



Huron County Public Health

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RESOLUTION 2018-97
A resolution to approve the minutes
 September 6, 2018

The Board of Health of Huron County Public Health, Huron County, Ohio met at a regular meeting of the Board, on September 6, 2018 at 1:00p.m.; whereupon the following was placed in consideration on the regular agenda of the Board:

WHEREAS, the minutes of the previous meeting had been submitted by mail to each Board of Health member prior to the present meeting for their perusal,

NOW THEREFORE BE IT RESOLVED, by the Board of Health of Huron County Public Health, who voted as certified below, that the reading of the minutes of the last preceding meeting held on August 9, 2018 are suspended and the minutes are hereby approved as attached; or

NOW THEREFORE BE IT RESOLVED, by the Board of Health of Huron County Public Health, who voted as certified below, that the reading of the minutes of the last preceding meeting held on August 9, 2018 are suspended and the minutes are hereby approved as attached, except for the following amendment(s);

WHEREUPON Board Member Mr. Polachek moved and Dr. Gottfried seconded this RESOLUTION 2018-97. On roll call, the following members voted as follows September 6, 2018.

<u>William Knapp</u> <u>Yes</u>	Absent
William Knapp, President	Kathleen Butler, LPN, Vice-President
<u>James A. Gottfried, M.D.</u> <u>yes</u>	<u>Shawn Tappel</u> <u>yes</u>
James A. Gottfried, M.D.	Shawn Tappel
<u>Lisa Beer, RPh</u> <u>yes</u>	<u>Ron Robinson</u> <u>YES</u>
Lisa Beer, RPh	Ron Robinson
<u>Greg Polachek</u> <u>yes</u>	<u>Christine Yeagley, RN</u> <u>yes</u>
Greg Polachek	Christine Yeagley, RN
<u>Timothy Hollinger</u>	Absent
Timothy Hollinger, MPH, Secretary	Kimberly Stults, RN



HURON COUNTY BOARD OF HEALTH MEETING

August 9, 2018 at 1:00 PM

Huron County Administration Building, Conference Room 1

Present: Ron Robinson, William Knapp, Kathleen Butler, Greg Polachek, Kimberly Stults, Lisa Reer, James Gottfried

Absent: Shawn Tappel, Christine Yeagley

HCPH Staff: Karen Boose, Chris Cherry, Eric Cherry, Tim Hollinger, Katie Spaar, Nicole Marks, Sydney Cmar

The Board of Health of Huron County Public Health, Huron County, Ohio met at a regular meeting of the Board on August 9, 2018. President William Knapp called the meeting to order at 1:00 pm with quorum present.

Mr. Knapp presented the continuing education for board of health members. The 12 minute presentation reviewed Open Meetings, presented by Joe Durham, Legal Counsel, Eastman and Smith.

Mr. Knapp requested a motion to enter executive session pursuant to ORC Section 121.22 (G) (2) to consider the purchase of property for public purposes where the premature disclosure of information would give an unfair competitive or bargaining advantage to an entity whose private interest is adverse to the general public interest. A motion was made by Mr. Robinson and seconded by Mr. Polachek to enter executive session to discuss the purchase of property covered by ORC 121.22 (G)(2). The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, and Ron Robinson- Aye.

The Board came out of executive session upon a motion made by Dr. Gottfried and seconded by Lisa Reer. The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, and Ron Robinson- Aye.

In open session, Mr. Knapp presented Resolution 2018-82, a resolution approving the purchase of property and the execution of the associated documents. Mr. Knapp requested a motion to adopt Resolution 2018-82. Mrs. Butler made a motion to approve the purchase of property and the execution of the associated documents. Mr. Robinson seconded the motion. Discussion followed regarding the purchase of the property, negotiating powers in between meetings and establishment of a building committee. The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, and Ron Robinson- Aye.

Further, Mrs. Reer made a motion to establish a Building Committee with authority to advise and approve negotiations for a building purchase. Dr. Gottfried seconded the motion. Mr. Hollinger discussed the importance of a building committee noting it gives him an opportunity to report negotiations back to the committee and then in turn receive direction for next steps. Discussion followed regarding committee members. Mr. Knapp asked for volunteers for the building committee with the following results: Shawn Tappel, Ron Robinson, Greg Polachek and William Knapp as members of the Building Committee. The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, and Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-83, a resolution to approve the minutes from the July 2018 Board meeting. Mr. Knapp requested a motion to adopt Resolution 2018-83. Mrs. Butler made a motion to approve

the minutes from the July 2018 Board of Health Meeting, as mailed. Dr. Gottfried seconded the motion. The motion carried unanimously.

Mr. Knapp presented Resolution 2018-84, a resolution to approve the payment of the monthly expenditures with prior approval. Mr. Knapp requested a motion to adopt Resolution 2018-84. Mr. Polachek made a motion to approve the payment of the monthly expenditures with prior approval. Mr. Robinson seconded the motion. The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, and Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-85, Request to accept donations for the 2018 Huron County Fair. Mr. Knapp requested a motion to put Resolution 2018-85 on the table. Mrs. Butler made a motion to discuss Resolution 2018-85. Mrs. Reer seconded the motion. Mrs. Marks presented the process for requesting fair donations, donations received and an overview of how the donations will be used. Discussion followed regarding the large number of dollars raised. The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, and Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-86, Request to adopt an agency-wide privacy policy. Mr. Knapp requested a motion to adopt Resolution 2018-86. Dr. Gottfried made a motion to approve the agency-wide privacy policy. Mrs. Butler seconded the motion. Mrs. Marks provided an overview of the privacy policy and provided context to the intent of the policy. Discussion followed regarding the difference between the privacy policy and the medical HIPAA policy. The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, and Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-87, Request to renew Joint Use Agreements with Family Life Counseling and Psychiatric Services, for use of clinic space in Bellevue and Norwalk. Mr. Knapp requested a motion to adopt Resolution 2018-87. Mr. Polachek made a motion to approve the lease agreement with Family Life Counseling and Psychiatric Services. Mrs. Butler seconded the motion. Mr. Hollinger reviewed the agreement, noting that it is reviewed annually and can be broken at any time in the event there were any issues. The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, and Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-88, Request to renew Medical Director Contract. Mr. Knapp requested a motion to adopt Resolution 2018-88. Mr. Polachek made a motion to renew the Medical Director Contract with Stephanie Gibson, M.D. Dr. Gottfried seconded the motion. Mr. Hollinger reviewed the details of the contract renewal. The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, and Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-89, Request to renew Back-up Medical Director Contract. Mr. Knapp requested a motion to adopt Resolution 2018-89. Mrs. Reer made a motion to approve the renewal of the Back-up Medical Director Contract with James Gottfried, M.D. Mrs. Butler seconded the motion. Mr. Hollinger reviewed the back-up Medical Director contract. The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Abstain, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, and Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-90, Request to purchase Document Management System. Mr. Knapp requested a motion to adopt Resolution 2018-90. Mrs. Butler made a motion to approve the purchase of the document management system. Mr. Polachek seconded the motion. Mr. Hollinger reviewed amended request, noting the original approved resolution to purchase the document management system only reflected a one year cost instead of the three year cost. Discussion followed regarding training and lifetime use of system. The

motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, and Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-91, Request to accept a resignation of a nurse. Mr. Knapp requested a motion to adopt Resolution 2018-91. Mr. Polachek made a motion to approve the request to accept resignation of a nurse. Mrs. Butler seconded the motion. Mrs. Cherry reviewed the recent resignation. The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, and Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-92, Request to accept reduction in Walmart Community Grant Funding. Mr. Knapp requested a motion to adopt Resolution 2018-92. Mr. Polachek made a motion to approve the request to accept the reduction in Walmart Community Grant Funding. Mrs. Butler seconded the motion. Mrs. Marks reviewed the reduction in funds noting that HCPH initially applied for \$5,000.00 and was awarded \$500.00 to purchase car seats, cribs and incentives for the Community Health Worker program. The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, and Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-93, Request board decision about Drug Test Kit Program Continuation. Mrs. Reer made a motion to discuss the Drug Test Kit Program Continuation. Mrs. Butler seconded the motion. Mrs. Cmar presented a Drug Test Kit Program report for 2017 through 2018. Specifically, Mrs. Cmar reviewed the initial need for the program, program development, the current program and program results. Mrs. Cmar reported the outcomes of the program versus the program goals. Based on the information presented, Mrs. Cmar requested a motion from the board to continue with current procedures, continue program with changes resulting from a Quality Improvement Project or to discontinue program. Much discussion followed regarding the change from the original intent in the program, duplication of services available in community and change in program audience. Due to these reasons, Mrs. Reer made a motion to discontinue program and use funds to conceptualize a new program. Mrs. Butler seconded the motion. The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, and Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-94, Request to hire a Sanitarian. Mr. Knapp requested a motion to adopt Resolution 2018-94. Mr. Polachek made a motion to approve the request to hire a Sanitarian. Mrs. Reer seconded the motion. Mr. Cherry reviewed the request to hire a Sanitarian. The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, and Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-95, Quarterly Health District Fees. Mr. Knapp requested a motion to adopt Resolution 2018-95. Mrs. Butler made a motion to approve the Health District Fees. Dr. Gottfried seconded the motion. Mrs. Boose provided insight to the fee adjustments. The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, and Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-96, Health District 2018 Budgetary Transactions. Mr. Knapp requested a motion to adopt Resolution 2018-96. Dr. Gottfried made a motion to approve the Budgetary Transactions. Mrs. Butler seconded the motion. Mrs. Boose reported budgetary transactions for the last month, including advances, an appropriation adjustment and addition of new projects (funds). The motion carried upon roll call vote. Kathleen Butler, LPN- Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, and Ron Robinson- Aye.

Mrs. Boose reviewed the fiscal reports, including the Fund Balance Report and the Revenue and Expense Report. For July, the general fund reflected revenue of \$446,673, expense of \$187,335 and a balance of \$915,518. Expenses, revenue, and balances were also reviewed for the following funds: Medical Reserve Corps (MRC), Community Cessation Initiative (CCI) Grant, Mental Health and Addiction Services Grant, NACCHO/CDC Tips from Former Smokers Grant, Reproductive Health, FDA Category 2 Foodborne Illness Risk Factor Study, Mosquito Control Grant, Safe Communities, Public Health Emergency Preparedness (PHEP), LifeSkills and FDA Category 3 Food Standardization Training Grant. Mrs. Boose proceeded to review the General Fund Budget performance and broke out year to date general fund revenue, expense and net details. Mrs. Boose also noted July 2018 expense highlights, including a custom water sample of \$20.00 to Jones and Henry Lab, an EH newspaper notice of \$165.20 to Civista and a \$1,197.00 to Civista for a long acting birth control, Nexplanon.

Mr. Knapp requested a motion to acknowledge the fiscal report as presented. Mr. Polachek made a motion to accept the fiscal report as presented. Mrs. Butler seconded the motion. The motion carried unanimously.

Mrs. Cmar presented the Communicable Disease report through July 2018. Mr. Knapp requested a motion to acknowledge the Communicable Disease and School Absentee trends report as presented. Mrs. Butler made a motion to acknowledge the Communicable Disease report as presented. Mr. Robinson seconded the motion. The motion carried unanimously.

With no additional business, Mr. Knapp adjourned the meeting at 3:31 pm.