

WAYNE COUNTY BOARD OF HEALTH MEETING MINUTES

May 11, 2017

Members Present: Susan Buchwalter, PhD; Robert Lindsay, DO; Carl E. Forrer; Jerry Herman; Ella Kick, PhD; Dennis Tafoya; Brent Brown; Robert Troutman, Rick Hanlon, Jack Miller, Anne Wiseman

Staff Present: Nicholas V. Cascarelli, Ed.D., Health Commissioner; Tara McCulloch, Director of Administration, Susan Varnes, Director of Patient Care, Vaughn Anderson, Director of Environmental Health, Steve Rich; Beth Amstutz-Archer

Guest(s) Present: Jonathon Hamers, Prosecutor's Office; Bobby Warren, The Daily Record, Marjorie Shamp

TOPIC	INFORMATION	BOARD ACTION
Call to Order	The meeting was called to order at 8:03 a.m. by Susan Buchwalter as a quorum was met.	No action needed.
Health Commissioner Update Nicholas Cascarelli, Ed.D.	<ul style="list-style-type: none"> • Accreditation update <ul style="list-style-type: none"> ○ Draft of Performance Management System is complete. Will be working with OSU Center for Public Health Practice on revisions. ○ Community Health Improvement Plan should be finished over summer. Each of these will have access and health equity component to it. <ul style="list-style-type: none"> ▪ Physical Health(Obesity, Women's Health, Oral Health and Infectious Disease) ▪ Mental Health ▪ Substance Use <p>Below are items that would potentially impact the Wayne County Health Department that appeared in the final version of the House budget bill.</p>	No action needed.

	<ul style="list-style-type: none"> • A cut in the proposed increased funding to support accreditation efforts: <ul style="list-style-type: none"> ○ Local Health Department Support: \$500,000 cut in year 1; \$1 million cut in year 2. Keep in mind, even with the cut, the line item has been increased from the current budget from approximately \$800,000 to \$1.5 million in each year (a 46% increase). ○ Agency Health Services: \$750,000 cut in each of the two years of the upcoming biennium, from \$4.5 million to \$3.75 million. This is BRAND NEW money, intended to support grants to LHDs who must spend additional dollars to move from a 5 year to a 3 year planning cycle for the community health assessment to align with the state mandated schedule. • Elimination of the Board of Sanitarian Registration and transfer of its functions to the Director of Health, including scope of practice, registration requirements and fees. This provision gives the Director of Health full authority to regulate the practice of environmental health in Ohio, set standards for becoming and maintaining RS registration, with only an advisory committee to make recommendations to the Director in this regard. • Addition of \$3 to the vital statistics fees, designated to go to the Ohio Children's Trust Fund. This would place an undue burden on poorer citizens who must purchase birth certificates for various reasons, plus add to the money that LHDs must collect on the state's behalf. • Food cost methodology changes – as proposed by AOHC, were not included in the administrative or House passed budget. The proposal includes the food program with the other environmental health fee-based programs, in using the same standardized cost methodology rather than its own unique methodology, currently defined in statute. 	
Environmental Health Agenda	<p>A. <u>2nd Dwelling Medical Variance Renewal:</u></p> <p>Jon Tobias. 5438 Pleasant Home Rd., Sterling OH, 44276. Milton TWP. Compliance inspection passed 4/18/17. Approved per policy.</p> <p>Mervin D. Yoder. 17341 Harrison Rd., Navarre OH, 44662. Paint TWP. Compliance inspection passed 4/19/17. Approved per policy.</p>	A. No action needed


	<p><u>B. Septic Variance for OAC 3701-29-03 (c) 5:</u></p> <p>Miller Roustabout Service Inc. 3737. 9429 Winesberg Rd., Dundee OH, 44624. Septic Installer Registration #2001037. Use CEU's earned in 2017 to be applied for current registration.</p> <p><u>C. Well Variance for 3701-28-07 (D):</u></p> <p>Fred Chenevey. 11027 Angling Rd., Wooster OH, 44691. Plain TWP. Garage addition to existing lot and structure for better access of family. Addition is 5' from existing well. Regulation states 10' for a new well. Private water contractor stated the existing well will remain serviceable and easily maintained. Staff inspection revealed the same.</p>	<p>B. Wiseman/Forrer All</p> <p>C. Troutman/Herman All</p>
Environmental Health Sub-Committee	There was no meeting in April, 2017.	No action needed.
Board of Health Minutes	Minutes from April 13, 2017 were accepted as mailed.	No action needed.
Operations Sub-Committee	<p>Minutes from April 28, 2017 were accepted with correction.</p> <p>The Board approved the Health Equities Policy.</p> <p>The Board approved the Health Department's regular audit to be changed from an annual to a bi-annual audit. By moving to a bi-annual audit there will be cost savings. Brent Brown abstained from voting.</p> <p>The Board approved changing Tara McCulloch's title from Director of Administration to Director of Finance and Human Resources. The title change was not noted in the Operation Minutes, but was discussed at the Operations Sub-Committee meeting.</p> <p>Tara discussed personnel policy changes affecting part-time, permanent employees. All part-time, permanent employees will accrue prorated</p>	<p>Brown/Wiseman All</p> <p>Wiseman/Kick All</p> <p>Tafoya/Troutman All Brown abstained</p> <p>Troutman/Forrer All</p> <p>Kick/Brown All</p>

	<p>vacation hours based on the amount of hours worked per week. The previous policy required PT employees to work a minimum of 20 hours in a given week before becoming eligible for vacation accrual. This policy does not apply to PRN staff. (This change will be effective pay period beginning May 14, 2017.)</p> <p>Additionally, part-time, permanent employees will earn a personal day equal to the hours of a regularly scheduled workday after one year of service, and another after five years of service. The previous policy awarded prorated personal days for PT employees based on the hours worked per week.</p> <p>The updated policy change means that a PT employee who typically works an 8-hour day will receive an 8-hour personal day. Likewise, an employee who typically works a 5-hour workday will receive a 5-hour personal day. This policy does not apply to PRN staff. (Effective pay period beginning May 14, 2017.) The Board accepted the recommendation for all changes to the Personnel Policy.</p> <p>Discussion was led by Tara about the Health Department accepting credit/debit cards using Point and Pay, the service used by the County. The Health Department currently utilizes Vital Chek to process card payments for the Vital Statistics Department; Vital Chek charges \$7.00 per transaction, which is paid directly to Vital Chek. Point and Pay would result in smaller fees for card users. Susan Varnes, Director of Nursing, agrees that card-pay capabilities would benefit the nursing department from losing business to clientele that are unable to pay with cash or check.</p> <p>Jerry Herman, Chair of Operations initiated a conversation about a Long-Term Facilities Planning Team. The Team would discuss a plan for comparing the cost and effectiveness of maintaining The Health Department in two locations, including the impending repair costs for the broken elevator at Walnut Street. The approximate cost of the elevator repair will be \$40,000-\$50,000, an amount equal to a down payment for another building, according to Jerry. It was mentioned that the Commissioners continue to limit which expenses and repairs they are willing to cover. Jerry asked BOH members let Nick know if they are interested in being on the team; further discussion will be held the next Operations Meeting.</p> <p>The Board recommended adoption of The Wayne County Health Department Health Equity Policy.</p>	<p>Board of Health members are asked to email Nick if they are interested in being a part of the Long Term Facilities Planning Team.</p> <p>Wiseman/Kick All</p>
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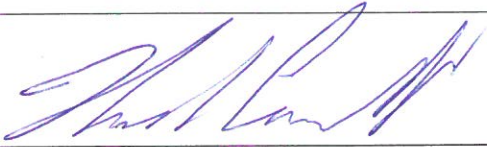
<p>Financial Requests</p>	<p>The Board approved the payment of bills in the amount of \$1,658.28 to be generated on May 11, 2017 (preauthorized) and bills in the amount of \$39,972.47 to be generated for payment on May 18, 2017.</p> <p>The Board approved Interagency Transaction/payments in the amount of \$1,540.09; and Expenditure Reimbursements in the amount of \$4,763.95.</p>	<p>Herman/Forrer All</p> <p>Herman/Forrer All</p>
<p>Receipts & Expenses</p>	<p>The Board reviewed the Revenue and Expense reports for April 2017.</p>	<p>No action needed.</p>
<p>Patient Care Update</p>	<p>Director of Patient Care, Susan Varnes presented the March, 2017 Patient Care update.</p> <p>The Health Department launched Phase 2 of Project DAWN April 25th, 2017. The first three classes are fully booked. Moving forward, class size may be increased.</p> <p>Susan thanked Bobby Warren from <u>The Daily Record</u>, for the front-page article on Project Dawn.</p> <p>The WIC Grant was posted. It is flat-funded this year, being a non-competitive year, with no changes. WIC is planning its 6th annual Baby Fair for this August.</p> <p>Discussion held about the changes with BCMH.</p> <p>Susan updated the Board on the (IAP) Immunization Action Plan Grant. A survey was done for the Apple Creek Outreach Clinic, as a result, beginning June, 2017, the Apple Creek Clinic will cease to operate and will be moving to Orrville. The Orrville Clinic will be held at Christ United Church of Christ. The new hours will be 11:00am-1:30 pm.</p> <p>August 12th, 2017 The Wayne County Health Department will hold a county-wide Back-To-School Clinic held at The Wayne County Schools Career Center. The event is being marketed by schools and daycares.</p>	<p>No action needed.</p>
<p>Administrative Board Items:</p>	<p>There were no administrative board items.</p>	<p>No action needed.</p>

Old Business	No old business was discussed.	No action needed.
New Business:		
2018 WCHD Budget	Tara discussed the 2018 budget. The 2% increase was denied by The Budget Commission due to multiple reasons, the biggest being our carryover. A 3% adjustment is planned for staff. Ongoing costs for accreditation were mentioned. The Board approved the initial draft of the budget.	Kick/Forrer All
Re-Credentialing Application- Caresource	Susan and Tara discussed the Standardized Credentialing Form. Once the WCHD is accredited it will be easier to process and less paperwork, every 3 years. The Board approved renewals of the contracts.	Kick/Wiseman All
MOU- One Eighty for SPF-PFS Project	Memorandum of Understanding between One Eighty and Wayne County Health Department was discussed. Cortney Ardrey, Accreditation Coordinator will work on this.	Tafoya/Troutman All
Public Speaks	No one from the public spoke.	No action needed.
Future Meetings	May 23, 2017 Environmental Health Sub-Committee May 26, 2017 Operations Sub-Committee June 8, 2017 Board of Health Meeting	No action needed.
Adjournment	The meeting was adjourned as there was no more business.	No action needed.

Approved by the Board of Health on this 8th day of June, 2017.



 Susan Buchwalter, Ph.D.
 President, Board of Health



 Nicholas Cascarelli, Ed.D.
 Health Commissioner