



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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**Board of Health Meeting Minutes
September 12, 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 Eric Rock; BOH Medical Member Wilma Mansfield, MD; Clerical Specialist Kayden DeVore. Absent was BOH Member Pam Patterson

Attendees recited the Pledge of Allegiance and Rock offered prayer.

New Staff Introduction:

Midkiff introduced DeVore to the Membership. DeVore, who is a Washington County native that now resides in Meigs County, previously worked in daycare and retail settings before being hired by the Meigs County Health Dept. (MCHD) on 7/24/23. DeVore told attendees she enjoys her job and being able to help people. The Membership welcomed DeVore. She exited the meeting at 5:06PM.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 8/8/23 BOH Meeting Minutes as emailed prior to the meeting for Member review. Rock made a motion to approve the document as emailed; Mansfield seconded the motion. All were in favor of the motion.

New Business:

Midkiff requested a motion to approve the Aug. 2023 fiscal report as presented; payment of Aug. 2023 bills as presented via the expenditure spreadsheet including a Then and Now Certificate; the Aug. 2023 daily deposit records as submitted to the County Auditor/Treasurer; the Aug. 2023 billing remuneration report; fund to fund transfer of \$985 from G000G02 (food supplies) to G000G09 (food travel); establish new line item T064T05 (PHEP FY 23 Advance Back) and approve advance of \$12,922.65 to General Fund (S000S31), which is \$2,077.35 less than original advance to T064 of \$15,000 on 1/11/23; establish new line item T097T04 (CN22 Advance Back) and approve advance of \$10,000 to General Fund (S000S31). There was \$10 in Aug. donations. Gaul made a motion to approve the fiscal items as presented; Rock seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively the agreement with Local Impact/BG Hamrick in the amount of \$33,487.50 effective 1/1/24-11/30/27 via the Public Health Workforce 23 Grant. Mansfield motion to approve retroactively the agreement, which was emailed to Members prior to the meeting for review; Gaul seconded the motion. All were in favor of the motion.

Midkiff sought a motion to approve the following revised MCHD plans/policies as emailed prior to the meeting for review: Health Promotion Programs, Branding, Ethics Advisory Committee. The documents were updated to meet revised PHAB requirements. Rock made a motion to approve the three documents as emailed; Gaul seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve the 2023-2024 Flu and Pneumonia Shot Fees as emailed prior to the meeting for review. Mansfield made a motion to approve the fees; Rock seconded the motion. All were in favor of the motion. There was brief discussion about the availability and cost of COVID vaccine (since it has become commercialized) and RSV vaccine.

Midkiff requested a motion to approve retroactively naming Juli Simpson as the interim Creating Healthy Communities (CHC) Program Director effective 7/24/23 – 12/31/23 for seven hours per week at her current hourly rate of pay: \$25.96. Simpson is working 14 hours per week on the Maternal and Child Health Program, which concludes 9/30/23. Effective 10/1/23-12/31/23, Simpson will work 21 hours per week on CHC. Gaul made a motion to approve retroactively Simpson’s revised duties/hours; Weber seconded the motion. Motion carried unanimously.

Environmental Health:

There were four nuisance complaints resulting in investigations in Aug. 2023 including two solid waste investigations; one mosquito investigation and one food service operation inspection. There were nine animal bites investigated in Aug. 2023 involving five dogs, one bat and three cats.

Midkiff noted that the MCHD recently ordered an additional trailer from Liberty Tire Recycling Services for public scrap tire amnesty. General funds will be used for the \$3,093.76 expense. There will be a \$2 fee per tire deposited with which to reimburse the General Fund.

Swatzel announced that the MCHD will be collaborating with the Village of Pomeroy and its contractor Pullins Excavating to get 78 residences/businesses connected to the new public sewer system along SR 833 to Charles Chancey Drive.

Other New Business:

Midkiff told the Membership that the WIC Management Evaluation being conducted by ODH will wrap up on 9/14/23 at 10AM with a virtual exit interview in which Midkiff will be participating. Results will be shared with the BOH during the 10/10/23 regular meeting. The MCHD is awaiting receipt of the FY 2024 Notice of Award from ODH. Upon receipt, establishment of a new fund and appropriations will need to be approved.

The MCHD will kick-off its 2023-2024 Flu Shot Season with an outreach clinic at the Meigs County Farmer’s Market on Oct. 7th from 9AM-noon. Vaccine will be available during business hours at the MCHD beginning 10/10/23.

The MCHD received its second-half Real Estate Tax Settlement in Aug. in the amount of \$151,344.14. This was \$12,138.18 more than the 2022 collection.

There was discussion about the MCHD beginning to dispense fentanyl test strips to interested County residents. The agency's Terminal Distributor of Dangerous Drugs License allows the MCHD to obtain and distribute test strips to Meigs County residents only (as the test strips are not legal in every state). Governor DeWine decriminalized the test strips under House Bill 456 (Senate Bill 288) signed in Jan. 2023 and effective in April 2023. The MCHD can obtain these for free via the Ohio Board of Pharmacy's Project DAWN. Meanwhile, a Nationwide Children's Hospital research study that requested the MCHD's assistance is disseminating the test strips per Midkiff. Since the agency will be implementing a Harm Reduction Program in Jan. 2024, Members concurred that more information was necessitated via education and public awareness before deciding. The matter was tabled until 2024.

Gaul exited the meeting at 5:41PM.

There was discussion about branded clothing options for MCHD since the County Auditor will no longer allow clothing to be gifted to employees, but requires it be assessed against employees' income tax. There are applicable IRS guidelines about clothing issuance. The MCHD does not require staff to wear uniforms, but the BOH would like for employees to wear branding clothing for presentations and during outreach events. Another County agency selected a retailer in a neighboring county via which employees can purchase approved articles of clothing to have branded for work. Midkiff checked into this option with a local retailer, but Senior Management and Supervisors believe the cost would be restrictive to many MCHD staffers. After discussion, Rock offered to further pursue the issue so that the MCHD could provide branded clothing to staff for presentations and outreach events.

Midkiff noted the results of the MCHD IT Risk Control Survey recently conducted by the Public Entities Pool of Ohio, which is the agency's liability insurance carrier. The recommendations were emailed to Members prior to the meeting for review. The MCHD will work with IT contractor Matt Simpson of Meigs Local School District to address areas of concern/improvement.

Midkiff discussed the need to secure a bond for her because the MCHD is covered by the Public Entities Pool of Ohio (PEP), which only covers the Health Commissioner (who presently works 10 hours per week) not a designee in response to the statutory requirement in the ORC 3709.31, which states in part: "A designee of a health commissioner of a general or city health district may sign vouchers only if he has given bond to the board of health in the amount of one million dollars with a company authorized to conduct a surety business in this state as a surety to be held by the board and conditioned on the faithful performance of his duties. The expense or premium of the bond shall be paid by the board and charged to the health fund." Upon inquiry, this was the response from Kathryn McFann, who is a Senior Audit Manager for the Auditor of State Keith Faber: *While bonding is important for anyone authorizing transactions, that section of code is not one that we typically look at for Health Departments. But their (AOHC) assessment below does appear correct just from reading through the ORC section. I agree with their recommendation below; you should contact PEP or insurance agent and see what kind of options and pricing are available.* Midkiff contacted PEP to apply for a bond. The quoted annual premium for Midkiff's bond is \$3,465 via Burnham & Flowers. Rock made a motion to approve securing the bond for Midkiff; Weber seconded the motion. Motion carried unanimously. Midkiff assured the Members she would "shop around" for a bond for cost-effectiveness in the future. However, she wanted to get a bond secured as soon as possible having this ORC requirement just brought to her attention via a recent Association of Ohio Health Commissioner newsletter.

Midkiff mentioned the available quotes for employee ancillary insurance coverages (dental, vision and group life). Jennifer White of the Schwendeman Agency presented the quotes this afternoon. She recommends that the MCHD select BEAM, which is less expensive than Principal, offers better dental coverage and will bundle coverages. Midkiff emailed the quotes to Members today, but they requested additional time to review the quotes before deciding. Since the current coverages via Principal do not expire until 11/30/23, the matter was tabled until the 10/10/23 regular BOH meeting.

Old Business:

Barr noted increasing COVID-19 cases within the Aug. Meigs County Infectious Disease Report. 72 cases were reported in Aug. up from 17 in July. It is suspected there are more cases, but an underreporting of cases. Barr stated that the MCHD continues to distribute free test kits via the Meigs County Public Library system, which has plenty of supply and extended hours available to the public.

Midkiff provided a brief building update. Contractor Rick Walker provided an estimate of \$1,500 to renovate Room 222 for worksite wellness purposes. Weber made a motion to accept the estimate; Mansfield seconded the motion. All were in favor of the motion. Also, Midkiff reported that the MCHD contacted Don Cook of Reliant Power Management to see if he had any update on the status of the CAT generator repair. The invoice noted it would be 15-20 weeks before parts were available for work to begin. There is no update to report currently.

Miscellaneous Business:

Barr told Members about several options via which they can obtain their two hours of state-mandated continuing education hours per year including the MCHD's annual Workforce Development Day and on-line courses via Kent State University. An updated form was put into each Member's Orientation Packet on which to document trainings.

Upcoming events and closure include the Annual WFD/Employee Recognition Day – Sept. 20th beginning at 8:15AM at the Rutland Bottle Gas BLDG situated on the Fairgrounds; Get Healthy Meigs! Meeting – Sept. 21st beginning at 10:30AM at MCJFS; Columbus Day Holiday Closure – Oct. 9.

Adjournment:

The next BOH Meeting will take place on 10/10/23 at 5:00 PM in the conference room of the MCHD.

With no further business to discuss, the meeting adjourned at 6:23PM with a motion by Rock.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 9/12/23 meeting minutes.)

