



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

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**Board of Health Meeting Minutes  
March 8, 2022**

Board of Health (BOH) President Roger Gaul called the convention to order at 5:04PM.

In attendance: Gaul; Administrator Courtney Midkiff; Health Commissioner Marc Barr; Director of Environmental Health Steve Swatzel; BOH Medical Member Wilma Mansfield; BOH Member Pam Patterson; Creating Healthy Communities Program Director Rebecca Zuspan. Absent were BOH Member Eric Rock and BOH Vice President Edna Weber.

Attendees recited the Pledge of Allegiance and Mansfield offered prayer.

**New Staff Introduction:**

Midkiff introduced new Creating Healthy Communities (CHC) Program Director Rebecca Zuspan to the Membership. Zuspan shared her educational and previous work experiences including her professional relationship with Barr that was established at Ohio University. She stated that, as a Meigs County native and resident, she has a vested interest in promoting and increasing opportunities for physical activity and nutritional choices in communities throughout the County. After welcoming Zuspan to the Meigs County Health Department (MCHD), she exited the meeting at 5:12PM.

**Approval of Meeting Minutes:**

Midkiff beseeched a motion to approve the 2/8/22 BOH Meeting Minutes as emailed. Mansfield made a motion to approve the document as emailed; Gaul seconded the motion. All were in favor of the motion.

**New Business:**

Midkiff requested a motion to approve the Feb. 2022 fiscal report as presented; payment of Feb. 2022 bills as presented via the expenditure spreadsheet; the Feb. 2022 daily deposit records as submitted to the County Auditor/Treasurer; the Feb. 2022 billing remuneration report; a transfer of \$6,455.79 from S000S26 to T089T01. There were no donations in Feb. 2022. Gaul made a motion to approve the fiscal report/daily deposits/expenditures/billing remuneration report/transfer as presented; Patterson seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively the Meigs County District Board of Health Meigs County Combined Statement of Receipts, Disbursements and Changes in Fund Balances (Regulatory Cash Basis) All Governmental Fund Types for the Year Ended December 31, 2021 as prepared by Charles E. Harris & Associates. The report, which was emailed to the Membership for review prior to the meeting, has been submitted to the State Auditor and its availability advertised via the Pomeroy Daily Sentinel. Gaul made a motion to approve retroactively the report as emailed; Mansfield seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve retroactively the Health Department Information System™ (HDIS) Environmental, Community and Public Health, Vital Statistics and Management Modules 1 Year Software Maintenance and Support Agreement and Meigs County Health Department Licensee Request to Terminate (HDIS) Software License Agreement. Both were emailed to Members prior to the meeting for review. Gaul made a motion to approve retroactively the two agreements; Patterson seconded the motion. Motion carried unanimously.

Midkiff initiated a discussion about the MCHD Severance Fund. The worksheet was updated as of 1/31/22 and emailed to Members prior to the meeting for review. Gaul made a motion to approve annual funding of the Severance Fund by 10% from the General Fund and grant program line items as indicated on the worksheet; Mansfield seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve revising the part-time WIC Breastfeeding Peer Helper job description from 18 to 12 hours per week or 24 hours per bi-weekly pay period. Mansfield made a motion to approve the job description revision; Gaul seconded the motion. Motion carried unanimously.

Midkiff sought a motion to approve retroactively the resignation of full-time Human Resources Coordinator Jennifer Richmond effective 4PM on 2/25/22 as well as her vacation payout of \$518.40 for 21.60 hours x \$24 per hour. Richmond initiated employment with the MCHD in Nov. 2021 and resigned to accept other employment via Meigs Local School District. Midkiff explained that while the MCHD's Policy and Procedure Manual states that *No Employee will be entitled to vacation leave under any circumstances until he has completed one year of employment with the District*, Senior Management has made exceptions and payouts from the Severance Fund to foster goodwill for employees who have done a good job for the District under the manual's scope of coverage Section 1.7B with funding available to do so. Mansfield made a motion to approve retroactively Richmond's resignation and vacation payout; Patterson seconded the motion. All were in favor of the motion.

Midkiff initiated a discussion about the MCHD's Anthem renewal effective 5/1/22 for employee medical coverage. The renewal was emailed to Members prior to the meeting for review. There was a six percent increase for the \$3,000 deductible plan and a 12% increase for the \$2,500 deductible plan. The Employer currently pays 75% of the monthly premium while the employee pays 25%. Midkiff stated that there is adequate funding to cover the increase and that covered/eligible staff recently met and would like to retain the current coverage. Mansfield made a motion to approve the Anthem renewal as emailed and discussed with the Employer continuing to pay 75% of the monthly premium. Gaul seconded the motion. Motion carried unanimously.

### **Environmental Health:**

The Feb. Nuisance Status and Animal Bite Reports were emailed to the Membership for review prior to the meeting. There were six nuisances in total = two food service operation inspections; two solid waste inspections; two other investigations. There were two animal bites received in Feb. 2022 both involving cats.

There were no WPCLF Projects out for bid this month for household sewage treatment system replacement or repair per Swatzel.

Midkiff informed attendees that Sanitarian-in-Training Daschle Facemyer will take his national registered environmental health specialist exam on 3/25/22 at the University of Rio Grande. The MCHD paid for a preparation course via Kent State University (of which Facemyer was allowed to complete on work time). The MCHD also will pay for Facemyer to take the exam one time. It was noted he will soon celebrate his second work anniversary with the MCHD on 3/16/22 and will get married on 6/4/22.

Swatzel reminded attendees that the 2022 Meigs County Cleanup Day is scheduled for May 14<sup>th</sup> from 9AM-2PM at the fairgrounds. Volunteers are needed and being solicited.

### **Other New Business:**

The MCHD received two incomplete applications for the available Fiscal Officer position. It was advertised through March 4<sup>th</sup> at 4PM or until filled. The MCHD will continue to accept applications to increase its applicant pool.

There have been three applicants for the part-time WIC Breastfeeding Peer Helper received to date. Two will be interviewed by Midkiff and WIC Director Sherry Eagle on March 9<sup>th</sup> and 10<sup>th</sup>. The third applicant does not meet the definition of a peer having breastfed a child to many years ago; therefore, will not be considered for employment.

The MCHD applied for a safety grant and received \$910.65 from its liability insurance carrier: Public Entities Pool of Ohio with which to purchase updated AED and first aid supplies.

The MCHD recently submitted its five-year SAM registration/renewal with the USFCR in the amount of \$2,995. This is a requirement to receive federal funding.

### **Old Business:**

Barr provided a COVID-19 status update. He continues to meet virtually with Governor DeWine and other health officials across the State as well as school personnel on a weekly basis. Barr shared current federal guidelines for masking, which the MCHD is adhering to and recommending. Barr noted that the federal regulation for universal masking on public transportation has been lifted. There is improvement with declining cases within the County with 62 active cases of which 20 are pediatric. Presently, there are three residents hospitalized and two deaths reported in the past week. He reminded attendees that the MCHD contracted with Ohio University to administer vaccine via its mobile unit throughout the County from Feb. 2022 – June 2023.

Midkiff relayed that the MCHD will be privately purchasing 200 doses of regular flu vaccine for the 2022-2023 season. In 2021, the MCHD bought 100 doses for \$1,695 and easily made a profit. The MCHD will continue to use VaxCare for high dose flu shots (which are more expensive) for the foreseeable future.

### **Miscellaneous Business:**

Midkiff reminded attendees that the annual District Advisory Council Meeting is scheduled for March 29th at 6PM at the Rutland Bottle Gas Building on the Meigs Co. Fairgrounds. Mansfield and Gaul indicated that they would attend the meeting.

Midkiff reminded attendees that the MCHD's ACAR is scheduled to be reviewed by the Public Health Accreditation Board on March 9<sup>th</sup>. A decision of accredited or not accredited will be made at that time. If accredited, the MCHD likely will schedule a celebration during the first week of April, which is national Public Health Week.

An upcoming event includes the in-person Staff Meeting on March 9th at 8:15AM on the first floor of the Meigs Multi-Purpose Health Center.

**Adjournment:**

The next BOH Meeting will take place on 4/12/22 at 5:00 PM in the conference room of the MCHD.

With no further business to discuss, the meeting was adjourned at 5:59 PM with a motion by Mansfield.

Marc Barr, MS  
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 3/8/22 meeting minutes.)