



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, October 25, 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. Jackie Prater, Ms. Jennifer Newland, Ms. Katy Flinn, Ms. Kelsey Ralston, and Ms. Dionne Staley. Guests present: Hardin County Commissioner Mr. Fred Rush, City of Kenton Mayor Lynn Webb, Kenton Times reporter Mr. Tim Thomas and Goshen Township Trustee Mr. Daryl Flowers.

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 September's meeting minutes. Ms. Marty Gray made a motion to approve the September 27, 2022, meeting minutes. Mr. Corey Wirbel 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 completed 4 sewage site inspections, 8 sewage final inspections, 7 twelve-month sewage inspections, 5 well permits. He has answered numerous calls regarding property transfers and well and septic inspections.

Mr. Lotts presented the yearly cost methodology food fees for the 2nd reading out of 3. A motion was made by Ms. Marty Gray and was seconded by Ms. Jessica Hinson. The motion passed with a majority roll call vote. He also reiterated that the current fees have a freeze on them for next year.

In regard to 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 from the manufacturer. Hill's septic system was approved on 10/17/2022.

Mr. Lotts presented a variance for a well permit for Mr. Timothy Walsh @ 3797 C R 44, Ada, OH 45810 in regards to the sealing of the old well on the property. Due to its location (under kitchen floor), it is not feasible to seal. All logical means (codes, etc.) have been explored by the contractor, Health Dept and ODH. A motion was made by Ms. Jessica Hinson and seconded by Mr. Corey Wirbel. The motion passed with a majority roll call vote.

Mr. Lotts also presented a contract agreement proposal regarding plumbing inspection services for commercial projects here in Hardin County with Hancock County Public Health. Proposed contract will go into effect January 2, 2023. This will remain in effect until either party terminates said agreement. This will replace the prior contract that was in place with Erie County Public Health. Mr. Chase Doll made a motion to accept the Hancock County plumbing MOU. Mr. Corey Wirbel seconded the motion. The motion passed with a majority roll call vote.

2.01.1 Food Program: Mr. Derek Dunson reported that he performed 11 routine food inspections, 10 vending inspections (Arnold Vending) with a follow up, he reviewed, approved and inspected 1 temporary food application for licensure (Rhinehart UMW). Mr. Dunson also performed 1 thirty day and standard inspection (Glazed Over Kenton). He performed 2 well permit site evaluations. He collected 7 water samples for coliform bacteria testing. Mr. Dunson did 6 quarantine and vaccination order letters pertaining to animal bites.

2.02 Nursing

Ms. Melissa Humble was absent. Ms. Jamie Hunsicker read her report in her absence. There was brief discussion in regard to the Emergency Response Coordinator position. Several applicants have applied but only 3 have completed the application and submitted their resumes. Those were given to the board to look at. CMH (Children with Medical Handicaps) has added 7 new families this month. The office has been seeing several people coming in for their bivalent covid booster and flu vaccines on Tuesdays at the same time. The Drive Thru Flu clinic was held on October 15th. There were 75 vaccines given. The next Flu Clinic will be at the Council on Aging on October 26th. We have been asked to give flu shots at many local businesses this year. For the Help Me Grow program, the nurses attended the Drive Thru Community Baby Shower put on by WIC. Pamphlets were handed out and an item to be raffled off was donated. A couple of new families also signed up for the program as well. Melissa is still meeting with Union County Health Department regarding emergency preparedness issues. Melissa also attended a solar eclipse conference October 21st and 22nd. Went over what we can expect at this time. It was recorded so that the Emergency Response Coordinator new hire will have access to the training information.

2.03 Health Commissioner

Ms. Jamie Hunsicker reported that a board assessment has not been completed by the board members since 2015. The board members were given a self-assessment packet to be completed and returned to Jamie before the November 2022 BOH meeting. Ms. Jamie Hunsicker stated that after speaking with ONU Public Health Director, Jacob Marvin, this assessment will be part of a senior student's project at ONU. He and the student will then meet with the BOH at a later time.

There was discussion about the healthy carryover in environmental health (food services) with no action taken.

Workforce development grant: We have \$13,000 left to account for by December 2023. As part of the initial grant we budgeted for a part-time nurse and an administrator. Since we have decided not to hire those positions. There will be another Workforce Development grant available from 2023 – 2027. At this time the amount available is unknown, but we must use the monies from the initial grant first. During the Administrative Team meeting we had a robust discussion about possibilities for improving our workforce. We approached the discussion from the standpoint of what is needed and what is desired. We are asking the board to discuss the possibilities and determine what they believe we should budget for in the current grant and in the future grant.

Our suggestions are as follows:

- Determine if we can add human resources language to Dionne's contract and have part of her contract paid by the grant. Dionne is already doing a lot of human resources tasks.
 - Hire a full-time sanitarian. See above regarding the carryover and workload. It was also noted that increasing the number of environmental staff will shorten turnover (response to inquiries, review of facilities, etc.) which could then lead to increased public satisfaction.
 - Hire a part-time front office person. Jeryl spoke with Jen and Tia who stated that a full-time front office person is not needed. They determined that 25 hours minimum as needed would be appropriate.
- Hire a human resources/administrator/office manager. Right now, the supervisors (Shane and Melissa), Dionne, and I are handling human resources issues. It has been working well as we have established good lines of communication. Ms. Dionne Staley stated that there is \$13,000.00 left to account for by December 2023.

There was an amendment made to the County Handbook discrimination policy. Staff had to sign, date, and return a copy to Jamie to show that they reviewed it.

Jamie's report mentioned 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 involved in Hardin Leadership, Presentation on 9/15/22 to Hardin County Leadership, Meeting with strategic partners about CHA/CHIP, #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 employee of the year and above and beyond certificate? Kelsey Ralston has highlighted staff within the newsletter and annual report, 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 are both registered for 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 for September 2022, included for review.

2.04 Emergency Preparedness

No report.

2.05 Accreditation Coordinator

Ms. Katy Flinn reported on the following:

Community Health Assessment: The mailing company that The Hospital Council of Northwest Ohio contracts with plans to mail out the first wave letters, a copy of the new adult questionnaire, a \$2.00 incentive, and a return envelope to randomly chosen Hardin Co. adult residents on October 28, 2022. If you or someone you know receives the adult questionnaire in the mail, please encourage them to complete and mail back the questionnaire, to help us find out what the top health concerns are for our Hardin Co. adult residents. Remind them that they do not have to include their name on the survey, so it will be anonymous, (the new Community Health Assessment report will not include residents' names and other identifiable information).

3 out of the 4 Hardin Co. school districts that have said that they are willing to have their 7th-12th grade students participate in The OH. Healthy Youth Environments Survey, have already registered their students to take the survey. Schools will notify parents at least 3 weeks ahead of students being surveyed, so they have the opportunity to choose whether they want their student(s), to participate in the survey.

Community Health Improvement Plan: I have continued to contact community partners to get progress updates for the various priority strategies of our current Community Health Improvement Plan, and to work on the priority strategies in which KHHD is the lead or co-lead agency. (Most if not all of our community partners (like KHHD), were mainly focused on assisting county residents through the pandemic over the last couple of years, so they may have been limited on what time and effort they could devote to making progress on the plan priority strategies).

Quality Improvement: The Quality Improvement team met on October 13, 2022, to discuss what updates team members had. Team members felt that they are on target with our action plan action steps and timeframe.

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.

-This month KHHD staff received CPR and choking training (provided by BKP Ambulance staff), during our Annual Education Day.

PHAB Annual Report: Kelsey and I recently received a copy of the first annual report templates from PHAB staff. She and I met with PHAB staff for them to go over the annual report process with us, what all information they will need us to list on

the report templates, and for them to provide us with guidance on a couple of the measures in which we are to report progress.

2.06 Public Relations / PIO

Ms. Ralston stated that she continues to distribute seats as calls come into office at this time. Ohio Buckles Buckeyes had a booth at the WIC Drive Thru Baby Shower event. PIO Workgroup meetings have been virtual. She continues to promote as needed on our social sites, while looking for new things. Performance management, she is down to the last few employees so everyone should have a working sheet for their evals this year. Ms. Ralston also stated that she had met with Ms. Katy Flinn and the PHAB staff and got Katy transitioned to the Accreditation Coordinator. All accreditation info will go to Katy going forward.

2.07 Vital Statistics

Registrar, Ms. Jackie Prater submitted the vital statistics report for September 2022. 86 Certified death certificates were issued, 26 Death Certificates were filed. 122 Certified copies of birth certificates were issued, 9 birth verification for government offices and 2 home births were filed. She stated to the board that she will be retiring on November 30, 2022. Ms. Marty Gray made a motion for acceptance of Ms. Jackie Prater's resignation effective November 30, 2022. Ms. Jessica Hinson seconded the motion. The motion passed with a majority roll call vote. Ms. Jennifer Newland will then become Registrar. Ms. Marty Gray made a motion to appoint Jennifer Newland as Registrar effective December 1, 2022. Ms. Jessica Hinson seconded the motion. Motion passed with a majority roll call vote. Ms. Tia Hamilton will then become Deputy Registrar. Ms. Marty Gray made a motion to appoint Ms. Tia Hamilton as Deputy Registrar effective December 1, 2022. Ms. Jessica Hinson seconded. The motion passed with a majority roll call vote.

2.08 Administrative/Financial

Ms. Dionne Staley submitted the financial reports for September 2022. No purchase orders needed for this meeting. Motion was made by Chase Doll to accept the following increase in appropriations:

- a. \$7,000 for E000E10 General-PERS
- b. \$5,000 for E000E12 General-Other
- c. \$1,500 for E000E20 General-Health Insurance
- d. \$12,000 for E001G01 Food Service-Salaries
- e. \$500 for E001G05 Food Service-Travel
- f. \$500 for E003J01 Private Water System-Salaries
- g. \$100 for E003J03 Private Water System- PERS
- h. \$2000 for E004K01 Sewage-Salaries
- i. \$1000 for E004K03 Sewage-PERS

Ms. Marty Gray seconded the motion. Motion was passed with a majority roll call vote of. Ms. Dionne Staley requested that the December board meeting be moved from the 27th to the 13th due to financial closing of the county books. Ms. Marty Gray made a motion to change December board of health meeting from December 27,2022 to December 13,2022. Mr. Chase Doll seconded the motion. The motion passed with a majority roll call vote.

3.0 Board Continuing Education

None

4.0 Old Business

County Commissioner, Mr. Fred Rush talked about what had been done about the smaller rural areas regarding whether they need a sewage treatment plant or be able to tie into the larger existing communities? Mr. Shane Lotts stated that the Commissioners had to contact Ohio EPA to initiate this for it to move forward. Mr. Fred Rush stated that it has been investigated. Mr. Shane Lotts met with the commissioners on October 25, 2022 regarding this issue.

5.0 New Business

County Commissioner, Mr. Fred Rush spoke about the updates on the courthouse upgrades and reported that the old wiring is to be removed soon. Goshen Twp. Trustee, Daryl Flowers mentioned that the Christmas parade will fall on the next board meeting date of November 22, 2022. Ms. Jessica Hinson made a motion to change the November meeting from November 22nd to November 15, 2022. Ms. Marty Gray seconded the motion. Motion was passed with a majority roll call vote. Mayor Lyn Webb spoke about the city storm sewer project towards the end of this year. 44 trees were taken down in a span of two weeks this month. She also reported that the City of Kenton is using some of their big equipment to assist the City of Forest with repairs on their lift station. Brief discussion about certificates of completion for board members when they complete their trainings/surveys.

6.0 Anniversary/Employee Recognition

Tracie Marshall received a gift card for this past year of service (anniversary date).

7.0 Board President

Ms. Marty Gray, board member made the motion to go into closed session at 5:50 pm to discuss personnel matters. Ms. Jessica Hinson 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 come out of closed session. Ms. Jessica Hinson seconded the motion. The motion passed with a majority roll call vote.

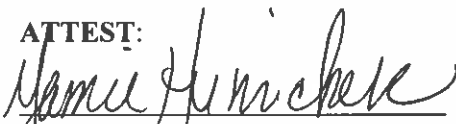
Ms. Marty Gray made a recommendation for Ms. Jessica Hinson to come off the Personnel Committee and be placed onto the Admin Committee. Ms. Jessica Hinson accepted.

It was decided to hire a part time front office clerk for at least 25 hours or as needed. Mr. Corey Wirbel made a motion to hire a part time front office clerk for at least 25 hours or as needed. Ms. Jessica Hinson seconded the motion. Motion was passed with a majority roll call vote.

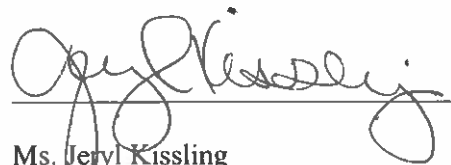
8.0 Adjournment

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 6:32 pm. The next meeting will be November 13, 2022, at 5:00 pm.

ATTEST:



Ms. Jamie Hunsicker DNP, RN
Health Commissioner



Ms. Jeryl Kissling
President