



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

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**Board of Health Meeting Minutes
Oct. 10, 2023**

Board of Health (BOH) President Roger Gaul called the convention to order at 5:04PM.

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

Attendees recited the Pledge of Allegiance and Swatzel offered prayer.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 9/12/23 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 Sept. 2023 BOH Fiscal Report; payment of BOH monthly bills as presented via spreadsheet; the Sept. 2023 daily deposits to the Auditor's Office; Sept. billing remuneration report; establishment of new fund for FY 24 WIC (T055); appropriations for 10/1/23-12/31/23 as follows: Salaries = \$26,984.52, ODC = \$1,075.75, Medicare = \$391.28, WC = 0, Contracts = \$540.00, Insurance = \$2,879.70, Severance = 0, PERS = \$3,777.83, Refunds = 0, Transfers = 0, Advances = 0 and Revenue for 10/1/23 – 12/31/23 as follows: Revenue = \$23,766.05, Advances = \$12,000, Advance Back = 0; increase original appropriation for S000S31 by an additional \$12,000 and advance to FY 24 WIC (T055T02); increase original appropriation of S000S47 (liability and property ins) by \$588.73 (for Midkiff bond expense); increase original appropriation of T072T02 (PHWF 23 ODC) by \$10,000 (for staff equity training); increase original appropriation of S300S17 (Insurance) by \$7,548.28. There were no Sept. 2023 donations. Rock made a motion to approve the fiscal items as presented; Gaul seconded the motion. Motion carried unanimously.

Midkiff referred to available quotes for employee ancillary insurance coverages (dental, vision

and group life), which were emailed to attendees prior to the meeting for review including the renewal from Principal that was received after the September BOH Meeting. Midkiff stated that Jennifer White of the Schwendeman Agency continues to recommend BEAM, which is less expensive than Principal, offers

better dental coverage and will bundle coverages. Gaul made a motion to terminate coverage via Principal effective 11/30/23 and to accept the quote from BEAM effective 12/1/23. Rock seconded the motion. All were in favor of the motion.

Midkiff sought a motion to approve retroactively the resignation of full-time WIC Clerk Tara Lee effective 4PM on 9/29/23 (for employment elsewhere) and Lee's accrued vacation leave payout of \$422.18 (27.15 hours x \$15.55) as per the Meigs County Health Dept. (MCHD) Employee Policy and Procedure Manual. Midkiff noted that Lee took the afternoon of 9/28/23 and 9/29/23 off without pay because of an unexpected family situation. Gaul made a motion to approve retroactively Lee's resignation and accrued vacation leave payout; Mansfield seconded the motion. Motion carried unanimously.

Midkiff asked for a motion to approve retroactively the revised WIC Clerk job description effective 9/25/23 (the date the position was posted). The only change is that the position will now be part-time with the employee working 28 hours per week instead of 35. There are insufficient funds in the current grant to cover full-time fringe benefits for this position. Rock made a motion to approve retroactively the revised job description, which was emailed to Members prior to the meeting for review. Patterson seconded the motion. All were in favor of the motion.

Midkiff beseeched a motion to approve retroactively the Falls Prevention Contractual Agreement with Washington County Health Dept. effective 10/1/23 – 9/30/24. The MCHD will receive \$600 for participating in action items identified in the document, which was emailed to Members prior to the meeting for review. Gaul made a motion to approve retroactively the document as emailed; Rock seconded the motion. Motion carried unanimously.

Environmental Health:

There were seven nuisance complaints resulting in investigations in Sept. 2023 including one solid waste investigation; one mold investigation; four sewage inspections and one pest investigation. There were seven animal bites investigated in Sept. 2023 involving five dogs, one bat and one cat.

Swatzel led discussion during the first reading of the proposed 2024 MCHD Environmental Health Fees (local fees only), which were compiled upon completion of a Cost Methodology. Copies were disseminated to attendees. Swatzel noted that food fees increased by \$10 across each risk level facilities and vending operations. He also stated that the MCHD is the only local health department in the region to have a category for non-commercial risk levels (such as schools). Other proposed fee increases are associated with sewage permits and alteration permits. Gaul made a motion to approve the first reading of the proposed 2024 Environmental Health Fees (local fees only); Rock seconded the motion; Paterson abstained. Motion carried. Swatzel said he would contact impacted stakeholders to offer an opportunity to obtain public comments. Second and third readings of the fees will take place during the Nov. and Dec. regular BOH meetings, respectively.

A nuisance hearing was conducted concerning a failed household sewage treatment system

(HSTS) located at 35235 SR 143 Pomeroy that is discharging onto neighboring property. The responsible party is James Heckaman, who failed to come to today's meeting to explain his reasons for non-compliance. The MCHD received an initial complaint on June 23rd. MCHD staff visited the property on June 23rd and again on July 28th at which time it was noted that Heckaman had started efforts toward abatement. Staff ascertained that failed leach lines are the reason sewage was discharging onto neighboring property. Heckaman advised that he was purchasing the property and mobile home situated on it via a land contract and had fluctuating employment. Swatzel told attendees that Heckaman was informed about available assistance via the WPCLF Program and that he likely would qualify for assistance, if the land contract was properly recorded via a letter issued in Aug. Heckaman submitted an incomplete WPCLF application by failing to provide required documentation. A recorded land contract agreement was not located by MCHD personnel. MCHD staff emailed Heckaman, who did not respond. Therefore, a letter dated Sept. 28th was generated and posted to Heckaman's residence on Sept. 29th inviting him to attend today's hearing. Rock made a motion to refer Heckaman to the County Prosecutor for further legal action; Gaul seconded the motion. All were in favor of the motion.

The MCHD continues to await delivery of an additional trailer ordered from Liberty Tire Recycling Services for public scrap tire amnesty. Swatzel has been in contact with the company's sales representative on several occasions with the most recent communication on Sept. 29th.

The MCHD collaborated with Rural Action, Ohio University (OU) and OEPA to offer a "Septic Social" on Oct. 3rd. Grant funds were obtained to help residents maintain their HSTS in three counties including Meigs. MCHD staff provided education and information about the WPCLF Program during the event. Attendees were entered into a drawing for a chance to win one of 14 prizes of \$400 each to be used for septic tanking pumping or toward a two-year maintenance agreement. Six were in attendance with four receiving prizes (as there were two couples in attendance). Swatzel then provided County residents with an opportunity to win by completing a survey at the Oct. 7th Meigs Co. Farmers Market (MCFM) during which seven prizes were awarded to the seven residents who completed the survey.

Other New Business:

The MCHD received the Notice of Award for the FY 24 WIC grant from the Ohio Dept. of Health (ODH) in the amount of \$169,024.00. The FY is 10/1/23-9/30/24.

Midkiff emailed Members the results of the recent WIC Management Evaluation conducted by ODH. There were seven findings, but corrections are manageable. Overall, Midkiff said that the ODH reviewers were very complimentary of the MCHD WIC Staff.

Midkiff advised that the 2024 BOH and Programs' Budget likely will be due to the County Auditor before the Nov. regular BOH Meeting. Midkiff still is awaiting an official due date from the County Auditor after several inquiries. Midkiff suggested that, after she compiles the budget (including an option for a 2% increase effective 1/1/24), she will email the budget to Members for review/comment and then obtain retroactive approval during the Nov. 14th meeting. Members concurred that that was an acceptable course of action.

Midkiff relayed that the MCHD, Meigs County Cancer Initiative and Get Healthy Meigs! is collaborating with the Ohio State University (OSU) to bring mobile lung cancer screening to Meigs County on Nov. 9th and 28th. This will be a pilot project in Southeastern Ohio. There are eligibility guidelines. Medicare, Medicaid, and commercial insurances cover the screening for

those aged 50-77 years. OSU will be making appointments and provision for any qualified patient who is uninsured. The MCHD will be instrumental in promoting the service within the County and Southeastern Ohio.

Midkiff announced that Garen Rhome, ODH Regional Support Officer, requested an in-person visit at the MCHD on Oct. 12th at 11AM to discuss agency services, tour the facility and learn about any concerns.

Old Business:

Midkiff reported that the 2023 Workforce Development and Employee Recognition Day, which was held on Sept. 20th at the Rutland Bottle Gas Building (situated on the Meigs County Fairgrounds), was a success. Holzer Health System Leadership and Innovation Institute provided trainings. Public Health Workforce 22 grant funds were used to compensate Holzer. Dr. Mansfield attended and received credit toward the annual BOH continuing education required by the State. Dr. Mansfield represented the BOH by recognizing three employees with work milestones in 2023 at the event including: Shauna Chapman – five years of service; Leanne Cunningham – 20 years of service; Midkiff – 25 years of service.

Barr provided an Infectious Disease Update. The MCHD began its 2023-2024 Flu Shot Season with an outreach clinic at the MCFM on Oct. 7th from 9AM-noon. 43 flu shots were administered by OU nursing students being supervised by one OU instructor and MCHD nurses. Midkiff and Cunningham promoted flu shots and other services available that day (including WIC, Environmental Health, Lung Cancer Screening education and Nationwide Children's Hospital's Fentanyl Test Strip Study) via a MCFM Facebook Live. Flu vaccine became available during business hours at the MCHD today. Availability of COVID and RSV vaccines will be announced. Meanwhile, harm reduction was briefly discussed with Midkiff sharing about the impactful and informative presentation Natasha Rapp of Integrated Services did during the Sept. 13th Meigs Co. Chamber of Commerce Lunch and Learn upon the MCHD's request. Rapp likely will be asked to share her presentation during an upcoming BOH meeting and possibly during the 2024 Meigs Co. District Advisory Council Meeting.

Midkiff provided a brief building update. Midkiff asked Members if they wanted her to invoice the Meigs County Board of County Commissioners for July-Sept. contract custodial services since Commissioner Jimmy Will previously indicated in an email that there may be insufficient funds in County coffers to continue to provide reimbursement in the future. Members unanimously agreed that Midkiff should submit the invoice to receive reimbursement. Meanwhile, Contractor Rick Walker completed renovation of Room 222 for worksite wellness purposes. There were additional expenses associated with the renovation slightly exceeding \$300 for paint and flooring in addition to the \$1,500 labor costs. Midkiff also asked Walker to paint two employee restrooms while he was working at the MCHD for a labor cost of \$500. Finally, on the MCHD's request, County Maintenance Worker Ronnie Casto (assisted by kids from Meigs Juvenile Court) recently painted the building's external handrail.

Miscellaneous Business:

Upcoming events include the Staff Meeting on Oct. 11th from 8:15AM-10AM and a holiday closure for Veterans' Day on Nov. 10

Adjournment:

The next BOH Meeting will take place on 11/14/23 at 5:00 PM in the conference room of the MCHD.

With no further business to discuss, the meeting adjourned at 6:27PM with a motion by Rock.

Marc Barr, MS
Health Commissioner

(Administrator Courtney C. Midkiff, BSC transcribed the 10/10/23 meeting minutes.)