

The Kenton-Hardin General District Health board met in regular session at 7:05 p.m. on Tuesday, June 25, 2019 in the Kenton-Hardin Health Department Conference Room, Kenton, Ohio. The following board members were present: Mr. Bob Wood, Ms. Angela Aaron, Mr. Chase Doll and Ms. Jeryl Kissling. Employees present: Dr. Kalyan Das, Ms. Cindy Keller, Mr. Shane Lotts, Mr. Kevin Risner, Melody Stockdale and Ms. Pamela Romanko. Guests present: Township Trustee Mr. Daryl Flowers, Hardin County Commissioner, Timothy Striker and Kenton Times Reporter Mr. Ty Thaxton.

1.0 Convention

1.01 Call to Order

President, Bob Wood called the meeting to order at 7:05 pm.

1.02 Pledge of Allegiance recited

1.03 Acceptance of Agenda

1.04 Approval of Minutes

A. May 28, 2019

After review of the minutes, Ms. Jeryl Kissling moved to approve the May 28, 2019 minutes as presented. Ms. Angela Aaron seconded the motion. The motion passed with unanimous roll call vote.

2.0 Committee Reports

2.01 Sanitarian/Environmental

Environmental Director, Shane Lotts presented his written report. Mr. Lotts reported that due to the recent heavy rains, he gave Clive & Tammy Howard an extension until July 15, 2019 to clean up their property located at 9882 CR 95 Kenton.

Mr. Lotts reported that Village of Forest had informed him of a water shut-off notice for Phillip & Margie Burkholder at 305 E. Dixon St., Forest. He had previously issued a notice giving them until June 13, 2019 to restore water service or risk condemnation. The property owner is in a nursing home and his son is living there. Ms. Jeryl Kissling moved to condemn the property at 305 E. Dixon St., Forest, Ohio. Mr. Chase Doll seconded the motion. The motion carried with unanimous roll call vote.

Mr. Lotts also reported that he had received a request from the Buck Township Trustees for immediate condemnation of a property located at 14741 Gilmore Street, Kenton, Ohio owned by Michael Weatherhead. There is a burned-out house and a septic tank that is missing a lid on the property. There are children from the Kenton Village Apartments who are playing there. Immediate condemnation by the health department is allowed in cases where persons' health and safety are threatened. Ms. Jeryl Kissling moved to grant immediate condemnation of the property at 14741 Gilmore Street, Kenton, Ohio. Mr. Chase Doll seconded the motion. The motion carried with unanimous roll call vote.

Mr. Lotts' written report stated that he performed 5 site inspections, 7 twelve-month septic inspections, and 2 pool inspections. Other nuisance activities included investigating 527 S. Detroit St., Kenton, 510 East St., McGuffey and 17904 TR 95, Kenton.

Mr. Lotts reported that the Ohio Department of Health Well Survey was conducted and completed on July 10th and 11th 2019. The survey went very well and results will be available in 3 to 6 months

Mr. Lotts then presented Mr. Derek Dunson's written report. Mr. Derek Dunson's written report stated that he performed 13 routine food inspections and 2 food plan reviews. In addition, he investigated 1 animal bite report, tested 1 raccoon for rabies and collected 3 water samples.

Mr. Lotts presented three septic permits that are going to expire soon. The systems have not been installed due to the wet conditions. Because there is a provision in the Sewage code that the Board can extend the permit for a period of six months, he is requesting an extension on each of the following properties: Tammy Warren-15589 TR 119, Kenton; Travis Weber-0298 CR 183, Forest; Terry Beightler-14971 TR 60, Forest. Mr. Chase Doll moved to approve and extension to install the septic systems for these three properties. Ms. Jeryl Kissling seconded the motion. The motion carried with unanimous roll call vote.

2.02 Nursing

Director, Ms. Cindy Keller reported 189 Immunizations, 3 Lead tests, 18 TB screens, 107 patients on BCMH, 15 Help Me Grow families and Family Planning had 7 in person encounters since the last Board of Health meeting. She informed the Board members that the final Family Planning clinic will be in September.

Ms. Keller presented her written report. She reported that the CQI for outside clinics is currently on hold due to lack of staff. One new crib was distributed this month.

Ms. Keller's report also indicated that there are 3070 Hepatitis A cases as of June 17, 2019 with 79 Ohio counties having cases. Hardin County currently has one Outbreak case. She reported that the Ohio Department of Health sent us \$2,288.00 for Hepatitis A activities from January 1, 2018 to May 15, 2019.

Eight individuals received training on Naloxone kits at the Community Project Dawn on June 11th at Ohio Northern University. Two expired kits were refilled and one new kit was distributed.

HMG Home Visiting has extended the current contract by six months. Governor DeWine is increasing funding to Home Visiting programs.

2.03 Strategic Plan Review

Ms. Keller presented a revised page 30 of the Strategic Plan. The revision is an additional action step under the Employee Recognition Program Activity. The step states that a new account will be added to the annual budget to pay for employee appreciation expenses. Ms. Jeryl Kissling moved to approve the revision to the strategic plan to add the budgetary item. Mr. Chase Doll seconded the motion. The motion carried with unanimous roll call vote.

2.04 Accreditation

The final date to submit all documentation to PHAB is September 7, 2019. We are planning to push the button on September 3, 2019.

Ms. Cindy Keller reported that there were 15 people who attended the to the public release of the Community Health Assessment (CHA) on June 3, 2019 at the Hardin County Sherriff's community room. Emily from the Hospital Council of Northwest Ohio has set the dates for 4 meetings to complete our new Community Health Improvement Plan (CHIP).

Ms. Keller directed the board members' attention to the Performance Management graphs for the Accreditation process. They have uploaded 25% of the Accreditation documents into e-PHAB. Ms. Kelsey Ralston added that she and Ms. Keller have designated every Friday as the day they are uploading documents.

Ms. Keller presented the following five policies that were due to be reviewed by the Board of Health.

- 1) Policy 10.3.2018.6 - Culturally and Linguistic Appropriate Services (CLAS)
- 2) Policy 10.4.2017.2 - KHHD Purchase Price Analysis Policy
- 3) Policy 10.6.2018.6 - Confidential Information Policy
- 4) Policy 10.7.2017.2 - Emergency Phone Policy
- 5) Policy 10.2.2018.5 - Social Media Use and Management Policy

After reviewing the policies, Ms. Angela Aaron made a motion to accept these five policies with no revisions. Ms. Jeryl Kissling seconded the motion. The motion passed with unanimous roll call vote.

2.05 Health Commissioner

Health Commissioner, Dr. Kalyan Das presented the Communicable Disease Report for May. The report indicated that there were 20 reports of Communicable Diseases in Hardin County for the month of May which is an increase from 14 cases in April.

2.06 Public Relations / PIO

Public Information Officer, Kelsey Ralston's written report stated that she has given out 6 car seats since the last board meeting.

Ms. Ralston attended the Radon grant annual meeting. She gained some good information.

2.07 Emergency Preparedness

Mr. Kevin Risner's presented his written report. He also presented the Union County Contract for the Administration Support for Fiscal Year 2020 Epidemiological Services for approval. The contract amount is \$16,500.00. Ms. Jeryl Kissling moved to accept the Epidemiological Services contract with Union County. Mr. Chase Doll seconded the motion. The motion passed with unanimous roll call vote.

Mr. Risner reported that the Physician's Pain Management education event went very well. There were participants from both inside and outside the county. Dr. Das expressed that he was very impressed.

Mr. Risner further reported that he had met with Esther Benetar with ODH for her site visit for Drug Overdose Prevention Program grant. They discussed positive areas as well as areas to improve.

2.08 Vital Statistics

Fiscal officer, Pam Romanko drew the board's attention to Ms. Jackie Prater's Vital Statistics report. In May, 43 death certificates were made and 15 new death certificates were filed. In addition, 113 certified copies of birth certificates were made, 6 birth verifications for government offices were made and 4 home births were filed.

2.09 Administrative/Financial

Fiscal Officer/Accountant, Ms. Pamela Romanko presented the itemized transaction report and the financial reports for May.

Ms. Romanko presented a new Purchase Order for Vital Statistics State Fees. The budget amounts had been previously approved but the original Purchase Order did not utilize the total budget.

Ms. Romanko then directed the Board's attention to the Monthly Board Member Visitation Sign-In Sheet for visits since the last Board of Health meeting.

3.0 Old Business

4.0 New Business

Board president, Mr. Robert Wood read a letter of resignation presented by Fiscal Officer, Pamela Romanko. Mr. Chase Doll moved to accept Pamela Romanko's resignation. Her last day will be July 5, 2019. Ms. Jeryl Kissling seconded the motion. The motion carried with unanimous roll call vote.

5.0 Anniversary/Employee Recognition

There were no employee anniversaries for the month of June.

6.0 Board President

Ms. Jeryl Kissling moved to into closed session for the discussion of personnel. Ms. Angela Aaron second the motion. The board went into closed session at 8:10pm. The board came out of closed session at 9:00pm.

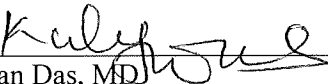
Ms. Jeryl Kissling made a motion to offer Kelli Parr the full-time position as Public Health Nurse contingent upon signing an agreement to reimburse the Health Department for any training costs if she leaves prior to 2 years of service.

8.0 Board Education

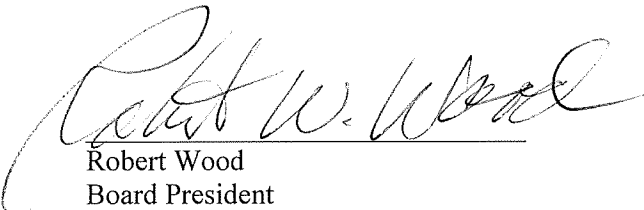
7.0 Adjournment

As there was no further business, Ms. Jeryl Kissling made the motion to adjourn the meeting. Mr. Chase Doll seconded the motion. The meeting was adjourned at 9:02pm. The next meeting is June 25, 2019 at 7:00pm.

ATTEST:



Kalyan Das, MD
Health Commissioner



Robert Wood
Board President