



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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Board of Health Meeting Minutes December 12, 2017

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

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

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 11/14/17 BOH Meeting Minutes as mailed. Mansfield made a motion to approve the document; Gaul seconded the motion. Motion carried unanimously.

New Business:

Midkiff requested a motion to approve the Nov. 2017 fiscal report as presented. The available total cash balance equaled \$208,200.64. The Health District retained a \$90,000 budgeted carry over. Rock made a motion to approve the fiscal report as presented; Patterson seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the payment of Nov. 2017 bills as presented via the expenditure spreadsheet. Gaul made a motion to approve the payment of the bills as presented; Mansfield seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve the Nov. 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 Nov. 2017 financial transactions (Advances, Transfers, Corrections and Appropriations, Then and Now Certificate) as presented. Gaul made a motion to approve the financial transactions as presented; Rock seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve Nov. 2017 donations in the amount of \$22. Gaul made a motion to approve the donations as presented; Mansfield seconded the motion. Motion carried unanimously.

Midkiff solicited a motion to approve the BOH's annual Membership with the Ohio Association of Boards of Health (OABH) in the amount of \$180. Gaul made a motion to approve the annual Membership; Mansfield seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the 2018 Skillssoft contract via the Association of Ohio Health Commissioners (AOHC). The cost is \$30 per user. The Meigs County Health Dept. (MCHD) likely will request a maximum of 20 (18 current staff, anticipated placement of a VISTA worker and employment of a Clerk). The MCHD has remaining Ebola funds that can be used for the expense. After discussion about employee current use of the relatively inexpensive available on-line training opportunities, Rock made a motion to approve the contract as presented; Mansfield seconded the motion. All were in favor of the motion. The Membership requested that Supervisors track employee use.

Midkiff requested a motion to approve retroactively influenza and pneumonia vaccine fees effective 12/1/17. Midkiff explained that VaxCare provides these vaccines to the MCHD and the company revises its fees on a quarterly basis. Gaul made a motion to approve retroactively the fees as presented; Mansfield seconded the motion. Motion carried unanimously.

Midkiff solicited a motion to approve retroactively a contract by and between WIC and Ellen Mingus/ Nutritional Consulting Services of Southeastern Ohio effective 10/1/17 – 9/30/18 in the amount of \$2,160.00. Patterson made a motion to approve retroactively the contract as emailed for Member review; Mansfield seconded the motion. All were in favor of the motion.

Environmental Health (EH):

Swatzel reviewed the November 2017 Nuisance Status Report. There were 11 investigations including seven animal bites; three beg bug nuisances and one sewage complaint.

Swatzel initiated the third and final 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). A public hearing to notify those impacted by proposed increases and to gather public comment for consideration was scheduled for Dec. 11 at 5PM. There were no attendees. Gaul made a motion to approve the third and final reading of the EH fees; Rock seconded the motion; Patterson abstained. Motion carried. The fees become effective 1/1/18.

Swatzel reported that the MCHD applied for \$7,500 via the Medical Reserve Corp. Challenge Award Program. If funding is approved, it will be used to support scrap tire disposal during the 2018 Meigs Cleanup Day. The notice of award will be issued on 1/20/18. Swatzel reminded attendees that OEPA denied Meigs County's request for financial assistance during its most recent funding cycle. Therefore, the MCHD, Board of County Commissioners and Soil and Water Conservation District have been collaborating to secure funding from other sources to support the 2018 event. The Commissioners may pay for solid waste disposal. The County applied for assistance via Rumpke. The County can reapply for OEPA funding in Feb. 2018.

Other New Business:

Midkiff reminded the Membership that Public Health Accreditation Board (PHAB) recommends that Members of the Governing Entity take Online Orientation Training (consisting of four 45-minute sessions). After discussion, Members agreed to hold a special BOH Meeting on Jan. 16, 2018 beginning at 10AM to view the trainings as a group.

Midkiff announced that the MCHD received an estimate from Myers Paving in the amount of \$2,400 and from McKee Paving in the amount of \$1,200 for re-painting of the parking lot that services the Meigs Multi-Purpose Health Facility. The Board of County Commissioners has agreed to pay for the work and selected the lower bid from McKee Paving.

Midkiff noted that the MCHD submitted an application to the ODH for a one-time funding opportunity, available to all local health jurisdictions, to support the transition from a five-year community health assessment cycle to a three-year cycle. Pursuant to ORC 3701.981 (B) (2), beginning January 1, 2020, each board of health and tax-exempt hospital shall complete health assessments and plans in alignment on a three-year interval, as established by the department by no later than October 1, 2020. The MCHD will meet with representatives from Holzer Health System and Ohio University's Voinovich School on 1/18/18 to discuss the project.

Midkiff stated that, because of confusion about use and consistency issues with the existing forms, new flex time and compensatory time forms were compiled by the Human Relations Committee, reviewed by Supervisors and emailed to the BOH Members for review and to facilitate approval. Use of the new forms will commence on 1/1/18. The forms will be sent to Clemans, Nelson & Associates [author of the Meigs County General Health District (MCGHD) Personnel Policy and Procedure Manual (PP&PM)] and will become a part of the PP&PM. Gaul made a motion to approve the forms as emailed; Mansfield seconded the motion. All were in favor of the motion.

Midkiff reported that the MCHD is eligible for an additional \$2,834.00 (carryover funding) via the ODH Public Health Emergency Preparedness Grant. The program deliverables will increase from 20 to 21. The MCHD must choose from one of four program objectives as its newly created deliverable 21. Midkiff informed the Membership that Emergency Response Coordinator Frank Gorscak is very frustrated with ODH Program Personnel and the new deliverable-based grant in general.

Midkiff relayed that the Supervisors wanted to explore online employee time-keeping options because of formula and WIC staff accessibility issues with the current in-house Excel-based system established by former Health Commissioner Larry Marshall. There are associated fees with online services. After discussion including possible remedies to existing issues, the Membership concurred it would like the MCHD to continue to use the free Excel-based system for cost-savings.

Old Business:

Midkiff announced that PHAB approved the MCHD's application and received the associated \$14,000 fee.

Midkiff reported that she submitted an application today for a VISTA worker via the Ohio Association of Food Banks for anti-poverty initiatives including capacity building and food security/access. Award notification will be issue in Jan. 2018.

Miscellaneous Business:

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

It was noted that the MCHD will be closed on Dec. 13th (from noon-4PM) – Staff Christmas Party; Dec. 25th – Christmas, Dec. 26th and Jan. 1st: New Year's Day.

The next BOH Meeting will take place on 1/9/18 at 5:00 PM in the conference room of the Meigs County Health Department. Mansfield noted that she will not be able to attend the Jan. meeting.

With no further business to discuss, Rock made a motion to adjourn the convention at 6:03PM that was seconded by Mansfield.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 12/12/17 meeting minutes.)

