



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

MEIGS COUNTY HEALTH DEPARTMENT

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**Board of Health Meeting Minutes**  
**June 9, 2020**

Board of Health (BOH) Vice President Edna Weber 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): Weber; BOH Medical Member Wilma Mansfield, MD; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel; BOH Member Pam Patterson.

In attendance via telephone: Health Commissioner Marc Barr and BOH President Roger Gaul, who joined at 5:03PM.

Absent was BOH Member Eric Rock.

**Approval of Meeting Minutes:**

Midkiff beseeched a motion to approve the 5/12/20 BOH Meeting Minutes as emailed. Mansfield made a motion to approve the document as emailed; Weber seconded the motion. All were in favor of the motion.

**New Business:**

Midkiff requested a motion to approve the May 2020 fiscal report as presented; payment of May 2020 bills (including Then and Now Certificates) as presented via the expenditure spreadsheet; the May daily deposit records as submitted to the County Auditor/Treasurer as presented; May 2020 medical claim billing remuneration report. May donations equaled \$50. Weber made a motion to approve the fiscal reports/daily deposits/expenditures/medical claim billing remuneration/donations as presented; Patterson seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the tax levy resolution to the Board of County Commissioners. The MCHD's current levy expires 12/31/21. A completed worksheet to calculate revenue when a taxing authority certifies a rate and requests the revenue produced by that rate for renewal levies was received from the County Auditor and emailed to Members prior to the meeting for review. This resolution is the next step to getting the MCHD's five-year one mill renewal levy on the Nov. 2020 General Election ballot. Midkiff read the resolution. Gaul made a motion to approve the tax levy resolution; Mansfield seconded the motion. All were in favor of the motion.

Midkiff solicited a motion to approve retroactively a contract invoice with Poynter's Business Solutions for color copies in the amount of \$386.37 (which was received on 5/13/20: the day after the regular May BOH meeting at which the initial contract invoice for copier maintenance was approved). Midkiff noted that the overall annual cost actually only lowered by \$181.55 from 2019. Weber made a motion to approve retroactively the contract invoice as emailed for Member review; Mansfield seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve retroactively an invoice in the amount of \$4,663 for liability insurance renewal coverage via Public Entities Pool of Ohio effective 5/31/20-5/31/21. This expense will be assessed according to the MCHD's Cost Allocation Plan. Weber made a motion to approve retroactively the invoice; Patterson seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve an invoice in the amount of \$2445 for commercial property insurance coverage via CORSA effective 5/1/20-5/1/21. This expense will be assessed via the MCHD's Cost Allocation Plan, if grant funder allows. Gaul made a motion to approve the invoice as emailed for Member review prior to the meeting; Mansfield seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively a MOU for Back-Up Medical Director Services with Dr. Jon Sullivan of Holzer Health Systems effective 7/1/20 – 6/30/20. There is no reimbursement associated with the MOU. Patterson made a motion to approve retroactively the MOU as emailed to Members prior to the meeting for review; Mansfield seconded the motion. All were in favor of the motion.

Midkiff solicited a motion to approve the annual Medical Director Contract with Dr. Douglas Hunter in the amount of \$3,000 effective 7/1/20-6/30/21. Weber made a motion to approve the contract as emailed prior to the meeting for Member review; Mansfield seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve the annual IT Contract with Meigs Local effective 7/1/20 – 6/30/21 not to exceed \$1,600. Patterson made a motion to approve the contract as emailed prior to the meeting for Member review; Weber seconded the motion. All were in favor of the motion. The MCHD is awaiting receipt of the Meigs Local School Board-approved, signed contract.

Midkiff requested a motion to approve retroactively the annual contract for nutrition consultation services for WIC with Ellen Mingus in the amount of \$2,160 effective 10/1/20-9/30/21. Mansfield made a motion to approve retroactively the contract as emailed prior to the meeting for Member review; Gaul seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the annual Epidemiology Services Contract with Jackson Co. Health Dept. not to exceed \$10,268.38 effective 7/1/20-6/30/21. Patterson made a motion to approve the contract as emailed prior to the meeting for Member review; Gaul seconded the motion. All were in favor of the motion.

### **Environmental Health:**

The May 2020 Nuisance Status and Animal Bite Reports were emailed to the Membership for review prior to the meeting. There were 19 in total= five COVID 19 related investigations; two sewage complaints; one household mold investigation; one mosquito investigation; three pest investigations; four solid waste investigations and one hoarding investigation reviewed. Two ticks were identified upon request. There were eight animal bites investigated in May 2020 involving: one cat and seven dogs.

The MCHD and Meigs Veterinary Clinic will co-sponsor a Rabies Vaccination Clinic at the MCHD on June 27<sup>th</sup> from 10AM-noon. The cost is \$5 per dog or cat. If the Clinic has a record for the animal, a three-year vaccine can be administered as opposed to a one-year vaccine for \$5. The clinic will operate in a drive-thru format to allow for social distancing.

County Prosecutor James Stanley was not available to attend today's BOH Meeting to provide an update on legal referrals made by the BOH/MCHD. Consequently, he provided a report via email that was shared with BOH members prior to the meeting. Swatzel noted that the Meigs County Grand Jury indicted Dale Taylor on June 8<sup>th</sup>. Taylor's trial will be held in mid-July. The Meigs County Grand Jury will hear Brent Cooper's case on June 30<sup>th</sup>.

Swatzel reported that the Meigs County Agricultural Society is planning for the 2020 Meigs County Fair with modifications to adhere to State COVID 19 guidance. The Fair Board will be submitting its plan to the MCHD/BOH in July for review, discussion and, ultimately, approval.

It was noted that the Ohio Dept. of Health (ODH) will not be providing COVID 19 guidance for re-opening of local public parks and playgrounds. The MCHD is charged with providing this guidance and has done so to Village Mayors. The MCHD also has offered to provide signage to interested Villages via Coronavirus Response grant funds received from ODH. The signs would encourage social distancing and hand-washing to prevent the spread of communicable disease.

#### **Other New Business:**

The MCHD submitted its FY 2021 WIC Program grant application to ODH in the amount of \$164,892.

The MCHD submitted its FY 2021 Maternal and Child Health Program grant application to ODH in the amount of \$66,000.

The MCHD's 2018-2019 State Audit will be conducted by Charles E. Harris & Associates on June 18-19.

Midkiff asked for approval to accept sealed bids to sell the MCHD's Beverage-Air 48 cubic foot stainless steel commercial refrigerator that was purchased in 2009. The refrigerator only has been used to store vaccines and was purchased with HINI funding via the ODH. The MCHD intends to purchase a Helmer Scientific Refrigerator with Coronavirus Response grant funds awarded by ODH. Midkiff noted that she checked eBay's website and the range for comparable equipment is \$1500-\$2000. After discussion, Weber made a motion to approve accepting sealed bids (with a minimum bid of \$1500) to sell the refrigerator to the highest bidder; Mansfield seconded the motion. All were in favor of the motion. Sealed bids will be opened during the July BOH Meeting.

Midkiff beseeched a motion to approve the Decision Policy as emailed to Members prior to the meeting for review. The policy meets Public Health Accreditation Board (PHAB) Standard 12.3. The need to develop and implement said policy was identified during the MCHD's PHAB site visit in Jan. Mansfield made a motion to approve the policy as emailed; Gaul seconded the motion. Motion carried unanimously.

Midkiff reported a revision to the BOH Orientation Manual. The need to add an orientation process was identified during the MCHD's PHAB site visit in Jan. Each Member's manual was updated accordingly.

#### **Old Business:**

There was significant discussion about the MCHD's response to COVID 19. To date, Meigs County has had five confirmed cases and one probable case. Two confirmed cases were a patient and a staff member from Overbrook Center. The MCHD lauded Overbrook Center's Administrator and staff for doing a great job mitigating and recovering following the diagnoses. The MCHD recently submitted its application to ODH for Contact Tracing in the amount of \$35,000. The MCHD has opted to use current staffers to do contact tracing should the need exceed the capacity of the Director of Nursing and Public Health Nurse currently coordinating these efforts. ODH did assign volunteer Erin Swatzel via its Local Support Program to do local contact tracing on the MCHD's behalf. Meanwhile, MCHD staffers have experienced frustration about changing ODH guidance. Finally, the BluMed Mobile Response Unit that was set up for local COVID 19 response at the Holzer Meigs ER was disassembled and returned to the MCHD recently upon Holzer's request.

In response to the MCHD's email inquiry, the MCHD's PHAB Accreditation Specialist Triona Neff wrote... *unfortunately I don't have your report ready yet; I have the initial report in, and it has gone through the primary and secondary review, so we are waiting for edits from the site visit team. The 90-day extension applied to the site visitors as well, so while they could work on editing the report if they had time, but I have not gotten all the edits back from the team as many site visitors needed that extension. We are currently working on assessing availability of site visitors to resume activities, so we should have a better idea of when we might get the rest of the edits from the team by next week. This does mean that your report will not be on the accreditation committee meeting agenda this month, but I'm still hoping to potentially get you on the August one, and I will let you know as soon as I get a better idea of a final timeline. Sorry for the delay and thank you for your patience!*

**Miscellaneous Business:**

An upcoming event is the June 10<sup>th</sup> Staff Meeting beginning at 8:15AM via conference call.

Attendees deferred viewing a presentation entitled *Board Members and the Media* from the 2019 OABH Resource DVD.

**Adjournment:**

The next BOH Meeting will take place on 07/14/20 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 5:55PM with a motion by Mansfield.

Marc Barr, MS  
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 06/09/20 meeting minutes.)

