



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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**Board of Health Meeting Minutes
June 13, 2023**

Board of Health (BOH) President Roger Gaul called the convention to order at 5:05PM.

In attendance: Gaul; BOH Vice President (VP) Edna Weber; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel; BOH Medical Member Wilma Mansfield; Health Commissioner Marc Barr; BOH Member Pam Patterson; BOH Member Eric Rock. Guests included WIC Clerk Tara Lee; Registered Environmental Health Specialist in Training (REHSIT) Elizabeth Fisher; Bennett and Elizabeth Roush.

Attendees recited the Pledge of Allegiance and Rock offered prayer.

New Staff Introduction:

Midkiff introduced the BOH Members to new full-time WIC Clerk Tara Lee, who began employment with the Meigs Co. Health Dept. (MCHD) on May 8th. Lee shared that she is a Middleport resident who vacated a legal-related job in Columbus to work at the MCHD. She said she enjoys interactions with the public afforded to her at the MCHD; she indicated her work experience at the MCHD has been rewarding. Lee exited the meeting at 5:08PM after being welcomed by the Membership.

Environmental Health:

The BOH deviated from the agenda to accommodate guests Mr. and Mrs. Bennett Roush, who entered the meeting at 5:10PM accompanied by REHSIT Fisher. A public health nuisance hearing was conducted involving solid waste at the Roush's property located at 226 Cole St. in Middleport. Photographs were displayed of the site. Another complaint was received by the MCHD on Feb. 23rd pertaining to alleged solid waste and housing issues. After contacting the County Prosecutor, it was confirmed that the MCHD has no jurisdiction concerning structural issues only public health concerns. An inspection was conducted on Feb. 27 by MCHD staff. The complainant alleged the presence of excessive cats and pigeon waste at the site. No pests were observed during the visit. Meanwhile, there were trashcans full of rainwater, oil, and trash, which are potential breeding grounds for mosquitoes. There also were old wooden boards and bags of concrete. A notification to contact the MCHD was posted on the residence. After further complaints were received from the same complainant, the County Prosecutor again confirmed on March 2nd that the MCHD has no jurisdiction concerning structural issues. MCHD staff issued the property owners a letter on March 15th ordering them to abate the solid waste nuisance because there had been no communication from Mr. or Mrs. Roush with the MCHD. On April 17, Fisher revisited the property and spoke with Mr. Roush, who indicated health issues had hindered his ability to cleanup. However, he had removed the wooden

boards/ramps and emptied the trash cans turning them upside down to prevent water refill. An additional 30-day extension was given to finish the cleanup including removal of the solid waste. Fisher again inspected the property today and observed some efforts toward abatement. Roush indicated to the BOH that he intends to use the bags of concrete and shared his other plans for additional site improvements. Swatzel recommended the BOH grant Roush an additional 30 days in which to complete the abatement with the MCHD monitoring. Rock made a motion to grant Roush an additional 30 days to abate satisfactorily the solid waste nuisance; Weber seconded the motion. All were in favor of the motion. Mr. & Mrs. Roush exited the meeting at 5:22 PM and Fisher exited the meeting at 5:23PM.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 5/9/23 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 2023 fiscal report as presented; payment of May 2023 bills as presented via the expenditure spreadsheet including Then and Now Certificates; the May 2023 daily deposit records as submitted to the County Auditor/Treasurer; the May 2023 billing remuneration report; the establishment of a new fund for Public Health Emergency Preparedness (PHEP) FY 24 (T073) and certification of \$28,600 revenue and \$33,000 total appropriations (\$24,000 T073T01, \$2,000 T073T02, \$0 T073T03, \$7,000 T073T04) effective 7/1/23-12/31/23. There were no May donations. Mansfield made a motion to approve the fiscal items as presented; Gaul seconded the motion. Motion carried unanimously.

Midkiff noted the need to again increase the original appropriation of S00031 by \$35,000 to provide advances to PHEP FY 24 (T073) in the amount of \$15,000 and Public Health Workforce (PHWF) FY 23 (T072) in the amount of \$20,000. Rock made a dual motion to approve the appropriation increase and advances to grants; Gaul seconded the motion. All were in favor of the motion.

Midkiff solicited a motion to approve revised nursing job descriptions for the Children with Medical Handicaps/Public Health Nurse (PHN) and BSN/PHN positions. The job descriptions were emailed to Members prior to the meeting for review. Midkiff briefly noted the changes. Weber made a motion to approve the revised nursing job descriptions as emailed; Gaul seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively the MOU for Backup Medical Director Services with Morgan Gordon, DO effective 7/1/23-6/30/24. The MOU was emailed to Members prior to the meeting for review and includes no expectation of remuneration. Gaul made a motion to approve retroactively the MOU as emailed; Rock seconded the motion. All were in favor of the motion.

Midkiff sought a motion to approve retroactively the Medical Director Services Contract by and between the MCHD and Douglas Hunter, MD effective 7/1/23-6/30/24 in the amount of \$3,000. The contract was emailed to Members prior to the meeting for review. Rock made a motion to approve retroactively the contract as emailed; Mansfield seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve the IT Services Contract with Meigs Local effective 7/1/23-6/30/24 not to exceed \$1,600. The contract was emailed to Members prior to the meeting for review. Midkiff relayed that the Meigs Local Board of Education is supposed to review and approve the contract during its June 14th meeting. Weber made a motion to approve the contract as emailed; Patterson seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve retroactively the FY 24 Epidemiologist Contract by and between the MCHD and Athens City-County Health Dept. effective 7/1/23-6/30/24 not to exceed \$12,000. The contract was emailed to Members prior to the meeting for review. Gaul made a motion to approve retroactively the contract as emailed; Mansfield seconded the motion. Motion carried unanimously.

Midkiff solicited a motion to approve the resignation of Clerical Specialist Josette Heaton effective at 4PM on June 16th. Heaton has accepted employment elsewhere. Heaton, who was employed by the MCHD on 7/5/22, has 68.55 hours of accrued vacation leave. Gaul made a motion to approve Heaton's resignation and vacation payout at her current hourly rate of pay (\$16.88); Weber seconded the motion. All were in favor of the motion.

Midkiff sought a motion to approve the revised Clerical Specialist job description. The job description was emailed to Members prior to the meeting for review. Midkiff noted that medical claim billing duties were removed. Gaul made a motion to approve the revised job description as emailed; Patterson seconded the motion. Motion carried unanimously. The position has been advertised and electronic applications will be accepted through 6/23/23. The starting pay for the position is \$15.55 via the PHWF FY 22 grant.

At 5:40PM, Gaul made a motion to enter Executive Session to discuss employee compensation; Rock seconded the motion. The motion was approved via the following roll call vote: Gaul – yes; Mansfield- yes; Weber- yes; Patterson – yes; Rock – yes. In attendance were Gaul, Mansfield, Weber, Patterson, Rock, Swatzel, Barr and Midkiff.

At 6:12PM, the meeting resumed in Regular Session with a motion by Weber that was seconded by Rock. The motion was approved by the following roll call vote: Gaul – yes; Mansfield- yes; Weber- yes; Patterson – yes; Rock – yes. In attendance were Gaul, Mansfield, Weber, Patterson, Rock, Swatzel, Barr and Midkiff.

The Ohio Dept. of Health (ODH) permits retention bonuses via the PHWF FY 22 grant at a rate of 3% of the employee's gross wages (not including fringe) or \$1,500, whichever is less. Gaul made a motion to give retention bonuses via grant to the following employees who were not employed when retention bonuses were initially awarded to staff in Jan. 2022. Patterson seconded the motion. All were in favor of the motion.

Michelle Marcum – to be awarded via the 6/4-17/23 pay period

Elizabeth Fisher – to be awarded via the 8/13-26/23 pay period

Lindsey Jeffers – to be awarded via the 9/24/23 – 10/7/23 pay period

Tara Lee – to be awarded via the 12/3-16/23 pay period (upon successful completion of her probationary period)

Environmental Health Continued:

There were seven nuisance complaints resulting in investigations in May 2023 including one sewage inspection; two food service operation inspections; one housing inspection involving pests; two solid waste investigations and one other investigation involving mold. There were five animal bites investigated in May 2023 involving two dogs, one cat and two bats.

Midkiff asked for a motion to approve retroactively the Manufactured Home Park Inspections for FY 2024-

2025 Renewal Agreement in the amount of \$750. The agreement was emailed to Members prior to the meeting for review. Swatzel noted that there are three parks within the County to inspect. Gaul made a motion to approve retroactively the agreement as emailed; Mansfield seconded the motion. Motion carried unanimously.

Midkiff requested a motion to approve retroactively the 2023 Ohio EPA Recycle Ohio Grant Award in the amount of \$13,160, which will support the 2024 Meigs County Cleanup Day. The agreement was emailed to Members prior to the meeting for review. Gaul made a motion to approve retroactively the agreement as emailed; Rock seconded the motion. All were in favor of the motion.

Swatzel shared data as follows from the 2023 Meigs County Cleanup Day. There were 66 volunteers. 252 vehicles and 55 trailers brought in 1,198 scrap tires (fees collected \$479.20); 33.8 tons of solid waste and 15.48 tons of scrap metal (generating \$1,228) for disposal.

Swatzel reported that the MCHD Rabies Clinic conducted in conjunction with the Meigs Veterinary Clinic vaccinated 83 dogs and cats on June 10th.

There were two complete bids received for three WPCLF projects including three household sewage system replacements for Vicki Branham at 34876 Rocksprings Rd in Pomeroy; Rick Lunsford at 26717 Tanners Run Rd in Racine and Albert Proffitt at 48052 Yellowbush Rd in Racine. Dais Septic Service bid \$35,184.58 and Duncan & Daniels Enterprises bid \$42,161.00. Gaul made a motion to accept the lowest bid from Dais Septic Service; Mansfield seconded the motion. Motion carried unanimously.

Other New Business:

Midkiff announced that the MCHD applied for the WIC FY 24 grant via ODH in the amount of \$169,024.00. If awarded, the grant begins Oct. 1st.

Midkiff sought a motion to approve retroactively the revision of the MCHD Employee Policy and Procedure Manual to include the Pregnant Worker's Fairness Act, which, *"prohibits discrimination on the basis of disability, including known pregnancy, childbirth, or related medical conditions and vows to maintain facilities that are accessible to all, and to maintain a work environment free of unlawful discrimination."* The revision was made by Clemans-Nelson & Associates. Patterson made a motion to approve the revision effective 6/7/23; Weber seconded the motion. All were in favor of the motion.

Midkiff announced that ODH allotted local health departments an additional \$10,000 via the PHWF FY 23 grant with which to provide staff training on equity. Midkiff solicited proposals from Clemans-Nelson & Associates; Holzer; the Public Health Foundation and HR Perspectives for consideration.

Midkiff asked for a motion to approve closure of the MCHD on Sept. 20th for the annual Workforce Development and Employee Recognition Day and from noon-4PM on Dec. 13th for the staff Christmas Party. Midkiff also requested approval to pay for catering for both events. Weber made a dual motion to approve the closures and payment for catering for the events; Mansfield seconded the motion. Motion carried unanimously.

Old Business:

Barr reviewed the May 2023 Meigs County Infectious Disease Report, which is posted at www.meigs-health.com.

Midkiff reported on building-related issues. Since the May BOH Meeting, a thermostat was installed by Hendrix Heating and Cooling to control temperatures on the second floor in which MCHD offices are situated. The thermostat is in Room 211: the Administrator's Office. Next, the Meigs County Coroner Investigator Susan Mansfield has indicated she will be in either June 14th or 15th to relocate records, etc. to space approved by the County Commissioners on the first floor of the building. Assistance from MCHD personnel was offered. This will free up Room 222, which the MCHD intends to use for Employee Wellness. Finally, an updated estimate was received from Reliant Power Management in the amount of \$27,614.89 for repair of the CAT generator's automatic transfer switch, programming, testing and operator training. Midkiff shared the estimate with the Board of County Commissioners and other building occupants: Hopewell and Meigs Co. Juvenile/Probate Court to see if there is any financial assistance to apply toward the repair. Hopewell was the only respondent and indicated it had no funding to support the repair. Midkiff advised that there is sufficient grant funding available in PHEP FY 23 (T064) and former PHEP line item (T045) to cover the repair and associated services. Midkiff beseeched a motion to accept the estimate and to approve an original appropriation of funds for T045 to cover the repair. The exact amount of funds from T045 has yet to be determined and will be the remaining balance after available T064 funds are assessed. Rock made a dual motion to accept the estimate from Reliant Power Management and approve the original appropriation of funds into T045 to cover the expense. Weber seconded the motion. All were in favor of the motion. It was noted that it could take 15-20 weeks to get the parts needed for the repair.

Miscellaneous Business:

Upcoming events include the Staff Meeting on June 14th beginning at 8:15AM; Juneteenth Holiday Closure on June 19th; Independence Day Holiday Closure on July 4th.

Adjournment:

The next BOH Meeting will take place on 7/11/23 at 5:00 PM in the conference room of the MCHD.

With no further business to discuss, the meeting adjourned at 6:40PM with a motion by Rock.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 6/13/23 meeting minutes.)

