



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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Board of Health Meeting Minutes February 13, 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; BOH Medical Member Wilma Mansfield, MD; Health Commissioner Marc Barr; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel. Guest was Attorney Christopher Tenoglia.

Tenoglia, who is a Republican candidate in the May 8th Primary Election for Meigs County Common Pleas Court Judge, solicited support of the Membership as individuals as well as corporately. He promised to make cases referred by the BOH a priority, if elected. After thanking the Membership for its time, Tenoglia exited the meeting at 5:03PM.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 1/9/18 BOH Meeting Minutes as mailed. Rock made a motion to approve the document; Weber seconded the motion. Motion carried unanimously.

New Business:

Midkiff requested a motion to approve the Jan. 2018 fiscal report as presented; the payment of Jan. 2018 bills as presented via the expenditure spreadsheet; the Jan. 2018 daily deposit records as submitted to the County Auditor/Treasurer; the Jan. 2018 financial transactions (i.e. Advances, Transfers, Corrections and Appropriations); Jan. 2018 donations in the amount of \$60 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.

Midkiff solicited a motion to approve the MCHD's Planned Approach to Health Promotion Programs Policy as emailed for Member review. Gaul made a motion to approve the policy as emailed; Mansfield seconded the motion. All were in favor of the motion.

Midkiff asked for a motion to approve a Memorandum of Understanding (MOU) by and between the MCHD Community Health Worker (CHW) Program and Hopewell Health Centers. No money is involved only the provision for referrals of and care coordination for high-risk Type II Diabetes patients. Gaul made a motion to approve the MOU, which was emailed for Member review; Weber seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve revised job descriptions for the following positions which were incorrectly deemed as Classified Employees per Andrew Esposito of Clemans, Nelson & Associates: 1. WIC Director – Unclassified; 2. Administrator – Unclassified; 3. Director of Nursing – Unclassified; 4. Director of Environmental Health – Unclassified; 5. Health Commissioner – Unclassified. Meanwhile, the Fiscal Officer is nonexempt from overtime, if the employee works more than 40 hours per week. Rock made a motion to approve the six job descriptions as presented; Patterson seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve a revised job description for Public Health Nurse II/Children With Medical Handicaps. The position's hours increased effective 1/1/17 as approved by the BOH during its Dec. 2016 meeting; however, the job description was not revised accordingly. Gaul made a motion to approve the job description as presented; Rock seconded the motion. Motion carried unanimously.

Midkiff solicited a motion to approve retroactively the MCHD's renewal package with Guardian for employee vision, dental, life and AD&D insurance effective 2/1/18 – 1/31/19 in the amount of \$4,500. The entire package was emailed to Members prior to the meeting for review. Rock asked how much the 2017-2018 insurance coverage was and Midkiff said she would ask the Fiscal Officer and provide the information via email. Mansfield made a motion to approve retroactively the renewal package as emailed; Patterson seconded the motion. All were in favor of the motion.

Midkiff asked for a motion to remove Vital Statistics Deputy Registrar duties from Sharon Buchanan and to make Michelle Willard the Deputy effective 2/26/18. These two staffers' job descriptions will change accordingly upon the employment of the Clerical Specialist. Gaul made a motion to approve the changes as presented; Rock seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve the employment of Shauna Clark as the full-time Clerical Specialist effective 2/26/18. Clark will earn \$15.55 per hour for 35 hours per week. Patterson made a motion to approve the employment of Clark; Mansfield seconded the motion. All were in favor of the motion.

Midkiff initiated discussion about increasing the MCHD vaccine administration fee from \$15 to \$30. The following email from Director of Nursing Leanne Cunningham was emailed to the Membership prior to the meeting: *We currently charge a \$15 across-the-board vaccine administration fee. Upon reviewing the southeast Ohio counties' fee schedule, I noted the range to be \$14 at the lowest to as much as \$31. Sherry Hayman reports the cap fee on vaccine administration is around \$28.40. Of course, not all payers pay this amount. Historically, we have chosen our charge amounts based upon the highest amount we can be reimbursed and have rounded to the nearest \$5 in most cases; therefore, I propose that we increase our vaccine administration fee to \$30. ***It is important to note that most people do not actually pay this fee out-of-pocket; rather, this maximum charge is so that we can be reimbursed the maximum amount when the insurance does pay the max. Additionally, clients can make any donation they choose for this service.* After brief discussion, Rock made a motion to increase the vaccine administration fee to \$30 effective 2/14/18; Gaul seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively a service agreement between the MCHD Creating Healthy Communities Program and Marshall University Research Corp. in the amount of \$2,000 effective 10/1/17 – 9/30/18. The monies will be used on initiatives to prevent chronic diseases. Gaul made a motion to approve retroactively the service agreement as presented; Mansfield seconded the motion. All were in favor of the motion.

Midkiff asked for a motion to approve retroactively a MOU between the MCHD and the Meigs County 911 Center for after-hours contact for public health emergency calls. Rock made a motion to approve retroactively the MOU as presented; Weber seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve retroactively a contract between the MCHD and Ohio Dept. of Health Medicaid Administrative Claiming (MAC) Local Health Dept. Process MOU effective 7/1/17 – 6/30/19. Weber made a motion to approve retroactively the contract as presented; Patterson seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve retroactively a MOU by and between the MCHD Maternal and Child Health Program (MCHP) and Help Me Grow Home Visiting Program. The MCHP will provide Cribs for Kids survival kits to Help Me Grow for their clients. Gaul made a motion to approve retroactively the MOU as presented; Mansfield seconded the motion. Motion carried unanimously.

Environmental Health:

Swatzel reviewed the Jan. 2018 Nuisance Status Report. There were four investigations including three animal bites and one involving an open dump.

Swatzel provided an update on a nuisance complaint that the MCHD received in Dec. 2016 on property owned by Thomas Theiss situated at the intersection of SR 124 and Tornado Road in Racine. Since the Jan. 9th BOH meeting, Theiss put the scrap tires in storage on his farm. Swatzel confirmed that the trailer has been burnt as indicated by Theiss during the Jan. BOH meeting. The MCHD issued Theiss a letter ordering him to appropriately dispose of remaining solid waste by or before March 1st.

A resolution approving 2018-2019 OEPA WPCLF HSTS funding (in the amount of \$80,000) was emailed to Members prior to the meeting for review. Gaul made a motion to approve the resolution as emailed; Mansfield seconded the motion. All were in favor of the motion.

Swatzel reported on the final closure of the Karrten Construction and Demolition Debris Landfill. Required paperwork is extensive and is a permanent record. Therefore, accuracy is of utmost importance. The MCHD found nine deficiencies in paperwork submitted by Karrten and returned it to the company for corrections. Swatzel reminded the Membership that it will approve the final closure.

Other New Business:

The 2017 Employee Medical Reimbursement Account Report was emailed to Members for review prior to the meeting. The total amount of funds paid out to Employees who remitted documentation of out-of-pocket healthcare expenses from Jan. - Dec. 2017 equaled \$6,423.38. As of 12/31/17, \$12,249.31 remained in the account. However, employees had until 1/31/18 to submit receipts for reimbursement. The monies will be expended on a first, come basis to those who have healthcare insurance and out-of-pocket expenses via the MCHD until the account is exhausted. Gaul made a motion to approve the report as emailed; Mansfield seconded the motion. Motion carried unanimously.

The annual employee/BOH member recognition luncheon will be held on April 4th beginning at noon in the conference room of 113 E. Memorial Drive in Pomeroy. The MCHD will provide lunch to each staff member and will recognize two employees and one BOH member for their years of service: Leanne Cunningham – 15; Sharon Buchanan – 5; Roger Gaul – 5.

Swatzel explained how the second floor of the Meigs Multi-Purpose Health Center [which houses the MCHD and Hopewell (formerly Woodland Centers)] came to be treated for bed bugs on Feb. 10th. The MCHD is considering implementing a policy because this is a public problem not likely to be eradicated anytime soon.

Midkiff advised that the MCHD likely will need to employ another CHW in the near future. The economic development grant which supports the program is designed so that each CHW provides care coordination for 25 patients. The current CHW, Laura Grueser, has a caseload of 19 as of today. Midkiff explained that the CHW positions will be tiered like those of registered sanitarians and public health nurses for salary differential purposes.

Old Business:

There is a need to reschedule the BOH's corporate viewing of the PHAB on-line training. The initial training in Jan. was cancelled due to inclement weather. After discussion, it was decided that the BOH would hold a special meeting on March 13th at 1PM to view the on-line training before the regularly scheduled monthly meeting, which will begin at 5PM.

Midkiff announced that the MCHD was selected to host a ShareCorps VISTA member for the 2018/2019 program year. Midkiff will attend training on March 15th. A successful applicant must be selected by April 27 and will begin work on June 22.

Executive Session:

At 6:08PM, Rock made a motion to enter into Executive Session to discuss personnel matters. The motion was approved as follows: Rock – yes; Weber – yes; Mansfield – yes; Patterson – yes; Gaul – yes. In attendance were: Gaul, Weber, Patterson, Rock, Mansfield, Barr and Midkiff.

At 6:19 PM, the meeting resumed in Regular Session with a motion by Weber that was seconded by Mansfield. All were in favor of the motion. In attendance were: Gaul, Weber, Patterson, Rock, Mansfield, Barr, Midkiff and Swatzel.

Miscellaneous Business:

The Membership viewed training entitled *Public Health 3.0* from the Ohio Association of Boards of Health 2017 Resource DVD

It was noted that the MCHD will be closed on Feb. 19th: Presidents' Day.

Upcoming meetings/events include: Staff Meeting – Feb. 14 at 8:15AM; District Advisory Council Meeting – March 27th at 6PM at the Mulberry Community Center.

The next regularly scheduled BOH Meeting will take place on 3/13/18 at 5:00 PM in the conference room of the Meigs County Health Department.

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

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 2/13/18 meeting minutes.)

