



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 12, 2019

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

In attendance: Gaul; BOH Medical Member Wilma Mansfield, MD; BOH Member Pam Patterson; Health Commissioner Marc Barr; Administrator Courtney Midkiff; BOH Vice President Edna Weber; Director of Environmental Health Steve Swatzel; BOH Member Eric Rock; Fiscal Officer Jessica Snoke.

New Staff Member Introduction:

Snoke was introduced as the Meigs County Health Department's (MCHD) new fiscal officer. Her employment began on 2/19/19. The BOH Members introduced themselves to Snoke and welcomed her to the MCHD. Snoke exited the meeting at 5:15PM.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 2/12/19 BOH Meeting Minutes as emailed. Rock 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.2019 fiscal report as presented; payment of Feb. 2019 bills as presented via the expenditure spreadsheet; the Feb. 2019 daily deposit records as submitted to the County Auditor/Treasurer as presented; Feb. 2019 donations in the amount of \$3. Rock made a motion to approve the fiscal reports/daily deposits and to pay expenditures as presented; Mansfield seconded the motion. Motion carried unanimously.

Midkiff discussed the MCHD Severance Fund. Midkiff recently revised the Excel spreadsheet for 2018 and all payments from the general fund and grant programs were deposited into the account. Midkiff entered data for 2019 (as of 2/1/19) and recommends the Severance Fund be funded at 15% to build it back up. (A copy of the Excel spreadsheet was emailed to the Members prior to the meeting for review.) The current balance in the account is \$9.446. Midkiff explained that more

than \$12,000 was expended from the Severance Fund in 2018 when several employees terminated employment for retirement or other personal reasons. It is anticipated that the Severance Fund will be less debited in 2019. Mansfield made a motion to approve funding the Severance Fund at 15% for 2019; Weber seconded the motion. All were in favor of the motion.

Midkiff asked for a motion to approve the MCHD's 2018 financial statement and statement notes as prepared by Charles E. Harris & Associates and as submitted to the Auditor of State. Patterson made a motion to approve the report as emailed; Mansfield seconded the motion. Motion carried unanimously. Availability of the report for public inspection was published as a legal aid in today's Pomeroy Daily Sentinel as required.

Midkiff beseeched a motion to approve revising the Fiscal Officer and Administrative Assistant job descriptions to transfer coordination of quality improvement and performance management efforts from the Fiscal Officer to the Administrative Assistant. The Fiscal Officer will continue to be a member of the Council. Rock made a motion to approve the revised job descriptions as emailed; Mansfield seconded the motion. All were in favor of the motion.

Environmental Health:

Swatzel reviewed the Feb. 2019 Nuisance Status Report. There were four sewage complaints; two complaints involving garbage and two bed bug investigations (one of which involved a school). One animal bite was investigated in Feb.

Swatzel initiated discussion about ongoing food code violations at Sikorski's Family Restaurant (301 S. Third St. in Racine). Stephanie Sikorski is out of town today; therefore, she was unable to attend the meeting. Swatzel reported that the Sikorskis have talked to Premier Bank about taking over the property mortgage from the current owner. Additional paperwork is necessitated; therefore, additional time is needed. After a brief discussion on how much more time should be allotted to the Sikorskis to correct the ongoing food code violations, Weber made a motion to grant the Sikorskis another 30 days. The motion was seconded by Patterson. All were in favor of the motion.

Other New Business:

None.

Old Business:

Midkiff, Swatzel, Director of Nursing Leanne Cunningham and Creating Healthy Communities (CHC) Program Director Ciara Martin met with Meigs Co. Commissioner Randy Smith on 2/26/19. Several topics were discussed. Smith indicated that the Commissioners still want to enter into an MOU with the MCHD concerning facility use/expectations. Work orders for repair and maintenance projects that still need undertaken before the MCHD's PHAB site visit were

discussed as well as a Tuberculosis (Tb) Control Unit Designation. Even though the County did

not apply for OEPA grant funds to support this year's event, there may still be a 2019 Meigs County Cleanup Day, per Smith, who indicated that monies from the County's general fund are available for use.

There was significant discussion about the MCHD beginning to offer Tb services. The Members concurred that Cunningham should continue to research required program elements and plan to report on her findings (including associated costs) during the April BOH meeting.

There was discussion with Smith about the need for insurance coverage on the CAT diesel generator that serves the Meigs Multi-Purpose Health Center (in which the MCHD is situated). Smith is checking with the Commissioners' insurance company: Corsa to see if it will insure the generator. Meanwhile, the Commissioners have asked local electrician Toney Maxey to install the alarm box for the generator at the MCHD reception desk.

There was discussion about the need for increased commercial property insurance coverage upon reassessment and fidelity bonding requirements. The current coverage is brokered through Simmons-Musser-Warner. Company representative Heidi Anderson told Midkiff in an email that she was unable to commit to attending a BOH Meeting to discuss the matter and to answer Members questions. Anderson indicated that her manager, John Musser, might be able to attend a meeting upon his return to Meigs County from a winter trip or that another employee might be able to come to a meeting. Concerns about Simmons-Musser-Warner provision of customer service led the Members to concur that the MCHD should ask other companies (including the MCHD's current liability insurance company: Public Entities of Ohio) for quotes before its August renewal.

There was discussion about the proposed MCHD credit card policy during which Mansfield noted a couple typos. With the necessary corrections, Weber made a motion to approve the policy which was seconded by Mansfield. Motion carried unanimously. Midkiff reported that neighboring local health departments who do have credit cards use local banks. Weber provided Midkiff with a credit card application for Elan via the Farmers Bank (which was emailed to Members prior to the meeting for review). Since Weber is an employee of Farmers Bank, it was decided that Midkiff should check with another local bank: Peoples Bank to avoid any conflict of interest. The County has its account via Peoples Bank. The matter will be revisited during the April BOH meeting.

Plans for Meigs County's Bicentennial celebration and the 100th anniversary of public health were discussed. The MCHD will host an open house on April 26th from 11AM-1PM which will feature a staff chili cookoff, guided tours of the facility, screenings and other promotions of MCHD services. The MCHD staff and BOH Members will participate in the parade on April 27th. Lineup begins at 9AM and the parade will travel from Pomeroy to Middleport. The MCHD likely will not be a vendor on the Pomeroy Parking Lot that day because of the significant time commitment (8AM-10PM).

Miscellaneous Business:

Upcoming Events/Closures include: Mar. 13 – Staff Meeting 8:15-10AM; March 26 – DAC Meeting 6PM at Ewing -Schwarzel Family Center; annual employee recognition breakfast April 3rd at 8:30AM at Senior Center. RSVPs for the employee recognition breakfast include Gaul and his wife; Rock and Mansfield.

Members viewed a presentation entitled *PHAB 1.5 Foundational PH Services* from the 2018 OABH Resource DVD. This topic is what the 2019 annual financial report to ODH and OPHA is based upon. The goal is to gather data to demonstrate to legislators that public health is underfunded.

Midkiff inquired about the Members' interest in having the MCHD sponsor the Rally on the River 5K being coordinated by Freedom for Appalachia. Different levels of sponsorship are available. The MCHD was a sponsor in the past via the CHC/Together on Diabetes (TOD) grants. CHC doesn't have a lot of available funding in its current budget and the TOD monies were expended. Patterson said that she and her family participate in these 5k events and she believes sponsorship is for multiple races not just one. Patterson offered to do some research and to let Midkiff know what benefits sponsorship entails so an informed decision can be made.

Adjournment:

The next BOH Meeting will take place on 4/9/19 at 5:00 PM in the conference room of the Meigs County Health Department.

With no further business to discuss, Mansfield made a motion to adjourn the meeting at 6:39 PM.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 3/12/19 meeting minutes.)

