



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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Board of Health Meeting Minutes May 14, 2019

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

In attendance: Gaul; BOH Medical Member Wilma Mansfield, MD; BOH Member Pam Patterson; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel; BOH Member Eric Rock. Guests were Michael Warner, John Musser and Stephanie Sikorski. Absent were BOH Vice President Edna Weber and Health Commissioner Marc Barr (who was attending the Public Health Combined Conference as per his contract).

Commercial Property Insurance Presentation:

After Musser explained and apologized for customer service issues involving a former employee of Simmons-Musser-Warner Insurance, Warner reviewed a proposal via CORSA for enhanced coverages as requested by the Meigs County Health Dept. (MCHD). The current proposal to increase insurance coverages would cost the MCHD an additional \$2,400 with a \$2,500 deductible. Warner and Musser still have to find out if the CAT generator that services the Meigs Multi-Purpose Health Center is covered by the Board of County Commissioners policy (because the Commissioners own the building). Warner asked Midkiff to provide him with the number of MARCS radio hand-held units and corresponding serial numbers so he can quote coverage via a "floater" policy. The current coverage does not renew until August. Warner encouraged the BOH to implement enhanced coverages as soon as possible for the MCHD's protection. The Membership concurred that it wanted to discuss the proposal and thanked Musser and Warner for their time and efforts. Warner and Musser exited the meeting at 5:31PM. Additional discussion ensued and suggested coverage amount revisions were noted. Midkiff was asked to follow-up with Warner before a decision was made. The matter was tabled until the June 2019 meeting.

Environmental Health:

At 5:33PM, guest Stephanie Sikorski entered the meeting. Swatzel initiated discussion about ongoing food code violations at Sikorski's Family Restaurant (301 S. Third St. in Racine). Sikorski presented an estimate from Smith Construction in the amount of \$10,500 for a complete roof replacement. The Sikorski Family is meeting with current property owner James Jones in the near future to see about purchasing the property on land contract. Rock made a motion to grant the Sikorski Family an additional 60 days (or until the July 9th BOH Meeting) in which to have the roof replaced with the requirement that the Sikorski Family demonstrates to the MCHD continuous progress toward the completed roof replacement. Patterson seconded the motion. All were in favor of the motion. Sikorski exited the meeting at 5:40PM.

Swatzel reviewed the April 2019 Nuisance Status Report. There were 14 in total including two beg bug investigations; four food service complaint investigations; seven solid waste investigations; one mosquito complaint. Nine animal bites were investigated in April.

Swatzel opened one complete sealed bid for two WPCLF projects: David Warner 33459 Warner Road Rutland 45775; Wesley Davis 34980 Rocksprings Road Pomeroy 45769. The bid from Duncan & Daniel Enterprises was in the amount of \$14,259. Patterson made a motion to approve the bid from Duncan & Daniels; Rock seconded the motion. All were in favor of the motion.

Swatzel presented a variance request from Amos Tillis at 32581 Hysell Run Road Pomeroy 45769 to have a leach field less than 50 feet from stream [Ohio Administrative Code 3701-26-06(G)(3)(b) *A STS soil absorption component shall be at least 50 feet from any surface water impoundment, lake, river, wetland, perennial stream, and road cut-banks or stream cut banks.*] This is a WPCLF project. Swatzel observed that the system will be 20-25 feet from a stream; he noted a variance would avoid the need for a NPDES permit. Gaul made a motion to approve the variance as presented; Rock seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively the 2019-2020 Manufactured Home Parks Inspection Contract with the Ohio Department of Commerce. It was reviewed and legally approved by the Prosecutor. Swatzel noted that the MCHD inspects four parks per year. Mansfield made a motion to approve retroactively the contract as emailed for Member review. Patterson seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve retroactively the OEPA Mosquito Grant Contract. Gaul made a motion to approve the contract as emailed for Member review; Mansfield seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve a contract by and between the MCHD and Maddison Buck to trap mosquitoes for shipping and testing as well as outreach and educational duties via the OEPA Mosquito Grant. Buck, a student at Ohio University, was recommended by her Professor. She was the only person to express interest in the contract. She will receive \$10 for 20 hours of work per week and will be reimbursed at .58 per mile as required by the grant. Swatzel noted that he would like for Buck to begin on May 20th, which is the date ODH will start accepting specimens for testing. Rock made a motion to approve the contract with Buck when the OEPA Mosquito Grant is fully executed; Patterson seconded the motion. All were in favor of the motion. (Note: Buck ultimately decided not to contract with the MCHD.)

The Meigs County Cleanup Day took place on May 4th from 9AM-2PM at the Meigs County Fairgrounds. Swatzel reported that it was an overall success. He will provide data on the amount of scrap tires, solid waste and scrap metal collected upon its availability.

Swatzel exited the meeting at 6:06PM.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 4/9/19 BOH Meeting Minutes as emailed. Mansfield 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 April 2019 fiscal report as presented; payment of April 2019 bills as presented via the expenditure spreadsheet; the April 2019 daily deposit records as submitted to the County Auditor/Treasurer as presented; April 2019 donations in the amount of \$4.44. Rock made a motion to approve the fiscal reports/daily deposits and to pay expenditures as presented; Gaul seconded the motion. Motion carried unanimously.

Midkiff solicited a motion to approve retroactively a MOU with Buckeye Hills Regional Council, which will reimburse the MCHD for eligible participants of the DSMP classes being facilitated by Leanne Cunningham and Laura Grueser April 1-May 31. Rock made a motion to approve retroactively the MOU as emailed for Member review; Patterson seconded the motion. All were in favor of the motion.

Midkiff asked for a motion to approve retroactively a contract by and between WIC and Ellen Mingus for FY 2020 (10/1/19-9/30/20) not to exceed \$2,160. Mingus oversees work completed by the WIC Certifying Health Professional. It was noted that WIC Director Sherry Eagle is currently working on the competitive grant application (which is due to ODH by May 28th). Mansfield made a motion to approve retroactively the contract as emailed for Member review; Gaul seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve retroactively a MOU by and between the MCHD's Community Health Worker (CHW) Program and OhioHealth. The fully executed copy was received today. Rock made a motion to approve retroactively the MOU as emailed for Member review; Mansfield seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve a contract invoice with Poynter's Business Solutions for Canon copier maintenance. The current invoice is \$1,980.10 (which is approximately \$450 less than 2018). Midkiff explained that this expense will be assessed as per the MCHD cost allocation plan. Gaul made a motion to approve the contract invoice as presented; Rock seconded the motion. Motion carried unanimously.

Midkiff solicited a motion to approve retroactively the Cintas Facilities Solutions Agreement. After discussion, Gaul made a motion to approve retroactively the agreement; Rock seconded the motion. All were in favor of the motion.

Other New Business:

The MCHD received its first-half property tax settlement as follows: Homestead Rollback = \$7,830.60; Levy = \$246,696.86.

There was discussion about the status of the MOU by and between the MCHD CHW Program and Hopewell Health Centers. Documentation outlining concerns of MCHD staff was emailed to the Members for review prior to the meeting. Gaul made a motion to terminate the MOU, if issues cannot be resolved to salvage the relationship; Rock seconded the motion. Motion carried unanimously.

The FY 2020 Maternal and Child Health Program continuation application was submitted to ODH on May 6th. The amount requested for continuation is \$41,600.

The MCHD Employee Satisfaction Survey format was revised by Barr to improve usefulness of data collected to facilitate implementation of suggestions, if possible. It has been reviewed by and discussed with MCHD Supervisors and the Human Relations Committee. The document was emailed to BOH Members prior to the meeting for review. The survey will be administered to employees during their annual performance evaluation conference with their Supervisor.

Midkiff provided a quality improvement for performance management report about revised MCHD immunization clinic services. The MCHD will no longer advertise that vaccinations are offered on a walk-in basis only on Tuesdays as has been the practice for several years. It is believed this is hindering the public from taking advantage of the service even though shots were being given on other days as needed. Vaccines will be administered Monday-Friday from 8AM-noon and 1-4PM. An article appeared in The Daily Sentinel to promote this revised service.

Old Business:

Midkiff reported that the MCHD received its VISA cards via Peoples Bank. Each Supervisor and the Fiscal Officer were issued a card. All the cards are secured in the Fiscal Officer's office.

The MCHD's proposed Tuberculosis contract will be presented during the June BOH Meeting. There was insufficient time for the Director of Nursing to compile it because of other work duties. Midkiff explained that she wants the document fully considered before it is presented to the Board of County Commissioners and Prosecutor for approval.

Midkiff discussed MCHD sponsorship of the 2019 Rally on the River 5K coordinated by Freedom for Appalachia Community Development Organization. Information was recently received on benefits of different levels of sponsorship. After discussion, Rock made a motion that the MCHD be a bronze sponsor for \$100; Patterson seconded the motion. All were in favor of the motion.

Miscellaneous Business:

Upcoming Events/Closures include: May 15: Staff Meeting 8:15AM; May 16: Get Healthy Meigs! Meeting 10:30AM @ MCDJFS; May 27: Memorial Day Holiday; June 1: Meigs County Farmers' Market Opening 10AM-1PM Pomeroy Parking Lot; June 8: MCHD Rabies Clinic.10AM-noon.

Members deferred viewing a presentation entitled *Open Meetings* from the 2018 OABH Resource DVD.

Adjournment:

The next BOH Meeting will take place on 6/11/19 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 meeting at 6:58 PM.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 5/14/19 meeting minutes.)

