



Huron County Public Health

Tim Hollinger, MPH, Health Commissioner
 28 Executive Drive, Norwalk, OH 44857
 Ph: (419) 668-1652 Main Fax: (419) 668-5423
 Environmental Fax: (419) 660-0129
 Email: information@huroncohealth.com

RESOLUTION 2020-01
A Resolution to approve the minutes
 January 9, 2020

The Board of Health of Huron County Public Health, Huron County, Ohio met at a regular meeting of the Board, on January 9, 2020 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 have been submitted by mail/e-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 December 5, 2019 are suspended and the minutes are hereby approved as attached, except for the following amendment(s);

WHEREUPON Board Member Mrs. Butler moved and Mr. Polachek seconded this RESOLUTION 2020-01. On roll call, the following members voted as follows January 9, 2020.

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



HURON COUNTY BOARD OF HEALTH MEETING
December 5, 2019 at 1:00 PM
Huron County Public Health, Conference Room 1

Present: William Knapp, Greg Polachek, Lisa Reer, Ron Robinson, Shawn Tappel, James Gottfried, Kathleen Butler

Absent: Christine Yeagley, Kimberly Stults

HCPH Staff: Karen Boose, Chris Cherry, Eric Cherry, Tim Hollinger, Nicole Marks, Katie Spaar, Peggy Clements, Jim Charville, Bea Dyer, Matt Hicks, Lindsey Leber, Nino Majoy, Melanie Myers, Brendan Roberts, Hannah Rogers, Lisa Rothhaar, Matt Schwab, Tracy Verlotti

Guest(s): N/A

The Board of Health of Huron County Public Health (HCPH), Huron County, Ohio met at a regular meeting of the Board on December 5, 2019. President William Knapp called the meeting to order at 1:00 pm with quorum present.

No members of public were in attendance for the public comment period.

Mr. Knapp presented the Annual Employee Awards for 2019. Mr. Hollinger asked the employees to introduce themselves and provided insight to the two awards for 2019, the Brightest Idea Award and the Employee of the Year Award. Mr. Hollinger gave a speech then proceeded to award the Brightest Idea Award for 2019 to Matthew Hicks, Sanitarian in Training, and the Employee of the Year Award for 2019 to Eric Cherry, Director of Environmental Health. Mr. Hollinger congratulated the award winners and thanked all the employees for their dedication and hard work throughout 2019.

Mr. Knapp requested nominations for President and Vice President for 2020. Mr. Tappel moved to nominate the existing slate of officers. Mr. Polachek seconded the motion. The motion carried unanimously. Mr. Knapp will remain President and Mrs. Butler will remain Vice President of the Huron County Board of Health for 2020.

Mr. Knapp presented Resolution 2019-157, a resolution to approve the minutes from the November 2019 regular Board meeting. Mr. Knapp requested a motion to adopt Resolution 2019-157. Mrs. Butler made a motion to approve the minutes from the November 2019 regular Board of Health Meeting, as mailed/emailed. Mrs. Reer seconded the motion. The motion carried unanimously.

Mr. Knapp presented Resolution 2019-158, a resolution to approve the payment of the monthly expenditures with prior approval. Mr. Knapp requested a motion to adopt Resolution 2019-158. Mr. Polachek made a motion to approve the payment of the monthly expenditures with prior approval. Mrs. Reer seconded the motion. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer – Aye, Ron Robinson – Aye, Shawn Tappel – Aye.

Mr. Knapp presented Resolution 2019-159, Request to approve reduction in ODH Public Health Emergency Preparedness (PHEP) FY 20 grant funding. Mr. Knapp requested a motion to adopt Resolution 2019-159. Mrs. Reer made a motion to adopt Resolution 2019-159, Request to approve reduction in ODH

Public Health Emergency Preparedness (PHEP) FY 20 grant funding. Mr. Tappel seconded the motion. Ms. Spaar explained that the Board approved Resolution 2019-04 to apply for \$75,065.00 in funding from the Ohio Department of Health (ODH) FY 20 Public Health Preparedness (PHEP) grant on a reimbursement basis and \$75,065.00 was initially awarded to Huron County Public Health on March 22, 2019. Ms. Spaar further explained that on November 14, 2019 ODH issued a funding reduction of \$827.00 for a new total PHEP FY 20 grant award of \$74,238.00. Therefore, Ms. Spaar requested the Board approves the reduction of \$827.00 in funding for the grant period which began on 07/01/2019 and ends on 06/30/2020 for a total PHEP FY 20 grant award of \$74,238.00. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer – Aye, Ron Robinson – Aye, Shawn Tappel – Aye.

Mr. Knapp presented Resolution 2019-160, Request to approve the building committee's emergency evergreen recommendation. Mr. Knapp requested a motion to adopt Resolution 2019-160. Mrs. Reer made a motion to adopt Resolution 2019-160, Request to approve the building committee's emergency evergreen recommendation. Mr. Polachek seconded the motion. Mr. Hollinger explained that HCPH purchased real property at 28 and 32 Executive Drive and the property was in need of an emergency solution to stop citizens from driving across the lawn to enter the parking lot because of the potential for compacting the soil which could allow the cold to penetrate the soil and burst the pipes. Mr. Hollinger further explained that it was emergent that this practice cease based on the imminent approach of winter and that only one vendor had evergreens in inventory, due to the season, at the total cost of \$1,900 installed. Mr. Hollinger reminded the Board that the Building Committee was delegated authority to act for the full Board in authorizing projects through Resolution 2019-17 and building committee members Shawn Tappel, Greg Polachek, and Ron Robinson were polled on 11/25/2019 and concurred that it was appropriate to move forward. Therefore, Mr. Hollinger requested that the Board approve the building committee's emergency evergreen recommendation. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer – Aye, Ron Robinson – Aye, Shawn Tappel – Aye.

Mr. Knapp presented Resolution 2019-161, Administration and Fiscal Management. Mr. Knapp requested a motion to adopt Resolution 2019-161. Mrs. Butler made a motion to approve Resolution 2019-161, Administration and Fiscal Management. Dr. Gottfried seconded the motion. Mr. Hollinger explained that the Board shall provide for the administration and management of the local health department per OAC §3701-36-09 and the Board appointed a health commissioner as required in ORC §3709.11 to be its executive officer carrying out all orders of the Board, state and federal agencies and current law. Mr. Hollinger noted that the Board only holds regular meetings once per month and delegation of responsibility in-between monthly meetings is essential to expedite the administration of the agency. Therefore, Mr. Hollinger requested the board to authorize the Health Commissioner or designee to be responsible for implementation of the Administration and Fiscal Management policy outlined in Resolution 2019-161. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer – Aye, Ron Robinson – Aye, Shawn Tappel – Aye.

Mr. Knapp presented Resolution 2019-162, Request to Lease Two Vehicles. Mr. Knapp requested a motion to adopt Resolution 2019-162. Mr. Tappel made a motion to approve Resolution 2019-162, Request to Lease Two Vehicles. Mrs. Butler seconded the motion. Ms. Cherry explained that HCPH has determined that an essential sanitary need exists for two pickup trucks to transport sanitarians and their sewage equipment and Ohio Revised Code 307.92 grants the authority to lease vehicles to the Board of Health. Mr. Cherry noted that after researching, it was found to be more advantageous to lease rather than purchase vehicles and presently the cost of a lease per mile combined with the associated gas and insurance costs is approximately equivalent to paying the employee the federal rate of mileage reimbursement. Mr. Cherry further explained that the Dodge

1500 4WD Quad Cab Tradesman meets the requirements of the staff and is the most economical alternative sold and serviced locally. Therefore, Mr. Cherry requested that the authorizes the Health Commissioner to enter the District into two 36 month/10,000 mile/per vehicle lease agreements with Schaffer-Danhoff Chrysler Dodge Jeep with a monthly payment of \$251.62 per vehicle as documented in Section I of Resolution 2019-162. Discussion followed regarding mileage on trucks, negotiations, and price per vehicle. Mr. Cherry reviewed all vehicle price comparisons with the Board. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer – Aye, Ron Robinson – Aye, Shawn Tappel – Aye.

Mr. Knapp presented Resolution 2019-163, Request to adopt a policy for lot splits of land parcels. Mr. Knapp requested a motion to adopt Resolution 2019-163. Mrs. Butler made a motion to approve Resolution 2019-163, Request to adopt a policy for lot splits of land parcels. Dr. Gottfried seconded the motion. Mr. Cherry explained that the Board has the authority and requirement to determine and adopt an appropriate policy per Ohio Administrative Code 3701-29-08 (C); and the Board is participating in the strategic planning process for Operation and Maintenance and the general treatment of sewage for the county. Mr. Cherry further explained that the Board has established a policy in Resolution 2019-31 and HCPH wishes to replace this resolution with the verbiage in section I of Resolution 2019-163. Therefore, Mr. Cherry requested that the Board replaces Resolution 2019-31 with Resolution 2019-163 as moved and seconded by its membership and delineated in Section I. This resolution shall be effective December 05, 2019. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer – Aye, Ron Robinson – Aye, Shawn Tappel – Aye.

Mr. Knapp introduced Resolution 2019-164, Request to Choose 2020 employee health insurance coverage. Mr. Knapp requested a motion to discuss Resolution 2019-164. Mrs. Reer made a motion to discuss Resolution 2019-164, Request to Choose 2020 employee health insurance coverage. Mrs. Butler seconded the motion. Mr. Hollinger explained that HCPH acknowledges the importance of retention and recruitment of staff as well as sound fiscal management and that traditionally the Board's practice has been to pay approximately 80% of employee's health insurance premiums with the employees paying approximately 20%. Mr. Hollinger further explained that HCPH DAS requested 2020 quotes for insurance options and met with the staff to review those options and requested that the Board review and discuss options outlined in Section I of Resolution 2019-165. Discussion followed regarding deductible differences, employee preferences and max out of pocket expenses. As a result of the discussion, Mrs. Reer made a motion to select Option 1, Insurance Plan MMO #1, with a lower deductible. Dr. Gottfried seconded the motion. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer – Aye, Ron Robinson – Aye.

Mr. Knapp presented Resolution 2019-165, Health District 2019 Budgetary Transactions for November. Mr. Knapp requested a motion to adopt Resolution 2019-165. Mrs. Butler made a motion to approve the Budgetary Transactions for November. Mrs. Reer seconded the motion. Mrs. Boose reported the budgetary transactions for the last month reviewing the appropriation adjustments, as outlined in Section I of Resolution 2019-165. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer – Aye, Ron Robinson – Aye.

Mr. Knapp presented Resolution 2019-166, Health District Fees. Mr. Knapp requested a motion to adopt Resolution 2019-166 Mr. Polachek made a motion to approve Resolution 2019-166, Health District Fees. Mrs. Reer seconded the motion. Mrs. Boose reported the fee adjustments as outlined in Section I. of Resolution 2019-166. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer – Aye, Ron Robinson – Aye.

Mrs. Boose reviewed the fiscal reports, including the Fund Balance Report and the Revenue and Expense Report. For November the general fund reflected a cash balance of \$458,349. Year to Date Revenue, Year to Date Expense, and balances were also reviewed for the following funds: Medical Reserve Corps (MRC), Community Cessation Initiative (CCI) Grant, Mental Health & Addiction, Tips from Former Smokers, Reproductive Health, FDA Category 2 Foodborne Illness Risk Factor Study, Mosquito Control Grant, Safe Communities, Cribs for Kids, Public Health Emergency Preparedness (PHEP), Sewage Operation and Maintenance, LifeSkills, Early Intervention Services Grant and FDA Category 3 Food Standardization Training Grant. Mrs. Boose presented the general fund balance comparison for 2019 versus the 11 year average, provided the 2019 Year to Date General Fund Budget performance and broke out year-to-date general fund revenue, expense and net details. Mr. Knapp requested a motion to accept the fiscal report as presented. Mrs. Butler made a motion to accept the fiscal report as presented. Dr. Gottfried seconded the motion. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer – Aye, Ron Robinson – Aye.

Mr. Knapp moved on the agenda to the Communicable Disease and School Absentee Report and introduced the back-up Epidemiologist, Nicole Marks, to present the report for November. Mrs. Marks presented the communicable diseases reported in November. Mrs. Marks preceded to breakout the case counts monthly and years to date in categories of enteric, vaccine preventable, hepatitis, sexually transmitted infections and other. Mrs. Marks then reported the Huron County School Absentee Rates for the School year to date (August – November 2019). Mr. Knapp requested a motion to accept the communicable disease report as presented. Mrs. Reer made a motion to approve the communicable disease and school absentee report. Dr. Gottfried seconded the motion. The motion carried unanimously.

Mr. Knapp announced the 2020 Board of Health Meeting Schedule. Ms. Spaar informed the board that if they needed a copy of the schedule to let her know.

Mr. Knapp turned the table to Mr. Hollinger for a strategic discussion about Federally Qualified Health Centers (FQHCs). Mr. Hollinger provided a recap of the most recent presentation provided by a seasoned grant consultant who specializes in grant and program development for FQHCs. Mr. Hollinger explained that the consultant reviewed multiple ways HCPH could be considered for Community Health Center status. Much discussion followed. As a result of the discussion, Dr. Gottfried made a motion that the Board authorizes the Health Commissioner to pursue FQHC options through engagement with the grant consultant. Mrs. Reer seconded the motion. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer – Aye, Ron Robinson – Aye.

Mr. Knapp requested a motion to enter executive session pursuant to ORC Section 121.22 (G) (3) to review conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. A motion was made by Mr. Polachek and seconded by Mr. Robinson to enter executive session to discuss conferences with an attorney covered by ORC 121.22 (G) (3). The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer – Aye, Ron Robinson – Aye.

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

With no additional business, Mr. Knapp adjourned the meeting 3:19 pm.