

**GREENE COUNTY BOARD OF HEALTH
MINUTES
August 3, 2023**

The Greene County Board of Health met in regular session on Thursday, August 3, 2023, in Conference Room 124 of the health district office. The meeting convened at approximately 6:30 p.m. In attendance: Mark Walsh, MD, President; William Beeman, Jane Clifton, Connie Helmuth, Marty Larson, Angelia Mickle, DNP, and Andrew Root. Excused: Sylvia Ellison, Scott Hammond, William Harden, Kathy Saunders, Nancy Terwoord, and David Thompson. Employees in attendance: Melissa Howell, Health Commissioner; Noah Stuby, Deputy Health Commissioner, Jennifer Barga, Carla DeBrosse, Jillian Drew, Allison Glascoe, Jeff Webb, and Sheryl Wynn. Guests in attendance: Daniel Glascoe and Mike Harris.

ADOPTION OF AGENDA/MINUTES OF PREVIOUS MEETING

#23-08-03-02. Ms. Clifton moved to adopt the consent agenda including the minutes of the July 6, 2023, Greene County Board of Health meeting, and the monthly activity report. Ms. Helmuth seconded the motion.

The motion carried by acclamation.

PRESENTATIONS

Allison Glascoe, Registered Environmental Health Specialist-in-Training, presented an overview of the Body Art program from 6:33 p.m., through 6:46 p.m. Ms. Glascoe reviewed the Sanitarian's role in the Body Art program, types of Body Art, the infection prevention control plan, and the increase of Body Art establishments in Greene County.

Jillian Drew, Accreditation Coordinator, presented an overview of the 2023 Greene County Community Health Assessment (CHA) which is part of a community-wide strategic planning process for improving public health. Mrs. Drew reviewed the assessment categories, demographics of the survey population, current trend summary, and focus group themes. For the strategic planning process, Mrs. Drew noted three surveys would be sent to the Board members for input in the strategic planning process.

FINANCIAL REPORTS

Mr. Stuby provided an overview of the financial reports and answered the board's questions satisfactorily. In response to the 2022 audit report, Mr. Stuby noted he would send a link to the 2022 audit report to the Board Members.

#23-08-03-01. Mr. Larson moved approval of the voucher summary, appropriation transfers, and acceptance of the Income and Expenditure report pending the audit. Dr. Mickle seconded the motion.

The motion carried by acclamation.

GOVERNANCE REPORTS

Governance Committee:

Ms. Clifton reported the Governance Committee met on July 24, 2023, to review policy changes for the health district. The recommended proposed changes are as follows:

1. To rename the **Easyclocking Policy** to the BambooHR policy because we changed software systems that record time and activity.
2. Change the **employee orientation policy** to have the Supervisor not an assigned “mentor” to answer questions for new employees and address work-related concerns during the first 6 months of employment.
3. The person who will be handling **employee recognition** awards will be the executive assistant, it was human resources.
4. The **employee selection policy** removes Covid-19 vaccine requirements.
5. The **Holiday policy** used the word “division” Director to just Director.
6. The **Performance Appraisal policy** was changed to reflect that we no longer have a human resources generalist reviewing the appraisals.
7. The **Billing and Collection policy** changed one word from fees (which are required in the Ohio Revised Code) to charges which are not a part of the ORC and is an accepted term for health-related services. The charges are still all approved by the Board of Health prior to implementation.
8. The **Budgeting and Accounting Policy** removes the reference to Easyclocking.
9. Changes to the **computer usage policy** were needed to meet compliance with the National Institute of Standards and Technology. NIST requires confidentiality and privacy provisions to be included in all written information so that they are secure. Definitions that are required were included in the policy. A section was added for certain types of information to be protected from disclosure. However, there is no expectation of privacy when using health district equipment. A periodic review of accounts, and audits of internet connections are conducted. A place to report security concerns is included.
10. The **contracts policy** removes Covid-19 requirements and describes that contracts are stored electronically by the health district.
11. The **Covid-19 Prevention Plan** is rescinded. The federal government has removed most of the requirements and enforcement of staff vaccination provisions imposed by the Centers for Medicaid and Medicare. Since the Public Health Emergency expired on May 11, 2023, no enforcement of the requirements will occur from May 11, 2023, until the effective date of the final rule which is August 4, 2023. Federal Register: Medicare and Medicaid Programs; Policy and Regulatory Changes to the Omnibus COVID-19 Health Care Staff Vaccination Requirements; Additional Policy and Regulatory Changes to the Requirements for Long-Term Care (LTC) Facilities and Intermediate Care Facilities for Individuals With Intellectual Disabilities (ICFs-IID) To Provide COVID-19 Vaccine Education and Offer Vaccinations to Residents, Clients, and Staff; Policy and Regulatory Changes to the Long Term Care Facility COVID-19 Testing Requirements

12. The **Discipline policy** removes oral/verbal warnings and provides for a written warning to inform employees in writing that unacceptable performance exists. This was a recommendation from legal human resource experts.
13. **Error correction** had one statement modified. It now reads to write error and initial the error.
14. The **Emergency Evacuation policy** removed a table of contents.
15. Add one (1) paid personal leave day to the **personal leave policy** for a total of three (3) paid personal leave days annually on January 1 to each full-time employee. Employees must use paid personal days during the year for which they were allotted with no carry-over into the next calendar year

#23-08-03-03. Ms. Clifton moved approval of the recommended changes. The motion was carried by acclamation.

Performance and Evaluation Committee: No report.

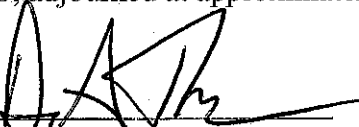
Planning and Finance Committee: No report.

NEW BUSINESS

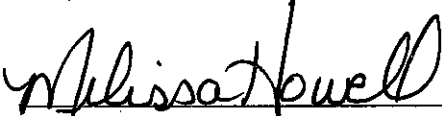
Mr. Jeff Webb, Environmental Health Director, presented, as the first reading by the board, an overview of the 2024 proposed food fees which are the only fees that will change in 2024. Mr. Webb noted the consent agenda reflected the wrong year, 2023. The changes are for 2024.

ADDITIONAL BUSINESS

There being no additional business, the Greene County Board of Health meeting for August 3, 2023, adjourned at approximately 7:33 p.m.



David Thompson
Vice-President



Melissa A. Howell, Secretary