



THE ALLEN COUNTY COMBINED HEALTH DISTRICT BOARD OF HEALTH MEETING MINUTES

The Board of Health met in regular session on Friday, July 12, 2024 with the following members present: Dr. Ellis, Mr. Shutt, 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 \$270,034.05 and June salaries in the amount of \$196,070.42 were approved for payment on a motion by Mr. Shutt 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) June 14, 2024 Board of Health Minutes
- b) June 26, 2024 Special Board of Health Minutes
- c) Resignation

Disease Intervention Specialist 1, David Markley, submitted his resignation from the agency effective June 26, 2024.

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

ENVIRONMENTAL

A. Sewage Violation, Michael Hesseling, 4750 Bowdle Road

Brian Nartker, Director of Environmental, presented the household sewage treatment system at 4750 Bowdle Rd. There was no one present to represent Mr. Hesseling. The household sewage treatment system on this property is an NPDES-style aeration system, which requires a service contract with a service provider and annual effluent samples to be collected by a Service Provider. A letter was sent by Certificate of Mailing on June 20, 2024, requiring the owner to sample the effluent from the system and show proof of a service contract from a service provider within 15 days. There has been no action or communication from owner. After discussion, Dr. Bryant made a motion to order Mr. Hesseling to show a service contract with a service provider within 30 days and to have effluent samples collected within 60 days. Seconded by Mr. Shutt. All aye, motion carried.

ADMINISTRATION

A. Audit

Melissa Rayle, Director of Finance and Human Resources, presented the 2023 Audit Report conducted by independent auditing firm, Clark, Schaeffer and Hackett. The audit tested the internal policies and procedures, compliance with major federal grant programs, Ohio's fiscal regulations and Sunshine Laws. The audit contains four items in a management letter that need addressed and one material weakness identified in our financial reporting of major funds. Mrs. Sunderhaus made a motion to approve the 2023 Audit, seconded by Mr. Shutt. All aye, motion carried.

B. 2nd Quarter Financial Report

Ms. Rayle presented the 2nd Quarter Financial Report to the Board for approval. As of June 30, 2024, receipts totaled \$3,451,119 or 61% of the budgeted revenue; expenditures totaled \$2,535,124 or 44% of the budgeted amount for 2024. Mr. Shutt made a motion to approved the 2nd Quarter Budget, seconded by Mrs. Sunderhaus. All aye, motion carried.

C. Supplemental Appropriations

1. Expenses

Ms. Rayle requested approval of the Board for supplemental appropriation for the Enhanced Operations fund in the amount of \$332,565.00. Dr. Bryant made a motion to approve the request as presented, seconded by Mr. Shutt. Roll call vote: Dr. Ellis, aye; Mr. Shutt, aye; Dr. Bryant, aye; and Mrs. Sunderhaus, aye. Motion carried.

2. Revenue

Supplemental Appropriations for the Enhanced Operations fund was presented to the Board for approval in the revenue account in the amount of \$332,565.00. Mr. Shutt made a motion to approve the request, seconded by Mrs. Sunderhaus. All aye, motion carried.

D. Personnel Policy Revisions

1. 1020 – Policy on Writing & Adopting Policies

Mr. Fischer, Health Commissioner, presented a revised Policy on Writing & Adopting Policies to the Board for approval. An update to this policy intends to show that personnel policies are now provided to all staff members in an electronic format on our timekeeping system and on an agency shared drive. Previously the policies were provided as a hard copy to all staff in binders. A single hard copy of personnel policies is available to staff members in each service area. Dr. Bryant made a motion to approve the revised Policy on Writing & Adopting Policies, seconded by Mrs. Sunderhaus. All aye, motion carried.

2. 1030 – Supportive Work Environment

No changes to this policy outside of the revision date and logo. Dr. Bryant made a motion to approve the revised Supportive Work Environment policy, seconded by Mr. Shutt. All aye, motion carried.

3. 7010 – Accident-Injury on the Job

Changes to this policy primarily update the documents for the BWC provider to the county and their updated policy. Dr. Bryant made a motion to approve the revision as presented, seconded by Mr. Shutt. All aye, motion carried.

E. Fraud Prevention Training

A new requirement for fraud prevention training was introduced by Allen County. This is required for all staff and board members to complete within 90 days of July 1st. Mr. Fischer will send information to complete the training and an acknowledgement of completion for each board member.

F. 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 and the Medicare Part D vaccine billing code for Heplisav-B. 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 an EMR onboarding call is scheduled for next Friday and our training is August 28th, 29th and 30th with a go-live date of September 3rd.

Vaccines – There will be an updated COVID vaccine out in the Fall. The Flu shot this year will be a tri-valiant with some new considerations for the use of high dose flu vaccine. The RSV vaccine is recommended for individuals 75 years of age & older and for 60-74 year of age with an increased risk. There is a new Pneumococcal 21-valent conjugate vaccine now available.

PREVENTION & HEALTH PROMOTION

A. Approval to Recruit & Hire

Tami Gough, Director of Prevention & Health Promotion, requested approval of the Board to recruit and hire for the vacant Disease Intervention Specialist (DIS) position. This position will be either a DIS 1, Pay Range J, \$21.55 - \$26.31 or DIS 2, Pay Range L, \$23.76 - \$28.99 per hour. Dr. Bryant made a motion to approve the request as presented, seconded by Mrs. Sunderhaus. All aye, motion carried.

B. Approval for Promotion

Ms. Gough presented an approval to the Board to promote Ryan Ramey from HIV 2 position to DIS 2 position. Mr. Ramey submitted an application for the vacant position, was interviewed and was later offered the position. The Fiscal Director prepared a pay assessment for the DIS 2 position for Mr. Ramey which placed him in pay range L, point B-C, \$27.68 per hour. Mr. Shutt made a motion to approve the promotion as presented, seconded by Dr. Bryant. All aye, motion carried.

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

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

Meeting attendance:

07/29/24 Mr. Nartker, North Central Ohio Solid Waste District Policy Meeting, Logan County
07/09/24 Ms. Horstman, IQIP Training, Columbus
07/18/24 Ms. Horstman, MOBI/TIES Training, Dublin
07/25/24 Ms. Gearing, NW Ohio Regional Emergency Response Coordinators Meeting, Findlay
08/02/24 Mr. Fischer, NW Ohio AOHC and Governance Meeting, Bowling Green
08/05/24 Mr. Fischer, FAB 4 Planners Meeting, Celina/Virtual
08/19/24 – 08/21/24 Mr. Holcomb, CDC Disaster Epidemiology & Readiness Training, Columbus
08/20/24 – 08/21/24 Ms. Gearing, CDC Disaster Epidemiology & Readiness Training, Columbus

Approval for the following out of county travel:

05/31/24	Mr. Ramey	Champaign County	124
06/10/24	Ms. Misiakiewicz	Mercer County	76
06/12/24	Ms. Hambleton	Hancock County	74
06/21/24	Ms. Krites	Champaign County	109
06/25/24	Ms. Hambleton	Champaign & Logan County	110
06/27/24	Ms. Hambleton	Hancock County	74
06/28/24	Mr. Ramey	Champaign County	124
06/29/24	Mr. Ramey	Mercer County	84

All aye, motion carried.

Executive Session

Mr. Shutt 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. Shutt, aye; Dr. Bryant, aye; and Mrs. Sunderhaus, aye. Motion carried.

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

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 Dr. Bryant. The meeting adjourned at 9:24 a.m.



Wilfred Ellis, M.D.
President



Brandon M. Fischer, MA, REHS
Secretary

