kauffman, aye; Dr. Bryant, aye; and Mrs. Sunderhaus, aye. Motion carried.

#### **B. Request Approval to Enter Into a Contract with AquaResource**

Mr. Nartker presented an Agreement with AquaResource to the Board for approval. This program would allow all entities that manage backflows to work directly with plumbers to pay for the backflow and the plumber to report that the backflow is working properly. The agency would continue to send renewals for backflows but payments would take place online. After discussion, Mrs. Sunderhaus made a motion to approve the agreement as presented, seconded by Dr. Bryant. All aye, motion carried.

## **ADMINISTRATION**

### **A. Request Approval to Enter Into a Contract with Perry ProTech**

Mr. Fischer, Health Commissioner, presented a request to the Board to enter into an agreement with Perry ProTech. This is a three (3) year agreement for IT Managed Services for ACPH and the WIC office. After discussion, Mr. Shutt made a motion to approve the request, seconded by Dr. Bryant. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Kauffman, aye; Dr. Bryant, aye; and Mrs. Sunderhaus, aye. Motion carried.

### **B. Request Approval to Enter Into a Contract with Bricker Graydon**

Mr. Fischer presented an engagement letter from Bricker Graydon to the Board for approval. Because we are going to be conducting several activities in the agency as well as around the community with COVID-19 Enhanced Operations (EO) grant funds we need to ensure compliance with all regulations that exist with procurement of items with federal grant dollars. After discussion, Mrs. Sunderhaus made a motion to approve entering into a contract with Bricker Graydon as presented, seconded by Dr. Kauffman. Roll call vote: Dr. Ellis, nay; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Kauffman, aye; Dr. Bryant, aye; and Mrs. Sunderhaus, aye. Motion carried.

### **C. Lead Vacuum Rental Policy**

Mr. Fischer presented a request to the Board for approval a Lead Vacuum Rental Policy. After discussion this matter was tabled.

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

#### **1. 2040 – Human Trafficking; 3010 – Recruitment, Selection and Hiring; 3050 – Employee Status; and 4050 – Overtime**

These policies were reviewed and no changes were made. Mr. Kerner made a motion to approve, seconded by Mrs. Sunderhaus. All aye, motion carried.

#### **2. 3070 – Classification & Job Assignment**

Minor change to this policy to state that the Health Commissioner and Service Area Directors will “periodically” review the position classification and pay ranges to ensure internal and external equity. Legal also recommended that the final two sentences in this paragraph be deleted as they aren’t necessary and a little confusing. Mr. Kerner made a motion to approve the Classification & Job Assignment policy with revisions, seconded by Dr. Bryant. All aye, motion carried.

#### **3. 3130 – Disciplinary Policy**

Updates made to this policy are very minor adding the word ‘may’ before “give an employee” for clarification. Mrs. Sunderhaus made a motion to approve the revised Disciplinary policy, seconded by Mr. Shutt. All aye, motion carried.

#### **4. 3150 - Resignation**

The main change in this policy states when an employee resigning from the agency is eligible to vacation leave payout. Law permits this to be paid out after one year of employment. We had previously tied this to completion of probationary period. Legal recommended this due to a change in Ohio Revised Code and the additional grammatical change. Mr. Shutt made a motion to approve the Resignation policy as presented, seconded by Dr. Kauffman. All aye, motion carried.

#### **5. 4100 – FMLA**

The update to this policy adds information that time on 'workers compensation' will run concurrent with FMLA leave. Mr. Kerner made a motion to approve the revision as presented, seconded by Dr. Bryant. All aye, motion carried.

#### **6. 7010 – Accident Injury on the Job**

This reflects an update to the county policy for the current managed care organization. The new provider is Sedgwick Ohio TP. Mr. Shutt made a motion to approve the revised policy, seconded by Mr. Kerner. All aye, motion carried.

### **E. Executive Session**

Moved to the end of the meeting.

### **F. Board Updates**

1. Fraud Prevention training – due September 27, 2024.
2. Building updates – Our door operator on the door to the waiting room is up and running; the Market Street door has a handicap operator installed; concrete work will start on the back of the building tomorrow and be complete in 7 to 10 days.

## **NURSING**

### **A. Agreement with Mercy Health Residency Program**

Deb Roberts, Director of Nursing, presented a request to the Board for approval of an Agreement with Mercy Health Residency Program. This program will provide students a two-week public health rotation in our environmental, disease intervention, Children with Medical Handicaps and Reproductive Health & Wellness Clinic. Mr. Kerner made a motion to approve the agreement, seconded by Mrs. Sunderhaus. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Kauffman, abstain; Dr. Bryant, aye; and Mrs. Sunderhaus, 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 EMR training is scheduled for the 28<sup>th</sup> through the 30<sup>th</sup> of August with a go-live date of September 3<sup>rd</sup> & 4<sup>th</sup>.

## **PREVENTION & HEALTH PROMOTION**

### **A. Approval of Revised Position Description – HIV Educator**

Tami Gough, Director of Prevention & Health Promotion, presented a request to approve a revised position description for the HIV Educator 2. The revisions to this position description include the removal of the phlebotomy requirement and a downgrade to the classification from L to K. Dr. Bryant made a motion to approve the revised position description as presented, seconded by Mrs. Sunderhaus. All aye, motion carried.

### **B. Permission to Recruit & Hire – HIV Educator**

Ms. Gough requested permission of the Board to recruit and hire for the open position of HIV Educator. This position will either be an HIV 1, pay range L, \$21.29 - \$25.07 per hour, or an HIV 2, pay range K, \$22.66 - \$27.63 per hour. Dr. Bryant made a motion to approve recruiting & hiring for the HIV Educator position, seconded by Mr. Shutt. All aye, motion carried.

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

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

#### Meeting attendance:

08/12/24 Ms. Gearing, Integrated Preparedness Planning Workshop, Columbus  
08/18/24 Mr. Fischer, AOHC Board Meeting, Columbus  
09/15/24 – 09/19/24 Ms. Gray, Mr. Holcomb & Mr. Ramey, CDC STI Prevention Conference, Atlanta, GA  
09/19/24 Dr. Gaynier, AOHC Fall Conference, Dublin  
09/18/24 – 09/20/24 Mr. Fischer, AOHC Fall Conference, Dublin

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

07/01/24	Ms. Krites & Hambleton	Hancock County	70
07/02/24	Mr. Ramey	Shelby County	72
07/03/24	Mr. Ramey	Shelby County	72
07/05/24	Ms. Gough & Hambleton	Champaign County	108
07/09/24	Ms. Hambleton & Mr. Ramey	Hancock County	70
07/10/24	Mr. Ramey	Logan County	70
07/11/24	Mr. Ramey	Auglaize County	30
07/17/24	Mr. Ramey	Logan County	70
07/19/24	Ms. Misiakiewicz	Van Wert County	60
07/24/24	Ms. Krites & Mr. Ramey	Paulding County	168
07/26/24	Mr. Ramey	Champaign County	140
07/26/24	Mr. Ramey	Van Wert County	72

07/26/24 Ms. Krites

Van Wert County

64

All aye, motion carried.

**PUBLIC COMMENT**

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

**Executive Session**

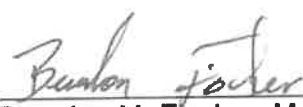
Mr. Kerner made a motion to enter into Executive Session to consider the compensation of a public employee, seconded by Dr. Bryant. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Kauffman, aye; Dr. Bryant, aye; and Mrs. Sunderhaus, aye. Motion carried.

(Mr. Kerner exited the meeting at 9:30 am)

At the conclusion of the executive session Mrs. Sunderhaus made a motion to return to regular session, seconded by Dr. Kauffman. Roll call vote: Dr. Ellis, aye; Mr. Shutt, 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 Mr. Shutt. The meeting adjourned at 9:36 a.m.

  
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Wilfred Ellis, M.D.  
President

  
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Brandon M. Fischer, MA, REHS  
Secretary

Prepared by: **Michell Holmes**

Approved by: **Consensus**

Date: **09-13-2024**

