



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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Board of Health Meeting Minutes
May 11, 2021

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

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

In attendance in person at the Meigs County Health Dept. (MCHD): Administrator Courtney Midkiff; Health Commissioner Marc Barr; Director of Environmental Health Steve Swatzel; BOH Vice President Edna Weber; BOH Member Eric Rock.

In attendance via telephone were Gaul and BOH Member Pam Patterson.

Absent was BOH Medical Member Wilma Mansfield, MD.

Attendees recited the Pledge of Allegiance and Midkiff offered prayer.

Rock remitted his completed BOH Self-Assessment Form. Outstanding completed forms were solicited from Gaul and Patterson.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 4/13/21 BOH Meeting Minutes as emailed. Rock made a motion to approve the document as emailed; Gaul seconded the motion. All were in favor of the motion.

New Business:

Midkiff requested a motion to approve the April 2021 fiscal report as presented; payment of April 2021 bills as presented via the expenditure spreadsheet; the April daily deposit records as submitted to the County Auditor/Treasurer as presented; April 2021 medical claim billing remuneration report. There were no donations in April 2021. Rock made a motion to approve the fiscal reports/daily deposits/expenditures/medical claim billing remuneration as presented; Weber seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively the resignation of full-time Public Health Emergency Preparedness (PHEP) Coordinator Brody Davis effective 4/23/21 at 4PM for other employment. Gaul made a motion to approve retroactively Davis' resignation; Patterson seconded the motion. All were in favor of the motion.

Midkiff sought a motion to approve retroactively the resignation of full-time Fiscal Officer Jessica Snoke effective 5/7/21 at 4PM for other employment. Rock made a motion to approve retroactively Snoke's resignation; Gaul seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve retroactively the resignation of full-time Creating Healthy Communities (CHC) Program Dir. Sara Hill effective 5/7/21 at 4PM for other employment. Gaul made a motion to approve retroactively Hill's resignation; Weber seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve retroactively the full-time employment of Shawn Cunningham as the PHEP Coordinator effective 5/10/21 at 8AM at \$21.75 per hour. Rock made a motion to approve retroactively the employment of Cunningham; Weber seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively the revised PHEP Coordinator job description. The Director of Nursing (DON) was the immediate supervisor for the position; however, the current DON is Cunningham's spouse, Leanne. The job description has been revised to reflect that the immediate supervisor for the PHEP position is the Director of Environmental Health effective 5/10/21. Rock made a motion to approve retroactively the revised job description; Patterson seconded the motion. All were in favor of the motion.

Midkiff solicited a motion to approve retroactively the FY 2022 contract by and between WIC and Ellen Mingus of Nutrition Consulting Services of Southeast Ohio, which was emailed to Members prior to the meeting for review. The contract becomes effective 10/1/21 through 09/30/22 and had to be submitted with the grant application. Weber made a motion to approve retroactively the contract as emailed for Member review; Patterson seconded the motion. Motion carried unanimously.

Midkiff sought a motion to approve the annual liability insurance renewal with Public Entities Pool (PEP) of Ohio in the amount of \$6,256. The renewal is effective 5/31/21-5/31/22 and reflects a \$1,593 increase from the previous year. Midkiff explained that the General Fund will be reimbursed by the grant programs per the MCHD Cost Allocation Plan. Gaul made a motion to approve the annual liability insurance renewal with PEP; Rock seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve retroactively the SFY 2021 Rides to Community Immunity Program Grant Agreement with ODOT, which was emailed to Members prior to the meeting for review. Weber made a motion to approve retroactively the grant agreement as emailed; Gaul seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve retroactively the Public Consulting Group (PCG) COVID 19 Case Interview and Contact Interview and Symptom Monitoring Service Agreement, which was emailed to Members prior to the meeting for review. ODH has contracted with PCG to assume responsibility for case investigation and contract tracing, thus, transitioning the duties from local health departments. There is no expense to the MCHD. Gaul made a motion to retroactively approve the service agreement as emailed; Patterson seconded the motion. All were in favor of the motion.

Midkiff asked for a motion to approve a contract invoice with Poynter's Business Solutions for copier maintenance in the amount of \$1,553.40, which reflects an increase of \$141.22 from the previous year. Midkiff explained that the General Fund will be reimbursed by the grant programs per the MCHD Cost Allocation Plan. Rock made a motion to approve the contract invoice; Gaul seconded the motion. Motion carried unanimously. There was discussion about the need to replace the current Canon copier that has served the MCHD for more than a decade.

Environmental Health:

The April 2021 Nuisance Status and Animal Bite Reports were emailed to the Membership for review prior to the meeting. There were 11 nuisances in total = two housing pest investigation; three solid waste investigations; four sewage complaints and two other investigations.

Swatzel noted that there may be several BOH hearings in June 2021 if alleged offenders do not take advantage of disposal services via the 2021 Meigs County Cleanup Day.

There were no animal bites investigated in April 2021.

A motion to approve retroactively the H2Ohio HSTS Grant Agreement with OEPA, which was emailed to Members prior to the meeting for review, was solicited. The MCHD will receive an additional \$150,000 with which to help eligible Meigs County residents repair or replace their household sewage treatment systems. Weber made a motion to approve retroactively the grant agreement as emailed; Rock seconded the motion. Motion carried unanimously. The additional funds will be expended before the OEPA WPCLF funds per Swatzel.

The OEPA awarded the MCHD \$19,969 with which to administer the Mosquito Control Grant. A motion to approve retroactively a contract by and between the MCHD and A. Cole Arnott, which was emailed to Members prior to the meeting for review. Duties may include, but are not limited to: performing mosquito surveillance activities; assisting in scrap tire clean-up projects; communicating with the public; assisting MCHD staff in mosquito nuisance abatement activities; writing reports; collecting data; analyzing data; working with equipment such as mosquito traps, computers, data bases, emails, Microsoft Word and Excel; educating the public; working in inclement weather. Gaul made a motion to approve retroactively the contract as emailed; Rock seconded the motion. All were in favor of the motion.

Valerie Stroud of Willow Creek Road appeared during the April 2021 BOH Meeting for burning and discarding garbage along the creek bank. She was granted additional time to abate the nuisance identified by MCHD staff. Stroud was unable to attend today's meeting, but Swatzel visited the property today and is satisfied with Stroud's abatement efforts. The MCHD is awaiting receipts to document appropriate disposal. Swatzel noted Stroud would be participating in the 2021 Meigs Co. Cleanup Day.

There was one bid reviewed for the cleanup of a 800 foot open dump scattered along Naylor's Run Rd in Pomeroy. The award will come from remaining 2020 OEPA Mosquito Grant funds, which must be expended by 6/30/21. The bid proposal was approved by the County Prosecutor. The property owner does not reside in Meigs County per Swatzel. Gaul inquired as to why the Township Trustees weren't taking responsibility for the abatement. One complete bid from Cowboys Unlimited, Inc. in the amount of \$5,400 was received and reviewed. Rock made a motion to accept the bid; Weber seconded the motion. Motion carried unanimously. The MCHD will monitor the site upon completion of the abatement to ensure illegal disposal does not resume.

A motion to approve retroactively the FY 2022-2023 Ohio Dept. of Commerce Manufactured Home Park Inspection Agreement was sought. There are four mobile home parks situated in Meigs County. Rock made a motion to approve retroactively the two-year agreement; Gaul seconded the motion. All were in favor of the motion.

Other New Business:

Midkiff discussed the Severance Fund, which was established to pay out accrued vacation and sick leave as per MCHD policy upon employee's resignation, layoff, retirement or death. The fund is assessed annually with Midkiff calculating employees' accrued time as of Jan. 31, 2021. The spreadsheet was emailed to Members prior to the meeting for review. Midkiff recommended funding the Severance Fund at 10% from the General Fund and grant program line items in 2021. Rock made a motion to fund the Severance Fund at 10% in 2021; Gaul seconded the motion. All were in favor of the motion.

Old Business:

The roof on the Meigs Multi-Purpose Health Center (in which the MCHD is situated) necessitates repairs that have not been addressed by the Board of County Commissioners to date.

The MCHD took possession of the 2021 Ford F250 on April 20th from Don Wood Ford in Athens. It has been equipped with mud flaps, bed cover, and running boards. Jason Shain will brand the truck with a decal on the back window. The pickup will be treated with corrosion control on May 21st.

Installation of the four-bay carport by National Carports is expected to occur within the next two weeks.

The security system that was installed on the interior door at the second-floor entrance has necessitated some tweaking by New Era Broadband. The code will be changed since three employees recently resigned their positions.

There was significant discussion about the MCHD's response to COVID 19. Meigs County presently is at Orange for increased spread and exposure of the virus on Ohio's Public Health Advisory System State. The MCHD continues to offer vaccines by appointment. The Pfizer vaccine recently was approved to be administered to those as young as 12 years old. The MCHD requested Pfizer vaccine from ODH to serve interested youth at the MCHD. Barr continues to meet on a weekly basis with personnel from the County's educational districts and will advertise Pfizer availability upon receipt of vaccine. Barr attended the May meeting of the Meigs Co. Agricultural Society to thank the Membership for allowing the MCHD to use the Fairgrounds to administer vaccine to its older constituents safely and conveniently. Presently, Meigs County has eight active cases, one hospitalization and no deaths to report. Since the first case was diagnosed in April 2020, there have been a total of 1,500 cases in the County. The status of State orders mandating facial coverings and social distancing is uncertain and likely will terminate in the near future. It is likely those vaccinated will not have to wear masks or social distance. Barr continues to provide BOH Members with weekly COVID 19 updates via email.

A motion was requested to approve retroactively the annual Anthem renewal for employee medical insurance effective 5/1/21. Anthem reduced the monthly premium increase from nearly 37% to 30%. Rock made a motion to approve retroactively the renewal; Patterson seconded the motion. Motion carried unanimously.

Midkiff announced that Administrative Assistant and Accreditation Coordinator Michelle Willard successfully completed the data analysis course she took on behalf of the MCHD via the University of Rio Grande.

Miscellaneous Business:

Upcoming events include: May 12 – staff meeting 8:15AM; May 15 - 2021 Meigs Cleanup Day 9AM-2PM; May 20 - Get Healthy Meigs! Meeting 10:30AM; May 31 – Closed for Memorial Day.

Members deferred viewing a presentation *entitled Performance Management* from the 2019 OABH Resource DVD.

Adjournment:

The next BOH Meeting will take place on 6/8/21 at 5:00 PM in the conference room of the MCHD.

With no further business to discuss, the meeting was adjourned at 6:13 PM with a motion by Rock.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 5/11/21 meeting minutes.)