



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

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**Board of Health Meeting Minutes  
September 13, 2022**

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

In attendance: Gaul; BOH Vice President (VP) Edna Weber, who entered at 5:05PM; Administrator Courtney Midkiff; Health Commissioner Marc Barr; Director of Environmental Health Steve Swatzel; BOH Medical Member Wilma Mansfield; BOH Member Eric Rock. Absent was BOH Member Pam Patterson.

Attendees recited the Pledge of Allegiance and Midkiff offered prayer.

**Approval of Meeting Minutes:**

Midkiff beseeched a motion to approve the 8/9/22 BOH Meeting Minutes as emailed. Mansfield made a motion to approve the document as emailed for Member review prior to the meeting; Rock seconded the motion. All were in favor of the motion.

**New Business:**

Midkiff requested a motion to approve the Aug. 2022 fiscal report as presented; payment of Aug. 2022 bills as presented via the expenditure spreadsheet; the Aug. 2022 daily deposit records as submitted to the County Auditor/Treasurer; the Aug. 2022 billing remuneration report; appropriation revisions for (T064) for Public Health Emergency Response (PHEP) FY 23 from 7/1/22-12/31/22 in the amount of \$26,500; establishment of a new fund for WIC FY 23 (T066) from 10/1/22-12/31/22 in the amount of \$45,120; establishment of a new fund for Maternal and Child Health Program (MCHP) (T065) FY 23 from 10/1/22-12/31/22 in the amount of \$20,000. There were no donations in Aug. 2022. Gaul made a motion to approve the fiscal report/daily deposits/expenditures/billing remuneration report/new fund establishment and related appropriations; revised PHEP appropriations as presented; Rock seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively the resignation of Creating Healthy Communities (CHC) Program Director Rebecca Zuspan effective 4PM on 8/24/22 as well as her vacation payout of \$818.53 from the Severance Fund. Zuspan, who was employed by the Meigs Co. Health Dept. (MCHD) for a little more than six months, accepted employment elsewhere. The MCHD expensed ODH for Zuspan's vacation payout to reimburse the Severance Fund. Rock made a motion to approve retroactively Zuspan's resignation and vacation payout; Gaul seconded the motion. All were in favor of the motion.

Midkiff sought a motion to approve the full-time employment of Lindsey Jeffers as the CHC Program Director effective 8AM on 9/26/22 at \$21.20 per hour. Jeffers will necessitate enrollment into the MCHD's medical, dental and vision coverages. Rock made a motion to approve Jeffers' full-time employment; Mansfield seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve the 2022-2023 Flu and Pneumonia Shot Fees as emailed prior to the meeting for Member review. Gaul made a motion to approve the fees as emailed; Mansfield seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve retroactively the Technical Assistant and Training Agreement with the Public Health Foundation in the amount of \$10,000 effective 2/1/23-6/30/23. The document was emailed to Members prior to the meeting for review. Grant funds from the ODH Public Health Workforce Grant will be used for the expense. Gaul made a motion to approve the agreement retroactively; Rock seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve the MCHD's revised HR Committee and Employee Recognition Policies as emailed prior to the meeting for Member review. Gaul made a motion to approve the revised policy as emailed; Mansfield seconded the motion. Motion carried unanimously.

Midkiff sought a motion to approve retroactively the Ohio University Health Sciences and Professions Affiliation Agreement (Nursing) effective 9/7/22. This workforce development initiative will benefit the MCHD with the provision of additional clinical services for outreach vaccination clinics. Mansfield made a motion to approve retroactively the agreement; Gaul seconded the motion. All were in favor of the motion.

#### **Environmental Health:**

The Aug. Nuisance Status and Animal Bite Reports were emailed to the Membership for review prior to the meeting. There were four nuisances in total = two other investigations; one mold investigation; one pest investigation. There were seven animal bites received in Aug. 2022 involving six dogs and one bat.

It was noted that Mosquito Control Technician Robert Musser terminated his contract with the MCHD on 8/17/22 to resume his studies at The Ohio State University. Swatzel reported that it was a good experience for both parties.

Swatzel presented a written septic variance request from Carol Pierce of 38060 Mount Union Rd. in Pomeroy, which read as follows: *I Carol Pierce at 38060 Mount Union Road Pomeroy Ohio am writing this letter for consideration and approval to tie into existing sewer. This is for a 14x52 trailer. There will be only my sister and I using the system. Unfortunately, what started as a simple project has turned into a very costly move. We are both on a fixed income and this has quickly become a financial burden. After a brief discussion, Gaul made a motion to approve the variance; Rock seconded the motion. Motion carried unanimously.*

Swatzel reported that ODA conducted a survey of the MCHD's Food Program on Aug. 23 and 25. The MCHD passed and only has to respond to two action items.

Swatzel informed attendees that the first reading of the proposed 2023 Environmental Health Fees will take place during the 10/11/22 BOH Meeting.

Swatzel exited the meeting at 5:43PM.

## **Other New Business:**

Midkiff provided an update on work initiated with Mission Met toward compilation of the MCHD's five-year strategic plan. An initial, virtual meeting with all staff was conducted on Sept. 12 and was recorded for future review/reference. Key informant interviews will be held with four identified staff members as well as BOH VP Weber. A retreat will be held on Oct. 12<sup>th</sup> from 9AM-4PM at the Meigs EMS/EMA building and will include MCHD Accreditation Team Members. BOH Members are invited to participate.

Midkiff asked about expensing the following grant programs for 2022 liability and commercial insurance expenses as well as copier maintenance expenses via the MCHD's Cost Allocation Plan: PHEP, WIC, CHC and MCHP. This was not done in 2021 because the agency was flush with COVID funding (which was used to purchase a new copier) and the insurances were considered cost of doing business. In 2022, there is less COVID funding. After discussion, the Members concurred that the aforementioned expenses should be assessed from the grants to reimburse the General Fund.

Midkiff and Barr discussed MCHD plans for the 2022-20223 flu season. The MCHD will kick off its vaccination efforts via an outreach clinic in conjunction with the Meigs Co. Farmers' Market on 10/1/22 from 9AM-noon on the Pomeroy Parking Lot. COVID shots will not be administered during the outreach clinic to avoid error associated with managing 10 different vaccines with participating nursing staff including OU students. Flu shots will be available at the MCHD during normal business hours beginning Oct. 3<sup>rd</sup> and all COVID vaccines continue to be available at the MCHD by appointment.

Midkiff noted that the MCHD's three-year contract with CINTAS expired in May 2022. The delivery person brought this to Midkiff's attention in Aug. 2022. An amendment to the agreement finally was received from CINTAS for an additional three years of service. Meanwhile, Midkiff checked with Sanitary Linen (which provides the MCHD's mat service). Sanitary Linen offered to provide the MCHD with supplies at a five percent discount because of the established business relationship. Rock indicated he preferred an annual agreement as opposed to a multi-year agreement, if available. After discussion, Midkiff ultimately was told to decide between the two companies for the provision of paper towel, toilet paper, soap, air freshener and mop service.

The MCHD received its total second-half real estate tax settlement from the County Auditor in the amount of \$139,205.96 of which the County Auditor retained \$4,655.96 for her office's services.

Midkiff advised the MCHD received notices of award from ODH for FY 23 WIC and MCHP Programs in the amounts of \$167,837 and \$66,000, respectively.

## **Old Business:**

Barr provided a COVID-19 status update. He provides school personnel with weekly reports of the County's cases (which currently are high per ODH's dashboard). ODH has not released any guidance revisions recently. The availability of the new bivalent vaccine is beneficial with fall and winter approaching. The MCHD continues to offer in-house clinics as well as in-home administration, if warranted and requested, and mobile clinics via OU.

There were a couple additional edits made to the MCHD's revised Employee Policy and Procedure Manual as prepared by Clemans-Nelson & Associates in Sections 5.1 and 6.2 (which were explained by Midkiff). Meanwhile, Midkiff said it was decided that part-time employees' vacation accrual will be prorated based on length of services as determined by OPERS.

The State Auditor's Office resumed the MCHD's 2020-2021 State Audit on Aug. 29<sup>th</sup>. A report is expected by the Oct. BOH Meeting. Midkiff recommended that the BOH have an Exit Conference instead of waiving it this time and Members concurred it would be a good learning experience.

The part-time WIC Breastfeeding Peer Helper position remains open. The only two candidates to date did not meet the definition of a peer as per ODH guidance; therefore, the job posting was amended and re-released to include the definition of a peer. Midkiff shared ways the position as been advertised with attendees.

Midkiff revisited Senior Management's intent to begin having the MCHD represented during stakeholder meetings (Township Trustee and Village Councils) to facilitate and strengthen working relationships. MCHD representation at these meetings likely won't be able to begin until 2023. The MCHD's fall schedule is very busy with vaccination clinics, reporting, strategic planning, etc.

**Miscellaneous Business:**

Barr discussed required BOH trainings. OU Intern Mayre Newcomb formatted training with voice overs, which can be viewed during meetings or Barr can upload to You Tube for individual viewing. A way to document the training likely will be a log which Members will sign upon completion of training. Members concurred that they preferred to view the trainings at their convenience in lieu of during meetings.

Upcoming events/closures include: Workforce Development, Employee/BOH Recognition Day - Sept. 14<sup>th</sup> 8AM-3PM at OVCA; Get Healthy Meigs! - Sept. 15<sup>th</sup> 10:30AM-noon at MCJFS; Columbus Day Holiday - Oct. 10; Strategic Planning Event – Oct. 12th 9AM-4PM at Meigs EMS/EMA Building; Staff/BOH Pictures – Nov. 8.

**Adjournment:**

The next BOH Meeting will take place on 10/11/22 at 5:00 PM in the conference room of the MCHD.

With no further business to discuss, the meeting adjourned at 6:19 PM with a motion by Rock.

Marc Barr, MS  
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 9/13/22 meeting minutes.)

