



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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Board of Health Meeting Minutes July 9, 2019

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

In attendance: Gaul; BOH Vice President Edna Weber; BOH Medical Member Wilma Mansfield, MD; BOH Member Pam Patterson; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel; Health Commissioner Marc Barr, who entered the meeting at 5:02PM; Director of Nursing Leanne Cunningham. Guests were Michael Warner, John Musser, Mark Sikorski and Stephanie Sikorski. Absent was BOH Member Eric Rock.

Commercial Property and Employee Dishonesty Insurance:

Warner and Musser of Simmons-Musser-Warner Insurance entered the meeting at 5:05PM. They reported that the CAT generator that serves the Meigs Multi-Purpose Health Center [in which the Meigs County Health Dept. (MCHD) is situated] is covered by the Board of County Commissioners' CORSA policy. The County Commissioners approved the MCHD being covered under its CORSA policy. The MCHD would pay Simmons-Musser-Warner Insurance for its premium. Any claims would be paid to the Board of County Commissioners, which would then transfer funds to the MCHD. It was explained that CORSA will not directly sell the MCHD coverage. The MCHD's hand-held MARCS radios have to be covered under a floater policy, which Warner and Musser estimated would be a minimal expense. After addressing other questions from attendees, Warner and Musser exited the meeting at 5:30PM.

Midkiff relayed that Jeff Warner Nationwide contacted her (upon Gaul's suggestion) and is interesting in quoting similar coverage on the MCHD's behalf. It was decided that this local company should have an opportunity to provide a quote as well. Midkiff will provide Jeff Warner with the MCHD's current renewal via Auto Owners (effective 8/6/19) in addition to the expanded coverages quoted by CORSA.

Environmental Health:

At 5:31 PM, Mark and Stephanie Sikorski entered the meeting. The BOH granted Sikorski Restaurant 60 days during its May convention to replace a leaking roof that was the source of repeated food code violations since 2015. It was the BOH's understanding that the Sikorski's were having Smith Construction do a complete roof replacement. The Sikorskis opted to only have the roof repaired again (which they have done on at least three occasions per Mark Sikorski). The Sikorskis allege that they have replaced stained ceiling

tiles since the edges and vents were sealed by Smith Construction. The Sikorskis do not wish to pay for a complete roof replacement on a building that they do not own. After discussion, it was agreed that Swatzel will inspect the food service in the near future to determine if the roof repair sufficiently abated the food code violations.

Meanwhile, Sikorski's Restaurant does not have a manager that has passed the ServSafe food course as required by law. The MCHD scheduled an enforcement hearing for July 16th, but since it was brought up in the BOH meeting, the discussion served as a sufficient hearing. It was noted by Stephanie that Mark attended the course, but was not able to pass the test. Stephanie indicated that course dates and times were not convenient for her to attend the classes in person. There is an on-line class available with an inflated fee. After discussion, Stephanie verbally committed to taking the course.

The Sikorskis exited the meeting at 6:09 PM.

Executive Session:

At 6:10PM, Weber made a motion to enter into Executive Session to discuss personnel matters. The motion was approved with the following roll call vote: Gaul – yes; Weber – yes; Mansfield – yes; Patterson – yes. In attendance: Gaul, Weber, Mansfield, Patterson, Barr, Midkiff and Cunningham.

Cunningham exited at 6:20PM after discussion concluded on the personnel matter for which her input was necessitated.

Regular Session:

At 6:37PM, the meeting resumed in regular session with a motion by Gaul that was seconded by Patterson. Motion carried unanimously. In attendance: Gaul, Weber, Mansfield, Patterson, Barr, Midkiff and Swatzel.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 6/11/19 BOH Meeting Minutes as emailed. Mansfield made a motion to approve the document; Weber seconded the motion. All were in favor of the motion.

New Business:

Midkiff asked for a motion to approve revising the MCHD Salary Schedule to eliminate the Community Health Worker (CHW) Team Lead position, which is no longer necessitated. Gaul made a motion to revise the MCHD Salary Schedule accordingly effective 7/10/19; Mansfield seconded the motion. All were in favor of the motion.

Patterson made a motion to increase CHW Kiera Frank's pay from \$12.75 to \$15.55 effective 7/10/19. Gaul seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve the June 2019 fiscal report as presented; payment of June 2019 bills as presented via the expenditure spreadsheet; the June 2019 daily deposit records as submitted to the County Auditor/Treasurer as presented. There was a \$50 donation in June. Gaul made a motion to approve the fiscal reports/daily deposits and to pay expenditures as presented; Patterson seconded the motion. Motion carried unanimously.

Midkiff solicited a motion to approve retroactively an interested party agreement with the Washington Co. Health Dept. for the Walking with Ease Program. The agreement was emailed to Members prior to the meeting for review. It was noted that Creating Healthy Communities (CHC) Program Director Ciara Martin will be facilitating this program in Meigs County likely at the Syracuse Community Center. Gaul made a motion to approve retroactively the agreement as emailed; Patterson seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve retroactively (to 7/1/19) the revised MCHD Public Health Nursing Fees as emailed for Member review. Mansfield made a motion to approve retroactively the revised fees as emailed; Weber seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve closing the MCHD to the public on Sept. 11th for the annual Workforce Development Day (which will take place at the Ewing-Schwarzel Family Center in Pomeroy). Mansfield made a motion to approve the closure; Gaul seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve the revised Human Relations Committee and Employee Recognition Policies as were emailed to Members for review. Weber made a motion to approve the aforementioned policies as emailed; Gaul seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve an MOU/Agreement of Mutual Assistance with the Mid-Ohio Valley Health Department. The document was emailed to Members prior to the meeting for review. Patterson made a motion to approve the MOU/Agreement of Mutual Assistance as emailed; Mansfield seconded the motion. All were in favor of the motion.

Environmental Health Continued:

Swatzel reviewed the June 2019 Nuisance Status Report. There were 7 in total including one bed bug investigation; one other investigation; one food service complaint investigations; one mold complaint; two sewage complaints and one other pest investigation. Seven animal bites were investigated in June of which one specimen was tested for Rabies.

The 2019 OEPA Recycle Ohio Grant contract was presented during the June BOH Meeting. Members were reminded that Meigs County was awarded \$13,500 for the 2020 Meigs County Cleanup Day. A \$3,375 match is required from local sources. The grant also stipulates imposition of a fee per tire, which Swatzel estimates will be .50 per tire. Mansfield made a motion to approve retroactively the contract as presented during the June BOH Meeting; Weber seconded the motion. All were in favor of the motion.

Two bids were received for funding three residential septic system replacements via the WPCLF program: Mason Wood 35811 Loop Rd (85%) Rutland 45775; George Stout 35410 State Route 681 Albany 45710 (100%); Brian Schwartz 36063 Nicholson Hill Rd Rutland 45775 (85%). The bidders were Duncan & Daniels Enterprises (\$37,387) and Dais Septic Service (\$33,622). Gaul made a motion to award the bid to the lowest bidder: Dais Septic Service; Patterson seconded the motion. All were in favor of the motion.

Swatzel provided an update on the Mosquito Control Program. The semi-trailer situated by the former Veteran's Memorial Hospital is nearly $\frac{3}{4}$ full of scrap tires. There is funding for the provision of a second trailer in which residents and municipalities/townships can bring additional scrap tires for disposal. Meanwhile, Per Swatzel, Contractor Evelyn Blakeman is doing a good job trapping mosquitoes and

preparing them for testing by ODH. The wet weather has impacted her efforts. Swatzel noted that a trap situated in Dave Diles' Park in Middleport was destroyed allegedly by a member of the public. Funding will be used to apply larvicide in Racine and likely Rutland (which has experienced an increased mosquito population). Traps have been set in all villages within the County as well as in Reedsville, Tupper Plains and Forked Run State Park.

Other New Business:

The MCHD received its annual state subsidy from ODH in the amount of \$4,459.38.

ODH is assisting local health departments with funding to address Hepatitis A. The MCHD was awarded \$7,616 with which to work with stakeholders on preventative measures and to purchase vaccine for un/underinsured residents.

Midkiff noted that two contracts with the University of Rio Grande have expired. One was for implementation of the Meigs County Community Health Improvement Plan (CHIP) in the amount of \$4,000 and another was for a Community Health Assessment (CHA) in the amount of \$15,000. The MCHD was only invoiced and remitted payment for \$2,000 to date for the CHIP contract. The University of Rio Grande never invoiced the MCHD for any work done on the CHA project; it eliminated the position of the employee (Ian Blache) who was completing work on both contracts effective 6/30/19. The CHIP project was completed, but the CHA has not been completed. Midkiff and Barr are scheduled to meet with Rebecca Long from the University of Rio Grande and Blache on July 17th to decide upon a resolution.

Midkiff and Barr presented the need for the purchase of a basic, heavy-duty pickup truck with which to haul the BluMed mobile hospital and response/vaccine trailer, especially during emergencies when the County EMA pickup might not be available. Midkiff and Gaul's personal vehicles have been used in the past to haul the trailers to event sites as needed, but personal insurance policies will not cover the cost of repairs from transmission malfunctions, etc. while hauling the MCHD trailers. After discussion, Members concurred that the MCHD could research purchase or lease of a pickup truck at state pricing for consideration. It is preferred the MCHD work with a local dealer, if possible.

Midkiff reported that the Public Health Accreditation Board (PHAB) has assigned three site visitors to begin reviewing MCHD documentation. The MCHD has yet to be notified with the dates of the site visit.

Cunningham and Juli Simpson again signed agreements to precept Ohio University nursing students.

Midkiff relayed the results of the 2019 Employee Satisfaction Survey. Both Midkiff and Barr agreed that the revised format was beneficial to addressing staff members' needs and concerns.

Old Business:

Midkiff informed attendees that the Board of County Commissioners appointed Meigs Co. Dept. of Jobs and Family Services Executive Director Chris Shank to be the County's Complete Count Chair for the 2020 US Census. The MCHD will participate as requested instead of forming its own committee.

The MCHD's proposed Tuberculosis (Tb) contract was approved by the Board of County Commissioners as well as the Prosecutor. The effective date will be 1/1/20. Gaul made a motion to approve the Tb contract; Patterson seconded the motion. Motion carried unanimously.

The MCHD received no bids for its Orange Dry Cargo Container. L&L Scrap Metal was contacted. The price of scrap metal has dropped and the MCHD would receive less than \$200 if the company came and picked up the container for disposal. Meanwhile, the MCHD has been unable to contact the Athens County company from which it was purchased. Midkiff was granted permission to lower the minimum bid amount from \$500 to \$250 in another attempt to sell the container with a motion by Gaul that was seconded by Patterson. All were in favor of the motion.

Miscellaneous Business:

Upcoming Events/Closures include: July 10 – staff meeting 8:15AM; July 20 – Bike Safety Event from 10AM-2PM at Fairgrounds; July 27 - Strolling for the Health of It at 11AM at Star Mill Park; Meigs Farmers Market Saturdays 10AM-1PM.

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

Adjournment:

The next BOH Meeting will take place on 8/13/19 at 5:00 PM in the conference room of the Meigs County Health Department.

With no further business to discuss, Mansfield made a motion to adjourn the meeting at 7:01 PM.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 7/9/19 meeting minutes.)

