



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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Board of Health Meeting Minutes June 13, 2017

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.

Midkiff beseeched a motion to approve the 05/9/17 BOH Meeting Minutes as mailed. Rock made a motion to approve the document; Mansfield seconded the motion. Motion carried unanimously.

New Business:

Midkiff requested a motion to approve the May 2017 fiscal report as presented. The available total cash balance equaled \$205,424.99. The Health District retained a \$90,000 budgeted carry over. Rock made a motion to approve the fiscal report as presented; Weber seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the payment of May 2017 bills as presented via the expenditure spreadsheet. Gaul 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 May 2017 daily deposit records as submitted to the County Auditor/Treasurer. Weber made a motion to approve the daily deposit records as presented; Gaul seconded the motion. Motion carried unanimously.

Midkiff solicited a motion to approve the May 2017 financial transactions (Advances, Transfers, Corrections and Appropriations) as presented. Gaul made a motion to approve the financial transactions as presented; Weber seconded the motion. All were in favor of the motion.

Midkiff asked for a motion to approve May donations in the amount of \$15. Weber made a motion to approve the May donations as presented; Rock seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve retroactively the annual liability coverage premium via the Public Entities Pool of Ohio in the amount of \$3,926. Midkiff explained that the premium decreased because of fewer anticipated patient contacts. She also noted that the grant programs are responsible for a portion of the premium per the cost allocation plan. Gaul made a motion to approve retroactively the annual premium as presented; Mansfield seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively the employment of Laura Grueser as a full-time Community Health Worker (CHW) via the Sustainable Employment for CHW in Coal Impacted Counties grant effective 6/5/17 at \$12.50 per hour. Mansfield made a motion to approve retroactively Grueser's employment; Rock seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve retroactively the sub-award agreement with Marshall University in the amount of \$36,250 for the Sustainable Employment for CHW in Coal Impacted Counties grant, which is effective 5/8/17 – 5/8/18. Mansfield made a motion to approve retroactively the sub-award agreement as presented; Gaul seconded the motion. Motion carried unanimously.

Midkiff explained that an MOU will be forthcoming by and between Holzer Health System and the Meigs County Health Department (MCHD) for care coordination service collaboration.

Midkiff requested a motion to approve the revised 2017 Salary Schedule to include the new CHW position. Weber made a motion to approve the revised Salary Schedule as presented; Patterson seconded the motion. All were in favor of the motion.

Midkiff solicited a motion to approve retroactively the annual copier maintenance agreement with Poynter's Best Products in the amount of \$1,715.10 effective 5/11/17 – 5/11/18. There was a \$284.84 increase. She also noted that the grant programs are responsible for a portion of the premium per the cost allocation plan. After brief discussion, Gaul made a motion to approve retroactively the maintenance agreement as presented; Mansfield seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the following new MCHD Mission and Vision Statements as compiled by several employees who attended the May 17th Strategic Planning Retreat. *Mission—To preserve, promote, and protect the health and well-being of Meigs County. Vision—To be a leader in public health, providing solutions to community health challenges so that people enjoy optimal health in a clean and safe environment.* The former statements were shared for a comparison. Rock made a motion to approve the new mission and vision statements as presented; Weber seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve a revised contract by and between the Creating Healthy Communities (CHC) Program and Toole Design Group (TDG) in the amount of \$2,350 (from 5/9/17-12/31/17) for an active transportation assessment. TDG made an address change as well as requested the word "defend" be removed from Section 9.1. After brief discussion, Gaul made a motion to approve the revised contract which was seconded by Patterson. All were in favor of the motion.

Midkiff requested a motion to approve the following annual contracts by and between the MCHD Public Health Emergency Preparedness Grant and: 1. Meigs Local School District for 40 hours of IT support at \$40 per hour not to exceed \$1,600. 2. Douglas Hunter, MD for Medical Director Services in the amount of \$3,000. Both contracts are effective 7/1/17-6/30/18. Rock made a motion to approve both contracts as presented; Mansfield seconded the motion. Motion carried unanimously.

Midkiff solicited a motion to approve the Preceptor Agreement by and between Ohio University's (OU) School of Nursing and the MCHD. Students will be precepted by Director of Nursing Leanne Cunningham and Maternal and Child Health Program Director Juli Simpson. Both possess a Bachelor's Degree in Nursing. Gaul made a motion to approve the Preceptor Agreement which was seconded by Mansfield. All were in favor of the motion.

Environmental Health:

Swatzel reviewed the May 2017 Nuisance Status Report (5/1/17-5/31/17) 10 investigations were briefly discussed involving 2 dog bites; 3 bed bugs infestations; 1 bat bite; 3 solid waste complaints; 1 cat bite/scratch.

According to Swatzel, Anna Chapman of 105 High Street in Pomeroy has connected to the public sewer system.

Swatzel reported on an open dumping complaint on Linda Stobart's property on Noble Summit Road. Stobart was unsuccessful in securing abatement help from JD Drilling. Therefore, she told Swatzel that Butch Brinker is willing to assist with the abatement. There has been no additional solid waste illegally deposited at the site per Swatzel; however, the site reportedly is frequently used for drug deals according to a local law enforcement official.

Swatzel provided results of the 2017 Meigs County Cleanup Day, which was held on May 20th. 358 vehicles (including 51 with trailers) deposited scrap metal – 34,320 lbs. (17.16 Ton); solid waste- 30.24 Ton; scrap tires – 20.91 tons; The Shred Devil collected 2,680 lbs. (1.34 Ton). The event was supported by 50 volunteers who donated 6.25 hours of work. OEPA funding was used to sponsor the event with co-hosts each providing a 10% match. Overall, 5,243 scrap tires were removed from the County via 2017 efforts. Unfortunately, the OEPA has denied the County's 2018 funding applications in anticipation of an estimated \$8 million budget cut. Local officials have invested the help of State Representative Jay Edwards to secure funding for next year's event. Meanwhile, the Board of County Commissioners has pledged its support.

The MCHD applied for and was awarded \$6,000 from the OEPA for mosquito control activities. A motion was requested to approve retroactively the SFY 2018 OEPA Mosquito Control Grant Agreement effective 7/1/17 – 6/30/18. After discussion, Rock made a motion to approve retroactively the agreement as presented; Mansfield seconded the motion. All were in favor of the motion.

Swatzel verbally shared a septic variance request (from OAC 3701-29-03 Subsection C Part 4 requiring proof of no less than \$500,000 general liability insurance as well as a \$40,000 surety bond for installing a personal septic system) from Jeff DeCarlo of 37955 Ogdin in Albany. This is within the BOH's scope of authority per Swatzel. DeCarlo installed his own household sewage treatment system (designed by the MCHD) when local registered installers he contacted failed to return his calls or where unable to do the work timely because of other work commitments. Although DeCarlo was not a registered installer, he did a good job according to Swatzel. However, the MCHD cannot approve the system until DeCarlo meets all the requirements to become registered installer. He has submitted the fee and passed the test. Swatzel recommended that the BOH grant the variance as requested. Gaul made a motion to approve the variance as requested; Weber seconded the motion. All were in favor of the motion.

The current Meigs County Board of Health Supplemental Sewage Treatment Rule states:(B) In reference to 3701-29-03 (H) of the Ohio Administrative Code, when the registered installer performs duties of an installer on only the registrant's personal residence, the Board of the Health may waive (C)(1), (C)(4), and (C)(6) of the rule. The Board of Health does NOT waive these sections and SHALL require compliance with paragraph (C) (1), (C) (4) and (C) (6) of the rule. Swatzel recommended that the BOH amend the second sentence to: "The Board of Health hereby waives Sections (C)4 & (C)6 but does require compliance to (C)1." Gaul made a motion to approve the amendment as presented; Rock seconded the motion. Motion carried unanimously.

Swatzel advised that Sanitarian-in-Training Dawn Keller will represent the Environmental Health during the July BOH convention..

Other New Business:

The results of the annual Employee Satisfaction Survey as well as Senior Management response were shared via email with the Membership prior to the meeting and were reviewed by Swatzel (who is the current Chair of the MCHD Human Relations Committee and Midkiff). There was brief discussion. It was noted that the staff also received the results and Senior Management response via email. There will be discussion during the June 14th staff meeting.

Swatzel exited the meeting at 6:15PM.

Barr provided a brief report on the MCHD's Quality Improvement (QI) Committee's efforts. He explained the overall purpose of QI and requirements for PHAB accreditation. Barr disseminated copies of two projects for BOH review. He also explained that some quality improvements don't require an extensive process and remedies to concerns can be implemented quickly and are reported by staff as "Just Did It" projects.

Midkiff reported issues with Ohio University (OU) student Katlyn Saunders, who failed to report to the MCHD on June 12th as expected. Midkiff left a voicemail message for Saunders during the afternoon of June 12th and has not received a return call or email. Meanwhile, Shannon Brown of Racine (who also attends OU) approached the MCHD about a summer internship. Midkiff, Barr and Administrative Assistant Michelle Willard interviewed Brown. Brown indicated that he would also be seeking summer employment. Midkiff and Barr recommended Brown for a summer unpaid internship. They proposed a \$400 stipend (as previously allocated for Saunders) for Brown upon completion of his successful internship since it is anticipated that Saunders will not be returning. Gaul made a motion to approve the stipend for Brown; Rock seconded the motion. All were in favor of the motion.

The Membership was emailed the First Quarter 2017 Board of Health Review prior to the meeting. This fulfills PHAB Domain/Standard/Measure 12.3.2 #1.

Midkiff informed the Membership that the MCHD received its annual subsidy in the amount of \$4,459.38 and its Vital Statistics Fee Allocation in the amount of \$2,026.41 from the Ohio Department of Health (ODH).

Midkiff advised the Membership that the MCHD received a determination of unemployment compensation benefits for former WIC staff member Latosha Cossin. Cossin resigned her part-time WIC job for full-time employment with Highmark West Virginia, Inc. from which she was laid off. The MCHD's total responsibility is \$1,734.46, if Cossin draws her full benefits.

Old Business:

TrendSource has been hired as a non-biased third party by LexisNexis to conduct an on-site inspection at the MCHD on June 15th. Staff who accept payments on behalf of the MCHD will undergo on-line training on the use of the Vital Chek/ credit/debit card system on June 23th. The MCHD should be accepting electronic payments as of June 28th.

Miscellaneous Business:

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 as well as recent necessitated repairs. Progress to date was outlined in the Senior Management response (previously discussed) and were briefly discussed by meeting attendees.

Midkiff provided information on the following event: Rabies Vaccination Clinic (June 17th from 9AM-noon at the MCHD).

Members will be provided with electronic copies of the Staff Meeting Minutes to keep abreast of the MCHD staff's work.

The Membership viewed the presentation entitled: *Consolidation* from the 2017 OABH Resource DVD.

The MCHD will be closed on July 4th in observance of Independence Day.

The next BOH Meeting will take place on 07/11/17 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 6:58PM, which was seconded by Mansfield.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 06/13/17 meeting minutes.)