



**Public Health**  
Prevent. Promote. Protect.

## MEIGS COUNTY HEALTH DEPARTMENT

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### **Board of Health Meeting Minutes April 11, 2017**

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

In attendance: Gaul; BOH Members Edna Weber, Pam Patterson and Eric Rock; BOH Medical Member Wilma Mansfield, MD; Health Commissioner Marc Barr; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel; Fiscal Officer Sharon Buchanan.

The BOH reorganized upon the appointment of Mansfield, Patterson and Rock (during the 03/28/17 District Advisory Council Meeting). Weber made a motion to retain Gaul as the BOH President. The motion was seconded by Mansfield. Motion carried unanimously. Gaul made a motion to make Weber the BOH Vice President. The motion was seconded by Rock. All were in favor of the motion.

Midkiff introduced the new BOH Orientation Packet. She encouraged the Members to take their copy of the packet home for review and to return it during the May 9<sup>th</sup> meeting.

Midkiff provided copies of the 2016 Meigs County Health Department (MCHD) Annual Report to Mansfield, Rock and Patterson for review. Gaul and Weber received copies during the 03/28/17 DAC Meeting.

Midkiff beseeched a motion to approve the 03/14/17 BOH Meeting Minutes as mailed. Gaul made a motion to approve the document as mailed; Rock seconded the motion. Motion carried unanimously.

#### **New Business:**

Midkiff requested a motion to approve the March 2017 fiscal report as presented. The available total cash balance for March equaled \$294,237.61. The Health District retained a \$90,000 budgeted carry over. Gaul made a motion to approve the fiscal report as presented; Mansfield seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the payment of March 2017 bills as presented via the expenditure spreadsheet. Rock made a motion to approve the payment of the bills as presented; Gaul seconded the motion. All were in favor of the motion.

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

Midkiff asked for a motion to approve the March 2017 financial transactions (Advances, Transfers, Corrections and Appropriations) as presented. Gaul made a motion to approve the financial transactions as presented; Weber seconded the motion. All were in favor of the motion.

Buchanan reported that there were no March 2017 donations; however, \$16.06 was recorded on the month billing remuneration sheet prepared by Sherry Hayman, RN. Buchanan will reconcile the matter and, if needed, a vote will be requested during the May BOH meeting to approve any March donations.

Midkiff requested a motion to approve retroactively a contract with the Association of Ohio Health Commissioners (AOHC) for the provision of licenses for *Skillsoft* (an online learning and e-learning solution) in the amount of \$425 for 17 licenses. This service was purchased to provide each MCHD staff member with convenient training opportunities as necessitated by the Workforce Development Plan and accreditation requirements. Gaul made a motion to approve retroactively the contract as presented; Mansfield seconded the motion. Motion carried unanimously.

Midkiff and Buchanan discussed the purpose for and history of the Employee Severance Fund. The MCHD's total liability as of 1/1/17 was \$65,946.51. Buchanan suggested that the BOH approve funding the account at 15% (or with \$9,891.98) this year as opposed to the usual 10%. This would cover the compensation due the MCHD's most senior staff member, if needed. Gaul made a motion to fund the Employee Severance Fund at 15%; Rock seconded the motion. All were in favor of the motion.

Weber, who works for the Farmers Bank and Savings Company, presented proposals from *Vital Chek* (A *LexisNexis* Company). These would enable the MCHD to accept debit/credit card payments as well as receive online orders for birth and death records as well as other payments for other services. It was noted that the Meigs Co. Clerk of Courts will be utilizing this service. After discussion, Gaul made a motion to approve the *LexisNexis* Counter Payment Solutions/*Vital Chek* VPS Web Payment Processing Suite. Mansfield seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve a service agreement with Marshall University Research Corporation in the amount of \$2,000 effective 1/1/17-12/31/17. The MCHD will sub-contract with Hopewell Health Centers to implement community-level evidence-based programs to reduce interrelated chronic disease. Hopewell employees will be trained as Lifestyle Coaches to teach Prevent T2 curriculum. Gaul made a motion to approve the service agreement as presented; Rock seconded the motion. All were in favor of the motion.

Buchanan exited the meeting at 5:57PM.

### **Environmental Health:**

Swatzel presented updates on the following nuisance complaints:

1. Anna Chapman of 105 High Street in Pomeroy has failed to connect to the public sewer system since 2015. Swatzel provided a brief history of the nuisance for the new BOH Members. Swatzel reported that he has spoken with Mr. Dillon, owner of Ohio Valley Plumbing, who indicated that work is in progress to connect Chapman's residence to the public sewer. Since Chapman has made good faith efforts, Rock made a motion to grant Chapman an additional 30 days in which to connect her residence to the public sewer system or face referral to the County Prosecutor for legal action; Weber seconded the motion. All were in favor of the motion.

2. Swatzel reported on an open dumping complaint on Linda Stobart's property on Noble Summit Road: After the March BOH Meeting, Swatzel placed a trail camera at the location, which has captured 3-4 different trespassers at the location. Stobart claims to be indigent. She has been cooperative with MCHD personnel. Therefore, Swatzel recommended that the MCHD use up to \$1,000 of Gallia-Jackson-Vinton-Meigs Solid Waste District contract monies to fund a dumpster to facilitate abatement. J.D. Drilling has offered to assist with the cleanup by providing equipment and an operator. The company also has agreed to install a gate to secure the area. Gaul made a motion to provide funds up to \$1,000 for a dumpster to facilitate cleanup; Rock seconded the motion. Motion carried unanimously.

Gaul exited the meeting at 6:09PM.

Swatzel reviewed the March 2017 Nuisance Status Report (3/11/17-4/11/17). This meets accreditation requirements of notifying the governing entity (BOH) about current investigations. 10 investigations were briefly discussed involving 5 dog bites; 2 bed bug infestations; 1 mold complaint; 1 sewage complaint; 1 solid waste complaint.

Swatzel introduced the new members to the MCHD's Water Pollution Control Loan Fund (WPCLF), which is fiscally supported by OEPA currently through Nov. 2018. Swatzel recommended that the BOH approve expanding available assistance for household sewage system repair/replacement to eligible residents of Letart, Sutton and Lebanon Townships. This would make help available to eligible residents throughout the entire county and has been approved by OEPA. Weber made a motion to approve the expansion of the WPCLF to Letart, Sutton and Lebanon Townships; Patterson seconded the motion. All were in favor of the motion.

The MCHD, Board of County Commissioners and Soil and Water Conservation Office collaborated to submit a grant application to OEPA to fund another Meigs County Cleanup Day (May 20<sup>th</sup> from 9AM-4PM at the Fairgrounds). Monies for scrap tire disposal were overbudgeted. In lieu of forfeiting the funds (which must be expended by June 30<sup>th</sup>), three semi-trailers have been funded and made available to date for County residents to deposit tires of all sizes. Soil and Water has been monitoring and manning the disposal efforts from 8AM-4PM Mon-Fri. Another trailer may be brought in before the Cleanup Day while only two semi-trailers will be on-site during the May 20<sup>th</sup> event as well as (10) 40-yard containers for solid waste disposal.

Swatzel exited the meeting at 6:33PM.

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

The MCHD received its first-half tax settlement in the amount of \$163,222.05.

The 2017 Robert Wood Johnson Foundation County Health Rankings were shared. Meigs ranked 66 of 88 Ohio Counties, which demonstrates improvement in several measured health metrics.

The MCHD's 2016 comparative report of survey results from the National Longitudinal Survey of Public Health Systems were shared with the Membership. The study was conducted by the University of Kentucky and funded by the Robert Wood Johnson Foundation.

The MCHD will be returning 292 doses of influenza vaccine to *VaxCare* within the next few weeks. The Health Department might be penalized for overordering during the 2017-2018 season; therefore, future orders will be placed more conservatively.

As part of the MCHD's Employee Recognition Policy, Randy Houdashelt of *The Image Gallery* will take individual BOH Member and employee photographs as well as photograph contract Medical Director Doug Hunter on May 9-10<sup>th</sup>. The Image Gallery will photograph the individuals on location at the MCHD and will provide thumbnail proof images for everyone to select the image for their portrait. The finished 5x7 of everyone will be retouched. The final

portraits will be delivered in a timely manner. The pricing for each 5x7 portrait will be \$37.00. The pricing includes the photographing session, thumbnail proofing, retouching and printing of the finished portrait. Additional services that can be provided with no extra charge include: a DVD with the finished images that can be used for the website or for newspaper or other media sources; a copyright for the DVD images; a slide show with the images to use for the website, group images or other images taken at your facility to use for the slide show or for other purposes. Midkiff explained that she contacted five local photographers and only three provided estimates. BOH Members were asked to be at the MCHD between 4-4:30PM on May 9<sup>th</sup> to be photographed.

Midkiff explained that one BOH member noted an area of deficiency on a recent BOH self-assessment. So, to ensure BOH members have opportunities to engage with community members, Midkiff provided information on the following meetings and exercises: Local Emergency Planning Committee Full-scale Exercise (May 13<sup>th</sup> from noon-4PM at the Fairgrounds); Get Healthy Meigs! Meeting (May 18<sup>th</sup> at 10:30AM at the Meigs Co. Dept. of Jobs and Family Services); Meigs County Cleanup Day (May 20<sup>th</sup> from 9AM-2PM at the Fairgrounds).

The ODH is disseminating carryover funds via the Public Health Emergency Preparedness Grant to local health department grantees. Meigs County's allocation is \$8,299. The MCHD is considering using most of the monies to obtain electronic medical records, which would meet accreditation standards and make data secure and accessible during emergencies to facilitate continuity of operations. Two companies are under thoughtful consideration: *Athena* and *Kareo*. A decision must be made before April 30<sup>th</sup>.

The MCHD would like to secure the unpaid services of an Ohio University intern during the summer to assist with accreditation efforts. Only one resume has been received to date and the student's Advisor (Associate Lecturer Heather Harmon) has reservations about the person's ability to self-motivate. Additional resumes will be sought before a decision is made.

#### **Old Business:**

To make best use of staff resources, the Health Department proposed a vaccination competition among the County's three educational districts in lieu of sending a public health nurse to each district's annual kindergarten registration. The competition was nullified when the first district offering Kindergarten registration: Eastern Local failed to promote the contest and, thus, voided the rule that each school must have 3% of enrollment of Kindergarten and 6th through 12th graders present to the MCHD for shots. The competition has been rescheduled during the first three weeks of Aug.

The third and final round of school-based headlice screenings for the 2016-2017 school year began today at Eastern Local.

#### **Miscellaneous Business:**

Midkiff asked Rock, Patterson and Mansfield to provide her with their sizes following the meeting so that embroidered MCHD promotional clothing items could be purchased for them before the May 9<sup>th</sup> photography session.

Members were given the opportunity to indicate which monthly staff meetings that they could attend to familiarize themselves with MCHD staff and its work.

**The next BOH Meeting will take place on 05/09/17 at 5:00 PM in the conference room of the Meigs County Health Department.**

With no further business to discuss, Rock made a motion to adjourn the convention at 7:07PM, which was seconded by Mansfield.

Marc Barr, MS  
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 04/11/17 meeting minutes.)