



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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Board of Health Meeting Minutes January 10, 2017

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

In attendance: Gaul; BOH Medical Member James Witherell, MD; BOH Member Edna Weber; BOH Vice President Gene Jeffers; Health Commissioner Marc Barr; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel

Midkiff asked for a motion to revise the 11/8/16 BOH Meeting Minutes as follows: 1. include Jeffers amongst the attendees and 2. change the title of the presentation deferred during the Nov. meeting from *Opioid Overdoses and Project DAWN* to *Public Health Accreditation: An Introduction*. Gaul made a motion to approve the revisions as noted; Witherell seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve the 12/13/16 BOH Meeting Minutes as mailed. Gaul made a motion to approve the document as mailed; Weber seconded the motion. Motion carried unanimously.

Environmental Health:

Swatzel informed the Membership that Ohio law requires each County to have a Sewage Treatment System Appeals Board (STSAB). One member is appointed by the County Health Commissioner; another member is appointed by the County Probate Judge and the Ohio Department of Health (ODH) appoints a member as needed. Members serve two year terms. Swatzel reported that Barr has appointed John McKean, who is a Registered Sanitarian employed by the Gallia Co. Health Department while Judge Powell has appointed Don Poole of the Tupper Plains Chester Water Department. Witherell made a motion to approve the STSAB Membership; Gaul seconded the motion. All were in favor of the motion. Swatzel noted that he has been asked to serve on Gallia County's STSAB.

Swatzel opened five complete bids received from septic installers registered by the Meigs County Health Department (MCHD) for the following OEPA/WPCLF funded projects: Paul Imboden of 32750 Dexter Rd and Anna Hatfield of 35783 Wolfe Pen Rd. The bids received were as follows: Ron Evans Enterprises = \$17,900; Don Dunfee = \$23,638.35; Dave Williams DBA Dais Septic Services = \$19,975; Robert Daniels DBA Duncan and Daniels Enterprises = \$23,800; Jeff Russell DBA JR Construction = \$25,400. The award went to low bidder Ron Evans Enterprises with a motion by Gaul that was seconded by Witherell. Weber abstained from voting because of a conflict of interest resulting from her employment. Motion carried. The projects will be completed as weather permits. A contract by and between the MCHD and Ron Evans Enterprises is pending.

Swatzel advised that the MCHD applied for and will receive another \$180,000 from OEPA for the 2017 WPCLF Program. A resolution authorizing Swatzel to administer the program on behalf of the MCHD was read by Midkiff. Gaul made a motion to approve the resolution as presented; Witherell seconded the motion. Motion carried unanimously.

Swatzel reported that the construction and demolition debris landfill owned by Karrten Enterprises initiated the closing phase (which can take up to one year to complete). The last day of operation was 12/31/16.

Swatzel exited the meeting.

New Business:

Midkiff requested a motion to approve the December fiscal report as presented. The available total cash balance for September equaled \$232,215.18. The Health District was able to retain a \$90,000 budgeted carry over. Witherell made a motion to approve the fiscal reports as presented; Weber seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the payment of December 2016 bills as presented via the expenditure spreadsheet. Jeffers made a motion to approve the payment of the bills as presented; Gaul seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve the December 2016 daily deposit records as submitted to the County Auditor/Treasurer. Witherell made a motion to approve the daily deposit records as presented; Gaul seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the December 2016 financial transactions (Advances, Transfers, Corrections, and Appropriations) as presented. Gaul made a motion to approve the financial transactions as presented; Witherell seconded the motion. All were in favor of the motion.

Midkiff solicited a motion to approve the December 2016 donations as presented in the amount of \$38. Jeffers made a motion to approve the donations as presented; Gaul seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve the 2016 Medical Reimbursement Account as of 12/19/16. The current balance is \$18,672.69. There was \$7,523.09 paid out to employees who are on the MCHD's healthcare insurance for expenses not covered by the policy. Midkiff explained that employees have until 1/31/17 to submit 2016 receipts for reimbursement. Weber made a motion to approve the report as presented; Gaul seconded the motion. Motion carried unanimously.

At 5:32PM, Midkiff beseeched a motion to enter into Executive Session to discuss a personnel matter. The following roll call vote was taken: Gaul – yes; Witherell- yes; Weber – yes; Jeffers - yes. In attendance were Gaul, Witherell, Weber, Jeffers, Barr and Midkiff.

At 5:52PM, Witherell made a motion to resume in Regular Session which was seconded by Gaul. All were in favor of the motion. In attendance were Gaul, Witherell, Weber, Jeffers, Barr and Midkiff.

Midkiff presented the revised WIC Director Job Description for approval. Duties of the WIC Certifying Health Professional (CHP) were removed since the position is no longer a combined one. Gaul made a motion to approve the job description as presented; Witherell seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively Leanne Cunningham's appointment as interim WIC Director effective 1/3/17 and during WIC Director Sherry Eagle's medical absence. Cunningham will work up to five additional hours per week and be compensated at the current WIC Director rate of \$23.75 for those hours from the MCHD general fund. Jeffers made a motion to approve retroactively Cunningham's additional temporary duties and compensation to meet program needs; Witherell seconded the motion. All were in favor of the motion.

Other New Business:

Weber, who works for the Farmers Bank and Savings Company, reviewed the Merchant Services Proposal submitted by *Elavon*. She also consulted Meigs County Treasurer Peggy Yost who implemented an electronic payment option for patrons with *First Data* and Meigs County Clerk of Courts Sammi Mugrage who is considering an electronic payment option for customers via *Lexus Nexus*. Weber would like to conduct additional research before the BOH makes a decision about the *Elavon* proposal. The matter was tabled.

Midkiff reported that the MCHD currently is advertising for candidates for the part-time WIC CHP position. The closing date is Jan. 13th.

Midkiff briefly reviewed a proposal compiled by Frank Gorscak for technology improvement purchases in the amount of \$6,888.42. The funds that would be expended on the new equipment for staff use were received from ODH in 2016 for IT and Accreditation needs in the amount of \$15,000. Upon review, Witherell made a motion to approve the proposal as presented; Weber seconded the motion. Motion carried unanimously.

Midkiff presented Fiscal Officer Sharon Buchanan's request to have the auditing firm of Charles E. Harris & Associates complete the MCHD's 2016 annual financial report (via the GASB 22 with foot notes) that is due March 1st. Buchanan has never completed the report in this format. A quote of \$575 was received from the aforementioned firm. Midkiff said she emailed Mike Phillips, who is an auditor with the firm, to see if technical assistance is provided so that Buchanan would be able to complete future reports. No response has been received to date. Weber made a motion to approve having Charles E. Harris & Associates complete the 2016 annual financial report; Witherell seconded the motion. All were in favor of the motion.

Midkiff shared revised figures from the MCHD's Cost Allocation Plan. Since the plan was compiled in 2014, the agency administers one less grant: Reproductive Health and Wellness. Witherell made a motion to approve the revised figures as presented; Weber seconded the motion. Motion carried unanimously.

Old Business: None.

Miscellaneous Business:

There was a brief discussion about potential BOH member candidates to be presented to the District Advisory Council (DAC) for consideration during its March 2017 meeting. Midkiff shared Jeffers' letter announcing his resignation that will be effective immediately following the March 14th meeting (health pending). Jeffers' term was effective through March 2018. Jim Clifford abandoned his term (March 2014-March 2019). Witherell indicated that he is not seeking reappointment after his term expires March 2017. The following have indicated their interest in being considered for

appointment: Pam Patterson and Guy Bing. Dr. Wilma Mansfield is most likely interested in the BOH physician term. It was suggested that Columbia Township resident Eric Rock be asked if he is interested in being considered by the DAC as a potential candidate for BOH membership.

Attendees viewed the presentation entitled *Public Health Accreditation: An Introduction* from the 2016 Ohio Association of Boards of Health Resource DVD.

It was noted that that the Health Department would be closed on the following holiday: Jan. 16th – Martin Luther King, Jr. Day.

The next BOH Meeting will take place on 02/14/17 at 5:00 PM in the conference room of the Meigs County Health Department.

With no further business to discuss, Witherell made a motion to adjourn the convention at 6:45 PM.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 01/10/17 meeting minutes on 01/14/17.)