



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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Board of Health Meeting Minutes May 9, 2017

The Membership viewed the presentation entitled: *Syringe Exchange Programs as a Public Health Intervention in Ohio* from the 2016 OABH Resource DVD prior to the meeting being called to order.

Board of Health (BOH) President Roger Gaul called the convention to order at 5:01 PM.

In attendance: Gaul; BOH Vice President Edna Weber, BOH Members Pam Patterson and Eric Rock; BOH Medical Member Wilma Mansfield, MD; Health Commissioner Marc Barr; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel; Administrative Assistant Michelle Willard; Health Educator Laura Cleland. Medical Director Douglas Hunter, MD entered the meeting at 5:10PM.

Midkiff beseeched a motion to approve the 04/11/17 BOH Meeting Minutes as mailed. Mansfield noted a typo. Rock made a motion to approve the document as revised; Gaul seconded the motion. Motion carried unanimously.

Willard, whose employment duties include accreditation coordination, updated the Membership on the MCHD's PHAB Accreditation Readiness. She encouraged the BOH's (governing entity) participation in the MCHD's strategic planning process. She invited Members to attend the May 17th Strategic Planning Retreat, which will be held from 8AM-3PM at the Mulberry Community Center. For those who cannot attend the retreat because of other commitments, input will be solicited via email. Willard exited the meeting at 5:12PM.

Cleland disseminated information about and discussed the Appalachian Regional Commission's economic development POWER grant for coal-distressed counties including Meigs, Athens and Washington. The MCHD can receive \$36,250 from 6/1/17 – 1/31/18 from Marshall University to employ a Community Health Worker (CHW) to provide care coordination to locally identified high-risk Diabetic patients. The MCHD initially will partner with Holzer Health Systems to build a client base and hopes to expand the program to include other clinical partners in the County. It is anticipated that Medicare, Medicaid and other healthcare insurance plans will reimburse for the CHW's services to prevent Diabetes-related expensive medical treatments/procedures. A CHW job description was presented for Member review and approval. After a brief question and answer session, Mansfield made a motion to approve the job description as presented; Patterson seconded the motion. Motion carried unanimously. Cleland exited the meeting at 5:31PM.

New Business:

Midkiff requested a motion to approve the April 2017 fiscal report as presented. The available total cash balance for April equaled \$275,806.98. The Health District retained a \$90,000 budgeted carry over. Gaul made a motion to approve the fiscal report as presented; Rock seconded the motion. Motion carried unanimously.

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

Midkiff beseeched a motion to approve the April 2017 daily deposit records as submitted to the County Auditor/Treasurer. Gaul made a motion to approve the daily deposit records as presented; Mansfield seconded the motion. Motion carried unanimously.

There were no April 2017 financial transactions (Advances, Transfers, Corrections and Appropriations) to present per Fiscal Officer Sharon Buchanan.

Midkiff asked for a motion to approve the March and April donations in the amount of \$5.00 and \$2.06, respectively. Rock made a motion to approve the March and April donations as presented; Weber seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve retroactively a contract with Rocket VII Interactive (digital billboard service) in the amount of \$4,500 from May 1-Oct. 31, 2017 to promote the "I Vaccinate" Program by encouraging parents to get the HPV (cancer prevention) vaccine for their adolescent children. Midkiff explained that The Ohio State University is providing the MCHD with a \$10,000 stipend for its assistance with the project and the advertising expenditure would be taken from these funds. Mansfield made a motion to approve retroactively the contract as presented; Gaul seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve a contract by and between the Creating Healthy Communities (CHC) Program and Toole Design Group in the amount of \$2,350 (from 5/9/17-12/31/17) for an active transportation assessment. Toole will host a Wikimap for Meigs County and collect/analyze information from Wikimap. Gaul made a motion to approve the contract which was seconded by Weber. All were in favor of the motion.

Midkiff solicited a motion to approve the revised Employee Policy and Procedure Manual. Author Clemans, Nelson & Associates updated the document to reflect a State law that impacted the Concealed Weapons Policy. Employers can no longer prohibit employees from having firearms in their personal vehicle, if they have a valid conceal and carry license. Employees still are prohibited from bringing weapons into the building. Gaul made a motion to approve the revised manual as presented; Rock seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the revised part-time Health Commissioner (HC) contract and job description. The previous contract stated: *Marcus W. Barr is required by law and shall arrange his schedule to attend either the spring combined Health Conference or Fall Conference of the Association of Ohio Health Commissioners.* The contract was reworded as follows: *Marcus W. Barr shall arrange his schedule to attend the spring combined Health Conference and Fall Conference of the Association of Ohio Health Commissioners pursuant to section 3701.29 of the Revised Code.* The job description was updated accordingly. Gaul made a motion to approve the revised HC contract and job description as presented; Mansfield seconded the motion. All were in favor of the motion.

Environmental Health:

Swatzel reviewed the April 2017 Nuisance Status Report. This meets accreditation requirements of notifying the governing entity (BOH) about current investigations. 12 investigations were briefly discussed involving 4 dog bites; 2 bed bugs infestations; 1 mold complaint; 1 sewage complaint; 4 solid waste complaints.

Anna Chapman of 105 High Street in Pomeroy still has failed to connect to the public sewer system since 2015. Swatzel recently talked to Chapman, who reports that Ohio Valley Plumbing still hasn't completed the necessary work. Swatzel attempted to contact Mr. Dillon, owner of Ohio Valley Plumbing, but was unsuccessful. Gaul made a motion to grant Chapman an additional 10 days in which to have Ohio Valley Plumbing or another contractor connect her residence to the public sewer system or face referral to the County Prosecutor for legal action; Weber seconded the motion. All were in favor of the motion.

Swatzel reported on an open dumping complaint on Linda Stobart's property on Noble Summit Road. The site was officially identified as an illegal dump in fall 2016. J.D. Drilling, which offered to assist with the cleanup by providing equipment and an operator, waived in its commitment when contacted by Swatzel. Stobart indicated to Swatzel that she would contact the business owner (who she knows personally). The matter was tabled until the June 2017 BOH Meeting to allow Stobart time to facilitate efforts with J.D. Drilling and the MCHD.

Swatzel noted that the Ohio Dept. of Health recently removed the MCHD's Food Program from provisional status. The MCHD was placed on provisional status because staff failed to meet inspection frequency. Swatzel advised the Membership that the Ohio Dept. of Agriculture also reviewed documentation reflecting corrective action taken by the MCHD and will be issuing a letter soon removing the local program from provisional status.

The MCHD applied for and was awarded \$6,000 from the OEPA for mosquito control activities. Swatzel purposed the monies for his recertification and Sanitarian In Training Dawn Keller's certification as pesticide applicators; surveillance and larvicide. It was noted that there is public concern about further detriment to honey bees because of mosquito control efforts, but pesticide used to control the mosquito population does not affect honey bees per the manufacturer.

Swatzel advised that there are three Water Pollution Control Loan Fund (WPCLF) projects that necessitate soil evaluations. He presented two bids: Carlos Cole = \$1,200 and Rob Wiley = \$1,500. Swatzel mentioned both men conduct work in Meigs County. Swatzel recommended that the BOH accept the lowest bid as per its precedent. Rock made a motion to accept Cole's bid; Mansfield seconded the motion. All were in favor of the motion.

Other New Business:

The results of the annual Employee Satisfaction Survey will be shared during the June meeting because Swatzel who is Chair of the Human Relations Committee, had inadequate time to compile the information into a reportable format. Swatzel mentioned that the overall results were positive.

Swatzel exited the meeting at 6:10PM.

The ODH is disseminating carryover funds via the Public Health Emergency Preparedness (PHEP) Grant to local health department grantees. Meigs County's allocation is \$8,299 for supplies. ODH would not allow the MCHD to obtain electronic medical records (EMR) stating that this would be a clinical expense rather than a PHEP expense. The MCHD argued its reasoning for EMR, but ultimately had to devise a contingency plan for use of the funds. Mobile computers, special needs cots, winter response jackets for staff who work on the grant and hazmat suits will be purchased with the additional funds.

Midkiff reported that Ohio University (OU) student Katlyn Saunders has volunteered for a summer internship via the MCHD to gain experience in community and public health. Saunders has offered to work Monday, Wednesdays and Fridays beginning May 15 through mid-August. She mainly will be assisting with accreditation preparation.

Meanwhile, she will be taking classes at the OU Athens Campus on Tuesdays and Thursdays. Saunders is from Jackson. Midkiff suggested that the BOH grant Saunders a mileage stipend upon the completion of her unpaid internship. After discussion, Patterson made a motion to give Saunders a \$400 mileage stipend upon the completion of her unpaid internship; Gaul seconded the motion. Motion carried unanimously.

Gaul and Hunter exited the meeting at 6:21PM.

Old Business:

Midkiff shared the results of the third and final round of school-based headlice screenings for the 2016-2017 school year. Overall, the number of positive head lice cases in each educational district declined over the course of the school year. Meanwhile, the number of completed, viable billing forms returned also declined significantly. Therefore, the MCHD will be approaching the Superintendents about contracting with the school districts for the service during the 2017-2018 school year.

Miscellaneous Business:

Midkiff advised that the AC system that serves the Meigs Multipurpose Health Center still isn't functioning after almost a month of efforts. The Board of County Commissioners is having a local HVAC company service the system. Meanwhile, numerous building maintenance concerns were identified by employees on the recent Employee Satisfaction Survey. These were compiled and submitted to the County Commissioners via a work order. There was significant discussion amongst attendees with Patterson and Rock offering to approach the County Commissioners on behalf of the MCHD, if no action is taken to remedy building conditions in a timely manner.

Midkiff provided information on the following meetings and exercises: MCHD Staff Meeting (May 10th at 8:15AM); Local Emergency Planning Committee Full-scale Exercise (May 13th from noon-4PM at the Fairgrounds); Get Healthy Meigs! Meeting (May 18th at 10:30AM at the Meigs Co. Dept. of Jobs and Family Services); Meigs County Cleanup Day (May 20th from 9AM-2PM at the Fairgrounds); Rabies Vaccination Clinic (June 17th from 9AM-noon at the MCHD).

Members were given the opportunity to indicate which monthly staff meetings that they could attend to familiarize themselves with MCHD staff and its work. Mansfield has volunteered to attend the May 10th staff meeting.

The MCHD will be closed on May 29th in observance of Memorial Day.

The next BOH Meeting will take place on 06/13/17 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 6:41PM, which was seconded by Mansfield.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 05/09/17 meeting minutes.)