



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

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**Board of Health Meeting Minutes  
July 11, 2023**

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

In attendance: Gaul; BOH Vice President (VP) Edna Weber; Administrator Courtney Midkiff; Director of Environmental Health Steve Swatzel; Health Commissioner Marc Barr; BOH Member Pam Patterson. Absent were BOH Member Eric Rock and BOH Medical Member Wilma Mansfield, MD.

Attendees recited the Pledge of Allegiance and Midkiff offered prayer.

**Approval of Meeting Minutes:**

Midkiff beseeched a motion to approve the 6/13/23 BOH Meeting Minutes as emailed. Gaul made a motion to approve the document as emailed for Member review prior to the meeting; Patterson seconded the motion. All were in favor of the motion.

**New Business:**

Midkiff requested a motion to approve the June 2023 fiscal report as presented; payment of June 2023 bills as presented via the expenditure spreadsheet including a Then and Now Certificate; the June 2023 daily deposit records as submitted to the County Auditor/Treasurer; the June 2023 billing remuneration report; increase appropriation in T064T02 (FY 23 PHEP) by \$7,500 to \$10,653.28; an original appropriation of \$20,614.89 into T045T02 (former PHEP funds); Amended appropriations: T085T01 (Personnel) = decrease from \$51,509.49 to \$41,256.08; T085T03 (Travel/Training) increase from \$0 to \$4,238.25; T085T04 (Supplies) = decrease from \$1,432.04 to \$725.13; T085T05 (Contracts) = decrease from \$18,800 to \$16,525; Total T085 Amended appropriations = \$62,744.46; Establish new fund for PHWF 23 (T072) with revenue for 7/1/23-12/31/23 of \$23,000 with the following original appropriations: T072T01 (salary and fringes) \$22,000; T072T02 (ODC) \$1,000; T072T03 (contracts) \$0. There was \$67.50 in June donations. Patterson made a motion to approve the fiscal items as presented; Weber seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively the full-time employment of Carolyn "Carrie" Cheek as a Registered Environmental Health Specialist in Training effective 8AM on 6/20/23 at \$16.50 per hour. Weber made a motion to approve retroactively Cheek's employment; Patterson seconded the motion. All were in favor of the motion. Midkiff noted that Cheek opted to enroll in the agency's medical, dental, vision insurance policies.

Midkiff sought a motion to approve the full-time employment of Kayden DeVore as Clerical Specialist effective 8AM on 7/24/23 at \$15.55 per hour. Gaul made a motion to approve DeVore's employment; Weber seconded the motion. All were in favor of the motion. DeVore will be paid from the PHWF 23 grant through 11/30/27. DeVore also asked to take Aug. 14-18, 2023 off without pay for a previously scheduled vacation, which Midkiff approved.

Midkiff asked for a dual motion to approve retroactively the resignation of Creating Healthy Communities (CHC) Program Director Lindsey Jeffers effective 4PM on 7/19/23 and her vacation payout. Jeffers, who has accepted employment elsewhere, only worked 10 months at the Meigs County Health Dept. (MCHD). Therefore, she should have approximately 55 hours of accrued vacation time. She is not entitled to any accrued sick leave payout as per the MCHD Policy and Procedure Manual. Gaul made a dual motion to approve Jeffers' resignation and vacation payout; Patterson seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve retroactively the MCHD's annual adoption of the State of Ohio's Affirmative Action Plan effective 7/5/23. Weber made a motion to approve retroactively the plan's adoption; Patterson seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve the revised Health Equity Policy, which was emailed to Members prior to the meeting for review. Patterson made a motion to approve the policy as emailed; Weber seconded the motion. Motion carried unanimously.

Midkiff sought a motion to approve retroactively the Policy Update and Succession Planning Agreement with Clemans-Nelson & Associates in the total amount of \$16,400 via the PHWF 23 grant effective 7/1/23-11/30/27. The document was emailed to Members prior to the meeting for review. Gaul made a motion to approve retroactively the agreement; Patterson seconded the motion. All were in favor of the motion.

### **Environmental Health:**

There were five nuisance complaints resulting in investigations in June 2023 including one sewage inspection; two food service operation inspections; two other investigations (involving tick identification and an old cistern on Spring Ave. in Pomeroy). There were eight animal bites investigated in June 2023 involving seven dogs and one cat.

### **Other New Business:**

The MCHD's planning efforts in support of the 2023 Meigs County Fair were discussed. The agency will sponsor handwashing stations again in the amount of \$850. Branded decals will be purchased to place on the stations to encourage hygiene and use. In addition, the MCHD purchased 300 branded drawstring bags for participants<sup>1</sup> at Kids/Prevention Day on Aug. 16<sup>th</sup> during which MCHD staff from the Maternal and Child Health (MCH) and WIC will be present handing out vaping prevention T-shirts and making balloon animals, respectively. Finally, MCH will purchase bike helmets to give to bike winners via a raffle.

Midkiff relayed that Angie Rosler, Michelle Willard and Shauna Chapman, who were being partially paid from the PHWF 22 grant and Leanne Cunningham, who was being partially paid from the CN 22 grant, will be solely remunerated from the General Fund beginning with the 7/2-15/23 pay period.

There was discussion about the status of the FY 23 MCH grant, which ends 9/30/23 and provides salary and benefits for part-time staffer Juli Simpson. The grant will no longer be offered by the Ohio Dept. of Health (ODH). This means Simpson would be laid off unless an alternative position is made. Harm reduction is

an area of need within the County that is a possibility Simpson is interested in with initial funding options available. Meanwhile, the FY 23 CHC Program will be without a program coordinator effective 7/20/23 because of Jeffers' resignation. The FY23 CHC grant does not end until 12/31/23. ODH requires a full-time CHC Program Coordinator and, Simpson (who is familiar with the CHC grant) opts not to work full-time because of personal matters. ODH has agreed to allow Simpson to be the CHC Program Director to complete the current FY. Subsequently, the FY 24 CHC continuation grant application is due 7/31/23. ODH told the MCHD an application including a part-time coordinator would not be reviewed favorably. The position has experienced a very high turnover rate with six different CHC Program Coordinators since 2015. The MCHD must decide whether to advertise the position and submit the FY 24 grant application or allow Simpson to work part-time on the FY 23 grant from 7/20/23-12/31/23 and then discontinue the grant program, which has greatly benefited the County throughout the years. It was noted that available funding is not sufficient to fund a full-time staffer with competitive pay and inflating benefits while supporting multiple community projects (some of which have exceeded \$25,000 in the past). No decision was made. Barr and Midkiff intend to talk to both Simpson and Jeffers to find a feasible solution to improve the efficiency and effectiveness of MCHD operations while utilizing personnel in a manner designed to effectively meet stakeholder needs.

**Old Business:**

Barr said the June Meigs County Infectious Disease Report was not accessible because Director of Nursing Leanne Cunningham is on vacation and the Regional Epidemiologist likely emailed it to her. Barr noted it would be posted at [www.meigs-health.com](http://www.meigs-health.com) upon Cunningham's return to work. Midkiff announced that a 65-year-old female from Middleport with a history of COPD recently died from respiratory failure associated with COVID 19.

Midkiff reported on building-related issues. President of the Board of County Commissioners recently informed Midkiff via email that, effective the 3<sup>rd</sup> quarter of calendar year 2023, his office would no longer reimburse the MCHD for contract custodial services because of a lack of funds. Meanwhile, Meigs Juvenile Court repaired and painted the flag pole situated in front of the Meigs Multi-Purpose Health Center (upon Midkiff's suggestion) on which the American flag now flies. Judge Scott Powell told Midkiff he intends to have youth under his authority to paint the external hand-rail later this summer. Finally, the MCHD acquired room #222 (which was previously occupied by the County Coroner Investigator who the MCHD helped relocate to the first floor of the building) for staff wellness initiatives. The space is in need of some renovation to be fully functional.

**Miscellaneous Business:**

An upcoming event includes the Staff Meeting on July 12<sup>th</sup> beginning at 8:15AM in the MCHD conference room.

**Adjournment:**

The next BOH Meeting will take place on 8/8/23 at 5:00 PM in the conference room of the MCHD.

With no further business to discuss, the meeting adjourned at 5:41PM with a motion by Gaul.

Marc Barr, MS  
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 7/11/23 meeting minutes.)

