



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

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**Board of Health Meeting Minutes  
July 12, 2022**

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

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

Attendees recited the Pledge of Allegiance and Barr offered prayer.

Attendees observed a moment of silence in memory of former BOH Member Gene Jeffers, who died on 7/1/22.

**New Staff Introduction:**

Midkiff introduced Marcum to attending BOH Members. Marcum shared her previous work history as well as her experiences at the Meigs Co. Health Dept. (MCHD) to date. Attendees welcomed her to the MCHD and offered their support. Marcum exited the meeting at 5:08PM.

**Approval of Meeting Minutes:**

Midkiff beseeched a motion to approve the 6/14/22 BOH Meeting Minutes as emailed. Rock made a motion to approve the document as emailed for Member review prior to the meeting; Gaul seconded the motion. All were in favor of the motion.

**Environmental Health:**

The June Nuisance Status and Animal Bite Reports were emailed to the Membership for review prior to the meeting. There were eight nuisances in total = two solid waste inspection; four mosquito complaints; one housing pest investigation; one other inspection involving a spider bite. There were four animal bites received in June 2022 involving one dog, one racoon and two bats.

It was noted that retail food establishment Dollar General Store #681 located at 520 E. Main Street in Pomeroy ultimately complied with terms agreed upon during an Administrative Hearing conducted by the MCHD by satisfactorily cleaning its floors not only in the showroom, but also the storeroom. No further action is necessitated.

Swatzel discussed a sewage nuisance at 56 Depot Street in Rutland. The residence is occupied by Donald Schartiger, who claims to have a lifetime lease with the owner. Swatzel reminded attendees that the BOH referred Schartiger to the County Prosecutor in 2021 for failure to abate a solid waste nuisance. The residence is not connected to public sewerage. Schartiger alleges that the property owner instructed the County not to connect the residence in order to keep him from residing there. MCHD staff adhered a letter for Schartiger to appear at today's meeting to explain his reasons for non-compliance to the residence on June 29<sup>th</sup>. Schartiger responded by calling the MCHD on June 30<sup>th</sup>. Schartiger was told he needed to present an abatement plan to the MCHD, which he has not done to date. Rock made a motion to refer Schartiger to the County Prosecutor for further legal action; Weber seconded the motion. Motion carried unanimously.

There was one complete bid received for one WPCLF household sewage treatment system replace for Betty Kiser, whose property is located at 26761 Mile Hill Rd. in Racine. The project will be fully funded with OEPA funding. The bid was from Dais Septic Services in the amount of \$11,050. Gaul made a motion to approve the bid; Patterson seconded the motion. All were in favor of the motion.

Swatzel reported that OEPA abated an illegal dump on property inherited and owned by Connie Semelsberger located at 52340 SR 248 in Long Bottom. This No-Fault Scrap Tire Removal resulted in 2,421 scrap tires being removed from the property as well as 88.9 tons of solid waste.

#### **New Business:**

Midkiff requested a motion to approve the June 2022 fiscal report as presented; payment of June 2022 bills as presented via the expenditure spreadsheet; the June 2022 daily deposit records as submitted to the County Auditor/Treasurer; the June 2022 billing remuneration report; an appropriation of \$1,000 into T076T02. There were no donations in June 2022. Rock made a motion to approve the fiscal report/daily deposits/expenditures/billing remuneration report/appropriation as presented; Patterson seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively the MCHD's Affirmative Action Plan effective 7/9/22-7/9/23. She explained the MCHD again adopted the State of Ohio's plan. Weber made a motion to approve retroactively the plan; Rock seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve closing the MCHD to the public on Sept. 14<sup>th</sup> for the annual Workforce Development/Employee Recognition Day, which will be held at the Ohio Valley Christian Assembly. Patterson made a motion approving the public closure; Weber seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve retroactively the revised Public Health Nurse 2/Children with Medical Handicap job description effective 7/1/22. The job description was emailed to Members prior to the meeting for review. Gaul made a motion to approve retroactively the job description as emailed; Patterson seconded the motion. All were in favor of the motion.

Midkiff sought a motion to approve the resignation of and vacation payout for Registered Environmental Health Specialist E. Dawn Keller effective 4PM on 7/15/22. Keller accepted a position with OEPA. Rock made a motion to approve Keller's resignation and vacation payout; Gaul seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively the full-time employment of Josette Heaton as the Clerical Specialist effective 7/5/22 at 8AM at \$16.55 per hour. Heaton is being remunerated via the ODH Public Health Workforce Grant through 6/30/23. Gaul made a motion to approve the retroactively employment of Heaton; Rock seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve the resignation of part-time WIC Breastfeeding Peer Helper Misty Morris effective today at 4PM. Morris accepted employment elsewhere. Gaul made a motion to approve Morris' resignation; Rock seconded the motion. Motion carried unanimously.

Swatzel exited the meeting at 5:43PM.

At 5:43 PM, Midkiff requested a motion to enter into Executive Session to discuss a personnel matter involving possible employee disciplinary action. Rock made a motion to enter into Executive Session and the motion was approved with the following roll call vote: Rock -yes; Gaul- yes; Weber – yes; Patterson – yes. In attendance were Rock; Gaul; Weber; Patterson; Midkiff and Barr.

At 6:25PM, the meeting resumed in Regular Session with a motion by Rock that was approved with the following roll call vote: Gaul – yes; Weber – yes; Rock – yes; Patterson – yes. In attendance were Rock, Gaul; Weber; Patterson; Midkiff and Barr.

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

The final draft of the MCHD's revised Employee Policy and Procedure Manual prepared by Clemans-Nelson & Associates was received today at 4:54PM via email, which then was forwarded immediately to the BOH Members. After discussion, it was decided again to table BOH approval of the document until further consultation and possible additional revision could be made.

Midkiff explained that the MCHD purchased \$500 worth of Powell's gift cards (in \$25 increments) with ODH COVID Contract Tracing Grant funds to assist residents who were quarantined with the virus. A little more than \$75 was spent. The grant has ended. ODH required the MCHD to return \$425 from the general fund since the gift cards were specific to Meigs County and couldn't be returned for cash. Midkiff recommended that the gift cards be given to staff for employee recognition purposes or used for catering from Powell's deli for an upcoming MCHD event. After discussion, Rock made a motion to use the gift cards for employee recognition; Patterson seconded the motion. Gaul was opposed to giving the gift cards to employees. Motion carried. The gift cards will be disseminated during the Sept. 14<sup>th</sup> Workforce Development/Employee Recognition Day.

Midkiff relayed the MCHD's promotional plans for the 2022 Meigs County Fair including participation in Kid's Prevention Day and providing handwash stations.

There was discussion about increasing the MCHD's current mileage reimbursement rate in response to present increasing fuel prices. The State of Ohio's current rate is .58 effective 7/1/22. The MCHD's current rate is .52. Barr noted that the MCHD's rate is the lowest offered by local health departments in our region. Rock made a motion to increase the MCHD's mileage reimbursement rate to .58 retroactively to 7/1/22; Gaul 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. He presently converses with school personnel about plans for the upcoming

school year and sports. Presently, there are 277.4 cases per 100,000 population in Ohio. Hospitalizations at Columbus facilities are up, but manageable. Locally, cases have increased resulting in Meigs County trending from green to yellow on ODH's dashboard. Vaccine now is available for those aged six months to five years via healthcare providers including local health departments.

**Miscellaneous Business:**

An upcoming event includes a Staff Meeting on July 13th at 8:15AM.

**Adjournment:**

The next BOH Meeting will take place on 8/9/22 at 5:00 PM in the conference room of the MCHD.

With no further business to discuss, the meeting adjourned at 6:49 PM with a motion by Rock.

Marc Barr, MS  
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 7/12/22 meeting minutes.)