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MEIGS COUNTY HEALTH DEPARTMENT

Board of Health Meeting Minutes January 9, 2018

Board of Health (BOH) President Roger Gaul called the convention to order at 5:00 PM.

In attendance: Gaul; BOH Vice President Edna Weber; BOH Member Pam Patterson; BOH Member Eric Rock; Health Commissioner Marc Barr; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel. Guests were Thomas and Sheila Theiss. BOH Medical Member Wilma Mansfield, MD was absent.

Environmental Health (EH):

The Membership deviated from the agenda to respect guests' time. Swatzel presented a nuisance complaint that the Meigs County Health Dept. (MCHD) received on 12/1/16 on property owned by Mr. Theiss situated at the intersection of SR 124 and Tornado Road in Racine. Another complaint was received in July 2017. The property was rented to Larry Rose, who left solid waste and scrap tires on the property when he vacated the residence. As the property owner, Mr. Theiss is responsible for nuisance abatement and has been slowly complying with the MCHD's orders. Pictures taken by MCHD staff in Dec. 2017 were disseminated for Member review. Mr. Theiss reported that he was approached by and allowed five different individuals to work on removing the trailer; however, they only took the materials that they were interested in and left the rest. The structure was infested with bees, which hampered cleanup efforts. He stated that he recently burned the trailer and solid waste and all that remains on the property is the trailer's metal frame (which he wants to recycle) and 15-20 scrap tires. Midkiff advised Mr. Theiss that construction and demolition debris is not to be burned. After discussion, Gaul made a motion to grant Mr. Theiss 30 days (or by 3/13/18) to have the scrap tires appropriately disposed of; Rock seconded the motion. Swatzel told Mr. Theiss that the metal trailer frame could remain as long as there is no solid waste on the property. Mr. and Mrs. Theiss exited the meeting at 5:18PM.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 12/12/17 BOH Meeting Minutes as mailed. Gaul made a motion to approve the document; Weber seconded the motion. Motion carried unanimously.

New Business:

Midkiff requested a motion to approve the Dec. 2017 fiscal report as presented; the payment of Dec..2017 bills as presented via the expenditure spreadsheet; the Dec. 2017 daily deposit records as submitted to the County Auditor/Treasurer; the Dec. 2017 financial transactions (i.e. Advances, Transfers, Corrections and

Appropriations) as presented. Gaul made a motion to approve the fiscal reports/transactions and to pay expenditures as presented; Rock seconded the motion. All were in favor of the motion.

There were no Dec. 2017 donations to approve.

Midkiff asked for a motion to approve new job descriptions for a Registered Sanitarian (RS) I and a Clerical Specialist as emailed to the Members for review. Midkiff explained that SIT Dawn Keller should be licensed as a RS no later than April 2018. The MCHD could not locate an existing position description. Midkiff also said that the MCHD would begin advertising for a Clerical Specialist after the job description was approved. Weber made a motion to approve both new job descriptions as emailed; Gaul seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve revised job descriptions for the Administrative Assistant and Fiscal Officer as emailed for Member review. Midkiff advised that these will be effective upon the hiring of a Clerical Specialist. Gaul made a motion to approve both revised job descriptions as emailed; Rock seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve the revised salary schedule. Addition of the Clerical Specialist position is the only update. Rock made a motion to approve the revised salary schedule; Gaul seconded the motion. Motion carried unanimously.

Midkiff solicited a motion to approve the MCHD Health Equity Policy as emailed for Member review. Gaul made a motion to approve the policy as emailed; Weber seconded the motion. All were in favor of the motion.

At 5:34 PM, Midkiff asked for a motion to enter into Executive Session to discuss personnel matters. Gaul made a motion to enter into Executive Session, which was approved by the following roll call vote: Gaul – yes; Weber – yes; Patterson – yes; Rock – yes. In attendance were Gaul, Weber, Patterson, Rock, Barr and Midkiff.

At 6:19PM, Gaul made a motion to resume in Regular Session which was seconded by Rock. Motion carried unanimously. In attendance were Gaul, Weber, Patterson, Rock, Barr, Midkiff and Swatzel.

Environmental Health (EH) Continued:

Swatzel reviewed the December 2017 Nuisance Status Report. There were nine investigations including four animal bites; one housing complaint; one sewage complaint; one solid waste complaint; two miscellaneous investigations.

Midkiff beseeched a motion to approve retroactively an Agreement Between the MCHD and the Gallia, Jackson, Vinton, Meigs Solid Waste Management District effective 1/1/18 – 12/31/18 in the amount of \$16,000 as emailed for Member review. There was a \$5,000 reduction from the previous year's agreement. Rock made a motion to approve retroactively the agreement as emailed; Gaul seconded the motion. All were in favor of the motion.

Swatzel reported that there were two bids for the Membership to open and consider for replacement of Thomas Allen's septic system at 50037 Portland Rd. in Racine via the OEPA WPCLF HSTS Project. Swatzel solicited bids from four registered installers and received two bids from Duncan and Daniels Enterprises and Ron Evans Enterprises. Upon opening, it was discovered that both installers submitted bids in the amount of \$8,975. A coin toss was executed to determine the winner. Since Duncan and Daniels was opened first, it was represented by heads and Ron Evans was represented by tails. Ron Evans was proclaimed the winner following the coin toss.

Swatzel noted that final closure of the Karrten Construction and Demolition Debris Landfill is progressing. The final cap was constructed and completed before 12/31/17. Swatzel visited the site with OEPA. The MCHD and OEPA is reviewing a construction certification report submitted by the company, which is missing some items. The document will be returned to the company upon review. The MCHD has 90 days in which to review and approve or disapprove the closure.

Other New Business:

Midkiff requested a motion to approve the BOH Review 3rd Quarter 2017 (compiled for accreditation purposes) as emailed for Member review. Weber made a motion to approve the document as emailed; Gaul seconded the motion. Motion carried unanimously. Weber commented that she appreciated the summary, which allows the BOH to review patterns of issues discussed; opinions of Members and positions taken.

Midkiff advised that the annual District Advisory Council Meeting is scheduled for 3/27/18 at 6PM. The location is to be determined. The BOH Members are not required, but are encouraged to attend. There is no compensation for BOH Member attendance.

Old Business:

Midkiff reminded attendees that the MCHD submitted an application to the ODH for a one-time funding opportunity, available to all local health jurisdictions, to support the transition from a five-year community health assessment cycle to a three-year cycle. Pursuant to ORC 3701.981 (B) (2), beginning January 1, 2020, each board of health and tax-exempt hospital shall complete health assessments and plans in alignment on a three-year interval, as established by the department by no later than October 1, 2020. ODH awarded the MCHD with \$15,380. The MCHD will meet with representatives from Holzer Health System and Ohio University's Voinovich School on 1/18/18 at 12:30PM at the Meigs Co. Dept. of Jobs and Family Services to discuss the project.

Miscellaneous Business:

The Membership deferred training this month from the Ohio Association of Boards of Health 2017 Resource DVD because of the PHAB online training it will view corporately on 1/16/18 during a Special BOH Meeting.

It was noted that the MCHD will be closed on 1/15/18: Martin Luther King, Jr. Day.

Upcoming meetings/events include: Staff Meeting – Jan. 10 at 8:15AM; Get Healthy Meigs! Meeting – Jan. 18 at 10:30AM.

The next regularly scheduled BOH Meeting will take place on 2/13/18 at 5:00 PM in the conference room of the Meigs County Health Department. Mansfield

With no further business to discuss, Gaul made a motion to adjourn the convention at 6:38PM.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 1/9/18 meeting minutes.)

