



**KENTON-HARDIN**  
HEALTH DEPARTMENT



**Public Health**  
Prevent. Promote. Protect.

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The Kenton-Hardin General District Health board met in session at 5:00 p.m. on Tuesday, August 23, 2022. The following board members were present: Ms. Jeryl Kissling, Ms. Marty Gray, Mr. Roger Crates, Mr. Chase Doll. Employees present: Ms. Jamie Hunsicker, Mr. Shane Lotts, Mr. Derek Dunson, Ms. Jackie Prater, Ms. Katy Flinn, Ms. Kelsey Ralston, Ms. Melissa Humble, Mr. Sean Beck and Ms. Dionne Staley. Guests present: Hardin County Commissioner Mr. Tim Striker, Kenton City Mayor Ms. Lynn Webb, Kenton Times reporter Mr. Tim Thomas and Goshen Township trustee Mr. Daryl Flowers.

## **1.0 Convention**

### **1.01 Call to Order**

Vice-President, Ms. Jeryl Kissling 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 July 26, 2022, meeting minutes. Ms. Marty Gray seconded the motion. The motion passed with a majority roll call vote.

After review of the Special Meeting held on August 1, 2022, a motion was made by Mr. Chase Doll and seconded by Ms. Marty Gray. The motion passed with a majority roll call vote.

## **2.0 Committee Reports**

### **2.01 Sanitarian/Environmental**

Mr. Shane Lotts reported that he completed 2 sewage site inspections, 4 sewage final inspections, 6 twelve-month sewage inspections, 7 Well Permits, 5 pool inspections. He has answered numerous calls regarding property transfers and well and septic inspections.

He gave a 30-day notice for a trash nuisance to Anthony & Alissa Cramer at 2451 Main St., Dola. Given until September 1, 2022, to abate the issue.

Looked at 432 W. Lima St., Kenton for the City of Kenton per their codified nuisance ordinance.

Mr. Lotts will be presenting the yearly cost methodology at the September meeting.

Erie County will not be continuing their MOU for business plumbing inspections. Hancock County will be doing these and sending their MOU for business plumbing inspections.

He will be having a training on August 30, with EPA for changes in the sewage funding program.

**2.01.1** Mr. Derek Dunson reported that he performed 18 food inspections, he reviewed, approved and inspected 6 temporary food applications for licensure. He reviewed 1 Mobile Food plan. He also performed 1 food facility 30-day inspection. Reviewed 1 pre-licensing inspection. He collected 7 water samples for coliform bacteria testing.

### **2.02 Nursing**

Ms. Melissa Humble reported that the Blood Pressure Clinics are going well. August 12, 2022 was the first clinic at the Ada Library with a good turnout.

The Help Me Grow annual report for Parents as Teachers has been submitted and our Parents as Teachers affiliate was renewed. Ms. Humble, reported that the Roll and Read Program on August 20, 2022, at Boy Scout Lake went very well. There were approximately 20 to 25 participants. A big thank you went out to all who volunteered.

Immunization outreach clinics are seeing a lot more people coming in for school vaccinations.

The Health Department has decided not to contract with PCG for contact tracing. Will continue to discuss how the \$18,000 grant funds will be used.

The flu clinic is at the Hardin County Fair on Friday, September 9, 2022. The location is behind the Community Building. The drive thru flu clinic will be held on October 15, 2022. It is located under the Courthouse Annex, from 9:30 – 12:30.

4 Project Dawn kits were given out and trainings provided.

### 2.03 Health Commissioner

Ms. Jamie Hunsicker reported that there was a staff meeting held on August 11. During the meeting the confidentiality policy was reviewed as well as the work from home policy. We started working on the DEI portion of the of the new PHAB standards. Staff will be completing the Health Equity Skills for Public Health Professionals survey to determine our baseline needs for training and education. We also discussed Professionals survey to determine our baseline needs for training and education. Discussion about timesheets and it was decided that the staff would record their time in and out on their timesheet. This was recommended by the Health Board. The need to clean up and move items from the stairwell and the need for more space for storage and staff.

Annual Staff training will be October 10, staff will complete trainings, the office is not open that day. Training will include basic CPR training.

The updates in this section are in **bold**. Ms. Hunsicker gave a report on the strategic plan as well as what is needed to be worked on in the future and what had been worked on recently. There are 5 priorities that she shared. **#1 is Project Dawn, Mr. Sean Beck has created a distribution sign-out sheet which is hanging by his office door. #2 is Increase Community Awareness, Ms. Katy Flinn has been working on building these strategic partnerships as she plans for the CHA and CHIP. She has reached out to local churches and others in the community who may have not been contacted in the past. #3 is to promote KHHD employee satisfaction, improve communications between KHHD staff and BOH to retain employees. Should a board work team be initiated to develop the criteria for employees of the year and above and beyond certificate? Ms. Kelsey Ralston has highlighted staff within the newsletter and annual report. Purchased Hardin County Fair Tickets for each employee. See sign in sheet for board members visitation to the office. #4 is to promote and sustain communications between department, staff, BOH, and the community stakeholders. Ms. Ralston maintains regular postings on social media. #5 KHHD will maintain financial stability to ensure its sustainability and capacity to deliver core public services. Salary review in process. Ms. Flinn contacted community partners to collaborate on CHA & CHIP, including requests for financial donations/backing. Ms. Katy Flinn & Mr. Sean Beck are both registered for an on line grant writing training on September 12, 2022.**

Epidemiology Report for July was included for review.

### 2.04 Emergency Preparedness

Mr. Sean Beck said that he working with Union County on a plan to rebuild our version of the Healthcare Coalition. There will be information to present at the next board meeting.

The drive thru flu clinic will be used as an exercise to determine volunteer capabilities and to start preparing for the Solar Eclipse.

PHEP deliverables are 90% done for the current quarter of the fiscal year.

Possible Nuclear and Radiological training opportunity in Las Vegas, Nevada, December 4 – 9, 2022. He is looking into final costs, but right now, it's looking like the program will be funded, including airfare, lodging, and meals while there,) through FEMA and the Department of Energy. He would like the Board's permission to attend this training opportunity. Hardin County does not have anyone trained in radiological response, and the PHEP grant's focus for the current fiscal year is radiation and radiological preparedness. A motion was made by Ms. Marty Gray to approve Mr. Beck's fully funded training in Las Vegas NV, December 4 – 9, 2022. Seconded by Mr. Chase Doll. The motion passed with a majority roll call vote.

### 2.05 Accreditation Coordinator

Ms. Katy Flinn reported on the following:

**Community Health Assessment:** The Hospital Council of Northwest OH. sent the new adult draft questionnaire in late July 2022. The draft questionnaire was then sent to our community partners (also in late July 2022), for them

to review and let me know if they have any questions about or thought that anything needed changed or added on the draft questionnaire. The Council hopes to send us the final copy of the new adult health questionnaire soon. They plan to have their mailing company send the advance wave letter to Hardin Co. Adult residents in mid-September 2022 to let them know that they may be randomly selected to complete our new adult health questionnaire. In late October, the council plans to have their mailing company send out the first wave letter to the Hardin Co. adult residents that have been randomly selected to complete the questionnaire.

**Quality Improvement:** The Quality Improvement team created the QI Project Action Plan during their third meeting on August 9, 2022. (An action plan is a logistical step-by-step process/plan that the team will follow through the completion of the QI Project, it includes tasks, target start and end dates for each task, and the desired outcome of each task). We need the board to approve our action plan. The fourth QI team meeting was Tuesday, August 23, 2022. A motion to approve the action plan was made by Ms. Marty Gray. Seconded by Mr. Chase Doll. The motion passed with a majority roll call vote.

**Agency Plans:** Our KHHD Branding Plan was updated (according to the new Version 2022 Public Health Accreditation Board (PHAB), standards), and was approved by our KHHD Admin Team on August 11, 2022. Our KHHD Continuous Quality Improvement (CQI), Plan was updated and needs board approval. I am working on updating employee job descriptions (with the help our directors). A motion to approve the CQI Plan was made by Mr. Chase Doll. Seconded by Mr. Roger Crates. The motion passed with a majority roll call vote.

This month KHHD staff were asked to complete a Health Equity Skills at Work survey to help us know if staff are comfortable with and able to explain various aspects of Health Equity, Diversity, and Inclusion, and if they can benefit from receiving training related to this. That way we can look at if there is a need to add certain Health Equity, Diversity, and Inclusion trainings to our KHHD Workforce Development Plan, (that I had been working on updating, to meet the new PHAB requirements).

#### **2.06 Public Relations / PIO**

Ms. Kelsey Ralston had a car seat information booth at the Roll & Read event in August. She continues to distribute seats as calls come in at this time. She has a car seat program coming up in September.

Working on Fair handouts and schedules for the fair booth. Will have a drive thru flu clinic flyer to give out at the fair. Fair passes have been printed and given to each employee. Thank you to the board.

She is working with staff on Performance Management sheets. She will be going to a car seat conference in September for her CEU's and got a stipend for it.

#### **2.07 Vital Statistics**

Registrar, Ms. Jackie Prater submitted the vital statistics report for July 2022. 65 Certified death certificates were issued, 19 Death Certificates were filed. 102 Certified copies of birth certificates were issued, 13 birth verification for government offices and 1 home birth was filed. She informed the board that she will be retiring on November 30, 2022.

#### **2.08 Administrative/Financial**

Ms. Dionne Staley submitted the financial reports for July 2022. She asked for a motion to approve the contract extension for Audit company of BHM CPA Group Inc. to complete audits for the period 01/01/21 – 12/31/2024 which has been doing the Health Department audits for the past 6 years. A motion was made to accept this contract extension by Mr. Chase Doll. Seconded by Ms. Marty Gray. The motion passed with a majority roll call vote.

A motion to approve the Purchase Order 22-0564 Account E000-E02 in the amount of \$60,000.00 for the Hospital Council of Northwest Ohio (CHA & CHIP) was made by Ms. Marty Gray. Seconded by Mr. Chase Doll. The motion passed with a majority roll call vote.

A motion was made to approve the Appropriation to add \$60,000.00 to the E000-E02 General Supplies Fund by Ms. Marty Gray. Seconded by Mr. Chase Doll. The motion passed with a majority roll call vote.

#### **3.0 Board Continuing Education**

None

#### **4.0 Old Business**

None

**5.0 New Business**  
None

**6.0 Anniversary/Employee Recognition**  
None

**7.0 Board President**

Ms. Marty Gray made the motion to go into closed session at 5:40 pm to discuss personnel. Mr. Chase Doll seconded the motion. The motion passed with a majority roll call vote.

The Board came out of closed session at 6:30pm

Ms. Marty Gray made a motion to increase the wages of Ms. Katy Flinn to \$22.00 upon the completion of her probationary period and work one day from home each week. Seconded by Mr. Chase Doll. The motion passed with a majority roll call vote.

Ms. Marty Gray made a motion to increase Director of Nursing, Ms. Melissa Humbles' wages to \$27.00 effective immediately. Seconded by Mr. Chase Doll. The motion passed with a majority roll call vote.

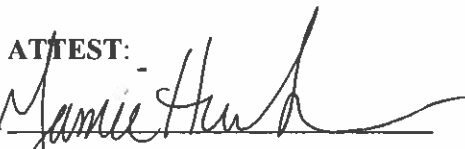
Ms. Marty Gray stated that the board appointed Ms. Jeryl Kissling as Board President and Mr. Chase Doll as Vice-President.

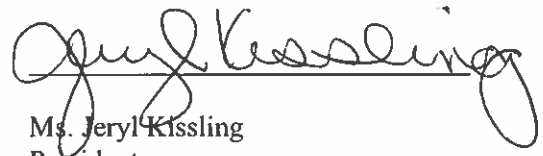
Mr. Chase Doll stated that the board appointed Ms. Jessica Hinson to fill Ms. Jamie Hunsicker's place on the Health Board.

**8.0 Adjournment**

As there was no further business, Ms. Marty Gray made a motion to adjourn the meeting. Mr. Chase Doll second the motion. The motion passed with a majority roll call vote. The meeting was adjourned at 6:30 pm. The next meeting will be September 27, 2022, at 5:00 pm.

ATTEST:

  
Ms. Jamie Hunsicker DNP, RN  
Health Commissioner

  
Ms. Jeryl Kissling  
President