



THE ALLEN COUNTY COMBINED HEALTH DISTRICT BOARD OF HEALTH MEETING MINUTES

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

APPROVAL TO PAY BILLS

Bills in the amount of \$255,752.77 and October salaries in the amount of \$194,622.18 were approved for payment on a motion by Mr. Shutt and seconded by Mrs. Sunderhaus. All aye, motion carried.

CONSENT AGENDA ITEMS

After discussion, Mrs. Sunderhaus made a motion to approve consent agenda item "a" October 11, 2024 Board of Health Minutes, seconded by Mr. Shutt. All aye, motion carried. Item "b" Reduction in Hours has been tabled and moved to Administration at the December meeting for discussion.

a) October 11, 2024 Board of Health Minutes

b) Reduction in Hours

ENVIRONMENTAL

A. Resolution to Amend Uniform System of Fees – Food Fees

Brian Nartker, Director of Environmental Health, reviewed amendments to the "Uniform System of Fees Regulation" for the Board. 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 food program.

1. Public Hearing

Dr. Ellis open the public hearing. After hearing no comments from the public Dr. Ellis closed the public hearing.

2. Final Reading

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 January 1, 2025.

D. Food Service, Food Vending and Food Establishment

Existing subsections 3 (a), (b), (c), (d), and (e) are hereby amended to read as follows:

3. (a) Mobile Food Service Operations \$82.00 plus state fee
(i) Low Risk Mobile \$41.00 plus state fee
- (b) Vending Machine Locations & Commissaries \$22.09 plus state fee
- (c) Commercial and Non-Commercial Food Service Operations and Retail Food Establishments less than 25,000 square feet.
- | | | |
|------|---------|-------------------------|
| Risk | Level 1 | \$147.00 plus state fee |
| Risk | Level 2 | \$166.00 plus state fee |
| Risk | Level 3 | \$326.00 plus state fee |
| Risk | Level 4 | \$416.00 plus state fee |
- (d) Commercial and Non-Commercial Food Service Operations and Retail Food Establishments 25,000 square feet or greater.
- | | | |
|------|---------|-------------------------|
| Risk | Level 1 | \$216.00 plus state fee |
| Risk | Level 2 | \$228.00 plus state fee |
| Risk | Level 3 | \$830.00 plus state fee |
| Risk | Level 4 | \$880.00 plus state fee |
- (e) Temporary Food Service Operation and Temporary Retail Food Establishments \$97.00

After discussion, Mr. Kerner made a motion, seconded by Dr. Kauffman to place the amendments to the "Uniform System of Fees Regulation" (see attached) on final reading. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, abstain; Dr. Kauffman, aye; and Mrs. Sunderhaus, aye. Motion carried.

B. Letter of Resignation – Environmental Health Specialist

Mr. Nartker presented a Letter of Resignation to the Board for approval. Megan Eder, Environmental Health Specialist, presented her letter of resignation on November 7, 2024. Megan's last date with the agency will be December 20, 2024. Mr. Shutt made a motion to accept the letter of resignation, seconded by Dr. Kauffman. All aye, motion carried.

C. Letter of Retirement – Chief Plumbing Inspector

Mr. Nartker presented a Letter of Retirement to the Board for approval. Don Hartman, Chief Plumbing Inspector, presented his letter of retirement on November 7, 2024. Don's last day with the agency will be December 31, 2024. Mr. Kerner made a motion to accept the letter of retirement, seconded by Mr. Shutt. All aye, motion carried.

D. Permission to Recruit and Hire – Environmental Health Specialist

Mr. Nartker requested permission of the Board to Recruit & Hire for the Environmental Health Specialist position. This position is full-time, Pay Range I or J, starting at \$21.29 or 21.55 per hour. Mrs. Sunderhaus made a motion to approve recruiting & hiring for the Environmental Health Specialist, seconded by Dr. Kauffman. All aye, motion carried.

E. Permission to Create Interim Plumbing Inspector Position

Mr. Nartker requested permission of the Board to create a new Interim Plumbing Inspector position. This is a full-time position, Pay Range K, starting at \$22.66 per hour. An Interim Plumbing Inspector would have two years to pass the Plumbing Inspector and Plumbing Plans Examiner tests through the Ohio Board of Building Standards. After discussion, Dr. Kauffman made a motion to approve creating an Interim Plumbing Inspector position, seconded by Mr. Shutt. All aye, motion carried.

F. Permission to Recruit and Hire – Chief Plumbing Inspector or Interim Plumbing Inspector

Mr. Nartker requested permission of the Board to Recruit & Hire for the Chief Plumbing Inspector. This is a full-time position, Pay Range K, starting at \$22.66 per hour. Mr. Kerner made a motion to approve recruiting & hiring for a Chief Plumbing Inspector or Interim Plumbing Inspector, seconded by Mrs. Sunderhaus. All aye, motion carried.

ADMINISTRATION

A. 2024 Holiday Schedule

Brandon Fischer, Health Commissioner, presented information for the 2024 Holiday Schedule to the Board for approval. Permission to close at noon on Christmas Eve and New Year's Eve and allow staff to choose one of the half days off and work the other half day. After discussion, Mr. Shutt made a motion to approve the 2024 Holiday Schedule as presented, seconded by Dr. Kauffman. All aye, motion carried.

B. Employee Recognition Breakfast

Mr. Fischer requested approval of the Board of \$1,100.00 to provide a hot breakfast and purchase years of service items for staff. After discussion, Mrs. Sunderhaus made a motion to approve the request as presented, seconded by Mr. Shutt. Mr. Fischer extended an invitation to the board members to attend on December 18th from 8 to 10 am at the Market Street Presbyterian Church.

C. Supplemental Appropriations

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

1. COVID Bridge expense request in the amount of \$15,000.00. Dr. Kauffman made a motion to approve the request, seconded by Mr. Kerner. All aye, motion carried.

2. Food Service expense request in the amount of \$35,000.00. Mrs. Sunderhaus made a motion to approve the request as presented, seconded by Mr. Shutt. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Kauffman, aye; and Mrs. Sunderhaus, aye. Motion carried.

3. Cribs for Kids expense request in the amount of \$7,500.00. Mr. Shutt made a motion to approve the request, seconded by Mrs. Sunderhaus. All aye, motion carried.

4. Get Vaccinated expense request in the amount of \$7,000.00. Mrs. Sunderhaus made a motion to approve the request, seconded by Dr. Kauffman. All aye, motion carried.

D. Warrant of Advance

Ms. Rayle requested approval of the Board for a Warrant of Advance in the COVID Bridge account in the amount of \$15,000.00. Mr. Kerner made a motion to approve the request, seconded by Mrs. Sunderhaus. All aye, motion carried.

E. Resolution to Establish Nursing Services Fees

Mr. Fischer presented a Resolution to the Board to establish nursing services fees. This request is for all nursing services fees to be amended any time the Local Health Services Collaborative approves an updated fee schedule in accordance with the agreement with the Board of Health with an effective date of September 3, 2024. Mrs. Sunderhaus made a motion to approve the Resolution to Establish Nursing Services Fees, seconded by Mr. Kerner. All aye, motion carried.

F. Regulation to Establish Uniform System of Fees – Vitals & CMH

A Regulation to Establish Uniform System of Fees for Vital Statistics and Children with Medical Handicaps was presented to the Board by Mr. Fischer. These fees were previously captured in the nursing services fee schedule, with the establishment of the fees schedule with the Local Public Health Services Collaborative this fee schedule needed to be adopted separately. Mr. Kerner made a motion to approve the regulation as presented, seconded by Mrs. Sunderhaus. All aye, motion carried.

G. Request for Disposal

Mr. Fischer presented a Request for Disposal to the Board for approval. After discussion, Dr. Kauffman made a motion to approve the request as presented, seconded by Mrs. Sunderhaus. All aye, motion carried.

H. Draft 2025 Meeting Schedule

A draft of the 2025 Meeting Schedule was previously sent to board members. All meeting are scheduled on the second Friday of the month.

I. DAC Meeting Update

Mr. Fischer shared an update with the Board from the DAC meeting held on October 29, 2024. The budget was approved and Mr. Shutt was reappointed to the District Licensing Council.

J. Delegation of Authority

Mr. Fischer presented a draft Delegation of Authority to the Board for review. This document is part of the strategic planning for the agency and identifies the rolls and responsibilities assigned by the Board to the Health Commissioner. This would ideally be brought to the Board for approval on an annual basis. Discussion took place regarding succession planning and how it ties to the Delegation of Authority. The Board suggested a Succession Plan be reviewed along with the Delegation of Authority.

K. Executive Session

Moved to the end of the meeting.

NURSING

A. Communicable Disease Report

Leilani Quintas, Epidemiologist, presented the Communicable Disease Report for September and October. Deb Roberts, Director of Nursing, presented the TB test information to the Board.

B. Nursing Updates

Ms. Roberts shared the following updates with the Board:

a) CDC recommends a second dose of the 2024-2025 COVID-19 vaccine for individuals 65-years old and also for individuals who are moderately or severely immunocompromised. The dose is to be given 6 months after the first dose. CDC also updated the pneumococcal vaccine recommendations for adults from 65-years old to 50-years old.

b) RHWP program – As a reward for being on track to exceed our RH25 projected number of visits and to help cover the expenses of seeing additional visits, we are awarded an additional \$30,000.00 in grant funding.

PREVENTION & HEALTH PROMOTION

A. Permission to Hire - HIV Educator

Tami Gough, Director of Prevention & Health Promotion, requested permission of the Board to hire Nicole Sprague for the HIV Educator position. This is a full-time position, Pay Range K, point B, \$25.15 per hour and is covered by grant funding. Mrs. Sprague will start with the agency November 12, 2024. Mr. Shutt made a motion to approve hiring Ms. Sprague, seconded by Mrs. Sunderhaus. All aye, motion carried.

HEALTH PLANNING

A. Strategic Planning – Annual Update

Monica Harnish, Director of Health Planning and Accreditation Coordinator, presented the Strategic Planning Annual Update to the Board. As requested by the Board, the Strategic Plan will be shared semiannually, with the next update scheduled for May 2025.

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

Mrs. Sunderhaus made a motion, seconded by Mr. Kerner to approve the following:

Meeting attendance:

11/12/24 Ms. Tussing, OVRs Training, Columbus
11/14/24 Ms. Kimmet, OVRs Training, Columbus
11/15/24 Ms. Neidemire, NW Regional PHN Meeting, Findlay
11/15/24 Mr. Fischer, AOHC Board Meeting, Columbus/Virtual
12/06/24 Mr. Fischer, NW Ohio AOHC Meeting, Bowling Green/Virtual
12/12/24 – 12/13/24 Ms. Fisher, Roberts & Roberts, LPHSC Bi-Annual Conference, Bellefontaine

Approval for the following out of county travel:

10/01/2024	Mr. Ramey	Shelby County	74
10/02/2024	Ms. Hambleton	Hancock County	74
10/03/2024	Mr. Ramey	Hardin County	32
10/03/2024	Ms. Krites	Hancock County	72
10/08/2024	Ms. Misiakiewicz	Putnam County	41
10/09/2024	Mr. Ramey	Hancock County	103
10/10/2024	Mr. Ramey	Shelby & Auglaize County	120
10/15/2024	Ms. Krites	Franklin County	260
10/16/2024	Mr. Ramey	Hancock County	68
10/17/2024	Ms. Buzard	Butler County	220
10/17/2024	Ms. Hambleton	Franklin County	182
10/22/2024	Mr. Ramey	Logan County	70
10/23/2024	Mr. Ramey	Hancock County	68
10/24/2024	Mr. Ramey	Logan County	71
10/24/2024	Ms. Misiakiewicz	Hardin County	60
10/25/2024	Mr. Ramey	Champaign County	140
10/29/2024	Ms. Misiakiewicz	Van Wert County	56
10/31/2024	Mr. Ramey	Shelby & Auglaize County	79

All aye, motion carried.

PUBLIC COMMENT

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

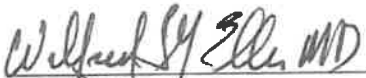
EXECUTIVE SESSION

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

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

Dr. Kauffman made a motion to approve seeking an advance from the county commissioners to cover end of year agency expenses, seconded by Mrs. Sunderhaus. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Kauffman, aye; and Mrs. Sunderhaus, aye. Motion carried.

There being no further business, Mr. Shutt made a motion to adjourn, seconded by Mrs. Sunderhaus. The meeting adjourned at 10:41 a.m.



Wilfred Ellis, M.D.
President



Brandon M. Fischer, MA, REHS
Secretary