



**Ashland County Board of Health  
Meeting Agenda  
Tuesday, February 5, 2019 @ 7:00 pm  
1763 State Route 60, Ashland, Ohio 44805**

**Call To Order: Ron Puglisi – Ashland County Board of Health**

**1. Approval of January Minutes**

**2. Approval of January Expenses**

- A. General/ Food Protection/PHEP

**3. Guest: Scott Williams, Vinyl Marketing**

**4. Division Reports**

- A. Health Commissioner
- B. Environmental Health
- C. Nursing

**5. Old Business**

**6. New Business**

- A. Consideration of Approval:
  - a. Variance Request – Continuing Education Hours for Registered Sewage Contractor – R Cutlip, G Rowland
  - b. VFC Administrative Cost increase \$10/\$5 to \$15/\$10
  - c. Marketing Proposal from Vinyl Marketing, \$8,500.00

**7. Personal Privileges**

**8. Executive Session:** Pursuant to Section 121.22 of ORC - Regarding the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official

**9. Adjourn --- Next Meeting: March 12, 2019 @ 7:00 pm**



Ashland County Board of Health Meeting Minutes  
1763 State Route 60, Ashland, Ohio 44805  
January 8, 2019

**Board of Health Members Present:**

Ron Puglisi  
Dr. David Tomchak

Jeff Hardman

Dr. Rebecca Cawrse

**Staff Members Present:**

Sarah Goodwill Humphrey  
Shirley Bixby

Health Commissioner  
Nursing Director

**Guests Present:**

Sean Bartley

Partner, Olson Strategies

**Call to Order:** The Ashland County Health Department Meeting was called to order by Board President, Ron Puglisi, at 7:05 pm at 1763 State Route 60, Ashland, Ohio 44805.

**Approval of Minutes:** A motion was made to approve the December 2018 Board of Health Meeting minutes by Jeff Hardman and seconded by Dr. Tomchak. The motion carried.

**Approval of Expenses:** A motion was made to approve the December 2018 General /Food Protection/PHEP expenses by Dr. David Tomchak and seconded by Jeff Hardman. The motion carried.

**Health Commissioner Report:** Health Commissioner, Sarah Goodwill Humphrey, reported that the end of December was quite busy; the most important thing being the Mosquito Grant 2017 final report was submitted by the deadline of December 31, 2018. The ACHD can now begin expending from the 2018 grant of \$30,000.00. The 2019 Mosquito Control Grant is due on February 19<sup>th</sup>. Sarah explained that most of the leg work has already been done and now it is just resubmitting and showing plans. Each year they lower the award amount, so this year it would be \$25,000.00. Money from this grant goes towards tire cleanup, with the 2017 grant we were able to clean up over 3,500 tires from Ashland County. In 2018 4,365 mosquitoes were submitted to the ODH Lab, 213 pools were tested, and we ended up with four identified

positive WNV pools. Because of these results, we conducted helped villages and Ashland City conduct adulticide activities and dispersed heavy public health preventative messaging.

Sarah also reported that Jill Hartson had started as our PHEP Coordinator/MRC Coordinator on December 3<sup>rd</sup>. It has been a very good transition. Jill spent a good amount of time going through all of the plans, and cleaning the spaces, as well as updating inventory. Jill has already completed some deliverables for the PHEP Grant as well as expense report submission. Sarah stated we have found a very capable learner and community collaborator, and there will be a lot of positive coming from the work that Jill does.

There will be an exercise coming up on January 17, 2019. It will be an exercise in communicable disease and it is going to involve Shirley Bixby, some of the communicable disease staff, Steve Carroll from the hospital, Mark Rafeld from EMA. Everyone will be at hand on that day to drill the identified capabilities to test. This is in response to training and exercise deliverable for the PHEP Grant.

There will be several things approaching at the beginning of 2019; the Child Fatality Review Board is typically in February. Lauren will be running the numbers of children under the age of 18 who have passed away in our county during 2018. We will be reviewing those cases, looking at contributing factors and explore preventative measures.

We will have the District Advisory Council meeting in March at which the Board of Health member who is up for re-election will proposed for appointment. Although it will need to be confirmed who is up for re-election in 2019, all members expressed interest in retaining their seat.

Sarah mentioned that there have been several HR training opportunities and resources available in Ashland and nearby. Mark Burgess is one of those people who has been a knowledgeable and reliable resource to turn to when there are new experiences in HR. He is always willing and readily available to give guidance and she really appreciates that.

Sarah will be working on the annual financial report. Some time before the end of June we will be up for our biennial audit. That will be for 2017 and 2018.

Accreditation Readiness activities still take place are part of daily tasks and operations.

**Emergency Preparedness Division Report:** Please see the report provided in the Board Packet.

**Environmental Health Division Report:** Pat Donaldson reported on the annual report, which each board member had a copy of to look at. Reported activity numbers were up a little.

The Sewage program workshop was held as part of the continuing education that the installers must have. This is a six hour workshop that is put on for them annually. There were about 38

in attendance in 2018. Ron Adkinson from the City spoke on the Sewage Treatment Plant and several other speakers for specific topics. Pat said that AJ had organized it and did a great job!

**Nursing Division Report:** Shirley spoke first about communicable disease, stating that flu season was upon us. There are several hospitalized flu patients being reported.

Things are going very well with the BCMH program with the two new nurses are doing a lot of home visits and making a lot of contacts.

Looking forward to things in 2019 would be, Family Fun Day on May 4<sup>th</sup> with the theme "The Circus"

Shirley reported that she met with Mark Rafeld about Amish Health and Safety Day. Although a tentative date was set, it was not reported at this meeting.

Shirley reported that there is a breast feeding task force in this community that the ACHD is a part of. The task force will be presenting at the target action group for Health and Wellness in January. Also, Jeff from the Matthew 25 Outreach will be speaking.

Policies and procedures are being updated, A State VFC Audit will occur in later January. The CDC trainings were completed by all Public Health nurse. The CDC has changed some things as far as storage and handling, instead of reusing ice packs they want frozen water bottles. Also changes were made to the transporting of vaccine in coolers.

Sarah brought up the fact that the Community Health Assessment Adult Survey has been wrapped up. The company used was The Hospital Coalition of North West Ohio. The desired number of completed and returned Adult Surveys was only missed by about 7 surveys, which will allow for generalization but below the confidence interval of 95% which is desired. HCNO have taken this raw survey data and have sent it to the statistician for analyzation. The Ashland City Schools, Loudonville, and Mapleton have agreed to do the youth survey, of whom chose all of the questions that went into the survey. There were all kinds of health questions; mental health, health care, and food security. Hillsdale wanted to change a lot of the wording of the questions, so they are working with them a little bit on how to maintain the integrity and repeatability of some of those questions and still tread lightly in some of the areas of concern. Once they are able to do that they will be able to survey the kids. These will be kids in grades 6-12<sup>th</sup>. Then in spring we should have the finished Community Health Assessment and we can move on with our improvement plan from there. Sarah told the board members that they would continue to be informed.

**Old Business:** None

Before the New Business Shaun Bartley presented with on the proposed ideas on Public Health Promotion which will not only increase knowledge of program services at the ACHD but will

build a support base in the community that gives momentum for financial support through donations as well as levy support.

**New Business:**

**Reschedule February Regular Board of Health Meeting – Proposal of Tuesday February 5<sup>th</sup>, 2019:**

Motion: Ron Puglisi  
2<sup>nd</sup> : Jeff Hardman

**PASS**

**Consideration of Approval:**

- A. Adjustment of Immunization Fees to Cost plus 30% and allowable administrative cost and to allow that equation to be used during 2019 to adjust prices due to fluctuation pharmaceutical company costs..**

Motion: Jeff Hardman  
2<sup>nd</sup>: Dr. David Tomchak

**PASS**

- B. Presenteeism Policy - To protect the health and wellbeing of all employees when they are unable to perform their duties due to health factors.**

Motion: Dr. David Tomchak  
2<sup>nd</sup>: Dr. Rebecca Cawrse

**PASS**

**Personal Privileges: None**

**Motion To Enter Into Executive Session:**

**Motion:** Jeff Hardman

**2<sup>nd</sup>:** Dr. Rebecca Cawrse

Dr. David Tomchak – Yes

Dr. Rebecca Cawrse – Yes

Jeff Hardman - Yes

Ron Puglisi - Yes

**PASS: 9:10pm**

**Motion to leave Executive Session:**

**Motion:** Dr. Rebecca Cawrse

**2<sup>nd</sup>:** Dr. David Tomchak

Dr. David Tomchak – Yes

Dr. Rebecca Cawrse – Yes

Jeff Hardman - Yes

Ron Puglisi - Yes

**PASS: 9:35pm**

**New Business Continued:**

**Motion to Increase the Hourly Wage for Jenna Gerwig, BSN, RN to \$18.25, effective on the pay period ending January 25, 2019:**

**Motion:** Jeff Hardman

**2<sup>nd</sup> :** Dr. David Tomchak

**PASS**

**Motion to Increase the Rate of Pay by 1.5% for staff members with employment of at least 12 months prior to this date, and who have not received a pay increase within the preceding 12 months .**

**Motion:** Jeff Hardman

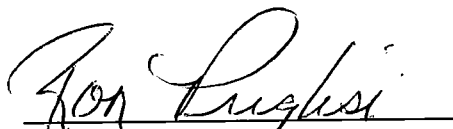
**2<sup>nd</sup> :** Dr. David Tomchak

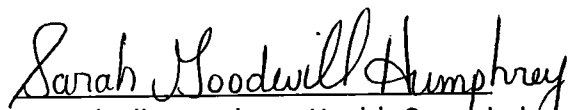
**PASS**

**Adjournment:** The meeting was adjourned at 9:35pm

**Next Meeting:** The next Boards of Health Meeting will be held on Tuesday March 12 ,2019 at 1763 State Route 60, Ashland, Ohio 44805 at 7:00pm.

Board Minutes taken by: Lauren Jeffery

  
Ron Puglisi, President  
Ashland County Board of Health

  
Sarah Goodwill Humphrey, Health Commissioner  
Secretary to the Ashland County Board of Health

# Ashland County Health Department - January Budget Report

## 2019 - COUNTY HEALTH DEPARTMENT

January

### REVENUE

#### FUND 9 General

	2019 Certified Budget	2019 AMENDED BUDGET	January MTD Actual	YTD ACTUAL	Current Budget Bal
00001 Real Property Taxes	165,821.00	165,821.00	0.00	0.00	165,821.00
00004 Subdivision Levy	22,000.00	22,000.00	0.00	0.00	22,000.00
00006 Mobile Home Tax	500.00	500.00	0.00	0.00	500.00
00210 Health Permits	35,000.00	35,000.00	1,681.00	1,681.00	33,319.00
00211 Health Licenses	35,000.00	35,000.00	11,210.00	11,210.00	23,790.00
00302 All State Revenue /Grants	50,000.00	50,000.00	250.00	250.00	49,750.00
00399 2 1/2 Rollback Homestead /ST	23,000.00	23,000.00	0.00	0.00	23,000.00
00422 BCMH Nursing Fees	65,000.00	65,000.00	11,220.00	11,220.00	53,780.00
00431 Health Birth / Death Fees	100,000.00	100,000.00	9,250.00	9,250.00	90,750.00
00432 Environmental Health Fees	20,000.00	20,000.00	1,635.00	1,635.00	18,365.00
00433 Vaccine Nursing Fees	105,000.00	105,000.00	5,318.60	5,318.60	99,681.40
00642 All Other Misc Revenue	10,000.00	10,000.00	945.00	945.00	9,055.00
00919 All Other Reimbursement	255,500.00	255,500.00	0.00	0.00	255,500.00
00931 Gifts & Donations	1,000.00	1,000.00	0.00	0.00	1,000.00
<b>REVENUES TOTAL</b>	<b>887,821.00</b>	<b>887,821.00</b>	<b>41,509.60</b>	<b>41,509.60</b>	<b>846,311.40</b>

### EXPENSE

#### FUND 9 General

	2019 Approved Budget	2019 Amended Budget	January 2019 Expenses	2019 YTD Expenses	Unexpended Balance	Open POs	Unencumbered Balance
01011 Employee Wages	460,000.00	460,000.00	29,882.67	29,882.67	430,117.33	0.00	430,117.33
01020 PERS / STRS	78,400.00	78,400.00	4,183.57	4,183.57	74,216.43	0.00	74,216.43
01030 Workers Compensation	7,000.00	7,000.00	3,532.51	3,532.51	3,467.49	0.00	3,467.49
01040 Medicare Employer Share	8,120.00	8,120.00	433.30	433.30	7,686.70	0.00	7,686.70
01060 Insurance Premium	105,000.00	105,000.00	18,433.76	18,433.76	86,566.24	31,766.24	54,800.00
02010 Ashland Co Health Contract	6,750.00	6,750.00	1,387.41	1,387.41	5,362.59	1,612.59	3,750.00
04010 Ashland Co Health Supplies	77,200.00	77,200.00	3.88	3.88	77,196.12	19,996.12	57,200.00
04020 Postage	1,500.00	1,500.00	0.00	0.00	1,500.00	800.00	700.00
04040 Office Supplies/Printing	5,000.00	5,000.00	641.30	641.30	4,358.70	1,358.70	3,000.00
05040 Equipment	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00	7,500.00
08050 Ashland Co Health State Reiml	65,000.00	65,000.00	14,879.54	14,879.54	50,120.46	5,120.46	45,000.00
08070 Tax Settlement Fees	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00	4,500.00
09020 Travel	14,000.00	14,000.00	551.70	551.70	13,448.30	4,448.30	9,000.00
09030 Advertisement	1,500.00	1,500.00	0.00	0.00	1,500.00	500.00	1,000.00
09040 Ashland Co Health Other Expe	40,000.00	40,000.00	1,515.76	1,515.76	38,484.24	38,484.24	0.00
09070 Audit Expenses	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00	7,500.00
09200 Accreditation	0.00	25,000.00	630.00	630.00	24,370.00	24,370.00	0.00
09220 HSTS EPA	0.00	25,000.00	5,700.00	5,700.00	19,300.00	19,300.00	0.00
<b>EXPENSES TOTAL</b>	<b>888,970.00</b>	<b>938,970.00</b>	<b>81,775.40</b>	<b>81,775.40</b>	<b>857,194.60</b>	<b>147,756.65</b>	<b>709,437.95</b>

BEGINNING BALANCE	465,260.56	YTD REVENUES	41,509.60	YTD EXPENSES	-	CURRENT FUND BALANCE	= 424,994.76
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# Ashland County Health Department - January Budget Report

January

## REVENUE

### FUND 16 PHEP

	2019 Certified Budget	2019 AMENDED BUDGET	January MTD Actual	YTD ACTUAL	Current Budg. Bal
00302 All State Revenue / Grants	69,000.00	69,000.00	1,389.00	1,389.00	67,611.00
00802 Advances In	0.00	0.00	0.00	0.00	0.00
00919 All Other Reimbursement	0.00	0.00	0.00	0.00	0.00
<b>REVENUES TOTAL</b>	<b>69,000.00</b>	<b>69,000.00</b>	<b>1,389.00</b>	<b>1,389.00</b>	<b>67,611.00</b>

## EXPENSE

### FUND 16 PHEP

	2019 Approved Budget	2019 Amended Budget	January 2019 Expenses	2019 YTD Expenses	2019 Unexpended Balance	Open POs	Unencumbered Balance
01011 Employee Wages	42,130.00	42,130.00	3,568.92	3,568.92	38,561.08	0.00	38,561.08
01020 PERS / STRS	5,898.20	5,898.20	499.64	499.64	5,398.56	0.00	5,398.56
01030 Workers Compensation	480.00	480.00	369.85	369.85	110.15	0.00	110.15
01040 Medicare Employer Share	610.89	610.89	51.75	51.75	559.14	0.00	559.14
01060 Insurance Premium	13,729.38	13,729.38	2.10	2.10	13,727.28	97.90	13,629.38
02010 Ashland Co Health Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04010 Supplies	543.29	543.29	0.00	0.00	543.29	0.00	543.29
04020 Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
04040 Printing	100.00	100.00	0.00	0.00	100.00	0.00	100.00
05040 Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00
08020 Advances Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09020 Travel	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00
09040 Other Expenses	3,508.24	3,508.24	187.47	187.47	3,320.77	1,812.53	1,508.24
2014-09200 Capacity Bldg Award	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2014-09240 Challenge Award	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>FUND 16 EXPENSES TOTAL</b>	<b>69,000.00</b>	<b>69,000.00</b>	<b>4,679.73</b>	<b>4,679.73</b>	<b>64,320.27</b>	<b>2,910.43</b>	<b>61,409.84</b>

BEGINNING BALANCE

\$48,188.39

+ YTD REVENUES

1,389.00

YTD EXPENSES

- 4,679.73

CURRENT FUND BALANCE

= 44,897.66

# Ashland County Health Department - January Budget Report

## REVENUE

### FUND 23 FOOD

	January Certified Budget	2019 AMENDED BUDGET	January MTD Actual	YTD ACTUAL	Current Budg. Bal
00220 Food Service License	105,000.00	105,000.00	164.80	164.80	104,835.20
00432 Food Service Late Fee	1,000.00	1,000.00	0.00	0.00	1,000.00
00433 Food Service Review Fee	1,000.00	1,000.00	179.21	179.21	820.79
00642 All Other Misc Revenue	15,000.00	15,000.00	0.00	0.00	15,000.00
<b>REVENUES TOTAL</b>	<b>122,000.00</b>	<b>122,000.00</b>	<b>344.01</b>	<b>344.01</b>	<b>121,655.99</b>

## EXPENSE

### FUND 23 FOOD

	2019 Approved Budget	2019 Amended Budget	January 2019 Expenses	2019 YTD Expenses	2019 Unexpended Balance	Open POs	Unencumbered Balance
01011 Employee Wages	81,838.00	81,838.00	6,193.04	6,193.04	75,644.96	0.00	75,644.96
01020 PERS / STRS	11,457.37	11,457.37	867.03	867.03	10,590.34	0.00	10,590.34
01030 Workers Compensation	1,200.00	1,200.00	652.82	652.82	547.18	0.00	547.18
01040 Medicare Employer Share	1,186.65	1,186.65	89.80	89.80	1,096.85	0.00	1,096.85
01060 Insurance Premium	30,000.00	30,000.00	5,385.06	5,385.06	24,614.94	9,614.94	15,000.00
04010 Supplies	5,000.00	5,000.00	0.00	0.00	5,000.00	2,000.00	3,000.00
04020 Postage	1,200.00	1,200.00	0.00	0.00	1,200.00	1,000.00	200.00
05040 Equipment	200.00	200.00	0.00	0.00	200.00	0.00	200.00
08050 Ashland Health Dpt State Reim	10,500.00	10,500.00	84.00	84.00	10,416.00	5,916.00	4,500.00
09020 Travel	6,000.00	6,000.00	275.00	275.00	5,725.00	2,725.00	3,000.00
09040 Other Expenses	2,000.00	2,000.00	26.23	26.23	1,973.77	973.77	1,000.00
<b>EXPENSES TOTAL</b>	<b>150,582.02</b>	<b>150,582.02</b>	<b>13,572.98</b>	<b>13,572.98</b>	<b>137,009.04</b>	<b>22,229.71</b>	<b>114,779.33</b>

BEGINNING BALANCE	\$118,690.65	+	YTD REVENUES	344.01	YTD EXPENSES	-	13,572.98	CURRENT FUND BALANCE	= 105,461.68
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January

ASHLAND COUNTY HEALTH DEPARTMENT - RECAP SHEET

Jan-19

BILLS

FUND 9

Account	Date	Vendor	Purpose	Amount	MTD	YTD
1030 BWC	1/25/2019	Ashland Co. Commissioners	2018 BWC	\$ 3,532.51		
1060 Health/Life	1/4/2019	Ashland Co. Treasurer	Employee Life Insurance Benefits for Feb. 2019	\$ 18.90		
	1/4/2019	Ashland Co. Treasurer	Employee Health Insurance Benefits for Jan. 2019	\$ 9,107.43		
	1/25/2019	Ashland Co. Treasurer	2019 Wellness Admin. Fees	\$ 200.00		
	1/25/2019	Ashland Co. Treasurer	Employee Health Insurance Benefits for Feb. 2019	\$ 9,107.43		
2010 Contract Svc.	1/4/2019	KeyBridge Computer Serv/Steve Mullet	IT Services for 09/10/2018 - 12/20/2018	\$ 810.00		
	1/15/2019	Stericycle	Biohazard Container removal	\$ 96.03		
	1/15/2019	Quadax	Billing Services for Dec. 2018	\$ 81.55		
	1/15/2019	Wells Fargo Financial Leasing	Copier Lease for 12/25/18 - 01/24/2019	\$ 389.83		
	1/4/2019	Walmart	Medical Supplies/Glycerin	\$ 3.88		
4010 Medical Supplies	1/4/2019	Staples	Office Supplies	\$ 79.43		
4020 Postage	1/4/2019	Capital One	Office Supplies/Google	\$ 219.63		
4040 Office Supplies	1/15/2019	Irwins	EH Date Stamper	\$ 77.69		
	1/25/2019	Staples	Office Supplies	\$ 123.71		
	1/25/2019	Capital One	Office Supplies	\$ 115.94		
	1/25/2019	Walmart	Office Supplies	\$ 24.90		
8050 State Remit.	1/4/2019	Treasurer, State of Ohio	ODH 4th Quarter Sewage Treatment Systems Permit Fees	\$ 1,328.00		
	1/4/2019	Treasurer, State of Ohio	ODH 4th Quarter Private Water Systems Permit Fees	\$ 1,288.00		
	1/4/2019	Ohio Division of Real Estate	Burial Permit Fees for December 2018	\$ 52.50		
9020 Travel	1/15/2019	Treasurer, State of Ohio	ODH, 4th Quarter VS Fees	\$ 12,211.04		
	1/4/2019	Michele Funk	Travel/Mileage for Dec. 2018	\$ 31.00		
	1/4/2019	Jenna Boliantz	Travel/Mileage for Oct - Dec. 2018	\$ 68.70		
	1/4/2019	Pat Donaldson	Travel/Mileage for Dec. 2018	\$ 64.50		
	1/4/2019	A.J. Sturgis	Travel/Mileage for Dec. 2018	\$ 248.00		
	1/4/2019	Jenny Helbert	Travel/Mileage for Nov & Dec 2018	\$ 139.50		
9030 Advertisement	1/4/2019	OABH	2019 Annual Fees	\$ 190.00		
9040 Other	1/4/2019	Ashland Co Agricultural Society	2019 Ashland Co Fair Booth	\$ 250.00		
	1/4/2019	Alloway	Water Samples for Nov 2018	\$ 125.00		
	1/4/2019	Miller-Hawkin's	Donuts for Sewage Workshop	\$ 31.20		
	1/15/2019	City of Ashland	Bacteriological Samples for July - Dec. 2018	\$ 615.00		
	1/15/2019	UPS Store	Return of Vaccine on 12/19/2019	\$ 14.56		
	1/15/2019	Groundworks Play Therapy	Reimbursement of deposit to ACHD Nursing Fees	\$ 100.00		
	1/15/2019	Shirley Bixby	Reimbursement of Child Passenger Safety Conference	\$ 65.00		
	1/25/2019	Alloway	Water Samples for Dec. 2018	\$ 125.00		
9070 Audit	1/25/2019	Anne Goon	Accreditation Support and Coordination Services	\$ 630.00		
9200 Accreditation	1/25/2019	Dick's Plumbing	EPA Grant STS William Morehouse	\$ 5,700.00		
9220 EPA STS Grant						
FOOD						

January

1030	BWC	1/25/2019	Ashland Co Commissioner	2018 BWC	\$ 652.82
1060	Health/Life	1/4/2019	Ashland Co Treasurer	Employee Life Insurance Benefits for Feb. 2019	\$ 4.20
		1/4/2019	Ashland Co. Treasurer	Employee Health Insurance Benefits for Jan. 2019	\$ 2,665.43
		1/25/2019	Ashland Co. Treasurer	2019 Wellness Admin. Fees	\$ 50.00
		1/25/2019	Ashland Co. Treasurer	Employee Health Insurance Benefits for Feb. 2019	\$ 2,665.43
4010	Supplies				
4020	Postage				
8050	State Remit	1/4/2019	Treasurer, State of Ohio	RFE Food License Fees for Nov. & Dec. 2018	\$ 28.00
		1/4/2019	Treasurer, State of Ohio	FSO Food License Fees for Nov. & Dec. 2018	\$ 56.00
9020	Travel	1/4/2019	Jennifer Frazier	Travel/Mileage for Dec. 2018	\$ 107.00
		1/4/2019	Tom Cassell	Travel/Mileage for Dec. 2018	\$ 168.00
9040	Other	1/4/2019	Verizon Wireless	Wireless phone bill for Nov. 22- Dec. 21 Food Portion	\$ 26.23
9070	Audit				
<b>PHEP</b>					
1030	BWC	1/25/2019	Ashland Co. Commissioner	2018 BWC	\$ 369.85
1060	Health/Life	1/4/2019	Ashland Co Treasurer	Employee Life Insurance Benefits for Feb 2019	\$ 2.10
2010	Contract Svc.				
4010	Supplies				
9020	Travel				
9040	Other	1/4/2019	Verizon Wireless	Wireless phone bill for Nov. 22- Dec. 21 2018	\$ 187.47
<b>TOTAL COUNTY BILLS:</b>					\$ 54,258.39

Sarah Goodwill Humphrey MPH, CPH, F  
Health Commissioner

Revised 01/25/2019

## Health Commissioner's Report

### February 2019 Board of Health Meeting

- January 9<sup>th</sup> – NECO Regional Functional Exercise Controller/Evaluator Training
- January 9<sup>th</sup> – Meeting with Leah Jones, Regional Representative, Senator Sherrod Brown
- January 10<sup>th</sup>-11<sup>th</sup> – Complete and Submit the 2019 Ohio EPA Mosquito Control Grant
- January 11<sup>th</sup> – Brief Mtg with Steve Carroll re: Regional Function Exercises
- January 15<sup>th</sup> – Vaccine for Children Compliance visit – Shirley and I calibrated and documented all vaccine coolers
- January 17<sup>th</sup> – NECO Regional PHEP Exercise 8:30-12:30pm – followed by an Participant and Evaluator Hotwash
- January 17<sup>th</sup> and 18<sup>th</sup> – Completing the PHEP Exercise EEG with Jill Hartson
- January 24<sup>th</sup> – AOHC Central Regional Meeting at AOHC Administrative Office
- January 29<sup>th</sup> – Elected Officials Mtg with County Commissioners re: Building/Space Need
- January 29<sup>th</sup> – Spire/Whitcomb & Hess Workshop – Hiring, Customers, Financial Stability
- January 30<sup>th</sup> – CHA/CHIP Mtg at UHSMC Main
- January 31<sup>st</sup> – Flu Vaccine Order Mtg
- January 31<sup>st</sup> – Prescription Disposal Campaign Meeting at MHRB

#### Regular Meetings/Calls

- Weekly Ohio Department of Health 11am
- Monthly FCFC Full Council/Exec M

*Ohio Responses*

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#### **Accreditation:**

Anne Goon has completed the Workforce review before presentation at the next Bc

The Hospital Council of Northwest Ohio h Community Health Assessment. The resp to an avg national rate of 10%. We recei confidence interval. Due to some fragme HCNO was not able to maintain constant a result, there was some backsliding whe

dependent on grades, and overall less willingness to conduct the survey at Hillsdale Local Schools. HCNO proposed that we eliminate the Youth Survey from the CHA due to hesitancy, lack of communication, and time concerns but the Committee is optimistic that with grassroots effort, the youth survey can be conducted with all the needed schools and survey numbers to provide the robust assessment that we desire. The youth survey data may be added into the CHA document with a later timeline as a final CHA needs to be approved and ready for submission by the June 30 Accreditation application deadline.

*Rover \$  
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**Grants:**

The 2019-2020 MCG application is due Feb 19<sup>th</sup>, 2019 and has already been submitted. The award amount has been capped at a lower amount for the grant cycle at \$25,000.00 and the grant request has been written for the maximum allowable. Notice of Award for the 2019-2020 MCG is expected in early April 2019.

A second household treatment system has been installed and approved through our award of the Water Pollution Control Loan Fund. This particular project was eligible for 50% financial support due to the income guidelines of the fund. \$182,902.00 remains for HSTS repair/replacement until October 2019.

**Community Support/Friends Committee:**

Sean Bartley of Olson Strategies placed a follow-up call to me after the January 8<sup>th</sup> meeting. Availability of resources was discussed through the public health promotion components of existing grant awards. He was asked to develop a proposal of activities that the BOH could review as an a la carte option for improving community support. This proposal will be shared with the board when received.

**Finance:**

Preparing for the 2017-2018 Audit, I completed the Grant Activity Report Form for Ashland County Auditor Cindy Funk that reports out Federal Revenues Received (e.g. PHEP Grant, Medicaid Administrative Claiming, etc)

The Annual Financial Statement including Notes is due to the Auditor of State via the Hinkle System no later than March 1<sup>st</sup>. I will be working on completing and submitting that document which will then be followed by the biennial audit for Fiscal Years 2017 and 2018 by CE Harris & Associates. This audit will be completed by July 1<sup>st</sup>.

As a state mandate every local health department is required to complete an additional Annual Financial Report along with Quality Indicators that is typically due March 1<sup>st</sup> into the Ohio Department Health Application Gateway. For 2018 Financial Reporting, the Ohio Public Health Association secured a project grant to identify gaps in public health funding and capacity that align with the Foundational Public Health Services (see attached document). Due to this project, ODH has agreed to use this newly designed tool as part of the financial reporting mandate. It is a new and tedious tool but will provide us with valuable data during conversations to secure more public health dollars in Ohio. They have extended the deadline for the AFR and QI reporting until April 1<sup>st</sup> and have provided training seminars and in-person technical assistance opportunities.

**AOHC Mtg:**

Director Lance Himes has agreed to serve as the Interim Department of Health Director until a cabinet member is seated. Mr. Himes has been asked to return his position as General Counsel when the Director is named.

BOH have been granted the authority to change their DBA names, if they so choose (e.g. Lake Public Health, Lake Health Department, etc). AOHC is writing guidance on credit card use now that BOH have been granted use of credit cards for health department business, effective March 22, 2019

## Background

In April of 2012, the Institutes of Medicine (IOM) released, "For the Public's Health: Investing in a Healthier Future," the third in a series of three reports focusing on key issues in public health. Among the recommendations found in the report was one for a minimum package of public health services:

*"The committee believes that it is a critical step to develop a detailed description of a basic set of public health services that must be made available in all jurisdictions. The basic set must be specifically defined in a manner that allows cost estimation to be used as a basis for an accounting and management framework and compared among revenues, activities, and outcomes. The committee developed the concept of a minimum package of public health services, which includes the foundational capabilities and an array of basic programs no health department can be without." (IOM (Institute of Medicine), 2012)*

In April of 2013, at the encouragement of a number of public health leaders, the Public Health Leadership Forum (PHLF), funded by the Robert Wood Johnson Foundation (RWJF), and organized, managed, and facilitated by RESOLVE, convened a group of stakeholders to further define a **minimum package of public health services** including foundational capabilities (FCs) and an array of basic programs no health department can be without, now known as foundational areas (FAs).

Over the course of several meetings, the working group built on efforts in Washington State, our Ohio Futures Report, and others to draft an initial model of foundational capabilities and areas. The document was intended to be used as a discussion piece within the public health community to continue the development of, support for, and coalescence around the case for *foundational public health services essential to communities everywhere for the health system to work anywhere*. Clarity and consistency of an overall conceptual

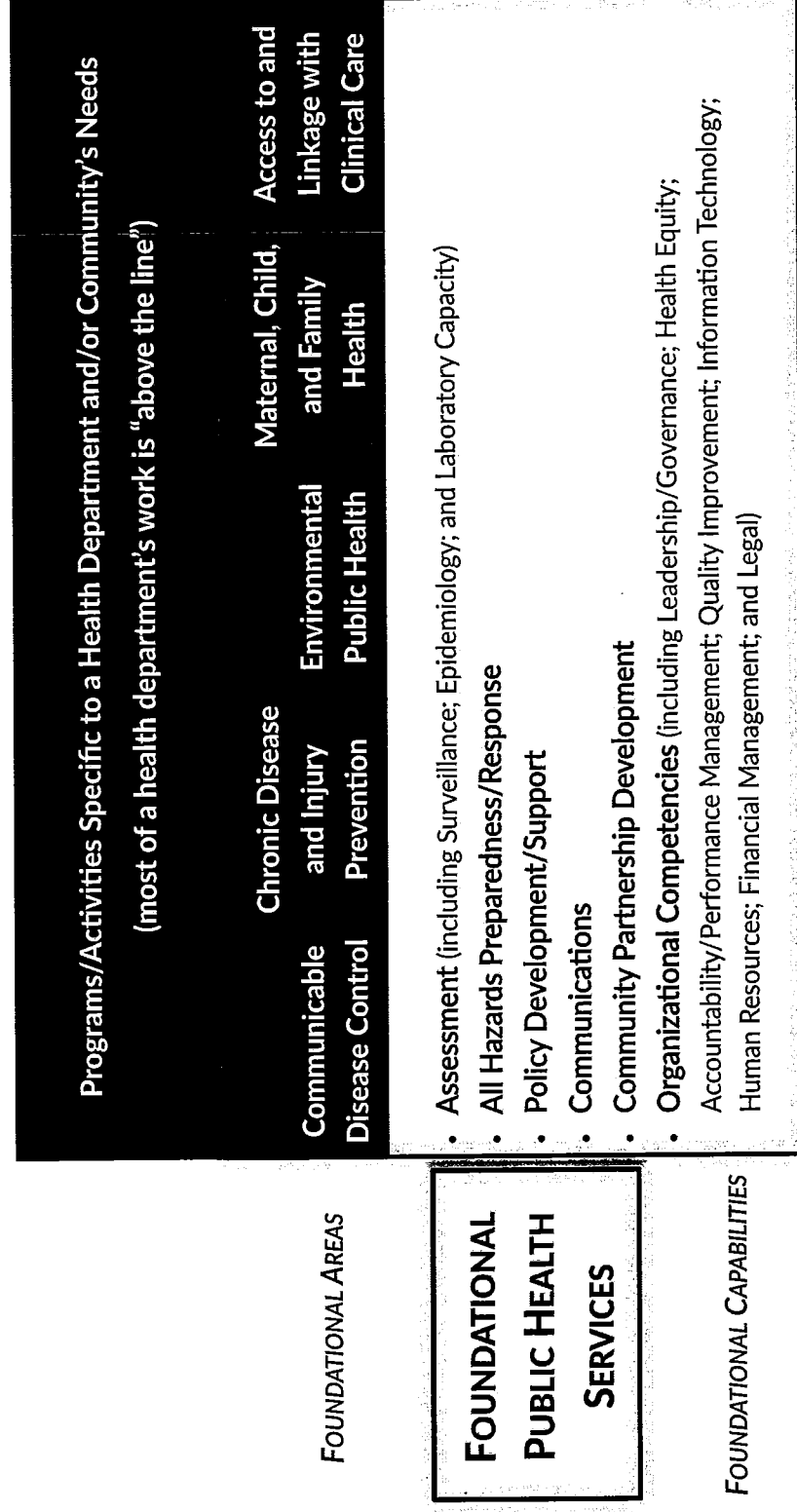
framework, including definitions and methodologies for estimating costs is critically important to support a case for sustained funding for Foundational Public Health Services (<http://www.resolv.org/site-foundational-ph-services/>). The final model and framework were completed in March 2014.

## Foundational Public Health Services (FPHS)

Comprised of the foundational capabilities (FC's) and foundational areas (FA's); a suite of skills, programs/activities that must be available in state/local health departments system-wide.

### Foundational Public Health Services Model

Version 1.0, March 2014



**Foundational Capabilities (FC):** cross-cutting skills needed in health departments everywhere for the health system to work anywhere; essential skills/capacities to support all activities.

**Foundational Areas (FA):** Substantive areas of expertise which is program-specific in health departments everywhere to protect the community's health.

**Other Services Particular to a Community "Above the Line":** Additional, critical significance programs/activities specific to a health department or a community's needs, supported by FC's and FA's. (Also known as, "Expanded Services" and "Above the Line" Services).

## **FPHS and the Annual Financial Report (AFR)**

In February 2016, Ohio was funded by the Robert Wood Johnson Foundation (RWJF) and the Public Health National Center for Innovation (PHNCI) to explore opportunities to improve public health in the 21<sup>st</sup> century (the 21C Project). One initiative was about identifying what it costs to provide FPHS.

A workgroup of health commissioners from different size local health departments (LHDs) and the Ohio Department of Health was convened to develop a costing tool to collect expenditure data from LHDs using the FPHS framework. The workgroup realized the value in updating the AFR to reflect FPHS rather than have another data collection tool for LHDs. The AFR update makes data collection more efficient and evolves the quality of data collected, making it more meaningful to ODH and LHDs.

Ohio, like many states, can no longer sustain public health on the resources we have depended on. This revised tool allows us to define public health funding in Ohio, using a nationally accepted model of foundational public health services (FPHS).

Our goal is to identify the gap between where we are and where we should be in providing FPHS. Then, what funding is needed to close that gap for local health departments in Ohio.

ASHLAND HEALTH DEPARTMENT  
DIVISION OF VITAL STATISTICS  
1763 STATE ROUTE 60 ASHLAND OHIO 44805

**VITAL STATISTICS MONTHLY REPORT**

**MONTH OF JANUARY 2019**

<b>TOTAL BIRTHS</b>	<u>21</u>
<b>MALE</b>	<u>11</u>
<b>FEMALE</b>	<u>10</u>
<b>HOME BIRTHS</b>	<u>6</u>

<b>TOTAL DEATHS</b>	<u>36</u>
<b>MALE</b>	<u>17</u>
<b>FEMALE</b>	<u>19</u>
<b>0-18</b>	<u>0</u>
<b>19-44</b>	<u>2</u>
<b>45-64</b>	<u>6</u>
<b>65 &amp; Older</b>	<u>28</u>

**TOTAL CERTIFIED COPIES SOLD**

<b>BIRTH</b>	<u>169</u>
<b>DEATH</b>	<u>193</u>

January 2019  
PHEP/MRC Coordinator Report

### Trainings

- Controller/Evaluator Training for NECO Region 5 Functional Exercise
  - o Pat Donaldson, Sarah Humphrey and Jill Hartson completed the webinar training
- Jill Hartson went to Summit County Public Health Department for IMATS training on January 10. IMATS stands for Inventory Management and Tracking System which is the CDC's computer-based platform for public health agencies to track medical countermeasure inventory. IMATS also supports data exchange and allows state public health agencies to collect inventory totals from local jurisdictions, aggregate the data and report to CDC.
  - o Attending this training fulfilled PHEP Deliverable #12, which has been submitted in GMIS and is pending approval.
- Staff participated in the NECO Functional Exercise on January 17<sup>th</sup>. The NECO Functional Exercise typically involves UH Samaritan, Ashland EMA, the health department and occasionally first responders, but this year's NECO drill was specific to health departments as the scenario was a Hepatitis A outbreak. (We will not play a role in UH Samaritan's exercise which is slated for Feb. 7<sup>th</sup>, as their scenario is an onsite active shooter and does not include a health department component.)
  - o Staff who participated in the January 17<sup>th</sup> exercise included the "players" Shirley Bixby, Laurie McFarlin, Jenna Gerwig, Hena Samdani, and Jill Hartson. Pat Donaldson was the controller and Sarah Humphrey and Jenny Helbert served as evaluators. Mark Rafeld was on hand to assist with the WebEOC element, which is a communication tool used by EMAs. Staff worked well together and the exercise was an excellent learning tool that allowed us to test several PHEP capabilities. It also helped us identify areas for improvement, most notably Incident Command training and WebEOC training.
- Jill Hartson participated in the Nursing Home Incident Command Training and Tabletop Exercise that was held all day at UH Samaritan on Main January 25, 2019.

### PHEP Grant Updates

- On January 22, 2019, Jill Hartson completed and submitted all of the required documentation and signed paperwork for the PHEP Grant FY2020.
- In addition to submitting PHEP Deliverable #12 (IMATS training as described above), PHEP Deliverable 8.2 (Quarterly Outbreak Summary Report) was submitted in GMIS and was approved by ODH Jan. 14, 2019.
- Approved Deliverables submitted for reimbursement in January 2019 include:
  - o Deliverable 10.2 - Quarterly Statewide EPI meeting
  - o Deliverable 22.1 – Biannual ODH 24/7 After Hours Drill

### MRC Unit 1181 Updates

- John Cadley, Sonja Bringman and Rosie Moffett volunteered at January's clinics.
- A request for MRC volunteers to help at Trinity Lutheran Church's warming station January 29 – 31 yielded no availability due to prior obligations.

Ashland County

COMMUNICABLE DISEASE 2018	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2019 YTD	2018	2017
Campylobacter													0	17	15
Chlamydia	3												3	65	60
Coccidioidomycosis													0	1	0
CP-CRE													0	1	0
Cryptosporidium													0	8	6
Cyclosporiasis													0	1	0
E Coli (all serotypes)													0	6	8
GC	1												1	7	11
Giardia													0	4	5
Group A Strep													0	2	0
Group B Strep, Newborn													0	0	0
Hib													0	1	2
Hemolytic Uremic Syndrome													0	0	0
Hep A													0	0	0
Hep B, acute													0	0	1
Hep B, chronic													0	6	5
Hep B, prenatal													0	0	0
Hep C, acute													0	0	1
Hep C, chronic	2												2	19	19
Influenza Hospitalization	3												3	30	17
LaCrosse Virus													0	1	1
Legionellosis													0	3	0
Lyme Disease													0	3	5
Malaria													0	0	0
Measles													0	0	0
Meningitis - bacterial (not n meningitidis)													0	0	1
Mycobacterial Disease - Not TB													0	0	0
Mumps													0	1	0
Pertussis													0	5	2
Q Fever													0	1	0
Rocky Mtn Spotted Fever													0	1	0
Salmonella													0	14	5
Shigellosis													0	0	0
Strep Pneumoniae	1												1	3	2
TB													0	0	0
Tetanus													0	1	0
Varicella													0	3	1
Viral Meningitis													0	1	0
West Nile Virus													0	2	1
Yersiniosis													0	0	2
Zika													0	0	0
Ashland County Totals	10	0	0	0	0	0	0	0	0	0	0	0	10	207	170

Ashland City

COMMUNICABLE DISEASE 2018	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2019 YTD	2018	2017
Campylobacter													0	8	6
Chlamydia	7												7	63	87
Coccidioidomycosis													0	0	0
CP-CRE													0	3	0
Cryptosporidium													0	3	1
Creutzfeldt-Jakob Disease													0	2	0
E Coli (all serotypes)													0	3	1
Ehrlichiosis													0	0	1
GC													0	12	18
Giardia													0	3	3
Group A Strep													0	1	2
Group B Strep, Newborn													0	0	0
Hemolytic Uremic Syndrome													0	0	0
Hep A	1												1	0	0
Hep B, acute													0	2	1
Hep B, chronic	1												1	11	2
Hep C, acute													0	0	0
Hep C, chronic													0	17	16
Hep C Perinatal													0	1	0
Influenza Hospitalization	2												2	24	22
Influenza- ODH Lab Result													0	0	2
LaCrosse Virus													0	0	1
Legionellosis													0	1	0
Lyme Disease													0	1	4
Malaria													0	0	0
Measles													0	1	0
Mycobacterial Disease - Not TB													0	0	0
Mumps													0	1	0
Pertussis													0	2	3
Salmonella													0	5	5
Strep Pneumoniae													0	3	1
TB													0	0	0
Varicella													0	1	2
Viral Meningitis													0	2	1
West Nile Virus													0	0	0
Vibriosis													0	1	0
Yersiniosis													0	0	3
Ashland City Totals	11	0	0	0	0	0	0	0	0	0	0	0	11	171	182
County-City Totals	21	0	0	0	0	0	0	0	0	0	0	0	21	378	352

ODRS "Created Date" and includes

Ashland County

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Ashland County

## Nurses Report 2019

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## **ASHLAND COUNTY HEALTH DEPARTMENT**

1763 State Route 60 • Ashland, Ohio 44805

419-282-4357 • 419-282-4271 Fax

Sarah Goodwill Humphrey, MPH, CPH, RS

Health Commissioner

Nursing Division

*Equal Opportunity Employer / Provider*

February 4, 2019

The nursing department would like to propose an increase in the vaccine administration fee for VFC vaccine. The increase would be from \$10 for one vaccine to \$15 for one vaccine and from \$5 for each additional vaccine to \$10 for each additional vaccine. The maximum allowed vaccine administration fee per the VFC program is \$25.82 per vaccine. With this increase the Ashland County Health Department would still remain well below that maximum allowed amount while also increasing revenue for the health department and the nursing services that we are providing.

*Shelley Brinkley, RN, BSN*

Mileage  
Report

Environmental Health Mileage: 2019					
Sanitarian	P. Donaldson	T. Cassell	A.J. Sturgis	J. Frazier	Totals
January	222	375	317	232	1,146
February					0
March					0
April					0
May					0
June					0
July					0
August					0
September					0
October					0
November					0
December					0
2019 Totals	222	375	317	232	1,146

## Activity - Count/Percentage

Number	Percent	Activity
95	20 %	FOOD SERVICE CONSULT
88	18 %	PRIVATE SEWAGE CONSULTATION
31	6 %	PRIVATE WATER CONSULT
29	6 %	ADMINISTRATION- MISC.
27	6 %	RETAIL FOOD CONSULT
14	3 %	INDOOR AIR CONSULT
14	3 %	NON FORM LETTERS, CORRESPONDENCE
13	3 %	FOOD SERVICE INSPECT RISK LEVEL 3
9	2 %	CRITICAL CONTROL POINT INSPECTION
9	2 %	VENDING CONSULT
9	2 %	LAB DROP OFF WATER SAMPLE
8	2 %	FOOD SERVICE INSPECT RISK LEVEL 4
8	2 %	VENDING INSPECTION
8	2 %	PRIVATE WATER SAMPLE
7	1 %	RETAIL FOOD ISNPECTION RISK LEVEL 3
7	1 %	SUBDIVISION REVIEW CONSULT
6	1 %	ANIMAL BITE CONSULT
6	1 %	FOOD SERVICE PLAN REVIEW
6	1 %	SUBDIVISION REVIEW INSPECTION
5	1 %	HEALTH DEPARTMENT MEETING
5	1 %	OTHER CONSULT
5	1 %	PRIVATE SEWAGE INSPECTION
4	1 %	COMMERCIAL WATER SAMPLE
4	1 %	ENVIRONMENTAL HEALTH MEETING
3	1 %	COMMERCIAL WATER CONSULT
3	1 %	FOOR SERVICE REINSPECT RISK LEVEL 4
3	1 %	TEMPORARY FOOD SERVICE CONSULT
3	1 %	PRIVATE SEWAGE SITE REVIEW
3	1 %	PRIVATE WATER INSPECTION
3	1 %	SEWAGE COMPLAINT CONSULT
3	1 %	SEWAGE SEPTAGE CONSULT
3	1 %	WATER HAULER CONSULT
2	0 %	DOG BITE INVESTIGATION
2	0 %	FOOD SERVICE MOBILE CONSULT
2	0 %	FOOD SERVICE REINSPECT RISK LEVEL 3
2	0 %	INSECT & RODENT CONSULT
2	0 %	INSECT & RODENT INVESTIGATION
2	0 %	PRIVATE SEWAGE FINAL
2	0 %	PRIVATE WATER FINAL
2	0 %	PRIVATE WATER SITE REVIEW

Number	Percent	Activity
2	0 %	RETAIL FOOD INSPECTION RISK LEVEL 2
2	0 %	RETAIL FOOD PLAN REVIEW
2	0 %	RETAIL FOOD REINSPECT RISK LEVEL 4
2	0 %	SEWAGE COMPLAINT INVESTIGATION
2	0 %	SCHOOL FACILITY CONSULT
2	0 %	SOLID WASTE CONSULT
1	0 %	COMMERCIAL SEWAGE CONSULT
1	0 %	FOOD BORNE COMPLAINT CONSULT
1	0 %	FOOD SERVICE MOBILE PLAN REVIEW
1	0 %	RETAIL FOOD COMPLAINT CONSULT
1	0 %	RETAIL FOOD COMPLAINT INVESTIGATION
1	0 %	RETAIL FOOD PROCESS REVIEW
1	0 %	SWIM POOL, SPA, SPECIAL USE CONSULT
1	0 %	WATER HAULER TRUCK INSPECTION
477	100 %	Totals

Filters
Date=>01/01/2019=<01/31/2019



## ASHLAND COUNTY HEALTH DEPARTMENT

1763 State Route 60 • Ashland, Ohio 44805

419-282-4231 • 419-282-4360 Fax

Sarah Goodwill Humphrey, MPH, CPH, RS

Health Commissioner

*Equal Opportunity Employer / Provider*

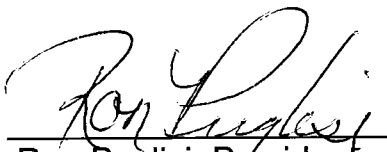
The Ashland County General Health District Board of Health approved a pay increase for the following individuals, at the regular business meeting held Tuesday, January 8, 2019 at 7pm:

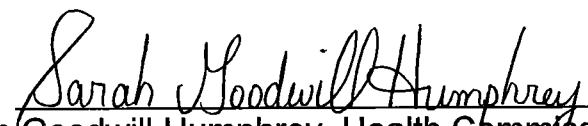
Effective on the Pay Period Ending 1/18/19:

Employee Name	Current Rate	New Rate	New Annual Salary
Shirley Bixby	1881.15 / Pay Period	1909.36 / Pay Period	49643.36
Patricia Donaldson	1971.36 / Pay Period	2000.92 / Pay Period	52023.92
Sarah Goodwill Humphrey	2852.86 / Pay Period	2895.66 / Pay Period	75293.92
Andrew Sturgis	24.26 / Hour	24.62 / Hour	
Thomas Cassell	18.54 / Hour	18.82 / Hour	

Effective on the Pay Period Ending 1/25/19:

Employee Name	Current Rate	New Rate
Jenna Gerwig	17.85 / Hour	18.52 / Hour
Jennifer Helbert	13.89 / Hour	14.10 / Hour
Laurie McFarlin	19.16 / Hour	19.45 / Hour

  
Ron Puglisi, President  
Ashland County Board of Health

  
Sarah Goodwill Humphrey, Health Commissioner  
Secretary to the Ashland County Board of Health