



Huron County Public Health

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RESOLUTION 2019-01 A Resolution to approve the minutes January 10, 2019

The Board of Health of Huron County Public Health, Huron County, Ohio met at a regular meeting of the Board, on January 10, 2019 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 December 6, 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 December 6, 2018 are suspended and the minutes are hereby approved as attached, except for the following amendment(s);

WHEREUPON Board Member Dr. Gottfried moved and Mr. Robinson seconded this RESOLUTION 2019-01. On roll call, the following members voted as follows January 10, 2019.

<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>Christine Yeagley, RN</u> Christine Yeagley, RN	<u>yes</u>
<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 6, 2018 at 1:00 PM

Huron County Administration Building, Conference Room 1

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

Absent: Christine Yeagley, Kimberly Stults

HCPH Staff: Karen Boose, Chris Cherry, Eric Cherry, Tim Hollinger, Katie Spaar, Nicole Marks, Melissa Campbell, Jessica Colvin, Linsey Leber, Sydney Cmar, Brendan Roberts, Nino Majoy, Diane Moyer, Tracy Verlotti, Josalyn Woodruff, Hannah Rogers, Matt Hicks, Peggy Clements, Kristi Pinkley and Karley Binger

Guest(s): Tracey Nason, The Bellevue Hospital

The Board of Health of Huron County Public Health, Huron County, Ohio met at a regular meeting of the Board on December 6, 2018. President William Knapp called the meeting to order at 1:00 pm with quorum present.

Mr. Knapp opened the floor for public comment by asking the guests to identify themselves and state comments to be presented to the Board. Ms. Tracey Nason introduced herself as the Dietary Manager at The Bellevue Hospital. Ms. Nason stated her question was about food licensing requirements for an additional building that the Bellevue Hospital will soon be opening. Eric Cherry, Environmental Director, directed her to the appropriate HCPH Sanitarian to address her concern.

Mr. Knapp presented the Annual Employee Years of Service Awards for 2018. Mr. Hollinger added insight to the service awards, which are awarded for every 5 years of employment. Mr. Hollinger presented three 20-year service awards to Eric Cherry, Karen Boose and Diane Moyer. Mr. Hollinger proceeded to present two 5-year service awards to Brendan Roberts and Kari Hollinger.

Mr. Hollinger provided a recap of the Employee of the Year award and presented the 2018 Employee of the Year award to Nicole Marks, Director of Community Programming.

Mr. Knapp requested nominations for President and Vice President for 2019. Mr. Tappel moved to nominate the existing slate of officers. Mr. Robinson 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 2019.

Mr. Knapp presented Resolution 2018-144, a resolution to approve the minutes from the November 2018 Board meeting. Mr. Knapp requested a motion to adopt Resolution 2018-144. Mrs. Butler made a motion to approve the minutes from the November 2018 Board of Health Meeting, as mailed. Dr. Gottfried seconded the motion. The motion carried unanimously.

Mr. Knapp presented Resolution 2018-145, a resolution to approve the payment of the monthly expenditures with prior approval. Mr. Knapp requested a motion to adopt Resolution 2018-145. Mr. Tappel 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 – Aye. Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye, Shawn Tappel – Aye.

Mr. Knapp presented Resolution 2018-146, Request to apply for, accept funding from and appropriate grant funds for the Ohio Department of Health (ODH) Fiscal Year 2020 Reproductive Health and Wellness (RHW) Grant. Mr. Knapp requested a motion to adopt Resolution 2018-146. Mrs. Butler made a motion to approve Resolution 2018-146, Request to apply for, accept funding from and appropriate grant funds for the ODH FY20 RHW Grant. Mrs. Reer seconded the motion. Mrs. Cherry provided an overview of the grant opportunity noting the grant goal is to protect Ohioans from unwanted STDs and to help with family planning. 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 2018-147, Request to hire Environmental Technician, Charville. Mr. Knapp requested a motion to adopt Resolution 2018-147. Mr. Tappel made a motion to approve Resolution 2018-147. Mr. Robinson seconded the motion. Mr. Cherry reviewed the request to hire an Environmental Technician, Jim Charville. 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 2018-148, Request to approve 2019 Board of Health Meeting Schedule. Mr. Knapp requested a motion to adopt Resolution 2018-148. Mrs. Reer made a motion to approve the 2019 Board of Health Meeting Schedule, as outlined in Section I of Resolution 2018-148. Mr. Polachek 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 2018-149, Request to adopt Tobacco Free Property Policy. Mr. Knapp requested a motion to adopt Resolution 2018-149. Mrs. Reer made a motion to adopt the Tobacco Free Property Policy as outlined in Resolution 2018-149. Mrs. Butler seconded the motion. Mrs. Marks presented the Tobacco Free Property Policy, noting the objective of the policy is to protect the health, safety, and comfort of employees, patients, customers, and visitors of Huron County Public Health by establishing a tobacco-free property policy at the agency's property located at the addresses of 28, 30, and 32 Executive Drive, Norwalk, Ohio 44857. Discussion followed. 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 2018-150, Administration and Fiscal Management. Mr. Knapp requested a motion to adopt Resolution 2018-150. Mrs. Butler made a motion to adopt the Administration and Fiscal Management Resolution 2018-150. Mrs. Reer seconded the motion. Mr. Hollinger noted that the delegation of responsibility, as outlined in the Administration and Fiscal Management Resolution, is essential to expedite the administration of the agency between Board meetings. Discussion followed. 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 2018-151, Request to Adopt Earned Program Income Policy. Mr. Knapp requested a motion to adopt Resolution 2018-151. Dr. Gottfried made a motion to adopt the Earned Program Income Policy as outlined in Section I of Resolution 2018-151. Mrs. Butler seconded the motion. Mr. Hollinger presented the Earned Program Income Policy noting the program income earned during the grant period shall be retained by the Health District and the Health Commissioner will have the discretion to choose what it will be used to fund. Mr. Hollinger added further insight to the policy, noting that a report of program income earned will be reported to the Board of Health for final review. 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 2018-152, Request to choose 2019 Employee Health Insurance. Mr. Knapp requested a motion to discuss Resolution 2018-152. Mrs. Reer made a motion to discuss the Health Insurance options for 2019. Mr. Polachek seconded the motion. Mr. Hollinger provided an overview of the 2019 Health Insurance options, noting that HCPH falls into a unique situation regarding a tax ID. Mr. Hollinger explained that due to having a shared tax ID with the county, HCPH is not eligible for the pricing that agencies with 25 or less employees could receive. Mr. Hollinger explained further details about the situation and requested that the Board make a motion to either authorize the Health Commissioner to apply for a separate tax ID for the District, if it is the correct alternative, and choose the best employee health insurance that this action would allow or renew the current employee Anthem Health Insurance with a 18% increase for both the Board and the employees as shown in Section I of the Resolution. Much discussion followed regarding the implications of potentially changing a tax ID and potential additional expenses to HCPH. Mr. Polachek made a motion to authorize the Health Commissioner to apply for a separate tax ID for the District and if it is the correct alternative, choose the best employee health insurance that this action would allow. 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, Shawn Tappel – Aye.

Mr. Knapp presented Resolution 2018-153, Health District 2018 Budgetary Transactions for November. Mr. Knapp requested a motion to adopt Resolution 2018-153. Mr. Tappel made a motion to approve the Budgetary Transactions. Mrs. Butler seconded the motion. Mrs. Boose reported the budgetary transactions for the last month reviewing each advance, appropriation adjustment and the addition of a new project (fund). 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 2018-154, Request to apply for, accept, and appropriate grant funds for the HEALing Communities Grant. Mr. Knapp requested a motion to adopt Resolution 2018-154. Mrs. Reer made a motion to approve Resolution 2018-154, Request to apply for, accept, and appropriate grant funds for the HEALing Communities Grant. Mrs. Butler seconded the motion. Mrs. Marks provided an overview of the grant opportunity noting the grant goal is to test the immediate impact of implementing an integrated set of evidence-based interventions across healthcare, behavioral health, justice, and other community-based settings to prevent and treat opioid misuse and Opioid Use Disorders (OUD) within highly affected communities. Mr. Hollinger provided further context into the grant noting his conversations with ODH and The Ohio State University about the big picture of the grant and funding that will be passed down to the local level. Discussion followed about the exact goals of the grant, data analysis and staffing requirements. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried- Aye, William Knapp-No, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye, Shawn Tappel – Aye.

Mr. Cherry presented the third reading and public hearing of Resolution 2018-121: Resolution to approve the fee schedule for the Implementation and Administration of the Body Art Rules. Mr. Knapp requested a motion to adopt Resolution 2018-121. Mr. Polachek made a motion to approve Resolution 2018-121. Mr. Robinson seconded the motion. The motion carried upon roll call vote. Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye, Shawn Tappel – Aye.

Mr. Cherry presented the third reading and public hearing of Resolution 2018-122: Resolution to approve the fee schedule for the Implementation and Administration of the Food Safety (FSO and RFE) Rules. Mr. Knapp requested a motion to adopt Resolution 2018-122. Mr. Polachek made a motion to approve Resolution 2018-122. Mrs. Butler seconded the motion. The motion carried upon roll call vote. Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye, Shawn Tappel – Aye.

Mr. Cherry presented the third reading and public hearing of Resolution 2018-123: Resolution to approve the fee schedule for the Implementation and Administration of the Campground Rules. Mr. Knapp requested a motion to adopt Resolution 2018-123. Dr. Gottfried made a motion to approve Resolution 2018-123. Mr. Robinson seconded the motion. The motion carried upon roll call vote. Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye, Shawn Tappel – Aye.

Mr. Cherry presented the third reading and public hearing of Resolution 2018-124: Resolution to approve the fee schedule for the Implementation and Administration of the Public Swimming Rules. Mr. Knapp requested a motion to adopt Resolution 2018-124. Dr. Gottfried made a motion to approve Resolution 2018-124. Mr. Tappel seconded the motion. The motion carried upon roll call vote. Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye, Shawn Tappel – Aye.

Mr. Cherry presented the third reading and public hearing of Resolution 2018-125: Resolution to approve the fee schedule for the Implementation and Administration of the Public Bathing Place Regulations. Mr. Knapp requested a motion to adopt Resolution 2018-125. Mr. Polachek made a motion to approve Resolution 2018-125. Dr. Gottfried seconded the motion. The motion carried upon roll call vote. Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye, Shawn Tappel – Aye.

Mr. Cherry presented the third reading and public hearing of Resolution 2018-127: Resolution to approve the fee schedule for the Implementation and Administration of the Private Water System Rules. Mr. Knapp requested a motion to adopt Resolution 2018-127. Mrs. Butler made a motion to approve Resolution 2018-127. Mr. Polachek seconded the motion. The motion carried upon roll call vote. Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye, Shawn Tappel – Aye.

Mrs. Boose reviewed the fiscal reports, including the Fund Balance Report and the Revenue and Expense Report. For November, the general fund reflected revenue of \$156,626, expense of \$157,835 and a balance of \$664,950. 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, Cribs for Kids, Public Health Emergency Preparedness (PHEP), Operation and Maintenance, LifeSkills and FDA Category 3 Food Standardization Training Grant. Mrs. Boose presented the 2018 General Fund balance compared to the previous nine year average and 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 November 2018 expense highlights, including a payment of \$228.00 to The Stitchery for embroidery of HCPH's logo on staff clothing, a payment of \$141.49 to Erie County General Health District for water sample testing and a payment of \$1,915.00 to the State Treasurer for Environmental Health fees for the third quarter.

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

Mr. Cherry presented the second reading of Resolution 2018-138: Resolution to approve the fee schedule for the Implementation and Administration of the Sewage Treatment System Rules.

Mrs. Marks provided a recap presentation of the Tips from Former Smokers Grant. Specifically, Mrs. Marks reviewed the aim of grant and the application funding breakdown. Mrs. Marks went further into detail about

the Tips from Former Smokers campaign, the campaign goals and how it had an impact locally. Mrs. Marks requested a motion to approve the Tips from Former Smokers Grant report as presented. Mrs. Reer made a motion to approve the report as presented. Dr. Gottfried seconded the motion. The motion carried unanimously.

Mr. Hollinger announced that the title for the agency's new facility would be signed and ownership would be officially transferred on December 6, 2018 at 4:00 PM with the Chicago Title Agency. Discussion followed regarding building renovations timelines and contractors.

With no additional business, Mr. Knapp adjourned the meeting 2:30 pm.