



# 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, November 15, 2022. The following board members were present: Ms. Jeryl Kissling, Ms. Marty Gray, Mr. Corey Wirbel, Mr. Chase Doll, and Ms. Jessica Hinson. Employees present: Ms. Jamie Hunsicker, Mr. Shane Lotts, Mr. Derek Dunson, Ms. Melissa Humble, Ms. Jackie Prater, Ms. Jennifer Newland, Ms. Katy Flinn, Ms. Kelsey Ralston, and Ms. Dionne Staley. Guests present, Kenton Times reporter Mr. Joel McCullough, Goshen Township Trustee Mr. Daryl Flowers, ONU Professor of Public Health Dr. Jake Marvin and several ONU Public Health students.

## 1.0 Convention

### 1.01 Call to Order

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

Introductions were made around the meeting room of everyone that was in attendance. After review, Ms. Jeryl Kissling asked for approval of October's meeting minutes. Mr. Chase Doll made a motion to approve the October 25, 2022, meeting minutes. Ms. Jessica Hinson seconded 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 performed 6 sewage site inspections, 7 sewage final inspections, 1 twelve-month sewage inspections, 9 well permits and 1 tattoo inspection. He has answered numerous calls regarding property transfers and well and septic inspections.

Mr. Lotts presented the yearly cost methodology food and environmental fees for the 3rd reading out of 3. Mr. Shane Lotts stated that Ms. Jamie Hunsicker will need to sign the cost methodology so that it may be sent to both ODH and ODA. A motion was made for approval of the 3<sup>rd</sup> reading of the cost methodology by Ms. Jessica Hinson and was seconded by Mr. Chase Doll. The motion passed with a majority roll call vote. Mr. Shane Lotts also reiterated that the current fees have a freeze on them for next year.

Regarding the EPA sewage replacement systems- one at 15112 SR 81, Dunkirk (Tiffany Dale) and another at 11896 Parklane Dr., Kenton (Janice Hill). Dale's leach field has been installed and approved but the septic tank and lift station have not been installed due to tank demand/concrete issues from the manufacturer. Hill's septic system was approved on 10/17/2022 and paid in full by the Ohio EPA on 11/8/2022.

**2.01.1 Food Program:** Mr. Derek Dunson reported that he performed 15 routine food inspections, 2 vending inspections and 1 30-day inspection. Mr. Derek Dunson performed 2 well permit site evaluations/inspections for new wells/builds. He collected 5 water samples for coliform bacteria testing. Mr. Dunson did 3 quarantine and vaccination order letters pertaining to animal bites. There was brief discussion regarding a change made to the Rabies policy. It is now the dog owner's responsibility to take the animal to the vet for its 10day evaluation instead of the health department going out to do it.

### 2.02 Nursing

Ms. Melissa Humble reported that the office has been seeing several people coming in for their bivalent covid booster and flu vaccines on Tuesdays at the same time. A clinic was held on October 26<sup>th</sup> at the Council on Aging.

There were 25 vaccines given. For the Help Me Grow program, Ms. Melissa Humble reiterated that she is working with ODH and our regional Help M Grow support to increase our family numbers and ways to get these families to sign up and stay with the program once they do sign up. The grant proposal for the Lead Exposure Prevention and Healthy Homes Education and Activities and Funding. We should find out in December if we will be receiving this grant again this year. Ms. Melissa Humble and Ms. Kelsey Ralston provided a Project Dawn/Narcan training to the ONU Pharmacy students on October 28<sup>th</sup>, 2022. It was well received and over 80 Narcan kits were handed out to the students. Ms. Melissa Humble stated that the refrigerator at the fairgrounds is broke. Cost of a new one is approximately \$11,00.00. Ms. Dionne Staley is looking into being able to purchase a new one possibly through a grant.

### 2.03 Health Commissioner

Ms. Jamie Hunsicker reported the resignation of Tracie Marshall, RN. Her resignation letter was provided for the board to read. Ms. Jamie Hunsicker asked for the approval of Ms. Tracie Marshall's resignation. Mr. Chase Doll made a motion to accept the resignation of Ms. Tracie Marshall. Mr. Corey Wirbel seconded the motion. The motion passed with a majority roll call vote. Ms. Jamie Hunsicker asked for official approval to advertise for a full-time RN position to replace Ms. Tracie Marshall. Mr. Chase Doll made a motion to approve the advertisement to hire a full-time RN. Mr. Corey Wirbel seconded the motion. The motion passed with a majority roll call vote.

Environmental Health Carryover & Workforce Development Grant – Continued discussion of how the carryover and workforce development grant funds will be used. Continue to discuss other possibilities. Ms. Jamie Hunsicker stated that she is looking into the verbiage between the health department and city contract regarding board of health members' term, years of service and residence. She will speak to county prosecutor's office.

Ms. Jamie Hunsicker's report reiterated that staff/position salary review to ensure that salaries align with classification, years of service, education, etc. Ms. Jeryl Kissling wanted to make sure the staff knows they are still working on Salary Reviews and contacting 4 other county health departments regarding their pay scales

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**, none, **#2 is Increase Community Awareness Staff will be attending the township trustees meeting on Thursday November 17<sup>th</sup> to discuss health department functions, Meeting with strategic partners about CHA/CHIP-ongoing**, **#3 is to promote KHHD employee satisfaction, improve communications between KHHD staff and BOH and retain KHHD employees. Should a board work team be initiated to develop the criteria for employee of the year and above and beyond certificate? Kelsey Ralston has highlighted staff within the newsletter and annual report-ongoing, See sign in for BOH visits to 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. Melissa Humble and Ms. Katy Flinn completing an on-line grant writing education course.** Ms. Flinn has contacted community partners to collaborate on CHA & CHIP, creating the CHA Adult Survey, and creating a new CHIP.

**Epidemiology Report**-October not available at this time

### 2.04 Emergency Preparedness

No report.

### 2.05 Accreditation Coordinator

Ms. Katy Flinn reported on the following:

**Community Health Assessment:** All the Hardin County school districts that had said that they will have their students participate in The OHYES survey have completed the registration process with OHYES. One of the schools has already

administered the online survey to their students. Email was received from the hospital council staff. 70 surveys have been received so far but at least 260 are needed.

**Community Health Improvement Plan:** I have continued to work on the priority strategies in which KHHD is the lead or co-lead agency.

**Quality Improvement:** The Quality Improvement team met on November 10, 2022, to discuss what updates team members had. Our team is still on target with our action plan action steps and timeframe. I updated Tim with our progress, so he can continue working on moving all documents and folders to be kept onto the New Server and archiving the documents and folders that need to be archived.

**Agency Plans:** Our KHHD Performance Management Plan was revised, and the revision was approved at our October Administration Team meeting.

**Training:** -I continue to work on The Grant Proposal Writing course.

**PHAB Annual Report:** I continue to work on our first annual report. I have been contacting colleagues to get information for the report, and to discuss if we need to update any policies or plans to meet PHAB standards. An updated Public Health Code of Ethics was presented to the Board of Health for approval. Ms. Jessica Hinson made a motion to accept the updated Public Code of Ethics utilizing the Ohio Ethics Commission for guidance in ethical situations. Mr. Corey Wirbel seconded the motion. The motion passed with a majority roll call vote.

## 2.06 Public Relations / PIO

Ms. Ralston stated that she continues to distribute seats as calls come into office at this time with on demand appointments as needed. She continues to promote as needed on our social sites, while looking for new topics and information. All employees now have a workable performance management sheet that can be updated with their goals for their evals this year. Ms. Ralston also stated that minor updates were done to our communication plan to meet the annual report submission.

## 2.07 Vital Statistics

Deputy Registrar, Ms. Jennifer Newland submitted the vital statistics report for October 2022. 52 Certified death certificates were issued, 15 Death Certificates were filed. 72 Certified copies of birth certificates were issued, 3 birth verification for government offices and 1 home birth was filed.

## 2.08 Administrative/Financial

Ms. Dionne Staley submitted the financial reports for October 2022.

Motion was made by Mr. Chase Doll to approve the following purchase orders. Motion was seconded by Ms. Jessica Hinson. The motion passed with a majority roll call vote.

- a. #20070 for E000-EO2 Office Supplies \$7,500.00
- b. #20077 for E000-E12 General-Other \$4,000.00
- c. #20088 for E003-J05 Water-Travel \$500.00

A motion was made by Ms. Jessica Hinson to approve the following appropriations. Motion was seconded by Ms. Marty Gray. The motion passed with a majority roll call vote.

- d. E000-EO2 Office Supplies \$7,500.00
- e. E000-E09 General-Vital Stats \$5,000.00
- f. E003-J05 Water-Travel \$500.00
- g. E003-J07 Private Water- Fees \$200.00
- h. E010-S09 Infrastructure-Contract \$3,000.00

Ms. Dionne Staley stated that we have received the BHM CPA Group Inc. contract extension for our Audit. The next two audit will each be \$6000.00. The prosecutor's office has looked at the contract extension and approved it. Mr. Chase Doll made a motion to approve the contract extension for our Audit. Motion was seconded by Mr. Corey Wirbel. The motion passed with a majority roll call vote. Ms. Dionne Staley stated that our signers list for our Liberty Bank Account needs updated and that the Board of Health approval is needed. Mr. Chase Doll made a motion to add Tia Hamilton, Jamie Hunsicker, Melissa Humble, and Shane Lotts as signers; remove Jacqueline Prater and Cynthia Keller as signers; and to keep Dionne Staley and Jennifer Newland as signers. Ms. Marty Gray seconded the motion. Motion passed with a majority roll call vote.

**3.0 Board Continuing Education**

None

**4.0 Old Business**

**5.0 New Business**

**6.0 Anniversary/Employee Recognition**

Tia Hamilton received a gift card for this past year of service (anniversary date).

**7.0 Board President**

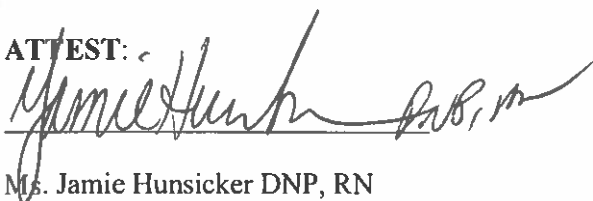
Ms. Marty Gray made the motion to go into closed session at 5:33 pm to discuss personnel matters. Mr. Chase Doll seconded the motion. The motion passed with a majority roll call vote.

The Board came out of closed session at 6:03pm with no action taken. It was decided to have an Appreciation/Christmas Celebration for the staff with a paid half day on December 9, 2022. Mr. Chase Doll made a motion to approve the Employee Appreciation/Christmas Party for December 9, 2022. Ms. Marty Gray seconded the motion. Motion was 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. Ms. Jessica Hinson seconded the motion. The motion passed with a majority roll call vote. The meeting was adjourned at 6:06 pm. The next meeting will be December 13, 2022, at 5:00 pm.

ATTEST:



Ms. Jamie Hunsicker DNP, RN  
Health Commissioner



Ms. Jeryl Kissling  
President