



**Public Health**  
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## MEIGS COUNTY HEALTH DEPARTMENT

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### **Board of Health Meeting Minutes November 14, 2017**

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

In attendance: Gaul; BOH Vice President Edna Weber; BOH Member Pam Patterson; BOH Medical Member Wilma Mansfield, MD; Health Commissioner Marc Barr; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel (who entered at 5:06PM); Fiscal Officer/Quality Improvement (QI)/Performance Management (PM) Coordinator Sharon Buchanan. BOH Member Eric Rock was excused.

#### **Approval of Meeting Minutes:**

Midkiff beseeched a motion to approve the 10/24/17 BOH Meeting Minutes as mailed. Mansfield made a motion to approve the document; Gaul seconded the motion. Motion carried unanimously.

#### **Staff Presentation:**

Buchanan provided a brief PowerPoint presentation on QI/PM and the Meigs County Health Department's (MCHD) related efforts to date. Midkiff asked if she would provide the same presentation during the 11/15/17 Staff Meeting.

#### **New Business:**

Midkiff asked for a motion to approve the QI/PM Plan as emailed for Member review. Gaul made a motion to approve the plan as emailed; Mansfield seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve the October 2017 fiscal report as presented. The available total cash balance equaled \$272,156.85. The Health District retained a \$90,000 budgeted carry over. Mansfield 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 October 2017 bills as presented via the expenditure spreadsheet. Gaul made a motion to approve the payment of the bills as presented; Patterson seconded the motion. Weber abstained. Motion carried.

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

Midkiff solicited a motion to approve the October 2017 financial transactions (Advances, Transfers, Corrections and Appropriations) as presented. Weber 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 October donations in the amount of \$173. Gaul made a motion to approve the donations as presented; Patterson seconded the motion. Motion carried unanimously.

The Membership was emailed three versions of the proposed budget for consideration – one with current expenses; one including a two percent salary increase; one including a two percent salary increase and the employment of a full-time clerk – as well as the budget for the Campground and Food Service Operation Programs. Buchanan briefly reviewed all versions. There was discussion before Gaul made a motion to approve the FY 2018 budget effective 1/1/18 including a two percent salary increase and the employment of a full-time clerk. Weber seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve closure of the MCHD on 12/13/17 from noon-4PM for the Staff Christmas Party. The Membership was invited to participate in the festivities at the Pomeroy Library. Gaul made a motion to approve the closure; Mansfield seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve the MCHD's application to the Public Health Accreditation Board (PHAB) including the \$14,000 fee. Gaul made a motion to approve the MCHD's application/fee as presented; Patterson seconded the motion. All were in favor of the motion.

Midkiff solicited a motion to approve the revised Custodial Contract by and between the MCHD and Herman Lewis as was emailed to the Membership for review. Midkiff explained that she asked Andrew Esposito of Clemans, Nelson & Associates to review the existing contract to make sure it met the requirements for an Independent Contractor. Esposito changed some wording, but the terms remain the same. Gaul made a motion to approve the revised contract as emailed; Weber seconded the motion. Motion carried unanimously.

Buchanan exited the meeting at 5:34PM.

### **Environmental Health (EH):**

Swatzel reviewed the October 2017 Nuisance Status Report. There were 15 investigations including four animal bites; two housing concerns involving pests; three mosquito complaints; three solid waste complaints; one tattoo (scratcher) investigation; one rat bite and one sewage complaint.

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. There has been no progress toward abatement. Gaul made a motion to refer Sheets and Spradlin to the Prosecutor for further legal action; Patterson seconded the motion. Motion carried unanimously.

Swatzel initiated the second reading of the proposed 2018 MCHD EH Fees as were determined by cost methodology (which sets a maximum fee that can be assessed for each service). 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 again reviewed included proposed increases. The MCHD will hold a public

hearing on 12/11/17 at 5PM in the MCHD conference room to allow campground operators an opportunity to discuss proposed fee increases After discussion (during which Swatzel shared EH fees of surrounding counties), Gaul made a motion to approve the second reading of the EH fees; Mansfield seconded the motion; Patterson abstained. Motion carried.

Swatzel explained that he solicited bids from four registered septic installers for two OEPA WPCLF household sewage treatment system funded-projects (aerator repairs). Only two bids were received: Ron Evans Enterprises = \$5,340 and Duncan and Daniels Enterprises = \$6,950. Gaul made a motion to accept the low bid from Ron Evans Enterprises; Weber seconded the motion. All were in favor of the motion.

Midkiff noted that the FY 2018 GJVM Solid Waste District contract funds will be reduced by \$5,000 per County Commissioner Tim Ihle, who sits on the Solid Waste District Board. The FY 2018 contract will provide the MCHD with \$16,000. The Meigs County Soil and Water Office (which also receives Solid Waste District funds) will be cut by \$5,000 as well. The contract likely will be additionally and consistently decreased over the next few years as the money is expended.

Swatzel noted that the MCHD is renewing the Meigs Transfer Station's license.

Swatzel advised that work to officially close the Karrten C&DD Landfill by 12/31/17 is on target. The MCHD is keeping OEPA up to date on the progress.

#### **Other New Business:**

Midkiff reminded the Membership that PHAB recommends that Members of the Governing Entity take PHAB On-Line Orientation Training (consisting of four 45-minute sessions). After discussion, the attending Members agreed to hold a special BOH Meeting in Jan. 2018 to view the trainings as a group. A date and time will be determined.

Midkiff announced that the MCHD is awaiting an estimate from Myers Paving for re-painting of the parking lot that services the Meigs Multi-Purpose Health Facility. Gheen Painting was asked to provide an estimate, but has failed to do so to date. Patterson suggested that Midkiff contact Josh Dixon for an estimate as well. County Commissioner Tim Ihle expressed an interest in having the project completed so it is anticipated that the County may assist with or undertake the expense. The project was suggested via customer and employee satisfaction surveys and also is needed for ADA compliance.

The MCHD Community Health Worker (CHW) Program will sponsor a National Diabetes Awareness Month Community Open House on Nov. 18<sup>th</sup> from 9AM-3PM in the Farmers Bank (Pomeroy Branch) Community Room.

#### **Old Business:**

Midkiff reported an opportunity to obtain a VISTA worker via the Ohio Association of Food Banks for anti-poverty initiatives including capacity building and food security/access. The application is due 12/15/17. Midkiff shared the MCHD's responsibilities, if it is awarded a worker, including a \$750 annual fee as well as mileage reimbursement (of which the Creating Healthy Communities Program may be able to contribute). Weber made a motion granting the MCHD permission to submit an application; Gaul seconded the motion. All were in favor of the motion.

Midkiff relayed that Hopewell Health Center (Pomeroy) has expressed an interest in signing an MOU with the MCHD CHW Program for care coordination of its high-risk Type II Diabetes patients.

Gaul exited the meeting at 6:12PM.

#### **Miscellaneous Business:**

Patterson, Mansfield, Weber, Barr, Swatzel and Midkiff viewed training entitled *PHAB 1.5* from the Ohio Association of Boards of Health 2017 Resource DVD.

It was noted that the MCHD will be closed on Nov. 23: Thanksgiving and Nov. 24.

**The next BOH Meeting will take place on 12/12/17 at 5:00 PM in the conference room of the Meigs County Health Department.**

With no further business to discuss, Patterson made a motion to adjourn the convention at 6:32PM.

Marc Barr, MS  
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 11/14/17 meeting minutes.)