



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

112 E. Memorial Drive, Suite A
Pomeroy, Ohio 45769
(740) 992-6626
Fax (740) 992-0836

**Board of Health Meeting Minutes
November 12, 2019**

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

In attendance: Gaul; BOH Medical Member Wilma Mansfield, MD; BOH Member Eric Rock; BOH Member Pam Patterson; Administrator Courtney Midkiff; Health Commissioner Marc Barr; Director of Environmental Health Steve Swatzel (who entered at 5:42PM); Vice President Edna Weber; Fiscal Officer Jessica Snoke. Guests were: Renee McDowell, Kathy Lancaster, Adams Sibley and Christine Schalkoff.

Guest Presentation:

Lancaster, Schalkoff, McDowell and Sibley discussed the Ohio Opioid Study, which is a research endeavor coordinated by The Ohio State University and the University of North Carolina and funded by the NIH. It focuses on opioid use and increasing treatment access/organizational capacity in southern Ohio. The principle investigators are Bill Miller and Vivian Go. The study recently has been expanded to include Meigs, Gallia and Vinton Counties. The researchers necessitate assistance including, but not limited to logistical support to conduct interviews with and to complete HIV/Hep C and Syphilis testing on people who use drugs. Data and other findings will be shared with the Health Dept. Weber offered use of the Farmers Bank and Savings Co.'s (Pomeroy Branch) community room. After a brief question and answer session, the guests thanked the BOH for its time and exited the meeting at 5:40PM.

WIC FY 2019 Management Evaluation Result Sharing:

Copies of the summary of findings were provided by WIC Director Sherry Eagle for dissemination to BOH Members.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 10/8/19 BOH Meeting Minutes as emailed. Rock made a motion to approve the document; Mansfield seconded the motion. All were in favor of the motion.

New Business:

Employee healthcare insurance coverage options were discussed. There was an 11.9% premium increase with UnitedHealthcare's (UHC) renewal. Larry Link of National United Brokers, Inc. of Westerville solicited quotes from Anthem SOCA MEWA which require the Meigs County Health Dept. (MCHD) to be

a member of a participating Chamber of Commerce such as the Meigs County Chamber of Commerce. These plans have a common renewal date of May 1st each year. All the Anthem plan options and the UHC renewal were emailed to BOH Members prior to the meeting for review and comparison. It was noted that employees who have healthcare insurance coverage via the MCHD have reviewed the options and propose:

Blue Access SOCA MEWA Option 3 with Rx Option E80

The monthly premium will be \$2,785.12 for four staff members of which the general fund would pay 75%. The coverage would be effective 12/1/19. Rock made a motion to approve the aforementioned option via Anthem; Mansfield seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve renewed coverage with Principal for employee dental, vision and life insurance coverage. There was a 3.5% increase. Employees pay 25% for vision and dental coverage and the general fund or grant (dependent upon the employee's source of pay) pays 75%. The general fund or grant (dependent upon the employee's source of pay) pays 100% for life insurance coverage. Patterson made a motion to approve the renewed coverage with Principal effective 12/1/19; Mansfield seconded the motion. All were in favor of the motion.

The proposed 2020 BOH budget, which was prepared by Snoke, was emailed to BOH Members prior to the meeting for review and consideration. Items included for consideration were: 2% salary increase for current employees effective 1/1/20; promotion of E. Dawn Keller to RS II effective on her second anniversary working as a Registered Sanitarian (RS); employment of a RS I in support of the Environmental Health Dept. After discussion, Rock made a motion to approve the proposed budget including the three aforementioned items; Mansfield seconded the motion; Gaul was in dissention. Motion carried. The BOH commended Snoke for presenting the budget in a clear and concise format.

Snoke exited the meeting at 6:13PM.

Midkiff requested a motion to approve the Oct. 2019 fiscal report as presented; payment of Oct. 2019 bills as presented via the expenditure spreadsheet; the Oct. 2019 daily deposit records as submitted to the County Auditor/Treasurer as presented. Oct. donations equaled \$86. Gaul made a motion to approve the fiscal reports/daily deposits; to pay expenditures as presented and to approve the donations; Rock seconded the motion. Motion carried unanimously.

Midkiff solicited a motion to approve closing the MCHD from noon-4PM on Dec. 11th for the staff Christmas party. It will take place at the Ewing-Schwarzel Family Center and the BOH is invited to attend. Weber made a motion to approve the MCHD closure; Patterson seconded the motion. All were in favor of the motion.

Midkiff asked for a motion to approve retroactively the resignation of Creating Healthy Communities (CHC) Project Director Ciara Martin effective at 4PM on 11/8/19. Martin accepted employment elsewhere. Weber made a motion to approve retroactively Martin's resignation; Gaul seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve the part-time employment of Juli Simpson as the CHC Project Director effective 11/7/19-12/31/19 at 4PM for 14 hours per week at \$21.62 per hour to complete Fiscal Year (FY) 2019. This was approved by ODH. Simpson is familiar with the CHC program as a CHC Coalition Member. This would make Simpson a temporary full-time staffer because she currently works 21 hours per week via the Maternal and Child Health grant. Patterson made a motion to approve Simpson's enhanced employment effective 11/7/19-12/31/19 at 4PM. Mansfield seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve retroactively the Executed Global Health Sciences and Professions Affiliation Agreement with OU College of Health Sciences and Professions Office of Clinical Education. Weber made a motion to approve retroactively the agreement as emailed to the BOH Members prior to the meeting for review; Rock seconded the motion. Motion carried unanimously.

Midkiff solicited a motion to approve retroactively a MEMORANDUM OF UNDERSTANDING (MOU) between Hopewell Health Centers and MCHD Community Health Worker (CHW) Program. Mansfield made a motion to approve retroactively the MOU as emailed to the BOH Members prior to the meeting for review; Rock seconded the motion. All were in favor of the motion.

Midkiff asked for a motion to approve retroactively a MOU between Central Ohio Trauma System and MCHD for BluMed mobile hospital maintenance. Mansfield made a motion to approve retroactively the MOU as emailed to the BOH Members prior to the meeting for review; Gaul seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve a MOU between the Partnership to Achieve Compliance and Savings (PACS) Members and MCHD. Mansfield made a motion to approve the MOU as emailed to the BOH Members prior to the meeting for review; Patterson seconded the motion. All were in favor of the motion.

At 6:23 PM, Rock made a motion to enter into Executive Session to consider an employee's request for salary increase upon degree obtainment. The following roll call vote ensued: Gaul – yes; Rock – yes; Mansfield – yes; Weber – yes; Patterson – yes. In attendance were Gaul, Weber, Rock, Mansfield, Patterson, Barr, Midkiff and Swatzel.

At 6:28PM, the meeting resumed in Regular Session with a motion by Rock that was seconded by Gaul. Motion carried unanimously. In attendance were Gaul, Weber, Rock, Mansfield, Patterson, Barr, Midkiff and Swatzel. The matter discussed in Executive Session was tabled until the employee obtains the degree.

Environmental Health:

The Oct. 2019 Nuisance Status and Animal Bite Reports were emailed to the Membership for review prior to the meeting. There were nine nuisances reviewed: three bed bug investigation; one sewage complaint investigation; two pest investigations and three solid waste investigations. There were two animal bites investigated both of which involved dogs.

Swatzel discussed the proposed 2020 Environmental Health Fees. There has been a revision since the Oct. BOH meeting during which the first reading was approved. The vending fee was adjusted from \$24 to \$18.82 upon estimation of the cost price index (CPI) because the fee cannot be higher than the CPI. Gaul made a motion to approve the second reading of the proposed 2020 Environmental Health Fees including the revision; Weber seconded the motion; Patterson abstained. Motion carried. A public meeting has been scheduled for Dec. 3rd at 5PM in the MCHD conference room and those impacted by the fee revisions have been notified.

Swatzel reported that he will meet with the County Prosecutor in the near future to discuss someone who is tattooing in the County without a license.

There were two sealed bids opened for three WPCLF eligible projects: Cindy Conley 54430 New Portland Road; Jimmy Deem 32275 Deem Road; Christy Vincent 36359 Paulins Hill Rd. Two are household sewage system replacements and one is a system repair. Dais Septic Service bid \$19,648 and Duncan & Daniels bid \$19,267. Gaul made a motion to accept the lowest bid from Duncan & Daniels; Mansfield seconded the motion. All were in favor of the motion.

Swatzel noted that the MCHD has licensed a Food Service Operation (FSO) Level I license to Route 7 Feed and Supply and a Retail Food Establishment License Level III to Doug's (which is located at the intersection of SR 143 and Salem School Lot Road). He anticipates FSO licensure of United Plant Savers in the near future.

The MCHD will continue to offer scrap tire disposal for County residents until the semi-trailer rented from Liberty Tire is full.

Other New Business:

The MCHD received a notice of award from ODH for the FY 2020 CHC Program in the amount of \$100,000. The MCHD soon will begin advertising to fill the CHC Project Director position for the new FY which begins 1/1/20.

The Meigs County Communicable Disease Report (Jan. – Oct. 2019) that was prepared by regional epidemiologist Mikie Strite was emailed to the BOH Members prior to the meeting for review.

Old Business:

Midkiff reminded attendees that the PHAB site visit is scheduled for Jan. 22-23, 2020. PHAB still hasn't provided the Site Visit Team Questions and Requests of which the MCHD will have 30 days to respond. The reopened documents are supposed to arrive by or before Nov. 15th after being delayed twice. This will leave the MCHD with abbreviated time to prepare for the site visit because of impending holidays and employees scheduled annual leave use.

Midkiff noted that the contract designating the MCHD as the Tuberculosis Control Unit effective 1/1/20 has been signed by the Board of County Commissioners and will be taken to the County Prosecutor for obtainment of his signature.

The MCHD sold 15 Mitel IP phones to Gallia-Meigs Community Action Agency for \$500. The MCHD still awaits Mitel to complete the requested termination of services after Mitel was notified in writing by Midkiff several weeks ago. Meanwhile, another bill was received and paid by the MCHD, which already has switched its VoIP to Ooma.

Miscellaneous Business:

Upcoming Events/Closures include: Staff Meeting – Nov. 13 at 8:15AM; Ah, Flu... Here We Go Again POD Exercise Nov. 14-15; Thanksgiving Holiday Closure – Nov. 28; Closed – Nov. 29; Public Hearing regarding proposed 2020 Env. Health Fees – Dec. 3 at 5PM.

Adjournment:

The next BOH Meeting will take place on 12/10/19 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 6:52PM with a motion by Mansfield.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 11/12/19 meeting minutes.)