



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

The Board of Health met in regular session on Friday, March 14, 2025 with the following members present: Dr. Ellis, Mr. Kerner, Dr. Kauffman, Ms. Sunderhaus and Dr. Bryant. Dr. Ellis called the meeting to order at 8:00 a.m.

### **APPROVAL TO PAY BILLS**

Bills in the amount of \$344,944.73 and February salaries in the amount of \$196,853.59 were approved for payment on a motion by Dr. Bryant and seconded by Ms. Sunderhaus. All aye, motion carried.

### **CONSENT AGENDA ITEMS**

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

a) February 14, 2025 Board of Health Minutes

b) Contract Renewal – Angela Maas, CNP, Nurse Practitioner

Approval is requested for contract renewal with Angela Maas, Nurse Practitioner for the Reproductive Health and Wellness (RHWP) clinic. The contract is for the April 1, 2025 to March 31, 2026 grant year at a rate of \$70.00 per hour for an average of 6.5 hours per week, not to exceed \$26,000.00 in grant funds and project income.

c) Contract Renewal – Derek Ruen, Lawn Care

This is a renewal contract with Derek Ruen for lawn care/landscaping, April 1 – November 30, 2025 at a rate of \$30.00 per hour. The maximum amount is not to exceed \$300.00 per month and \$2,400.00 per for the season. There is no change from last year.

d) Reproductive Health & Wellness Agreement with Hancock County

This is a continuation of the grant from 2025 where Allen County partnered with Hancock County Public Health to continue offering their own reproductive health and wellness program under the grant of the same name through the Ohio Department of Health. Due to the nature of the grant cycle, Hancock County was not able to receive the grant until the grant was available in a competitive grant cycle. In order for Hancock County to receive this grant, they needed to partner with a county that already had the grant and they had asked to partner with Allen County Public Health. Hancock County anticipates that they will have enough clients to be able to receive no more than \$44,000.00 of grant funds. This is the final year of this agreement.

Seconded by Dr. Kauffman. All aye, motion carried. Dr. Ellis requested that Administration Item G. Executive Session be removed from the agenda.

### **ENVIRONMENTAL**

**A. Sewage Violation – Nancy Mendez, 9902 Reservoir Road**

Mr. Nartker presented a Sewage Violation for Nancy Mendez at 9902 Reservoir Road. No one was present to represent the homeowners. Allen County Public Health received a complaint in June 2015. An evaluation was conducted of the system on July 8, 2015. The system was deemed non-functional. The owner was ordered to bring system into compliance by October 8, 2015. Communication was maintained with the owner on a regular basis. On October of 2019 owner was given opportunity to participate in WPCLF program. Through the years, staff was maintaining contact with the owner and working with them to bring the system into compliance. On January 28, 2025, the owner was given notice to provide info on status of the property within 30 days. There was no contact from owner. Mr. Nartker recommend that the Board order the owner to obtain a septic system permit within 90 days. Dr. Bryant made a motion to order the homeowner obtain a septic permit within 90 days, seconded by Mrs. Sunderhaus. All aye, motion carried.

**B. Sewage Violation – CCK Rental, 14577 Landeck Road**

Mr. Nartker presented a Sewage Violation for CCK Rental at 14577 Landeck Road. No one was present to represent the property. Allen County Public Health conducted an evaluation of the system on July 8, 2015. The system was deemed non-functional at that time. The owners were ordered to begin process of installing a new system by February 20, 2016. A follow-up letter was sent to the owner on January 6, 2017, asking the owner to provide an update on the status of the system within 7 days. Through the years, staff maintained contact with the owner and worked with them to bring the system into compliance. On January 28, 2025, the owner was given notice to provide info on status of the property within 30 days. The lawyer representing the owner called and left a message. Allen County Public Health staff returned the call and left a message. The lawyer representing the owner has not called back.

Mrs. Sunderhaus expressed concern over the lengthy timeline for this property and the previous property to move from initial complaint to requiring Board action on the project. Mrs. Sunderhaus and Mr. Kerner inquired as to what communication occurred with the property owners between the time of the initial complaint and today. Mr. Nartker indicated that there has been ongoing communication with the property owners that was not documented in the items he had present in the meeting. Mr. Kerner also expressed concern over the timeline and was interested in the process that was used to document the complaints and our follow up for these sewage violations. Mr. Nartker indicated that his office could work on obtaining the information about the communication with the property owners and provide this back to the board at our next meeting. Mr. Nartker recommend the Board order the owner to obtain a septic system permit within 90 days. Dr. Bryant made a motion to order the homeowner obtain a septic permit within 90 days, seconded by Mrs. Sunderhaus. All aye, motion carried.

Mrs. Sunderhaus requested that Mr. Nartker review the open complaints and provide a list of the complaints to the Board for review. Dr. Ellis asked that staff review the process utilized to follow up on sewage violations, provide the number of cases by year the complaint, a plan of communication with the homeowners and documentation of the communication with the homeowners. The request was for information to be provided to the Board at the April Board of Health meeting.

**ADMINISTRATION**

**A. 2026 Preliminary Budget**

Melissa Rayle, Director of Finance and Human Resources, presented the 2026 Preliminary Budget to the Board for approval. Estimated receipts and expenditures for the year total \$5,396,998 with a 3% increase from the political subdivisions. After discussion, Dr. Bryant made a motion to approve the 2025 Preliminary Budget, seconded Mrs. Sunderhaus. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Dr. Bryant, aye; Dr. Kauffman, aye; and Mrs. Sunderhaus, aye. Motion carried.

#### **B. Authorization of Repayment of County Loan**

Mr. Fischer, Health Commissioner, requested approval of the Board to repay the loan provided by the Allen County Board of Commissioners in 2024. The repayment amount would be for \$301,250 to cover the cost of the loan and the origination fee. This payment is due to the county by April 15, 2025. Dr. Bryant made a motion to repay the county loan in the amount of \$301,250 by April 15, 2025, seconded by Mr. Kerner. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Dr. Bryant, aye; Dr. Kauffman, aye; and Mrs. Sunderhaus, aye. Motion carried.

#### **C. Request to Decrease Hours**

Mr. Fischer presented a request to the Board for approval to reduce hours for Ms. Lisa Horstman. Ms. Horstman is preparing to retire from the department in the next year or two and works under the Get Vaccinated Grant from the Ohio Department of Health. In order to prepare for Ms. Horstman's retirement we would like to train her possible replacement and remain compliant with the grant requirements. The request is for Ms. Horstman to reduce her hours from 22.5 hours per week to 15 hours per week, effective March 26, 2025. Dr. Bryant made a motion to reduce the hours as presented, seconded by Mr. Kerner. All aye. Motion carried.

#### **D. Request to Increase Hours**

Mr. Fischer presented a request to the Board for approval to increase hours for Ms. Sarah Schroeder. With Ms. Horstman's preparation for retirement, Ms. Schroeder has expressed interest in learning the Get Vaccinated Grant and carrying this grant into the future. An additional day a week would be needed for Ms. Schroeder to work on getting trained for this grant. In order to prepare for Ms. Horstman's retirement we would like to train her possible replacement and be compliant with the grant requirements. The request is for Ms. Schroeder to increase her hours from 15 hours per week to 22.5 hours per week, effective March 26, 2025. Dr. Bryant made a motion to reduce the hours as presented, seconded by Mrs. Sunderhaus. All aye. Motion carried.

#### **E. Retirement – Health Planning Director/Accreditation Coordinator**

Mr. Fischer, Health Commissioner, presented a request to accept the retirement of Ms. Monica Harnish, Health Planning Director and Accreditation Coordinator. Ms. Harnish's retirement would be effective May 30, 2025. The Board thanked Ms. Harnish on all the work that she has done with the agency. Dr. Bryant made a motion, with regret, to approve the retirement as presented, seconded by Mr. Kerner. All aye, motion carried.

#### **F. Resignation**

Mr. Fischer presented a letter from Board of Health member Dr. Sherri Winegardner indicating that she intends to resign from her position on the Board of Health due to health concerns effective March 11, 2025. Dr. Winegardner is an appointee of the District Advisory Council (DAC) and the term for this seat runs through March 31, 2029. Mr. Fischer will work with the DAC to identify a possible replacement.

Dr. Bryant made a motion, with regret to approve the resignation, seconded by Dr. Kauffman. All aye, motion carried. The Board thanked Dr. Winegardner for her service to the Board of Health.

### **G. Board Updates**

1. District Advisory Council Meeting – March 27, 2025 at 7:00 p.m. in the first floor waiting room. The preliminary 2026 budget will be reviewed at the meeting and a vote will take place to re-appoint Dr. Kauffman to a 5-year term on the Board of Health.
2. Employee Survey Feedback – The employee survey was presented to the board. For the most part staff satisfaction remained similar to the 2024 survey of staff. Areas that did see some decreases in satisfaction included satisfaction with job, job security and support from the agency.
3. Annual Report – A copy of the 2025 Annual Report was provided to the Board for review. This report is required to be completed every year and details activities of the department. A digital copy of the report is published on the agency's website.

## **NURSING**

### **A. Communicable Disease Report**

Leilani Quintas, Epidemiologist, presented the 2025 Monthly Communicable Disease Report to the Board. An update of TB testing was presented to the Board by Deb Roberts, Director of Nursing.

### **B. Nursing Updates**

1. Get Vaccinated Grant 2026 – Ms. Roberts updated the Board that we have submitted an application for the 2026 Get Vaccinated Grant. The maximum award amount is \$65,189 with a work period of July 1, 2025 through June 30, 2026.
2. Reproductive Health and Wellness – The current grant is ending on March 31, 2025, the agency was awarded an additional \$30,000 for exceeding deliverables completed this grant year.

## **PREVENTION AND HEALTH PROMOTION**

### **A. Resignation – Health Educator 2**

Tami Gough, Director of Prevention and Health Promotion, presented a resignation of our Creating Healthy Communities Coordinator, Ms. Bri Buzard. Ms. Buzard is getting married this summer and will be moving out of the county following the ceremony and will not be able to continue working in this role. The effective date of Ms. Buzard's resignation will be July 4, 2025. Mr. Kerner made a motion to approve resignation as presented, seconded by Dr. Kauffman. All aye, motion carried.

### **B. Internal Posting – Health Educator 2**

Tami Gough, Director of Prevention and Health Promotion, presented request to post the Creating Healthy Communities Coordinator internally, Health Educator 2, full-time, pay range J. Dr. Bryant made a motion to approve the internal posting as presented, seconded by Mrs. Sunderhaus. All aye, motion carried.

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

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

Meeting attendance:

03/06/25	Mr. Nartker & Mr. Elling, Sewage Consortium, Bowling Green
03/11/25	Ms. Gearing, CHEMPACK Training Workshop, Bowling Green
03/18/25	WIC Staff, WIC Nutrition Conference, Virtual
03/20/25	Ms. Heitz, World TB Day, Columbus
03/21/25	Mr. Fischer, AOHC Board Meeting, Columbus
04/01/25	Mr. Fischer, Bowling Green State University Ned Baker Symposium, Bowling Green
04/04/25	Mr. Fischer, Northwest Ohio AOHC Meeting, Bowling Green

Approval for the following out of county travel:

2/05/2025	R. Ramey	Hardin County (DIS)	34
2/06/2025	N. Sprague	Hardin County (HIV)	30
2/07/2025	R. Ramey	Hardin County (DIS)	30
2/07/2025	C. Krites	Hancock County (DIS)	76
2/20/2025	R. Ramey	Hardin & Hancock Counties	83
2/21/2025	N. Sprague	Champaign County (HIV)	108
2/21/2025	S. Misiakiewicz	Mercer County (CK)	76
2/26/2025	S. Misiakiewicz	Van Wert County (IH)	63
2/27/2025	N. Sprague	Champaign County (HIV)	127

All aye, motion carried.

**PUBLIC COMMENT**

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

Dr. Ellis introduced a medical student to the Board who was present for the meeting. Dr. Katie Stibley from the University of Toledo Medical School attended the meeting. Dr. Ellis informed the board that Dr. Stibley was finishing her rotation with him and is interested in working in pediatrics.

There being no further business, Dr. Bryant made a motion to adjourn, seconded by Mr. Kerner. The meeting adjourned at 9:21 a.m.

  
Wilfred Ellis, M.D.  
President

  
Brandon M. Fischer, MA, REHS  
Secretary

