



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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Board of Health Meeting Minutes
Dec. 8, 2020

Board of Health (BOH) President Roger Gaul called the convention to order at 5:01PM.

This public meeting was offered in a conference call format in response to COVID 19 Pandemic and the State's Stay Safer Ohio Order.

In attendance in person at the Meigs County Health Dept. (MCHD): BOH Vice President Edna Weber; Administrator Courtney Midkiff; BOH Medical Member Wilma Mansfield, MD; Health Commissioner Marc Barr; BOH Member Eric Rock.

In attendance via telephone: Gaul; BOH Member Pam Patterson; Registered Sanitarian Dawn Keller (who joined from 5:13-5:22PM).

Attendees recited the Pledge of Allegiance and Midkiff offered prayer.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 11/10/20 BOH Meeting Minutes as emailed. Rock made a motion to approve the document as emailed; Mansfield seconded the motion. All were in favor of the motion.

New Business:

Midkiff requested a motion to approve the Nov. 2020 fiscal report as presented; payment of Nov. 2020 bills as presented via the expenditure spreadsheet; the Nov. 2020 daily deposit records as submitted to the County Auditor/Treasurer as presented; Nov. 2020 medical claim billing remuneration report; \$15 in Nov. 2020 donations. Mansfield made a motion to approve the fiscal reports/daily deposits/expenditures/medical claim billing remuneration/donations as presented; Rock seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the 2021 Tuberculosis Control Unit Designation Contract by and between the MCHD and Board of Meigs County Commissioners effective 1/1/21 – 12/31/21. The contract already was signed by the County Commissioners and the County Prosecutor. There are no monetary terms included. Weber made a motion to approve the contract as emailed prior to the meeting for Member review; Rock seconded the motion. All were in favor of the motion.

Midkiff solicited a motion to approve the revised Custodial Contract with Herman Lewis effective 1/1/21. Lewis' hourly rate will increase from \$10 to \$12 for 15 hours per week. Presently, the Board of County Commissioners reimburse the MCHD for Lewis' services. Lewis has not received an hourly increase since 2017. Midkiff commended Lewis for being dependable, thus, deserving of an increase in her professional opinion. The Commissioners did not respond to Midkiff's email inquiry about their approving Lewis' hourly increase, but Members agreed that the MCHD could cover the \$2 per hour increase should the Commissioners refuse. Mansfield made a motion to approve the revised Custodial Contract as emailed prior to the meeting for Member review; Gaul seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve retroactively the purchase of a 2021 Ford F250 crew cab pickup with grant monies received from the Ohio Dept. of Health for COVID 19 response. Three bids were obtained from the following dealerships: Don Wood in Athens; Mark Porter in Jackson and John Sang in Gallipolis. The bids were emailed to Members prior to the meeting for review. The lowest bid was from Don Wood in Athens at \$31,869. Four BOH Members responded in approval of ordering the pickup, which Midkiff did via Don Wood. Rock made a motion to approve retroactively the purchase of the pickup; Weber seconded the motion. All were in favor of the motion.

Environmental Health:

The Nov. 2020 Nuisance Status and Animal Bite Reports were emailed to the Membership for review prior to the meeting. There were 21 nuisances in total = 11 COVID 19 related investigations; two solid waste investigations; three sewage investigations; two housing investigations involving pests and three other complaint reviewed. Keller joined the meeting via phone and fielded questions from BOH Members before disconnecting.

There were two animal bites investigated in Nov. 2020 involving one dog and one cat.

A visual summary was provided via email of the mosquito control project completed on Bone Hollow Rd. The project was coordinated by MCHD Environmental Health Staff, which also participated in the efforts. The project was funded by a grant from the OEPA.

Other New Business:

Midkiff participates on two community advisory boards for research projects via The Ohio State University (OSU) because of her work affiliation. Both boards provide stipends for participation. The meetings are conducted during the MCHD business hours. Stipends include \$40 Kroger gift cards and \$25 monetary reimbursements per meeting. In the past, Midkiff and Director of Nursing Leanne Cunningham (who also has participated on the aforementioned community advisory boards) applied stipends toward mileage for in-person meetings, which take place in Athens or Jackson Counties. This saved the MCHD money. However, in 2020, the meetings went virtual in response to the COVID 19 Pandemic. Midkiff questioned if it was ethical and in accordance with the Ohio Revised Code (ORC) and MCHD Personnel Policy and Procedure Manual for her to accept and personally benefit from the stipends earned on work time. The stipends are counted toward Midkiff's personal income tax. Midkiff reviewed the ORC Section 102.04; the Ohio Ethic's Law and the MCHD Personnel Policy and Procedure Manual and the MCHD Principles of Ethical Practice of Public Health to ensure that daily decisions reflect MCHD values. To ensure that accepting and using the stipends for personal benefit was acceptable and to work toward a mutual satisfactory resolution, Midkiff consulted the MCHD's Human Resource Consultant Clemans, Nelson & Associates and the MCHD's legal representative the County Prosecutor. Clemans, Nelson & Associates did recommend that the BOH approve employee's acceptance of such stipends. Midkiff included the emailed information in the Board Packet they participate during work hours on behalf of the MCHD for personal use. The BOH, Barr

and Midkiff deliberated the ethical issue using the Ethical Analysis Framework. Midkiff noted that she routinely does not claim all or any flex or compensatory time or many other leave benefits she is entitled to via the MCHD Personnel Policy and Procedure Manual and she does not submit for mileage reimbursement for local travel, thus, saving the MCHD money. Weber made a motion that employees could accept stipends offered by community advisory boards on which they serve. If applicable, the amount of the stipend should be deducted from mileage that otherwise would be charged against the MCHD. Rock seconded the motion. Motion carried unanimously. The BOH asked that documentation be retained on receipt and acceptance of such stipends for auditing purposes.

Old Business:

There was significant discussion about the MCHD's response to COVID 19. Meigs County's current caseload (as many Ohio counties' caseloads) is increasing from community spread of the virus. As a result, staff are overwhelmed and the MCHD has modified its case prioritization investigation and contact tracing efforts based on recommendations received from ODH. The MCHD also has asked for assistance from the County's three educational districts (the County's largest employers) with issuance of requested quarantine letters for affected staff. Barr noted that he continues to meet weekly with school personnel. He reported on the status of each district's current operational plans. Testing for the virus continues to be a challenge locally and statewide. The COVID vaccine will be arriving in Ohio within the next couple of weeks and will be disseminated to hospitals, pharmacies, local health departments and other providers by ODH. The population will be vaccinated based on tiers established by the CDC/ODH. Midkiff reported that the Helmer Scientific refrigerator purchased by the MCHD with COVID grant funds did not fit into the storage room upon arrival. Consequently, the County Commissioners agreed to pay contractor Rick Walker to modify the room entrance so that the refrigerator could be situated and secured. Finally, Midkiff relayed that several MCHD employees have resumed working from home to ensure a healthy workforce and continuous operations.

Midkiff reminded attendees that the BOH approved retroactively giving full-time and part-time employees (who work enough hours per week to earn sick leave) an additional two weeks of sick leave effective 3/26/20 – 12/31/20 in response to COVID 19 during its April 14, 2020 meeting. It must be used for COVID 19 only and people must use it in accordance with the Families First Coronavirus Response Act. Supervisors are responsible for monitoring time used for COVID 19. If employees don't need to use any or all of the time, the sick leave will be withdrawn from their bank as of 12/31/20 or the remaining balance will be withdrawn so there will be no carry-over or pay out. Since the Families First Coronavirus Response Act will expire on 12/31/20 and the US Congress has not taken action to extend the legislation, Barr and Midkiff recommended that any remaining COVID sick leave granted by the BOH be withdrawn from employees' leave effective 12/31/20 and that the BOH grant one week of COVID sick leave effective 1/1/21. Barr and Midkiff also suggested that the BOH approve a COVID testing requirement for COVID sick leave use, if employees are exhibiting symptoms associated with the virus. Both measures allow Senior Management to exercise an abundance of caution to ensure a healthy workforce and continuous operations. Mansfield made a motion to approve giving full-time and part-time employees (who work enough hours per week to earn sick leave) one additional week of sick leave effective 1/1/21 – 6/30/21 in response to COVID 19. Rock seconded the motion. Motion carried unanimously. The matter will be reevaluated after 6/30/21.

There continues to be a significant increase in accrued compensatory time by many staffers in response to COVID 19. Therefore, Midkiff and Barr suggested extending the BOH's decision (of April 14, 2020) to amend the MCHD's compensatory time policy effective 3/4/20-12/31/20 to 6/30/21. The amendment is as follows: compensatory time will max out at 105 hours with approval from the immediate supervisor to be used within one year of accrual. The Membership concurred.

Midkiff relayed that the AEP's installation of lights around the parking lot has yet to be completed. The replacement of cracked and uneven sidewalks has been added to local contractor Pat Mullins worklist by the County Commissioners. No project start date has been shared with the MCHD to date. This work likely will not be completed until 2021 with winter approaching. Midkiff noted that the roof on the Meigs Multi-Purpose Health Center (in which the MCHD is situated) continues to leak during periods of heavy rain.

Miscellaneous Business:

Upcoming events include: Dec. 9th – CLOSED 12-4PM (No Staff Christmas Party); Dec. 24th – CLOSED; Dec. 25th – CLOSED; Jan. 1st – CLOSED.

Attendees deferred viewing training entitled *Health Equity/Health in All Policies* from the 2019 OABH Resource DVD.

Midkiff asked for permission to buy each employee a \$10 Christmas gift from the General Fund. Midkiff reminded attendees that the MCHD did not purchase employees' lunch in 2020 as provided for in the MCHD Employee Recognition Policy because an area church delivered a meal in appreciation of the MCHD's COVID response efforts during the MCHD Annual Staff Training Day in Sept. Midkiff said that gifts would be obtained from Meigs County businesses to support the local economy. Members agreed that this was an acceptable way to show appreciation to MCHD staffers during this year of unprecedented challenges.

Adjournment:

The next BOH Meeting will take place on 1/12/21 at 5:00 PM in the conference room of the MCHD.

With no further business to discuss, the meeting was adjourned at 6:25PM with a motion by Rock.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 12/8/20 meeting minutes.)

