



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

The Board of Health met in regular session on Friday, January 10, 2025 with the following members present: Dr. Ellis, Mr. Shutt, Dr. Kauffman, Dr. Winegardner Dr. Bryant, and Mrs. Sunderhaus. Dr. Ellis called the meeting to order at 8:00 a.m.

### **BOARD REORGANIZATION**

Mr. Shutt made a motion to elect Wilfred Ellis, MD, President of the Board of Health and Eric Kerner, Vice-President, seconded by Dr. Bryant. All aye, motion carried.

### **APPROVAL TO PAY BILLS**

Bills in the amount of \$269,623.43 and December salaries in the amount of \$296,378.25 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) December 13, 2024 Board of Health Minutes
- b) Contract Renewal – Cleaning and Building Maintenance Agreement

Approval of renewal contracts with Dan Parsons for cleaning and building maintenance. The rate for building maintenance and cleaning services will remain unchanged. The request is for a one year extension on the current agreement to expire on December 31, 2025.

- c) Hearing Screening Appointment

Requesting approval of the Board to appoint Kathy Tussing, Registrar, to be our contact for the hearing screening program, as required by Ohio Administrative Code 3701-40-03.

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

### **ENVIRONMENTAL**

#### **A. Resolution to Amend Uniform System of Fees – Pool Fees**

##### **1. Second Reading**

Brian Nartker, Director of Environmental Health, reviewed amendments to the "Uniform System of Fees Regulation" for the Board. Cost methodology calculations were made in the pool program to determine the costs in 2025. Ohio Revised Code 3709.09 allows each Board of Health to establish by rule a Uniform System of Fee, to assist in defraying the cost of services provided. Fees charged by a Board of Health may not exceed the cost of service as calculated by using the cost methodology formulas provided in the Ohio Administrative Code in the pool program. Because adequate funding of public

health and safety, the following subsections of the Allen County Combined Health District's Uniform System of Fees Regulation are proposed to be amended as follows and go into effect March 1, 2025.

**C. Public Swimming Pools, Public Spas, Special Use Pools, and Open Bathing Areas**

1. The following schedule of fees shall be in effect for the purpose of administering and enforcing the requirements of Chapter 3701-31, Ohio Administrative Code and Open Bathing Area Guidelines as adopted by regulation by the Board.

2. The permit fee for the operation of a governmental Public Bathing Area shall be \$1.00 annually.

3. The permit fee for the operation of a non-governmental Public Bathing Area shall be \$100.00 annually.

~~4. The license fee for a Public Swimming Pool, Public Spa, or Special Use Pool shall be \$264.00 plus state fee.~~

~~5. The license fee for any governmental Public Swimming Pool, Public Spa, or Special Use Pool shall be \$225.00 plus state fee.~~

4. The license fee for a Public Swimming Pool shall be \$350.00, plus state fee

5. The license fee for a Public Spa shall be \$161.00, plus state fee

6. The license fee for a Special Use Pool shall be \$287.00, plus state fee

Dr. Ellis opened the floor to a public hearing for the amendment of the uniform system of fees. With nobody present to comment on the update to the uniform system of fees, Dr. Ellis closed the floor to public comment.

After discussion, Dr. Bryant made a motion, seconded by Mrs. Sunderhaus to place the amendments to the "Uniform System of Fees Regulation" (see attached) on second reading. All aye, motion carried.

**B. Sewage Violation, Josh Young, 525 Dogleg Road**

Mr. Nartker presented information to the Board on a sewage violation on property located at 2323 Beery Road, owned by Jayson Hollar. This property has an aeration type sewage system that requires a service contract and samples to be collected. A letter was sent by Certificate of Mailing on December 6, 2024 requiring the homeowner to have samples collected and to provide proof of a service contract within 30 days. No contact was made to this office by the homeowner. After discussion, Dr. Bryant made a motion to order the homeowner to provide a service contract for the system within 30 days and have effluent samples collected within 60 days, seconded by Mrs. Sunderhaus. All aye, motion carried.

**C. Approval to Hire – Interim Plumbing Inspector**

Mr. Nartker presented a request to hire Daniel Allen as Interim Chief Plumbing Inspector, full-time 37.5 hours per week, Pay Range K, Point B-C at \$27.05 per hour, effective December 26, 2024. Mr. Shutt made a motion to approve the hire as presented, seconded by Dr. Winegardner. All aye, motion carried. Mr. Allen was present at the meeting and thanked the Board for the opportunity to work in this role.

## **ADMINISTRATION**

### **A. Supplemental Appropriations**

Melissa Rayle, Director of Finance and Human Resources, presented a request for the following supplemental appropriations:

1. Revenue increase revisions in the in the Get Vaccinated fund – 8806 in the amount of \$3,389.00. Dr. Bryant made a motion to approve the request, seconded by Dr. Winegardner. All aye, motion carried.
2. Revenue increase revisions in the Reproductive Health and Wellness fund, 8816, in the amount of \$11,067.36. Dr. Bryant made a motion to approve the request as presented, seconded by Mr. Shutt. All aye, motion carried.

### **B. 2024 Year End Financials**

Melissa Rayle, Director of Finance and Human Resources, presented the 2024 Year End Financials to the Board for approval. Receipts in the amount of \$6,233,861 and disbursements totaling \$5,378,574. Dr. Kauffman made a motion to approve the 2024 Year End Financials as presented, seconded by Dr. Winegardner. All aye, motion carried.

### **C. Executive Session**

Moved to the end of the meeting.

### **D. Board Updates**

1. Board of Health Contact Information and CEUs – Mr. Fischer provided updated information on the contact information for the Board of Health members and key contacts of individuals who serve the Board. Board members were asked to review the information and provide revisions as necessary. Mr. Fischer also asked Board members to complete the 2 hours of continuing education required by Board of Health members in 2024 and provide evidence of completion of the CEUs as soon as possible.
2. Delegation of Authorities for the Health Commissioner – Mr. Fischer provided an update on the work of the Board of Health workgroup on this project. The group met on January 8, 2025 for an initial review of the document and have identified updates that are needed. These updates will be incorporated in a new draft and the group will try to meet prior to the February meeting.

## **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.

Mrs. Sunderhaus requested that a 3-5 year disease trend be presented with the Communicable Disease Report in February to help identify any changes in disease in the community.

## **HEALTH PLANNING**

## **A. Performance Management Report**

Monica Harnish, Director of Health Planning and Accreditation Coordinator, presented the agency's annual performance management data report for the agency for 2024 to the Board. The performance measures are structured around our strategic pillars of Personnel, Accountability, Service, Resources and Innovation. Additional information was provided to the Board on what performance measures the agency would be evaluating in 2025 based on the items in the current report and why the items were added or changed.

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

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

#### Meeting attendance:

01/17/25	Mr. Fischer, AOHC Board Meeting, Columbus
01/30/24	Ms. Gearing, Regional Planners Meeting, Freemont
02/07/25	Mr. Fischer, NW Ohio Governance and AOHC Meeting, Bowling Green

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

12/03/2024	R. Ramey	Shelby County (HIV)	72
12/06/2024	S. Misiakiewicz	Putnam County (CK)	44
12/06/2024	R. Ramey	Champaign County (DIS)	142
12/10/2024	R. Ramey	Paulding County (DIS)	116
12/10/2024	C. Hambleton	Logan County (DIS)	71
12/11/2024	R. Ramey	Mercer County (DIS)	74
12/12/2024	R. Ramey	Paulding County (DIS)	102
12/12/2024	R. Ramey	Shelby County (DIS)	72
12/12/2024	C. Krites	Hancock County (DIS)	80
12/17/2024	C. Hambleton	Mercer County (DIS)	72
12/17/2024	S. Misiakiewicz	Mercer County (CK)	76
12/17/2024	C. Hambleton	Auglaize and Mercer Counties (DIS)	76
12/18/2024	C. Hambleton	Hancock County (DIS)	68
12/19/2024	R. Ramey	Putnam County (DIS)	42
12/30/2024	C. Hambleton	Logan County (DIS)	123

All aye, motion carried.

## **PUBLIC COMMENT**

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

Dr. Ellis provided an update on the concerns raised in the December 2024 meeting on pop-up clinics appearing in the community and questions on reporting positive results for diseases. Dr. Ellis shared that he had initial conversations with the University of Toledo concerning these clinics, the materials used and for disease reporting. After discussion over the concerns of the clinic, Dr. Ellis intended to meet with the clinic head to discuss the concerns raised and bring an update back to the full Board.

## **EXECUTIVE SESSION**

Dr. Kauffman made a motion to enter into Executive Session to discuss the, employment of a public employee, details regarding emergency response protocols and business, seconded by Dr. Winegardner. Roll call vote: Dr. Ellis, aye; Mr. Shutt, aye; Dr. Kauffman, aye; Dr. Bryant, aye; Dr. Winegardner; and Mrs. Sunderhaus, aye. Motion carried.

(Mrs. Sunderhaus exited the meeting at 9:42 a.m.)


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

Dr. Bryant made a motion to add item E. Job Abolishment and Layoff Notice to the agenda, seconded by Dr. Kauffman. Roll call vote: Dr. Ellis, aye; Mr. Shutt, aye; Dr. Kauffman, aye; Dr. Bryant, aye; and Dr. Winegardner. Motion carried.

#### **E. Job Abolishment and Layoff Notice**

Dr. Winegardner made a motion, with regret, to abolish the position of Administrative Secretary 3 for reasons of efficiency and provide a layoff notice to Michell Holmes due to the abolishment of this position, effective January 31, 2025, seconded by Dr. Bryant. All aye, motion carried.

There being no further business, Mr. Shutt made a motion to adjourn, seconded by Dr. Bryant. The meeting adjourned at 9:45 a.m.

  
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Wilfred Ellis, M.D.  
President

  
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Brandon M. Fischer, MA, REHS  
Secretary

