



RESOLUTION 2018-83
A resolution to approve the minutes
August 9, 2018

The Board of Health of Huron County Public Health, Huron County, Ohio met at a regular meeting of the Board, on August 9, 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 July 5, 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 July 5, 2018 are suspended and the minutes are hereby approved as attached, except for the following amendment(s);

WHEREUPON Board Member Mrs. Butler moved and Dr. Gottfried seconded this RESOLUTION 2018-83. On roll call, the following members voted as follows August 9, 2018.

William Knapp yes
William Knapp, President

Kathleen Butler yes
Kathleen Butler, LPN, Vice-President

James A. Gottfried yes
James A. Gottfried, M.D.

Absent
Shawn Tappel

Lisa Reer yes
Lisa Reer, RPh

Ron Robinson YES
Ron Robinson

Greg Polachek yes
Greg Polachek

Absent
Christine Yeagley, RN

Timothy Hollinger
Timothy Hollinger, MPH, Secretary

Kimberly Stults, RN

OFFICE OF THE ATTORNEY GENERAL
STATE OF TEXAS
Austin, Texas

Very truly yours,
[Signature]

Very truly yours,
[Signature]

Very truly yours,
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Very truly yours,
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HURON COUNTY BOARD OF HEALTH MEETING

July 5, 2018 at 1:00 PM

Huron County Administration Building, Conference Room 1

Present: Ron Robinson, Shawn Tappel, William Knapp, Kathleen Butler, Christine Yeagley, Greg Polachek

Absent: Kimberly Stults, Lisa Reer, James Gottfried

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 July 5, 2018. President William Knapp called the meeting to order at 1:00 pm with quorum present.

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 complete or bargaining advantage to an entity whose private interest is adverse to the general public interest. A motion was made by Mr. Tappel and seconded by Mr. Polachek to enter executive session to discuss the purchase of property covered by ORC 121.22 (G)(2). The roll call was as follows: Shawn Tappel- Aye, Greg Polachek- Aye, Ron Robinson- Aye, Christine Yeagley- Aye, Kathleen Butler, LPN- Aye and William Knapp- Aye.

The Board came out of executive session upon a motion made by Kathleen Butler and seconded by Ron Robinson. The roll call vote was as follows: Shawn Tappel- Aye, Greg Polachek- Aye, Ron Robinson- Aye, Christine Yeagley - Aye, Kathleen Butler, LPN- Aye and William Knapp - Aye.

In open session, Mr. Polachek made a motion to establish a Building Committee with negotiating rights up to \$140,000.00. Mr. Tappel seconded the motion. 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 unanimously.

Mr. Knapp presented the continuing education for board of health members. The 15 minute presentation reviewed Public Health Accreditation Board (PHAB) 1.5 Foundational Public Health Services (FPHS), presented by Susan Tilgner, Retired Health Commissioner, Franklin County Public Health.

Mr. Knapp presented Resolution 2018-70, a resolution to approve the minutes from the June 2018 Board meeting. Mr. Knapp requested a motion to adopt Resolution 2018-70. Mrs. Butler made a motion to approve the minutes from the June 2018 Board of Health Meeting, as mailed. Mr. Tappel seconded the motion. The motion carried unanimously.

Mr. Knapp presented Resolution 2018-71, a resolution to approve the payment of the monthly expenditures with prior approval. Mr. Knapp requested a motion to adopt Resolution 2018-71. Mr. Polachek made a motion to approve the payment of the monthly expenditures with prior approval. Mrs. Yeagley seconded the motion. The motion carried upon roll call vote. Kathy Butler – Aye. William Knapp – Aye. Greg Polachek – Aye. Shawn Tappel – Aye. Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2018-72, Request to sell two laser survey instruments. Mr. Knapp requested a motion to put Resolution 2018-72 on the table. Mr. Tappel made a motion to discuss Resolution 2018-72. Mr.

Polachek seconded the motion. Mr. Cherry provided an explanation of the two laser survey instruments and the value that is left within them. Mr. Hollinger followed up with an explanation of the role of the Board to establish the cost at either over or under \$500.00. Mr. Tappel made a motion to approve the sale of both laser survey instruments. Mrs. Butler seconded the motion. Further discussion followed regarding the value of the instruments. Mr. Polachek made a motion to establish the value of the instruments as under the \$500.00 threshold. Mrs. Butler seconded the motion. The motion carried upon roll call vote. Kathy Butler – Aye. William Knapp – Aye. Greg Polachek – Aye. Shawn Tappel – Aye. Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2018-73, Request to approve the reduction in Public Health Emergency Preparedness (PHEP) FY19 grant funding. Mr. Knapp requested a motion to adopt Resolution 2018-73. Mrs. Butler made a motion to approve the reduction in Public Health Emergency Preparedness FY19 grant funding. Mr. Polachek seconded the motion. Ms. Spaar reviewed the background of PHEP funding and reasoning for the reduction in funds. The motion carried upon roll call vote. Kathy Butler – Aye. William Knapp – Aye. Greg Polachek – Aye. Shawn Tappel – Aye. Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2018-74, Request to contract for school nursing services with Norwalk Catholic Schools. Mr. Knapp requested a motion to adopt Resolution 2018-74. Mr. Tappel made a motion to approve the request to contract for school nursing services with Norwalk Catholic Schools. Mrs. Butler seconded the motion. Mrs. Cherry reviewed the change to the contract that was requested by Norwalk Catholic Schools and the updated contract. The motion carried upon roll call vote. Kathy Butler – Aye. William Knapp – Aye. Greg Polachek – Aye. Shawn Tappel – Aye. Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2018-75, Request permission to add new category to Employee Classification Plan. Mr. Knapp requested a motion to adopt Resolution 2018-75. Mr. Polachek made a motion to add new category to Employee Classification Plan. Mrs. Butler seconded the motion. Mr. Hollinger reviewed the reasoning for the request for an additional category. Discussion followed. The motion carried upon roll call vote. Kathy Butler – Aye. William Knapp – Aye. Greg Polachek – Aye. Shawn Tappel – Aye. Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2018-76, Request to purchase Document Management System. Mr. Knapp requested a motion to adopt Resolution 2018-76. Mr. Tappel made a motion to approve the purchase of the document management system. Mrs. Butler seconded the motion. Mr. Hollinger provided insight into the request. The motion carried upon roll call vote. Kathy Butler – Aye. William Knapp – Aye. Greg Polachek – Aye. Shawn Tappel – Aye. Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2018-77, Request to accept a resignation, advertise for, and hire a sanitarian. Mr. Knapp requested a motion to adopt Resolution 2018-77. Mrs. Butler made a motion to approve the request to accept resignation, advertise and hire a sanitarian. Mrs. Yeagley seconded the motion. Mr. Cherry reviewed the recent resignation and request to replace position. The motion carried upon roll call vote. Kathy Butler – Aye. William Knapp – Aye. Greg Polachek – Aye. Shawn Tappel – Aye. Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2018-78, Request to accept funding from and appropriate the grant funds for the NACCHO CDC Tips from Former Smokers Campaign Project for the amount of \$1,690.00. Mr. Knapp requested a motion to adopt Resolution 2018-78. Mrs. Butler made a motion to approve the request to accept funding from and appropriate the grant funds for the NACCHO CDC Tips from Smokers Campaign Project. Mr. Tappel seconded the motion. Mrs. Marks reviewed the CDC Tips project and indicated that if funded, HCPH would utilize project funding to educate, coordinate, communicate and partner with a minimum of one healthcare provider on the Tips campaign and participate in project-related activities with NACCHO. Mrs.

Marks noted that local funds will be used from Huron County Public Health's FY '18-'19 budget to front load the activities of the project until payment is received from NACCHO for activity completion. The motion carried upon roll call vote. Kathy Butler – Aye. William Knapp – Aye. Greg Polachek – Aye. Shawn Tappel – Aye. Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2018-79, Quarterly Health District Budget. Mr. Knapp requested a motion to adopt Resolution 2018-79. Mr. Tappel made a motion to approve the Quarterly Health District Budget. Mr. Polachek seconded the motion. Mrs. Boose provided an in-depth review of the second quarter Health District Budget. The motion carried upon roll call vote. Kathy Butler – Aye. William Knapp – Aye. Greg Polachek – Aye. Shawn Tappel – Aye. Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2018-80, Quarterly Health District Fees. Mr. Knapp requested a motion to adopt Resolution 2018-80. Mrs. Butler made a motion to approve the Health District Fees. Mrs. Yeagley seconded the motion. Mrs. Boose provided insight to the fee adjustments. The motion carried upon roll call vote. Kathy Butler – Aye. William Knapp – Aye. Greg Polachek – Aye. Shawn Tappel – Aye. Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2018-81, Health District 2018 Budgetary Transactions. Mr. Knapp requested a motion to adopt Resolution 2018-81. Mr. Tappel made a motion to approve the Budgetary Transactions. Mrs. Butler seconded the motion. Mrs. Boose reported one budgetary transaction for the last month, an appropriation adjustment out of Fund 900 to decrease line item 900-00175 general fund supplies in the amount of \$29,000 and increase General fund line item 900-00250 contracts for service by \$29,000.00. The motion carried upon roll call vote. Kathy Butler – Aye. William Knapp – Aye. Greg Polachek – Aye. Shawn Tappel – Aye. Christine Yeagley – Aye.

Mrs. Boose reviewed the fiscal reports, including the Fund Balance Report and the Revenue and Expense Report. For June, the general fund reflected revenue of \$131,038, expense of \$195,872 and a balance of \$656,180. Expenses, revenue, and balances were also reviewed for the following funds: Medical Reserve Corps (MRC), Community Cessation Initiative (CCI) Grant, Reproductive Health, Mosquito Control Grant, Safe Communities, Public Health Emergency Preparedness (PHEP), and LifeSkills. 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 June 2018 expense highlights, including a private vaccine purchase of \$12,321.35 to Sanofi Pasteur, an advertising purchase of \$1,743.99 to Norwalk Reflector for Tire Take Back Advertising and a payment of \$4,265.35 to Abila for annual accounting software maintenance and support fees.

Mrs. Boose also reported the quarterly general fund budget review noting that as of June 30, 2018, the general fund revenue showed an 11.4% increase compared to 2017, including a levy increase of \$140,000 to date. Further, the 2018 general fund expense is 14.98% less than 2017, due to decreased personnel cost and vaccine costs. Mrs. Boose proceeded to provide the board with two General Fund forecast scenarios.

Mrs. Boose provided a report on the 2016 State Audit indicating the audit is complete and Board members will be receiving a copy. Mrs. Boose described the three findings that were reported during the audit. The three findings included: Financial Reporting, Account Reconciliations and Noncompliance-appropriations. Mrs. Boose noted the solutions that HCPH will implement or has implemented to address each finding.

Mrs. Boose presented the Quarterly Leave Review Report outlining employees' paid time off balances who have the maximum of 500 hours in their extended leave bank. Discussion followed regarding the 100 hour threshold that is allowed for rollover from year to year.

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

Mr. Cherry and Ms. Spaar presented an overview of the Tire Take Back and Ag Tire Collection events held in June. The presentation included an overview of advertising and registration efforts as well as a statistical recap of the activities that occurred during each event. Mr. Knapp requested a motion to acknowledge the Tire Take Back Day report as presented. Mr. Tappel made a motion to acknowledge the Tire Take Back Day report as presented. Mr. Polachek seconded the motion. The motion carried unanimously.

Mrs. Cmar, presented the Communicable Disease and School Absentee trends report through June 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 and School Absentee trends report as presented. Mrs. Yeagley seconded the motion. The motion carried unanimously.

With no additional business, Mr. Knapp adjourned the meeting at 3:09 pm.