



Ashland County Board of Health Meeting Agenda

**Tuesday, December 10, 2019 @ 7:00 pm
1763 State Route 60, Ashland, Ohio 44805**

Call To Order: Jeff Hardman – Ashland County Board of Health

1. Approval of November Minutes

2. Approval of November Expenses

- A. General/ Food Protection/PHEP

3. Division Reports

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

4. Old Business

5. New Business

- A. Review of 2020 Budget
- B. Approval of Accreditation Service Contract with Alpha, LLC to be capped at a revisable \$50,000.00
- C. Approval of Medical Countermeasures Cold Cham Management SOP
- D. Approval of Resignation of Thomas Cassell, effective 12/9/2019

6. Personal Privileges

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

8. Adjourn --- Next Meeting: Tuesday, January 14, 2019 @ 7:00 pm



Ashland County Board of Health Meeting Minutes
1763 State Route 60, Ashland, Ohio 44805
November 12, 2019 – 7:00pm

Board of Health Members Present:

Jeff Hardman
Dr. David Tomchak

Ron Puglisi
Dr. Rebecca Cawrse

Stan Kopp

Staff Members Present:

Sarah Goodwill Humphrey
Shirley Bixby
Pat Donaldson

Health Commissioner
Nursing Director
EH Director

Guests Present:

Tori Mowery

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

Approval of Minutes: A motion was made to approve the October 2019 Board of Health Meeting minutes by Mr. Stan Kopp and seconded by Dr. David Tomchak. The motion carried.

Approval of Expenses: A motion was made to approve the October 2019 General /Food Protection/PHEP expenses by Dr. David Tomchak and seconded by Mr. Ron Puglisi. The motion carried.

Health Commissioner Report: Health Commissioner Sarah Humphrey reported on the promotion of the Ashland County Health Department and it's services through a variety of platforms including: print media, radio, short ads prior to movies at the Loudonville Theatre, social media, in-person presentations, etc. It is thanks to these efforts that we are excited to announce the passage of the .30 Replacement and .15 additional public health tax levy in Ashland County.

Sarah reported completing a grant from the Ohio Children's Trust Fund for early childhood safety equipment to help prevent injury and mortality due to negligence and potential abuse. The grant will cover parent education as well as safety gates, pack and plays, and High Chairs for young children. November 27th is the deadline for a Secures Building Grant through Governor DeWine's initiative to provide safety for non-profit public agencies. Governor DeWine has identified these types of buildings and agencies as potential risk when it comes to security and safety of staff. Sarah reported that she is proposing to write for the purchase of security cameras to be placed in public areas of the building. There was a short discussion about where the cameras should be placed and why. There was also discussion about cameras and the HIPPA law for the clinic area of the facility.

Jill and Sarah will be attending the Ohio Public Health Improvement Exchange next week. There has been a renewed charge toward accreditation, as the focus no longer has to be on levy passage. Karleigh is beginning the implementation steps of an Operational and Maintenance program. She has identified a geographical area to begin her assessment and is working with the Auditor's office on compiling homeowner addresses.

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

Environmental Health Division Report: Pat reported to the Board of Health that her report totals are expected to exceed those from 2018, showing an increase in inspection activities, consultations, dog bite follow ups, etc.

Pat also reported that November 15th is the typical stop date for sewage system installation but that date is also contingent on the weather. Ten grant funded sewage system replacements were installed this year which expended approximately half of the allotted amount in the awarded Ohio EPA WPCLF HSTS funding. Sarah reported that unofficial word has been received that ACHD will be awarded funding in 2020 although, that amount has yet to be determined.

Pat reports that SIT, Karleigh Stichert, continues doing more environmental health inspections, including in the food program. This not only helps keep the program from falling behind in inspection numbers but provides her with the ability to practice in all aspects of environmental health.

Nursing Division Report: Nursing Director, Shirley Bixby, report community flu clinics are nearly over for the season and 359 flu vaccines given.

The Target action group for the Health and Wellness Committee, which is one of the four action committees from the CHIP process, are going over their identified action plan to help our community become healthier. At the last meeting there was discussion about putting together a community calendar.

Shirley reported on the departure of Jenna Bolianz and how she has now picked up the BCMH case load. She has done several home visits as well as signing new patients on.

Old Business: None

New Business:

Public Hearing on the proposed 2020 ACHD Fee Schedule, including Food Licensing Fees:

There was no public comment made in Opposition or in Favor of the Proposed 2020 Fee Schedule.

Discussion: None

Motion: Mr. Stan Kopp

2nd: Dr. Rebecca Cawrse

Motion Carried

3rd Reading and Motion to Approve the 2020 Proposed ACHD Fee Schedule, including Food Licensing Fees:

Roll Call Vote:

Jeff Hardman – yes

Ron Puglisi – yes

Stan Kopp – yes

Dr. Rebecca Cawrse – yes

Dr. David Tomchak - yes

PASS

Consideration of Approval:

A. Variance Requests for Tyler Bates – Orange Twp – Isolation distance from house and property line less than 10' requirement

Discussion: Pat stated that this property is in Nankin and the lot is small. The variance request is to install a NPDS discharge permit system. We issue the permits and will do the site work, but when we have to go to a discharge permit, there are absolutely no other options. The current sewage system there is a leach well. Leach wells are supposed to be 100 feet away from water supplies. This one is currently 50 feet, so that alone is reason for replacing the system. The State Health Department and the EPA's take on leach wells, is that they prohibited them in 2010. We usually end up having issues when there is a real estate transaction. The people are then made aware that the system will need to eventually be replaced. So the request is for variance from the isolation distance, for one that it be ten feet from the house and a minimum of ten feet from property line. There is no way to do that so we are going to encroach on the proximity of the house that the system will serve and try to get the fifty feet

from any surrounding wells. We cannot do anything else system wise so relaxing the distances on the property that the system will be serving. The discharge will be different as well. Usually the system goes out to a waterway and there is no waterway. There is only a storm sewer system in Nankin. It will probably go on a gravel splash pad. Then what comes out of the house will displace through the system and then comes out the outlet pipe. When these are under discharge permit requirements they have sampling requirements annually, annual service contracts, to make sure the systems are working as designed.

Motion: Dr. Rebecca Cawrse

2nd: Dr. David Tomchak

Motion Carried:

B. Variance Request for Karen Polley – Mohican Twp – distance from new well site to road right away is less than 25' requirement.

Discussion: Pat reported that this is an older house and the set back from the house is just barely enough to give what is needed. The measurement from the road to the house is twenty feet; it needs to be twenty five. There can't be twenty five because there is a porch and a sidewalk. The back yard just dives off into the swamp. There is not enough of a difference to make a health hazard, but the variance is being asked for because of the laws.

Motion: Dr. David Tomchak

2nd: Mr. Stan Kopp

Motion Carried:

Motion to Approve the 2019 Ashland County Community Health Assessment and 2020-2022 Ashland County Community Health Improvement Plan:

Discussion: The documents were included in the Board Packet for each member. Sarah asked if there were any questions. There were none

Motion: Dr. David Tomchak

2nd: Mr. Ron Puglisi

Motion Carried:

Motion to Accept the Resignation of Jenna Boliantz, RN, BSN, BCMH Nurse:

Discussion: None

Motion: Dr. David Tomchak

2nd: Mr. Stan Kopp

Motion Carried:

Personal Privileges – None

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

Motion: Mr. Stan Kopp
2nd: Dr. David Tomchak

Roll Call Vote:

Ron Puglisi – yes
Stan Kopp – yes
Jeff Hardman – yes
Dr. Rebecca Cawrse – yes
Dr. David Tomchak – yes

Executive Session entered into at 7:42pm

Motion to leave Executive Session:

Motion: Dr. Rebecca Cawrse
2nd: Dr. David Tomchak

Roll Call Vote:

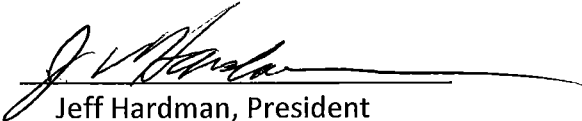
Ron Puglisi – yes
Stan Kopp – yes
Jeff Hardman – yes
Dr. Rebecca Cawrse – yes
Dr. David Tomchak – yes

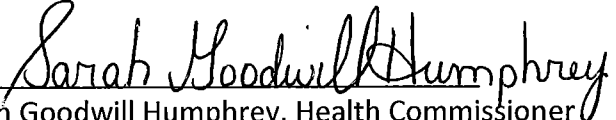
Executive Session exited at 8:20pm

Adjournment: The meeting was adjourned at 8:21pm

Next Meeting: Tuesday December 10th, 2019 @ 7:00pm

Notes taken by: Lauren Jeffery


Jeff Hardman, President
Ashland County Board of Health


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

November

ASHLAND COUNTY HEALTH DEPARTMENT - RECAP SHEET

Nov-19

BILLS

FUND 9

Account	Date	Vendor	Purpose	Amount	MTD	YTD
1030 BWC	11/14/2019	Ashland County Treasurer	Employee Life Insurance for December	\$ 18.90		
1060 Health/Life	11/14/2019	Ashland County Treasurer	Employee Health Insurance for November	\$ 9,074.65		
2010 Contract Svc.	11/7/2019	Wells Fargo Financial Leasing	Copier Lease for 10/25-11/24	\$ 399.83		
	11/14/2019	Quadax	Billing Services for October	\$ 204.05		
4010 Medical Supplies	11/26/2019	Shred It	Shred It services for Oct & Nov	\$ 209.54		
	11/7/2019	GlaxoSmithKline Pharmaceuticals	Private Vaccine Engerix	\$ 456.50		
	11/14/2019	Sanofi	Fluzone	\$ 326.98		
	11/26/2019	McKesson	Medical Supplies	\$ 456.74		
	11/26/2019	GlaxoSmithKline Pharmaceuticals	Private Vaccine Shingrix	\$ 1,440.60		
4020 Postage	11/26/2019	Staples	Office Supplies	\$ 98.25		
4040 Office Supplies	11/26/2019	Amazon	Office Supplies	\$ 52.53		
8050 State Remit.	11/7/2019	Ohio Division of Real Estate	Burial Permit Fees for October	\$ 60.00		
9020 Travel	11/7/2019	Sarah Humphrey	Travel/Mileage for July - November	\$ 305.25		
	11/7/2019	Andrea Ellison	Travel/Mileage for September thru October	\$ 45.00		
	11/7/2019	Jenna Boliantz	Travel/Mileage for October thru November	\$ 16.90		
	11/7/2019	Jenny Helbert	Travel/Mileage for September thru October	\$ 144.00		
	11/7/2019	Pat Donaldson	Travel/Mileage for October	\$ 312.50		
	11/7/2019	Karleigh Stichert	Travel/Mileage for October	\$ 304.00		
	11/26/2019	Jenna Gerwig	Travel/Mileage for Nov 2018 - Nov 2019	\$ 216.50		
	11/26/2019	Laurie McFarlin	Travel/Mileage for October	\$ 40.70		
9030 Advertisement	11/7/2019	WMFD.com	Advertising	\$ 360.00		
9040 Other	11/7/2019	Alloway	Water Samples for August	\$ 150.00		
	11/7/2019	AOHC	AOHC 2020 Dues	\$ 681.00		
	11/14/2019	The Ashland Times Gazette	Advertising	\$ 1,290.97		
	11/14/2019	iHeartMedia	Advertising	\$ 672.00		
	11/26/2019	WMFD.com	Advertising	\$ 360.00		
	11/26/2019	Alloway	Water Samples for September	\$ 50.00		
	11/26/2019	Ashland Co Solid Waste	Tire Voucher program for Oct - Dec	\$ 2,680.00		
	11/26/2019	The Baldwin Group	Annual Maintenance HDIS	\$ 2,906.26		
9070 Audit	11/26/2019	Walmart	Supplies for Cha/Chip Community Meeting	\$ 34.23		
9200 Accreditation	11/7/2019	George Parks Limestone	EPA Grant, STS Replacement Gibbons/ Montgomery	\$ 13,409.00		
9220 EPA STS Grant	11/26/2019	Humphrey Excavating	EPA Grant, STS Replacement Shrewsberry/Hanover	\$ 10,892.00		

FOOD

November

1030 BWC
1060 Health/Life
4010 Supplies
4020 Postage
8050 State Remit
9020 Travel
9040 Other
9070 Audit

PHEP

1030 BWC
1060 Health/Life
2010 Contract Svc.
4010 Supplies
9020 Travel
9040 Other

11/14/2019 Ashland County Treasurer
11/14/2019 Ashland County Treasurer
11/26/2019 Amazon
11/7/2019 Purchase Power
11/7/2019 Jennifer Frazier
11/7/2019 Thomas Cassell
11/7/2019 Purchase Power
Employee Life Insurance for December
Employee Health Insurance for November
Office Supplies
Postage refill for food mailing
Travel/Mileage for October
Travel/Mileage for October
Postage refill for food mailing

11/14/2019 Ashland County Treasurer
Employee Life Insurance for December
11/7/2019 Jill Hartson
Travel/Mileage for September

TOTAL COUNTY BILLS:

Sarah Goodwill Humphrey MPH, CPH, F
Health Commissioner

Revised 11/26/2019

\$	4.20	
\$	2,665.43	
\$	26.10	
\$	296.00	
\$	96.00	
\$	246.00	
\$	5.50	
\$		
\$	2.10	
\$		
\$	106.50	
\$		
\$	\$ 51,116.71	\$ -

Ashland County Health Department - November Budget Report

2019 - COUNTY HEALTH DEPARTMENT

November

REVENUE

FUND 9 General

	2019 Certified Budget	2019 AMENDED BUDGET	November MTD Actual	YTD ACTUAL	Current Budg. Bal
00001 Real Property Taxes	165,821.00	182,821.00	0.00	182,644.61	176.39
00004 Subdivision Levy	22,000.00	22,000.00	0.00	22,000.00	0.00
00006 Mobile Home Tax	500.00	500.00	0.00	380.29	119.71
00210 Health Permits	35,000.00	50,000.00	2,018.00	44,439.00	5,561.00
00211 Health Licenses	35,000.00	35,000.00	0.00	33,378.50	1,621.50
00302 All State Revenue /Grants	50,000.00	145,400.00	22,101.39	129,975.77	15,424.23
00399 2 1/2 Rollback Homestead /STI	23,000.00	23,000.00	0.00	23,114.86	-114.86
00422 BCMH Nursing Fees	65,000.00	70,000.00	6,880.00	69,210.00	790.00
00431 Health Birth / Death Fees	100,000.00	100,000.00	6,900.00	94,650.00	5,350.00
00432 Environmental Health Fees	20,000.00	20,000.00	1,195.00	21,710.00	-1,710.00
00433 Vaccine Nursing Fees	105,000.00	112,600.00	14,034.19	115,704.21	-3,104.21
00642 All Other Misc Revenue	10,000.00	10,000.00	0.00	4,423.15	5,576.85
00919 All Other Reimbursement	255,500.00	265,500.00	60,553.39	264,135.86	1,364.14
00931 Gifts & Donations	1,000.00	1,000.00	0.00	500.00	500.00
REVENUES TOTAL	887,821.00	1,037,821.00	113,681.97	1,006,266.25	31,554.75

EXPENSE

FUND 9 General

	2019 Approved Budget	2019 Amended Budget	November 2019 Expenses	2019 YTD Expenses	Unexpended Balance	Open POs	Unencumbered Balance
01011 Employee Wages	460,000.00	460,000.00	26,482.68	340,595.46	119,404.54	0.00	119,404.54
01020 PERS / STRS	78,400.00	78,400.00	3,707.58	46,897.26	31,502.74	0.00	31,502.74
01030 Workers Compensation	7,000.00	7,000.00	0.00	3,532.51	3,467.49	0.00	3,467.49
01040 Medicare Employer Share	8,120.00	8,120.00	384.00	4,938.57	3,181.43	0.00	3,181.43
01060 Insurance Premium	105,000.00	125,000.00	9,093.55	102,218.79	22,781.21	15,086.18	7,695.03
02010 Ashland Co Health Contract	6,750.00	9,750.00	1,062.42	8,082.04	1,667.96	997.46	670.50
04010 Ashland Co Health Supplies	77,200.00	82,200.00	4,255.77	71,574.83	10,625.17	7,254.40	3,370.77
04020 Postage	1,500.00	1,500.00	0.00	583.51	916.49	216.49	700.00
04040 Office Supplies	5,000.00	5,000.00	150.78	1,617.26	3,382.74	2,444.60	938.14
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 Reimt	65,000.00	89,000.00	60.00	73,543.03	15,456.97	11,744.01	3,712.96
08070 Tax Settlement Fees	4,500.00	7,500.00	0.00	7,311.66	188.34	0.00	188.34
09020 Travel	14,000.00	14,000.00	1,384.85	8,767.75	5,232.25	4,798.50	433.75
09030 Advertisement	1,500.00	1,500.00	0.00	1,500.00	0.00	0.00	0.00
09040 Ashland Co Health Other Expei	40,000.00	60,000.00	13,360.98	51,289.00	8,711.00	7,134.58	1,576.42
09070 Audit Expenses	7,500.00	7,875.00	0.00	7,875.00	0.00	0.00	0.00
09200 Accreditation	0.00	45,000.00	34.23	41,604.23	3,395.77	3,365.77	30.00
09220 HSTS Projects	0.00	99,141.65	29,908.00	80,119.65	19,022.00	18,642.00	380.00
EXPENSES TOTAL	888,970.00	1,108,486.65	89,884.84	852,050.55	256,436.10	71,683.99	184,752.11
BEGINNING BALANCE	465,260.56	+	YTD REVENUES	YTD EXPENSES	CURRENT FUND BALANCE	=	619,476.26

Ashland County Health Department - November Budget Report

REVENUE

November

	2019 Certified Budget	2019 AMENDED BUDGET	November MTD Actual	YTD ACTUAL	Current Budg. Bal
FUND 16 PHEP					
00302 All State Revenue / Grants	69,000.00	69,000.00	5,971.23	62,760.29	6,239.71
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
REVENUES TOTAL	69,000.00	69,000.00	5,971.23	62,760.29	6,239.71

EXPENSE

November

	2019 Certified Budget	2019 AMENDED BUDGET	November MTD Actual	YTD ACTUAL	Current Budg. Bal
FUND 16 PHEP					
01011 Employee Wages	42,130.00	54,330.00	3,474.80	50,988.77	3,341.23
01020 PERS / STRS	5,898.20	5,898.20	486.48	5,991.90	-93.70
01030 Workers Compensation	480.00	480.00	0.00	369.85	110.15
01040 Medicare Employer Share	610.89	1,110.89	50.38	739.29	371.60
01060 Insurance Premium	13,729.38	27.30	2.10	23.10	4.20
02010 Ashland Co Health Contract	0.00	0.00	0.00	0.00	0.00
04010 Supplies	543.29	543.29	0.00	0.00	543.29
04020 Postage/Printing	100.00	100.00	0.00	0.00	100.00
05040 Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00
08020 Advances Out	0.00	0.00	0.00	0.00	0.00
09020 Travel	1,000.00	1,500.00	140.50	961.50	538.50
09040 Other Expenses	3,508.24	3,508.24	162.71	1,933.99	1,574.25
FUND 16 EXPENSES TOTAL	69,000.00	68,497.92	4,316.97	61,008.40	7,489.52

BEGINNING BALANCE	\$48,188.39	+	YTD REVENUES	62,760.29	-	YTD EXPENSES	61,008.40	CURRENT FUND BALANCE	=	49,940.28
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Ashland County Health Department - November Budget Report

REVENUE

FUND 23 FOOD

	November 2019 Certified Budget	2019 AMENDED BUDGET	November MTD Actual	YTD ACTUAL	Current Budg. Bal
00220 Food Service License	105,000.00	117,000.00	1,174.32	115,486.04	1,513.96
00432 Food Service Late Fee	1,000.00	1,000.00	0.00	2,214.50	-1,214.50
00433 Food Service Review Fee	1,000.00	1,000.00	69.50	2,243.21	-1,243.21
00642 All Other Misc Revenue	15,000.00	5,000.00	0.00	3,476.52	1,523.48
REVENUES TOTAL	122,000.00	124,000.00	1,243.82	123,420.27	579.73

EXPENSE

FUND 23 FOOD

	2019 Approved Budget	2019 Amended Budget	November 2019 Expenses	2019 YTD Expenses	2019 Unexpended Balance	Open POs	Unencumbered Balance
01011 Employee Wages	81,838.00	81,838.00	6,184.40	69,335.79	12,502.21	0.00	12,502.21
01020 PERS / STRS	11,457.37	11,457.37	865.82	9,707.05	1,750.32	0.00	1,750.32
01030 Workers Compensation	1,200.00	1,200.00	0.00	652.82	547.18	0.00	547.18
01040 Medicare Employer Share	1,186.65	1,186.65	89.68	1,005.49	181.16	0.00	181.16
01060 Insurance Premium	30,000.00	35,000.00	2,669.63	29,415.93	5,584.07	579.87	5,004.20
04010 Supplies	5,000.00	5,000.00	73.38	73.38	4,926.62	926.62	4,000.00
04020 Postage	1,200.00	1,200.00	296.00	1,000.00	200.00	0.00	200.00
05040 Equipment	200.00	200.00	0.00	0.00	200.00	0.00	200.00
08050 Ashland Health Dpt State Reir	10,500.00	10,500.00	0.00	9,874.00	626.00	216.00	410.00
09020 Travel	6,000.00	6,000.00	342.00	3,930.50	2,069.50	2,069.50	0.00
09040 Other Expenses	2,000.00	2,000.00	26.47	348.96	1,651.04	703.53	947.51
EXPENSES TOTAL	150,582.02	155,582.02	10,547.38	125,343.92	30,238.10	4,495.52	25,742.58

BEGINNING BALANCE	\$118,690.65	+	YTD REVENUES	YTD EXPENSES	CURRENT FUND BALANCE
			123,420.27	-	= 116,767.00

Health Commissioner's Report

December 2019 Board of Health Meeting

- November 13th – 2020 Mosquito Control Grant Webinar
- November 18th - 22nd – MAC Week
- November 19th – 20th – OPHIX Conference
- October 15th – Ashland Source Interview CHIP/CHA

Regular Meetings/Calls

- Weekly Ohio Department of Health (ODH)/Local Health Department (LHD) calls: Every Wed @ 11am

Upcoming Dates of Importance

- December 12th – Rotary Presentation – Loudonville
- December 12th- Sewage Workshop – HSTS Presentation
- Clear Impact Scorecard Training – Performance Management – December 10th & 17th
- January 16th – NECO Region PHEP Tabletop Exercise

Personnel: No action has been taken regarding current staff structure or new hires. It is important that the management team meet regarding Strategic Priorities for staffing and program development before action is requested from the board. My attention to this matter has been siderailed by competing priorities within the food program and grant reports.

Accreditation: At this point, I am concerned by the passage of time and the looming deadline of August 2020 to submit all documentation. I anticipate that we will request a 6 month extension for document submission. I have reached out to Emily Frantz, of Alpha, LLC, who is a fully trained and PHAB experienced consultant, to discuss contract rates for document collection efforts. See contract for services included.

2020 Budget: The 2020 budget is attached. Although this is approved by the Ashland County Commissioners for implementation, we have the latitude to request budget line amendments as the year progresses to account for changes in revenues or expenses. The .45 mill replacement levy will commence on January 1, 2020 which was not accounted for in this proposed budget as when this was drawn up, the General Election had not been held.

Grants: The 2018 Mosquito Control Grant Final Report is due December 31st. We have expended all of these funds and have until April 30, 2020 to expend the 2019 grant funds. We typically ask for a 6 months extension to take us through to each year's end. The 2020 MCG application is open now and will be completed after January 1st. The 2020 MCG is capped at \$25K per award with subcategory caps as well.

I decided to forego applying for the STRONG Ohio Safety & Security Grant. Being a multi-tenant building, not truly vetting out HIPPA requirements, and the intermittent County Commissioner

discussions regarding where the ACHD may be housed in the future years, I decided to remain focused on Strategic Priorities of the agency (accreditation, program and community services, workforce development) and did not apply for funding to improve structured security at the ACHD.

On November 27th, the Ohio Children's Trust Fund announced that the Ashland County Health Department is a recipient of \$16,300 in grant funding to provide parent education and early childhood safety equipment (baby gates, high chairs, sleep sacks, etc) to TANF eligible families with the overall goal of decreasing risk factors related to infant and child mortality, and potentially preventing injury-related deaths. We will be able to begin this programming once the agreements are drafted and signed at the state level, approximately at the end of February. We have the potential to serve around 150 families through this program which is a reimbursable grant with 10% provided for administrative fees.

Other: Due to extensive staff illness, it was discovered that the ACHD had only completed 50% of the required food inspections but had only 25% of the licensing year to finish them in. This required immediate attention. All vacation and training requests among program staff has been suspended and Karleigh has lent a hand in completing inspections. Staff are required to update the inspection listing on a shared drive so that progress toward the deadline can be tracked by applicable staff. Areas of need are now easily identified and addressed. The result has been diligent progress on completed inspections and, with the new set pace, and no more extensive absences by staff, inspections will be completed by the end of the 2019 licensing year deadline.

Shirley, Andrea, and I continue to contact insurers who we do not currently have coverage with in order to discuss potentially contracting with. At this time, we have not heard back from Buckeye Community Health. University Hospitals has approved claims back to 2017 so Andrea is running reports of clients with that coverage and reimbursing them any patient responsibility payments.

Ashland County

Nurses Report 2019	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2019 YTD	2018	2017
Men B	4	2	0	10	3	12	17	35	21	14	3		121	139	
DTaP	2	2	0	6	1	3	4	6	5	6	3		38	53	
DTaP-Hib-IPV	6	4	6	8	6	3	7	5	7	4	3		59	72	
DTaP-IPV	2	1	3	2	1	2	2	5	1	2	1		22	26	
HIB	1	0	0	3	1	0	0	1	3	1	6		18	3	
HPV-9	6	0	4	14	1	10	19	32	25	12	6		129	153	
HEPA (Adult)	3	3	20	9	10	9	2	6	18	7	3		90	103	
Hep A (Ped/Adol)	4	7	6	17	3	15	24	22	18	14	1		131	153	
Hep B Adult	6	4	1	9	12	8	4	7	6	10	1		68	105	
Hep B (Ped/Adol)	3	5	5	3	4	9	7	6	7	4	5		58	53	
IPV	2	2	0	3	2	3	4	4	7	5	2		31	12	
MCV4	3	1	1	1	0	14	26	60	38	24	1		169	189	
MMR	5	2	3	22	13	4	5	7	7	3	5		70	44	
MMRV	3	0	3	0	1	4	7	8	3	2	2		33	27	
PCV-13	9	3	4	10	6	3	6	4	9	9	4		67	90	
Rotavirus, 3-dose	3	3	2	1	1	1	3	1	4	1	2		22	20	
Shingrix	4	2	18	10	10	11	8	1	4	8	5		81	84	
TD	4	5	0	2	2	18	0	4	1	4	3		43	164	
Tdap	9	1	4	17	9	19	19	26	20	18	5		147	158	
Varicella	6	3	1	10	2	3	6	7	7	16	4		65	57	
Totals	85	50	82	158	88	81	171	252	256	168	56		1447	1,712	
Influenza	4	4	0	0	1	0	0	0	0	71	359		541	584	
TB- Mantoux	16	21	13	26	5	21	23	20	14	20	15		194	218	
BP	3	0	0	0	1	0	0	0	54	0	0		58	99	
Lice	1	1	3	1	1	0	0	3	1	2	2		15	43	
Lead	1	0	0	0	1	1	1	1	0	0	0		5	5	
Car Seats	2	0	0	17	0	9	4	3	4	14	1		54	70	
Cribs for kids	0	0	0	0	0	0	0	1	2	1	0		4	3	
CMH Program															
Active-Dx	23	28	32	33	31	31	35	31	32	22	17		315		
Active-TX	144	136	136	134	132	144	142	148	152	147	141		1556		
Total Clients	167	185	184	184	210	198	200	207	208	193	182		2118	317	
New MAF	6	6	7	4	9	5	2	1	2	1	1		44		
Home Visits	15	6	2	7	6	1	1	0	2	8	3		51		
Newborn Referral	5	8	4	2	2	3	2	3	2	2	3		36		
Resources	11	15	23	10	15	12	8	9	9	10	3		125		
Baby Box	4	6	5	0	0	5	0	1	0	0	0		21		
Total Services- CMH			214	223	225	221	222	231	232	215	192		1975		
Pending			9	16	23	11	8	5	2	11	5		90		
Annual phone calls- extensive			5	4	6	1	1	1	1	0	0		19		
Clients served in the office			2	4	0	1	0	1	0	0	1		9		0
Ashland County Totals	572	516	802	981	843	896	991	1224	1193	1341	780	0	10139		0

Ashland County

COMMUNICABLE DISEASE 2019	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2019 YTD	2018
Campylobacter		2		1	1	1	1	2	3	1	3		15	17
Chlamydia	4	3	5	2	5	2	4	2	5	7	8		47	61
Coccidioidomycosis													0	1
CP-CRE													0	2
Cryptosporidium								1	1	1	1		3	8
Cyclosporiasis							2						2	1
E Coli (all serotypes)			2			1	1						4	6
Ehrlichiosis													0	1
Giardia							2	1	1	3			6	4
GC	1	1	1	1			1	2			2		9	7
Group A Strep					1								1	2
Group B Strep, Newborn													0	0
Hib		1	1										2	1
Hemolytic Uremic Syndrome													0	0
Hep A		1		2									3	0
Hep B, acute							1						1	0
Hep B, chronic			1	1	1		1		1				5	3
Hep B, prenatal													0	0
Hep C, acute													0	0
Hep C, chronic	2	2	3	1			1	1	2	1	1		14	18
Influenza Hospitalization	3	3	1	4									11	30
LaCrosse Virus		1											0	1
Legionellosis											1		2	3
Lyme Disease						4	3	1	1	1	1		10	4
Malaria													0	0
Measles													0	0
Meningitis - Aspetic/Viral									1	1			0	1
Meningitis - bacterial (not n meningitidis)													0	0
Mycobacterial Disease - Not TB													0	0
Mumps											1		1	1
Pertussis		1									2		3	5
Q Fever													0	1
Rocky Mtn Spotted Fever							1						1	2
Salmonella		1	1				2	2					6	14
Shigellosis													0	0
Strep Pneumoniae	1		1	1									3	3
TB													0	0
Tetanus													0	1
Varicella				1					1				2	3
Viral Meningitis													0	0
West Nile Virus													0	0
Yersiniosis								1					1	0
Zika													0	0
Ashland County Totals	11	16	16	14	8	8	20	13	13	15	20	0	152	201

Ashland City

COMMUNICABLE DISEASE 2019	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2019 YTD	2018
Campylobacter				1			1		1	1	1		5	8
Chlamydia	6	1	7	3	3	4	8	3	3	8	7		53	60
Coccidioidomycosis													0	3
CP-CRE													0	0
Cryptosporidium								1	3				4	3
Creutzfeldt-Jacob Disease													0	2
E Coli (all serotypes)			1										1	3
Ehrlichiosis													0	0
GC		1		2	1		3	1		1	1		10	12
Giardia							1						1	3
Group A Strep													0	1
Group B Strep, Newborn													0	0
Hemolytic Uremic Syndrome													0	0
Hep A						2							2	0
Hep B, acute				2									2	2
Hep B, chronic	1				1		1						3	10
Hep C, acute													0	0
Hep C, chronic			1					2	1	1			5	13
Influenza Hospitalization	2	3	8	1									14	24
Influenza - ODH Lab Result													0	0
LaCrosse Virus								1	1	1			3	0
Legionellosis			1										1	1
Lyme Disease						1	1						2	1
Malaria													0	0
Measles													0	0
Meningitis - aseptic/viral		1					1						0	2
Mycobacterial Disease - Not TB													0	0
Mumps		1											1	1
Pertussis				4	2	1				1			8	2
Salmonella													0	5
Strep Pneumoniae									1				1	3
TB													0	0
Varicella													0	1
West Nile Virus													0	0
Vibriosis													0	1
Yersiniosis													0	0
Ashland City Totals	9	7	18	13	7	8	16	8	10	13	9	0	116	161
County-City Totals	20	23	34	27	15	16	36	21	23	28	29	0	272	362

** Results as of 12/04/2019 using ODRS "Created Date" and includes all Confirmed, Suspect, and Probable cases. Information is accurate on day of report and subject to change as cases are added/updated.

Ashland County

ENVIRONMENTAL HEALTH ACTIVITIES	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	2019 YTD	2018
Food Protection														
FSO's Licensed	1	105	61	5	4	1	0	0	2	0	2		181	180
FSO's Inspected (Risk Level 1-4)	21	33	6	7	23	22	37	35	41	48	29		302	346
FSO Reinspection	5	4	2	0	1	1	5	5	9	5	13		50	43
CCP Inspection	9	24	4	1	11	8	11	13	14	20	12		127	165
FSO Consultation	95	40	21	98	89	76	83	96	78	84	67		827	905
RFE's Licensed	0	54	32	2	1	0	1	1	1	1	0		93	88
RFE Inspection(Risk Level 1-4)	9	12	1	3	11	8	21	16	12	16	21		130	127
RFE Reinspection	2	0	0	2	0	1	3	5	2	0	3		18	13
Process Review Inspection	1	4	0	1	0	0	0	0	0	1	2		9	11
RFE Consultation	27	8	12	63	44	28	31	25	20	45	25		328	372
Mobile FSO/RFE Licensed	0	11	35	8	5	3	4	3	2	0	1		72	73
Mobile Inspection	0	0	11	15	14	9	10	6	9	0	2		76	136
Out of County Mobile Inspect.	0	0	1	0	0	11	0	0	26	1	0		39	62
Mobile Consultation	2	3	6	43	45	30	41	30	37	10	11		258	233
Temporary FSO/RFE Licensed	0	1	2	1	5	0	1	1	3	5	1		21	32
Temporary FSO/RFE Inspection	0	1	2	2	3	0	1	1	6	2	3		21	30
Temporary Consultation	3	0	2	4	8	1	8	8	13	5	5		57	96
Vending Location Licensed	0	31	0	0	0	0	0	0	0	0	1		32	33
Vending Location Inspection	8	4	1	0	0	0	0	0	0	0	0		13	21
Vending Consultation	9	1	0	0	0	0	0	0	0	2	2		14	18
Foodborne Investigation	0	0	0	0	0	0	0	1	0	1	0		2	0
Foodborne Consultation	1	0	0	0	0	0	3	5	1	1	1		12	11
Food Complaint Investigation	1	3	3	0	1	5	6	1	1	3	0		24	14
Food Complaint Consultation	1	0	2	4	4	3	2	1	3	2	0		22	9
FSO/RFE Plan Review	9	0	1	2	6	4	4	17	8	10	3		64	43
Institutional Facilities														
Jail Inspection	0	0	0	0	0	0	0	0	2	0	0		2	1
Jail Consultation	0	0	0	0	0	0	0	0	1	0	0		1	3
School Inspection	0	0	0	0	19	0	0	1	2	0	0		22	4
School Consultation	2	0	0	1	18	0	0	1	0	0	2		24	9
Public Health Nuisances														
Air/Water Complaint Invest	0	0	0	0	0	0	0	0	0	0	0		0	0
Air/Water Complaint Consult	0	0	0	1	1	1	0	0	0	0	0		3	13
Animal Complaint Invest										1	0			
Animal Complaint Consult										0	0			
Housing Complaint Invest	0	0	0	0	0	0	0	0	0	1	1		2	2
Housing Complaint Consult	0	4	1	1	1	2	1	2	1	1	2		16	16
Indoor Air Invest	0	0	0	0	0	0	0	0	0	0	0		0	0
Indoor Air Consult	14	6	2	1	1	1	1	0	0	0	0		25	23
Insect/Rodent Complaint Invest	2	0	0	1	0	1	0	0	0	0	0		4	3
Insect/Rodent Complaint Consult	2	0	1	3	2	12	1	3	0	2	0		26	46
Other Complaint Invest	0	0	0	4	0	0	0	0	0	0	0		4	41
Other Complaint Consult	0	5	1	4	1	0	0	0	1	1	2		15	16
Sewage Complaint Invest										9				
Sewage Complaint Consult										6	2			
Solid Waste Complaint Invest	0	0	0	2	3	3	4	0	0	0	0		14	28
Solid Waste Complaint Consult	0	1	0	7	4	6	2	0	0	1	0		21	38

Rabies Control															
Animal Bite Investigations	2	0	0	1	2	4	2	0	2	1	0	0	14	35	
Animal Bite Consults	6	2	0	10	9	20	10	3	3	4	5	72	144		
Specimens Sent for Testing	0	0	0	0	0	1	0	0	0	0	0	1	4		
Recreation Program															
Campgrounds Licensed	0	0	0	0	12	0	0	0	0	0	0	12	12		
Campgrounds Consults	0	1	2	1	5	10	0	1	1	0	0	21	16		
Campgrounds Inspected	0	0	0	0	2	10	0	1	2	0	0	15	8		
Swimming Pools Licensed	0	0	0	0	33	1	0	0	0	0	0	34	34		
Swimming Pools Consults	1	0	1	1	0	3	2	11	2	0	1	22	55		
Swimming Pools Inspected	0	0	0	0	15	0	14	22	3	0	1	55	55		
Residential Sewage and Water															
Sewage Consultations	102	111	91	136	132	90	114	78	87	92	49	1082	1489		
Sewage Site Reviews	3	8	9	9	5	7	8	9	12	24	9	103	29		
Sewage Inspections (systems)	5	4	3	9	5	26	19	7	33	29	14	154	208		
Sewage Inspections (other)	2	2	2	2	8	3	3	3	0	0	1	26	6		
Sewage Finals	2	1	0	1	4	3	12	9	16	16	5	69	40		
Oper/ Maintenance Office											14				
Subdivision Reviews	6	3	0	6	2	0	2	2	5	7	1	34	48		
Sewage Permits Issued	2	0	1	2	7	7	11	5	13	10	7	65	69		
Water Consultations	37	46	33	54	23	21	26	33	31	40	20	364	512		
Water Site Reviews	2	4	4	6	3	5	5	4	9	20	3	65	23		
Water Inspections (systems)	3	2	2	0	0	0	1	1	3	1	0	11	31		
Water Inspections (other)	1	0	1	0	3	0	2	0	0	0	0	7	5		
Water Finals	2	4	4	3	9	2	4	5	2	4	1	38	43		
Water Samples Collected	12	9	13	21	7	4	14	13	10	17	11	131	158		
Water Permits Issued	2	3	4	7	3	5	4	5	5	9	3	50	50		
Solid Waste															
Solid Waste Facility Inspections	0	0	0	0	0	5	0	0	0	0	0	5	7		
Solid Waste Facility Consults	2	1	2	3	2	1	3	1	0	1	3	19	21		
EPA Coop/ Consults	0	0	0	0	0	7	0	0	0	0	0	7	8		
Tattoo/ Body Art															
Tattoo/ Body Art Consults	0	4	6	4	0	0	0	0	3	0	0	17	23		
Tattoo/ Body Art Inspections	0	0	2	2	0	0	0	0	1	0	0	5	4		
Tattoo/ Body Art Licenses Issued	4	0	2	0	0	0	0	0	1	0	0	7	4		
Miscellaneous Activities															
Administration	29	37	39	48	30	43	57	46	53	59	52	493	206		
Meetings/ Continuing Educ.	9	6	9	14	7	8	5	5	45	45	17	170	101		
ODH/ ODA Coop/MHP	0	0	0	0	0	1	0	1	0	0	0	2	16		
Other Consults	5	4	1	6	4	2	0	2	1	1	0	26	38		
Mobile Home Park Inspection									21	0	0				
Mobile Home Park Consult									1	0	0				
Ashland County Totals	463	607	438	638	649	526	599	546	662	662	431	6167	6806		

Pat Davidson
EH Director
12-5-19

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	133	278	440	318	1,169
March	341	93	526	440	1,400
April	296	478	802	86	1,662
May	415	651	620	84	1,770
June	314	608	834	178	1,934
July	881	615	40 Karligh S.	405	1,901
August	840	502	16	335	1,693
September	676	486	274	465	1,901
October	625	492	608	192	1,917
November	377	469	423	222	1,491
December					0
2019 Totals	5,120	5,047	4,860	2,957	17,984

November 2019
PHEP/MRC Coordinator Report

Trainings/Webinars/Community Meetings

- Jill participated in the following ODH PHEP webinars/Question and Answer Calls:
 - o MYTEP (Multi-Year Training and Exercise Plan)
 - o PIRA Workgroup (Pandemic Influenza Response Annex)
- Health and Wellness TAG – Nov. 14
- OPHIX Two-Day Seminar on Quality Improvement/Performance Management – Nov. 19 & 20
- Ashland County 2-1-1 Nov. 21

PHEP Updates

Jill completed the Capability Planning Guide (CPG) for our regional PHEP coordinator. Information gathered from the CPG is used to plan training and exercise activities based on the greatest needs identified by all NECO Region 5 health departments.

Completed the required Information Sharing Performance Measure for BP1 of FY20 on December 2, 2019. Will need to complete the required Volunteer Deployment Drill for BP1 of FY20 by December 31, 2019. An Exercise Request Form (ERF) will also need to be submitted by December 16, 2019. This is another PHEP requirement that is not reimbursed (last year the ERF was a reimbursed deliverable).

We received a notice of a reduction of \$776 in funds for PHEP Core FY20. Per ODH, the reduction was taken from Deliverable 10.1 which was originally \$12,823.17 and is now \$12,047.17. Our total PHEP funding for 2020 is now \$69,681.00.

- Currently focusing on the following deliverables:
 - o 14.1 – Development of a new, Cold Chain Management Standard Operating Procedures
 - o 2.1 – Development of a new, Pandemic Influenza Response Annex
 - o 9.1 – MYTEP (Multi-Year Training and Exercise Plan)

Approved Deliverables submitted for reimbursement in November 2019 include:

- o 16.1 – Successful completion of the 24/7 Drill = \$880.71

MRC Unit 1181 Updates

- John Cadley, Pam Hubbert, and Judy Weaver volunteered on regular clinic days. John Cadley also volunteers at the flu clinics held at American Augers and Dale Roy.

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ASHLAND COUNTY HEALTH DEPARTMENT
 DIVISION OF VITAL STATISTICS
 1763 STATE ROUT 60, ASHLAND, OHIO 44805

VITAL STATISTICS MONTHLY REPORT
November 2019

	NOVEMBER 2019	JAN 1 – NOVEMBER 30
TOTAL BIRTHS	10	256
MALE	6	138
FEMALE	4	118
HOME BIRTHS	4	62
TOTAL DEATHS	35	311
MALE	16	180
FEMALE	12	187
0-18	0	0
19-44	1	3
45-64	7	48
65 & OLDER	20	304
TOTAL CERTIFIED COPIES SOLD		
BIRTH	160	2096
DEATH	122	1698

2020 Budget

2020 - COUNTY HEALTH DEPARTMENT

REVENUE	General	2020 Certified Budget
FUND 9 General		
00001 Real Property Taxes		205,039.00
00004 Subdivision Levy		22,000.00
00006 Mobile Home Tax		500.00
00210 Health Permits		37,000.00
00211 Health Licenses		30,000.00
00302 All State Revenue /Grants		95,000.00
00399 2 1/2 Rollback Homestead /ST/		23,000.00
00422 BCMH Nursing Fees		80,000.00
00431 Health Birth / Death Fees		100,000.00
00432 Environmental Health Fees		20,000.00
00433 Vaccine Nursing Fees		125,000.00
00642 All Other Misc Revenue		5,000.00
00919 All Other Reimbursement		239,012.00
00931 Gifts & Donations		1,000.00
REVENUES TOTAL		982,551.00

EXPENSE	Budget
FUND 9 General	
01011 Employee Wages	508,000.00
01020 PERS / STRS	71,120.00
01030 Workers Compensation	3,817.75
01040 Medicare Employer Shar	7,366.00
01060 Insurance Premium	116,125.00
02010 Ashland Co Health Contr	7,500.00
04010 Ashland Co Health Suppl	74,320.00
04020 Postage	1,500.00
04040 Office Supplies	5,000.00
05040 Equipment	0.00
08050 Ashland Co Health State	90,000.00
08070 Tax Settlement Fees	11,250.00
09020 Travel	12,000.00
09030 Advertisement	1,500.00
09040 Ashland Co Health Other	30,000.00
09070 Audit Expenses	0.00
09200 Accreditation	5,600.00
09220 HSTS Projects	20,000.00
EXPENSES TOTAL	965,098.75

REVENUE	PHEP	2020 Certified Budget
FUND 16 PHEP		
00302 All State Revenue / Grants		70,457.00
00802 Advances In		0.00
00919 All Other Reimbursement		0.00
REVENUES TOTAL		70,457.00

EXPENSE	2020 Approved Budget
FUND 16 PHEP	
01011 Employee Wages	42,500.00
01020 PERS / STRS	5,950.00
01030 Workers Compensation	375.00
01040 Medicare Employer Shar	616.25
01060 Insurance Premium	25.20
02010 Ashland Co Health Contr	0.00
04010 Supplies	1,000.00
04020 Postage/Printing	250.00
05040 Equipment	1,000.00
08020 Advances Out	0.00
09020 Travel	1,000.00
09040 Other Expenses	2,000.00
FUND 16 EXPENSES TOTAL	54,716.45

REVENUE	FOOD	2020 Certified Budget
FUND 23 FOOD		
00220 Food Service License		110,000.00
00432 Food Service Late Fee		1,550.00
00433 Food Service Review Fee		1,750.00
00919 All Other Reimbursement		350.00
00642 All Other Misc Revenue		5,000.00
REVENUES TOTAL		118,650.00

EXPENSE	2020 Approved Budget
FUND 23 FOOD	
01011 Employee Wages	75,600.00
01020 PERS / STRS	10,584.00
01030 Workers Compensation	700.00
01040 Medicare Employer Shar	1,096.25
01060 Insurance Premium	32,350.00
04010 Supplies	0.00
04020 Postage	850.00
05040 Equipment	0.00
08050 Ashland Health Dpt State	0.00
09020 Travel	3,500.00
09040 Other Expenses	1,000.00
EXPENSES TOTAL	125,680.25



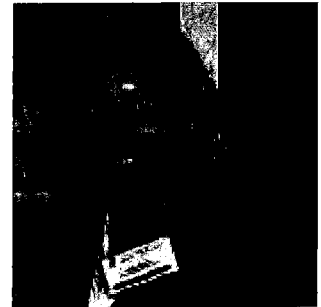
Administrative & Logistical Support for Public Health Accreditation, LLC
1390 Kennedy BLVD, Cuyahoga Falls, OH 44221 | www.oalpha.org | Emily@oalpha.org

Overview

Introduced by Governor Kasich in February 2013, Ohio Revised Code, Section 3701.98 requires health departments achieve Public Health Accreditation Board (PHAB) requirements by July 1, 2020 as a condition of continued Ohio Department of Public Health (ODH) funding. PHAB (accessible online at www.phaboard.org) is a nonprofit organization dedicated to improving and protecting the health of the public by advancing the quality and performance of tribal, state, local, and territorial public health departments.

About

Administrative & Logistical Support for Public Health Accreditation, LLC (ALPHA) has a proven track record of guiding local health departments through the Public Health Accreditation Board (PHAB) process. Emily has collaborated to strengthen public health performance on local, state, and national levels. She previously coordinated Michigan's accreditation process among 45 local health departments and served as the first PHAB accreditation coordinator in the state of Georgia. She has led several community health assessment and improvement initiatives, the success of which has been highlighted during national conferences for initiative alignment with Healthy People 2020 goals. She is a member of PHAB's Evaluation & Quality Improvement (EQI) Committee charged with evaluating PHAB's processes and reviewing the annual reports of accredited health departments. She is a PHAB-trained consultant and an experienced PHAB Site Visitor, who currently resides in Cuyahoga Falls, Ohio.



Public Health Consultant

Services

The Public Health Accreditation Board (PHAB) recommends selecting a highly skilled accreditation coordinator who will dedicate 100% of his/her time to the accreditation process. ALPHA provides specialized expertise to establish the foundation required for public health accreditation of your organization. In helping you meet this goal, ALPHA will work with your staff to:

- α The accreditation requirements are quite specific and require a specialized skill set that may be difficult to find in a general hiring process.
- α A contractual arrangement is likely to diminish the overall compensation requirements of employment, such as overhead, space, technology, benefits, which result in cost saving benefits.
- α A contractual arrangement runs for a defined period of time. Once accreditation has been achieved, the organization would not have a continuing commitment to an on-going staff position.

ALPHA streamlines the accreditation journey by energizing staff and listing discussions to a higher level, by focusing on quality objectives rather than compliance. ALPHA provides more specialized expertise on foundational capabilities required for public health accreditation, such as:

- α Conducting strategic planning sessions;
- α Coordinating community health assessment and improvement planning processes;
- α Integrating community health improvement plans with health department strategic plans;
- α Developing integrated performance management systems;
- α Developing Workforce Development Plans, including incorporating the Council on Linkages Between Academia and Public Health Practice, Core Competencies;
- α Establishing Continuity of Operations (COOP) and Emergency Operations (EOP) plans; and,
- α Providing quality improvement training, as well as conducting QI initiatives to meet PHAB requirements.

Contact ALPHA, online at www.oalpha.org, to discuss advancing your health department's journey towards accreditation today.



Administrative & Logistical Support for Public Health Accreditation

Appendix A - Accreditation Proposal and Scope of Work

Purpose: The purpose of this propose is to outline the scope of work of consulting services to be provided by ALPHA, LLC, which would advance Ashland County Health Department's pursuit of accreditation through the Public Health Accreditation Board (PHAB).

Scope of Work: Accreditation consultation would include the following activities:

- Providing templates, guidance documents, and training materials to assist the Health Department through each phase of the accreditation process.
- Reviewing domain documentation for conformity to measure requirements through the eyes of a PHAB site visitor.
- Providing recommendations and sample documents on ways to remediate gaps and improve accreditation documentation in advance of its submission to PHAB, including guidance on the measures most likely to trigger a PHAB action plan and critical accreditation plans.
- Strategic guidance on preparing for the accreditation site visit, including the types of questions that might be asked based on a review of accreditation documentation.
- Provision of templates/tools to prepare for the site visit, as needed.

Dates: The consultant would begin to examine current accreditation materials by meeting with the Health Commissioner and/or designated staff beginning upon contract's execution.

Expectations of HD: The consultant would request access to the health department's accreditation documentation.

Materials are to be sent electronically (by email or access granted via ePHAB, the electronic accreditation portal) for review.

Proposed Budget: The consultant would charge \$50/hour for in person and remote consultation as agreed upon by the Health Commissioner, or designee. If in-person meetings are required, the consultant would request reimbursement mileage at the federal rate of \$0.58/mile.

Caveat: The recommendations shared and materials developed by the contractor do not reflect those of the Public Health Accreditation Board. The contractor cannot promise final outcomes with respect to a final accreditation decision by the Accreditation Committee, improved Site Visit Report scores, etc.

Confidentiality: The contractor will keep all accreditation documentation, including thoughts, opinions, or other information shared during team meetings or while working with staff, confidential.

AGREEMENT

This Agreement is made and entered into upon execution by and between Ashland County Health Department, located at 1763 State Route 60, Ashland, Ohio, hereafter called "ACHD" and Administrative & Logistical Support for Public Health Accreditation, ALPHA, LLC, 1145 Myrtle Ave, Cuyahoga Falls, Ohio, hereafter called "Contractor".

WITNESSETH

WHEREAS, ACHD desires to engage the Contractor to provide consulting services to guide Public Health through the Public Health Accreditation Board (PHAB) process, and,
WHEREAS, the Contractor has been identified as an entity having the qualifications, and expertise to provide such services, and the Contractor represents that they have the requisite skill to provide these services.

NOW THEREFORE, in consideration of the promises and the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. **Term.** The term of this agreement will be effective for 12 months upon execution and shall auto-renew unless written notice is rendered thirty days prior to the end of the contract period. At such time, both parties shall develop a continuation agreement reflecting a scope updated based on prior year progress. The Contractor shall proceed diligently and expeditiously with the rendition of said services, and devote sufficient time to the obligations herein undertaken.
2. **Statement of Work.** The Contractor shall successfully complete all Statement of Work requirements as indicated in "Appendix A - Accreditation Proposal". No changes to the Statement of Work requirements will be accepted without prior written approval of ACHD. The Contractor does not represent the views of the Public Health Accreditation Board (PHAB) and cannot guarantee the health department's accreditation. Public Health understands it is responsible for achieving its own accreditation, which requires that Public Health allocate sufficient time and staff to the project.
3. **Consideration.** In consideration for performing the Statement of Work as described above, ACHD has selected a basic package of services to be rendered by the contractor, as outlined in Attachment A. The Contractor will bill at a rate of \$50/hour.
4. **Invoicing and Payment.** The Contractor shall submit quarterly invoices which shall include written reports, itemizing in reasonable detail the time and dates spent performing contracted services, a description of the services rendered, and any mileage incurred at the federal rate of \$0.58/mile. Timely payment of invoices shall be made by ACHD within 90 days. Contractor reserves the right to suspend services due to overdue payment.
5. **Audits.** As required, the books, records, documents, and accounting procedures and practices of the Contractor relevant to this contract shall be subject to examination by appropriate local and state agencies.
6. **Employees and subcontractors.** Subcontractors used to fulfill any portion of the responsibilities outlined in this Contract are required to be identified by the Contractor with qualifications verified. No employees or subcontractors would be used as part of this project's scope of work.

7. **Amendments.** The contract shall not be varied except by an instrument in writing properly executed subsequently to the execution of the Contract by both parties.
8. **Relationship of Parties.** Nothing herein shall be construed to create an employer-employee relationship between ACHD and the Contractor. It is expressly understood and agreed that ACHD shall not be construed or held out to be an employer, principal, partner, associate, or joint venture of the Contractor. At all times, the Contractor and its employees, agents or contractors shall have the status of an independent contractor. No benefits are extended and no taxes shall be withheld. The Contractor shall be responsible for the payment of its own tax liabilities including, but not limited to, Federal Withholding Tax, Social Security Tax, City Income Tax and State Income Tax.
9. **Confidentiality.** In the course of performing services, the parties recognize that the Contractor may come in contact with confidential information. This information may include, but is not limited to, information pertaining to ACHD business operations or its patients, which information may not be disclosed or divulged to anyone other than appropriate ACHD staff or their designees. The Contractor will maintain the confidentiality of ACHD confidential information and shall not disclose it to anyone or use it for any purpose whatsoever other than this Agreement, provided that in the event that the Contractor is legally compelled to disclose such information, the Contractor shall provide ACHD with prompt written notice so that ACHD may seek a protective remedy, if available.
10. **Assignment.** Neither ACHD nor the Contractor shall assign, or in any way transfer, either party's interest in this Agreement without the written consent of the other.
11. **Waiver.** No waiver by ACHD of any terms of this Agreement to be kept, performed and observed by Contractor shall be construed to be or act as a waiver by Public Health of any subsequent default on the part of Contractor.
12. **Liability.** All loss, costs, or damages which may occur to be claimed with respect to any person, or persons, corporation, property or chattels resulting from activities of either party pursuant to this Agreement shall be the responsibility of the respective parties as such liabilities may be determined by a court of law or pursuant to any other appropriate procedure.
13. **Notices and Points of Contact.** All notices required or permitted under this Agreement and points of contact shall be given to the following individuals:

ACHD Point of Contact:
Sarah Goodwill Humphrey, MPH, CPH, RS
Health Commissioner
Ashland County Health Department
1763 State Route 60
Ashland, Ohio 44805
419-282-4231 Phone
419-282-4360 Fax

ALPHA Point of Contact:
Emily Frantz
Public Health Consultant
ALPHA, LLC
1145 Myrtle Ave
Cuyahoga Falls, Ohio 44221
(517) 449-1154 Phone

14. **Termination.** Either party may terminate this agreement upon thirty (30) days prior written notice without any further obligation of ACHD or the Contractor. ACHD will pay the Contractor for costs incurred through the date of termination. Contractor shall turn over all work products to Public Health and submit an invoice for payment of work performed under this Agreement.
15. **Governing Law.** All matters related to the validity, performance, interpretation or construction of this Agreement shall be governed by the laws of the State of Ohio.
16. **Severability.** If any provision of this Agreement shall prove to be invalid, void or unenforceable, it shall in no way affect, impair or invalidate any other provision, and all other provisions of this Agreement shall remain in full force and effect.
17. **Entire Agreement.** This Agreement is the entire Agreement between the parties and cannot be altered or amended, except by a written amendment signed by each party of this Contract. This Agreement supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written relating to the subject matter herein.
18. **Authority to Bind Principal.** Signatures herein shall act as express representations that the signing agents are authorized to bind their respective principals to all rights, duties, remedies, obligations and responsibilities incurred by way to this Agreement.

IN WITNESSES WHEREOF, the parties hereto on the day and year below, have executed this Agreement.

Ashtabula County Health Department

Health Commissioner

Date

ALPHA, LLC

Emily Frantz, MPH
Public Health Consultant

Date