

The Kenton-Hardin General District Health board met in regular session at 5:00 p.m. on Tuesday, April 26, 2022. The following board members were present: Mr. Robert Wood, Ms. Jeryl Kissling, Ms. Marty Gray, Mr. Roger Crates and Mr. Chase Doll. Employees present: Ms. Jamie Hunsicker, Mr. Shane Lotts, Mr. Derek Dunson, Ms. Jackie Prater, Ms. Katy Flinn, Ms. Kelsey Ralston, Ms. Dionne Staley and Ms. Melissa Humble. Guests present: Kenton Times reporter, Mr. Dan Robinson, Hardin County Commissioner Mr. Fred Rush, Kenton City Mayor Lynn Webb, McDonald Township Trustee Mr. Dan Beale and Goshen Township trustee Mr. Daryl Flowers.

1.0 Convention

1.01 Call to Order

President, Mr. Robert Wood called the meeting to order at 5:00 pm.

1.02 Pledge of Allegiance

1.03 Acceptance of Agenda

1.04 Approval of Minutes

After review Mr. Roger Crates made a motion to approve the March 22, 2022, minutes. Ms. Jeryl Kissling second the motion. Mr. Chase Doll Abstained, he wasn't in attendance at the last meeting. The motion passed with a majority roll call vote.

2.0 Committee Reports

2.01 Sanitarian/Environmental

Mr. Shane Lotts reported that he completed 5 sewage site inspections, 1 well permit, and answered numerous calls regarding property transfers and well and septic inspections.

515 King Street, Kenton water shut off notice was given, the health department issued a letter, as of April 20, 2022, the water service hasn't been restored. No one presently living there, it was tabled for now.

He has talked with Prosecutor Brad Bailey regarding water shut offs and nuisances. He stated that the Townships and municipalities are to start nuisance proceedings, and all the health department can do is give a health opinion. The health department will not be doing anything with water shut offs unless there is evidence that there is someone living at the property.

808 Robinson Ave., Kenton water shut off notice. Issued a letter regarding renewal of service before May 4, 2022. As of April 20, 2022, the service has not been restored.

The Health Board condemned the property at 12511 Barbara Dr., Kenton on June 30, 2021. The occupants left but returned in early 2022. Mr. Lotts stated that he has been working with the Hardin County Prosecutor's office and the mortgage company on mitigating the situation. He has made visits to the property in early March and on April 19, 2022, along with the Hardin County Sheriff's Office to document the outside conditions and to verify that individuals were still occupying the home. A letter was given to the board members that the Prosecutor's office was given regarding the property. It stated that the property is in violation of a condemnation order by the Kenton-Hardin Health Department from June 22, 2021, executed on June 30, 2021. This property is now bank owned and at this time the individuals are out.

2.01.1 Mr. Derek Dunson's report stated that he performed 23 food inspections, 7 Mobile Food pre-licensing inspections, 1 30-Day food inspection. 1 Temporary Food license Inspection, application, plans and review. 2 Mobile food concession plans.

He also collected 8 water samples and attended an ODH Residential Water & Sewage quarterly meeting/call.

There were also 5 animal bites this month.

Mr. Dunson investigated a nuisance at 7345 State Route 53, Forest. He presented before and after pictures to the health board members. The property nuisance will be abated as of May 1, 2022.

2.02 Nursing

Nursing Director, Ms. Melissa Humble reported that nurses, Ms. Tracie Marshall and Ms. Darlene Ellis performed free lead tests on April 18, 2022, through the lead grant. Ms. Marshall went to the physicians' offices on April 8, 2022, to discuss the importance of testing their pediatric patients for high lead levels and to educate them on what steps they should take if they have a child with a high lead level.

Ohio Northern University has asked the health department to provide a Naloxone training for the students each year in the fall and in the spring. This will be a great partnership to help spread the word about Project Dawn and to get some Narcan kits into the community for those who need them.

The CMH (Children with Medical Handicaps) program has received 6 new treatment clients and 8 new diagnostic clients this month.

There are currently 3 active families enrolled in the Help Me Grow Program. The nursing staff will be working on a summer reading day for the community to bring awareness to the program. Nursing Director Ms. Humble will be completing the desk audit which is to be completed and submitted by the end of April.

Blood Pressure Clinics have been provided free of charge to the community members in at the Council on Aging, the Plaza Inn located in Mt. Victory, and The Dunkirk Library.

An Immunization clinic has been added at the Libraries in Ridgeway and Mt Victory, next month there will be a vaccine clinic on May 17, at the Alger Library after the Ada clinic. The Health Department has signed up with the ODH Immunizations for Adults Program which provides vaccines to those adults who are uninsured or underinsured in our community.

Covid clinics are remaining about the same with usually only 4-5 people come in for a vaccine or Booster dose. The nurses have been working with Kenton Nursing and Rehab to get their patients and employees a vaccine or booster doses. The nurses are still sending out letters for some people that need them to return to work or school and still answering any questions from community members that call the health department.

She and Ms. Ralston have started the bike program. More information will be given later.

2.03 Health Commissioner

Ms. Jamie Hunsicker presented her report, she stated again that we are in need of office space, the Accreditation Coordinator is sharing an office with her at this time.

AOHC training Health Commissioner University is Scheduled for May 11 – 113, 2022. It will be held online.

Ms. Hunsicker reviewed the current Vacation Policy for board members. – The carryover and payment for unused vacation leave policy is as follows:

Vacation leave is to be taken within twelve (12) months following the employee's anniversary date. An employee in special and meritorious cases and upon approval of the Appointing Authority, may be permitted to carry over accumulated vacation leave for up to a total of three (3) years. Any excess leave shall be eliminated from the employee's leave balance at the next anniversary date in the amount exceeding three (3) years carryover. Historically, the health department has followed the three-year accumulation due to short-staff, small number of staff members in each department. Because the policy states 'upon approval of the Appointing Authority', approval needs to be recorded in meeting minutes if the board desires to continue the three-year accumulation practice.

A motion was made by Board Member, Ms. Jeryl Kissling to allow staff to accumulate a total of up to but not to exceed 3 years of vacation time. Staff is to make sure to check before anniversary date pay period that the vacation time hasn't accumulated more than 3 years of vacation time. Ms. Marty Gray second the motion. The motion passed with a majority roll call vote.

A full staff meeting held on April 14, 2022. Staff discussed the vacation policy. Ms. Dionne Staley provided each staff member with a letter that included their anniversary date, current accumulated vacation, maximum vacation that can be accrued on the anniversary date (using the three-year accumulation), and current salary.

We also discussed the need for storage and office space. We do need to move some of the things stored in the stairwell. An inventory list needs to be compiled to see what is where and how to better store them. During the fire drill, we found that it was too crowded in the stairwell for safety.

Staff is to make a list of who is in charge each of our programs and who does what, to further clarify who to contact with questions.

A work group is being created to clean up our server and to determine who has access to each file. This will be a Quality Improvement project. Tim from the Nerd Room will provide expertise regarding the process.

Kelsey presented a template for individual performance management sheets which will be attached to our new annual merit evaluation.

Each department shared updates.

Ms. Hunsicker gave the strategic plan as well as what is needed to be worked on in the future. There are 4 priorities that she shared and will be working on. #1 is Project Dawn, #2 is Increase Community Awareness, #3 is to promote KHHD employee satisfaction, improve communications between KHHD staff and BOH to retain employees, #4 is to promote and sustain communications between department, staff, BOH, and the community stakeholders, and #5 KHHD will maintain financial stability to ensure its sustainability and capacity to deliver core public services.

The Communicable Disease report for March 2022 was given with no questions.

2.04 Accreditation Coordinator

Ms. Katy Flinn reported that she has continued to attend webinars to learn more about being an Accreditation-Coordinator. She will continue to train with Ms. Kelsey Ralston to prepare our organization for re-accreditation.

Ms. Flinn contacted The Hospital Council of Northwest Ohio previously to look into starting the new Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP) process. Ms. Flinn, Ms. Ralston, Ms. Humble and Ms. Hunsicker had a meeting with Ms. Emily Gensler from the Hospital Council today, April 26 to learn more about the process. We will be meeting with Ms. Gensler and our Community Health Assessment partners virtually and possibly providing the partners with the option of meeting with our department in person. Donation letters have been sent to the community and there is already one significant donation.

Ms. Emily Gensler from the Hospital Council has provided the assessment, plan, quote and timeline, as well as the draft contracts for the board to approve at this April meeting in order to stay on the timeline given. There are 2 contracts to approve and then one will be used when information is received as to which one is the appropriate contract. Contract #1 will be used if we need the Council to collect the Adults and Ohio Healthy Youth Environments Survey data, it is \$69,765. Ms. Marty Gray made a motion to approve the contract for \$69,765 if needed. Ms. Jeryl Kissling second the motion. The motion passed with a majority roll call vote.

Contract #2 Is if we don't need them to collect youth data, it is \$59,550. The Ohio Healthy Youth Environments Survey will be what is used for data with #2 and we should know about this sometime in May 2022. The Hardin County Prosecutor's Office has reviewed both contracts prior to the April 2022 meeting. Ms. Marty Gray motioned to approve the contract for \$59,550. If needed. Ms. Jeryl Kissling second the motion. The motion passed with a majority roll call vote.

Ms. Flinn informed the Health Board that PHAB sent an annual accreditation service fee invoice to be approved in the amount of 5600. After discussion, a motion was made by Ms. Jeryl Kissling to approve the payment of this annual fee for \$5600. Second by Ms. Marty Gray. The motion passed with a majority roll call vote.

2.05 Emergency Preparedness

Mr. Sean Beck was not present at the meeting, Ms. Dionne Staley presented the new PHEP contract for the year July 1, 2022-June 30, 2023, in the amount of \$55,250. Ms. Jeryl Kissling made a motion to approve the 2022 – 2023 PHEP Grant contract. Mr. Chase Doll second the motion. The motion passed with a majority roll call vote.

In his report, he stated that the Health Department has been approved for an \$18,000 grant from ODH for Covid-19 Enhanced Operations. We will be able to use it for almost anything. Mr. Beck is developing a plan on how we can best use the funding. He will have more information once it has been formalized.

2.06 Public Relations / PIO

Ms. Kelsey Ralston had an increased amount of car seat appointments last month through Ohio Buckles Buckeyes. She has a significant amount of car seats and will continue to receive more. She reached out to WIC and will partner with them on a car seat day.

She has been working closely with Ms. Katy Flinn on accreditation. Her goal is to make the transition as easy as possible and help prepare her for the continuing work towards re-accreditation. They have been working diligently on the CHA and CHIP process currently as well as gathering information on the upcoming annual report that will be submitted later this year.

Ms. Ralston has shared the template for staff personal Performance Management sheets. I have been working to help everyone develop their tracking sheets for the merit evaluation. Ms. Melissa Humble and I are planning on devoting some time to the Project DAWN and Help Me Grow sheets to get those up to date.

She is working to increase our social presence around other topics. Her focus is to work with Ms. Flinn on messaging related to how the health department gathers important information on health and why this is vital to the overall health of the community. There has been some focusing lately on the new locations we are offering vaccines as well as some Parent Connectors information for families.

2.07 Vital Statistics

Registrar, Ms. Jackie Prater submitted the vital statistics report for March 2022. 119 Certified death certificates were issued, 37 Death Certificates were filed. In addition, 138 certified copies of birth certificates were issued, 1 birth verification for government offices and 1 home birth was filed.

2.08 Administrative/Financial

Ms. Dionne Staley gave the financial reports for March 2022. A financial meeting was held before this month's Health Board meeting, Ms. Staley will have minutes ready by next board meeting.

A Purchase order for PO#20076 General-Vital Statistics of \$24,300 was presented for approval. (original Purchase Order, was written for \$2,700 not \$27,000). A motion was made by Ms. Jeryl Kissling to approve the purchase order for \$24,300. Second by Mr. Chase Doll. The motion passed with a majority roll call vote.

3.0 Board Continuing Education

None discussed.

4.0 Old Business

County Commissioner, Mr. Fred Rush reminded everyone of the eclipse coming in 2024. He asked that Mr. Lotts get him numbers on what the department might need as far as funds to cover the expenses the Health Department might incur. He asked that someone come to the courthouse sometime next week to present this.

5.0 New Business

Kenton City Mayor, Lynn Webb said the West Espy Street water line that blew out is now fixed with good pressure. The Quarry well is up and running with EPA approval. She thanked Mr. Lotts for helping the city with various properties.

6.0 Anniversary/Employee Recognition

The Board of Health thanked Mr. Shane Lotts for 15 years of service to the Health Department with a gift card. The Health Board recognized Public Health Week with pizza for the staff. They recognized the Nurses for Nurses Week with a card. They also recognized the Front Office Staff for Administrative assistant week with a meal.

7.0 Board President

Ms. Jeryl Kissling made the motion to go into closed session at 5:45 pm to discuss personnel. Ms. Marty Gray second the motion. The motion passed with a majority roll call vote.

The Board came out of closed session at 6:08 pm with the following motions:

Ms. Jeryl Kissling made a motion to pay Medical Director Dr. Lawrence Kuk's Medical Liability Insurance for the health department. Ms. Marty Gray second the motion. The motion passed with a majority roll call vote.

Ms. Jeryl Kissling made a motion to approve Ms. Katy Flinn to have her benefit anniversary to be June 5, 2013, and 204.52 sick hours (with 22.50 used) to transfer to the Health Department. Ms. Marty Gray second the motion. The motion passed with a majority roll call vote.

Ms. Jeryl Kissling made a motion to approve Ms. Katy Flinn's benefit anniversary to be June 5, 2013. Ms. Marty Gray second the motion. The motion passed with a majority roll call vote.

Ms. Jeryl Kissling made a motion to approve Mr. Sean Beck's benefit anniversary to be October 29, 2020. Ms. Mary Gray second the motion. The motion passed with a majority roll call vote.

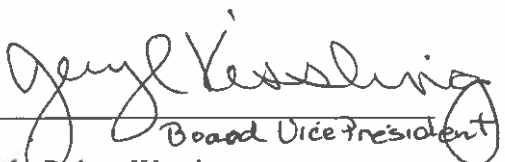
8.0 Adjournment

As there was no further business, Ms. Jeryl Kissling made a motion to adjourn the meeting. Ms. Marty Gray second the motion. The motion passed with a majority roll call vote. The meeting was adjourned at 6:10 pm. The next meeting will be May 24, 2022, at 5:00 pm.

ATTEST:



Ms. Jamie Hunsicker DNP, RN
Health Commissioner


Board Vice President

Mr. Robert Wood
Board President