



THE ALLEN COUNTY COMBINED HEALTH DISTRICT BOARD OF HEALTH MEETING MINUTES

The Board of Health met in regular session on Friday, February 14, 2025 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 \$354,167.63 and January salaries in the amount of \$198,033.73 were approved for payment on a motion by Dr. Kauffman and seconded by Mr. Shutt. All aye, motion carried.

CONSENT AGENDA ITEMS

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

- a) January 10, 2025 Board of Health Minutes

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

ENVIRONMENTAL

A. Approval to Hire – Environmental Health Specialist-in-Training

Brian Nartker, Director of Environmental Health, presented a request to hire Tami Golliday as Environmental Health Specialist-in-Training, full-time, 37.5 hours per week, pay range I, point A-B, \$22.79 per hour. Ms. Golliday's start date with the agency was February 4, 2025. Mrs. Sunderhaus made the motion to hire Ms. Golliday, seconded by Dr. Kauffman. All aye. Motion carried.

B. Resolution to Amend Uniform System of Fees – Pool Fees

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.

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 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 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

After discussion, Dr. Kauffman made a motion, seconded by Mrs. Sunderhaus 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, aye; Dr. Kauffman, aye; Mrs. Sunderhaus, aye. Motion carried.

C. Sewage Violation, Brian and Heather Hamilton, 10180 Agerter Rd.

Brian Nartker, Director of Environmental Health, presented information to the Board on a property located at 10180 Agerter Road in reference to a sewage violation. This system require a service contract with a service provider and annual effluent samples to be collected by the service provider. A letter was sent by Certificate of Mailing on December 20, 2024, requiring the owner to sample the effluent from the system and show proof of a service contract from a service provider w/in 30 days. There was no contact or action by owner. Mr. Nartker recommended that the Board order the owners to show a service contract with a service provider within 30 days, and to have effluent samples collected within 60 days. After discussion, Mr. Kerner made a motion to order the homeowner at 10180 Agerter Road to show a service contract with a service provider within 30 days, and to have effluent samples collected within 60 days, seconded by Mrs. Sunderhaus. All aye, motion carried.

D. Structure Violation, Harold Jordan Jr., 3610 S. Dixie Hwy.

Brian Nartker, Director of Environmental Health, presented information to the Board on a property located at 3610 S. Dixie Hwy in reference to a structure violation. Mr. Nartker met with Shawnee Township officials on Jan 6, 2025, regarding structure. Mr. Nartker conducted an inspection January 7, 2025. At that inspection, Mr. Nartker observed broken windows and openings along roofline. Mr. Nartker sent an Notice of Violation on January 7, 2025, ordering Mr. Jordan to fix these issues by February 11, 2025. Mr. Nartker conducted a re-inspection on February 11, 2025, and no improvements were made. Mr. Nartker recommend that the Board declare the building to be in a condition that is "dangerous to life and health" and a "public nuisance". After discussion, Mrs. Sunderhaus made a

motion to declare the structure at 3610 S. Dixie Hwy. is dangerous to life and health and is a public health nuisance, seconded by Mr. Shutt. All aye, motion carried.

E. Retail Food Establishment, Enforcement Action, Wally's Fillin' Station

Brian Nartker, Director of Environmental Health, presented information to the Board on Wally's Fillin' Station in reference to a Retail Food Establishment violation. Violations, noted by Environmental Health Specialist Ricky Welch, trace back to June 2024 and include: No hot water, unlabeled food offered for sale, excessive ice build-up in freezers, dirty shelves in walk-in cooler, dirty floors throughout kitchen, and an accumulation of solid waste behind facility. A re-inspection of the facility was conducted November 19, 2024. No corrections were made. Another re-inspection was conducted on December 4, 2024. No corrections were made. A final re-inspection was conducted on December 18, 2024. No corrections were made. Ricky Welch hand delivered a letter requiring a meeting with Brandon Fischer on January 3, 2025. Brandon Fischer, Brian Nartker and Ricky Welch went over issues with the owner at the meeting on January 3, 2025. The owner stated he would take care of everything. Ricky Welch hand delivered a post-meeting letter, which outlined issues, deadline for correction and that they would be referred to Board of Health if they didn't make corrections. Follow-up inspections were conducted on February 3, 2025 and February 12, 2025. No corrections were made. Mr. Nartker recommend that Board of Health order facility closed until items noted on January 3, 2025, letter are corrected. After discussion, Mrs. Sunderhaus made the motion to suspend the license at Wally's Fillin' Station effective on February 14, 2025 and to not issue a new food service license to the facility if the violations outlined in the January 3, 2025 letter are not addressed by March 1, 2025, seconded by Dr. Kauffman. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, abstain; Dr. Kauffman, aye; Mrs. Sunderhaus, aye. Motion carried.

F. 2023 Mileage Report

Mr. Nartker discussed the 2024 Mileage Report with the Board. The cost to operate Board owned vehicles in 2024 was \$0.43/mile. Mr. Shutt motioned to approve the mileage rate for board owned vehicles as presented, seconded by Mr. Kerner, all aye, motion carried.

G. Water Pollution Control Loan Fund Resolution

Brian Nartker, Director of Environmental Health, presented a Water Pollution Control Loan Fund Resolution to the Board for approval. This will authorize the Director of Environmental Health to enter into an agreement with the Ohio EPA to participate in the Water Pollution Control Fund program. The fund is administered by the Ohio EPA and provides financial assistance to qualifying homeowners to repair or replace failing household sewage treatment systems, or connect to sanitary sewers. After discussion, Mr. Kerner made a motion to approve the Water Pollution Control Loan Fund Resolution, seconded by Mrs. Sunderhaus. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Kauffman, aye; Mrs. Sunderhaus, aye. Motion carried.

ADMINISTRATION

A. Return Advances to General Fund

Brandon Fischer, Health Commissioner, presented a request to the Board for return of advances to the general fund for approval. A request to return advances from special funds to the general fund

totaling \$280,460. Dr. Kauffman made a motion to advances as presented, seconded by Mrs. Sunderhaus. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Kauffman, aye; Mrs. Sunderhaus, aye. Motion carried.

B. Advances out of General Fund

Mr. Fischer requested approval of the Board for advances out of the general fund to special funds in the amount of \$215,000. These funds will be advanced back to the general fund in 2026. Mrs. Sunderhaus made a motion to approve the request for advances out of the general fund as presented, seconded by Mr. Shutt. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Kauffman, aye; Mrs. Sunderhaus, aye. Motion carried.

C. Supplemental Appropriations

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

1. Revenue increase revision in the in the Enhanced Operations fund, 8834, in the amount of \$15,000.00 for the Advance In line item. Mr. Kerner made a motion to approve the request, seconded by Mr. Shutt. All aye, motion carried.
2. Expense increase revision in the Enhanced Operations fund, 8834, in the amount of \$15,000.00 for the Advance Out line item. Mr. Kauffman made a motion to approve the request as presented, seconded by Mr. Kerner. All aye, motion carried.

D. Request to Increase Hours

Mr. Fischer presented a request to increase the hours worked per week by Leilani Quintas, Epidemiologist, from 30 hours per week to a full-time status of 37.5 hours per week. The increase would be effective February 17th and supported by COVID-19 Enhanced Operations and Public Health Workforce Grant funding. After discussion, Mr. Shutt made a motion to approve the request as presented, seconded by Mr. Kerner. All aye, motion carried.

E. Request to Recruit and Hire – WIC Health Professional or Support Staff

In the December 2024 meeting, the Board approved recruiting and hiring a Health Professional 2 (Registered Dietician) position in the WIC office. In the two months since the position was posted there have been relatively few candidates that have applied for the position and are qualified. In discussion with the WIC Director, Melinda Hobler, it was determined the importance of having an additional staff member in the clinic that can support operations in the clinic outweighs the benefit of recruiting only a registered dietician for the open position. Given the review of the pros and cons, Mr. Fischer requested approval to recruit and hire one of the following positions: Support Staff 2, Pay Range E, \$17.96 to \$21.13 per hour or; Health Professional 1, Pay Range I, \$21.83 to \$25.69 per hour or; Health Professional 2, Pay Range L, \$24.35 to \$29.71 per hour. Either position would be full-time, 37.5 hours per week. After discussion Mrs. Sunderhaus made a motion to approve the request to recruit for the positions as presented, seconded by Dr. Kauffman. All aye, motion carried.

F. Updates to Personnel Policies

1. Policy 4010 – Hours of Work – Mr. Fischer presented a request to update this policy to add a clarification to the policy to ensure that staff would log their time for proper time and effort reporting. It has been noted from other Ohio health departments that this particular policy is being scrutinized in agency fiscal audits and this update clarifies the current process being utilized by the agency to charge staff time to various grants the agency receives from the state. After discussion Mr. Kerner made a motion to approve the policy update with a revision to state that activities “shall” be tracked in the policy, seconded by Mr. Shutt. All aye, motion carried.
2. Policy 3600F – Credit Card and Purchasing Policy – Mr. Fischer presented a request to update the policy name to expand the coverage of the policy to go beyond only credit card purchases to cover all purchases by the agency. The policy removes the \$100 limit in place for requesting approval to make a purchase. Additionally, the update removes a statement that employees making purchases with a credit card being required to sign an agreement to be compliant with this policy (a separate compliance statement is already signed by staff). Last, the policy spells out the process for requesting and making purchases at the agency under normal circumstances, where a credit card is not necessary to complete an order. After discussion Mr. Shutt made a motion to approve the policy update as presented, seconded by Mrs. Sunderhaus. All aye, motion carried.
3. Policy 3190 – Hybrid/Remote Work Policy – Mr. Fischer presented a new policy to the Board for approval to review and allow staff to work in a hybrid or remote capacity. The policy outlines the responsibilities of individuals who would work in this capacity including reporting procedure as well as the responsibilities of the agency in required equipment to provide for any staff working in this capacity. The policy also outlines that positions will be designated whether they would be able to work fully remote, hybrid or in-office only. The overall goal of this policy, once implemented, would be to free up office space in the department to help bring WIC back to our offices to relieve pressure on their budget from renting space. After discussion Dr. Kauffman made a motion to approve the policy update as presented, seconded by Mrs. Sunderhaus. All aye, motion carried.
4. Policy 4050 – Overtime – Mr. Fischer presented a request to update this policy to remove a line that states the agency will pay non-exempt staff for unused compensatory time that is accrued but not used within 180 days. Due to the current time tracking system used by the agency, we are unable to track the length of time that these employees have comp time balances built up to determine when to pay out this balance. If a non-exempt employee has a comp time balance upon separation from the agency, they would be eligible to have this time paid out. Updating this policy would put us in line with the current practice utilized at the agency. After discussion Mrs. Sunderhaus made a motion to approve the policy update as presented, seconded by Mr. Kerner. All aye, motion carried.
5. Policy 8600F – Procurement – Mr. Fischer presented a request to update this policy to remove the “administrative assistant” position listed in the policy, due to the abolishment of that position, and update it to make fiscal staff responsible for procurement of items. The policy was also updated to add procedures that would be utilized by the agency for procurement of items in emergency situations to ensure the agency can adequately respond to emergencies in the community. After discussion Mrs. Sunderhaus made a motion to approve the policy update as presented, seconded by Dr. Kauffman. All aye, motion carried.

G. Appointment of HIPAA Security Officer

With the abolishment of the Administrative Assistant position at the agency we need to appoint an individual to serve as the HIPAA Security Officer as required by HIPAA/HITECH. The agency has historically appointed an individual to serve in this role and that appointment has been approved by the Board of Health. Mr. Fischer recommended that PHEP Planner, and current member of the agency's HIPAA Privacy and Security Committee, Shelly Gearing be named the Security Officer for Allen County Public Health. Mr. Shutt made a motion to approve the request as presented, seconded by Mrs. Sunderhaus. All aye, motion carried.

H. 2025 Employee Survey Overview

Mr. Fischer presented a summary copy of the 2025 Allen County Public Health employee survey to the Board which was conducted in January 2025. The summary report compared employee satisfaction with the agency, level of pay, communication within the agency and what improvements are needed. The results were presented and compared to the staff survey in 2024. Board members requested more time to review the results and thanked staff for their feedback.

I. Board Update

Dr. Ellis shared, with regret, that previous Board of Health member representing the City of Lima, Marva Cowan, passed away on February 9, 2025. Ms. Cowan's funeral is scheduled for Thursday February 20, 2025 and it was asked that the Board provide an arrangement for the services.

J. Executive Session

Moved to the end of the meeting.

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. Dustin Holcomb, Population Health Epidemiologist, prepared a report for the Board showing the trend in communicable diseases over the past 5 years.

HEALTH PLANNING

A. Draft Community Health Assessment

Monica Harnish, Director of Health Planning and Accreditation Coordinator, presented an overview of the draft Community Health Assessment (CHA) for Allen County. This assessment was compiled by Dustin Holcomb, Population Health Epidemiologist, and it was the first time that this assessment was completed within the agency. The CHA reviews several areas where the health of individuals in the county may be impacted and will be utilized for the upcoming update to the Allen County Community Health Improvement Plan (CHIP). Ms. Harnish asked that the Board provide any feedback on the CHA before the final version of the document is published later this month.

B. PHAB Updates

Ms. Harnish, provided an update on the current state of our reaccreditation review by the Public Health Accreditation Board (PHAB). We had been updated in December that we should expect to hear from PHAB in mid-January for feedback on the documentation that was submitted by the agency. Due to other agencies needing more work on their documentation, our review has been delayed and we should expect to hear something from PHAB by the end of February. Additionally, PHAB held a conference call this week and updated agencies seeking accreditation that two PHAB standards surrounding equity would not be subject to review for accreditation due to executive action by the Trump Administration concerning Diversity, Equity and Inclusion (DEI) training and policies for grant funding. PHAB indicated they are reviewing additional standards and may make additional updates as those reviews occur.

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

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

Meeting attendance:

Approval for the following meeting attendance:

02/21/25 Mr. Fischer, AOHC Board Meeting, Columbus
02/26/25 & 02/27/25 Ms. Richards, Public Health in an All-Hazards Incident Training, Columbus
03/07/25 Mr. Fischer, NW Ohio AOHC Meeting, Bowling Green
03/10/25 & 03/11/25 Environmental staff, Midwest Workshop, Columbus
03/18/25 WIC Staff, State WIC Nutrition Conference, Columbus/Virtual
03/21/25 Mr. Holcomb and Environmental staff, Outbreak Training 2, Bowling Green

Approval for the following out of county travel:

12/10/2024	C. Hambleton	Logan County (DIS)	71
12/17/2024	C. Hambleton	Mercer County (DIS)	72
12/17/2024	C. Hambleton	Auglaize and Mercer Counties (DIS)	76
12/18/2024	C. Hambleton	Hancock County (DIS)	68
12/30/2024	C. Hambleton	Logan County (DIS)	123
1/02/2025	R. Ramey	Auglaize County (DIS)	38
1/03/2025	N. Sprague	Putnam County (HIV)	52
1/03/2025	N. Sprague	Hardin County (HIV)	54
1/06/2025	N. Sprague	Auglaize County (HIV)	34
1/07/2025	N. Sprague	Shelby County (HIV)	66
1/09/2025	N. Sprague	Shelby County (HIV)	64
1/09/2025	N. Sprague	Putnam County (HIV)	52
1/10/2025	R. Ramey	Auglaize County (DIS)	38
1/13/2025	N. Sprague	Mercer County (HIV)	74
1/15/2025	R. Ramey	Mercer and Van Wert Counties (DIS)	107
1/22/2025	C. Hambleton	Mercer County	105
1/24/2025	S. Misiakiewicz	Auglaize County (CK)	30
1/24/2025	N. Sprague	Auglaize County (HIV)	28
1/29/2025	S. Misiakiewicz	Hardin County (CK)	57

1/29/2025 R. Ramey

Logan & Hancock Counties

125

All aye, motion carried.

PUBLIC COMMENT

Dr. Ellis asked for any public comment.

Dr. Ellis noted for the Board that a letter was sent to Dr. Paat based on the discussion at the previous meetings with no response as of the date of this meeting. Mr. Fischer noted that the state two-year operating budget was released by the Governor, there was no increase in funding directly to public health but we will remain vigilant to see what changes may come during revisions to the proposed budget in the Ohio House and Senate. Dr. Kauffman raised concerns about the federal executive actions that impact public health and funding. He wanted the Board to be aware of the different actions that have occurred and be prepared to advocate for public health funding and resources that are available and what those resources can do for our community.

At the conclusion of comments, public comment was closed.


EXECUTIVE SESSION

Mrs. Sunderhaus made the motion to go into executive session to discuss personnel and items to be kept confidential in accordance with federal law, 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 Dr. Kauffman. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Mr. Shutt, aye; Dr. Kauffman, aye; and Mrs. Sunderhaus, aye. Motion carried.

No action taken.

There being no further business, Mr. Shutt made a motion to adjourn, seconded by Mrs. Sunderhaus. The meeting adjourned at 10:43 a.m.



Wilfred Ellis, M.D.
President



Brandon M. Fischer, MA, REHS
Secretary