

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – January 22, 2016

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **January 22, 2016**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Ken Smails - WKLM
Paul Miller	Jon Croup	Christy Pratt - Daily Record
Kurt Rodhe	Deb Zuercher	
Carol Miller	Beth Crone	

The meeting was called to order by President Carol Miller at 8:01.

BOARD REORGANIZATION

The President called for nominations for the office of president of the Board of Health. Mrs. Miller moved that Kurt Rodhe be elected president. Mr. Miller seconded the motion. The motion was approved and Kurt Rodhe was elected president.

President Rodhe called for nominations for the office of president pro-tem of the Board of Health. Mr. Miller moved that Carol Miller be elected president pro-tem. Mr. Rodhe seconded the motion.

The motion was approved and Carol Miller was elected president pro-tem.

President Rodhe called for the nominations for the office of secretary of the Board of Health. Mr. Miller moved that Michael Derr be elected secretary. Mrs. Miller seconded the motion. The motion was approved and Michael Derr was elected to secretary.

HEARINGS - None

APPROVAL OF MINUTES

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

001-16 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$8,052.17
010	Sewage Program Fund	20,314.60
030	Clinic Fund	2,202.12
060	Special Services Fund	567.00
110	RV Park/Camp Fund	53.54
120	Swimming Pools	12.83
140	Private Water Fund	838.07
150	Solid Waste Fund	8.59
190	Food Service Fund	478.60
340	Injury Prevention	3,048.51
360	Immunization	528.78
410	CFHS	226.34
420	Help Me Grow	247.81
430	WIC	420.71
450	Small Healthcare Provider QI	48.29
470	PHEP	318.17
490	Reproductive Health & Wellness	1,404.74

Total Payables \$38,770.87

Dr. Miller moved that the accounts payable for December **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.

002-16 APPROVAL OF ACCOUNT TRANSACTIONS DECEMBER

The Board reviewed the account transactions report for the month of **December 2015**. Following discussion, Dr. Miller moved that the account transactions report for the month of **December 2015** be approved. Mrs. 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 - None

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

003-16 CONTRACT WITH JACKIE'S CLEANING SERVICES

The Health Commissioner presented a contract with Jackie's Cleaning Services to provide cleaning services for the Health District's Offices. Following discussion Dr. Miller moved that the contract with Jackie's Cleaning 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. Miller. In the negative: none. The motion was approved.

004-16 CONTRACT FOR MEDICAID ADMINISTRATIVE CLAIMING

The Health Commissioner presented the contract between the Health District and ODH for participation in Medicaid Administrative Claiming (MAC). After review Mrs. Miller moved that the contract between ODH and the Health District for MAC claiming 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.

005-16 CONTRACT TAI CHI TRAINING – HOWARD TIBBS

The Board reviewed the contract with Howard Tibbs to provide Tai Chi instructor training for the Injury Prevention Program. After discussion Mrs. Miller moved that the contract with Howard Tibbs to provide Tai Chi instructor training 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.

006-16 CONTRACT WITH KEY BRIDGE SYSTEMS FOR IT SUPPORT

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. 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.

007-16 CONTRACT WITH PARTEC SYSTEMS

The Board reviewed the contract renewal with ParTec Systems for Vital Trak software used for vital statistics. Following discussion Mr. Miller moved that the renewal contract with ParTec Systems for Vital Track software 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.

008-16 FY16 PROPOSED RECREATIONAL PROGRAM FEES

The Board was advised of the recommended changes in the 2016 Pools/Spas and RV Parks/Camp Fees. Following discussion Dr. Miller moved that following fees be recommended and that a hearing be held on February 19, 2016 at 8:00 to consider the fees:

**Recreational Program**

	<b><u>2015</u></b>	<b><u>2016 Allowable</u></b>	<b><u>2016 Proposed</u></b>
RV Parks/Recreation Camps/Combined Park-Camps ≤50 sites	\$200.00	\$268.89	\$268.80
RV Parks/Recreation Camps/Combined Park-Camps >50 sites <sup>1</sup>	\$200.00	\$268.89	\$268.80

Additional amount charged per site over 50	\$1.75	*	\$2.00
Temporary Park-Camps	\$138.50	\$717.30	\$175.00
Resident Camps <sup>2</sup>	\$304.50	\$334.31	\$334.30

Resident camps - Commercial

Resident camps - Non-profit

<sup>1</sup> *These parks, camps and park-camps shall be charged the fee determined for RV Parks/Recreation Camps/Combined Park-Camps ≤50 sites plus an additional amount for each individual site in excess of fifty.*

<sup>2</sup> *Prior to 2015, permit fee categories for were Resident camps were classified as Commercial and Non-profit.*

	<b>2015</b>	<b>2016 Allowable</b>	<b>2016 Proposed</b>
Pool/Spa/Special-use Pools	\$252.50	\$389.13	\$389.10
Pool/Spa/Special-use Pools (Additional at same location)	\$120.00	\$188.36	\$188.30

Mrs. 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.

#### 009-16 OUT OF STATE TRAVEL – JENNIFER MCCOY

The Board heard a request for out of state travel for Jennifer McCoy to Dallas Texas in April for a Preparedness Summit. All expenses for this trip are covered under the PHEP Grant. Following discussion Mrs. Miller moved that the out of state travel for the Preparedness Summit 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.

#### 010-16 FY16 GRANT APPROPRIATIONS

The Health Commissioner reviewed with the Board the FY16 Grant Appropriations. Following discussion Mrs. Miller moved that FY16 Grant Appropriations 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.

#### 011-16 FY16 HOSPICE APPROPRIATIONS

The Health Commissioner presented to the Board the FY16 Hospice Appropriations. Following discussion Dr. Miller moved that the FY16 Hospice Appropriations be approved and once the cap on expenditures for the year has been reached we notify that we will not renew the contract with them. 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 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.

#### EXECUTIVE SESSION

Board member Mrs. 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 8:35.

On a motion from Mrs. Miller, seconded by Mr. Miller and unanimously approved, the board reconvened from executive session at 10:15. No action was taken.

The being no further action, the board adjourned at 10:20.

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Kurt Rodhe, President

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Michael E. Derr, Secretary

## HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – February 19, 2016

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **February 19, 2016**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Ken Smails - WKLM
Paul Miller	Jon Croup	
Carol Miller	Deb Zuercher	

The meeting was called to order by President Carol Miller at 8:30.

### HEARINGS

#### 2016 RECREATIONAL PROGRAM FEES

Pro-tem president Miller convened the hearing on the proposed FY16 fees for Pools, RV Parks, and Campgrounds, all affected parties were notified in writing of the meeting. One comment was received by telephone from an affected party. As no one from the public was present to comment the hearing was adjourned.

### APPROVAL OF MINUTES

The minutes of the **January 22, 2016** regular meeting were reviewed. On a motion by Mr. Miller and seconded by Dr. Miller the minutes of the **January 22, 2016** meeting was approved.

#### 012-16 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$26,642.82
010	Sewage Program Fund	1,767.72
030	Clinic Fund	2,527.78
060	Special Services Fund	1,037.17
110	RV Park/Camp Fund	108.93
120	Swimming Pools	27.26
140	Private Water Fund	3,910.03
150	Solid Waste Fund	38.08
190	Food Service Fund	636.71
340	Injury Prevention	4,997.88
350	Small Healthcare Provider QI	20,000.00
410	CFHS	2.96
420	Help Me Grow	726.02
430	WIC	579.45
440	Injury Prevention	192.01
450	Small Healthcare Provider QI	13,910.04
460	IAP	104.58
470	PHEP	1,073.88
490	Reproductive Health & Wellness	10,008.85
510	Hospice Endowment	23,606.96
	Total Payables	\$111,899.03

Mr. Miller moved that the accounts payable for January **2016** 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, Mrs. Miller. In the negative: none. The motion was approved.

#### 013-16 APPROVAL OF ACCOUNT TRANSACTIONS JANUARY

The Board reviewed the account transactions report for the month of **January 2016**. Following discussion, Dr. Miller moved that the account transactions report for the month of **January 2016** be approved. Mr. Miller seconded the motion. On the roll call the following members

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

PUBLIC PARTICIPATION - None

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

014-16 CONTRACT WITH TANYA BANFIELD FOR CAR SEAT PROGRAM

The Board of Health reviewed a contract with Tanya Banfield to conduct the Car Seat Program for the Health District. Following discussion Dr. Miller moved that the contract with Tanya Banfield to conduct the Car Seat Program be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller. In the negative: none. The motion was approved.

015-16 CONTRACT WITH GRASSHOPPER FOR MOWING

The Health Commissioner presented the contract with Grasshopper to mow the lot owned by the Health District on Glen Drive. After review Dr. Miller moved that the contract with Grasshopper be approved. Mr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller. In the negative: none. The motion was approved.

016-16 PERSONNEL ACTION

The Health Commissioner recommended that that the part time position of Gini Kern WIC Intake Clerk be moved to full time. After discussion Dr. Miller moved that the part time position of the WIC Intake Clerk be made to full time as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller. In the negative: none. The motion was approved.

017-16 SECOND READING OF FY16 PROPOSED RECREATIONAL PROGRAM FEES

The Board the second reading of the 2016 Pools/Spas and RV Parks/Camp Fees. Following discussion Dr. Miller moved that the third reading of the proposed fees be March 18, 2016 at 8:00 to consider the fees:

**Recreational Program**

	<b>2015</b>	<b>2016 Allowable</b>	<b>2016 Proposed</b>
RV Parks/Recreation Camps/Combined Park-Camps ≤50 sites	\$200.00	\$268.89	\$268.80
RV Parks/Recreation Camps/Combined Park-Camps >50 sites <sup>1</sup>	\$200.00	\$268.89	\$268.80
Additional amount charged per site over 50	\$1.75	*	\$2.00
Temporary Park-Camps	\$138.50	\$717.30	\$175.00
Resident Camps <sup>2</sup>	\$304.50	\$334.31	\$334.30

Resident camps - Commercial

Resident camps - Non-profit

<sup>1</sup> These parks, camps and park-camps shall be charged the fee determined for RV Parks/Recreation Camps/Combined Park-Camps ≤50 sites plus an additional amount for each individual site in excess of fifty.

<sup>2</sup> Prior to 2015, permit fee categories for were Resident camps were classified as Commercial and Non-profit.

	<b>2015</b>	<b>2016 Allowable</b>	<b>2016 Proposed</b>
Pool/Spa/Special-use Pools	\$252.50	\$389.13	\$389.10
Pool/Spa/Special-use Pools (Additional at same location)	\$120.00	\$188.36	\$188.30

Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, 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 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.

The being no further action, the board adjourned at 8:40.

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Carol Miller, Pro-tem President

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Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –March 18, 2016

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **March 18, 2016**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Ken Smails - WKLM
Kris Perone	Jon Croup	Kevin Lynch - Daily Record
Carol Miller	Deb Zuercher	
Kurt Rodhe		

The meeting was called to order by President Kurt Rodhe at 8:01.

HEARINGS - None

APPROVAL OF MINUTES

The minutes of the **February 19, 2016** regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Mrs. Perone the minutes of the **February 19, 2016** meeting were approved.

018-16 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$793.71
010	Sewage Program Fund	2,787.17
030	Clinic Fund	2,559.81
060	Special Services Fund	1,061.79
110	RV Park/Camp Fund	17.29
120	Swimming Pools	10.57
140	Private Water Fund	3,651.99
150	Solid Waste Fund	9.27
190	Food Service Fund	292.71
340	Injury Prevention	2,910.00
410	CFHS	18.65
420	Help Me Grow	700.42
430	WIC	534.66
440	Injury Prevention	85.51
450	Small Healthcare Provider QI	7.60
460	IAP	75.20
470	PHEP	405.62
490	Reproductive Health & Wellness	209.62
510	Hospice Endowment	22,751.96
	Total Payables	\$42,174.98

Dr. Miller moved that the accounts payable for February **2016** 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, Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

019-16 APPROVAL OF ACCOUNT TRANSACTIONS FEBRUARY

The Board reviewed the account transactions report for the month of **February 2016**. Following discussion, Mrs. Perone moved that the account transactions report for the month of **February 2016** be approved. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION - None

CONTINUING BUSINESS - The Non action Item Report was reviewed



NEW BUSINESS

020-16 CONTRACT FOR POLICY STAT

The Board of Health reviewed a contract with Policy Stat for software to assist in policy management and help track items for PHAB. Following discussion Mrs. Miller moved that the contract with Policy Stat be approved for three years. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

021-16 CONTRACT WITH BALDWIN-GROUP, INC FOR HDIS

The Health Commissioner presented the renewal maintenance contract for HDIS software used by Environmental Health, BCMH, and Childhood Immunizations. After review Mrs. Miller moved that the contract with the Baldwin-Group for HDIS software maintenance be approved. Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

022-16 CONTRACT WITH PUBLIC HEALTH ENTITIES

The Health Commissioner presented the contract with Public Health Entities for Liability insurance for the Health District and pointed out that by dropping the collision coverage on the older vehicles we would have significant savings on the policy. After discussion Dr. Miller moved that the contract with Public Health Entities be approved with collision coverage being dropped from the policy. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

023-16 ORGANIZATION CHART

To satisfy a requirement of PHAB the Board reviewed the current Organization Chart. After review Dr. Miller moved that the chart be approved as requested. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

024-16 THIRD READING OF FY16 PROPOSED POOL/SPAS PROGRAM FEES

The Board heard the third reading of the 2016 Pools/Spas Program Fees. Following discussion Dr. Miller moved that the proposed pool/spas program fees be approved:

**Pool/Spas**

	<b>2016 Proposed</b>
Pool/Spa/Special-use Pools	\$389.10
Pool/Spa/Special-use Pools (Additional at same location)	\$188.30

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

025-16 THIRD READING OF FY16 PROPOSED RV PARK PROGRAM FEES

The Board heard the third reading of the 2016 RV Park Program Fees. Following discussion Mrs. Miller moved that the proposed rv park program fees be approved:

**RV Park**

	<b>2016 Proposed</b>
RV Parks/Recreation Camps/Combined Park-Camps ≤50 sites	\$268.80
RV Parks/Recreation Camps/Combined Park-Camps >50 sites <sup>1</sup>	\$268.80
Additional amount charged per site over 50	\$2.00
Temporary Park-Camps	\$175.00

Resident Camps <sup>2</sup>	\$334.30
Resident camps - Commercial	
Resident camps - Non-profit	

<sup>1</sup> *These parks, camps and park-camps shall be charged the fee determined for RV Parks/Recreation Camps/Combined Park-Camps ≤50 sites plus an additional amount for each individual site in excess of fifty.*

<sup>2</sup> *Prior to 2015, permit fee categories for were Resident camps were classified as Commercial and Non-profit.*

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

026-16 THIRD READING OF FY16 CAMPGROUND PROGRAM FEES

The Board heard the third reading of the 2016 Campground Program Fees. Following discussion Mrs. Perone moved that the proposed campground program fees be approved:

<b><u>Campground</u></b>	<b>2016 Proposed</b>
Temporary Park-Camps	\$175.00
Resident Camps <sup>2</sup>	\$334.30
Resident camps - Commercial	
Resident camps - Non-profit	

<sup>1</sup> *These parks, camps and park-camps shall be charged the fee determined for RV Parks/Recreation Camps/Combined Park-Camps ≤50 sites plus an additional amount for each individual site in excess of fifty.*

<sup>2</sup> *Prior to 2015, permit fee categories for were Resident camps were classified as Commercial and Non-profit.*

Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Perone, Mrs. Miller, Mr. Rodhe. 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.

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). Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved at 8:35.

On a motion from Mrs. Perone, seconded by Dr. Miller and unanimously approved, the board reconvened from executive session at 9:45.

027-16 PERSONNEL ACTION

The Health Commissioner presented to the Board the resignation of Michele Smith – Injury Prevention Coordinator. Mrs. Perone moved that the resignation of Michele Smith be accepted. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

028-16 PERSONNEL ACTION

The Health Commissioner presented to the Board the resignation of Deborah Zuercher – Administrative Assistant/Registrar. Mrs. Miller moved that the resignation of Deborah Zuercher be accepted. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

029-16 JOB DESCRIPTION OF HEALTH EDUCATOR

The Health Commissioner presented to the Board the job description for Health Educator. Following discussion Mrs. Perone moved that the job description for Health Educator be approved. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

030-16 HEALTH EDUCATOR POSITION BE FULL TIME

The Health Commissioner requested that the filling of the Health Educator for Injury Prevention position be full time. After discussion Mrs. Perone moved that the Health Educator for Injury Prevention be full time. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

The being no further action, the board adjourned at 10:15.

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Kurt Rodhe, President

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Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –April 15, 2016

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **April 15, 2016**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Michael Hammons - WKLM
Paul Miller	Jon Croup	Kevin Lynch - Daily Record
Carol Miller	Beth Crone	
Kurt Rodhe	Deb Zuercher	

The meeting was called to order by President Kurt Rodhe at 8:01.

HEARINGS - None

APPROVAL OF MINUTES

The minutes of the **March 18, 2016** regular meeting were reviewed. On a motion by Dr. Miller and seconded by Mr. Miller the minutes of the **March 18, 2016** meeting were approved.

031-16 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$17,174.38
010	Sewage Program Fund	1,386.88
030	Clinic Fund	5,043.33
060	Special Services Fund	2,939.50
110	RV Park/Camp Fund	506.73
120	Swimming Pools	407.82
140	Private Water Fund	1,229.88
150	Solid Waste Fund	194.52
190	Food Service Fund	1,494.43
410	CFHS	54.29
420	Help Me Grow	513.89
430	WIC	833.33
440	Injury Prevention	2,837.24
450	Small Healthcare Provider QI	10,264.23
460	IAP	579.98
470	PHEP	185.59
490	Reproductive Health & Wellness	697.25
510	Hospice Endowment	26,298.30

Total Payables \$72,641.57

Mrs. Miller moved that the accounts payable for March **2016** 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, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

032-16 APPROVAL OF ACCOUNT TRANSACTIONS MARCH

The Board reviewed the account transactions report for the month of **March 2016**. Following discussion, Mrs. Miller moved that the account transactions report for the month of **March 2016** be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION - None

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

### 033-16 PERSONNEL POLICY CHANGES

The Board of Health reviewed the proposed changes to the Personnel Policy to streamline the process for staff requesting time off. Following discussion Mrs. Miller moved that the Personnel Policy be changed as requested. Mr. Miler seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

### 034-16 CDC CONTRACT FOR POLIO STUDY

The Health Commissioner presented to the Board a revised contract with the CDC for the Polio Study. After review Dr. Miller moved that the revised contract with the CDC for the Polio Study be approved as requested. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mr. Rodhe. 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.

### 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, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved. The motion was approved at 8:37.

On a motion from Dr. Miller, seconded by Mr. Miller and unanimously approved, the board reconvened from executive session at 9:20.

### 035-16 PERSONNEL ACTION

The Health Commissioner presented to the Board the resignation of Sarah Goodwill Humphrey – Epidemiologist Administration. Mr. Miller moved that the resignation of Sarah Goodwill Humphrey be accepted. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

### 036-16 PERSONNEL ACTION

The Health Commissioner requested the Board employ Kerry MacQueen – as the FT Injury Prevention Coordinator. Mrs. Miller moved that Kerry MacQueen be employed as the FT Injury Prevention Coordinator. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

### 037-16 JOB DESCRIPTION FOR EPIDEMIOLOGIST / POLICY ADMINISTRATOR POSITION

The Health Commissioner presented to the Board the job description for the Epidemiologist/Policy Administration Position. Following discussion Mr. Miller moved that the job description for Epidemiologist/Policy Administration position be approved. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

038-16 JOB DESCRIPTION CLERK 2 POSITION

The Health Commissioner requested that the job description for the Clerk 2 position be approved. After discussion Mr. Miller moved that the job position for the Clerk 2 be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

039-16 POSTING FOR EPIDEMIOLOGIST/POLICY ADMINISTRATOR POSITION

The Health Commissioner requested to post and advertise for the Epidemiologist/Policy Administrator position. After discussion Mrs. Miller moved that posting and advertising for the Epidemiologist/Policy Administrator position be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

040-16 POSTING FOR CLERK 2 POSITION

The Health Commissioner requested to post and advertise for the Clerk 2 position. After discussion Dr. Miller moved that posting and advertising for the Clerk 2 be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

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

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Kurt Rodhe, President

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Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –May 20, 2016

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **May 20, 2016**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Michael Hammons - WKLM
Paul Miller	Jon Croup	Kevin Lynch - Daily Record
Carol Miller	Beth Crone	
Kris Perone	Deb Zuercher	
Kurt Rodhe	Kerry MacQueen	

The meeting was called to order by President Kurt Rodhe at 8:02.

HEARINGS - None

APPROVAL OF MINUTES

The minutes of the **April 15, 2016** regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Mrs. Perone the minutes of the **April 15, 2016** meeting were approved.

041-16 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$22,845.46
010	Sewage Program Fund	2,088.80
030	Clinic Fund	2,104.38
060	Special Services Fund	1,412.67
110	RV Park/Camp Fund	84.41
120	Swimming Pools	186.80
140	Private Water Fund	2,563.43
150	Solid Waste Fund	21.99
190	Food Service Fund	7,314.62
410	CFHS	166.23
420	Help Me Grow	6,334.89
430	WIC	842.39
440	Injury Prevention	709.02
450	Small Healthcare Provider QI	26,876.19
460	IAP	269.96
470	PHEP	703.63
490	Reproductive Health & Wellness	158.89
510	Hospice Endowment	2,342.78

Total Payables \$112,707.42

Mrs. Perone moved that the accounts payable for **April 2016** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

#### 042-16 APPROVAL OF ACCOUNT TRANSACTIONS APRIL

The Board reviewed the account transactions report for the month of **April 2016**. Following discussion, Mrs. Miller moved that the account transactions report for the month of April 2016 be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

#### PUBLIC PARTICIPATION

Kerry MacQueen, Injury Prevention Program Coordinator, introduced herself to the Board of Health and presented her goals for the program and what she has been able to do in the short time she has been employed by the Health District.

CONTINUING BUSINESS - The Non action Item Report was reviewed

#### NEW BUSINESS

##### 043-16 BOARD ORDERS MERVIN AND LEONA MILLER 3406 SR 39, MILLERSBURG

The Health Commissioner reported that the property owned by Mervin and Leona Miller, 3406 SR 39 in Walnut Creek Township has failed to connect to a public sanitary sewage system accessible to their property. An initial letter was sent May of 2012 directing the owners to connect to the approved public sanitary sewer and the sewage treatment system on the property should be properly abandoned. A second notice was sent in August to have the work completed by September 2014. Since that time the property has become a nuisance. Numerous efforts to were made to contact the owners and to look for progress in the matter with no success. Following discussion Mr. Miller moved that board orders be issued to Mervin and Leona Miller that the property is to connect to the sanitary sewer and the current septic system be pumped and collapse the existing septic tanks and fill them with native soil or sand by June 6, 2016. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

##### 044-16 PERSONNEL ACTION

The Health Commissioner recommended to the Board a promotion for Jennifer McCoy to Policy Administrator. Following discussion Mrs. Miller moved that Jennifer McCoy be promoted to the position of Policy Administrator. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, Mrs. Perone, Mr. Rodhe. In the negative: none. The motion was approved.

##### 045-16 VARIANCE OAC 3701-28-7 – ARTHUR MILLER

The Board heard a request from Arthur Miller, 5601 SR 39 in Benton, the variance to install a replacement well and private water system on his property located at 6994 SR 241 in the unincorporated village of Benton in Saltcreek Township. Following discussion Mr. Miller moved that the variance be approved with the following conditions:

1. The replacement well must be located on the property to obtain the maximum possible isolation distance from any on-site and off-site sewage disposal systems; and
2. Contamination of the private water system or the water supply will not occur as a result of the construction and operation of the private water system; and



3. The health of the persons using water from the private water system will not be endangered; and
4. Other than those specified above, all requirements of rule 3701-28 of the Ohio Administrative Code which pertain to installation and operation of the private water system shall apply.

Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Miller, Mrs. Perone, Mr. Rodhe. 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.

The being no further action, the board adjourned at 8:54.

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Kurt Rodhe, President

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Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –June 17, 2016

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, **June 17, 2016**. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Kevin Lynch - Daily Record
Paul Miller	Jon Croup	
Carol Miller	Beth Crone	
Kris Perone		

The meeting was called to order by Pro-tem President Carol Miller at 8:01.

HEARINGS - None

APPROVAL OF MINUTES

The minutes of the **May 20, 2016** regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Mrs. Perone the minutes of the **May 20, 2016** meeting were approved.

046-16 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$9,486.88
010	Sewage Program Fund	1,064.81
030	Clinic Fund	14,363.72
060	Special Services Fund	1,263.61
110	RV Park/Camp Fund	61.15
120	Swimming Pools	29.77
140	Private Water Fund	681.49
150	Solid Waste Fund	15.79
190	Food Service Fund	607.48
410	CFHS	11.74
420	Help Me Grow	538.19
430	WIC	1,588.64
440	Injury Prevention	532.95
450	Small Healthcare Provider QI	5,317.58
460	IAP	159.74
470	PHEP	1,259.42
490	Reproductive Health & Wellness	2.00

Total Payables \$36,984.96

Mrs. Perone moved that the accounts payable for **May 2016** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

047-16 APPROVAL OF ACCOUNT TRANSACTIONS MAY

The Board reviewed the account transactions report for the month of **May 2016**. Following discussion, Mrs. Miller moved that the account transactions report for the month of **May 2016** be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mrs. Perone, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION - None

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

048-16 PERSONAL SERVICE CONTRACT – CATHY HAY

The Health Commissioner proposed a contract with Cathy Hay for consultation services for WIC. After discussion Mrs. Perone moved that the personal service contract with Cathy Hay be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

049-16 PERSONAL SERVICE CONTRACT – MATT FALB

The Health Commissioner proposed a contract for tier two epidemiologist services with Matt Falb. After discussion Mrs. Perone 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, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

050-16 CONTRACT WITH MEDICAL PROFESSIONALS OF HOLMES COUNTY

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

051-16 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 2016-2017 school year be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Perone, and Mrs. Miller. In the negative: none. The motion was approved.

052-16 TERMINATION OF CONTRACT WITH TANYA BENFIELD FOR CAR SEAT PROGRAM

The Board received notice of termination of the contract with Tanya Benfield for the car seat program. Following discussion Mr. Miller moved that the termination of the contract with Tanya Benfield be approved. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

053-16 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. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

054-16 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 Dr. Miller moved that the Health Commissioner have approval to sign a memorandum of understanding with West Holmes High School. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

#### 055-16 CFHS EXTENSION CONTRACT

The Health Commissioner explained the CFHS Grant has been changed to Maternal and Children Health Grant and due to transition a three month addendum was added to the current CFHS contract that is through Wayne Holmes Mental Health Recovery Board. Following discussion Dr. Miller moved that extension for the CFHS contract with Wayne Holmes Mental Health Recovery Board be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

#### 056-16 HELP ME GROW CONTRACT

The Board reviewed the renewal contract with Holmes County Department of Job and Family Services for Help Me Grow. Following discussion Mr. Miller moved that the renewal contract for Help Me Grow 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.

#### 057-16 BOARD ORDERS – STEVIE RABER, 1809 TR 151 CLARK TOWNSHIP

The Health Commissioner reported that the property owned by Stevie Raber, 1809 TR 151 in Clark Township has a failed system and is a public health nuisance and health hazard. Recent contact with the owners and additional inspection has shown no progress to remedy the public health nuisance. Following discussion Mr. Miller moved that board orders be issued to Stevie Raber at 1809 TR 151 in Clark Township to properly abate the public health nuisance pursuant to section 3701.01 of the Ohio Revised Code and to have the work completed by July 5<sup>th</sup>, 2016. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Perone, and Mrs. Miller. In the negative: none. The motion was approved.

#### 058-16 CITATION MERVIN AND LEONA MILLER, 3460 SR 39 MILLERSBURG

The Health Commissioner reported that Mervin and Leona Miller have not abated the public health nuisance at 3460 SR 39, Millersburg by properly connecting to the Walnut Creek Sanitary Sewage system pursuant to section 3701.01 of the Ohio Revised Code. Subsequent site visits have revealed that the sewage is migrating to an adjacent property. Board Orders issued on May 23, 2016 giving them 14 days to obtain the appropriate permits and connect to the Walnut Creek sanitary sewage system have not been complied with. Following discussion Mrs. Perone moved that pursuant to Section 3707.02 of the Ohio Revised Code, the Board of Health establish a hearing at 8:00 am on Friday July 15, 2016 at which time Mervin and Leona Miller appear before the Board to indicate by what date they promise to comply with the Board Orders. The Board will then determine whether your promise is reasonable or if it should proceed pursuant to 3707.02, to hire labor, equipment and materials necessary to satisfy the Board Order and to certify all costs incurred in doing so the Auditor of Holmes County to be placed as a lien on your property to be paid as other taxes are paid. The Board could also decide to implement enforcement action and penalties through Holmes County Common Pleas Court. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

#### 059-16 RESOLUTION FOR FEES FOR VACCINES

The Health Commissioner reported to the board the need to adopt an emergency resolution that would allow the cost of vaccine to reflect the market value of vaccine plus a cost not to exceed \$20.00 per vaccine. Dr. Miller moved the adoption of the following resolution for Vaccine:

WHEREAS, the Board of Health of the Holmes County General Health District has the authority pursuant to Ohio Revised Code Section 3709.09 and 3709.21 to establish a uniform system of fee services; and

WHEREAS, the Board of Health of the Holmes County General Health District is mandated to provide services that protect the public health and prevent or restrict disease, and abate or suppress nuisances; and

WHEREAS, the Board of Health of the Holmes County General Health District has responsibility to insure that services are provided for the prevention of vaccine preventable disease; and

WHEREAS, the Board of Health of the Holmes County General Health District has determined that it is necessary to increase the fees for administration of vaccines administered to individuals; and

WHEREAS, the Board of Health of the Holmes County General Health District realizes that some Holmes County residents who are eligible for free vaccine through the Vaccine for Children program may not have the ability to pay for the administration fee.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Health of the Holmes County General Health District, that fees for the following services be revised as stated: Vaccines Cost of vaccine shall not exceed retail cost of vaccine plus \$20 per Vaccine

NOW, THEREFORE, BE IT FURTHER RESOLVED, that all or part of the administration fee for individuals receiving free children's vaccine through the Vaccine for Children program may be waived when the individual is unable to pay for the entire administration fee.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that all fees revised pursuant to this Resolution hereby become effective July 1, 2016 as an emergency, as vaccine cost is volatile due to increased requirements for school aged children entering public school as new state laws have gone into effect.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Board of Health of the Holmes County General Health District, that the revised fees be recorded and certified to become a part of the record of local regulation by the Board of Health of the Holmes County General Health District.

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

#### 060-16 REVISION OF WIC BUDGET

The Health Commissioner reported the need for a revision of the WIC Budget FY16 Budget and appropriations. Following discussion Mr. Miller moved that the midyear revisions for WIC Grant FY16 budget and appropriations be approved as submitted. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Perone, and Mrs. Miller. In the negative: none. The motion was approved.

#### 061-16 WIC BUDGET AND APPROPRIATIONS FY16-17

The Health Commissioner presented to the Board the Budget and Appropriations for WIC FY16-17. Following discussion Mrs. Perone moved that the budget and appropriations for WIC FY16-17 be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Miller, Mrs. Perone, and Mrs. Miller. In the negative: none. The motion was approved.

#### 062-16 REVISION OF PHEP BUDGET

The Health Commissioner reported the need for a revision of the PHEP Budget FY17 Budget and appropriations. Following discussion Mr. Miller moved that the midyear revisions for PHEP Grant FY17 budget and appropriations be approved as submitted. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Perone, and Mrs. Miller. In the negative: none. The motion was approved.

#### 063-16 HELP ME GROW BUDGET AND APPROPRIATIONS FY16-17

The Health Commissioner presented to the Board the Budget and Appropriations for Help Me Grow FY16-17. Following discussion Mrs. Perone moved that the budget and appropriations for Help Me Grow FY16-17 be approved as requested. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Miller, Mrs. Perone, and Mrs. Miller. In the negative: none. The motion was approved.

#### 064-16 SOCIAL MEDIA POLICY

The Social Media Policy was presented to the Board for approval as part of a requirement under the PHEP Grant. After review of the policy Mr. Miller moved that the Social Media Policy be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mr. Miller, 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.

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

The motion was approved at 10:00.

On a motion from Mrs. Perone, seconded by Mr. Miller and unanimously approved, the board reconvened from executive session at 10:45

#### 065-16 PERSONNEL ACTION – RESIGNATION

The Health Commission reported to the Board the resignation of Julissa Coblentz, PT Help Me Grow Service Coordinator. After discussion Mr. Miller moved that the resignation of Julissa Coblentz be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Perone, and Mrs. Miller. In the negative: none. The motion was approved.

#### 066-16 REASSIGNMENT/RECLASSIFICATION OF GINI KERN TO CLERK THREE

The Health Commissioner requested the reassignment and reclassification of Gini Kern to Clerk Three Administrative Assistant. Following discussion Mr. Miller moved that Gini Kern be promoted to Clerk Three reassigned and reclassified to Administrative Assistant. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Perone, and Mrs. Miller. In the negative: none. The motion was approved.

#### 067-16 PROMOTION OF JEN MENEZ TO CLERK TWO VITAL STATISTICS REGISTRAR

The Health Commissioner requested that Jen Menez be promoted to Clerk Two Vital Statistics Registrar. Following discussion Mr. Miller moved that Jen Menez be promoted to Clerk Two Vital Statistics Registrar. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Perone, and Mrs. Miller. In the negative: none. The motion was approved.

#### 068-16 RECLASSIFICATION OF SUE GONTER DRAY TO CLERK TWO

The Health Commissioner requested that Sue Gonter Dray be reclassified as Clerk Two. Following discussion Mr. Miller moved that Sue Gonter Dray be reclassified to Clerk Two. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Perone, and Mrs. Miller. In the negative: none. The motion was approved.

069-16 ADVERTISE FOR VACATED WIC POSITION AS CLERK ONE

The Health Commissioner requested to advertise for the vacated FT WIC Intake position. Following discussion Mr. Miller moved that the Health District advertise for a FT WIC Intake Clerk. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: Mr. Miller, Mrs. Perone, Mrs. Miller. In the negative: none. The motion was approved.

The being no further action, the board adjourned at 11:00.

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Carol Miller – Pro-Tem President

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Michael E. Derr, Secretary

## HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes – July 15, 2016

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, July 15, 2016. The following were in attendance:

### Board Members

Dr. Miller  
Paul Miller  
Carol Miller  
Kurt Rhode

### Staff

Michael E Derr, MBA  
Jon Croup  
Jennifer McCoy  
Deb Zuercher  
Gini Kern

### Guests

Kevin Lynch - Daily Record  
Ken Smails- WKLM

The meeting was called to order by President Kurt Rodhe at 8:00.

### HEARINGS

#### CITATION HEARING MERVIN AND LEONA MILLER, 3460 SR 39, WALNUT CREEK TWP

President Rhode convened the hearing for the citation of Mervin and Leona Miller, 3460 SR 39, Walnut Creek Township, regarding their failed sewage treatment system. The Health Commissioner informed the Board that the Millers were notified of the hearing and no communication has been received. As there was no testimony and no objections the hearing was adjourned.

#### 070-16 CITATION HEARING RESULTS- MERVIN AND LEONA MILLER

The hearing on the Citation issued to Mervin and Leona Miller of Millersburg, Ohio, in the matter of the inadequate sewage treatment and disposal system at their property at 3460 SR 39 in Walnut Creek Township. Mr. and Mrs. Miller were not present and were not represented. The Board was advised that there has been no response from the Millers to the correspondence and that no action has taken place in response to the Board Order effective June 17, 2016. After a brief discussion, Mr. Miller moved that pursuant to Section 3707.02 of the Ohio Revised Code the Health Commissioner hire the labor, equipment and materials necessary to satisfy the Order of the Board and to certify all costs incurred in doing so to the Auditor of Holmes County to be placed as a lien on Mervin and Leona Miller's property to be paid as other taxes are paid. Mrs. Miller seconded the motion. On roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mr. Rhode. In the negative: none. The motion was approved.

### APPROVAL OF MINUTES

The minutes of the June 17, 2016 regular meeting were reviewed. On a motion by Dr. Miller and seconded by Mrs. Miller the minutes of the June 17, 2016 meeting were approved.

#### 071-16 APPROVAL OF ACCOUNTS PAYABLE



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

001	District Health Fund	\$11,226.29
010	Sewage Program Fund	1,681.22
030	Clinic Fund	2,378.31
060	Special Services Fund	1,386.38
110	RV Park/Camp Fund	78.10
120	Swimming Pools	20.77
140	Private Water Fund	1,611.24
150	Solid Waste Fund	22.85
190	Food Service Fund	623.39
410	CFHS	57.04
420	Help Me Grow	2,775.82
430	WIC	2,201.08
440	Injury Prevention	999.96
450	Small Healthcare Provider QI	12,683.75
460	IAP	206.33
470	PHEP	541.82

Total Payables \$38,504.72

Mrs. Miller moved that the accounts payable for **June 2016** 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, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

#### 072-16 APPROVAL OF ACCOUNT TRANSACTIONS JUNE

The Board reviewed the account transactions report for the month of **June 2016**. Following discussion, Dr. Miller moved that the account transactions report for the month of June 2016 be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION - None

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

#### 073-16 CONTRACT TAI CHI TRAINING – HOWARD TIBBS

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

#### 074-16 CONTRACT FOR NALOXONE TRAINING- MORROW COUNTY

The Health Commissioner presented to the Board a contract with Morrow County for Naloxone training to continue to prepare the community and help treat those that might overdose on opioids. After review Mr. Miller moved that the contact with Morrow County for Naloxone training be approved as requested. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

#### 075-16 AMENDMENT TO EBOLA CONTRACT

The Health Commissioner presented to the Board an amendment to the contract for Ebola with Summit County Combined General Health District. This would be extending the term to use the funding and now allowing the agency to use the funds for Zika education. After review Dr. Miller moved that the contact be amended as requested. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

#### 076-16 EMPLOYMENT FULL TIME WIC INTAKE CLERK

The Health Commissioner recommended the full time employment of Heather Shriver as WIC intake clerk. Following discussion Mrs. Miller 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, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

#### 077-16 PLAN REVIEW OF HOLMES COUNTY GENERAL HEALTH DISTRICT QI PLAN

The Board held an annual review of the quality improvement plan as required for accreditation. Following discussion Mr. Miller moved that the updated QI plan be approved as submitted. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mr. Rodhe. In the negative: none. The motion was approved.

#### 078-16 CONTRACT WITH EPA FOR MOSQUITO CONTROL

The Health Commissioner announced the award of \$44,000.00 from Ohio EPA for mosquito control and surveillance. After review Mrs. Miller moved that the contract for mosquito control and surveillance with the Ohio EPA be approved. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mr. Rhode. 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.

The being no further action, the board adjourned at 9:07.

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Kurt Rhode – President

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Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –September 16, 2016

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, September 16, 2016. The following were in attendance:

Board Members

Dr. Miller  
Paul Miller  
Kurt Rodhe

Staff

Michael E Derr, MBA  
Jon Croup  
Jennifer McCoy  
Gini Kern

Guests

Kevin Lynch- Bargain Hunter  
Mark Longsinger

The meeting was called to order by President Kurt Rodhe at 8:06 a.m.

HEARINGS – None

APPROVAL OF MINUTES

The minutes of the August 19, 2016 regular meeting were reviewed. On a motion by Dr. Miller and seconded by Mrs. Miller the minutes of the August 19, 2016 meeting were approved.

090-16 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$13,213.08
010	Sewage Program Fund	26.31
030	Clinic Fund	5,847.01
060	Special Services Fund	686.84
110	RV Park/Camp Fund	60.92
120	Swimming Pools	53.82
140	Private Water Fund	718.15
150	Solid Waste Fund	11.77
190	Food Service Fund	420.58
410	CFHS	24.98
420	Help Me Grow	400.00
430	WIC	2580.18
440	Injury Prevention	1263.34
450	Small Healthcare Provider QI	18,681.39
460	IAP	214.40
470	PHEP	1,638.59
	Total Payables	\$48,017.93

Mrs. Miller moved that the accounts payable for August 2016 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, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

#### 091-16 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of August 2016. Following discussion, Dr. Miller moved that the account transactions report for the month of August 2016 be approved. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION - None

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

#### 092-16 CONTRACT WITH ODH FOR COMMUNITY HEALTH ASSESSMENT

The Health Commissioner presented to the board the contract to be considered as a part of our accreditation process. The contract with ODH is for the purpose of providing assistance to our local health department needed to complete and deliver a Community Health Assessment at the end of the funding period that meets the requirements of Public Health Accreditation Board. After discussion Mrs. Miller moved that the contract with ODH be accepted. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

#### 093-16 MOU WITH KENT STATE UNIVERSITY

The Health Commissioner presented to the Board an agreement between Kent State University and The Holmes County General Health District for the purpose of identifying responsibilities assumed for internship/ practicum experience for a KSU student while he/she is enrolled in the internship course. Dr. Miller motioned that this be approved, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

#### 094-16 CONTRACT WITH HOSTETLER MANAGEMENT GROUP FOR HRSA

The Health Commissioner presented to the Board a contract for consideration to provide our health district with technical assistance, coordination of meetings, collect data and provide results for Quality Improvement Workgroups. After review Mrs. Miller moved that the order be approved Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

#### 095-16 CITATION FOR ROBERT GALLION 4565 TR 222 KNOX TOWNSHIP

The Health Commissioner presented to the board a citation for Mr. Robert Gallion residing at 4565 TR 222 in Knox Township in the town of Big Prairie. Mr. Gallion has been given ample notification to remove the solid waste from his residence and has not yet made any effort. At the issuance of the citation to Mr. Gallion, the Board will be establishing a hearing at 8:00 am on Friday, October 21, 2016 at which time he is invited to appear before the Board to indicate by what date he promises to comply with the Board's Order. The Board will then determine whether the promise is reasonable or if it should proceed, pursuant to 3707.02, to hire the labor, equipment and materials necessary to satisfy the Order of the Board and to certify all costs incurred in doing so to the Auditor of Holmes County to be placed as a lien on the property to be paid as other taxes are paid. The Board could also decide to implement enforcement action and penalties through Holmes County Common Pleas Court. Dr. Miller moved to approve the citation, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

#### 096-16 EXPOSURE CONTROL PLAN

The Health Commissioner presented to the Board Exposure Control Plan. In order to be committed to the health and safety of all its employees, an exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Blood borne Pathogens." After discussion Dr. Miller motioned the plan be approved, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

#### 097-16 BRANDING POLICY

The Health Commissioner presented to the board a branding policy, with its purpose being to define a process to ensure that the HCGHD mission, values, vision and logo are promoted consistently and effectively within the community. After discussion Mrs. Miller moved that the branding policy be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

#### 098-16 APPROVAL TO FILL WIC HEALTH PROFESSIONAL

The Health Commissioner presented to the Board the need to fill the position of part time Health Professional for WIC. Raquel Miller who currently fills this role is taking the position of the Public Health Nurse that was vacant leaving this position needing to be filled. After discussion on this Dr. Miller moved that the positions be filled as needed. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

099-16 APPROVAL TO FILL PART TIME HEALTH EDUCATOR FOR HRSA GRANT

The Health Commissioner discussed the need for a part time health educator to assist us in the . Following discussion Dr. Miller motioned that the position be approved, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved

100-16 APPROPRIATION, BUDGET FOR SMALL HEALTH CARE GRANT HRSA

The Health Commissioner presented to the Board a budget for the Small Health Care Provider. Following discussion Dr. Miller motioned that this be approved, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved

101-16 EXPENDITURE OVER HEALTH COMMISSIONER AUTHORITY FOR EPA  
MOSQUITO GRANT

It is within the Health Commissioner's powers to use up to \$7000 for any one specific cost or expenditure for the Mosquito Grant. In this case there is a sight with approximately 10,000 tires at the cost of removing them being \$2/tire it is necessary for the approximate funds of \$20,000 to be used for this. After discussion Mrs. Miller moved that the expenditure be approved, Dr. Miller seconded the motion. . On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. 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 after discussion Mrs. Miller moved that the report be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The report was approved.

### STATISTICS

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

### HEALTH COMMISSIONER

The Health Commissioner distributed his report.

### EXECUTIVE SESSION

Board President Dr. Miller moved that the Board move into executive session to discuss personnel issues in accordance with ORC 121.22(G) (1). Mrs. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, and Mr. Rodhe. In the negative: none. The motion was approved at 8:50.

On a motion from Dr. Miller, seconded by Mrs. Miller and unanimously approved, the board reconvened from executive session at 9:12. There being no further business the meeting was adjourned at 9:15.

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Kurt Rhode – President

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Michael E. Derr, Secretary



HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –September 16, 2016

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, September 16, 2016. The following were in attendance:

Board Members

Dr. Miller  
Carol Miller  
Kurt Rodhe

Staff

Michael E Derr, MBA  
Jon Croup  
Jennifer McCoy  
Gini Kern

Guests

Kevin Lynch- Bargain Hunter  
Mark Longsinger

The meeting was called to order by President Kurt Rodhe at 8:06 a.m.

HEARINGS – None

APPROVAL OF MINUTES

The minutes of the August 19, 2016 regular meeting were reviewed. On a motion by Dr. Miller and seconded by Mrs. Miller the minutes of the August 19, 2016 meeting were approved.

090-16 APPROVAL OF ACCOUNTS PAYABLE

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

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Mrs. Miller moved that the accounts payable for August 2016 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, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

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The Board reviewed the account transactions report for the month of August 2016. Following discussion, Dr. Miller moved that the account transactions report for the month of August 2016 be approved. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

PUBLIC PARTICIPATION - None

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

#### 092-16 CONTRACT WITH ODH FOR COMMUNITY HEALTH ASSESSMENT

The Health Commissioner presented to the board the contract to be considered as a part of our accreditation process. The contract with ODH is for the purpose of providing assistance to our local health department needed to complete and deliver a Community Health Assessment at the end of the funding period that meets the requirements of Public Health Accreditation Board. After discussion Mrs. Miller moved that the contract with ODH be accepted. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

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The Health Commissioner presented to the Board a contract for consideration to provide our health district with technical assistance, coordination of meetings, collect data and provide results for Quality Improvement Workgroups. After review Mrs. Miller moved that the order be approved Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

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The Health Commissioner presented to the board a citation for Mr. Robert Gallion residing at 4565 TR 222 in Knox Township in the town of Big Prairie. Mr. Gallion has been given ample notification to remove the solid waste from his residence and has not yet made any effort. At the issuance of the citation to Mr. Gallion, the Board will be establishing a hearing at 8:00 am on Friday, October 21, 2016 at which time he is invited to appear before the Board to indicate by what date he promises to comply with the Board's Order. The Board will then determine whether the promise is reasonable or if it should proceed, pursuant to 3707.02, to hire the labor, equipment and materials necessary to satisfy the Order of the Board and to certify all costs incurred in doing so to the Auditor of Holmes County to be placed as a lien on the property to be paid as other taxes are paid. The Board could also decide to implement enforcement action and penalties through Holmes County Common Pleas Court. Dr. Miller moved to approve the citation, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

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The Health Commissioner presented to the Board Exposure Control Plan. In order to be committed to the health and safety of all its employees, an exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Blood borne Pathogens." After discussion Dr. Miller motioned the plan be approved, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

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#### 098-16 APPROVAL TO FILL WIC HEALTH PROFESSIONAL

The Health Commissioner presented to the Board the need to fill the position of part time Health Professional for WIC. Raquel Miller who currently fills this role is taking the position of the Public Health Nurse that was vacant leaving this position needing to be filled. After discussion on this Dr. Miller moved that the positions be filled as needed. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

099-16 APPROVAL TO FILL PART TIME HEALTH EDUCATOR FOR HRSA GRANT

The Health Commissioner discussed the need for a part time health educator to assist us. Following discussion Dr. Miller motioned that the position be approved, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved

100-16 APPROPRIATION, BUDGET FOR SMALL HEALTH CARE GRANT HRSA

The Health Commissioner presented to the Board a budget for the Small Health Care Provider. Following discussion Dr. Miller motioned that this be approved, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved

101-16 EXPENDITURE OVER HEALTH COMMISSIONER AUTHORITY FOR EPA  
MOSQUITO GRANT

It is within the Health Commissioner's powers to use up to \$7000 for any one specific cost or expenditure for the Mosquito Grant. In this case there is a sight with approximately 10,000 tires at the cost of removing them being \$2/tire it is necessary for the approximate funds of \$20,000 to be used for this. After discussion Mrs. Miller moved that the expenditure be approved, Dr. Miller seconded the motion. . On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. 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 after discussion Mrs. Miller moved that the report be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The report was approved.

### STATISTICS

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

### HEALTH COMMISSIONER

The Health Commissioner distributed his report.

### EXECUTIVE SESSION

Board President Dr. Miller moved that the Board move into executive session to discuss personnel issues in accordance with ORC 121.22(G) (1). Mrs. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, and Mr. Rodhe. In the negative: none. The motion was approved at 8:50.

On a motion from Dr. Miller, seconded by Mrs. Miller and unanimously approved, the board reconvened from executive session at 9:12. There being no further business the meeting was adjourned at 9:15.

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Kurt Rhode – President

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Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH  
ADDENDUM

Minutes –October 21, 2016

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, October 21, 2016. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Kevin Lynch- Bargain Hunter
Carol Miller	Gini Kern	
Paul Miller	Jennifer Menuetz	
Kurt Rodhe	Jennifer McCoy	
	Jen Lowry	
	Jon Croup	
	Lavonne Flickinger	
	Raquel Miller	

The meeting was called to order by President Kurt Rodhe at 8:10 a.m.

APPROVAL OF MINUTES

The minutes of September 16, 2016 regular meeting were reviewed. On a motion by Mr. Miller and seconded by Mrs. Miller the minutes of the September 16, 2016 meeting were approved. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

102-16 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$7,926.11
010	Sewage Program Fund	1,540.45
030	Clinic Fund	7,848.72
060	Special Services Fund	1,838.81
110	RV Park/Camp Fund	47.63
120	Swimming Pools	7.88
140	Private Water Fund	803.56
150	Solid Waste Fund	18.42
190	Food Service Fund	411.35
410	CFHS	2.32
420	Help Me Grow	468.58
430	WIC	2,292.03
440	Injury Prevention	681.85
450	Small Healthcare Provider QI	12,305.99
460	IAP	106.51
470	PHEP	307.72

Total Payables \$36,607.05

Mrs. Miller moved that the accounts payable for September 2016 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, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

103-16 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of September 2016. Following discussion, Dr. Miller moved that the account transactions report for the month of September 2016 be approved. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

104.16 HEARINGS

Citation Hearing for Robert Gallion 4565 TR 222 in Knox Township. Mr. Gallion did not appear for the hearing. After discussion from the board and information being verbally submitted by the Health Commissioner and Jon Croup regarding the apparent lack of working to improve the situation on Mr. Gallion's part the Commissioner asked the board to consider moving forward with a citation. Mr. Miller motioned to approve the citation, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved

#### PUBLIC PARTICIPATION

Raquel Miller, along with her team, Lavonne Flickinger, Jen Menuez, and Jen Lowry presented to the board the first QI project attempted and completed by the QI group. They provided data to show that the project of simplifying and turning the process of leave request into an electronic submission went well, the mission was accomplished and satisfaction was above and beyond the expected goal.

#### EMPLOYEE SPOTLIGHT

The Health Commissioner presented to the board the first employee chosen (of the quarterly employee recognition program) to be spotlighted. Jennifer Menuez was recognized with a certificate for her hard work and efforts in contributing to the Holmes County General Health District.

CONTINUING BUSINESS - The Non action Item Report was reviewed

#### NEW BUSINESS-

##### 105-16 CONTRACT WITH NORTHWEST OHIO HOSPITAL ASSOCIATION FOR CHA

The Health Commissioner presented to the board the contract to be considered. The contract with NWOHA is for the purpose of providing assistance in coordinating and putting together the CHA for us. This will be paid for with a grant from ODH and will be of no cost to the department. After discussion Dr. Miller moved that the contract with NWOHA be accepted. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

##### 106-16 BOARD BYLAWS

The Health Commissioner presented to the Board a revised and updated version of the Board Bylaws. These were reviewed and discussed by the board members. Mr. Miller motioned that this be approved and adopted by the board, Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

##### 107-16 EOP (EMERGENCY OPERATIONS PLAN)

The Health Commissioner presented to the Board a revised and updated version of the EOP which was reviewed and updated by Jennifer McCoy whom was there to answer any questions. This plan is to be reviewed and updated regularly as a part of our requirements for Domain 5 in our accreditation process. After review Mrs. Miller moved that the plan be approved Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

##### 108-16 FIRST READING OF PROPOSED 2017 FOOD SERVICE FEES

The Health Commissioner presented to the board a proposal for 2017 Food Service Fees written and submitted by Jon Croup.

	Allowed 2017	Proposed 2017001^
<b>Food Program</b>		
<25,000 sq ft.		
Risk Level 1	171.60	171.50
Risk Level 2	189.39	189.25
Risk Level 3	333.87	333.75
Risk Level 4	415.00	415.00
>25,000 sq ft.		
Risk Level 1	234.23	234.00
Risk Level 2	244.91	244.75
Risk Level 3	789.36	789.25
Risk Level 4	834.90	834.75
Mobile Unit	154.39	154.25
Vending Location	25.09	25.09
Temporary FSO/RFE, per day	65.21	65.00

After review and brief discussion Mr. Miller moved to approve the proposal, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

109-16 APPROVAL TO HIRE MONIQUE JACOBS

The Health Commissioner presented to the Board the need for HMG Service Coordinator, filling the vacant position of Becky Smith. Monique has 16 years of experience in HMG and will be an asset to the program. This hire will be 100% HMG part C Funded. Dr. Miller moved that the hiring be approved, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

110-16 APPROVAL TO FILL FT HEALTH EDUCATOR/SERVICE COORDINATOR

The Health Commissioner presented to the board the need for a full time service coordinator. This would be funded completely by grants (70% HMG and 30% Small Healthcare Grant). This would be in lieu of the part time position that was requested at the last meeting. After discussion Mrs. Miller moved that the full time position be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

111-16 APPROVAL TO RENEW HEALTH INSURANCE

The Health Commissioner presented to the Board the need to renew the health insurance plan for the district. If we are able to go with the restructured plan it would only raise rates by 6.5% and it would allow the employees the opportunity to have vision and dental care. After discussion on this Dr. Miller moved that the insurance renewal move forward as planned. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

112-16 APPROPRIATION OF 2017 WIC GRANT YEAR



The Health Commissioner presented to the board the appropriation of the WIC grant for 2017. Following discussion Dr. Miller motioned that the appropriation be approved, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mrs. Miller, and Mr. Rodhe. 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 after discussion Mrs. Miller moved that the report be approved as requested. Dr. Miller seconded the motion. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The report was approved.

STATISTICS

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

HEALTH COMMISSIONER

The Health Commissioner distributed his report. He discussed the community outreach and meetings he has been attending. He informed the Board of the biannual budget that is being crafted for 2017. He also discussed the progress being made with accreditation

EXECUTIVE SESSION

Board President Mr. Rodhe asked that the Board move into executive session to discuss personnel issues with action to be taken in accordance with ORC 121.22(G) (1). Dr. Miller moved to accept this decision, Mr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved at 9:17 a.m.

113-16 SALARY INCREASE

On a motion from Dr. Miller, seconded by Mr. Miller and unanimously approved, the board reconvened from executive session at 9:50 a.m. At that time an additional action item was added to the agenda. A motion was made by Dr. Miller and seconded by Mr. Miller to increase the salary of the Health Commissioner pursuant to his contract to \$78,750.00 a year as an action after executive session. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none.

There being no further business the meeting was adjourned at 10:00.

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Kurt Rhode – President

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Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –November 18, 2016

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, November 18, 2016. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Kevin Lynch- Bargain Hunter
Carol Miller	Gini Kern	
Paul Miller		
Chris Pipes-Perone	Beth Crone	
Kurt Rodhe	Jennifer McCoy	
	Jon Croup	

The meeting was called to order by President Kurt Rodhe at 8:00 a.m.

APPROVAL OF MINUTES

The minutes of October 21, 2016 regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Mr. Miller the minutes of the October 21, 2016 meeting were approved. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

114-16 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$42,500.79
010	Sewage Program Fund	4,687.17
030	Clinic Fund	1,773.66
060	Special Services Fund	1,886.32
110	RV Park/Camp Fund	171.53
120	Swimming Pools	80.33
140	Private Water Fund	2,959.22
150	Solid Waste Fund	46.02
190	Food Service Fund	846.00
410	CFHS	410.62
420	Help Me Grow	621.16
430	WIC 2016 grant year	77.87
430	WIC 2017 grant year	2,081.64
440	Injury Prevention	2,156.78
450	Small Healthcare Provider QI	53.27
460	IAP	118.05
470	PHEP	410.62

Total Payables \$60,886.65

Dr. Miller moved that the accounts payable for October 2016 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, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

115-16 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of October 2016. Following discussion, Mrs. Miller moved that the account transactions report for the month of October 2016 be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

HEARINGS

A hearing was held in review of the proposed 2017 Food Service Fees written and submitted by Jon Croup at the October board meeting. At this time there were no comments or concerns expressed. The meeting was closed.

PUBLIC PARTICIPATION- None

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

116.16 CONTRACT WITH NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO)

The Health Commissioner presented to the board the contract to be considered. The contract with NACCHO is for the purpose of providing grant money in the amount of \$15,000.00. This will be used to fund any services or equipment needed in order to comply with accreditation standards. After discussion Mrs. Perone moved that the contract with NACCHO be accepted. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

117-16 CONTRACT FOR MATERNAL AND CHILD HEALTH GRANT DELIVERABLES

The Health Commissioner presented to the board a contract to be considered. The contract with Wayne County General Health District and Holmes County General Health District. Effective October 1, 2016 to September 30, 2017. Under this agreement Nicholas Cascarelli will be an independent contractor providing deliverables to the Holmes County Health District. After review and discussion of the contract. Mrs. Perone moved that the contract be accepted. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

118-16 FOOD SERVICE FEES

The Health Commissioner presented to the board a proposal for 2017 Food Service Fees written and submitted by Jon Croup at the October meeting.

	Allowed 2017	Proposed 2017001^
<b>Food Program</b>		
<25,000 sq ft.		
Risk Level 1	171.60	171.50
Risk Level 2	189.39	189.25
Risk Level 3	333.87	333.75
Risk Level 4	415.00	415.00
>25,000 sq ft.		
Risk Level 1	234.23	234.00
Risk Level 2	244.91	244.75
Risk Level 3	789.36	789.25
Risk Level 4	834.90	834.75
Mobile Unit	154.39	154.25
Vending Location	25.09	25.09
Temporary FSO/RFE, per day	65.21	65.00

These were reviewed for a second time and discussed by the board members. Mrs. Perone motioned that this be approved and adopted by the board, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

#### 119-16 2017-2021 AGENCY BUDGET

The Health Commissioner presented to the Board an Agency Budget that included an actual of 2014 & 2015, a current of 2016, and a proposed of 2017-2021. This is normally done as a 2 year however the Commissioner wanted to present this 5 year so we may project and plan accordingly. This will be revised accordingly as the years progress. After review Dr. Miller moved that the plan be approved Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

#### 120-16 PERSONNEL

The Health Commissioner presented to the board for approval the hiring of WIC Health Professional Jessica Klepatzki. Jessica is an RN already serving as we had approval to fill. She has accepted the position as part time if case load improves position could be needed for full time. After a brief discussion Mr. Miller moved to approve the proposal, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

#### 121-16 APPROVAL TO OBTAIN NEW CREDIT CARD SERVICES

The Health Commissioner presented to the Board the need for the district to change from our current credit provider (Chase Card Services) to a new provider (The Commercial Savings Bank) for several reasons. The current cards are in employee names and this poses a possible negative impact on their credit situation and we are not able to remove their names from the account. In addition, removing the employee names will provide a dual control which will be an added security measure. An added benefit will be having the credit source come from a local business. After brief discussion Mr Miller motioned that the change be approved, Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

#### 122-16 VARIANCE FOR BENNIE YODER

The Health Commissioner presented to the board a variance for Bennie Yoder of 7817 T.R. 553 in Holmesville. The request is to hook up to existing septic system an additional mobile home for the purpose of caring for elderly parents. The Board discussed the fact that this will be a temporary residence and when the parents are no longer occupying the residence this variance will be null and void. Mrs. Perone moved to approve the variance, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

COMMUNICATIONS – None

#### REPORTS

##### INCOME AND EXPENSE

The income and expense report for the month of **October** was reviewed and after discussion Mr. Miller moved that the report be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

##### STATISTICS

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

##### HEALTH COMMISSIONER

The Health Commissioner distributed his report. He discussed the community outreach and the survey they are putting together for the community to fill out so we can dedicate our resources appropriately. He informed the Board of the projected budget and the hopes to use it in conjunction with the survey results to serve the community. He also discussed the progress being made with accreditation with our domains reaching the 50% mark in completion. In closing he shared with the board the outcome of the Environmental Health Departments Sewage

Seminar that they held for contractors to obtain CEU hours. It was well attended with 122 participants.

EXECUTIVE SESSION

Board President Mr. Rodhe asked that the Board move into executive session to discuss personnel issues with action to be taken in accordance with ORC 121.22(G) (1). Mrs. Miller moved to accept this decision, Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved at 8:50a.m.

123-16 APPROVAL OF CONTRACT RENEWAL FOR JEFF KAUFMAN

On a motion from Dr. Miller, seconded by Mr. Miller and unanimously approved, the board reconvened from executive session at 9:20 a.m. At that time an additional action item was added to the agenda. A motion was made by Mr. Miller and seconded by Dr. Miller to approve the renewal of the contract for Jeff Kaufman for \$20.00 per hour not to exceed \$6400 and 320 hours of services. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none.

There being no further business the meeting was adjourned at 10:00.

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Kurt Rhode – President

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Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH  
ADDENDUM

Minutes –November 18, 2016

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, November 18, 2016. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Kevin Lynch- Bargain Hunter
Carol Miller	Gini Kern	
Paul Miller		
Chris Pipes-Perone	Beth Crone	
Kurt Rodhe	Jennifer McCoy	
	Jon Croup	

The meeting was called to order by President Kurt Rodhe at 8:00 a.m.

APPROVAL OF MINUTES

The minutes of October 21, 2016 regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Mr. Miller the minutes of the October 21, 2016 meeting were approved. On the roll call the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

114-16 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$42,500.79
010	Sewage Program Fund	4,687.17
030	Clinic Fund	1,773.66
060	Special Services Fund	1,886.32
110	RV Park/Camp Fund	171.53
120	Swimming Pools	80.33
140	Private Water Fund	2,959.22
150	Solid Waste Fund	46.02
190	Food Service Fund	846.00
410	CFHS	410.62
420	Help Me Grow	621.16
430	WIC 2016 grant year	77.87
430	WIC 2017 grant year	2,081.64
440	Injury Prevention	2,156.78
450	Small Healthcare Provider QI	53.27
460	IAP	118.05
470	PHEP	410.62
	Total Payables	\$60,886.65

Dr. Miller moved that the accounts payable for October 2016 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, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

115-16 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of October 2016. Following discussion, Mrs. Miller moved that the account transactions report for the month of October 2016 be approved. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

HEARINGS

A hearing was held in review of the proposed 2017 Food Service Fees written and submitted by Jon Croup at the October board meeting. At this time there were no comments or concerns expressed. The meeting was closed.

PUBLIC PARTICIPATION- None

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS

116.16 CONTRACT WITH NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO)

The Health Commissioner presented to the board the contract to be considered. The contract with NACCHO is for the purpose of providing grant money in the amount of \$15,000.00. This will be used to fund any services or equipment needed in order to comply with accreditation standards. After discussion Mrs. Perone moved that the contract with NACCHO be accepted. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

117-16 CONTRACT FOR MATERNAL AND CHILD HEALTH GRANT DELIVERABLES

The Health Commissioner presented to the board a contract to be considered. The contract with Wayne County General Health District and Holmes County General Health District. Effective October 1, 2016 to September 30, 2017. Under this agreement Nicholas Cascarelli will be an independent contractor providing deliverables to the Holmes County Health District. After review and discussion of the contract. Mrs. Perone moved that the contract be accepted. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

118-16 FOOD SERVICE FEES

The Health Commissioner presented to the board a proposal for 2017 Food Service Fees written and submitted by Jon Croup at the October meeting.

	Allowed 2017	Proposed 2017001^
<b>Food Program</b>		
<25,000 sq ft.		
Risk Level 1	171.60	171.50
Risk Level 2	189.39	189.25
Risk Level 3	333.87	333.75
Risk Level 4	415.00	415.00
>25,000 sq ft.		
Risk Level 1	234.23	234.00
Risk Level 2	244.91	244.75
Risk Level 3	789.36	789.25
Risk Level 4	834.90	834.75
Mobile Unit	154.39	154.25
Vending Location	25.09	25.09
Temporary FSO/RFE, per day	65.21	65.00

These were reviewed for a second time and discussed by the board members. Mrs. Perone motioned that this be approved and adopted by the board, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

#### 119-16 2017-2021 AGENCY BUDGET

The Health Commissioner presented to the Board an Agency Budget that included an actual of 2014 & 2015, a current of 2016, and a proposed of 2017-2021. This is normally done as a 2 year however the Commissioner wanted to present this 5 year so we may project and plan accordingly. This will be revised accordingly as the years progress. After review Dr. Miller moved that the plan be approved Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

#### 120-16 PERSONNEL

The Health Commissioner presented to the board for approval the hiring of WIC Health Professional Jessica Klepatzki. Jessica is an RN already serving as we had approval to fill. She has accepted the position as part time if case load improves position could be needed for full time. After a brief discussion Mr. Miller moved to approve the proposal, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

#### 121-16 APPROVAL TO OBTAIN NEW CREDIT CARD SERVICES

The Health Commissioner presented to the Board the need for the district to change from our current credit provider (Chase Card Services) to a new provider (The Commercial Savings Bank) for several reasons. The current cards are in employee names and this poses a possible negative impact on their credit situation and we are not able to remove their names from the account. In addition, removing the employee names will provide a dual control which will be an added security measure. An added benefit will be having the credit source come from a local business. After brief discussion Mr Miller motioned that the change be approved, Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

#### 122-16 VARIANCE FOR BENNIE YODER

The Health Commissioner presented to the board a variance for Bennie Yoder of 7817 T.R. 553 in Holmesville. The request is to hook up to existing septic system an additional mobile home for the purpose of caring for elderly parents. The Board discussed the fact that this will be a temporary residence and when the parents are no longer occupying the residence this variance will be null and void. Mrs. Perone moved to approve the variance, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

COMMUNICATIONS – None

#### REPORTS

##### INCOME AND EXPENSE

The income and expense report for the month of **October** was reviewed and after discussion Mr. Miller moved that the report be approved as requested. Mrs. Perone seconded the motion. On the roll call the following members voted in the affirmative: On the roll call the following members voted in the affirmative Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone and Mr. Rodhe. In the negative: none. The motion was approved.

##### STATISTICS

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

##### HEALTH COMMISSIONER

The Health Commissioner distributed his report. He discussed the community outreach and the survey they are putting together for the community to fill out so we can dedicate our resources



appropriately. He informed the Board of the projected budget and the hopes to use it in conjunction with the survey results to serve the community. He also discussed the progress being made with accreditation with our domains reaching the 50% mark in completion. In closing he shared with the board the outcome of the Environmental Health Departments Sewage Seminar that they held for contractors to obtain CEU hours. It was well attended with 122 participants.

#### EXECUTIVE SESSION

Board President Mr. Rodhe asked that the Board move into executive session to discuss personnel issues with action to be taken in accordance with ORC 121.22(G) (1). Mrs. Miller moved to accept this decision, Dr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, Mrs. Perone, and Mr. Rodhe. In the negative: none. The motion was approved at 8:50a.m.

#### 123-16 APPROVAL OF CONTRACT RENEWAL FOR JEFF KAUFMAN

On a motion from Dr. Miller, seconded by Mr. Miller and unanimously approved, the board reconvened from executive session at 9:20 a.m. At that time an additional action item was added to the agenda. A motion was made by Mr. Miller and seconded by Dr. Miller to approve the renewal of the contract for Jeff Kaufman for \$20.00 per hour not to exceed \$6400 and 320 hours of services. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none.

There being no further business the meeting was adjourned at 10:00.

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Kurt Rhode – President

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Michael E. Derr, Secretary

HOLMES COUNTY DISTRICT BOARD OF HEALTH

Minutes –December 16, 2016

The Holmes County District Board of Health met in regular session at the Health District office in Millersburg on Friday, December 16, 2016. The following were in attendance:

<u>Board Members</u>	<u>Staff</u>	<u>Guests</u>
Dr. Miller	Michael E Derr, MBA	Kevin Lynch- Bargain Hunter
Carol Miller	Gini Kern	
Paul Miller		
Kurt Rodhe	Beth Crone	
	Jennifer McCoy	
	Jon Croup	

The meeting was called to order by President Kurt Rodhe at 8:04 a.m.

APPROVAL OF MINUTES

The minutes of November 18, 2016 regular meeting were reviewed. On a motion by Mrs. Miller and seconded by Mr. Miller the minutes of the November 18, 2016 meeting were approved. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

123-16 APPROVAL OF ACCOUNTS PAYABLE

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

001	District Health Fund	\$10,775.99
010	Sewage Program Fund	2,688.63
030	Clinic Fund	1,078.78
060	Special Services Fund	775.19
110	RV Park/Camp Fund	66.12
120	Swimming Pools	44.48
140	Private Water Fund	2,329.48
150	Solid Waste Fund	29.65
190	Food Service Fund	343.00
420	Help Me Grow	2,602.04
430	WIC 2016 grant year	589.25
430	WIC 2017 grant year	599.25
440	Injury Prevention	2,614.09
450	Small Healthcare Provider QI	18,433.59
460	IAP	128.37

Total Payables \$44,619.13

Mr. Miller moved that the accounts payable for **November 2016** be approved and payment authorized with the itemized list becoming, by reference, a part of the minutes. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

#### 124-16 APPROVAL OF ACCOUNT TRANSACTIONS

The Board reviewed the account transactions report for the month of **November 2016**. Following discussion, Mrs. Miller moved that the account transactions report for the month of **November 2016** be approved. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

HEARINGS - None

PUBLIC PARTICIPATION- None

CONTINUING BUSINESS - The Non action Item Report was reviewed

NEW BUSINESS-

#### 125-16 CONTRACT WITH MILLERSBURG FAMILY PRACTICE

The Health Commissioner presented to the board the contract to be considered. As part of the HRSA grant for small healthcare providers we partner with and offer incentives for them to participate in chronic care issues and overall improvement to health in our community. After discussion Mrs. Miller moved that the contract be accepted. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

#### 126-16 CONTRACT WITH EAST HOLMES FAMILY PRACTICE

The Health Commissioner presented to the board the contract to be considered. As part of the HRSA grant for small healthcare providers we partner with and offer incentives for them to participate in chronic care issues and overall improvement to health in our community. After discussion Mrs. Miller moved that the contract be accepted. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

#### 127-16 CONTRACT WITH HOLMES FAMILY MEDICINE

The Health Commissioner presented to the board the contract to be considered. As part of the HRSA grant for small healthcare providers we partner with and offer incentives for them to participate in chronic care issues and overall improvement to health in our community. After discussion Mrs. Miller moved that the contract be accepted. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

128-16 CONTRACT WITH POMERENE FAMILY MEDICINE

The Health Commissioner presented to the board the contract to be considered. As part of the HRSA grant for small healthcare providers we partner with and offer incentives for them to participate in chronic care issues and overall improvement to health in our community. After discussion Mrs. Miller moved that the contract be accepted. Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller and Mr. Rodhe. In the negative: none. The motion was approved.

129-16 APPROPRIATIONS BUDGET FOR 2017

The Health Commissioner presented to the board an appropriation budget for the already approved 2017 budget, this will all for adjustments to expected revenue along with a better projection on expenditure. After review and discussion Mr. Miller moved that the contract be accepted. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative. Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

130-16 FOOD SERVICE FEES

The Health Commissioner presented to the board a proposal for 2017 Food Service Fees written and submitted by Jon Croup at the October meeting.

	Allowed 2017	Proposed 2017001^
<b>Food Program</b>		
<25,000 sq ft.		
Risk Level 1	171.60	171.50
Risk Level 2	189.39	189.25
Risk Level 3	333.87	333.75
Risk Level 4	415.00	415.00
>25,000 sq ft.		
Risk Level 1	234.23	234.00
Risk Level 2	244.91	244.75
Risk Level 3	789.36	789.25
Risk Level 4	834.90	834.75
Mobile Unit	154.39	154.25
Vending Location	25.09	25.09
Temporary FSO/RFE, per day	65.21	65.00

These were reviewed for a third time and accepted by the board members. Mr. Miller motioned that this be approved and adopted by the board, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

#### 131-16 BOARD OF HEALTH MEETING DATES FOR 2017

The Health Commissioner presented to the Board a list of meeting dates set for the calendar year 2017. After review they decided to move the February date from 2/17/16 to 2/24/17. Mrs. Miller moved that the plan be approved Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

#### 132-16 PERSONNEL RESIGNATION OF HEATHER SHRIVER

The Health Commissioner presented to the board for approval the resignation of WIC intake clerk Heather Shriver. She has decided to return to work at her family business. After a brief discussion Mrs. Miller moved to accept the resignation, Mr. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

#### 133-16 REQUEST TO FILL POSITION FOR WIC INTAKE CLERK

The health commissioner asked the board for approval at this time to fill the position of WIC intake clerk which will be vacant as of January 13<sup>th</sup> 2017. Mr. Miller motioned that this be approved, Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

#### COMMUNICATIONS – None

Dr. Paul Miller arrived

#### REPORTS

##### INCOME AND EXPENSE

The income and expense report for the month of **November** was reviewed and after discussion Mr. Miller moved that the report be approved as requested. Mrs. Miller seconded the motion. On the roll call the following members voted in the affirmative Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved.

##### STATISTICS

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

#### HEALTH COMMISSIONER

The Health Commissioner distributed his report. He discussed the community outreach and the continued work in FCFC on the community care board, as well as the continued work on the SPARK messaging campaign. He informed the Board that the commissioner groups continue to look at Governor Kasich's budget bill. He also discussed the progress being made with the upcoming grants and the RFP's that are due in the next week in order to keep dollars rolling in to the community. In closing he shared with the board the accreditation process as we are now in the middle of a community health assessment. Domain teams continue their work on collecting documents and at the 50% mark in our progress.

#### EXECUTIVE SESSION

Board President Mr. Rodhe asked that the Board move into executive session to discuss personnel issues with action to be taken in accordance with ORC 121.22(G) (1). Dr. Miller moved to accept this decision, Mr. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none. The motion was approved at 8:50a.m.

#### 134.16 MAURICE MULLET AND ESTHER SPRENG AWARDS

Nominations were discussed for the first recipient of the Maurice "Mo" Mullet and the Esther Spreng awards. Deb Zuercher was nominated for both of these awards. Dr Miller motioned to accept this nomination, Mrs. Miller seconded the motion. On the roll call, the following members voted in the affirmative: Dr. Miller, Mr. Miller, Mrs. Miller, and Mr. Rodhe. In the negative: none.

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Kurt Rhode – President

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Michael E. Derr, Secretary