



THE ALLEN COUNTY COMBINED HEALTH DISTRICT BOARD OF HEALTH MEETING MINUTES

The Board of Health met in regular session on Friday, December 13, 2024 with the following members present: Dr. Ellis, Mr. Kerner, Dr. Kauffman, Dr. Bryant and Mrs. Sunderhaus. Dr. Ellis called the meeting to order at 8:08 a.m.

APPROVAL TO PAY BILLS

Bills in the amount of \$269,623.43 and November salaries in the amount of \$194,622.18 were approved for payment on a motion by Mr. Kerner and seconded by Dr. Bryant. All aye, motion carried.

CONSENT AGENDA ITEMS

Dr. Bryant made a motion to approve the following consent agenda items, seconded by Dr. Kauffman.

- a) November 8, 2024 Board of Health Minutes
- b) November 19, 2024 Special Board Meeting Minutes
- c) Contract Renewal – Medical Director

Annual Renewal – payment will remain at \$1,000/month.

- d) MOU Renewal – Veterinary Officer

Dr. Chad Higgins is will to continue serving as our Veterinarian Officer again for 2025. This is a Memorandum of Understanding (MOU), no money involved. Dr. Higgins has informed us that this will be his last year serving in this role.

- e) Community Collaboratives

1. Family and Children First Council (FCFC) - \$1,650.00

Member agencies are asked to pay “dues”/contribute to the Council to support a full-time coordinator. The mission of the Allen County Families & Children First Council is to initiate collaborative efforts that educate and empower families in Allen County. A vote by the FCFC executive council increased the contribution by \$150 per year in the fall of 2024.

2. Activate Allen County (AAC) - \$10,000.00

Partner agencies are helping to support AAC with “dues”/contributions similar to FCFC. We supported AAC with a \$10,000.00 contribution in 2022 – 2024; this amount would remain flat into 2025. This group works collaboratively on the CHA and CHIP and corresponding community activities.

Additionally, this bill lists the \$4,000.00 annual commitment we are making to support the Allen County Health Atlas. The Board approved this expense for 3 years at this annual rate in April 2022.

ENVIRONMENTAL

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

1. First 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 January 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

After discussion, Dr. Kauffman made a motion, seconded by Dr. Bryant to place the amendments to the “Uniform System of Fees Regulation” (see attached) on first reading. All aye, motion carried.

B. Sewage Violation – Jayson Hollar, 2323 Beery 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 October 23, 2024 requiring the homeowner to have samples collected and to provide proof of a service contract within 30 days. No contact has been 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 Mr. Kerner. All aye, motion carried.

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 general fund – 8810 in the amount of \$408,788.91. Dr. Bryant made a motion to approve the request, seconded by Mr. Kerner. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Dr. Kauffman, aye; and Dr. Bryant, aye. Motion carried.
2. Expense request increase in the building fund, 8832, for repairs in the amount of \$5,000.00. Dr. Bryant made a motion to approve the request as presented, seconded by Dr. Kauffman. All aye, motion carried.
3. General fund, 8810 – fees, vitals, decrease in the amount of \$28,000.00. Mr. Kerner made a motion to approve the request, seconded by Dr. Bryant. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Dr. Kauffman, aye; and Dr. Bryant, aye. Motion carried.
4. General fund, 8810 - supplies clinic, expense increase in the amount of \$50,000.00. Dr. Bryant made a motion to approve the request, seconded by Dr. Kauffman. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Dr. Kauffman, aye; and Dr. Bryant, aye. Motion carried.

B. Warrant of Advance

Ms. Rayle requested approval of the Board of \$15,000.00 to advance back to the general fund - 8810, from the Community Care fund - 8825. Dr. Bryant made a motion to approve the request as presented, seconded by Dr. Kauffman. All aye, motion carried.

C. Intradepartmental Transfer

A request for interdepartmental transfer was made in the amount of \$100,000.00 in the general fund, medical premiums to supplies - clinic. Mr. Kerner made a motion to approve the request, seconded by Dr. Bryant. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Dr. Kauffman, aye; and Dr. Bryant, aye. Motion carried.

D. 2025 Board of Health Meeting Schedule

Brandon Fischer, Health Commissioner, presented information to board members for the 2025 Board of Health Meeting schedule for approval. Dr. Bryant made a motion to approve the 2025 Board of Health Meeting Schedule as presented, seconded by Dr. Kauffman. All aye, motion carried.

E. Permission to Recruit and Hire – WIC Certifying Health Professional 2

Mr. Fischer requested permission of the Board to recruit and hire a WIC Certifying Health Professional 2. Dr. Bryant made a motion to approve the request, seconded by Mr. Kerner. All aye, motion carried.

F. Request for Reduction in Hours

This matter was tabled. No action taken.

G. Employee Assistance Program, Contract

Mr. Fischer presented a contract for the Employee Assistance Program to the Board for approval. The employee assistance program through NexGen EAP is \$1.27 per employee, per month, not to exceed \$838.20 per year. Dr. Bryant made a motion to approve the contract as presented, seconded by Mr. Kerner. All aye, motion carried.

H. Loan with Allen County

Mr. Fischer presented an agreement with the Allen County Commissioners for a loan in the amount of \$301,250.00 for approval. Dr. Bryant made a motion to approve the agreement as presented, seconded by Dr. Kauffman. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Dr. Kauffman, aye; and Dr. Bryant, aye. Motion carried.

I. Executive Session

Moved to the end of the meeting.

J. 2025 Salary Ranges/Salary Proposal

Moved to the end of the meeting.

(Mrs. Sunderhaus entered the meeting at 8:32 a.m.)

K. Review Delegation of Authority for Health Commissioner

Mr. Fischer presented a draft Delegation of Authority for Health Commissioner to the Board for review. After discussion, Mr. Kerner made a motion for the Health Commissioner to set up a workgroup to review this document and bring back to the Board for approval, seconded Dr. Bryant. All aye, motion carried.

L. Board Updates

1. State bill – Mr. Fischer informed the Board that in the current legislative lame duck session there has been talk of amending language from House Bill 463 from the 134th Ohio General Assembly to various bills being considered including Senate Bill 62, Designating Rutherford B. Hayes Day in Ohio. The language in HB 463 would eliminate the District Advisory Council for health departments and transfer that authority to the Board of County Commissioners. We will monitor any attempts to amend bills and advocate against the amendment as presented and needed.

2. EMR – The current EMR has been in place for just over two months. The system seems to be working well for staff though there is a concern on the timeliness of reimbursement from insurance for services we are providing that we are working to resolve with the Local Public Health Services Collaborative.

M. Letter to Medical Provider on Communicable Disease Reporting Requirements

Ms. Sunderhaus identified a pop-up clinic that has operated at least three times in Lima providing free, point-of-care testing for HIV. These clinics have been identified as serving at least 60 individuals. The concern with these clinics is whether they were reporting positive results for diseases, including HIV, and providing access to care for the diseases in the community. The clinics have been identified as being operated by Dr. Richard Paat out of Toledo. Ms. Sunderhaus made a motion to write a letter to Dr. Paat to address these clinics in Lima and list the mandatory reporting requirements for communicable diseases in Ohio, seconded Dr. Bryant.

NURSING

A. Communicable Disease Report

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

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

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

Meeting attendance:

12/04/24	Mr. Fischer, Hardin County AOHC Assistance Meeting, Kenton
12/12/24	Mr. Fischer, AOHC Executive Director Interviews, Columbus
12/13/24	Ms. Gray, LPHSC Bi-Annual Conference, Bellefontaine
12/20/24	Mr. Fischer, AOHC Board Meeting, Columbus

Approval for the following out of county travel:

11/04/2024	Ms. Hambleton	Hardin County	24
11/05/2024	Mr. Ramey	Shelby County	68

11/07/2024	Ms. Misiakiewicz	Franklin County	181
11/08/2024	Mr. Ramey	Hancock County	68
11/12/2024	Mr. Ramey	Shelby & Hancock County	136
11/13/2024	Ms. Hambleton	Hancock County	72
11/14/2024	Mr. Ramey	Shelby County	68
11/15/2024	Ms. Misiakiewicz	Hardin County	60
11/20/2024	Ms. Hambleton	Logan County	70
11/20/2024	Mr. Ramey	Hancock County	74
11/26/2024	Mr. Ramey	Auglaize County	34
11/26/2024	Ms. Hambleton	Logan County	70

All aye, motion carried.

PUBLIC COMMENT

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

EXECUTIVE SESSION

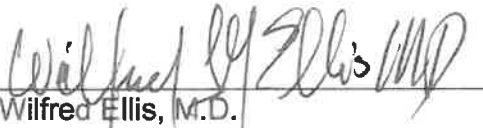
Mr. Kerner made a motion to enter into Executive Session to discuss the business, seconded by Dr. Bryant. Roll call vote: Dr. Ellis, aye; Mr. Kerner, aye; Dr. Kauffman, aye; Dr. Bryant, aye; and Mrs. Sunderhaus, aye. Motion carried.


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

J. 2025 Salary Ranges/Proposal

Mr. Fischer, Health Commissioner, reviewed the recommendation and reasoning for increasing the pay ranges and providing a cost of living increase for staff. Dr. Bryant made a motion to adjust pay ranges by 2% and provide a 3% cost of living increase for staff based on the midpoint of the adjusted pay range as presented, effective December 26, 2024, seconded by Mr. Kerner. All aye, motion carried.

There being no further business, Mr. Kerner made a motion to adjourn, seconded by Dr. Bryant. The meeting adjourned at 10:03 a.m.


Wilfred Ellis, M.D.
President


Brandon M. Fischer, MA, REHS
Secretary