



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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Board of Health Meeting Minutes October 24, 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 Member Pam Patterson; BOH Member Eric Rock; BOH Medical Member Wilma Mansfield, MD; Health Commissioner Marc Barr; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 09/12/17 BOH Meeting Minutes as mailed. Rock made a motion to approve the document; Gaul seconded the motion. Motion carried unanimously.

New Business:

Midkiff requested a motion to approve the September 2017 fiscal report as presented. The available total cash balance equaled \$273,971.27. The Health District retained a \$90,000 budgeted carry over. Weber made a motion to approve the fiscal report as presented; Gaul seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the payment of September 2017 bills as presented via the expenditure spreadsheet. Rock made a motion to approve the payment of the bills as presented; Gaul seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve the September 2017 daily deposit records as submitted to the County Auditor/Treasurer. Gaul made a motion to approve the daily deposit records as presented; Mansfield seconded the motion. Motion carried unanimously.

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

Midkiff requested a motion to approve September donations in the amount of \$6. Gaul made a motion to approve the donations as presented; Rock seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the revised Workforce Development Plan as was emailed to the Members prior to the meeting for review. Weber made a motion to approve the plan as emailed; Gaul seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve retroactively a Memorandum of Understanding (MOU) by and between the Meigs County Health Dept. (MCHD) Creating Healthy Communities (CHC) Program and Hopewell Health Centers (HHC). CHC will provide HHC with \$2,000 (via funds received from Marshall University) to strengthen National Diabetes Prevention Program efforts within the County. The MOU was signed by Midkiff on 10/13/17 and will terminate on 12/17/17. Gaul made a motion to approve retroactively the MOU as presented; Mansfield seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve retroactively a MOU by and between the MCHD and the Vinton County Health Dept.'s *Komen for the Cure* - funded Breast Education Awareness Program effective 4/1/18-3/31/19. Midkiff signed the MOU on 10/13/17. No money is involved, but the MCHD agrees to make appropriate referrals of County residents for breast-related needs. Gaul made a motion to approve retroactively the MOU as presented; Patterson seconded the motion. All were in favor of the motion.

Midkiff solicited a motion to approve a MOU by and between the MCHD Public Health Emergency Preparedness (PHEP) Program and Jon Sullivan, MD of Holzer Health Systems for Backup Medical Director Services. This is a grant requirement and no money is involved. The document was submitted to Dr. Sullivan to obtain approval from Holzer's legal counsel. Holzer's liability insurance carrier has agreed to extend coverage to the MCHD for Sullivan's services. Rock made a motion to approve the MOU as presented; Gaul seconded the motion. Motion carried unanimously.

At 5:12PM, Mansfield made a motion to enter into Executive Session to discuss personnel matters. A verbal "yes" vote ensued from Rock, Gaul, Weber, Mansfield and Patterson. In attendance were Gaul, Mansfield, Weber, Rock, Patterson, Mansfield, Barr and Midkiff.

At 5:28PM, the meeting resumed in Regular Session upon a motion from Rock that was seconded by Gaul. All were in favor. In attendance were: Gaul, Mansfield, weber, Rock, Patterson, Mansfield, Barr, Midkiff and Swatzel.

Environmental Health (EH):

Swatzel reviewed the September 2017 Nuisance Status Report. There were four investigations including three animal bites and one sewage complaint.

Swatzel updated the Membership on the status of a solid waste complaint at the residence of Clyde and Billie Jo Lee located at 32559 Painter Ridge Rd in Langsville. According to Swatzel, the nuisance has been abated satisfactorily.

Swatzel updated the Membership on the status of the solid waste complaint at the residence of Penny Sheets and Roland Spradlin (39663 SR 143 in Pomeroy). Sanitarian in Training Dawn Keller visited the residence today and took photographs which were circulated for attendee review. Sheets and Spradlin are slowly abating the nuisance, which was initially reported to the MCHD in March 2017. Swatzel recommended giving Sheets and Spradlin until the 11/14/17 BOH Meeting to complete the abatement or face legal referral to the County Prosecutor. Gaul made a motion to this effect; Rock seconded the motion. Motion carried unanimously.

Swatzel updated the Membership on the status of solid waste complaint at the residence of Bryan Martin located at 32270 SR 143 in Pomeroy. The original complaint has been resolved per Swatzel.

Swatzel updated the Membership on mosquito control program activities for vector-borne illness prevention. The Centers for Disease Control and the Ohio Department of Health (ODH) confirmed that Meigs County has one 2017 death as the result of West Nile Virus (WNV) to date. The MCHD released a prevention-based press release to local media sources and via its social media pages. Articles appeared in The Daily Sentinel; The Athens Messenger and on the website of the The Meigs Independent Press. More than a week later, WSAZ and WCHS requested interviews with MCHD staffers, which were conducted with Swatzel and Frank Gorscak. Swatzel worked with the Villages of Syracuse and Racine (both of which were found to have mosquitoes that tested positive for WNV) and he summarized abatement/eradication efforts undertaken to date in both Villages. Swatzel is hoping to collaborate with the Ohio Department of Natural Resources to apply larvicide to a wetland in Racine. He also noted that ODH provides regular arbovirus surveillance reports to local health departments.

The status of FY 2018 monies in the amount of \$21,500 via the Gallia-Jackson-Vinton-Meigs (GJVM) Solid Waste District contract is in question. The funds are used to make up half of Swatzel's annual salary and to support the MCHD's solid waste program efforts. The District has been operating on a deficient budget largely because of a decrease in deposits into its landfills as a result of recycling efforts and the reduced capacity of at least one facility. Swatzel also noted that the County receives no fees from the Meigs Transfer Station, which is owned by Kilbarger Construction. The waste is deposited into a landfill in another Solid Waste District. The GJVM Board meets on Dec. 14th and funding decisions will be made at that time.

Swatzel introduced the proposed 2018 MCHD EH Fees as were determined by cost methodology (which sets a maximum fee that can be assessed for each service). The document was emailed to the Membership prior to the meeting for review. There are three required public readings of the fees before the BOH approves and sets the fees. Increases require a public hearing to notify those impacted by proposed increases and to gather public comment for consideration. Swatzel noted that the majority of the fees are consistent with those assessed in 2016. Swatzel reviewed included proposed increases. After discussion, Rock made a motion to approve the first reading of the EH fees; Mansfield seconded the motion; Patterson abstained. Motion carried.

Swatzel presented a septic variance request from Rocky Stevens of New Plymouth, OH. Stevens owns property located along SR 124 in Reedsville consisting of 1.99 acres on which he wants to place a camper (or perhaps a small cabin) in the future for personal use during fishing trips. Swatzel noted that a leaching system cannot be installed because of the soil type and land slippage. The site would support a discharging aeration system, but Stevens wants to limit costs. Therefore, Stevens is requesting permission to install a holding tank. He will have to deliver water to the site or have a well drilled. Swatzel contacted OEPA which referred him to ODH. He is awaiting a response. Current State regulation (OAC 3701.29-18) states that holding tank installation is acceptable on a temporary basis until another system can be installed. Swatzel recommended that the BOH grant the variance pending ODH's approval. If ODH denies the request, the motion will be null and void. Gaul made a motion to a grant the variance with an annual MCHD inspection required; Weber seconded the motion. All were in favor of the motion.

Other New Business:

Midkiff noted that the uncertainty of the availability of GJVM Solid Waste District contract FY 2018 funds will delay the employment of a Clerk (who would assist the EH staff with clerical and customer service needs). She also noted that those who assist with reception duties (including answering incoming calls) are keeping track of how many requests for Tuberculosis tests are received to help guide a decision on implementing the service in the future. Meanwhile, Midkiff mentioned that the Director of Nursing would like to purchase limited doses of various vaccines in 2018 for those who are insured because of recurrent issues with VaxCare, if funds are available.

Midkiff asked that the Membership consider increasing the MCHD mileage reimbursement rate from .40 to .45 per mile effective 1/1/18. According to Fiscal Officer Sharon Buchanan, this would inflate the BOH's expenses by an average of \$500 per year. After brief discussion, it was determined that .50 per mile would make the MCHD rate more

comparable with the State and Federal rate. Gaul made a motion to approve increasing the mileage reimbursement rate to .50 per mile effective 1/1/18; Rock seconded the motion. Motion carried unanimously.

Midkiff noted that the MCHD missed the deadline for applying for a VISTA worker for FY 2018. The application was received after the September BOH meeting and the Oct. BOH meeting was postponed by two weeks because of a lack of a quorum on Oct. 10th. The application deadline was 10/20/17. Midkiff said she did not want to proceed without BOH approval because of the cost-sharing requirement. The matter can be revisited, if there is a need.

Midkiff asked for a motion to approve the employee healthcare insurance renewal with *Medical Mutual* as emailed for Member review. There is a 11.99% increase for 2018. If approved, the renewal is effective 12/1/17. Only five staff members are currently enrolled. The BOH pays 75% of the monthly premium and the employee pays 25%. Midkiff told Members that she asked enrollees if they wanted to research other coverage and only one expressed interested. After discussion, Gaul made a motion to approve the renewal as presented; Rock seconded the motion. All were in favor of the motion.

Midkiff initiated a discussion about providing a 2% salary increase for all staff effective 1/1/18. Fiscal Officer Buchanan prepared a payroll report showing the associated BOH expense of \$5,850, which was emailed to the Membership prior to the meeting for review. There was significant discussion, but the Membership decided to table the matter for further consideration. A decision will be made in Nov. or Dec.

Swatzel discussed a Pertussis investigation that took place during the week of Oct. 15th that involved him, the regional epidemiologist, ODH and the MCHD's public health nurses (PHN). There were two cases reported from the County's Amish community. Swatzel visited the involved household and spoke with the father of the two ill children whom he knew from personal interests. Both kids received treatment from HHC and the father stated that his kids were the last members of the community to become ill. Therefore, the outbreak is concluding. The father refused to allow any nurse intervention, but educational materials were mailed to the family including PHN contact information.

Old Business:

The MCHD hosted a drive through flu shot clinic on 10/7/17 at the fairgrounds. Thirty-six residents were vaccinated and many commented that they appreciated the convenience allotted to them via this type of clinic

Midkiff announced that the MCHD applied for an accreditation readiness grant via the National Association of City and County Health Officials in the amount of \$11,740 for Community Health Improvement Plan (CHIP) monitoring, tracking and reporting. Funding was not awarded.

The MCHD received a Notice of Award from ODH for \$95,000 for FY 2018 via the Creating Healthy Communities Program.

Miscellaneous Business:

Attendees viewed training entitled *Ohio Public Health System* from the Ohio Association of Boards of Health 2017 Resource DVD.

The next BOH Meeting will take place on 11/14/17 at 5:00 PM in the conference room of the Meigs County Health Department.

With no further business to discuss, Gaul made a motion to adjourn the convention at 7:03PM, which was seconded by Mansfield.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 10/24/17 meeting minutes.)