

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – January 16, 2015

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **January 16, 2015**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Eric Miller	DJ McFadden, MD	Ken Smails – WKLM
Paul Miller	Jon Croup	
Kurt Rodhe	Deb Zuercher	
Kris Perone		
Carol Miller		

The meeting was called to order by President Carol Miller at 8:10.

HEARINGS - None

APPROVAL OF MINUTES

The minutes of the **December 19, 2014** regular meeting were reviewed. On a motion by Mr. Rodhe and seconded by Mrs. Perone the minutes of the **December 19, 2014** meeting were approved.

01-15 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$12,818.62
010	Sewage Program Fund	226.25
030	Clinic Fund	12,062.55
060	Special Services Fund	483.33
110	RV Park/Camp Fund	15.83
120	Swimming Pools Fund	19.47
140	Private Water Fund	821.16
150	Solid Waste Fund	14.07
190	Food Service Fund	753.74
320	Help Me Grow	303.14
330	WIC	603.68
350	Small Healthcare Provider QI	377.94
370	Public Health Infrastructure	2,000.78
390	Reproductive Health & Wellness	713.59
430	WIC	14,483.37
450	Small Health Care Provider QI	10.45
460	IAP	63.60
504	Hospice Endowment	85.00

Total Payables \$51,145.01

Mrs. Perone moved that the accounts payable for **December 2014** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

02-15 APPROVAL OF ACCOUNT TRANSACTIONS DECEMBER

The Board reviewed the account transactions report for the month of December 2014. Following discussion, Mr. Rodhe moved that the account transactions report for the month of **December 2014** be approved. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION

CONTINUING BUSINESS - None

NEW BUSINESS

03-15 APPROVAL OF CONTRACTS

The Board of Health reviewed contracts for the following: Personal Services Contract Tanya Banfield – Child Passenger Safety Technician, Second Wind Events, LLC for management of the Holmes County Duathlon, Wayne County for the Immunization Action Plan Grant, and AOHC for Skillsoft training. Following discussion Mrs. Perone moved that the contracts be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

04-15 PROPOSED 2015 SEWAGE FEES

The Health Commissioner presented to the Board the proposed 2015 sewage Fees:

2015 Sewage Program Fees	Proposed
Application for site review (includes \$10.00 GIS surcharge) HSTS/SFOSTS/GWRS	\$225.00
Application for a Soil Evaluation HSTS/SFOSTS/GWRS	\$150.00
Application for design HSTS/SFOSTS/GWRS	\$150.00
Permit to install (new)(includes \$10.00 GIS surcharge) HSTS/SFOSTS/GWRS	\$225.00
Permit to install (replacement)(includes \$10.00 GIS surcharge) HSTS/SFOSTS/GWRS	\$150.00
Permit to alter (includes \$10.00 GIS surcharge) HSTS/SFOSTS/GWRS	\$100.00
Permit to operate HSTS/SFOSTS	\$ 75.00
Registration fee(Registration in multiple categories will result in a \$50.00 reduction for each subsequent registration fee)	\$200.00
Vehicle permit for septage haulers	\$ 25.00
Inspection of a GWRS/STS per ORC 3718.02(A)(7)	\$ 60.00
STS/GWRS abandonment permit	\$ 25.00
Variance	\$ 35.00
Collection a& examination of effluent samples	\$100.00
Site review, evaluation & approval/disapproval of land application of septage	\$300.00
Review of subdivision or lots:	
1 st lot	\$110.00
2-3 lots	\$110+\$100 per lot
4 or more lots	\$320+\$50 per lot
Additional Fees	
Semipublic sewage inspection <1500 gpd	\$175.00
Semipublic sewage inspection >1500 to 5000 gpd	\$200.00
Semipublic sewage inspection >5000 to 10000 gpd	\$225.00
Semipublic sewage inspection >10000 to 25000 gpd	\$275.00
Semipublic sewage inspection, re-inspection	\$ 60.00
Semipublic sewage Certificate of Installation, initial inspection	\$300.00
Semipublic sewage Certificate of Installation, follow-up inspection	\$60.00 / hour
SFOSTS: non-mechanical, non-discharging (3-year cycle)	\$125.00
SFOSTS: with mechanical components (annual cycle)	\$ 85.00
SFOSTS re-inspection fee (minimum charge of 1 hour, over 1 hour in 15 minute increments)	\$ 60.00
Loan approval inspection 2/report (sewage)	\$185.00
Loan approval inspection w/report (water & sewage)	\$285.00

GIS maintenance surcharge (applies to: semi-public sewage inspection-first inspection & loan approval inspections w/report	\$ 10.00
Privy permit	\$ 50.00

Following discussion Mr. Miller moved that the proposed fees be approved as presented. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

05-15 PERSONNEL ACTION

The Health Commissioner reported the need for the following personnel actions:

Monique Jacobs – Resignation – Health Educator, Injury Prevention Program
 Jodee Ciszwski – Change from part time WIC Intake to full time

Mr. Rodhe moved that the personnel actions be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

06-15 COMMUNITY HEALTH ASSESSMENT, IMPROVEMENT PLAN, & STRATEGIC PLAN

The Health Commissioner presented and reviewed with the Board the Community Health Assessment, Community Health Improvement Plan, and the Strategic Plan. Following discussion Mr. Rodhe moved that the Community Health Assessment, Community Health Improvement Plan and the Strategic Plan be adopted. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

COMMUNICATIONS - None

REPORTS

Income and Expense

The income and expense report for the month of December was reviewed and accepted by the Board

Statistics

The statistics report for December were reviewed and accepted by the Board.

Health Commissioner

The Health Commissioner distributed his report.

Board CME –

PROGRAM REVIEW – None

The being no further action, the board adjourned at 9:21

 Carol Miller, President

 D. J. McFadden, MD MPH, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – February 13, 2015

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **February 13, 2015**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Eric Miller	DJ McFadden, MD	Ken Smails – WKLM
Paul Miller	Jon Croup	Christie Pratt – Daily Record
Kurt Rodhe	Deb Zuercher	
Kris Perone		

The meeting was called to order by President Pro-Tem Kurt Rodhe at 8:10.

HEARINGS - None

APPROVAL OF MINUTES

The minutes of the **January 16, 2015** regular meeting were reviewed. On a motion by Mrs. Perone and seconded by Dr. Miller the minutes of the **January 16, 2015** meeting were approved with a correction in the first paragraph from the December meeting date to the January meeting date.

07-15 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$18,559.89
010	Sewage Program Fund	2,514.11
030	Clinic Fund	13,837.87
060	Special Services Fund	1,383.10
110	RV Park/Camp Fund	25.49
120	Swimming Pools Fund	19.27
140	Private Water Fund	2,143.14
150	Solid Waste Fund	39.74
190	Food Service Fund	496.81
319	CFHS	57.46
320	Help Me Grow	2,527.78
330	WIC	999.35
340	Injury Prevention	569.61
350	Small Healthcare Provider QI	108.46
360	Immunization	295.40
370	Public Health Infrastructure	8,222.49
390	Reproductive Health & Wellness	1,318.16
510	Hospice Endowment	6.00

Total Payables \$53,124.13

Dr. Miller moved that the accounts payable for **January 2015** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

08-15 APPROVAL OF ACCOUNT TRANSACTIONS JANUARY

The Board reviewed the account transactions report for the month of **January 2015**. Following discussion, Mrs. Perone moved that the account transactions report for the month of **January 2015** be approved. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION

CONTINUING BUSINESS - None

NEW BUSINESS

09-15 SANITARIAN IN TRAINING JOB DESCRIPTION

The Board reviewed the job description for a Sanitarian in Training. Following discussion Dr. Miller moved that the job description for a Sanitaria In Training be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

10-15 SEARCH COMMITTEE REPORT

The Health Commissioner presented to the Board the Search Committee Report and recommendations that the Board of Health hire a part time Health Commissioner and a full time Executive Director who will report to the Health Commissioner and recommended a time frame for the transition. The Board of Health agreed by consensus.

11-15 PERSONAL SERVICE CONTRACT – MATT FALB

The Health Commissioner proposed a contract for tier two epidemiologist services with Matt Falb who will be leaving the employment of the Health District in March. After discussion Mr. Miller moved that the personal service contract with Matt Falb be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

12-15 SUPPLEMENTARY LOCAL RULES TO OAC 3701-29: SEWAGE TREATMENT

The Health Commissioner presented and reviewed with the Board the proposed supplementary local rules to OAC 3701-29 for sewage treatment and asked that they be approved emergently. Following discussion Mr. Miller moved that the proposed local rules be approved emergently and that public hearings be held. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

13-15 SEPTAGE MANAGEMENT PROTOCOL

The Health Commissioner reviewed with the Board the Septage Management Protocol. Following discussion Mrs. Perone moved that the Septage Management Protocol be adopted. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

14-15 RESCIND MARINA FEES

The Health Commissioner reported the need to rescind Marina Fees as the Health District no longer has jurisdiction. Following discussion Mrs. Perone moved that the Marina Fees be rescinded. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

15-15 PROPOSED 2015 ENVIRONMENTAL HEALTH FEES

The Board was advised of recommended changes in the 2015 Environmental Health Fees. Of note, the county currently has no regulations for bathing beaches. Following discussion Dr. Miller moved that the fee for bathing beach license be rescinded and that the following fees be proposed as submitted and that a hearing be held on March 20, 2015 at 8:00 am to consider the fees.

		2015 proposed
RV Park/Camp License	50 or fewer sites	\$200.00
	51 or more sites*	\$200.00
	*plus \$1.75 per site over 50	
Temporary RV Park/Camp License		\$142.00
Resident camp license		\$304.50
Day Camp License		\$266.00
Swimming pool/Spa/Special Use Pool		\$252.50
Additional pool/spa at same location		\$120.00

Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

16-15 CLARIFICATION OF 2013 BUDGET

The Health Commissioner shared a question from the team currently auditing the health district. They did not find a board action allowing for raises in 2014. Dr. McFadden shared that when he asked for approval of the 2014 and 2015 budgets at the end of 2013, it was explicitly discussed that the budgets included a 3% raise for staff. The members of the board affirmed this as their recollection as well. After discussion Mrs. Perone moved that the minutes reflect that the intent of the board in 2013 was to approve a 3% raise for staff effective the first pay of 2014. Additionally, that the board now formally retrospectively approve the said 3% raise for staff employed as of January 1, 2014 that was put into effect with the first pay of 2014. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

COMMUNICATIONS - None

REPORTS

Income and Expense

The income and expense report for the month of January was reviewed and accepted by the Board

Statistics

The statistics report for January were reviewed and accepted by the Board.

Health Commissioner

The Health Commissioner distributed his report.

PROGRAM REVIEW – None

The being no further action, the board adjourned at 9:40

Carol Miller, President

D. J. McFadden, MD MPH, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – March 20, 2015

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **March 20, 2015**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Eric Miller	DJ McFadden, MD	Ken Smails – WKLM
Paul Miller	Jon Croup	Nick Sabo – Bargain Hunter
Kurt Rodhe	Deb Zuercher	
Carol Miller		

The meeting was called to order by President Carol Miller at 8:05.

HEARINGS

2015 SEWAGE FEES

President Miller convened the hearing on the proposed 2015 Sewage Fees; all affected parties were notified in writing of the meeting and a public hearing was held on January 12th with no attendance. Comments were received by telephone from affected parties. As no one from the public was present to comment the hearing was adjourned.

17-15 SEWAGE FEES

After conclusion of the hearing Mr. Miller moved that the 2015 Sewage fees be amended per public comment and be set as follows to be effective immediately:

2015 Sewage Program Fees	
Application for site review HSTS/SFOSTS/GWRS	\$215.00
Application for a Soil Evaluation HSTS/SFOSTS/GWRS	\$150.00
Application for design HSTS/SFOSTS/GWRS	\$150.00
Permit to install (new) HSTS/SFOSTS/GWRS	\$200.00
Permit to install (replacement) HSTS/SFOSTS/GWRS	\$125.00
Permit to alter	\$100.00
Permit to operate HSTS/SFOSTS Initial 12 months following installation	\$ 75.00
Permit to operate HSTS/SFOSTS mechanical components (annual)	\$75.00
Permit to operate HSTS/SFOSTS non-mechanical/non-discharging (5-year)	\$150.00
Registration fee(Registration in multiple categories will result in a \$50.00 reduction for each subsequent registration fee)	\$200.00
Vehicle permit for septage haulers	\$ 25.00
Inspection of a GWRS/STS per ORC 3718.02(A)(7)	\$ 60.00
STS/GWRS abandonment permit	\$ 25.00
Variance	\$ 35.00
Collection a& examination of effluent samples	\$100.00
Site review, evaluation & approval/disapproval of land application of septage	\$300.00
Review of subdivision or lots:	
Minor	\$50.00
Major: 1 to 4 lots	\$100.00
Major: additional lots over 4	\$50.00 per lot
GIS maintenance surcharge (applies to HSTS/SFOSTS/GWRS site review application, semipublic sewage inspection-first inspection, and real estate loan approval inspection w/report)	\$10.00
Privy Permit	\$50.00

Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

2015 POOLS/SPAS AND RV/CAMPGROUND LICENSE FEES

President Miller convened the hearing on the proposed 2015 Pool/Spas and RV/Campground License Fees; all affected parties were notified in writing of the meeting and no one from the community commented. As no one from the public was present to comment the hearing was adjourned.

18-15 2015 POOLS/SPAS AND RV/CAMPGROUND LICENSE FEES

After conclusion of the hearing Mr. Rodhe moved that the 2015 Pools/Spas and RV/Campground License Fees be set as follows to be effective immediately:

	2015
RV Park/Camp License	
50 or fewer sites	\$200.00
51 or more sites*	\$200.00
*plus \$1.75 per site over 50	
Temporary RV Park/Camp License	\$142.00
Resident camp license	\$304.50
Day Camp License	\$266.00
Swimming pool/Spa/Special Use Pool	\$252.50
Additional pool/spa at same location	\$120.00

APPROVAL OF MINUTES

The minutes of the **February 13, 2015** regular meeting were reviewed. On a motion by Mr. Rodhe and seconded by Mr. Miller the minutes of the **February 13, 2015** meeting were approved.

19-15 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$13,411.21
010	Sewage Program Fund	4,172.15
030	Clinic Fund	10,556.65
060	Special Services Fund	2,343.64
110	RV Park/Camp Fund	62.26
120	Swimming Pools Fund	62.73
140	Private Water Fund	3,351.33
150	Solid Waste Fund	52.54
190	Food Service Fund	1,362.18
319	CFHS	121.97
320	Help Me Grow	1,022.71
330	WIC	2,322.38
340	Injury Prevention	890.94
350	Small Healthcare Provider QI	15,720.41
360	Immunization	471.84
370	Public Health Infrastructure	1,149.92
390	Reproductive Health & Wellness	2,109.90
510	Hospice Endowment	51,087.39

Total Payables	\$110,272.15
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Dr. Miller moved that the accounts payable for **February 2015** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

20-15 APPROVAL OF ACCOUNT TRANSACTIONS FEBRUARY

The Board reviewed the account transactions report for the month of **February 2015**. Following discussion, Mr. Rodhe moved that the account transactions report for the month of February 2015 be approved. Dr. Miller seconded the motion. On the roll call the following

members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION

CONTINUING BUSINESS - The Non action Item Report was reviewed

21-15 POSITION DESCRIPTIONS—EXECUTIVE DIRECTOR and HEALTH COMMISSIONER

The Health Commissioner reviewed the changes to the Position Description for the Executive Director, as well as the changes to the Position Description for the part time Health Commissioner. After discussion, Mr. Rodhe moved that the position descriptions be approved. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Rodhe, Mr. Miller, Mrs. Miller. In the negative: none. The motion was approved.

NEW BUSINESS

22-15 PERSONNEL ACTIONS

The Health Commissioner recommended the following personnel actions:

Resignation of Matt Falb – Program Director

Employment Michele Smith, MSW LSW – Injury Prevention - FT

Employment Jennifer McCoy, MPH – Public Health Preparedness Planner - FT

Dr. Miller moved that the personnel actions be approved as requested. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Rodhe, Mr. Miller, Mrs. Miller. In the negative: none. The motion was approved.

23-15 CONTRACT TUSCARAWAS COUNTY HEALTH DISTRICT – PUBLIC HEALTH PLANNER

The Health Commissioner reviewed with the Board a memorandum of agreement with Tuscarawas County Health District for Public Health Planner. In the agreement, we agree to share our planner with Tuscarawas County Health District 50% of the time and we will be compensated for our time. Following discussion Mr. Rodhe moved that memorandum of agreement with Tuscarawas County Health District to provide Public Health Planner services be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Rodhe, Mr. Miller, Mrs. Miller. In the negative: none. The motion was approved.

24-15 FY16 REPRODUCTIVE HEALTH AND WELLNESS BUDGET AND APPROPRIATIONS

The Health Commissioner reported the notice of grant award for Reproductive Health and Wellness Grant in the amount of \$102,000 and presented the budget and appropriations. This grant represents a joint effort with Carroll County Health District. After discussion Dr. Miller moved that the budget and appropriations for Reproductive Health and Wellness be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

25-15 SUPPLEMENTARY LOCAL RULES TO OAC 3701-29: SEWAGE TREATMENT

The Board heard the first reading of the supplementary local rules to OAC 3701-29 for sewage treatment. Following discussion Mr. Miller moved that the supplementary local rules be proposed and that public hearings be held. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

26-15 TRANSFER RFE LICENSE REQUEST – TRAILSIDE DELI

The Board heard a request from Trailside Deli to transfer their current license from 1430 S Washington Street to their new location at 1497 S Washington Street. Following discussion Mr. Rodhe moved that the transfer request by Trailside Deli be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

COMMUNICATIONS - None

REPORTS

Income and Expense

The income and expense report for the month of February was reviewed and accepted by the Board

Statistics

The statistics report for February were reviewed and accepted by the Board.

Health Commissioner

The Health Commissioner distributed his report.

PROGRAM REVIEW – None

The being no further action, the board adjourned at 9:20

Carol Miller, President

D. J. McFadden, MD MPH, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – April 17, 2015

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, April 17, 2015. The following were in attendance:

Board Members

Paul Miller
Kurt Rodhe
Kris Perone
Carol Miller

Staff

DJ McFadden, MD
Jon Croup
Deb Zuercher

Guests

Cindy Miller – WKLM
Nick Sabo – Bargain Hunter
Christie Pratt – Daily Record

The meeting was called to order by President Carol Miller at 8:05.

HEARINGS

SECOND READING OF SUPPLEMENTARY LOCAL RULES TO OAC 3701-29: SEWAGE TREATMENT

President Miller convened the hearing on the second reading of the supplementary local rules to OAC 3701-29 for sewage treatment. The Supplementary Local Rules will be published and the final reading will be at the regularly scheduled Board of Health Meeting on May 15th at 8:00 am.

APPROVAL OF MINUTES

The minutes of the March 20, 2015 regular meeting were reviewed. On a motion by Mrs. Perone and seconded by Mr. Rodhe the minutes of the March 20, 2015 meeting were approved.

27-15 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$13,054.97
010	Sewage Program Fund	780.96
030	Clinic Fund	5,401.02
060	Special Services Fund	1,264.58
110	RV Park/Camp Fund	49.50
120	Swimming Pools Fund	409.05
140	Private Water Fund	1,163.13
150	Solid Waste Fund	17.16
190	Food Service Fund	524.41
319	CFHS	4.80
320	Help Me Grow	575.45
330	WIC	847.09
340	Injury Prevention	379.13
350	Small Healthcare Provider QI	5,047.32
360	Immunization	86.64
370	Public Health Infrastructure	421.63
390	Reproductive Health & Wellness	280.43
450	Small Health Care Provider QI	7,369.41
460	IAP	19,037.30
510	Hospice Endowment	23,906.61
	Total Payables	\$80,620.59

Mr. Rodhe moved that the accounts payable for **March 2015** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

28-15 APPROVAL OF ACCOUNT TRANSACTIONS MARCH

The Board reviewed the account transactions report for the month of **March 2015**. Following discussion, Mr. Rodhe moved that the account transactions report for the month of **March 2015** be approved. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

29-15 POSITION DESCRIPTIONS

The Health Commissioner reviewed the Position Descriptions for the Jenn Wiggs, Home Visitor and Julie Halfhill, RN, Public Health Nurse. After discussion, Mrs. Perone moved that the position descriptions be approved. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

30-15 CONTRACT WITH KEYBRIDGE COMPUTER SERVICES

The Board reviewed the contract renewal with Keybridge Computer Services for IT services. Following discussion Mr. Miller moved that the contract with Keybridge Computer Services for IT support be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved

31-15 HDIS SOFTWARE MAINTENANCE CONTRACT

The Health Commissioner presented a one year contract for software maintenance on HDIS programs and asked that the Board approve the contract. Following discussion Mr. Rodhe moved that the contract for HDIS software maintenance be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved

32-15 CONTRACT WITH PUBLIC ENTITIES POOL

The Health Commissioner presented a contract with Ohio Public Entities Pool for insurance coverage for the Health District. After discussion Mr. Rodhe moved that the contract with Ohio Public Entities Pool be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved

33-15 HOLMES COUNTY EMERGENCY MANAGEMENT PLAN

The Health Commissioner presented to the Board a request from the Mental Health & Recovery Board for an agreement that outlines the policies and procedures that are in place for activation of Disaster Stress

Reduction Teams during county wide declared disasters. Following discussion Mrs. Perone moved that the agreement be approved. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved

34-15 CONTRACT WITH UNIVERSITY OF PITTSBURG

The Board reviewed a contract with the University of Pittsburg for data use. Following discussion Mr. Rodhe moved that the contract with the University of Pittsburg be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

35-15 PROPOSED MORE STRINGENT RULES TO OAC 3701-29-12

The Health Commissioner proposed more stringent rules regarding primary treatment capacity for septic systems in place of criteria specified in OAC 3701-29-12. Following discussion Mr. Miller moved that the more stringent rules be proposed. Specifically these rules are that Septic tanks used in a STS shall be labeled in accordance with ASTM C 1227, IAPMO/ANSI Z1000, or CAN/CSA-B66 and shall comply with the following requirements and specifications:

1. Minimum liquid capacities (residential):
 - a. One to three bedrooms 2000 gallons in one or two compartments.
 - b. four to five bedrooms 2500 gallons
 - c. Six or more bedrooms 3000 gallons plus an additional two hundred fifty _____
gallons of tank capacity for each bedroom in two tanks
_____ or compartments.
2. Minimum liquid capacities (SFOSTS) based on estimated design flow:
 - a. 0 to 250 gpd 1500 gallons in one or two compartments
 - b. 251 gpd to 500 gpd 2000 gallons in one or two compartments
 - c. 501 gpd to 750 gpd 2500 gallons
 - d. 751 gpd to 1000 gpd 3000 gallons

In two compartment tanks, the first compartment shall not be less than one half or more than two-thirds of the total capacity of the septic tank and the transfer port in the center wall shall ensure transfer of liquid from the clear zone only. When using two tanks, the septic tanks shall be connected in series.

The septic tank outlet, or the outlet of the last septic tank in series, shall include an effluent filter device that retains solids greater than one sixteenth inch in size. Effluent filter devices shall be certified to ANSI/NSF Standard 46 or be approved by the director. Effluent filter devices shall be sized to meet the estimated daily design flow for the system that the septic tank is used. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved

COMMUNICATIONS - None

REPORTS

Income and Expense

The income and expense report for the month of March was reviewed and accepted by the Board

Statistics

The statistics report for March were reviewed and accepted by the Board.

Health Commissioner

The Health Commissioner distributed his report.

PROGRAM REVIEW – None

EXECUTIVE SESSION

The Health Commissioner requested that the Board moved into executive session to discuss personnel issue in accordance with ORC 121.22(G)(1). Mr. Miller moved that the Board recess to executive session. Mr. Rodhe seconded the motion. On the roll call, the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved at 9:14.

On a motion from Mrs. Miller, seconded by Mr. Miller and unanimously approved, the board reconvened from executive session at 10:00.

The being no further action, the board adjourned at 10:00

Carol Miller, President

D. J. McFadden, MD MPH, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH
Minutes – April 30, 2015

SPECIAL MEETING

The Holmes County District Board of Health met in a special session at the Health District office in Millersburg on Thursday, April 30, 2015. The following were in attendance:

Board Members

Dr. Eric Miller
Paul Miller
Kurt Rodhe
Kris Pipes Perone
Carol Miller

Staff

Deb Zuercher

Guests

Christy Pratt – Daily Record

The meeting was called to order by the President **Carol Miller** at 8:10.

36-15 AUTHORIZATION OF FUNDS & REVISION TO APPROPRIATIONS

The Board considered the proposal from McClintock Electric, Inc for the purchase of a new phone system. Following discussion Mr. Miller moved that the purchase of the phone system be approved and that an increase of \$12,720.35 be made in the equipment line of appropriations to cover the expense.

Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

EXECUTIVE SESSION

Mrs. Perone moved that the Board recess to executive session to discuss personnel issues. Mr. Rodhe seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved at 8:15.

On a motion from Mr. Rodhe, seconded by Mr. Miller and unanimously approved, the board reconvened from executive session at 11:55.

The being no further action, the board adjourned.

Carol Miller, President

Pro-Tem President Kurt Rodhe

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – May 15, 2015

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **May 15, 2015**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	DJ McFadden, MD	Ken Smails – WKLM
Kurt Rodhe	Jon Croup	Christie Pratt – Daily Record
Kris Perone	Deb Zuercher	

The meeting was called to order by Pro-tem President Kurt Rodhe at 8:09.

HEARINGS

THIRD READING OF SUPPLEMENTARY LOCAL RULES TO OAC 3701-29: SEWAGE TREATMENT

Pro-tem President Kurt Rodhe convened the hearing on the third reading of the supplementary local rules to OAC 3701-29 for sewage treatment. Comments were received by the affected parties that concurred with the policy. As no one from the public was present to comment the hearing was adjourned.

36-15 SUPPLEMENTARY LOCAL RULES TO OAC 3701-29: SEWAGE TREATMENT POLICY

After conclusion of the hearing Dr. Miller moved that the Supplementary Local Rules for OAC 3701-29: Sewage Treatment Policy be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

APPROVAL OF MINUTES

The minutes of the **April 17, 2015** regular meeting and the April 30, 2015 special meeting were reviewed. On a motion by Mrs. Perone and seconded by Mr. Miller the minutes of the **April 17, 2015 and April 30, 2015** meetings were approved.

37-15 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$28,646.81
010	Sewage Program Fund	3,909.20
030	Clinic Fund	16,566.05
060	Special Services Fund	4,092.42
110	RV Park/Camp Fund	1,316.29
120	Swimming Pools Fund	1,351.13
140	Private Water Fund	5,619.43
150	Solid Waste Fund	1,151.16
190	Food Service Fund	9,863.31
319	CFHS	212.30
320	Help Me Grow	719.09
330	WIC	1,644.65
340	Injury Prevention	971.91
350	Small Healthcare Provider QI	380.14
360	Immunization	967.60
370	Public Health Infrastructure	938.28
390	Reproductive Health & Wellness	5,006.29
490	Reproductive Health & Wellness	231.25

Total Payables \$83,587.31

Mrs. Perone moved that the accounts payable for April **2015** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

38-15 APPROVAL OF ACCOUNT TRANSACTIONS APRIL

The Board reviewed the account transactions report and credit card purchases for the month of April 2015. Following discussion, Dr. Miller moved that the account transactions report and the credit card purchases for the month of April 2015 be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

EXECUTIVE SESSION

Board member Mrs. Perone moved that the Board moved into executive session to discuss personnel issue in accordance with ORC 121.22(G)(1). Mr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved at 8:30.

On a motion from Mrs. Perone, seconded by Dr. Miller and unanimously approved, the board reconvened from executive session at 9:21.

39-15 LETTER OF UNDERSTANDING – MIKE DERR

Pro-tem President Rodhe announced that the Board has reached a Letter of Understanding with Mike Derr for the Health Commissioner position while a contract is being drawn up. After discussion, Mrs. Perone moved that the Letter of Understanding with Mike Derr be approved. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

40-15 RESIGNATION OF D.J. MCFADDEN, MD, MPH- HEALTH COMMISSIONER

The Health Commissioner requested that the Board formally accept his resignation. Following discussion, with regret Dr. Miller moved that the Board accept the resignation of D.J. McFadden, MD, MPH. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

41-15 CLOSURE OF COMMUNITY CLINIC

The Board of Health discussed the need to close the community Clinic and abolish the clinic positions of Clinic Doctor, Clinic Nurse, and Clinic Receptionist effective May 31, 2015. Following discussion Mrs. Perone moved that the Community Clinic be closed and abolishment of the clinic positions effective May 31, 2015. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

42-15 MEDICAL DIRECTOR CONTRACT

The Board reviewed the contract with Health Professionals of Holmes County for Medical Director services for the Health District. After discussion Dr. Miller moved that the contract with Health Professionals of Holmes County for Medical Director services be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

43-15 CONTRACT TAI CHI TRAINING – HOWARD TIBBS

The Board reviewed the contract with Howard Tibbs to provide Tai Chi Training for the Injury Prevention Program. After discussion Mrs. Perone moved that the contract with Howard Tibbs to provide Tai Chi training be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

44-15 PUBLIC HEALTH PREPAREDNESS PROGRAM COOPERATIVE AGREEMENT

The Health Commissioner presented to the Board Public Health Preparedness Program Cooperative agreement with Summit County Combined General Health District. Following discussion Mrs. Perone moved that the Public Health Preparedness Program Cooperative agreement be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

45-15 MEMORANDUM OF UNDERSTANDING SCHOOL HEALTH SERVICES - EAST HOLMES

The Board reviewed the Memorandum of Agreement for School Health Services between the Board of Health and East Holmes Local Schools. Following discussion Mrs. Perone moved that the memorandum of understanding for school health services for East Holmes Local Schools 2015-2016 school year be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

46-15 OUT OF STATE TRAVEL – JENNIFER MCCOY

The Board heard a request for out of state travel for Jennifer McCoy to Anniston, Alabama in September for the Center for Domestic Preparedness Training. All expenses for this trip are covered under a scholarship that Jennifer received from FEMA. Following discussion, Mrs. Perone moved that the request to travel to the Center for Domestic Preparedness Training in September be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

47-15 SUBDIVISION POLICY

The Health Commissioner reviewed with the Board the Subdivision Policy and procedure for review and approval of subdivisions and new lots in relationship with criteria specified in OAC 3701-29. Upon review of the policy Mr. Miller moved that the Subdivision Policy and Procedure be approved as request. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

48-15 PERDIAM PAYMENT – MIKE DERR

Board member Paul Miller moved that due to the uncertainty of the start date for Mike Derr that the Board agree to pay him per diem if he starts before June 1, 2015. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

COMMUNICATIONS - None

REPORTS

Income and Expense

The income and expense report for the month of April was reviewed and accepted by the Board

Statistics

The statistics report for April were reviewed and accepted by the Board.

Health Commissioner

The Health Commissioner distributed his report.

PROGRAM REVIEW – None

The being no further action, the board adjourned at 10:00

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – June 19, 2015

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **June 19, 2015**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Christie Pratt – Daily Record
Paul Miller	Jon Croup	
Kurt Rodhe	Beth Crone, BSN	
Kris Perone	Deb Zuercher	
Carol Miller		

The meeting was called to order by President Carol Miller at 8:05.

HEARINGS - none

APPROVAL OF MINUTES

The minutes of the **May 15, 2015** regular meeting and the June 6, 2015 special meeting were reviewed. On a motion by Mr. Rodhe and seconded by Mrs. Perone the minutes of the **May 15, 2015 and June 6, 2015** meetings were approved.

50-15 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$14,047.72
010	Sewage Program Fund	963.45
030	Clinic Fund	9,230.99
060	Special Services Fund	1,503.46
110	RV Park/Camp Fund	383.02
140	Private Water Fund	1,819.67
150	Solid Waste Fund	22.79
190	Food Service Fund	1,032.48
319	CFHS	195.20
320	Help Me Grow	484.18
330	WIC	1,881.48
340	Injury Prevention	242.97
350	Small Healthcare Provider QI	5,085.28
360	Immunization	871.79
370	Public Health Infrastructure	1,481.12
390	Reproductive Health & Wellness	275.44
490	Reproductive Health & Wellness	171.01

Total Payables \$40527.02

Dr. Miller moved that the accounts payable for May **2015** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

51-15 APPROVAL OF ACCOUNT TRANSACTIONS MAY

The Board reviewed the account transactions report and credit card purchases for the month of **May 2015**. Following discussion, Mrs. Perone moved that the account transactions report and the credit card purchases for the month of **May 2015** be approved. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION - none

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

EXECUTIVE SESSION

Board member Mr. Miller moved that the Board move into executive session to discuss personnel issues in accordance with ORC 121.22(G)(1). Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved at 8:15.

On a motion from Mr. Miller, seconded by Mr. Rodhe and unanimously approved, the board reconvened from executive session at 8:20.

52-15 HEALTH COMMISSIONER CONTRACT

After executive session, Mrs. Perone moved the contract for Health Commissioner with Michael E. Derr be approved. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

53-15 PERSONNEL ACTION – LAVONNE FLICKINGER

The Health Commissioner requested that the Board promote LaVonne Flickinger to Fiscal Officer to handle the day to day fiscal operations. Following discussion, Mr. Rodhe moved that the LaVonne Flickinger be promoted to Fiscal Officer and the pay increase would be retroactive to June 1, 2015. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

54-15 PERSONNEL ACTION – RETIREMENT OF NYLA BURICK

The Board received the letter from Nyla Burick, Fiscal Officer announcing her retirement at the end of July 2015. Following discussion Dr. Miller moved that her retirement be accepted. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

55-15 PERSONNEL ACTION – RESIGNATION BECKY LONGWORTH-SMITH

The Board received the resignation of Becky Longworth-Smith, HMG. After discussion Mr. Rodhe moved that the resignation of Becky Longworth-Smith be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

56-15 WIC PEER HELPER

The Health Commissioner reported the need to employ a part time WIC Peer Helper. After discussion Mrs. Perone moved that a posting be created for the WIC Peer Helper. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

57-15 CONTRACT WITH MT TECHNOLOGIES FOR COPY MACHINE

The Health Commissioner presented to the Board the contract with MT Technologies for copy machine services. Following discussion Dr. Miller moved that the contract with MT Technologies for copy machine services be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

58-15 CONTRACT FOR HELP ME GROW HOME VISITING PART ONE

The Board reviewed the contract with the Ohio Department of Health for Help Me Grow Home Visiting. Following discussion Mr. Miller moved that the contract with the Ohio Department of Health for Help Me Grown Home Visiting be approved. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

59-15 CONTRACT FOR HELP ME GROW PART TWO

The Board reviewed the contract with the Ohio Department of Health for Help Me Grow Home Visiting. Following discussion Mrs. Perone moved that the contract with the Ohio Department of Health for Help Me Grown Home Visiting be approved. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

60-15 MEMORANDUM OF UNDERSTANDING WITH WEST HOLMES HIGH SCHOOL FOR POD

The Health Commissioner requested from the Board approval to sign a memorandum of understanding with West Holmes High School for use of their facility as a POD. After discussion Mrs. Perone moved that the Health Commissioner have approval to sign a memorandum of understanding with West Holmes High School. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

61-15 MEMORANDUM OF UNDERSTANDING WITH HILAND HIGH SCHOOL FOR POD

The Health Commissioner requested from the Board approval to sign a memorandum of understanding with Hiland High School for use of their facility as a POD. After discussion Dr. Miller moved that the Health Commissioner have approval to sign a memorandum of understanding with Hiland High School. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

62-15 MEMORANDUM OF UNDERSTANDING WITH MENTAL HEALTH ADDICTION & SERVICES

The Health Commissioner reviewed with the Board the memorandum of understanding with the Ohio Department of Mental Health and Addiction Services. After discussion, Mr. Rodhe moved that the contract be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

63-15 INCREASE ADMINISTRATION FEE FOR IMMUNIZATIONS

The Health Commissioner requested to increase the administration fee from \$10.00 to \$15.00 in order that we are able to receive full reimbursement from Medicaid. Following discussion Mr. Miller moved that the administration fee be increased to \$15.00. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

64-15 TRANSFER RFE LICENSE REQUEST – RISE AND SHINE BAKERY

The Board heard a request from Sam Yoder, Rise and Shine Bakery to transfer their current license from 2772 SR 557, Baltic to their new location at 2642 SR 557, Baltic. Following discussion Mr. Rodhe moved that the transfer request by Sam Yoder, Rise and Shine Bakery be approved. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

65-15 VARIANCE OAC 3701-29-15 APPENDIX A-111(B)(C) – DALE A BEACHY

The Board heard a request from Dale A Beachy, 2245 Grenchen Drive (Lot 733), Lake Buckhorn, Mechanic Township for a variance from OAC 3701-29-15 Appendix A-111(B) (C) due to a failed sewage treatment system. After discussion Mr. Miller moved that the variance be granted with the following stipulations:

- As authorized in 3701-29-09 (I) of the Ohio Administrative Code and pursuant to Section 6 (A) (3) (a) of the Holmes County General Health District Supplementary Local Rules to Ohio Administrative Code 3701-29, all mechanical STS, NPDES, and all discharging STS operation permits shall expire annually following the first 12 months of operation. All STS with mechanical components must be pumped and cleaned by a registered septage hauler once every three years.

Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

COMMUNICATIONS - None

REPORTS

Income and Expense

The income and expense report for the month of May was reviewed and accepted by the Board

Statistics

The statistics report for May were reviewed and accepted by the Board.

Health Commissioner
The Health Commissioner distributed his report.

PROGRAM REVIEW – None

The being no further action, the board adjourned at 9:15

Carol Miller, President

Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH
Minutes – June 5, 2015

SPECIAL MEETING

The Holmes County District Board of Health met in a special session at the Health District office in Millersburg on Friday, June 5, 2015. The following were in attendance:

Board Members

Paul Miller
Kurt Rodhe
Kris Pipes Perone
Carol Miller

Staff

Michael Derr
Deb Zuercher

Guests

The meeting was called to order by the President **Carol Miller** at 8:00.

EXECUTIVE SESSION

Mrs. Perone moved that the Board recess to executive session to discuss personnel issues. Mr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved at 8:01.

On a motion from Mr. Rodhe, seconded by Mr. Miller and unanimously approved, the board reconvened from executive session at **8:40**.

49-15 APPROVAL OF MEDICAL DIRECTOR CONTRACT

The Health Commissioner reported to the Board the need to adjust the contract for Medical Director Services with Health Professionals of Holmes County that was approved at the May 2015 Board of Health meeting. Following discussion Mr. Miller moved that the contract for Medical Director services with Health Professionals of Holmes County be approved with the adjustments as submitted. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone. In the negative: none. The motion was approved.

Health Commissioner contract was tabled till the next meeting.

The being no further action, the board adjourned at 8:50.

Carol Miller, President

Mike Derr, MBA, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – July 17, 2015

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, July 17, 2015. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Michael E Derr, MBA	Christie Pratt – Daily Record
Kurt Rodhe	Jon Croup	Michael Hammons
Kris Perone	Deb Zuercher	Nick Sabo
Carol Miller		

The meeting was called to order by President Carol Miller at 8:02.

HEARINGS - none

APPROVAL OF MINUTES

The minutes of the June 19, 2015 regular meeting were reviewed. On a motion by Mr. Miller and seconded by Mr. Rodhe the minutes of the June 19, 2015 meeting was approved.

66-15 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$8,934.09
010	Sewage Program Fund	379.82
030	Clinic Fund	6,771.14
060	Special Services Fund	874.32
110	RV Park/Camp Fund	28.08
140	Private Water Fund	748.37
150	Solid Waste Fund	14.61
190	Food Service Fund	303.43
319	CFHS	302.99
320	Help Me Grow	847.72
330	WIC	1,285.19
340	Injury Prevention	1,851.65
350	Small Healthcare Provider QI	27.89
360	Immunization	211.92
370	Public Health Infrastructure	9,180.49
390	Reproductive Health & Wellness	12,551.17
490	Reproductive Health & Wellness	262.08

Total Payables \$44,602.26

Mr. Rodhe moved that the accounts payable for June 2015 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

67-15 APPROVAL OF ACCOUNT TRANSACTIONS JUNE

The Board reviewed the account transactions report and credit card purchases for the month of June 2015. Following discussion, Mr. Miller moved that the account transactions report and the credit card purchases for the month of June 2015 be approved. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION - none

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

68-15 OHIO DEPT. OF HEALTH CONTRACT FOR EBOLA MONITORING

The Health Commissioner presented to the Board a contract with the Ohio Department of Health for Ebola Monitoring. Following discussion, Mr. Rodhe moved the contract with Ohio Department of Health for Ebola Monitoring be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

69-15 MOU WITH HOWARD TIBBS FOR TAI CHI TRAINING

The Health Commissioner requested that the Board approve a contract with Howard Tibbs for Tai Chi Moving for Better Balance Training. Following discussion, Mr. Rodhe moved that the contract with Howard Tibbs for Tai Chi Training. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

70-15 MOU HOLMES COUNTY DEPT. OF JOB & FAMILY SERVICES AND HMG PART C

The Board reviewed a memorandum of understand with the Holmes County Department of Job & Family Services and the Holmes County General Health District for Help Me Grow Part C. Following discussion Mr. Rodhe moved that the memorandum of understand with the Holmes County Department of Job and Family Services for Help Me Grow Part C be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

71-15 MOU WAYNE COUNTY HEALTH DEPARTMENT FOR EPIDEMIOLOGIST SERVICES

The Health Commissioner reviewed the memorandum of understanding between the Health District and Wayne County Health District to provide epidemiologist services replacing the contract approved previously. After discussion Mr. Rodhe moved that the memorandum of understanding for epidemiologist services for Wayne County be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

72-15 MOU – GRACIELA ESTILL – TRANSLATION SERVICES

The Health Commissioner reviewed with the Board a Memorandum of Understand with Graciela Estill for translation services for the WIC Program. After discussion Mr. Miller moved that the Memorandum of Understanding with Graciela Estill for translation services be approved. Mr.

Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

73-15 MOU – LINDA PRATT – TRANSLATION SERVICES

The Health Commissioner reviewed with the Board a Memorandum of Understanding with Linda Pratt for translation services for the WIC Program. After discussion Mr. Miller moved that the Memorandum of Understanding with Linda Pratt for translation services be approved. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

74-15 SCIENCE DAY DECLARATION

The Board was advised of the achievements of five Holmes County students who participated at the State Science Day on May 16, 2015. Mr. Rodhe moved the adoption of the following resolution of commendations:

WHEREAS, the State Science Day is the pinnacle of student-originated inquiry based science education for Ohio's Students; and

WHEREAS, five student from Holmes County participated in the State Science Day on Saturday, May 16, 2015; and

WHEREAS, Mr. James D. Barr received a Superior for his project entitled "The Best Insulator"; and

WHEREAS, Ms. Brogan M. Steimel received a Superior for her project entitled "Power of the Pyramids"; and

WHEREAS, Ms. Elyssa Sutton received an Superior for her project entitled "Fingerprint Inheritance"; and

WHEREAS, Ms. Aubree Ann Houin received an Superior for her project entitled ""When Less is More: The Effect of Reduced Planting Rates on Ohio Soybean Yields and Profitability"; and

WHEREAS, Mr. Hunter Ellis received an Excellent for his project entitled "Say Yes To Exercise"; now therefore, be it

RESOLVED, that the Holmes County Board of Health recognize these individuals for their achievements and be it further

RESOLVED, that the Board acknowledges their contributions to the county and wishes them the best in their future endeavors.

Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

75-15 QUALITY IMPROVEMENT PLAN

The Health Commissioner presented to the Board the Quality Improvement Plan that was developed to outline how the district will look and improve quality. Following discussion Mrs. Perone moved that the Quality Improvement Plan be adopted. Mr. Rodhe seconded the motion.

On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

76-15 FY 16 HELP ME GROW BUDGET AND APPROPRIATIONS

The Health Commissioner reviewed the budget and appropriations for FY 2016 Help Me Grow. After discussion Mrs. Perone moved that the budget and appropriations for Help Me Grow be approved as requested. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

77-15 FY 16 CFHS BUDGET AND APPROPRIATIONS

The Health Commissioner reviewed the budget and appropriations for FY 2016 CFHS. After discussion Mr. Miller moved that the budget and appropriations for CFHS be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

78-15 FY 16 PHEP BUDGET AND APPROPRIATIONS

The Health Commissioner reviewed the budget and appropriations for FY 2016 PHEP. After discussion Mr. Rodhe moved that the budget and appropriations for PHEP be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

79-15 POLICY ADMINISTRATOR JOB DESCRIPTION

The Board reviewed a job description for the Policy Administrator. Following discussion, Mr. Rodhe moved that the job description for Policy Administrator be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

80-15 NEW EMPLOYEE HANDBOOK

The Health Commissioner reviewed with the board a New Employee Handbook. Following discussion Mrs Perone moved that the New Employee Handbook be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

COMMUNICATIONS - None

REPORTS

Income and Expense

The income and expense report for the month of June was reviewed and accepted by the Board

Statistics

The statistics report for June were reviewed and accepted by the Board.

Health Commissioner
The Health Commissioner distributed his report.

PROGRAM REVIEW – None

EXECUTIVE SESSION

Board member Mr. Rodhe moved that the Board move into executive session to discuss personnel issues in accordance with ORC 121.22(G)(1). Mrs. Perone seconded the motion. On the roll call, the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved at 8:45.

On a motion from Mr. Rodhe, seconded by Mrs. Perone and unanimously approved, the board reconvened from executive session at 10:40

81-15 MERGE JOB DISCRPTION OF POLICY ADMINISTRATOR/EPIDEMIOLOGIST 2

Following Executive Session, Mr. Rodhe moved that the job description for Policy Administrator and Epidemiologist 2 be merged into one job Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

82-15 PERSONNEL ACTION

The Health Commissioner recommended Sarah Humphrey, Epidemiologist 2 for the new position of Policy Administrator/Epidemiologist 2. Following discussion Mr. Miller moved that Sarah Humphrey be promoted to the full time position of Policy Administrator/Epidemiologist 2. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

The being no further action, the board adjourned at 10:55

Carol Miller, President

Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – August 21, 2015

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, August 21, 2015. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Paul Miller	Michael E Derr, MBA	Christie Pratt – Daily Record
Kurt Rodhe	Jon Croup	Ken Smalls
Kris Perone	Beth Crone	
Carol Miller	Deb Zuercher	

The meeting was called to order by President Carol Miller at 8:04.

HEARINGS - none

APPROVAL OF MINUTES

The minutes of the July 17, 2015 regular meeting were reviewed. On a motion by Mr. Rodhe and seconded by Mr. Miller the minutes of the July 17, 2015 meeting was approved.

83-15 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$27,295.88
010	Sewage Program Fund	1,383.96
030	Clinic Fund	7,120.22
060	Special Services Fund	1,323.62
110	RV Park/Camp Fund	50.29
120	Swimming Pools	88.64
140	Private Water Fund	1,309.80
150	Solid Waste Fund	25.04
190	Food Service Fund	726.32
319	CFHS	2,499.37
320	Help Me Grow	593.10
330	WIC	18,525.09
340	Injury Prevention	1,168.67
350	Small Healthcare Provider QI	77.29
360	Immunization	348.30
370	Public Health Infrastructure	774.30
410	CFHS	32.95
420	Help Me Grow	108.20
470	PHEP	1,125.61
490	Reproductive Health & Wellness	4,448.91

Total Payables \$69,025.56

Mr. Rodhe moved that the accounts payable for July 2015 be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

84-15 APPROVAL OF ACCOUNT TRANSACTIONS JULY

The Board reviewed the account transactions report and credit card purchases for the month of July 2015. Following discussion, Mr. Miller moved that the account transactions report and the credit card purchases for the month of July 2015 be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION - none

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

85-15 CONTRACT WITH MENTAL HEALTH & RECOVERY BOARD OF WAYNE
AND HOLMES COUNTIES

The Health Commissioner reviewed with the Board a contract with the Mental Health & Recovery Board of Wayne and Holmes Counties for Child and Family Health Services (CFHS). Following discussion, Mrs. Perone moved the contract with the Mental Health and Recovery Board of Wayne and Holmes Counties for CFHS Services be approved as requested. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

86-15 CONTRACT WITH HOSTELLER MANAGEMENT GROUP

The Health Commissioner requested that the Board approve a contract with Hosteller Management Group to manage the Small Health Care Provider Grant. Following discussion, Mr. Rodhe moved that the contract with Hosteller Management Group be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

87-15 CONTRACT WITH EAST HOLMES FAMILY CARE FOR QUALITY IMPROVEMENT

The Board reviewed the contract with East Holmes Family Care for Quality Improvement activities for the Small Healthcare Provider Grant. Following discussion Mrs. Perone moved that the contract with East Holmes Family Care be approved as requested. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

88-15 CONTRACT WITH HOLMES FAMILY MEDICINE

The Board reviewed the contract with Holmes Family Medicine for Quality Improvement activities for the Small Healthcare Provider Grant. Following discussion Mr. Rodhe moved that the contract with Holmes Family Medicine be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

89-15 CONTRACT WITH MILLERSBURG CLINIC

The Board reviewed the contract with Millersburg Clinic for Quality Improvement activities for the Small Healthcare Provider Grant. Following discussion Mr. Miller moved that the contract with Millersburg Clinic be approved as requested. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

90-15 CONTRACT WITH POMERENE FAMILY CARE

The Board reviewed the contract with Pomerene Family Care for Quality Improvement activities for the Small Healthcare Provider Grant. Following discussion Mr. Miller moved that the contract with Pomerene Family Care be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

91-15 CONTRACT WITH JEAN BEANS PHLEBOTOMIST

The Board reviewed a contract with Jean Beans to provide phlebotomist services for the CDC Research Project to study Polio. Following discussion Mr. Rodhe moved that the contract to provide phlebotomist services by Jean Beans be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

92-15 POST AUDIT CONFERENCE

The Health Commissioner presented to the Board the opportunity to have the findings from the audit of the Health District to be given in a post audit conference. Following discussion Mr. Miller moved that the Board decline the post audit conference. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

93-15 OUT OF STATE TRAVEL REQUEST

The Health Commissioner requested approval of out-of-state travel for two staff members to attend the Small Healthcare HRSA Grant conference in Atlanta November 3-5. After discussion Mrs. Perone moved that the out-of-state travel for the Small Healthcare HRSA Grant conference be approved as requested. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

COMMUNICATIONS - None

REPORTS

Income and Expense

The income and expense report for the month of July was reviewed and accepted by the Board

Statistics

The statistics report for July were reviewed and accepted by the Board.

Health Commissioner

The Health Commissioner distributed his report.

PROGRAM REVIEW – None

94-15 PERSONNEL ACTION

The Health Commissioner reports the resignation of Teresa Oberly, WIC Peer. Mr. Miller moved that the resignation of Teresa Oberly be approved as requested. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

EXECUTIVE SESSION

Board member Mr. Miller moved that the Board move into executive session to discuss personnel issues in accordance with ORC 121.22(G)(1). Mr. Rodhe seconded the motion. On the roll call, the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved at 8:35.

On a motion from Mr. Miller, seconded by Mrs. Perone and unanimously approved, the board reconvened from executive session at 9:30.

The being no further action, the board adjourned at 9:35

Carol Miller, President

Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – September 18, 2015

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **September 18, 2015**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Christie Pratt – Daily Record
Paul Miller	Jon Croup	Nick Sabo – Bargain Hunter
Kurt Rodhe		Sam, Rhonda, and Brogan
Carol Miller		Steimel

The meeting was called to order by President Carol Miller at 8:10.

HEARINGS - none

APPROVAL OF MINUTES

The minutes of the **August 21, 2015** regular meeting were reviewed. On a motion by Mr. Miller and seconded by Mr. Rodhe the minutes of the **August 21, 2015** meeting was approved.

95-15 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$21,024.17
010	Sewage Program Fund	1,575.47
030	Clinic Fund	7,071.82
060	Special Services Fund	350.90
110	RV Park/Camp Fund	1,509.86
120	Swimming Pools	1,066.69
140	Private Water Fund	2,346.67
150	Solid Waste Fund	10.48
190	Food Service Fund	1,334.98
319	CFHS	12.94
330	WIC	1,084.15
340	Injury Prevention	474.86
350	Small Healthcare Provider QI	5,638.51
360	Immunization	233.52
410	CFHS	19.98
420	Help Me Grow	299.29
470	PHEP	228.85
490	Reproductive Health & Wellness	3,117.94

Total Payables \$47,400.98

Mr. Rodhe moved that the accounts payable for August **2015** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

96-15 APPROVAL OF ACCOUNT TRANSACTIONS AUGUST

The Board reviewed the account transactions report and credit card purchases for the month of **August 2015**. Following discussion, Mr. Miller moved that the account transactions report and the credit card purchases for the month of **August 2015** be approved. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION

Michael Derr and Board President Carol Miller introduced Brogan Steimel and presented the Board Resolution honoring her achievement at the State Science Fair.

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

97-15 BUDGET AND APPROPRIATIONS SMALL HEALTH CARE PROVIDER QI

The Health Commissioner presented to the Board the proposed budget and appropriations for the Small Health Care Provider QI Grant. Following discussion Mr. Rodhe moved the budget and appropriations for the Small Health Care Provider QI Grant be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

98-15 AMEND LANGUAGE OF RESOLUTION 42-82 FOOD SERVICE LICENSE TRANSFER POLICY

The Health Commissioner explained the need to amend the language of the Food Service License Transfer Policy Board Resolution 42-82 to reflect. Following discussion Mr. Rodhe moved that Board Resolution 42-82 be amended as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

99-15 JOB DESCRIPTION FOR HOME VISITOR/SERVICE COORDINATOR HMG

The Health Commissioner presented to the Board the job description for Home Visitor/Service Coordinator for the Help Me Grow Program. Following discussion Dr. Miller moved that the job description for the Home Visitor/Service Coordinator for HMG be approved as requested. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

100-15 JOB DESCRIPTION FOR HMG PROJECT DIRECTOR

The Board reviewed the job description for the Help Me Grow Project Director. Following discussion Dr. Miller moved that the job description for the Project Director for HMG be approved as requested. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

101-15 POST FOR HOME VISITOR/SERVICE COORDINATOR HMG

The Health Commissioner reported the need to post for a part time Home Visitor/Service Coordinator for HMG. Following discussion Mr. Rodhe moved that the Health District post for the Home Visitor/Service Coordinator for HMG. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

102-15 POST FOR WIC INTAKE CLERK

The Health Commissioner reported the need to post for a part time WIC Intake Clerk. Following discussion Mr. Rodhe moved that the Health District post for the WIC Intake Clerk. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

COMMUNICATIONS - None

REPORTS

Income and Expense

The income and expense report for the month of August was reviewed and accepted by the Board

Statistics

The statistics report for August were reviewed and accepted by the Board.

Health Commissioner

The Health Commissioner distributed his report.

PROGRAM REVIEW – None

EXECUTIVE SESSION

Board member Mr. Miller moved that the Board move into executive session to discuss personnel issues in accordance with ORC 121.22(G)(1). Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved at 8:35.

On a motion from Mr. Rodhe, seconded by Dr. Miller and unanimously approved, the board reconvened from executive session at 9:30.

The being no further action, the board adjourned at 9:35

Carol Miller, President

Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – October 16, 2015

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **October 16, 2015**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Michael Hammond - WKLM
Paul Miller	Jon Croup	Nick Sabo – Bargain Hunter
Kurt Rodhe	Sarah Goodwill Humphrey	
Carol Miller	Jennifer McCoy	

The meeting was called to order by President Carol Miller at 8:04.

HEARINGS - none

APPROVAL OF MINUTES

The minutes of the **September 18, 2015** regular meeting were reviewed. On a motion by Mr. Rodhe and seconded by Dr. Miller the minutes of the **September 18, 2015** meeting was approved.

103-15 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$10,039.28
010	Sewage Program Fund	582.90
030	Clinic Fund	5,507.06
060	Special Services Fund	768.12
110	RV Park/Camp Fund	44.83
120	Swimming Pools	41.54
140	Private Water Fund	1,162.57
150	Solid Waste Fund	33.99
190	Food Service Fund	882.50
320	Help Me Grow	96.06
330	WIC	1,596.50
340	Injury Prevention	2,292.98
350	Small Healthcare Provider QI	665.34
410	CFHS	1.28
420	Help Me Grow	3,072.26
450	Small Health Care Provider QI	1,155.21
470	PHEP	6,631.64
490	Reproductive Health & Wellness	31.55

Total Payables \$34,605.61

Mr. Rodhe moved that the accounts payable for September **2015** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

104-15 APPROVAL OF ACCOUNT TRANSACTIONS SEPTEMBER

The Board reviewed the account transactions report for the month of **September 2015**. Following discussion, Dr. Miller moved that the account transactions report for the month of **September 2015** be approved. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION - None

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

105-15 OHIO DEPARTMENT OF HEALTH IMMUNIZATION CONTRACT

The Health Commissioner presented to the Board a contract with the Ohio Department of Health for the Immunization Program. Following discussion Dr. Miller moved that the contract with the Ohio Department of Health for the Immunization Program be approved. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

106-15 ACCREDITATION CONTRACT WITH CINDY NORRIS

The Health Commissioner presented a contract with Cindy Norris for coordination of the accreditation process. Following discussion Mr. Rodhe moved that contract with Cindy Norris be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

107-15 MOU SMITH AMBULANCE - EBOLA RESPONSE

The Health Commissioner presented to the Board a memorandum of understand with Smith Ambulance Service for the Ebola Response. Following discussion Mr. Rodhe moved that the memorandum of understanding with Smith Ambulance for the Ebola response be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

108-15 INFECTIOUS DISEASE SURVEILLANCE AND INVESTIGATION POLICY

The Board reviewed the revised policy for the Infectious Disease Surveillance and Investigation Policy. Following discussion Dr. Miller moved that the revised Infectious Disease Surveillance and Investigation Policy be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

109-15 STRATEGIC NATIONAL STOCKPILE (SNS) PLAN

The Board reviewed the revised Strategic National Stockpile (SNS) Plan. Following discussion Mr. Rodhe moved that the revised Strategic National Stockpile (SNS) Plan be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

110-15 VARIANCE 3701-29-22(A) – DOUG CHEW 9945 CR 35 KILLBUCK TOWNSHIP

The Board considered a request from Doug Chew, 9445 CR 35 in Killbuck Township for a variance from 3701-29-22(A) to permit a mobile home to be connected to the existing on-site sewage treatment system at their dwelling. The mobile home would be occupied by the Chew's pregnant daughter. Following discussion Mr. Miller moved that the variance for Doug Chew, 9445 CR 35 in Killbuck Township be approved with the following stipulations:

1. The variance is only valid so long as the daughter and infant child of Mr. and Mrs. Chew are the occupants of the manufactured home.
2. The on-site sewage treatment system will be operated and maintained so that no nuisance or public health hazard results from the system.
3. A permit to operate the on-site system must be obtained from the health district. This permit will expire annually and need to be renewed each year upon expiration. The operation permit shall automatically renew provided a written inspection/service report has been submitted to the Holmes County General Health District in the previous operational period and all applicable fees have been paid. The written inspection/service report must be from a registered service provider.
4. The board of health may suspend or revoke the operation permit for failure to comply with OAC 3701-29 and/or the Holmes County General Health District Supplementary Local Rules to OAC 3701-29. Failure to comply with the written inspection/service report submission by the expiration date will result in staff of the Holmes County

General Health District performing a maintenance inspection and applicable fees will be assessed.

5. The variance will be terminated when the daughter and infant child of Mr. and Mrs. Chew no longer occupy the manufactured home or it is removed from the property.
6. The variance is only valid as long as Mr. and Mrs. Chew are the legal owners of the property.

Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

111-15 FY16 WIC BUDGET AND APPROPRIATIONS

The Health Commissioner reported to the Board the notice of the grant award for the WIC program in the amount of \$174,319.00. The budget and appropriations for FY16 were reviewed. Following discussion Dr. Miller moved that the budget and appropriations for WIC be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

112-15 PROPOSED FOOD SERVICE FEES

The Board reviewed the proposed 2016 Food Service Fees calculated by the mandated cost methodology and proposed the following program fees:

	Allowed 2016	Proposed 2016001^
Food Program		
<25,000 sq ft.		
Risk Level 1	164.24	164.00
Risk Level 2	182.06	182.00
Risk Level 3	324.52	324.50
Risk Level 4	405.27	405.25
>25,000 sq ft.		
Risk Level 1	226.96	226.75
Risk Level 2	237.22	237.00
Risk Level 3	775.93	775.75
Risk Level 4	821.97	821.75
Mobile Unit	n/a	159.75
Vending Location	*	*
Temporary FSO/RFE, per day	n/a	50.00

*local fee formula: most previous licensing period local fee + (most previous licensing period local fee x CPI of calendar year preceding most previous licensing period) = new local fee

^Proposed fee determined by 2016 Allowable fee minus the reciprocal reduction required as part of the corrective action plan developed in response to the ODH Food Service Operation program survey beginning October 20, 2014. The Reciprocal reduction is required as ODH determined the 2013 license fees for the C3S, C4S, C2L, C3L, and C4L exceeded the maximum calculated fees in a cost analysis created by ODH staff during the survey that eliminated "unapproved anticipated costs". These "unapproved anticipated cost" were based on a decision by the board of health to create a salary adjustment pool for salary adjustments. The cost analysis for 2013 Food Safety Program license fees included a wage and fringe benefit increase anticipated for health district staff during 2013. Due to the economic climate

of the time, the salary adjustment was not administered. Therefore, a reciprocal reduction in the 2015 license fees is merited for those categories.

Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

COMMUNICATIONS - None

REPORTS

Income and Expense

The income and expense report for the month of September was reviewed and accepted by the Board

Statistics

The statistics report for September were reviewed and accepted by the Board.

Health Commissioner

The Health Commissioner distributed his report.

PROGRAM REVIEW – None

EXECUTIVE SESSION

Board member Mr. Miller moved that the Board move into executive session to discuss personnel issues in accordance with ORC 121.22(G)(1). Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved at 9:10.

On a motion from Mr. Rodhe, seconded by Mr. Miller and unanimously approved, the board reconvened from executive session at **10:30**.

The being no further action, the board adjourned at 10:35

Carol Miller, President

Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – November 20, 2015

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **November 20, 2015**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Michael Hammond - WKLM
Paul Miller	Jon Croup	
Kurt Rodhe	Beth Crone	
Kris Perone	Deb Zuercher	
Carol Miller		

The meeting was called to order by President Carol Miller at 8:02.

HEARINGS - The proposed fees for the Food Program were reviewed. Letters to the interested parties had been sent 30 days prior. No public comments were received in the mail. As no one from the public was present to comment, no additional testimony was given and the hearing was adjourned. The final hearing date was set for December 18 at 8:30 am.

APPROVAL OF MINUTES

The minutes of the **October 16, 2015** regular meeting were reviewed. On a motion by Mr. Rodhe and seconded by Dr. Miller the minutes of the **October 16, 2015** meeting was approved.

113-15 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$19,319.14
010	Sewage Program Fund	1,679.63
030	Clinic Fund	5,109.13
060	Special Services Fund	1,161.29
110	RV Park/Camp Fund	156.35
120	Swimming Pools	12.31
140	Private Water Fund	2,775.27
150	Solid Waste Fund	18.84
190	Food Service Fund	555.40
330	WIC	3,254.37
340	Injury Prevention	584.01
350	Small Healthcare Provider QI	3.76
360	Immunization	4,079.19
410	CFHS	503.28
420	Help Me Grow	2,481.35
450	Small Health Care Provider QI	1,017.17
470	PHEP	832.15
490	Reproductive Health & Wellness	14,012.12

Total Payables \$57,555.11

Mr. Rodhe moved that the accounts payable for October **2015** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

114-15 APPROVAL OF ACCOUNT TRANSACTIONS OCTOBER

The Board reviewed the account transactions report for the month of **October 2015**. Following discussion, Dr. Miller moved that the account transactions report for the month of **October 2015** be approved. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Miller. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION - None

CONTINUING BUSINESS - The Non action Item Report was reviewed

COMMUNICATIONS - None

REPORTS

Income and Expense

The income and expense report for the month of October was reviewed and accepted by the Board

Statistics

The statistics report for October were reviewed and accepted by the Board.

Health Commissioner

The Health Commissioner distributed his report.

NEW BUSINESS

115-15 PROPOSED 2016 FOOD SERVICE FEES

The Board reviewed the proposed 2016 Food Service Fees calculated by the mandated cost methodology and proposed the following program fees:

	Allowed 2016	Proposed 2016 [^]
Food Program		
<25,000 sq ft.		
Risk Level 1	164.24	164.00
Risk Level 2	182.06	182.00
Risk Level 3	324.52	324.50
Risk Level 4	405.27	405.25
>25,000 sq ft.		
Risk Level 1	226.96	226.75
Risk Level 2	237.22	237.00
Risk Level 3	775.93	775.75
Risk Level 4	821.97	821.75
Mobile Unit	n/a	159.75
Vending Location	*	*
Temporary FSO/RFE, per day	n/a	50.00

Dr. Miller moved that the second reading of the proposed 2016 Food Service Fees be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

116-15 INDIRECT POLICY

The Health Commissioner presented to the Board a policy that specifies how monies received by grant from ODH are disbursed. Following discussion Mrs. Perone moved that the Indirect Policy be approved as requested. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

117-15 POLICY ON HUMAN TRAFFICKING

The Health Commissioner presented to the Board a policy on Human Trafficking that is required by ODH. Following discussion Dr. Miller moved that the policy on Human Trafficking be approved. Mrs. Perone seconded the motion. On the roll call the following members voted

in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

118-15 DELEGATION OF AUTHORITY POLICY

The Health Commissioner presented to the Board a policy that will ensure smooth operating of the Health District in the absence of the Health Commissioner. Following discussion Mrs. Perone moved that the policy on Delegation of Authority be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

119-15 BURICK CLEANING SERVICES

The Board received notice from Burick Cleaning Services that they are ending they contract with the Health District on December 31, 2015. Following discussion Mr. Rodhe moved that the Health District take bids for a new cleaning service contract. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

EXECUTIVE SESSION

Board member Dr. Miller moved that the Board move into executive session to discuss personnel issues in accordance with ORC 121.22(G)(1). Mr. Rodhe seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved at 8:25.

On a motion from Mr. Rodhe, seconded by Mr. Miller and unanimously approved, the board reconvened from executive session at 9:14.

120-15 PERSONNEL ACTION

The Health Commissioner recommended the following personnel action:

Employment of Julissa Coblentz – PT Service Coordinator for Help Me Grow
Following Discussion Mr. Rodhe moved that Julissa Coblentz be employed as a PT Service Coordinator for Help Me Grow. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

The being no further action, the board adjourned at 9:16.

Carol Miller, President

Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – December 18, 2015

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **December 18, 2015**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Michael Hammond - WKLM
Paul Miller	Jon Croup	
Kurt Rodhe	Deb Zuercher	
Kris Perone		
Carol Miller		

The meeting was called to order by President Carol Miller at 8:10.

HEARINGS - None

APPROVAL OF MINUTES

The minutes of the **November 20, 2015** regular meeting were reviewed. On a motion by Mr. Rodhe and seconded by Mrs. Perone the minutes of the **November 20, 2015** meeting was approved.

121-15 APPROVAL OF ACCOUNTS PAYABLE

The following accounts payable were presented and reviewed by the Board:

001	District Health Fund	\$9918.41
010	Sewage Program Fund	712.78
030	Clinic Fund	11,071.69
060	Special Services Fund	987.56
110	RV Park/Camp Fund	22.30
120	Swimming Pools	8.27
140	Private Water Fund	2,040.52
150	Solid Waste Fund	12.67
190	Food Service Fund	774.04
340	Injury Prevention	423.87
350	Small Healthcare Provider QI	49.56
360	Immunization	265.92
410	CFHS	406.77
420	Help Me Grow	391.13
430	WIC	16,315.52
450	Small Healthcare Provider QI	8,485.63
470	PHEP	400.57
490	Reproductive Health & Wellness	1,465.25

Total Payables \$53,752.46

Mr. Miller moved that the accounts payable for November **2015** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

122-15 APPROVAL OF ACCOUNT TRANSACTIONS NOVEMBER

The Board reviewed the account transactions report for the month of **November 2015**. Following discussion, Dr. Miller moved that the account transactions report for the month of **November 2015** be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION - None

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

123-15 EMPLOYMENT PART TIME WIC INTAKE CLERK

The Health Commissioner recommended the part time employment of Virginia Kern as WIC intake clerk. Following discussion Dr. Miller moved that the personnel action be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

124-15 EMPLOYMENT OF WIC PEER HELPER

The Health Commissioner recommended the part time employment of Rayma Feikert as WIC Peer Helper. Following discussion Mr. Rodhe moved that the personnel action be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

125-15 RESIGNATION OF WIC INTAKE CLERK

The Health Commissioner reported the resignation of Jodee Ciszewski from her position as part time WIC Intake Clerk. Following discussion Mrs. Perone moved that the resignation of Jodee Ciszewski be accepted. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

126-15 ADDENDUM TO CONTRACT OF MATTHEW FALB

The Health Commissioner requested that additional hours of service be added to the contract with Matthew Falb for the Injury Prevention Program. Following discussion Mr. Rodhe moved that the addendum to the contract with Matthew Falb be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

127-15 IAP CONTRACT WITH WAYNE COUNTY

The Health Commissioner presented to the Board a contract with Wayne County Health District to collaborate on FY16 Immunization Action Plan (IAP) Grant for both Wayne and Holmes Counties. The contract acknowledges Wayne County as the fiscal agent and requires that the Holmes County Health District submit all required reports to Wayne County in a timely fashion to meet the requirements for the grant. Following discussion Mrs. Perone moved that the Health District enter into a contract with Wayne County Health District for the IAP Grant. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

128-15 INCREASE IN ADMINISTRATION FEE FOR TB TESTS

The Health Commissioner proposed and increase in the administration of TB testing from \$12.50 to \$15.00 to help cover the cost of the program and require that an appointment be made for the service. Following discussion Dr. Miller moved that the Health District increase the administration fee for TB testing. Mr. Rodhe seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

129-15 AUDIT FINDINGS CORRECTIVE ACTIONS

The Health Commissioner presented to the Board corrective actions to resolve issues discovered in several audits. Following discussion Mr. Miller moved that the corrective actions be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

130-15 PHAP ACCREDITATION DECLARATION

The Board formalized its intent to officially begin the accreditation process. Mr. Rodhe moved the adoption of the following resolution for PHAP:

Whereas; Ohio Law mandates that all Local Health Districts seek PHAB Accreditation, and
 Whereas; PHAB is the Public Health Accreditation Board, and
 Whereas; Holmes County General Health District is committed to Excellence and Accountability, and
 Whereas; Holmes County General Health District Board of Health and Holmes County Commissioners have committed resources, in an effort to align the Health District to ready itself for Accreditation activities.
 Therefore be it resolved on December 18, 2015 that the Holmes County General Health District Board of Health supports, through official resolution, the intent to apply for PHAB Accreditation.
 May it further be resolved that the Holmes County General Health District Board of Health recognizes the importance of accreditation for its employees and the value it adds to the accountability of the Health District, for the residents of Holmes County.

Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

131-15 THIRD READING OF THE FY16 FOOD PROGRAM FEES

The Board reviewed the third reading of the proposed 2016 Food Service Fees calculated by the mandated cost methodology and proposed the following program fees. All affected parties were notified in writing and no one from the community commented. Dr. Miller moved that the proposed 2016 Food Program Fees be Set as follows to be effective January 1, 2016.

	Allowed 2016	Proposed 2016^
Food Program		
<25,000 sq ft.		
Risk Level 1	164.24	164.00
Risk Level 2	182.06	182.00
Risk Level 3	324.52	324.50
Risk Level 4	405.27	405.25
>25,000 sq ft.		
Risk Level 1	226.96	226.75
Risk Level 2	237.22	237.00
Risk Level 3	775.93	775.75
Risk Level 4	821.97	821.75
Mobile Unit	n/a	159.75
Vending Location	*	*
Temporary FSO/RFE, per day	n/a	50.00

Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

132-15 APPROPRIATIONS FOR 2016

The Health Commissioner presented adjustments to the approved 2015 and 2016 appropriations. Following discussion Mr. Rodhe moved that appropriations for 2016 be approved with the exception of the Hospice appropriations which were tabled. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

133-15 CHRISTMAS HOLIDAY HOURS

The Health Commissioner requested that the Health District close on Christmas Eve to coincide with the closure of other county offices. Following discussion Mr. Rodhe moved that the Health District be closed December 24th and 25th in observance of the holiday. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

134-15 BOARD MEETING SCHEDULE 2016

The Board reviewed the proposed schedule for the 2016 meetings. After discussion Mr. Miller moved that the Holmes County Health District Board meetings continue to be held at 8:00 am on the third Friday of the month except for the January meeting which will be the fourth Friday of the month and that the following dates being identified as the meeting dates for 2016:

Friday, January 22	Friday, July 15
Friday, February 19	Friday, August 19
Friday, March 18	Friday, September 16
Friday, April 15	Friday, October 21
Friday, May 20	Friday, November 18
Friday, June 17	Friday, December 16

Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

COMMUNICATIONS - None

REPORTS

Income and Expense

The income and expense report for the month of November was reviewed and accepted by the Board

Statistics

The statistics report for November were reviewed and accepted by the Board.

Health Commissioner

The Health Commissioner distributed his report.

EXECUTIVE SESSION

Board member Mrs. Perone moved that the Board move into executive session to discuss personnel issues in accordance with ORC 121.22(G)(1) and contract negotiations. Mr. Rodhe seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved at 9:05.

On a motion from Mr. Miller, seconded by Mr. Rodhe and unanimously approved, the board reconvened from executive session at 9:50.

135-15 ACCEPTANCE OF BID BY JACKIE'S CLEANING SERVICE, LLC

When the Board returned from executive session Mr. Rodhe moved that the bid from Jackie's Cleaning Service, LLC be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Rodhe, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

The being no further action, the board adjourned at 9:55.

Carol Miller, President

Michael E. Derr, Secretary