



**Public Health**  
Prevent. Promote. Protect.

## MEIGS COUNTY HEALTH DEPARTMENT

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112 E. Memorial Drive, Suite A  
Pomeroy, Ohio 45769  
(740) 992-6626  
Fax (740) 992-0836

### **Board of Health Meeting Minutes February 14, 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 beseeched a motion to approve the 1/10/17 BOH Meeting Minutes as mailed. Gaul made a motion to approve the document as mailed; Weber seconded the motion. Motion carried unanimously.

#### **New Business:**

Midkiff requested a motion to approve the revised December 2016 fiscal report and the January 2017 fiscal report as presented. The available total cash balance for January equaled \$183,591.07. The Health District retained a \$90,000 budgeted carry over. Gaul made a motion to approve the fiscal reports as presented; Witherell seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the payment of January 2017 bills as presented via the expenditure spreadsheet. Weber made a motion to approve the payment of the bills as presented; Jeffers seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve the January 2017 daily deposit records as submitted to the County Auditor/Treasurer. Weber 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 January 2017 financial transactions (Advances, Transfers, Corrections, Then and Now Certificate and Appropriations) as presented. Witherell made a motion to approve the financial transactions as presented; Gaul seconded the motion. All were in favor of the motion.

Midkiff solicited a motion to approve the January 2017 donations as presented in the amount of \$50.25. Gaul made a motion to approve the donations as presented; Witherell seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve retroactively the annual review for dental, vision, basic life and AD&D insurance coverage for eligible employees via Guardian. There was only a \$43 increase for vision coverage. The coverage is effective 2/1/17-1/31/18. Witherell made a motion to approve retroactively the insurance coverage renewal as presented; Gaul seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve retroactively the part-time employment of Jenna Roush, RN as a WIC certifying health professional effective 1/30/17. ODH approved Roush's hiring. Roush works 28 hours a week and receives \$18.95 per hour. Gaul made a motion to approve retroactively Roush's employment; Witherell seconded the motion. All were in favor of the motion.

Midkiff asked for a motion to approve retroactively the revised Public Health Emergency Preparedness (PHEP)/Epidemiology contract with the Jackson County Health Department effective 7/1/16-6/30/17 in the amount of \$6,904.96. Regional epidemiologist Mikie Strite received a cost of living salary increase on 1/1/17; therefore, the contract was amended to reflect a slight increase. All 10 counties Strite serves were assessed an increase. Jeffers made a motion to approve retroactively the contract as presented; Gaul seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve the Health Department Information System (HDIS) Community & Public Health and Environmental Services Modules One Year Software Maintenance Agreement effective 3/1/17 in the amount of \$607.50. The cost remains unchanged from 2016. Gaul made a motion to approve the agreement as presented; Jeffers seconded the motion. All were in favor of the motion.

Midkiff reviewed the Human Relations Committee Policy. The Committee was established upon the request of former Health Commissioner Aimee Imbrosciano, but there were no guidelines put in place for administration of activities or to set expectations of Senior Management and employees. This policy is needed to meet PHAB accreditation requirements as well. Gaul made a motion to approve the policy as presented; Witherell seconded the motion. Motion carried unanimously.

#### **Environmental Health:**

It was noted that Willard Bridges, Jr. was placed at the Health Department by Mature Services from 1/23/17-2/3/17. Bridges worked in the Environmental Health Department for two weeks before securing employment elsewhere. Mature Services remunerated Bridges for his efforts at the Health Department.

Swatzel presented the following nuisance complaints:

1. Anna Chapman, who resides at 105 High Street in Pomeroy has failed to connect to the public sewer system since 2015. Chapman entered the meeting at 5:14PM. Swatzel explained that a dye test conducted by the Village of Pomeroy and the OEPA showed that Chapman's residence is not connected to the new sewer line. The Village asked the Health Department to order Chapman to connect because of its legal authority to do so. OEPA advised the Health Department via a letter dated 10/19/16 that the Village's sewer system was acceptable for Chapman's connection and noted that failure to comply could result in legal action against Chapman. On 12/19/16, the Health Department issued Chapman orders via US mail to connect to the public sewer. Chapman stated that she has hired a plumber who has completed only internal work to date because of weather conditions and other work commitments. Chapman alleged that the Village's public sewer system was not installed correctly to serve all eligible residences. Swatzel confirmed that the system is adequate. Upon further discussion and since Chapman has hired a plumber, Jeffers made a motion to grant Chapman 30 days in which to connect her residence to the public sewer system or face referral to the County Prosecutor for legal action; Gaul seconded the motion. All were in favor of the motion. Chapman exited the meeting at 5:30PM.
2. Linda Stobart of Noble Summit Road is alleged to have tolerated open dumping on her property. Stobart contacted the Health Department today to report that she was unable to attend the BOH meeting because of illness. She requested an extension to abate the nuisance. Swatzel reported that dumping has occurred near an oil rig maintained by JD Drilling. Stobart does not have adequate fiscal resources for the abatement. Swatzel has suggested that Stobart work with the company to have a gate installed to thwart dumping by trespassers. Swatzel inspected the site today and observed no progress toward abatement. The Health Department most likely will need

to fund the cleanup efforts and place a lien against the property taxes for reimbursement. No action was taken and the matter was tabled until the March 14<sup>th</sup> BOH Meeting.

3. The Health Department received a complaint about open dumping on property owned by Frankie Rucker and Christopher Griffin of 52024 Mount Olive Rd. Swatzel visited the residence. Photographs were circulated for members to view. Rucker and Griffin allegedly filled an old cistern with trash. Rucker and Griffin have made no contact with the Health Department with plans for abatement. Swatzel recommended that the BOH refer Rucker and Griffin to the County Prosecutor for legal action. Gaul made a motion to refer Rucker and Griffin to the County Prosecutor; Witherell seconded the motion. Motion carried unanimously.

Swatzel presented a septic variance request from Mark Maddox of 39489 Mohler Rd in Pomeroy. Maddox is installing a new system that, per Swatzel, will necessitate three foot trenches to accommodate the square footage of his home and because of the lot. State regulations permit two foot trenches. Witherell made a motion to grant the septic variance as presented; Gaul seconded the motion. All were in favor of the motion.

The Health Department continues to offer ServSafe classes as follows: Level II – twice per year; Level I – quarterly.

The Karrten Construction and Demolition Debris Landfill is closed. The owners have one year in which to seal the site per State standards and regulations.

#### **Other New Business:**

Weber, who works for the Farmers Bank and Savings Company, reviewed the Merchant Services Proposal submitted by *Elavon*. She and others she consulted who are knowledgeable about the service believe the proposal is inflated. Thus, Weber initiated contact with *Lexus Nexus*, which is being utilized by the Meigs Co. Clerk of Courts. With approval granted by the BOH, Weber will obtain a written proposal for review and consideration. The matter was tabled until the March meeting.

The Health Department's Creating Healthy Communities Program applied for and was awarded a \$2,000 to offer the National Diabetes Prevention Program Strengthening Grant in Meigs County. Midkiff shared the requirements. The Health Department will sub-contract with Hopewell Health Centers, which already offers Diabetes education and support and employs a lifestyle coach.

Midkiff reported on a suspected influenza outbreak that occurred at a local skilled nursing facility in January 2017.

#### **Old Business:**

There was brief discussion about the future provision of Tuberculosis (TB) services in the County. The Health Department requires staff to be tested annual; therefore, the agency will purchase Tuber sol for 17 employees. A decision needs to be made soon if the Health Department will administer skin tests to children registering for Kindergarten. Also, the BOH must decide if the Health Department wants to contract with the Board of County Commissioners to administer a comprehensive TB program.

The Health Department purchased promotional clothing items (two shirts and a fleece jacket) for 16 staff members, Gaul and Weber with Medical Reserve Corp funds in the amount of \$2,410 via HR Signs & Ts. An additional order was placed for Jenna Roush who was hired after the initial order was made. No clothing items were purchased for Jeffers and Witherell, who are exiting the BOH soon.

#### **Miscellaneous Business:**

Attendees viewed the presentation entitled *Quarantine and Isolation in Ohio and Beyond: Moral, Practical and Legal Implications (Part I)* from the 2016 Ohio Association of Boards of Health Resource DVD.

The annual District Advisory Council Meeting is scheduled for March 28<sup>th</sup> at 6PM in the basement of the Pomeroy Library.

It was noted that that the Health Department would be closed on the following holiday: Feb. 20 – Presidents' Day.

**The next BOH Meeting will take place on 03/14/17 at 5:00 PM in the conference room of the Meigs County Health Department.**

With no further business to discuss, Jeffers made a motion to adjourn the convention at 6:30 PM.

Marc Barr, MS  
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 02/14/17 meeting minutes on 02/22/17.)