



**KENTON-HARDIN**  
HEALTH DEPARTMENT



Public Health  
Prevent. Promote. Protect.

Kenton Hardin Health Department 175 W. Franklin St., Suite 120 Kenton OH 43326  
Office: 419-673-6230 Fax: 419-673-8761

The Kenton-Hardin General District Health board met in session at 5:00 p.m. on Tuesday, September 27, 2022. The following board members were present: Ms. Jeryl Kissling, Ms. Marty Gray, Mr. Roger Crates, Mr. Chase Doll, and Ms. Jessica Hinson. Employees present: Ms. Jamie Hunsicker, Ms. Melissa Humble, Mr. Shane Lotts, Mr. Derek Dunson, Ms. Jackie Prater, Ms. Katy Flinn, Ms. Kelsey Ralston, and Ms. Dionne Staley. Guests present: Hardin County Commissioner Mr. Fred Rush, Kenton Times reporter Mr. Joel McCullough 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**

President, Ms. Jeryl Kissling welcomed new member Ms. Jessica Hinson. Introductions were made around the meeting room of everyone that was in attendance.

After review, Mr. Roger Crates made a motion to approve the August 23, 2022, meeting minutes. Ms. Marty Gray 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 2 sewage site inspections, 5 sewage final inspections, 8 twelve-month sewage inspections, 4 Well Permits, 1 pool inspection, 1 tattoo (body art) inspection. 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. This issue was abated on August 31, 2022.

Mr. Lotts presented the yearly cost methodology food fees for the 1<sup>st</sup> reading out of 3. A motion was made by Mr. Roger Crates. Seconded by Ms. Marty Gray. The motion passed with a majority roll call vote. He also recommended that the current fees have a freeze on them for next year.

He also presented 2 bids to the board for the EPA sewage replacement systems one at 15112 SR 81, Dunkirk and another at 11896 Parklane Dr., Kenton. A motion was made by Mr. Chase Doll to accept the bid from Vanderpool Excavating with a bid of \$23,000 at 15112 SR 81, Dunkirk, as it was the lowest bid. Second by Ms. Marty Gray. The motion passed with a majority roll call vote. A motion was made by Ms. Marty Gray to accept the bid from Vanderpool Excavating with a bid of \$23,000 for 11896 Parklane Dr., Kenton, as it was the lowest bid. Seconded by Ms. Jessica Hinson. The motion passed with a majority roll call vote.

400 W. Franklin St., Kenton, water shut off, owned by Tim Hastings. Gave 30 days (October 9, 2022) to have service restored. Mr. Hastings is in the process of removing his tenant for non-payment of the water bill and is working with an attorney and 5321 of the ORC (Ohio Revised Code) regarding tenant and landlord law. This department has extended time frames, in the past, when either the tenant or landlord is working through legal channels regarding tenant landlord issues. The initiating party is responsible for updating our office as the process plays out or risks condemnation by our department.

**2.01.1** Mr. Derek Dunson reported that he performed 8 food inspections, he reviewed, approved and inspected 5 temporary food applications for licensure, 8 temporary food inspections. He reviewed 3 food facility plan review packets (Village Pantry remodel, Glazed Over Kenton, Marathon East). He also performed 2 food facility pre-licensing inspections (Glazed Over Kenton and a partial for Marathon Easton facility). He collected 6 water samples for coliform bacteria testing. Mr. Dunson did 8 quarantine and vaccination order letters.

**2.02 Nursing**

Ms. Melissa Humble stated that the office has received Bivalent Covid vaccine and are now offering it to those on Tuesdays with our regular Moderna vaccines. We also now have the Novavax Covid vaccine which will also be offered on Tuesdays.

The flu clinic at the Hardin County Fair was given on September 9, 2022. There were 64 vaccines given. Letters have been sent to local businesses to let them know we are providing flu vaccines and will come to their business to provide them to their employees. The Drive Thru flu clinic will be October 15, 2022, 9:30am to 12:30pm under the Annex Building.

The Help Me Grow has one new family this month.

Immunization outreach clinics in Ridgeway, Mt. Victory and Alger have been halted now that school has started.

4 Project Dawn kits were given out and trainings provided.

**2.03 Health Commissioner**

Ms. Jamie Hunsicker asked the board to approve an expense that is over \$1000 as per policy. A Motion was made by Ms. Marty Gray to purchase Immunization program scanners and signature pads, at a one-time cost of \$7,500 and a monthly increase of \$90. The motion was second by Mr. Chase Doll. The motion passed with a majority roll call vote.

She also asked the board to determine if they would like staff to be paid out or accrue comp time for the flu clinic on October 15, 2022. A motion was made by Ms. Jessica Hinson to pay employees for time worked at the flu clinic. Second by Ms. Marty Gray. The motion passed with a majority roll call vote.

A resignation letter was submitted by Mr. Sean Beck stating that his last day will be September 30, 2022. A motion to accept Mr. Sean Beck's resignation letter was made by Ms. Marty Gray. Second by Mr. Chase Doll. The motion passed with a majority roll call vote. A motion was made by Ms. Marty Gray to advertise for the position. Second by Mr. Chase Doll. The motion passed with a majority roll call vote. Ms. Hunsicker stated that MRC will be included in this job description in the future.

There was discussion about having a board member on the Administrative Committee.

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. Katy Flinn & Mr. Sean Beck 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 August 2022, included for review.

#### **2.04 Emergency Preparedness**

Mr. Sean Beck was not in attendance, report stated that all deliverables through November are complete and submitted. He plans on having them all done up to the end of the year before he leaves on September 30, 2022. The Grant Writing course through The National Funding Foundation has been transferred to Ms. Melissa Humble, Director of Nursing.

#### **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 sent out the advanced wave letter to Hardin Co. Adult residents on September 16, 2022. This is the letter that will let adult residents know that they may be randomly selected to complete our new adult health questionnaire.

**Community Health Improvement Plan:** KHHD met with available Community Health Improvement Plan community partners on September 22, 2022, for a plan review meeting. Some of the community partners that were not able to attend the review meeting, have already updated me on their agency's progress (from 2020-2022), regarding the plan priority strategies that their agency is responsible for directing. 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 September 22, 2022, (instead of September 14, 2022, as originally planned, due to a few team members no longer being available to meet that day), to discuss what updates team members had about continuing to sort through and organize their division's documents into their division's Archive or New Server folders, as well as team members also sorting through general KHHD documents.

**Agency Plans:** Our KHHD Workforce Development Plan was updated and the updates were approved by the KHHD Administration team during their monthly meeting on September 15, 2022. KHHD Employee Job Descriptions and the Succession Plans for employees were updated (if needed to/applicable), and they were also approved during the September monthly KHHD Administration meeting.

This month KHHD staff were asked to complete and turn in The Core Competencies Self-Assessment for Public Health Professionals (version 2021), by September 23, 2022, so that we can see how comfortable employees are with the 2021 Core Competencies and if employees can benefit from more training in a certain area or with regard to certain skills, (if they will need to use those skills in their daily work).

This month I attended The Grant Proposal Writing course orientation, (through The National Funding Foundation), and am working on the online, self-paced course.

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

Mr. Kelsey Ralston stated that she attended a Car Seat Conference on September 20, 2022. 3 of the 4 bikes have gone out that were given from the Hardin County Fair raffle. PIO Workgroup meetings have been virtual. The Annual Report for accreditation will be opening in October so it will be interesting to see what that looks like.

#### **2.07 Vital Statistics**

Registrar, Ms. Jackie Prater submitted the vital statistics report for August 2022. 67 Certified death certificates were issued, 13 Death Certificates were filed. 129 Certified copies of birth certificates were issued, 10 birth verification for government offices and 3 home births were filed. She reminded the board that she will be retiring on November 30, 2022. Ms. Jennifer Newland will be taking her place at the November meeting to type the board minutes.

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

Ms. Dionne Staley submitted the financial reports for August 2022. No purchase orders or appropriations. Contract for audit services should be presented at next meeting.

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

None

**4.0 Old Business**

Ms. Marty Gray Stated that the board had not accepted the resignation of Mr. Robert Wood from the last meeting. A motion was made by Ms. Marty Gray to accept the resignation of Mr. Robert Wood. Seconded by Mr. Chase Doll. The motion passed with a majority roll call vote.

**5.0 New Business**

Mr. Roger Crates asked the County Commissioner, Mr. Fred Rush why nothing has been done about the smaller areas where they need a sewage treatment plant or be able to tie into the larger existing communities? Mr. Shane Lotts stated that the Commissioners have to contact Ohio EPA to initiate this for it to move forward. Mr. Rush stated that it will be looked into.

**6.0 Anniversary/Employee Recognition**

None

**7.0 Board President**

Ms. Marty Gray, board member made the motion to go into closed session at 5:48 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 6:17pm.

Ms. Marty Gray made a recommendation for Mr. Jennifer Hinson to be placed on the Personnel Committee.

Ms. Jeryl Kissling wanted to make sure the staff knows they are working on Salary Reviews and contacting other communities regarding their pay scales.

**8.0 Adjournment**

As there was no further business, Ms. Marty Gray made a motion to adjourn the meeting. Mr. Roger Crates second the motion. The motion passed with a majority roll call vote. The meeting was adjourned at 6:20 pm. The next meeting will be October 25, 2022, at 5:00 pm.

ATTEST:



Ms. Jamie Hunsicker DNP, RN  
Health Commissioner



Ms. Jeryl Kissling  
President