



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

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**Board of Health Meeting Minutes  
June 14, 2022**

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

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; BOH Member Eric Rock; Ohio University (OU) Intern Mayre Newcomb.

Attendees recited the Pledge of Allegiance and Midkiff offered prayer.

**OU Intern Update:**

Newcomb reported on competency projects she is working on behalf of the Meigs County Health Dept. (MCHD) and to fulfill academic requirements including data collection for the Community Health Assessment; literature reviews; succession planning and compiling training materials for the BOH and new employee orientation. The Membership expressed appreciation for Newcomb's efforts.

**Approval of Meeting Minutes:**

Midkiff beseeched a motion to approve the 5/10/22 BOH Meeting Minutes as emailed. Rock made a motion to approve the document as emailed for Member review prior to the meeting; Mansfield seconded the motion. All were in favor of the motion.

**New Business:**

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

Midkiff reported that the 2020-2021 State Audit began in May. The State Examiners worked approximately 2.25 days and indicating that they did not know when they would return to finish the MCHD audit because of other work commitments and workforce shortages.

Midkiff asked for a motion to approve retroactively a MOU for Back-up Medical Dir. Services with Dr. Jon Sullivan effective 7/1/22-6/30/23. Mansfield made a motion to approve retroactively the MOU as emailed to Members prior to the meeting for review; Rock seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve retroactively a contract for Medical Dir. Services with Douglas Hunter, MD effective 7/1/22-6/30/23 in the amount of \$3,000. Rock made a motion to approve retroactively the contract as emailed to Members prior to the meeting for review; Gaul seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve an annual contract for IT Services with Meigs Local effective 7/1/22 – 6/30/23 not to exceed \$1,600. Weber made a motion to approve the contract as emailed to the Members prior to the meeting for review; Mansfield seconded the motion. All were in favor of the motion.

Midkiff sought a motion to approve retroactively the FY 2023 epidemiologist contract with Jackson Co. Health Dept. in amount of \$9,443.85 eff. 7/1/22-6/30/23. Weber made a motion to approve the contract as emailed to Members prior to the meeting for review; Mansfield seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the revised MCHD Salary Schedule as emailed to Members prior to the meeting for review. Rock made a motion to approve the revised MCHD Salary Schedule as emailed; Patterson seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve the revised PHN/BSN job description as emailed to Members prior to the meeting for review. Gaul made a motion to approve the revised job description as emailed; Mansfield seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve retroactively the full-time employment of Michelle Marcum, BSN at \$25 per hour effective 8AM on 6/6/22. Midkiff reminded attendees that funds were allocated in the 2022 General Fund Budget to employ a nurse beginning June 2022. Rock made a motion to approve retroactively Marcum's full-time employment; Patterson seconded the motion. All were in favor of the motion.

Midkiff sought a motion to approve retroactively a contract by and between MCHD/Creating Healthy Communities (CHC) Program and Myers Paving in the amount of \$21, 300. The contract is effective 5/17/22-12/31/22 for paving at General Hartinger Park in Middleport to facilitate accessibility. Gaul made a motion to approve retroactively the contract as emailed to Members prior to the meeting for review; Mansfield seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively the University of Rio Grande - Holzer School of Nursing contractual agreement for clinical experiences for nursing students for 2022-2023. The agreement fulfills one of the 10 Essential Public Health Services: build a diverse and skilled workforce. Mansfield made a motion to approve retroactively the contractual agreement as emailed to Members prior to the meeting for review; Rock seconded the motion. All were in favor of the motion.

Newcomb exited the meeting at 5:17PM.

At 5:17PM, Midkiff beseeched a motion to enter into Executive Session to discuss a personnel matter involving an employee's request for both a work hour and pay increase. Rock made a motion to enter into Executive Session and the motion was approved with the following roll call vote: Rock -yes; Mansfield – yes; Gaul- yes; Weber – yes; Patterson – yes. In attendance were Rock, Mansfield; Gaul; Weber; Patterson; Midkiff and Barr.

At 5:32PM, the meeting resumed in Regular Session with a motion by Gaul that was approved with the following roll call vote: Gaul – yes; Mansfield – yes; Weber – yes; Rock – yes; Patterson – yes. In attendance were Rock, Mansfield; Gaul; Weber; Patterson; Midkiff; Barr and Swatzel.

Gaul made a motion to retain PHN2/CMH Nurse Angie Rosler at 28 hours per week at her current rate of pay (\$22.30 per hour) beginning pay period 7/3/22 – 7/16/22. She will be compensated for 21 hours per week from the General Fund and for seven hours per week from ODH’s Public Health Workforce Grant through 6/30/23. It was noted that Rosler initially was employed by the MCHD for 21 hours per week for CMH duties only. Her weekly hours were increased on 9/26/2021 to 28 to assist with COVID vaccine administration via ODH’s Vaccine Equity Grant, which will be ending on 6/30/22. Rock seconded the motion. Motion carried unanimously. The Membership expressed appreciation for Rosler’s efforts.

**Environmental Health:**

The May Nuisance Status and Animal Bite Reports were emailed to the Membership for review prior to the meeting. There were 10 nuisances in total = one solid waste inspection; five sewage inspections; one bed bug investigation; two food service operation inspections; one mosquito investigation. There were five animal bites received in May 2022 involving four dogs and one cat.

Swatzel shared the following results of the 2022 Meigs County Cleanup Day:

Participating vehicles = 275

Trailers = 62

Tons of Solid Waste Deposited = 38.05

Tons of Scrap Metal Deposited = 14.79

# Of Scrap Tires Collected = 726

# Of Volunteers = 65

Swatzel reported that the MCHD received \$724 and anticipates \$581.40 from RJ Recycling LLC for scrap metal recovery. The Membership commended Swatzel for his event coordination efforts.

The MCHD’s 2022 Rabies Clinic was held on June 11 in conjunction with the Meigs Veterinary Clinic. Preliminary data shows that 123 dogs and 15 cats were vaccinated during the event. A final count will be provided by the veterinary clinic.

Midkiff relayed that the MCHD received \$9,006.78 in April from ODH for estimated revenue losses associated with the food cost methodology and inspection frequency affected by State-mandated COVID closures.

Midkiff asked for a motion to approve retroactively the 2022 Ohio Environmental Protection Agency’s Recycling and Litter Prevention, Recycle Ohio Grant in the amount of \$12,480, which will support 2023 Meigs Co. Cleanup Day efforts. Gaul made a motion to approve retroactively the contract that was emailed to Members prior to the meeting for review; Weber seconded the motion. All were in favor of the motion.

**Other New Business:**

Today, upon review of the final draft of the MCHD’s revised Employee Policy and Procedure Manual prepared by Clemans-Nelson & Associates, Midkiff decided to ask to table BOH approval of the document until further consultation and revision could be made.

Midkiff relayed that the MCHD applied for \$66,000 for the FY 2023 Maternal and Child Health Grant and \$167,837 for the FY 2023 WIC Grant via ODH. If funding is awarded, both projects begin 10/1/22 through 9/30/23.

Midkiff provided clarification about the annual state subsidy received in May = \$4,065.77; \$9,418.39 received in April and reported at the May 10th BOH meeting was enhanced subsidy for accreditation. Meanwhile, \$2,094.90 was received for the LHD \$1 VS Fee Payment.

Midkiff asked for a motion to approve retroactively the Public Health Nursing Service Fee Sheet effective 2/14/22. It was noted that the MCHD's electronic medical records system: eClinical Works uses the Medicare Fee Schedule. Members asked for clarification about whether or not the MCHD assessing an office visit fee in addition to other fees. Rock made a motion to approve the fees retroactive to 2/14/22 with the stipulation that clarification be provided to the Members via email; Gaul seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve closing the MCHD from noon-4PM on Dec. 14<sup>th</sup> for the Staff Christmas Party and to approve paying for event catering. The venue will be the Meigs County Golf Course. Weber made a motion to approve the MCHD closure and provision of catering via the General Fund for the Staff Christmas Party; Rock seconded the motion. All were in favor of the motion.

#### **Old Business:**

Barr provided a COVID-19 status update. He continues to meet virtually with Governor DeWine and other health officials across the State on a bi-weekly basis. He presently converses with school personnel on an as needed basis. Barr attended the Public Health Combined Conference in May 2022. Currently, the County has an equal number of cases of flu and COVID hospitalizations. Barr talked about the wide availability of preventative measures including vaccine and test kits as well as effective treatments, which should keep the number of hospitalizations down. Barr noted that some COVID treatments can affect the liver and kidneys; therefore, treatment must be prescribed on a case-by-case basis by a licensed healthcare provider.

Midkiff advised that she recently attended a Downtown Revitalization Workshop hosted by Buckeye Hills Regional Council during which uses of Gov. DeWine's proposed \$500 million in funding for Appalachian Ohio community improvements was discussed. The State will be looking to fund regional (or county-wide proposals) rather than individual proposals. Midkiff continues to have an interest in obtaining another facility in which to relocate MCHD offices and attended the workshop to see what possible funding sources are available for capital investment.

The MCHD only received two viable applications for its advertised full-time Clerical Specialist position. Barr and Midkiff interviewed one candidate on June 13<sup>th</sup> and are trying to schedule an interview with the other candidate in the near future. Meanwhile, the MCHD may benefit from the services of a Vantage Aging-funded worker who resides in Meigs County to serve as a door greeter. Barr and Midkiff will interview that potential candidate on June 22.

#### **Miscellaneous Business:**

Upcoming events include: Staff Meeting – June 15th at 8:15AM; Holiday - June 20th for Juneteenth observance; Holiday - July 4 for Independence Day observance.

#### **Adjournment:**

The next BOH Meeting will take place on 7/12/22 at 5:00 PM in the conference room of the MCHD.

With no further business to discuss, the meeting adjourned at 6:15 PM with a motion by Mansfield.

Marc Barr, MS  
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 6/14/22 meeting minutes.)