



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

## MEIGS COUNTY HEALTH DEPARTMENT

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### **Board of Health Meeting Minutes April 10, 2018**

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

In attendance: Gaul; BOH Vice President Weber; BOH Member Eric Rock; BOH Medical Member Wilma Mansfield, MD; Health Commissioner Marc Barr; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel; Health Educator Laura Cleland. Absent was BOH Member Pam Patterson.

#### **Staff Presentation:**

Cleland reported on progress being made toward development of the Meigs County Active Transportation Plan by Toole Design Group. The firm, which entered into a contract with the Meigs County Health Dept.'s (MCHD) Creating Healthy Communities Program, is being guided by Cleland and a local advisory group (that has convened twice). Copies of the contract were circulated for Member review. Cleland answered questions before exiting the meeting at 5:15PM.

#### **Reorganization of BOH:**

The BOH reorganized upon the re- appointment Rock (during the 03/27/18 District Advisory Council Meeting). Rock made a motion to retain the current slate of officers: Gaul as the BOH President and Weber as the BOH Vice President; Mansfield seconded the motion. All were in favor of the motion.

Midkiff noted that the BOH Member Orientation Packets have been updated and encouraged review.

Midkiff solicited a motion to approve the review and retention of the current BOH By-laws. Weber made a motion to approve the review and retention of the current BOH By-laws; Gaul seconded the motion. Motion carried unanimously.

Midkiff asked Members to complete the annual BOH self-assessment.

#### **Approval of Meeting Minutes:**

Midkiff beseeched a motion to approve the 3/13/18 Special and Regular BOH Meeting Minutes as emailed. Rock made a motion to approve the documents; Weber seconded the motion. Motion carried unanimously.

#### **New Business:**

Midkiff requested a motion to approve the March 2018 fiscal report as presented; the payment of March 2018 bills as presented via the expenditure spreadsheet; the March 2018 daily deposit records as submitted to the County Auditor/Treasurer; the March 2018 financial transactions (i.e. Advances, Transfers, Corrections and Appropriations); March 2018 donations in the amount of \$44 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 requested a motion to approve retroactively the promotion of E. Dawn Keller to Sanitarian 1 effective 3/20/18 (the date when the Ohio Dept. of Health recognized her as a Registered Sanitarian). Mansfield made a motion to approve retroactively Keller's promotion; Gaul seconded the motion. Motion carried unanimously.

At 5:25 PM, Gaul made a motion to enter into Executive Session to discuss personnel matters. The motion was approved by a roll call vote as follows: Gaul – yes; Weber- yes; Rock -yes; Mansfield – yes. In attendance were: Gaul, Weber, Rock, Mansfield, Barr and Midkiff.

At 5:50 PM, the meeting resumed in Regular Session with a motion by Rock that was seconded by Weber. All were in favor of the motion. In attendance were: Gaul, Weber, Rock, Mansfield, Barr, Midkiff and Swatzel.

Midkiff beseeched a motion to approve the resignation of WIC Clerk Ashley Lawson effective 6/8/18. Mansfield made a motion to approve Lawson's resignation; Gaul seconded the motion. Motion carried unanimously.

Midkiff solicited a motion to approve the retirement of Public Health Emergency Preparedness Coordinator (PHEP) Frank Gorscak effective 5/31/18. Rock made a motion to approve Gorscak's retirement; Gaul seconded the motion. All were in favor of the motion.

Midkiff asked for a motion to approve the following job descriptions: new Community Health Worker (CHW) Program Team Lead; revised CHW 1 and revised PHEP Coordinator as were emailed for Member review. Weber made a motion to approve the job descriptions as emailed; Rock seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve the promotion of Laura Grueser to CHW Team Lead effective the date the CHW 1 is employed. Weber made a motion to approve the promotion of Grueser effective the date the CHW 1 is employed; Mansfield seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve the revised salary schedule and RN/RS/CHW job requirements as emailed for Member review. Rock made a motion to approve the revised salary schedule and job requirements as emailed; Gaul seconded the motion. Motion carried unanimously.

### **Environmental Health:**

Swatzel reviewed the March 2018 Nuisance Status Report. There were 10 investigations including one hoarding situation; one pest complaint; one "other" complaint and seven solid waste complaints.

A motion was sought to approve the 2018 Manufactured Home Park Inspection Agreement with the Ohio Department of Commerce (ODC). There are currently three mobile home parks in Meigs County for the MCHD to inspect at \$150 per inspection per park. Any issues are reported to the owner and ODC. There is a \$75 re-inspection fee. Gaul made a motion to approve the agreement emailed for Member review; Weber seconded the motion. All were in favor of the motion.

Swatzel reported that First Class Trash (owner Kenny Zuspan) is non-compliant with MCHD regulations since Aug. 2017. Documentation including photographs were circulated for Member review. The company registered two trucks in Jan. 2017. In Aug. 2017, a 2002 Chevy pickup failed MCHD inspection because of mechanical issues and a lack of solid sides, which are required by the MCHD regulations. The company's packer truck passed inspection. The MCHD issued Zuspan a letter stating that the pickup failed inspection in 2017 and that it must comply with local regulations in order to be registered. Swatzel advised the Membership that it can revoke or suspend a refuse hauler's registration for inability or unwillingness to comply with local regulations. The company has been operating in non-compliance in 2018. In Feb. 2018, the MCHD sent Zuspan a notice of violation for use of an unregistered vehicle and another on March 22 ordering Zuspan to appear at this BOH meeting. After discussion, Gaul made a motion to issue Zuspan a letter from the BOH to inform him that his license will be suspended in 10 days from the date of the letter if the pickup is not in compliance with local regulations to pass MCHD inspection. Rock seconded the motion. Weber abstained. Motion carried.

Swatzel opened and presented two bids for two projects (via the OEPA WPCLF HSTS Project): Dean and Kathryn Frasure of 35030 Silo Rd in Langsville and Larry Smith of 46820 Bowman's Run in Racine. The bids were as follows: Dais Septic (Dave Williams) = \$14,375 and D&D Enterprises LLC (Robert Daniels/Tyler Duncan) = \$17,500. Gaul made a motion to accept the lowest bid received from Dais Septic; Mansfield seconded the motion. All were in favor of the motion. Swatzel said that he contacted five MCHD registered septic installers to submit bids for these two projects.

Swatzel reported on the final closure of the Karrten Construction and Demolition Debris Landfill. An engineer employed by the company has completed ½ of the necessary paperwork to address nine deficiencies for reporting purposes.

Swatzel advised that local septic installer Chris Hutton, dba. Hutton Excavating required a variance to be granted from the BOH to renew his 2018 installer registration. Mr. Hutton failed to obtain six hours of required continuing education (CE) last year. The requested variance was in relation to the Ohio Administrative Code, Section 3701-29-03 (C)(5), stating, "An application for registration as an installer, septage hauler, or service provider shall be made to the board of health and shall include: (C) Beginning with the registration on January 1, 2016, proof of completion of at least six continuing education hours during the previous year through educational programs approved by the department of health..." Hutton has since earned 2017 CE hours (in 2018). Swatzel noted that the BOH can grant Hutton a variance allowing the renewal of his registration but he must obtain an additional six hours of CE in 2018 to renew his 2019 installer registration if he so chooses. Gaul made a motion to grant the variance; Rock seconded the motion. Motion carried unanimously.

Swatzel announced that the 2018 Meigs County Cleanup Day is scheduled for May 19<sup>th</sup> from 9AM-2PM at the Meigs Co. Fairgrounds. Fifty volunteers are needed. The County was able to secure some funds from OEPA thanks to State Representative Jay Edwards. The MCHD has been asked to contribute \$2,400 toward scrap tire disposal.

The MCHD and Ohio Valley Animal Clinic are partnering to offer a Rabies Vaccination Clinic on June 9<sup>th</sup> at three locations throughout the County. The cost is \$5 for each one-year vaccine.

**Other New Business:**

The MCHD received its first half property tax settlement in the amount of \$238,455.48. The MCHD received approximately \$75,000 more than was reported in 2017 because of the passage of and collection from the one mil replacement levy.

The Membership was presented with and discussed the 2018 Robert Wood Johnson Foundation's County Health Rankings. Overall, Meigs ranked 80 of 88 Ohio counties. Attendees concurred that the MCHD should continue to work on anti-poverty initiatives and to promote economic development and education to support health and lifestyle change.

The Meigs County Prevention Coalition (of which the MCHD is a member) and Meigs County Agricultural Society are co-sponsoring a Drug Prevention Day during the 2018 Meigs County Fair on Aug. 14<sup>th</sup>. Kid-friendly activities will take place during the afternoon and a Christian concert will take place in the evening to promote anti-drug and other positive health messages.

The MCHD received \$4,000 from the Meigs County Community Fund with which to implement the Meigs County Health Improvement Plan. The application was emailed to Members for review prior to the meeting. A Pomeroy Daily Sentinel article was circulated for Member review during the meeting.

The MCHD received notification that Clemans Nelson & Associates is increasing its hourly rates under its Management Consultant Agreement with the MCHD effective 1/1/19. The monthly retainer remains the same at \$175.

#### **Old Business:**

The MCHD has received four applications to date for its AmeriCorps VISTA Public Health Liaison position via the Ohio Association of Foodbanks/Share Corps. Two applicants have asked to be withdrawn from consideration. Midkiff and Barr will interview the remaining two applicants on April 16.

Midkiff announced that the MCHD's 2016-2017 audit, which began on March 26<sup>th</sup>, still is in progress by Charles E. Harris & Associates. The BOH can request an exit interview with the firm. The 2016 MCHD Annual Financial Report compiled by Charles E. Harris & Associates was incorrect and had to be redone by MCHD Fiscal Officer Sharon Buchanan. It will have to be resubmitted to the State.

#### **Miscellaneous Business:**

Upcoming meetings/events include: Staff Meeting – April 11 at 8:15AM.

**The next BOH Meeting will take place on 5/8/18 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 6:58 PM.

Marc Barr, MS  
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 4/10/18 meeting minutes.)

