HANCOCK PUBLIC HEALTH
BOARD OF HEALTH MINUTES
HPH Conference Room
July 14, 2017
7:30 AM

Members Attendance:
X Barbara J. Pasztor (President)
A William Alge
A Karen Jones
X Michael Lindamood M.D.
X Larry Lovell
A Robin Spoors
X Nancy Moody Russo (President Pro Tem)

X Karim Baroudi, Health Commissioner

Others:
X Barb Wilhelm Deputy Health Commissioner
A Lindsay Summit EH Director
X Shannon Chamberlin Nursing Director
X Noah Stuby Director of Administration
X Craig Niese IT/Data Manager
X Nathanial Ratnasamy M.D. Medical Director

1.0 Convention

1.1 Call to Order:
Board President Pasztor called the meeting to order at 7:32 am.

1.2 Guests
Commissioner Baroudi introduced Cheryl Klakamp, Hancock Public Health Registrar, and Ashley Winters our new hire for the seasonal full time Mosquito Control Project funded through the Ohio EPA.

1.3 Agenda Items
Ms. Pasztor asked for a motion to approve today's Meeting Agenda.

Ms. Moody-Russo moved to approve the Agenda of the July 14, 2017 Board of Health meeting. Seconded by Mr. Lovell. **Motion carried 4-0**

1.4 Board Minutes
Ms. Moody-Russo noted that the minutes from the June 9, 2017 meeting were attached to the Board packet sent out earlier this week.

Dr. Lindamood moved to approve the minutes of the June 9, 2017 Board of Health meeting as transcribed. Seconded by Mr. Lovell. **Motion carried 4-0.**

1.5 June'17 Bill Schedule

Mr. Stuby put forward the bill schedule for the month of June 2017. Then proceeded to explain to the Board the various items on the attached Bill Schedule. There were no questions for Mr. Stuby.

Dr. Lindamood moved to approve the Bill Schedule for June 2017. Seconded by Ms. Russo. **Motion carried 4-0.**

2.0 Special Reports

2.1 Vital Statistics Services: Cheryl Klakamp

In his continued effort to engage the Board of Health and to introduce staff/services to Board members, Commissioner Baroudi introduced Cheryl Klakamp to discuss important aspects of her day to day job and how it aligns with our mission, vision, values, and priorities.

Ms. Klakamp started by detailing a proud 26 years in public health service, starting her career at the health department immunization clinic then in environmental health and as a deputy registrar during the recession of 2008. Cheryl noted to the Board that the positions of County Registrar and Deputy Registrar are mandated by Ohio Revised Code (ORC). The local registrar is responsible for the proper filing and issuance of all vital records in their jurisdiction, which include death, birth, and fetal death records. They also approve disposition permits for burial or cremation, as well as accepting certificates of service for out of State deaths that are buried or cremated here in Ohio.

Ms. Klakamp continued by discussing her role in the accreditation process, and how the agency adopted Workforce Development Plan helped her focus on SMART goals and objectives agreed upon with her supervisor. Ms. Klakamp reiterated her collaboration with the Injury Prevention Coordinator and the Health Commissioner by providing data needed to perform deaths reviews. Cheryl also mentioned how a culture of continuous improvement is being fostered to better serve the residents of Hancock County.

Ms. Klakamp concluded by explaining to the Board her role with the cultural sensitivity and diversity team at Hancock Public Health, and how their work is aligned with the Strategic Plan and customer satisfaction efforts of our agency.

President Pasztor had a question about whether Vital Statistics' fees are uniform across the State, to which Cheryl explained that each local Board of Health set their own fees with the State portion of the fee is set by ODH for all jurisdictions. Furthermore, Cheryl noted that our local fees are comparable and competitive with neighboring jurisdictions.

Board President Pasztor thanked Ms. Klakamp for her continued service and the information presented to the Board today.

3.0 Staff Reports

3.1 Medical Director

Dr. Ratnasamy reported working on a Tuberculosis case, where he collaborated with the Health Commissioner, the Ohio Department of Health, and our Infectious Disease nursing staff to ensure a safe home quarantine of the individual. Follow up testing is under way with all individuals who had contacts with the case, including family members, ER staff, and co-workers.

Dr. Ratnasamy also informed the Board of a case of Legionnaire's disease that our Epidemiologist is following up on.

3.2 PHAB Coordinator

Ms. Wilhelm reported that she will be traveling to Alexandria, VA in August to participate in the e-PHAB training for uploading documentation for review as part of the accreditation process. Ms. Wilhelm gave the Board a quick update on our accreditation readiness and how we continue to move forward, according to the timeline set forth, in identifying needed documentation.

Ms. Wilhelm then proceeded to present to the Board our "Performance Management Plan" as prescribed in Domain 9 of the Accreditation Standards. A copy of the plan was shared with members as part of the information packet distributed via email earlier in the week. The plan details how we report on progress in the VMSG software, and how the metrics are reviewed by the Leadership Team on monthly basis, quarterly with staff, and twice a year with the Board of Health.

Additionally, Mrs. Wilhelm put up on the screen the measures we are tracking and walked Board members through the various metrics we are following to measure performance, ensure progress, and recognize staff achievements.

Ms. Moody-Russo inquired if the extensive data collection is part of only one domain, to which Ms. Wilhelm explained that Performance Management (PM) along with Quality Improvement (QI) are two critical components of accreditation. These are more of concepts and processes with applications in almost all of the accreditation standards and measures.

Ms. Wilhelm also reported on couple projects we are working on, specifically on collaborating with the Blanchard Valley Hospital on creating a Diabetes' Registry where Hancock Public Health will be the data keeper. This is a promising project that will perfectly align with priorities identified in the Community Health Improvement Plan (CHIP) released earlier this year.

Ms. Wilhelm concluded by informing the Board that Fire and EMS first responders reached out to our agency to supply Naloxone® kits and training for their staff.

President Pasztor asked staff if they heard the rumor about heroin overdose parties, and how do we safeguard against the distribution of Narcan for such purpose. Ms. Wilhelm noted that we did not come across any factual evidence of that happening in our County, but we heard the rumor as well and that project DAWN have documentation safeguards in place.

Ms. Wilhelm submitted a written monthly report which was attached to the board meeting information packet distributed earlier in the week.

3.3 Administrative Services

Mr. Stuby reported on his "Monthly Financial Analysis" submitted to the Board as part of the information packet sent out to all members to review before the meeting.

Highlighted in Mr. Stuby's report was the "2017 Mid-Year Snapshot" and how it compared to 2016 Mid-Year data point. Mr. Stuby noted that the budget outlook is good so far, and that we are coming at or better than the 2017 budgetary projections

presented to the Board in December of 2016. Mr. Stuby also noted that the numbers are showing that we are bringing more and spending less, but cautioned the Board that some of the revenues reflected in those numbers are cyclical such as clinics fees collected and some environmental fees.

Ms. Pasztor asked about items of the budget that contributed to shrinking the projected deficit, Noah explained that it is more of an increase in revenues that helped the budget so far rather than cost savings alone. Commissioner Baroudi expressed his satisfaction with the positive trends we are seeing by the numbers presented today, and that this would be a good indicator of moving closer to the goal of achieving a balanced budget.

Mr. Stuby concluded by mentioning some of the Board action items to be discussed as they come up later in the meeting.

3.4 Community Health Services

Community Health Director Shannon Chamberlin submitted a written report on programs and services provided by her staff during the month of June 2017.

Ms. Chamberlin started her update by noting that infectious disease nurse Missy Jack is working closely with Dr. Ratnasamy on following up on the TB case mentioned in his report earlier.

Ms. Chamberlin discussed with the Board how our Immunization Clinics are getting ready to accommodate the surge in appointment requests anticipated for back to school shots. In giving the Help Me Grow program update, Ms. Chamberlin reiterated the need for another full-time home visitor to help clients on the waiting list. Shannon noted that after careful consideration and cost analysis studies, leadership decided to offer the full-time home visitor position to one of the school nurses and hire a nurse to fulfill Liberty-Benton Schools' contract. She also discussed the change in the Central Coordination functions, which the State moved from local jurisdictions to a call center in Cleveland. Ms. Chamberlin expressed some concerns with the change, and is currently working with community partners to make the transition seamless to our local families and referring agencies and providers. Commissioner Baroudi added that our agency was blindsided by the decision to move Central Coordination to a call center in Cleveland, and mentioned that our agency is lobbying the County Commissioners to continue funding for that position to ensure a smooth transition.

Director Chamberlin concluded by noting that the increase in appropriations that the State House and Senate proposed officially has been accepted and the governor signed the portion of the budget bill without veto. Our Child and Maternal Health program (CMH) will continue as is and clients will continue to receive BCMH services. Ms. Chamberlin added that we are currently serving 308 children in Hancock Co. and we have been able to successfully meet with 89% of them.

3.5 Environmental Services

Commissioner Baroudi noted that Environmental Health Director Lindsay Summit is in Maryland for her graduation from MPH program and thus could not be at the meeting today. Ms. Summit submitted a written report highlighting programs and services provided by environmental health staff in June of 2017.

President Pasztor, on behalf of the Board, extended her congratulations to Ms. Summit on her achievement.

Mr. Baroudi updated the Board on tobacco sales to minors' enforcement efforts.

3.6 IT/Data Management Services

Information Systems Manager Craig Niese reported on launching the redesigned website, and proceeded to bring it up on screen and show the Board some of the new features and contents we are working on. Commissioner Baroudi added that with the new website design, there is a plan to integrate our social media feeds on Facebook® and Twitter® to push public health information.

Mr. Niese announced to the board that a wireless connection at Board meetings is now active and provided members a password to be able to access information they need for the meeting.

3.7 Health Commissioner

Mr. Baroudi informed the Board on assembling an Ethics' Committee to consider our ethics' policies and offer some guidance on ethical decisions made by the Board. Commissioner Baroudi added that he outreached to a professor with the University of Findlay, whose specializes in Medical Ethics to help with this endeavor.

Commissioner Baroudi reported on his visits to the different Township trustees' meeting and expressed his excitement for reaching out to all the communities we serve and listen to their concerns. Mr. Baroudi added that our presence has been well received by community leaders, and that he plans to visit all 29 localities in Hancock County, and Findlay City council by the end of September.

Mr. Baroudi also mentioned that he was invited to present at the Kiwanis meeting on June 14, 2017. His presentation focused on accomplishments of Hancock Public Health one year into the successful merger.

Mr. Baroudi concluded by mentioning to the Board his involvement in the underage Tobacco sales' hearings, and reported that no fines have been levied for first time violators with more emphasis put on action plans to ensure compliance.

4.0 BOARD REPORTS

4.1 President

President Pasztor reported on hearing positive feedback from the community about our agency, even from individuals who were skeptical of the role public health assumed in the past. Ms. Pasztor expressed her pleasure that the community is starting to see value in local public health, and thanked staff for all the hard work they put into building that trust.

Commissioner Baroudi added that public trust is paramount to our transformation into a premier public health agency.

4.2 Board Committees

There were no committee reports.

5.0 BOARD ACTIONS/REGULATIONS/VARIANCES/PUBLIC PARTICIPATION

5.1 Motion to adopt the Hancock Public Health "Performance Management Plan" as presented earlier in the meeting.
Ms. Moody-Russo moved to adopt the Hancock Public Health "Performance Management Plan" as presented. Seconded by Mr. Lovell. **Motion Carried 4-0.**

5.2 Motion to approve a variance for an experimental sewage system proposal (Duane Stateler).
Dr. Lindamood moved to approve a variance for an experimental sewage system proposal at Duane Stateler's property on 4291 TR 117, Mc Comb, OH 45858. Seconded by Mr. Lovell. **Motion Carried 4-0.**

5.3 Third and Final Reading: Vital Statistics Birth & death Certificates Fee increase.
Mr. Stuby read to the Board a proposed increase in the Vital Statistics' fee schedule from $25 to $30 for birth and death certificates issued by our office after July 31, 2017. No one showed up to the scheduled public hearing.

Motion to approve Vital Statistics Birth & Death Certificates Fee increase to $30.00
Mr. Lovell moved to approve the increase in Vital Statistics Birth and Death Certificates fee from $25.00 to $30.00. Seconded by Dr. Lindamood.
Roll call vote; Ms. Pasztor; aye, Ms. Moody Russo; aye, Dr. Lindamood; aye, Mr. Lovell; aye. Motion carried 4-0.

5.4 Motion to approve a cash advance of $ 11,753.21 from Fund 8008 to Fund 8221 (PHEP Grant).
Mr. Lovell moved to approve a cash advance of $11,753.21 from Fund 8008 to PHEP Fund 8221. Seconded by Dr. Lindamood. **Motion carried 4-0.**

5.5 Motion to approve a $40,000.00 increase in appropriations and revenues for fund 8221 (PHEP Grant).
Dr. Lindamood moved to approve a a $40,000.00 increase in appropriations and revenues for PHEP Grant Fund 8221. Seconded by Ms. Moody-Russo.
Motion carried 4-0.

5.6 Motion to approve a $25,000.00 increase in appropriations and revenues for fund 8008 (EPA Grant).
Ms. Moody-Russo moved to approve a $25,000.00 increase in appropriations and revenue for EPA fund 8008. Seconded by Dr. Lindamood. **Motion carried 4-0.**

5.7 Motion to approve the establishment of a new Special Revenue Fund for "Moms Quit for Two" grant.
Dr. Lindamood moved to approve the establishment of a new special revenue fund for "Moms Quit for Two" project. Seconded by Ms. Moody-Russo. **Motion carried 4-0**

6.0 OLD/NEW BUSINESS

6.1 Personnel

Commissioner Baroudi reported that no hiring or departures occurred in the month of June.

6.2 Facilities: Real Estate/Office Space Acquisition

Commissioner Baroudi gave a quick update on the search for office space, and informed the Board of a potential space at 1200 Commerce Pkwy in Findlay. And with the building being vacant for quite some time, he needed to do further assessment on renovation costs before considering it a viable option. Mr. Baroudi added that he arranged for a walk through with Commissioner Bechtol, in his capacity as an architect who was involved in office space studies done at the merger, at 10:00 am today and that members of the Board are welcome to join in after the meeting.

Ms. Moody-Russo stressed the need to arrange for thorough inspections of mechanical and structural systems.

7.0 NEXT MEETING

Friday August 11, 2017 Health Department Conference Room County Road 140

8.0 ADJOURNMENT

Ms. Moody-Russo motioned to adjourn the meeting at 8:50 am. Seconded by Mr. Lovell. **Motion carried 4-0.**

Barbara J. Pasztor, RN – Board President

Karim Baroudi, MPH – Board Secretary