



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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**Board of Health Meeting Minutes
August 9, 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 Medical Member Wilma Mansfield; Clerical Specialist Josette Heaton. Absent was BOH Member Eric Rock

Attendees recited the Pledge of Allegiance and Weber offered prayer.

New Staff Introduction:

Midkiff introduced Heaton to attending BOH Members. Heaton, who shared her experience at the Meigs Co. Health Dept. (MCHD) to date, said she felt the atmosphere was friendly and the staff was like a small family. Attendees welcomed her to the MCHD and offered their support. Heaton exited the meeting at 5:04PM.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 7/12/22 BOH Meeting Minutes as emailed. Gaul made a motion to approve the document as emailed for Member review prior to the meeting; Weber seconded the motion. All were in favor of the motion.

New Business:

Midkiff requested a motion to approve the July 2022 fiscal report as presented; payment of July 2022 bills as presented via the expenditure spreadsheet; the July 2022 daily deposit records as submitted to the County Auditor/Treasurer; the July 2022 billing remuneration report; the establishment of a new fund (T064) for Public Health Emergency Response FY 23 (in which the full grant award of \$65,000 was appropriated). There were no donations in July 2022. Gaul made a motion to approve the fiscal report/daily deposits/expenditures/billing remuneration report/new fund establishment and related appropriations as presented; Mansfield seconded the motion. Motion carried unanimously.

Midkiff sought a motion to approve the full-time employment of Elizabeth Teaford as an Environmental Health Specialist in Training effective 8AM on 8/22/22 at \$16.50 per hour. Teaford, who previously served as the MCHD's contract mosquito control technician, likely will necessitate enrollment into the MCHD's medical, dental and vision coverages. Gaul made a motion to approve Teaford's full-time employment; Weber seconded the motion. All were in favor of the motion.

Midkiff asked for a motion to approve the MCHD's revised Providing Culturally and Linguistically Appropriate Services Policy as emailed prior to the meeting for Member review. Weber made a motion to approve the revised policy as emailed; Mansfield seconded the motion. Motion carried unanimously.

Environmental Health:

The July Nuisance Status and Animal Bite Reports were emailed to the Membership for review prior to the meeting. There were five nuisances in total = two solid waste inspections; one mosquito complaint; one sewage investigation and one other investigation. There were four animal bites received in July 2022 involving two dogs and two cats.

There were two WPCLF household sewage treatment system projects out for bid this month: #1 47738 Scout Camp Road in Long Bottom (Replacement) and 26363 Rutherford Road in Albany (Repair) #2 34345 Flatwoods Road in Pomeroy (Replacement) and 32415 Red Hill Road in Langsville (Replacement). For Project #1 there were three complete bids as follows: River City Excavating = \$15,500; Dais Septic Services = \$12,675; Duncan and Daniels Enterprises = \$17,190. Gaul made a motion to accept the lowest bid from Dais Septic Service; Patterson seconded the motion. All were in favor of the motion. There were three completed bids for Project #2 as follows: River City Excavating = \$22,900; Dais Septic Services = \$20,750; Duncan and Daniels Enterprises = \$28,727. Gaul made a motion to accept the lowest bid from Dais Septic Services; Mansfield seconded the motion. All were in favor of the motion.

Swatzel presented the 2021 WPCLF Closeout Report. With \$150,000 in funding, the MCHD replaced or assisted with replacement of 14 household sewage treatment systems; one system repair and four soil evaluations. Swatzel is currently expending 2022 funds in the amount of \$150,000 through 12/31/22. Swatzel reported that, since 2016, the MCHD has expended \$838,229.57.

Midkiff read a resolution compiled and presented by Swatzel allowing the MCHD to apply for 2023 WPCLF funding in the amount of \$150,000 via the OEPA. Gaul made a motion to approve the resolution as read; Weber seconded the motion, which was approved unanimously by the following roll call vote: Gaul – yes; Weber- yes; Mansfield – yes; Patterson – yes.

Other New Business:

The final version of the MCHD's revised Employee Policy and Procedure Manual prepared by Clemans-Nelson & Associates was emailed to Members prior to the meeting for review. Gaul made a motion to approve the document as emailed; Patterson seconded the motion. Motion carried unanimously. The manual is effective as of today.

Midkiff beseeched a motion to approve a contract by and between the MCHD and Mission Met in the amount of \$14,795 effective 8/1/22-6/30/23 for strategic planning via the ODH Public Health Workforce Grant. The contract was emailed to Members prior to the meeting for review. Patterson made a motion to

approve the contract as emailed; Gaul seconded the motion. All were in favor of the motion. Midkiff discussed other budgeted trainings and technical assistance, which will help the MCHD prioritize the Core Competencies for Public Health Professionals for job descriptions. Midkiff said that ODH anticipates additional grant funding for Public Health Workforce Development via the CDC through Oct. 2027.

The MCHD applied for \$105,000 for FY 23 Creating Healthy Communities funding via ODH. If awarded, the grant will begin 1/1/23.

Midkiff shared results of the 2022 Employee Satisfaction Survey Results. Midkiff consulted Andrew Esposito of Clemans-Nelson & Associates (the MCHD's HR Consultant) about a few employee comments/suggestions including, but not limited to wages, performance raises, salary increases for those who obtain degrees during employment. Esposito's response was relayed to Members. This was for informational purposes only and there was discussion, but no action taken in response to the employee's comments/suggestions.

Midkiff talked about Senior Management's intent to begin having the MCHD represented during stakeholder meetings (Township Trustee and Village Councils) to facilitate and strengthen working relationships. The MCHD is working on compiling a calendar of meetings. Midkiff asked Members to consider attending these meetings too as their schedules allow; she said MCHD supervisors have been asked to participate in the rotation because there are 12 townships and five villages within the County. The calendar will be shared when it is finalized as well as talking points.

Midkiff invited newly appointed County Commissioner Zachary Manuel to visit the MCHD to be familiarized with the agency and its services and to discuss building issues. Even though Midkiff provided Manuel with days and times she and Barr would be available, he visited unannounced today during Midkiff's lunch break. Midkiff will reach out to Manuel again via email.

Old Business:

Barr provided a COVID-19 status update. He continues to meet virtually with Governor DeWine and other health officials across the State with the meetings now occurring quarterly. He presently converses with school personnel about plans for the upcoming school year and sports. CDC/ODH recently released guidance for K-12, which Barr briefly reviewed. He noted that schools and local health departments aren't conducting contact tracing; however, the MCHD communicates with long-term care facilities as needed to address concerns with positive cases. Test kits are readily available to the public via the local library while schools are receiving their own allocations of kits. Cases are up across the State and region with most counties coded as red on the State's dashboard. Barr anticipates positive home tests are underreported. Hospitalizations have increased, but not to record levels as earlier in the Pandemic. Barr has heard that ERs are diverting patients because of workforce shortages. Since protection against the disease via vaccinations wanes, people are considered unvaccinated unless they are boosted within the recommended timeframe.

Barr noted that the State's current cases of Monkeypox are mainly occurring in large metropolitan areas. The disease is spread via direct contact with those actively infected with the virus. There is enhanced concern within counties that have high rates of international travelers and academic institutions at this time.

Midkiff advised that the State Auditor's Office had emailed her to say that it isn't sure when the 2020-2021 audit will resume because of workforce shortages.

Miscellaneous Business:

Upcoming events include: Virtual Staff Meeting - Aug. 10 at 8:15AM; Holiday -Sept. 5: Labor Day; Workforce Development and Employee/ BOH Recognition Day - Sept. 14 8AM-3PM at the Ohio Valley Christian Assembly.

Ohio University MPH student Mayre Newcomb completed her unpaid internship at the MCHD on 8/5/22. She assisted with the 2022-2025 Meigs County Community Health Assessment as well as literature reviews, succession planning and BOH training. Barr will review the BOH training and coordinate dissemination to facilitate the two hours of State-required BOH training per year.

Adjournment:

The next BOH Meeting will take place on 9/13/22 at 5:00 PM in the conference room of the MCHD.

With no further business to discuss, the meeting adjourned at 6:17 PM with a motion by Weber.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 8/9/22 meeting minutes.)