



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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

**Board of Health Meeting Minutes
March 10, 2020**

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

In attendance: Gaul; BOH Medical Member Wilma Mansfield, MD; Administrator Courtney Midkiff; Health Commissioner Marc Barr; Director of Environmental Health Steve Swatzel; BOH Member Pam Patterson. Absent were BOH Member Eric Rock and BOH Vice President Edna Weber. Guest was BJ Smith-Kreseen.

Guest Presentation:

Introductions ensued. Smith-Kreseen, who was encouraged to attend this meeting by BOH Member Eric Rock, discussed her motivation to be a (Republican) candidate for the elected position of County Treasurer. She noted research she has conducted to date to formulate planning for change via the County Treasurer's Office if she is elected. If she is the successful candidate, she would take office in Sept. 2021. After attendees asked questions and thanked Smith-Kreseen for her time, Smith-Kreseen exited the meeting at 5:21PM.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 2/11/20 BOH Meeting Minutes as emailed. Patterson made a motion to approve the document; Gaul seconded the motion. All were in favor of the motion.

New Business:

Midkiff requested a motion to approve the Feb. 2020 fiscal report as presented; payment of Feb. 2020 bills as presented via the expenditure spreadsheet; the Feb. 2020 daily deposit records as submitted to the County Auditor/Treasurer as presented; Feb. 2020 medical claim billing remuneration report. There were no Feb. donations. Gaul made a motion to approve the fiscal reports/daily deposits/expenditures/medical claim billing remuneration as presented; Mansfield seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve funding the Meigs County Health Dept.'s (MCHD) Severance Fund at 10%. An updated spreadsheet containing the general fund and grant programs' fiscal liability for employees' accrued vacation and sick leave was emailed to Members prior to the meeting for review. Midkiff said she was comfortable funding the Severance Fund at 10% this year because of the current

amount in the account and the low possibility of staff resignations/retirements this year. Gaul made a motion to approve funding the Severance Fund at 10%; Mansfield seconded the motion. All were in favor of the motion.

Midkiff solicited a motion to approve the Meigs County General Health District Combined Statement of Receipts/Disbursements and Changes in Fund Balances (Regulatory Cash Basis) All Governmental Fund Types for the Year Ended Dec. 31, 2019 (Unaudited) as compiled and reported by Charles E. Harris & Associates on behalf of the MCHD. The document was emailed to the Members prior to the meeting for review. Gaul made a motion to approve the report as emailed; Mansfield seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve the promotion of E. Dawn Keller to full-time Registered Sanitarian II effective March 20, 2020 at 8AM. A salary increase to \$21.75 per hour (as per the MCHD Salary Schedule) is included in the promotion. Patterson made a motion to approve Keller's promotion effective 03/20/2020 at 8AM; Gaul seconded the motion. All were in favor of the motion.

Midkiff asked for a motion to approve retroactively the part-time employment of Amber Evans as the WIC Breastfeeding Peer Helper effective 3/2/2020 at 8AM. Evans works 12 hours per week at \$13.00 per hour. Gaul made a motion to approve retroactively Evans' employment; Mansfield seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve retroactively the MMCAP Infuse Member Facility Agreement. This agreement will allow the MCHD to purchase pharmaceuticals and medical supplies at a reduced rate. There is no monetary obligation to join MMCAP Infuse. Patterson made a motion to approve retroactively the agreement, which was emailed to the Members prior to the meeting for review. Gaul seconded the motion. All were in favor of the motion.

Midkiff solicited a motion to approve a resolution relating to the delegation of authority to quarantine and isolate during public health emergencies. The resolution was reviewed by the County Prosecutor and emailed to the Members prior to the meeting for review. Gaul made a motion to approve the resolution as emailed; Mansfield seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve the full-time employment of Daschle Facemyer as a Sanitarian-in-Training effective 8AM on 3/16/20 at \$16.50 per hour. Gaul made a motion to approve Facemyer's employment; Patterson seconded the motion. All were in favor of the motion.

Environmental Health:

The Feb. 2020 Nuisance Status and Animal Bite Reports were emailed to the Membership for review prior to the meeting. There were seven nuisances reviewed: one food service inspection; two sewage investigation; four solid waste investigations. There were five animal bites investigated in Feb. 2020: four dogs and one cat.

Swatzel reported that First Class Trash, which failed a vehicle inspection in 2019, has complied with State and local requirements. The refuse hauling company now has been registered by the MCHD for operation within the County in 2020.

Swatzel reported that Sikorski's Restaurant has complied with State regulations by having a Food Service Operator (Stephanie Sikorski) trained on-line. She successfully passed the ServSafe test proctored by the MCHD. The food service operation has been licensed by the MCHD upon remittance of its application and fee payment including late fees.

Swatzel discussed a solid waste nuisance at 405 Tyree BLVD in Racine. The property belonged to Shari Eblin, who died in Jan. 2020. The MCHD is working with Brittany Eblin, who is the deceased property owner's daughter. The MCHD asked Brittany to pick up trash scattered about the property. In light of the circumstances, Swatzel recommended that the BOH grant Eblin an additional 30 days in which to comply or be referred to the County Prosecutor for legal action. Gaul made a motion to grant Eblin an additional 30 days in which to comply or face referral to the County Prosecutor; Patterson seconded the motion. Motion carried unanimously.

There were two complete bids opened for two household sewage treatment system (HSTS) replacements for: Jason Underhill of 34 Anne St. in Pomeroy and Douglas & Karen Phalin of 34329 Flatwoods Rd in Pomeroy via the WPCLF project. The bids were as follows: Duncan & Daniel Enterprises = \$19,920 and Dais Septic Service = \$20,503. Gaul made a motion to accept the lowest bid from Duncan & Daniel Enterprises; Patterson seconded the motion. All were in favor of the motion.

Swatzel presented a septic variance request from Chad & Angela Copley of 1120 E. Main Street in Pomeroy. This residence presently serves as a vacation home. The couple advised Swatzel that the Village of Pomeroy claims that public sewage will be available to this Minersville residence within two years. The couple wants to avoid the cost of installing a complete HSTS, which would only be utilized for such a short period of time. Swatzel said that if a holding tank is installed via a variance, there would be a high-water alarm on the service agreement. Patterson made a motion to approve the variance with a MCHD review after two years; Mansfield seconded the motion. Motion carried unanimously.

Other New Business:

Midkiff noted that it soon will be five years since the MCHD's Employee Policy and Procedure Manual was updated. She obtained a quote from Clemans, Nelson & Associates for under \$4,750. Members expressed interest in having the aforementioned firm conduct this update in Fall 2020 on the BOH's behalf.

Midkiff reported that the MCHD's current employee healthcare insurance with Anthem renews on May 1, 2020. This was sooner than expected since the MCHD joined the Southern Ohio Chamber Alliance (SOCA) in December 2019. SOCA members all renew May 1st. There was a 9.8% premium increase for current coverage via Anthem. The MCHD is working with National United Brokers as well as Always Designing for People (ADP) both of which are in Westerville, OH to obtain quotes and best options for coverage. Midkiff is hopeful that more information will be available during the April BOH meeting for consideration.

There was significant discussion about the MCHD's response to COVID 19 to date and upcoming meetings and outreach efforts. The Ohio Department of Health (ODH) is allocating additional funds received from the Federal government for not only the FY 2020 Public Health Emergency Preparedness (PHEP) grant but also for specifically COVID 19 response. The State subsidy for local health department and VS fees are being released earlier than usual in an effort to assist local response efforts.

To protect MCHD during the COVID 19 Pandemic, Midkiff asked for a motion to approve the *CORONAVIRUS: Board of Health (BOH) Internal Directive* effective March 10, 2020. This document was emailed to Members prior to the meeting for review. Mansfield made a motion to approve the directive;

Patterson seconded the motion. All were in favor of the motion. Meanwhile, a sign has been posted on the door of the second-floor entrance of the Meigs Multi-Purpose Health Center asking visitors who have a fever, bad cough and/or difficulty breathing to ring the doorbell for service to limit staff exposure to acute respiratory illness such as COVID 19.

The Public Health Accreditation Board (PHAB) issued guidance about its response to COVID 19. The Pandemic likely will delay PHAB's decision about the MCHD's accreditation status.

A documentary entitled *Blood Sugar Rising* will air on PBS on April 15th. The documentary features former MCHD community health workers (CHW) and patients. The MCHD is collaborating with the Meigs Public Library (Pomeroy Branch) to have a special free public viewing on March 31st from 5-7PM. Dr. Mansfield has agreed to moderate the event and answer questions generated by the documentary. (Note: The special free public viewing was postponed because of COVID 19 response.)

Midkiff informed attendees that the Board of County Commissioners at the request of the MCHD had the CAT generator that services the Meigs Multi-Purpose Health Center (in which the MCHD is situated) filled with diesel fuel. This was done while diesel prices were low and before the spring storm season.

Old Business:

Midkiff relayed that the MCHD was offered an opportunity to be included in a MEMORANDUM OF UNDERSTANDING (MOU) with the Partnership to Achieve Compliance and Savings (PACS) in support of CHW sustainability. Dr. Richard Wittberg is applying for HRSA grant funds. If awarded, the MCHD would receive \$30,000 a year for three years to supervise AmeriCorps workers performing duties of CHWs for patients with chronic diseases. After much discussion involving Director of Nursing Leanne Cunningham, Midkiff and Barr decided not to enter into the MOU, thus, not be included in the grant application. The main concern is the use of AmeriCorps workers and the quality and longevity of relationships with patients.

Miscellaneous Business:

Upcoming Events/Closures include: Mar. 11– Staff Meeting including QPR training at 8:15AM; March 24 – DAC Meeting 6PM at Trinity Church; annual employee recognition luncheon April 7th at 12PM at Trinity Church.

Attendees viewed a presentation entitled *Board Role in Influencing Policy Development* from the 2019 OABH Resource DVD.

Adjournment:

The next BOH Meeting will take place on 4/14/20 at 5:00 PM in the conference room of the Meigs County Health Department.

With no further business to discuss, the meeting was adjourned at 6:32PM.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 3/10/20 meeting minutes.)

