



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 13, 2018

Board of Health (BOH) President Roger Gaul called the convention to order at 5:02PM.

In attendance: Gaul; BOH Vice President Edna Weber; BOH Medical Member Wilma Mansfield, MD; BOH Member Eric Rock; BOH Member Pam Patterson; Health Commissioner Marc Barr; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 10/9/18 BOH Meeting Minutes as emailed. Gaul made a motion to approve the document; Mansfield seconded the motion. Motion carried unanimously.

New Business:

There was significant discussion about the Health Dept.'s (HD) annual employee healthcare insurance renewal, which will take place on 12/1/18. Kenny Fritz of Fritz Insurance joined the meeting via conference call because of illness. A proposal provided by Fritz was shared with the Members via email for medical coverage via UnitedHealthcare (UHC) and dental/vision/life insurance coverages via Principal. Copies were made available at the meeting for review. Ultimately, Rock made a motion to approve two options via UHC from which full-time employees could choose and to approve dental/vision/life coverage via Principal effective 12/1/18. Mansfield seconded the motion. All were in favor of the motion. The employee's source of pay (tax levy/general funds or grant funding) will continue to pay 75% of employees' monthly premiums for medical coverage.

Midkiff requested a motion to approve the Oct. 2018 fiscal report as presented; the payment of Oct. 2018 bills as presented via the expenditure spreadsheet; the Oct. 2018 daily deposit records as submitted to the County Auditor/Treasurer; Oct. 2018 donations in the amount of \$20.00 as presented. Gaul made a motion to approve the fiscal reports/daily deposits/donations and to pay expenditures as presented; Rock seconded the motion. Weber abstained. Motion carried.

Midkiff presented two proposed 2019 budgets for discussion and approval: one without a 2% salary increase and one with a 2% salary increase effective 1/1/19. There was significant discussion. There was an initial motion by Gaul to not grant a 2% salary increase in 2019, which was seconded by Patterson, but it

failed to be approved. After additional considerations, Rock made a motion to approve the proposed 2019 budget including the 2% salary increase and to withhold the salary increase for new employees currently on probation until they complete their six-month probationary period successfully. The motion was seconded by Mansfield. Motion carried unanimously.

Midkiff asked for a motion to approve the HD Wellness Policy and Food and Beverage Policy as compiled by Creating Healthy Communities (CHC) Program Director Ciara Martin and as emailed to Members prior to the meeting for review. Mansfield made a motion to approve the policies as presented; Rock seconded the motion. All were in favor of the motion. A list of approved micro market food and beverage items was circulated. Martin will work with Senior Management to stock the HD Micro Market. The HD will purchase items to sell to customers and staff for a profit to make the initiative sustainable.

Midkiff beseeched a motion to approve retroactively the resignation of Fiscal Officer Sharon Buchanan effective at 12:39PM on 10/29/18. Rock made a motion to approve retroactively the Buchanan's resignation; Gaul seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve the employment of Jessica Howell as the WIC Breastfeeding Peer Helper (BFPH) effective 11/26/18 for 12 hours per week at \$13 per hour. Currently, WIC Clerk Kim Casci has continued to execute the duties of this position, but she is overwhelmed by the dual position; therefore, WIC Director Sherry Eagle decided to employ a WIC BFPH. Gaul made a motion to approve the part-time employment of Howell; Weber seconded the motion. All were in favor of the motion.

Midkiff solicited a motion to approve Kim Casci as the full-time WIC Clerk only (for 35 hours per week at \$15.55 per hour) effective 11/26/18. Weber made a motion to approve the full-time employment revision of Casci; Gaul seconded the motion. Motion carried unanimously.

Environmental Health:

At 5:56PM, guest Brent Cooper entered the meeting. He was ordered by the HD to appear before the BOH for a solid waste nuisance hearing involving Cooper's Scrap and Salvage, which is located at 39828 SR 143 in Pomeroy. Swatzel circulated photographs to show conditions at the facility. Swatzel explained that, in 2017, the HD had an agreement with Cooper for the abatement of solid waste and tires at the site. Cooper informed the BOH that he has not been operating because of the current low cost of scrap metal. Cooper said he also has experienced health issues that have postponed re-opening of the facility. The HD posted a note on the facility outlining concerns, which Cooper happened to receive today when he visited the facility. The HD has received complaints about clothing that was relocated outside of the facility a couple of months ago. Cooper advised that some scrap metal was removed today and that the clothes will be disposed of via Rumpke or the Meigs Co. Transfer Station. Cooper anticipates that the facility will reopen in Spring 2019. Rock made a motion to grant Cooper 30 days in which to abate the solid waste nuisance or face legal referral to the Prosecutor. Gaul seconded the motion. All were in favor of the motion. Cooper exited the meeting at 6:09PM.

Swatzel reviewed the Oct. 2018 Nuisance Status Report. There were 10 investigations including one mold complaint at a food service operation (FSO); three animal bites; two housing (pest) complaints; and four involving beg bugs. Swatzel said that Sanitarian Dawn Keller recently spoke with a public facility experiencing beg bug concerns and encouraged the implementation of a policy. She also has been educating operators of second-hand stores about beg bugs. He noted that beg bugs are not presently defined as a public health nuisance by the Ohio Dept. of Health (ODH) or the Centers for Disease Control.

Two bids were received for three OEPA WPCLF applicants/projects: LaDonna Searles 33719 New Lima Road Rutland 45775, Brian Balch 36811 Vance Road Pomeroy 45769, Steve Martin 32449 Doctor Jones Road Albany 45710. Swatzel opened the sealed bids received from Dais Septic Service in the amount of \$23,070.41 and Duncan and Daniels Enterprises in the amount of \$24,582.00. Gaul made a motion to approve the lowest bid from Dais Septic Service; Rock seconded the motion. Motion carried unanimously.

Swatzel updated the Membership about a solid waste nuisance involving Shelby Durham of 38345 Township Rd. 1004 Pomeroy (Harrisonville). Her name was found on trash illegally deposited on neighboring property owned by Arlene Lawhorn. The HD has been unable to locate Lawhorn, who owes back taxes on the property. Durham failed to contact the HD or to appear for this hearing. Gaul made a motion to refer Durham to the Prosecutor for legal action; Patterson seconded the motion. All were in favor of the motion.

Swatzel again presented the proposed 2019 Environmental Health fees with no changes. Weber made a motion to approve the second reading of the proposed fees; Mansfield seconded the motion. Motion carried unanimously.

The HD received its campground survey results from ODH. ODH visited in Aug. The HD was approved as a licensor. At this time, the HD only inspects campgrounds yearly instead of twice per year, which would require the HD to change its fee based upon cost methodology. The ODH takes issue when the following year's inspection falls outside 365 days.

Swatzel told the Membership that the 30-year closure period of former Southern Ohio Coal Company Mine #2 and #31 has concluded. Operations were ceased in April 1988. The facilities no longer require routine inspection.

Swatzel exited the meeting at 6:17PM.

Other New Business:

The HD received a Notice of Award (NOA) from ODH for its FY 2019 WIC Program in the amount of \$178,215.

The HD received an NOA from ODH for its FY 2019 CHC Program in the amount of \$95,000.

Midkiff relayed that she has made multiple attempts to obtain snow removal bids from three contractors without success. Rock messaged someone he knows and asked them to contact the HD.

Upon request, the HD conducted two outreach influenza vaccination clinics on Oct. 25th at the Meigs Co. Courthouse and on Nov. 2nd at Eastern Local. During the respectively clinics, 8 and 46 people were vaccinated.

Old Business:

Midkiff reported that Heidi Anderson of Simmons, Musser & Warner was not able to attend today's meeting to explain the quote for increased commercial property insurance coverage upon reassessment and fidelity bonding requirements. She will be able to attend the Dec. BOH meeting. Therefore, the matter again was tabled.

The HD continues to await a MOU from the Board of County Commissioners concerning facility use/expectations and for a decision on TB Control Unit Designation. Meanwhile, the County Commissioners have agreed to pay for carpet

removal and installation of vinyl flooring in highly trafficked areas of the HD including hallways and conference room. The estimate exceeds \$11,000 from Rick Walker, who is remodeling the reception area for the HD.

Miscellaneous Business:

CHC Program Director Ciara Martin is submitting an application so that, if awarded, the HD can host an AmeriCorps VISTA worker to assist with her grant initiatives. If the HD is selected as a host site, the \$1,000 fee can be paid from CHC grant funds per ODH.

Midkiff reported on progress made during the HD Cleanup Day on Oct. 19th.

Upcoming Events/Closures include: Nov. 14 Staff Meeting 8:15-10AM; Nov. 22, 23 – Closed for Thanksgiving; Dec. 12 – Closed noon-4PM for Staff Christmas Party; Dec. 24, 25 – Closed for Christmas Eve and Christmas; Jan. 1 – Closed New Year’s Day.

Viewing of a presentation entitled *Ethical Decision-Making in LHDs* from the 2018 OABH Resource DVD was deferred.

Executive Session:

At 7:27PM, Gaul made a motion to enter into Executive Session to discuss a personnel matter. The following roll call vote was taken: Gaul – yes; Weber – yes; Patterson – yes; Rock - yes; Mansfield – yes. In attendance were: Gaul, Weber, Patterson, Rock, Mansfield, Barr.

At 7:45 PM, Gaul made a motion to resume in Regular Session; Weber seconded the motion. All were in favor of the motion. In attendance were: Gaul, Weber, Patterson, Rock, Mansfield, Barr and Midkiff.

Adjournment:

The next BOH Meeting will take place on 12/11/18 at 5:00 PM in the conference room of the Meigs County Health Department.

With no further business to discuss, the meeting adjourned at 7:50 PM.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 11/13/18 meeting minutes.)

