



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, July 26, 2022. The following board members were present: Ms. Jeryl Kissling, Ms. Marty Gray, Mr. Roger Crates, Mr. Bob Wood and Mr. Corey Wirbel. Employees present: 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. Fred Rush, 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

President, Mr. Bob 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 Ms. Jeryl Kissling made a motion to approve the June 28, 2022, meeting minutes. Ms. Marty Gray second the motion. 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, 6 sewage final inspections, 5 twelve-month sewage inspections, 3 Well Permits, 5 pool inspections. He has answered numerous calls regarding property transfers and well and septic inspections.

He inspected and gave letters of opinion for a property at 505 E. Lincoln St., Ada, for the Village of Ada, 226 N. Main St, Mt. Victory, for the Village of Mt. Victory, and 105 E. Lima St., Forest, for the Village of Forest.

2.01.1 Mr. Derek Dunson reported that he performed 14 food inspections, he reviewed, approved and inspected 3 temporary food applications for licensure for the Forest Festival (Greasy Spoon, Tree Town and Crazy Lady Restaurant). He reviewed 2 Food Facility Plans. He reviewed 2 Mobile Food facility plans and inspected for licensure (El Taco Feo and Circle U Waffles). Reviewed 1 micro market food plans (Arnold Vending Company). He also performed 1 food facility pre-licensing inspection (Longhorn Bar and Grill). He collected 5 coliform bacteria water samples for testing. 1 Temporary Campground Inspection for "Ohio Good Sam" at the Hardin County Fairgrounds. There were also 4 animal bites this month which were issued quarantine and vaccination order letters.

2.02 Nursing

Ms. Melissa Humble, DON reported that the Healthy Home (Lead Grant) report and financial invoice were submitted. Help Me Grow Program has not added any new families this month. A thank you was given to the Health Board members that volunteered to help with the Roll and Read Program that is scheduled for August 20, 2022, at Boy Scout Lake. Immunization outreach clinics are seeing a lot more people coming in for vaccinations. The clinics at Ridgeway, Mt. Victory, Dunkirk and Forest clinics will continue through the start of school and then will be reassessed which ones to keep, if any throughout the fall and winter months. Ada Clinic will be kept until winter and then is paused until Spring.

PCG Contract discussed during the Health Commissioner portion of the meeting.

2.03 Health Commissioner

Ms. Jamie Hunsicker submitted her report. See the attached from Ms. Katey Henson with the Hardin County Prosecutor's office regarding employee's probationary period. It states that only paid leave shall be counted towards the 120-day probationary period. This is pursuant to the Hardin County Personnel and Procedure Manual, Section 3.10, Subsection G "The probationary period for full-time employees and part-time employees shall be based on calendar days from the date of original appointment." "Time during leave of absence or other non-paid leaves shall not be counted toward the completion of the probationary periods." Therefore, only paid leave taken in a probationary period counts towards the 120-day period.

She stated that several administrative policies have been reviewed and approved during the administration meeting this month, revisions were made to match version 2022 PHAB measures. The following administrative policies are required to be reviewed and approved by the Board of Health and attachments were given to the Board members: Policy 1.1.2022.7: Policy development, implementation, and maintenance. A motion was made by Ms. Jeryl Kissling to approve the revision. Second by Ms. Marty Gray. The motion passed with a majority roll call vote. Policy 10.1.2022.7: KHHD financial oversight. A motion was made by Ms. Jeryl Kissling to approve the revision. Second by Ms. Marty Gray. The motion passed with a majority roll call vote.

Resignation letter from Nursing Director, Ms. Melissa Humble was not accepted during open meeting and will be discussed in closed session.

The contract with Public Consulting Group (PCG) which has been doing our contact tracing for COVID positive patients ran out on June 30, 2022. PCG thru the state has been doing this for us, there is a new contract, and a meeting was held with the group over the phone. There was discussion about the cost and the contract was tabled at this time. A Supervisor and Contact Tracer would have to be hired at \$69.90 total per hour with mandatory 30 hours a week in this contract each. Health Commissioner Ms. Jamie Hunsicker will find out if contact tracing is a requirement.

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, #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. Will purchase 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 to be conducted. Ms. Flinn contacted community partners to collaborate on CHA & CHIP, including requests for financial donations/backing.**

Health Commissioner Ms. Jamie Hunsicker said that Ms. Katy Flinn is going to attend an online Professional Grant Proposal Writing Workshop on September 12, 2022.

There should be a Policy developed for Human Resources and Chain of Command. It was stated that the Health Board as a whole, disciplines and should go through the directors first. It was stated that this should be a Personnel Committee decision or discussion should take place.

Epidemiology Report for June and Overdose report from the local hospital were given.

2.04 Emergency Preparedness

Mr. Sean Beck presented his report. The new fiscal year deliverables for the PHEP grant 2022FY have been expensed, and we should be receiving the funds. He is working on an exercise that will be a part of the PHEP deliverables for 2023FY.

He asked if the Health Board wanted to continue to contract with the COTS organization. He requested a motion. He stated that we receive \$7,000 per year, but the funding can only be used for Healthcare Coalition. It can not go towards any personnel expenses or anything else we might need the funding to go towards. As this money does not cover personnel, it means that any time I spend on it, the Health Department would have to pay for that portion of his salary as it wouldn't be covered by the PHEP grant. He said that the deliverables, for this money ends up being busy work and has no real impact on the Health Department or the community. Most deliverables for this end up being items such as updating contact information or updating the concept of operations.

A motion was made by Mr. Roger Crates to leave the COTS organization with the intention of creating our own program with regular reports. Second by Ms. Jeryl Kissling. Ms. Marty Gray Abstained. The motion passed with a majority roll call vote.

2.05 Accreditation Coordinator

Ms. Katy Flinn reported that the first Community Health Assessment (CHA), meeting was held on Tuesday, July 12, 2022, from 9:00a.m.-11:30a.m. via zoom and in person. Ms. Emily Gensler, from the Hospital Council of Northwest Ohio, led the meeting. She provided an overview of the CHA process, including how adult and youth health data will be collected and provided to the Hospital Council for their team to analyze the data, and then create an assessment report. 1st Letter will be sent out to let people know that they might be asked to take part in a questionnaire. The Ohio Healthy Youth Environments Survey MOU from Ridgemont School Superintendent, Ms. Sally Henrick has been received. We have received 3 out of 4 MOU's.

There was a QI (Quality Improvement) Team meeting on July 26, 2022, to create an AIM statement, to look at reorganizing files on a new server. The Team Charter CQI-P2 and 3-2022 was presented and a motion to accept it was made by Ms. Marty Gray to clean up server. Second by Ms. Jeryl Kissling. The motion passed with a majority roll call vote.

She has been working on updating our Workforce Development Plan and our Branding Plan, she is reviewing the new PHAB 2022 Standards and Measures to see what information PHAB is requiring be included in these plans.

2.06 Public Relations / PIO

The Family Bike Program was held on July 9, 2022, at Mid-Ohio Energy. 29 Registered, 17 kids and 12 adults. Returned some of the bikes, gave out 20 bikes. Kept 4 bikes to give at the fair (one man, one woman, one boy and one girl). Ms. Ralston's regional car seat coordinator from Dayton, works in injury prevention and was able to donate the bike helmets needed for the class. Ohio Health donated the drinks and snacks. There was approximately \$1600 in donations. Walmart donated the building of the bikes for the event.

2.07 Vital Statistics

Registrar, Ms. Jackie Prater submitted the vital statistics report for June 2022. 86 Certified death certificates were issued, 24 Death Certificates were filed. 89 Certified copies of birth certificates were issued, 2 birth verification for government offices and 1 home birth was filed.

2.08 Administrative/Financial

Ms. Dionne Staley submitted the financial reports for June 2022. She asked for motions to approve PO's and Appropriations:

Ms. Jeryl Kissling made a motion to approve PO #20093 for account E005-L06 Swimming Pool-Supplies additional funding for \$30.00. Second by Ms. Marty Gray. The motion passed with a majority roll call vote.

Ms. Marty Gray motioned to approve the appropriation for General account E000-E20 Health Insurance for \$24,000. Mr. Roger Crates second the motion. The motion passed with a majority roll call vote.

A motion was made by Ms. Jeryl Kissling to approve Fund Re-allocation from Swimming Pool Contingency E005—L07 of \$30 to Swimming Pool supplies \$30. Second by Ms. Marty Gray. The motion passed with a majority roll call vote.

3.0 Board Continuing Education

4.0 Old Business

5.0 New Business

Hardin County Commissioner, Mr. Fred Rush said that there will be cleaning and sealing of the exterior of the Courthouse in August. There have been no bids on the south side retention wall. He stated that the last meeting regarding the Eclipse was a short one with details such as lodging. He said that Auglaize County has rented out their Fairgrounds for camping and it is full during that time. He also stated that Hardin County will be getting money from One Ohio in the amount of \$19,300 with the City of Kenton getting \$2,600 for opioid information.

6.0 Anniversary/Employee Recognition

A gift card was presented to Ms. Jackie Prater for her year of service.

7.0 Board President

Ms. Jeryl Kissling made the motion to go into closed session at 6:00 pm to discuss personnel. Ms. Marty Gray second the motion. The motion passed with a majority roll call vote.

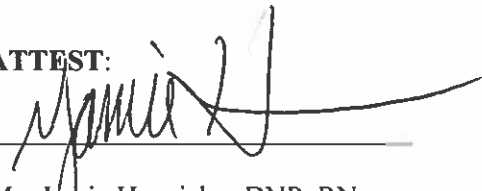
The Board came out of closed session at 7:08pm stating that they will be having a special meeting on August 1, 2022, at 5pm.

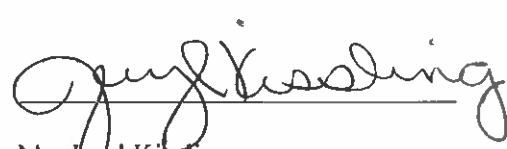
Ms. Marty Gray made a motion to appoint Mr. Corey Wirbel to the Personnel Committee. Mr. Chase Doll second the motion. The motion passed with a majority roll call vote.

8.0 Adjournment

As there was no further business, Ms. Marty Gray made a motion to adjourn the meeting. Mr. Corey Wirbel second the motion. The motion passed with a majority roll call vote. The meeting was adjourned at 7:09 pm. The next meeting will be August 23, 2022, at 5:00 pm.

ATTEST:


Ms. Jamie Hunsicker DNP, RN
Health Commissioner


Ms. Jeryl Kissling
Vice-President