



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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**Board of Health Meeting Minutes
May 10, 2022**

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

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

Attendees recited the Pledge of Allegiance and Swatzel offered prayer.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 4/12/22 BOH Meeting Minutes as emailed. Mansfield noted a revision in the paragraph concerning the Community Health Assessment. The quotes were exorbitant not absorbent. Mansfield made a motion to approve the document as revised; Gaul seconded the motion. All were in favor of the motion.

New Business:

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

Midkiff asked for a motion to approve the FY 2023 contract by and between WIC and Ellen Mingus/Southeast Ohio Nutrition Consulting Services, which was emailed to members prior to the meeting for review. Gaul made a motion to approve the contract as emailed; Mansfield seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve retroactively the annual commercial insurance property premium with CORSA in the amount of \$3,285. There was an increase of \$388 from 2021. Payment needed to be made prior to the meeting; consequently, Midkiff sought retroactive approval. Patterson made a motion to approve retroactively the CORSA premium payment; Gaul seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve the annual liability insurance premium via the Public Entities Pool of Ohio (PEP) effective 5/31/22. The renewal amount for current coverage is \$6,200 reflecting a \$56 decrease from 2021. Gaul made a motion to approve the PEP payment; Weber seconded the motion. All were in favor of the motion. Midkiff explained that the MCHD can recover a portion of the commercial property and liability insurance coverage costs from the grants via the Cost Allocation Plan. This was not done in 2021. Midkiff asked permission to waive assessing a portion of the 2022 costs from the grants as funding is available in the general fund and it is a cost of doing business. Attending members concurred with Midkiff.

Midkiff sought a motion to approve revised job descriptions for the following full-time positions: Administrative Assistant/VS Clerk; Clerical Specialist; Accreditation Coordinator/Policy and Plan Compliance Officer/Deputy Registrar. All the job descriptions were emailed to Members prior to the meeting for review. Mansfield made a motion to approve the revised job descriptions as emailed; Gaul seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the promotion of Shauna Chapman to full-time Administrative Assistant/VS Clerk effective 6/19/22 at \$18.23 per hour. Chapman, who would receive a \$1.40 per hour pay increase from her current position as Clerical Specialist, will be assisting with fiscal duties. Gaul made a motion to approve Chapman's promotion; Patterson seconded the motion. All were in favor of the motion. The MCHD will advertise to fill the Clerical Specialist position currently held by Chapman.

Midkiff beseeched a motion to approve the revised duties of Michelle Willard as specified in the full-time Accreditation Coordinator/Policy and Plan Compliance Officer/Deputy Registrar job description effective 6/19/22 to include a .77 per hour pay increase to \$19 per hour. Weber made a motion to approve Willard's revised duties; Mansfield seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve retroactively a MOU by and between the MCHD and Mid-Ohio Valley Health Dept. (in Wood Co., WV) for mutual assistance in case of emergencies. The MOU was emailed to Members prior to the meeting for review. Weber made a motion to approve retroactively the MOU as emailed; Mansfield seconded the motion. All were in favor of the motion.

Environmental Health:

The April Nuisance Status and Animal Bite Reports were emailed to the Membership for review prior to the meeting. There were eight nuisances in total = three solid waste inspections; three other investigation and two sewage inspections. There were seven animal bites received in April 2022 involving five dogs, one cat and one bat.

Midkiff sought a motion to approve retroactively a contract by and between the MCHD and Robert Musser for mosquito control activities. The contract was emailed to Members prior to the meeting for review. Patterson made a motion to approve retroactively the contract as emailed; Mansfield seconded the motion. Motion carried unanimously.

There were two complete bids for one WPCLF project for a system alteration and a system repair for Sandra McKay at 34695 Bashan Road Racine 45771 (100% funded) and Sherrie Coppick Bonsu at 39374 Smith Road Pomeroy 45769 (100% funded), respectively. Dais Septic Service bid = \$10,925 and Duncan & Daniels bid = \$12,456. Gaul made a motion to accept the lowest bid from Dais Septic Service; Patterson seconded the motion. All were in favor of the motion.

Swatzel explained that Republic Services (aka Allied Waste) of 50 Industrial Lane, Kyle Industrial Park Huntington, WV 25702 is a refuse hauler that applied for registration in 2022, but has failed to submit its trucks for inspection despite repeated requests from the MCHD. They currently are operating within the County. This non-compliance places them in violation of Section 4.4 of the Regulation for the Storage and Collection of Solid Wastes in the Meigs County Health District Rules and Regulations. Section 4.4 states that "All equipment for collection shall be available for inspection without prior notice at the discretion of the Board." Consequently, the BOH can opt to revoke, suspend or not register the company for its unwillingness to comply with the regulation. Gaul made a motion to refer the company to the County Prosecutor for further legal action likely involving issuance of a cease-and-desist letter. Patterson seconded the motion. Motion carried unanimously.

The MCHD issued John Hensley a notice to appear for failing to abate a solid waste nuisance on his property located at 50053 Connolly Rd in Reedsville. Swatzel reported that Hensley has satisfactorily abated the nuisance on this rental property. Photographs were available for Member review. No further action is needed.

Swatzel told attendees about the 2018-2020 ODH public pool and campground results. The MCHD was placed on provisional status (as were many local health departments) for failure to meet inspection frequency. Swatzel explained that inspections are to be conducted annually (or every 365 days) which is between two licensing periods. State mandated COVID 19 closures prevented MCHD access to the facilities, but no exception was granted for that reason. Meanwhile, Swatzel was having the BOH approve annual fees including the State fee. In the future, only local fees are to be approved by the BOH.

Other New Business:

Midkiff asked for a motion to approve the revised MCHD Credit Card Policy. Originally, the MCHD Fiscal Officer was charged with card use oversight. Since the MCHD does not employ a Fiscal Officer presently, the policy was amended to give the Administrator oversight. This policy will be included in the MCHD's revised Employee Policy and Procedure Manual being prepared by Clemans-Nelson & Associates. (NOTE: Midkiff anticipated a copy of the final draft for Member review and approval, but it was not received in time for this meeting.). Mansfield made a motion to approve the revised policy as emailed to Members prior to the meeting for review; Gaul seconded the motion. All were in favor of the motion.

Midkiff relayed that the MCHD received its annual subsidy from ODH in the amount of \$9,418.39. The amount doubled in 2022 because the MCHD was accredited by the Public Health Accreditation Board.

Midkiff noted that the MCHD's 2020-2021 State audit likely will begin during the week of May 15. The audit will be executed by the Auditor of State Keith Faber's office. Barr, Midkiff and the MCHD supervisors and grant managers met with audit staff on May 4th to discuss what the audit will entail.

Midkiff beseeched a motion to approve having Charles E. Harris & Associates complete the MCHD's 2022 annual financial statement/notes and submit the report to the State. The cost is anticipated to be \$1,000 or less. Patterson made a motion to approve having Charles E. Harris & Associates complete this work on the MCHD's behalf; Mansfield seconded the motion. Motion carried unanimously.

There was significant discussion about researching for available grant funding with which to relocate the MCHD. There is a commercial property currently available for sale at 2995 SR 124 Racine, OH for the listed price of \$499,900. It would require architect approved renovation to accommodate the MCHD's operations. Ohio University graduate student Mayre Newcomb is interning at the MCHD from May-Aug 2022. The Members concurred researching for available grant funding would be a good project for Newcomb.

Barr discussed proposed Ohio House Bill 463 which seeks to dissolve the District Advisory Council and place sole responsibility of appointing BOH Members under the auspices of the Board of County Commissioners. The Association of Ohio Health Commissioners as well as the MCHD opposes this legislation. The MCHD issued an opposition letter to all Township Trustees, Village Mayors, Board of County Commissioners and the House State and Local Government Committee, which heard opponent testimony on House Bill 463.

Old Business:

Barr provided a COVID-19 status update. He continues to meet virtually with Governor DeWine and other health officials across the State. He presently converses with school personnel on an as needed basis. Current cases are up slightly state-wide and hospitalizations are at a manageable level. ODH is offering additional grant funding via its Enhanced Operation 2022 solicitation (which is due May 30). Barr said that the MCHD and many local health departments in the region do not intend to apply.

Midkiff initiated discussion about use of the MCHD's accrued credit card reward points, which presently total nearly 155,000. The MCHD has not redeemed any reward points to date. The credit card purchases are paid for by the general fund as well as grant monies. Midkiff suggested available items for employee wellness be purchased and retained at the MCHD. Other suggestions included gift cards for employees (if permitted by the State Auditor). No decision was made, but more research will be conducted about allowable use of the reward points.

Miscellaneous Business:

Upcoming events include: Staff Meeting – May 11 beginning at 8:15AM; Meigs County Cleanup Day - May 14 9AM-2PM at Fairgrounds; Get Healthy Meigs! Meeting – May 19th beginning at 10:30AM at MCDJFS; Closed for Memorial Day – May 30.

Adjournment:

The next BOH Meeting will take place on 6/14/22 at 5:00 PM in the conference room of the MCHD.

The meeting adjourned at 6:06 PM with a motion by Mansfield.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 5/10/22 meeting minutes.)

