



WILLIAMS COUNTY HEALTH DEPARTMENT

**BOARD OF HEALTH AGENDA**

**FEBRUARY 15, 2017**

- I. APPROVAL OF MINUTES FROM JANUARY 18, 2017 MEETING (**Motion needed**)
- II. WELCOME BECKY SEMER REPRESENTING MONTPELIER
- III. FISCAL REVIEW
  - A. MONTHLY FISCAL TRANSACTIONS/PROPOSED BILLS/PAID BILLS (**Motion needed**)
  - B. REVIEW OF FINANCIAL STATUS REPORTS (**Information only, no action needed**)
- IV. COMMISSIONER – JAMES WATKINS, HC
  - A. APPROVAL (**Motion needed**)
    - a. RESOLUTION - WPCLF
    - b. CALENDAR OF APPROVALS
    - c. 2016 PERFORMANCE MEASURES EVALUATIONS**
    - d. PERSONNEL CHANGE – KAILEA HOLBROOK, NEW HIRE 2/27/2017 FOR SANITARIAN IN TRAINING
    - e. 2018 GENERAL FUND BUDGET
  - B. DISCUSSION (**Discussion**)
    - a. POTENTIAL COMMITTEE GROUP TO DISCUSS J. FLIGHTNER DONATION
  - C. MONTHLY REPORT (**Information only**)
    - a. VULNERABILITY AUDIT OF IT SYSTEM
    - b. BOARD OF DD CONTRACT
    - c. DAC – MARCH 16 AT CENTER TWP AT 7:30 AM
- V. NURSING –JAMES WATKINS, HC REPORTING FOR RACHEL AESCHLIMAN, DIRECTOR
  - A. MONTHLY REPORT (**Information only**)
  - B. COMMUNICABLE DISEASE REPORT (**Information only**)
- VI. COMMUNITY HEALTH DIVISION –MEGAN RILEY, DIRECTOR
  - A. MONTHLY REPORT (**Information only**)
  - B. HEALTH EQUITY (**Discussion**)
- VII. ENVIRONMENTAL HEALTH –BRAD PRICE, DIRECTOR
  - A. MONTHLY REPORT (**Information only**)
  - B. ODH POOL SURVEY RESULTS (**Information only**)
- VIII. BOARD PICTURE

NEXT MEETING – MARCH 15 (5:30 PM) AT THE MONTPELIER OFFICE



February 15, 2017  
Montpelier, Ohio

The regular meeting of the Williams County Board of Health was held February 15, 2017 at the Montpelier office of the Williams County Health Department. Board member Dan Peverly called the meeting to order.

Board members present were Mrs. Bernath, Mrs. Boldman, Mrs. Custar, Mr. Peverly and Ms. Semer. Mrs. Egler, Ms. Kline, Dr. Seaman and Mr. Yahraus were unable to attend.

Staff members present were James Watkins, Megan Riley, Teena Armstrong and Brad Price.

The minutes of the January 18 meeting were presented for approval. Mrs. Custar made a motion to accept the meeting minutes as written and Mrs. Bernath seconded the motion. Motion passed. (See attached)

Ms. Semer was welcomed by the board and will be representing the Village of Montpelier.

The fiscal transactions, proposed bills and paid bills were presented for approval. Mrs. Custar moved to approve the fiscal transactions, proposed bills and paid bills as written. Mrs. Boldman seconded the motion. Motion passed. (See attached)

The board reviewed the fiscal reports. Mr. Watkins notified the board that we are in violation of administrative policy FIN 309. We do not have the 6 month reserve. The budget is short approximately \$20,000 due to paying 2 months worth of health insurance this month. This issue will be resolved when we receive our levy dollars.

Mr. Watkins asked for an executive session for personnel, discipline. Ms. Semer made a motion to enter into executive session for personnel and Mrs. Custar seconded the motion. A roll call was taken with all in agreement.

No action was taken in executive session.

Mr. Watkins asked the board to approve the authorizing resolution for the WPCLF funds provided by Ohio EPA. This resolution allows the health commissioner to enter into an agreement with Ohio EPA on behalf of the health district for the repair or replacement of sewage treatment systems. Ms. Semer made a motion to accept the resolution and Mrs. Bernath seconded the motion. Motion passed.

The calendar of approvals was reviewed by the board. The evaluation of the 2016 performance measures was presented. These are the annual goals set by the management team. Miss Riley reviewed the final status of each goal with the board. Mr. Watkins asked the board to accept the personnel change to hire Kailea Holbrook starting 2/27/2017 as a sanitarian-in-training. The 2018 general fund budget was brought to the board for approval. Mrs. Custar made a motion to accept the calendar of approvals, 2016 performance measures evaluation, the personnel change and the 2018 general fund budget. Ms. Semer seconded the motion. Motion passed. (See attached)

Mr. Watkins asked the board members that were not at the January board meeting if anyone else would like to be on the committee to discuss J. Flightner donation. There were no other volunteers so Mrs. Boldman and Mrs. Custar will be the two members on the committee.

Mr. Watkins presented the health commissioner report to the board.

Mr. Watkins' comment from the discussion last month on the vulnerability audit of our IT system was "Based on what we put together, we believe we will be able to do this audit in-house."

The Board of DD contract was received with no changes made from the prior year.

Mr. Watkins informed the board that the District Advisory Council Meeting will be held March 16 at the Center Township building at 7:30 AM. All are welcome to attend.

Mr. Watkins presented the nursing division report to the board for Mrs. Aeschliman. Mr. Watkins shared with the board that Mrs. Aeschliman met with the school superintendents that have contracts with us to develop rapport.

Mr. Watkins presented the communicable disease report to the board for Mrs. Aeschliman. An update was given on the 7 year old from Fulton County who died of the influenza. The child had an underlying heart condition.

Miss Riley presented the community health division report to the board.

Miss Riley had a follow up discussion with the board members from the health equity presentation last month. Disparities in Williams County discussed were education, socioeconomic status, access to resources and cultural values and beliefs. Some barriers to impact health inequities include the mindset of families that experience disparities, cultural, social and educational limitations and a lack of support systems or mentors.

Mr. Price presented the monthly environmental health division reports to the board.

Mr. Price shared with the board the pool survey results from the Ohio Department of Health. The survey went very well and we got 98% out of 100%. (See attached)

The board picture was not taken due to low attendance.

Mr. Peverly adjourned the meeting.

The next meeting will be March 15, 2017 at the Montpelier office of the Williams County Health Department at 5:30.

DATE: 3-15-17

BY: Tammy Bernath

Board President

DATE: 3-15-17

BY: [Signature]

Health Commissioner



WILLIAMS COUNTY HEALTH DEPARTMENT

**BOARD OF HEALTH AGENDA**

**JANUARY 18, 2017**

- I. APPROVAL OF MINUTES FROM DECEMBER 20, 2016 MEETING (**Motion needed**)
- II. WELCOME KEVIN BROOKS REPRESENTING MONTPELIER
- III. PRESENTATION ON HEALTH EQUITY MAPPING – KIRSTEN FRISSORA
- IV. FISCAL REVIEW
  - A. MONTHLY FISCAL TRANSACTIONS/PROPOSED BILLS/PAID BILLS (**Motion needed**)
  - B. REVIEW OF FINANCIAL STATUS REPORTS WITH MRS. LINK (**Information only, no action needed**)
- V. COMMISSIONER – JAMES WATKINS, HC
  - A. APPROVAL (**Motion needed**)
    - a. ADOPT CORE COMPETENCY FOR PUBLIC HEALTH PROFESSIONALS
    - b. CALENDAR OF APPROVALS/ACTIONS TAKEN
    - c. **2017 PERFORMANCE MEASURES**
  - B. DISCUSSION
    - a. POTENTIAL COMMITTEE GROUP TO DISCUSS J. FLIGHTNER DONATION
  - C. MONTHLY REPORT (**Information only**)
    - a. VULNERABILITY AUDIT OF IT SYSTEM
    - b. BOARD OF DD CONTRACT
    - c. SPANISH INTERPRETOR CONTRACT
    - d. VS QUARTERLY REPORT
- VI. NURSING –JAMES WATKINS, HC REPORTING FOR RACHEL AESCHLIMAN, DIRECTOR
  - A. MONTHLY REPORT (**Information only**)
  - B. COMMUNICABLE DISEASE REPORT (**Information only**)
- VII. COMMUNITY HEALTH DIVISION –MEGAN RILEY, DIRECTOR
  - A. MONTHLY REPORT (**Information only**)
- VIII. ENVIRONMENTAL HEALTH –BRAD PRICE, DIRECTOR
  - A. MONTHLY REPORT (**Information only**)
- IX. BOARD PICTURE

NEXT MEETING – FEBRUARY 15 (5:30 PM) AT THE MONTPELIER OFFICE



January 18, 2017  
Montpelier, Ohio

The regular meeting of the Williams County Board of Health was held **January 18, 2017** at the Montpelier office of the Williams County Health Department. Board vice president Michelle Egler called the meeting to order.

Board members present were Mrs. Boldman, Mrs. Custar, Mrs. Egler, Mr. Peverly and Dr. Seaman. Mrs. Bernath, Ms. Kline and Mr. Yahraus were unable to attend.

Staff members present were James Watkins, Kirsten Frissora, Sandy Link, Megan Riley, Teena Armstrong, Dr. Vasi and Brad Price.

The minutes of the December 20 meeting were presented for approval. Dr. Seaman made a motion to accept the meeting minutes as written and Mr. Peverly seconded the motion. Motion passed. (See attached)

Mr. Brooks declined from being on the Board of Health due to a schedule conflict.

Miss Frissora presented to the board on health equity mapping. Miss Frissora said "Education plays a large role in your health." After the power point presentation, Mrs. Custar's comment was, "This is very interesting material."

The fiscal transactions, proposed bills and paid bills were presented for approval. Mrs. Custar moved to approve the fiscal transactions, proposed bills and paid bills as written. Mr. Peverly seconded the motion. Motion passed. (See attached)

The board reviewed the fiscal reports.

Mr. Watkins asked the board to adopt the core competencies for public health professionals. The core competencies are designed as you go up the tiers, to match your expected core public health knowledge used to identify training opportunities. For example, if you are a director, you will be expected to meet tier 4 core competencies. This is needed to become accredited. Mrs. Custar made a motion to accept the core competencies and Mrs. Boldman seconded the motion. Motion passed. (see attached)

The calendar of approval needed to be reviewed prior to bringing to the board. The calendar will be brought back to an upcoming meeting.

Mr. Watkins shared a cost analysis with the board to get their comments on possibly purchasing tablets for each board member in replacement of sending out board packets in the USPS prior to each meeting. The suggestion was to send out the packet via email and then have the packet loaded onto the tablet so

they will be able to view it from the tablet instead of having the paper copies. It would be cost effective. The board members were in favor. Once put in place, training would follow.

The board members reviewed each of the issues discussed during 2016. Mr. Watkins asked the board, "Looking at the variances, are we providing adequate information for the board to feel comfortable making a decision, did we provide enough information?" Dr. Seaman commented in response to Mr. Watkins question, "We have enough information." Mr. Watkins went through each of the topics one by one with the board members. Again, Mr. Watkins asked the questions on the topic governance and Mrs. Custar replied, "I am happy with the information we get." (see attached)

The 2017 performance measures were displayed on the screen for the members to view. As part of the performance management, the measures are the agency goals. Mrs. Boldman made a motion to accept the performance measures as presented and Mr. Peverly seconded the motion. Motion passed.

A discussion was conducted to see if the board would want to create a committee to discuss J. Flightner donation. Mrs. Boldman and Mrs. Custar agreed to be on the committee and it was suggested to bring the question back next month to see if anyone that was not at the January meeting would also want to be on the committee.

Mr. Watkins presented the health commissioner report to the board.

Mr. Watkins shared with the board that we will need to have a vulnerability audit of our IT system. Making sure our system is secure is a requirement of becoming accredited. EK would have another company perform the audit for \$5000 and we would receive the audit and a report of what is going on with our system. Dr. Seaman suggested checking with Wade Patrick from the hospital to see what the hospital does (if they do it internally or have someone else perform the audit). Mrs. Boldman suggested checking with other health departments to see what they do.

The Board of DD contract was not received prior to the board meeting.

The Spanish interpreter contract was received with no changes made.

The quarterly vital stats report was reviewed.

Mr. Watkins presented the nursing division report to the board for Mrs. Aeschliman.

Mr. Watkins presented the communicable disease report to the board for Mrs. Aeschliman.

Miss Riley presented the community health division report to the board.

Mr. Price presented the monthly environmental health division reports to the board.

The board picture was not taken due to low attendance.

Mrs. Egler adjourned the meeting.

The next meeting will be February 15, 2017 at the Montpelier office of the Williams County Health Department at 5:30.

DATE: 2-15-17

BY: 

Board President

DATE: 2-15-17

BY: 

Health Commissioner



## WILLIAMS COUNTY HEALTH DEPARTMENT

### BOARD OF HEALTH AGENDA

JANUARY 19, 2016

- I. APPROVAL OF MINUTES FROM DECEMBER 15, 2015 MEETING (**Motion needed**)
- II. ENVIRONMENTAL HEALTH – BRAD PRICE, DIRECTOR
  - A. VARIANCE (**Motion needed**)
- III. FISCAL REVIEW
  - A. MONTHLY FISCAL TRANSACTIONS/PROPOSED BILLS/PAID BILLS (**Motion needed**)
  - B. REVIEW OF FINANCIAL STATUS REPORTS WITH SANDY LINK (**Information only, no action needed**)
- IV. COMMISSIONER – JAMES WATKINS, HC
  - A. APPROVAL (**Motion needed**)
    - a. RESOLUTION - AUTHORIZATION FOR HEALTH COMMISSIONER TO USE CREDIT CARD FOR PHARMACY LICENSE RENEWAL
    - b. RESOLUTION - WPCLF
    - c. 2016 PERFORMANCE MEASURES RENEWAL
    - d. CALENDAR OF APPROVALS / ACTIONS TAKEN
    - e. CREDIT CARD POLICY REVISION
  - B. DISCUSSION
    - a. RESOLUTION - DISTRICT LICENSING COUNCIL (**Possible action**)
    - b. MULTI COUNTY BOARD DISCUSSION –JEFF AND JIM
  - C. MONTHLY REPORT (**Information only**)
    - a. VS QUARTERLY REPORT
    - b. BOARD OF DD CONTRACT
- V. COMMUNITY HEALTH DIVISION –MEGAN RILEY, DIRECTOR
  - A. MONTHLY REPORT (**Information only**)
  - B. COMMUNITY HEALTH IMPROVEMENT PLAN 2015 ANNUAL REPORT (**Information only**)
- VI. ENVIRONMENTAL HEALTH – BRAD PRICE, DIRECTOR
  - A. MONTHLY REPORT (**Information only**)
- VII. NURSING – JAMES WATKINS, HC FOR BECKI SNYDER, DIRECTOR
  - A. MONTHLY REPORT (**Information only**)

NEXT MEETING – FEBRUARY 16 AT THE MONTPELIER OFFICE





January 19, 2016  
Montpelier, Ohio

The regular meeting of the Williams County Board of Health was held **January 19, 2016** at the Montpelier office of the Williams County Health Department. President Mr. Yahraus called the meeting to order.

Board members present were Mrs. Bernath, Mrs. Cummins, Mrs. Custar, Ms. Kline, Mr. Peverly, Mr. Thorp and Mr. Yahraus. Mrs. Egler, Mr. Mohre and Dr. Seaman were unable to attend.

Staff members present were James Watkins, Brad Price, Megan Riley, Teena Armstrong, Sandy Link and Dr. Vasi.

The minutes of the December 15 meeting were presented for approval. Mr. Peverly made a motion to accept the meeting minutes as written and Ms. Kline seconded the motion. Motion passed. (See attached)

Mr. Price presented a variance request for Donal Tomblin Jr. located at 17840 County Road 16 Pioneer, OH to use the existing sewage and water systems serving the residence to connect a temporary dwelling while the existing home is being remodeled. Mr. Tomblin was at the board meeting. Mrs. Bernath stated, "the ethic principals were considered and there was no harm in the past when variances like this one was granted." Mr. Price's recommendation is that the variance be granted as they have in the past with conditions of the approval including the variance shall be valid for 24 months from the date of approval. Mr. Thorp made a motion to accept the variance honoring the original permit with the extension of the variance to 24 months and Mrs. Bernath seconded the motion. Motion passed. (See attached)

The fiscal transactions, proposed bills and paid bills were presented for approval. Mr. Thorp moved to approve the fiscal transactions, proposed bills and paid bills as written. Mrs. Bernath seconded the motion. Motion passed. (See attached)

The board reviewed the fiscal reports with Mrs. Link.

The board approved a resolution for a warrant with Then and Now Certification for Schneider Downs. The reason for the warrant is the purchase order was for December 2015 and the bill did not arrive until January 2016 and it was over \$3000.00. Mr. Peverly made a motion to accept the warrant and Mrs. Cummins seconded the motion. Motion passed.

Mr. Watkins asked the board for approval of a personnel change. Emily Golias turned in her resignation as health educator effective February 12, 2016. Mr. Thorp made a motion to accept the resignation and Mr. Peverly seconded the motion. Motion passed. (See attached)

A resolution to authorize the health commissioner to use the credit card for the pharmacy license renewal was brought to the board for approval since the state will no longer accept checks. Mr. Watkins then asked that the credit card policy be revised to include renewal of licensures and fees for the agency. Mr. Thorp made a motion to accept the resolution to use the credit card for a renewal that is not currently in the policy and to accept the revision to the credit card policy to include the verbiage for renewal of licensures and fees. Mrs. Custar seconded the motion. Motion passed. (See attached)

A resolution authorizing the health commissioner to apply for, accept and enter into a water pollution control loan fund (WPCLF) on behalf of the health department for the repair and replacement of home sewage treatment systems was brought to the board. Mr. Thorp made a motion to accept the resolution and Mr. Peverly seconded the motion. Motion passed.

The 2016 Performance Measures renewal for the agency goals was brought to the board for approval. This is the spreadsheet used for monitoring performance management for the agency. Miss Riley shared with the board a change that was made to the measures this year that is different than last year. A column for a rating scale was added to give directors guidance on how to rate that goal if it was not met at 100%. Staff turns 90 day plans and results into directors quarterly. The management team uses results from the staff's 90 day plans to update progress on the Performance Measures spreadsheet. Mrs. Custar made a motion to accept the Performance Measures and Mrs. Bernath seconded the motion. Motion passed. (See attached)

Mr. Watkins shared the approvals/actions taken at board meetings in 2015. He would like the members to review on their own time and we will discuss the document at the February board meeting.

Mr. Watkins brought a resolution to the board to eliminate the Williams County Licensing Council. He mentioned that the legislature left it up to the individual boards of health to decide if they want the licensing council. Ms. Kline met with the Bryan mayor and the city attorney on the contract between the health department and the City of Bryan. They made changes to the contract and the city council will approve it at their meeting. Mr. Thorp made a motion to accept the resolution and Mr. Peverly seconded the motion. Motion passed.

Mr. Yahraus and Mr. Watkins attended a 6-Pact Boards of Health discussion meeting on January 7 in Defiance. They discussed moving forward with changes from ODH. When things at state change, we may want to join together with other health departments. The legislature would

give money for combining services. The board was fine with Mr. Yahraus attending more meetings in the future.

Mr. Watkins presented the health commissioner report to the board. The vital statistic report was reviewed. The board of DD contract has not been received yet. Mr. Watkins' 90-day goals were given to the board. Mr. Watkins gave a Scope of Work sheet for the agency Business Plan to the board members for service prioritization and planning with OSU.

Miss Riley presented the community health division report to the board. She added an accreditation section to her monthly report.

Miss Riley shared a power point presentation with the board on the Community Health Improvement Plan 2015 annual report. The CHIP is done every three years with the hospital and others. (See attached)

Mr. Price presented the monthly environmental health division reports to the board. The campground survey results with ODH arrived. The survey was completed in November 2015. There were some clerical issues that need cleaned up but no action plan needs written up. (See attached)

Mr. Watkins presented Mrs. Snyder's nursing division report and communicable disease report to the board. Renuka Grover is the new 6-pack Epi. She will be doing more data analysis. (See attached)

Mr. Yahraus adjourned the meeting.

The next meeting will be February 16, 2016 at the Montpelier office.

DATE: 2-16-16

BY:   
Board President

DATE: 2-16-16

BY:   
Health Commissioner

## Report: Hep. C cases holds steady

By RON OSBURN [rosburn@bryantimes.com](mailto:rosburn@bryantimes.com) | Posted: Wednesday, January 20, 2016 1:00 am

Williams County continues to see a steady number of new Hepatitis C cases, according to the monthly communicable disease report issued Tuesday at the monthly meeting of the Board of the Williams County Health Department.

A total of 53 Hepatitis C cases were reported in 2015, the third highest number of communicable cases reported, trailing 98 cases of chlamydia and 309 cases of influenza-like symptoms. Lab-confirmed influenza cases totaled 47, with all the cases occurring between January and April of 2015.

A total of 548 communicable disease cases were reported to the health department in 2015.

Also Tuesday, Community Health Director Megan Riley reviewed new performance management measures which will be implemented within the department in 2016. The measures are based on the "Five Pillars of Excellence," which aim for continuous improvement benchmarks in the areas of people, service, quality, growth and finance.

The results will be updated every quarter, and importantly, are one of the pieces necessary for department accreditation, Riley said.

"We feel comfortable we will see a benefit. It creates accountability," added Health Commissioner Jim Watkins.

In other action, the department expects 2016 year-end expenditures to exceed revenues by about \$110,000, according to estimated figures released Tuesday.

The year-end revenues for 2016 are estimated to be about \$1.16 million, versus year-end expenditures estimated at about \$1.27 million.

Due to expenses exceeding revenue during 2015, the department's cash balance is \$656,401.66 to begin fiscal year 2016.

Also Tuesday:

- The board unanimously passed a resolution approving a 24-month household sewage treatment system variance for Donal L. Tomblin Jr., of County Road 16 in Madison Township. Tomblin sought approval to connect existing water and sewer systems serving his property to a temporary dwelling while the existing home is being remodeled.

- Watkins and board chair Jeff Yahraus also reported on a Jan. 7 meeting of the the 6-Pact Boards of Health discussion, which included board of health representatives and health commissioners from Williams, Henry, Defiance, Fulton, Paulding and Putnam counties.

Watkins said the purpose of the meeting was three-fold: to share information about anticipated changes in the state's public health system, consider establishing a regional health Council of Governments (COG) as a way to respond to those changes, and provide information to representatives to take back to their individual boards.

Yahraus said the COG would serve as a platform for organizing regional shared health services. He said the concept of shared services is looked upon favorably by state lawmakers who are more inclined to provide additional funding for such efforts.

- Watkins said beginning July 1, the state will start charging the county boards of health for using the state Internet service.

Watkins said the added expense is estimated at around \$1,000 a month for Internet service, and an undetermined additional amount for email accounts — money that is not currently in the county health department budget.

However, Watkins also said he learned of a possible grant the board may qualify for that could offset a portion of that charge. He also said he is investigating local vendors who might be able to provide those services at a lesser charge.



## WILLIAMS COUNTY HEALTH DEPARTMENT

### BOARD OF HEALTH AGENDA

FEBRUARY 17, 2015

ENVIRONMENTAL COMMITTEE (DAN, ROGER, RANDY, LINDA) MEETING 6:30 PM

- I. APPROVAL OF MINUTES FROM JANUARY 20 MEETING (**Motion needed**)
- III. CURRENT HEALTH ISSUES – ETHICS
- IV. FISCAL REVIEW
  - A. MONTHLY FISCAL TRANSACTIONS/PROPOSED BILLS/PAID BILLS (**Motion needed**)
  - B. REVIEW OF FINANCIAL STATUS REPORTS (**Information only, no action needed**)
  - C. SAGE FUND ACCOUNTING (**Discussion/Possible Action**)
- V. COMMISSIONER – JAMES WATKINS, HC
  - A. EXECUTIVE SESSION (PERSONNEL, COMPENSATION) (**Motion needed**)
  - B. APPROVAL (**Motion needed**)
    - a. 2016 GENERAL FUND BUDGET
    - b. PUBLIC FACEBOOK POSTING POLICY
    - c. VENDOR LIST
    - d. 2015 MEASURES
  - C. MONTHLY REPORT (**Information only**)
    - a. DAC – MARCH 2 AT CENTER TWP AT 7:00 PM
    - b. QUALITY IMPROVEMENT RETREAT – MARCH 4 (1/2 DAY)
    - c. STATE BUDGET INFO
    - d. STATE AUDITOR WILL BE HERE IN 2-3 WEEKS
- VI. COMMUNITY HEALTH DIVISION – MEGAN RILEY, DIRECTOR
  - A. MONTHLY REPORT (**Information only**)
- VII. ENVIRONMENTAL HEALTH – BRAD PRICE, DIRECTOR
  - A. 2015 SEWAGE TREATMENT SYSTEM FEES – NEW (2ND READING) (**Information only**)
  - B. 2015 SEWAGE TREATMENT SYSTEM SUPPLEMENTAL REGULATION (2ND READING) (**Information only**)
  - C. VARIANCE FOR REFUND REQUEST FOR POOL (**Motion needed**)
  - D. POLICY ON REFUNDS (**Motion needed**)
  - E. MONTHLY REPORT (**Information only**)
- VIII. NURSING – JAMES WATKINS FOR BECKI SNYDER, DIRECTOR
  - A. MONTHLY REPORT (**Information only**)
  - B. HEALTH AWARENESS APRIL 9-11

NEXT MEETING – MARCH 17 AT THE MONTPELIER OFFICE



February 17, 2015  
Montpelier, Ohio

The regular meeting of the Williams County Board of Health was held **February 17, 2015** at the Montpelier office of the Williams County Health Department. President Mr. Peverly called the meeting to order.

Board members present were Mrs. Bernath, Mr. Peverly, Dr. Seaman, Mr. Thorp and Mr. Mohre. Mrs. Cummins, Mrs. Custar, Mrs. Kline, Mr. Yahraus was unable to attend.

Staff members present were James Watkins, Megan Riley, Brad Price, Becki Snyder, Dr. Vasi, Shannon Trausch and Teena Armstrong.

The Environmental Committee Meeting was postponed till next month.

The minutes of the January 20 meeting were presented for approval. Mr. Seaman made a motion to accept the meeting minutes as written and Mr. Thorp seconded the motion. Motion passed. (See attached)

The current health issues on ethics was postponed due to lack of board member attendance.

The fiscal transactions, proposed bills and paid bills were presented for approval. Dr. Seaman moved to approve the fiscal transactions, proposed bills and paid bills as written. Mr. Mohre seconded the motion. Motion carried. (See attached)

The board reviewed the financial status reports. (See attached)

Mr. Watkins presented a software program called Sage Fund Accounting to the board. Since this purchase cost is such a large amount, the members decide to table the decision until more members are in attendance.

Mr. Watkins asked for executive session for personnel, compensation. Mr. Thorp made a motion to enter into executive session for personnel and Dr. Seaman seconded the motion. A roll call was taken with all in agreement.

No action was taken in executive session.

Mr. Watkins shared the 2016 General Fund Budget, Public Facebook Posting Policy and Vendor List. Mr. Thorp moved to approve 2016 General Fund Budget, Public Facebook Posting Policy and Vendor List. Mr. Mohre seconded the motion. Motion carried. (See attached)

**Mr. Watkins shared with the board the 2015 Measures. This is a guide for strategies that will be implemented in 2015. They are also tied back to our performance management system. Mr. Thorp made a motion to approve the 2015 Measures. Mr. Mohre seconded the motion. Motion carried. (See attached)**

Mr. Watkins presented the health commissioner's monthly report to the board.

Mr. Watkins informed the board that the State Auditor will be here in 2-3 weeks for the annual audit. The Quality Improvement Retreat will be March 4 at Wesley United Methodist Church from 8:30-12:00 and the office will be closed till 1:00 that day. The board requested that this be published in the paper.

Miss Riley presented the community health division report to the board.

Mr. Price brought the new 2015 sewage treatment system fees to the board for the second reading. (See attached)

Mr. Price brought the 2015 sewage treatment system supplemental regulation to the board for the second reading. (See attached)

Mr. Price presented the monthly environmental health division reports to the board.

Mr. Price presented a policy on refunds to the board. This policy will replace Board Environmental Policy 004 and 014. Mr. Thorp made a motion to approve the policy on refunds. Dr. Seaman seconded the motion. Motion carried. (See attached)

Mr. Price presented a Variance for a Pool Refund for Loveberry's Funny Farm Campground. Mr. Thorp made a motion to approve the Funny Farm Pool Refund. Dr. Seaman Seconded the motion. Motion passed. (See attached)

Mrs. Snyder presented the nursing division report and communicable disease report to the board. Early childhood screenings will be taking place at the Enrichment Center in the near future.

Mrs. Snyder informed the board on April 9-11 health awareness will be held at the hospital. You must call to setup an appointment in the lab to have blood drawn.

Mrs. Snyder informed the board of the breakout of measles in the nation. Williams County does not have any known cases. Our school nurses are working on getting a letter out to students that are not vaccinated with the MMR and the health risks involved.

Mr. Peverly adjourned the meeting.

The next meeting will be March 17, 2015 at the Montpelier office.

DATE: 3-17-15

BY:   
Board President

DATE: 3-17-15

BY:   
Health Commissioner