



Huron County Public Health

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RESOLUTION 2018-19 A resolution to approve the minutes March 8, 2018

The Board of Health of Huron County Public Health, Huron County, Ohio met at a regular meeting of the Board, on March 8, 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 February 8, 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 February 8, 2018 are suspended and the minutes are hereby approved as attached, except for the following amendment(s);

WHEREUPON Board Member _____ moved and _____ seconded
this RESOLUTION 2018-19. On roll call, the following members voted as follows March 8, 2018.

William Knapp Yes
William Knapp, President

Kathleen Butler yes
Kathleen Butler, LPH, Vice-President

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

Shawn Tappel

Lisa Reer, RPh yes
Lisa Reer, RPh

Ron Robinson YES
Ron Robinson

Greg Polachek

Christine Yeagley, RN

Timothy Hollinger
Timothy Hollinger, MPH, Secretary

Kimberly Stults, RN



HURON COUNTY BOARD OF HEALTH MEETING

February 8, 2018 at 1:00 PM

Huron County Administration Building, Conference Room 1

Present: Greg Polachek, Shawn Tappel, Lisa Reer, William Knapp, Kathleen Butler, Kimberly Stults

Absent: Ron Robinson, Christine Yeagley, James Gottfried

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

With quorum present, Mr. Knapp called the meeting to order on February 8, 2018 at 1:00 pm.

Mr. Knapp presented the continuing education for board of health members. The 16 minute presentation reviewed reportable communicable diseases, presented by Sydney Cmar, MPH, Epidemiologist, Huron County Public Health.

Mr. Knapp presented Resolution 2018 - 11, a resolution to approve the minutes from the January 2018 Board meeting. Mr. Knapp requested a motion to adopt Resolution 2018 - 11. Mrs. Reer made a motion to approve the minutes from the January 2018 Board of Health Meeting, as mailed. Mrs. Butler seconded the motion. The motion carried unanimously.

Mr. Knapp presented Resolution 2018-12, a resolution to approve the payment of the monthly expenditures with prior approval. Mr. Knapp requested a motion to adopt Resolution 2018-12. Mrs. Reer made a motion to approve the payment of the monthly expenditures with prior approval. Mr. Polachek seconded the motion. The motion carried upon roll call vote. Kathy Butler – Yes. William Knapp – Yes. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-13, Request to Hire a Community Cessation Coordinator, McLain. Mr. Knapp requested a motion to adopt Resolution 2018-13. Mrs. Reer made a motion to approve the request to Community Cessation Coordinator, McLain. Mr. Tappel seconded the motion. Mrs. Marks provided insight to the Community Cessation program and new hire. The motion carried upon roll call vote. Kathy Butler – Yes. William Knapp – Yes. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-14, Request to Change the Status of Nurse, T. Verlotti. Mr. Knapp requested a motion to adopt Resolution 2018-14. Mrs. Reer made a motion to approve the request to change the Status of Nurse, T. Verlotti. Mr. Polachek seconded the motion. Mrs. Cherry provided insight to the change of status. The motion carried upon roll call vote. Kathy Butler – Yes. William Knapp – Yes. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-15, Request to Approve the Final 2018 Budget. Mr. Knapp requested a motion to adopt Resolution 2018-15. Mrs. Butler made a motion to approve Resolution 2018-15, Final 2018 Budget. Mr. Tappel seconded the motion. Mrs. Boose provided an in-depth review of the details of the final 2018 budget. The motion carried upon roll call vote. Kathy Butler – Yes. William Knapp – Yes. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-16, Budgetary Transactions. Mr. Knapp requested a motion to approve Resolution 2018-16. Mrs. Reer made a motion to approve Resolution 2018-16, budgetary transactions. Mr. Polachek seconded the motion. Mrs. Boose offered insight to the January 2018 budgetary transactions. The

motion carried upon roll call vote. Kathy Butler – Yes. William Knapp – Yes. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-17, Health District Fees. Mr. Knapp requested a motion to adopt Resolution 2018-17. Mr. Polachek made a motion to approve the Health District Fees. Mr. Tappel seconded the motion. Mrs. Boose provided insight to the fee adjustments. Ms. Stults questioned the difference between the CPT code 99406 “Behavioral Change smoking 3-10 min” and 99407 “Behavioral Change smoking <10 min”. An amendment was made to the resolution to correct the error for CPT code 99407 to read “Behavioral Change smoking >10 min”. The motion then carried upon roll call vote. Kathy Butler – Yes. William Knapp – Yes. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-18 Request to purchase to FetchEH, a GIS based software. Mr. Knapp requested a motion to adopt Resolution 2018-18. Mr. Polachek made a motion to approve Resolution 2018-18. Mr. Tappel seconded the motion. Mr. Cherry provided an in-depth presentation of the software capabilities. The motion carried upon roll call vote. Kathy Butler – Yes. William Knapp – Yes. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes.

Mrs. Boose reviewed the fiscal reports, including the Fund Balance Report and the Revenue and Expense Report. For January, the general fund reflected revenue of \$92,533, expense of \$159,181 and a balance of \$433,617. 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 also noted January 2018 expense highlights, including an annual fee for the timekeeping/accounts payable & receivable software: Microix \$3,172.50, vaccine purchase from Sanofi/GSK \$5,300.28, Treasurer State of Ohio for 4th quarter vital statistics state fees \$13,172.96, Epi software annual fee for ESRI GIS \$395.00, and a \$750.00 monthly IT service agreement with Sterling PC.

Ms. Spaar presented the 2017 Board of Health Evaluation Results. Overall, board meeting length and time spent on education was shorter in 2017 versus 2016; attendance at board meetings decreased and more resolutions were passed in 2017 versus 2016. The 2017 Board of Health satisfaction survey results were presented as well.

HCPH’s Epidemiologist, Mrs. Cmar, presented School Absentee Surveillance, Communicable Disease Trends and Influenza reports through January 2018.

Mr. Hollinger reviewed the most recent Succession Plan, updated January 25, 2018. The document outlines a leadership emergency succession plan for Huron County Public Health. Mr. Hollinger emphasized Board responsibilities during a Health Commissioner absence and considerations upon resignation of Health Commissioner.

With no additional business, Mr. Knapp adjourned the meeting.