



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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Board of Health Meeting Minutes
April 14, 2020

Board of Health (BOH) President Roger Gaul called the convention to order at 5:02PM.

This public meeting was offered in a conference call format in response to COVID 19 Pandemic and the State's Stay at Home Order.

In attendance in person at the Meigs County Health Dept. (MCHD): Gaul; BOH Medical Member Wilma Mansfield, MD; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel; BOH Member Pam Patterson; BOH Member Eric Rock and BOH Vice President Edna Weber; Sanitarian in Training Daschle Facemyer.

In attendance via telephone: Health Commissioner Marc Barr; Public Health Emergency Response Coordinator Brody Davis; Guest Carrie Rose of Meigs Independent Press.

New Staff Member Presentation:

Introductions ensued. Facemyer, who initiated employment on 3/16/20 as a Sanitarian in Training, told attendees about himself and his experiences to date at the MCHD. The Membership welcomed Facemyer to the MCHD. Facemyer exited the meeting at 5:05PM.

BOH Reorganization and Self-Assessment:

There were no BOH Member terms that expired in March 2020. The BOH reorganizes annually following the District Advisory Council Meeting, which took place on 03/24/20. Rock made a motion to retain the current slate of officers: Gaul as President and Weber as Vice President. Mansfield seconded the motion. All were in favor of the motion.

Members remitted their completed BOH Self-Assessment Forms (which were emailed to them prior to the meeting) to Midkiff. The self-assessment is used to make any identified improvements or implement recommendations in areas such as BOH engagement and meeting logistics.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 3/10/20 Regular BOH Meeting Minutes and 03/24/20 Special Board of Health Meeting Minutes as emailed. Rock made a motion to approve the documents as emailed; Gaul seconded the motion. All were in favor of the motion.

New Business:

Midkiff requested a motion to approve the March 2020 fiscal report as presented; payment of March 2020 bills as presented via the expenditure spreadsheet; the March daily deposit records as submitted to the County Auditor/Treasurer as presented; March 2020 medical claim billing remuneration report. There were no March donations. Gaul made a motion to approve the fiscal reports/daily deposits/expenditures/medical claim billing remuneration as presented; Patterson seconded the motion. Mansfield abstained because the expenditure spreadsheet included a personal reimbursement for training she took online for the *Walk with Ease Program*. Motion carried.

Midkiff asked for a motion to approve retroactively giving full-time and part-time employees (who work enough hours per week to earn sick leave) an additional two weeks of sick leave effective 3/26/20 – 12/31/20 in response to COVID 19. It must be used for COVID 19 only and people must use it in accordance with the Families First Coronavirus Response Act. Supervisors will be responsible for monitoring time used for COVID 19. If employees don't need to use any of the time, the sick leave will be withdrawn from their bank as of 12/31/20 or the remaining balance will be withdrawn so there will be no carry-over or pay out. This additional benefit was proposed and discussed via email with Clemans, Nelson & Associates and BOH Members before staff was notified. Weber made a motion to approve retroactively giving full and part-time employees (who work enough hours per week to earn sick leave) an additional two weeks of sick leave effective 3/26/20 – 12/31/20 in response to COVID 19. Mansfield seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve retroactively the Families First Coronavirus Response Act Policy: Family and Medical Leave Expansion and Emergency Sick Leave effective 4/1/20 – 12/31/20. This policy was compiled on behalf of the MCHD by Clemans, Nelson & Associates. This policy was shared and discussed via email with BOH Members before staff was notified. The MCHD opted to exempt its employees (who are healthcare providers or emergency responders from application of the new public health emergency leave as defined in Section II (C) of the aforementioned policy in order to maintain its workforce. Rock made a motion to approve retroactively the Families First Coronavirus Response Act Policy: Family and Medical Leave Expansion and Emergency Sick Leave effective 4/1/20 – 12/31/20 as emailed; Gaul seconded the motion. Motion carried unanimously.

Environmental Health:

The March 2020 Nuisance Status and Animal Bite Reports were emailed to the Membership for review prior to the meeting. There were 21 COVID 19 related investigations; two sewage complaints; two solid waste nuisances; one household pest investigation; and three other investigations reviewed. There were four animal bites investigated in March 2020 involving: two cats, one racoon and one monkey.

There were two complete bids opened for two household sewage treatment system (HSTS) replacements for: Paula Fitch of 36659 School House Rd. in Long Bottom and Caty Crabb of 34316 Beech Grove Rd. in Rutland and two HSTS repairs for Brian Green of 39459 SR 681 in Shade and Lottie Lawson of 55319 SR 681 in Reedsville via the WPCLF project. The bids were as follows: JR Construction = \$27,707 and Dais Septic Service = \$22,312. Gaul made a motion to accept the lowest bid from Dais Septic Service; Mansfield seconded the motion. All were in favor of the motion.

Swatzel reported that the 2020 Meigs County Cleanup Day likely will be postponed until Sept. 26th in response to COVID 19. Event organizers anticipate a lack of volunteers. OEPA has extended the grant period in which the funds must be expended because of the Pandemic. The MCHD consulted the other event organizers and the Meigs County Chamber of Commerce (to be sure the event doesn't interfere with other activities in the County) before rescheduling.

The MCHD again was awarded the OEPA's Mosquito Control Grant. The MCHD will contract with a student of a regional academic institution (likely Ohio University) to coordinate trapping and surveillance efforts. The monies also will be expended on scrap tire disposal including, but not limited to abatement of an illegal dump on Bone Hollow Rd.

Other New Business:

The State subsidy for local health departments and Vital Statistics (VS) technology fees were released earlier than usual by ODH in an effort to assist local COVID response efforts. Amounts received are as follows: State subsidy for local health departments = \$4,459.39 and VS technology fees = \$2,173.90.

The MCHD's current employee healthcare insurance with Anthem renews on May 1, 2020 via the Southern Ohio Chamber Alliance. Anthem reduced its initial renewal quote to five percent. The MCHD is now working with Automatic Data Processing (ADP) Insurance Agency, Inc., which reports that no other insurance company could offer comparable coverage at a better cost. The MCHD now is able to offer the current coverage via Anthem as well as another affordable Anthem plan with a higher deductible for those employees interested in changing plans. There will be five employees on the MCHD Anthem plans. The renewal and additional plan were shared with BOH Members via email for review prior to the meeting. Midkiff explained that the MCHD must remain a member of the Meigs County Chamber of Commerce and pay dues in the amount of \$2.50 per month per employee to be eligible to participate in the Southern Ohio Chamber Alliance. Patterson made a motion to approve the Anthem plans as emailed; Weber seconded the motion. Motion carried unanimously. Midkiff noted that ADP did shop for ancillary (dental, vision, life) plans with other companies and it as determined that the current coverages via Principal were the most cost effective at this time.

Old Business:

There was significant discussion about the MCHD's response to COVID 19 to date. Meigs County confirmed its first case on April 7th. Numerous contacts of the confirmed case are being managed by MCHD nursing personnel. It was noted that Leanne Cunningham, the Director of Nursing and Brody Davis, Emergency Response Coordinator have led successfully the MCHD's response efforts to date. The MCHD received a \$5,000 subsidy from ODH for COVID 19 response. The MCHD submitted a Coronavirus Response Grant Application to ODH on April 13th in the amount of \$30,000. The funds will be used for personnel, the purchase of personal protective equipment, etc. It is anticipated additional funding will be available via ODH for pandemic response.

Midkiff noted that there has been a significant increase in accrued compensatory time by many staffers, particularly over-time exempt staffer Cunningham and over-time non-exempt staffer Davis, in response to COVID 19. Full-time MCHD staff usually work 35 hours per week. These two employees recently have had to work evenings and weekends. After consulting with Clemans, Nelson & Associates, Midkiff and Barr recommended that the BOH amend the MCHD's current compensatory time to allow staff (with approval from their immediate supervisor) to accrue more compensatory time than the usual 35 hours (or one work week) and to extend the amount of time in which

the time must be used (currently six months) to one year from the accrual date. This would be in lieu of paying overtime (work over 40 hours per week) to overtime non-exempt staff at time and a half. The policy amendment would be effective beginning 3/4/20 (when the MCHD went into Incident Command System) until 12/31/20. It was noted that the MCHD would have to pay out any accrued, unused compensatory time upon termination of employment from the employee's source of pay: general fund or grant. After discussion, Patterson made a motion to amend the MCHD's compensatory time policy effective 3/4/20-12/31/20 as follows: compensatory time will max out at 105 hours with approval from the immediate supervisor to be used within one year of accrual. Weber seconded the motion. All were in favor of the motion.

Midkiff announced that the annual employee recognition event scheduled for April 7th at the Trinity Congregational Church was postponed in response to COVID 19. The event will be rescheduled later in the year perhaps in conjunction with the MCHD's Public Health Accreditation decision.

Miscellaneous Business:

The amount of the MCHD's first-half property tax collection was requested from the County Auditor, but she indicated that she was unable to provide the information for this meeting because of other work commitments.

An upcoming event is the April 15th Staff Meeting including QPR (suicide prevention) training beginning at 8:15AM via conference call.

Note: Davis texted Midkiff to say he was exiting the conference call at 5:45PM.

Attendees viewed a presentation entitled *Public Health Funding in Ohio* from the 2019 OABH Resource DVD.

Adjournment:

The next BOH Meeting will take place on 05/12/20 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 6:03PM with a motion by Mansfield that was seconded by Gaul. Motion carried unanimously.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 04/14/20 meeting minutes.)

