



Public Health
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MEIGS COUNTY HEALTH DEPARTMENT

112 E. Memorial Drive, Suite A
Pomeroy, Ohio 45769
(740) 992-6626
Fax (740) 992-0836

Board of Health Meeting Minutes September 10, 2024

Board of Health (BOH) President Roger Gaul called the convention to order at 5:01PM.

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

Attendees recited the Pledge of Allegiance and Weber offered prayer.

Approval of Meeting Minutes:

Midkiff beseeched a motion to approve the 8/13/24 BOH Meeting Minutes as emailed prior to the meeting for Member review. Rock made a motion to approve the document as emailed; Gaul seconded the motion. All were in favor of the motion.

New Business:

Midkiff requested a motion to approve payment of BOH monthly bills as presented via spreadsheet; June and July BOH Fiscal Reports; Aug. 2024 daily deposits to the Auditor's Office; Aug. billing remuneration report; appropriation adjustment to move \$323.84 from T055T01 (FY 24 WIC Salary) to T055T06 (FY 24 WIC Insurance). There were no Aug. 2024 donations. Rock made the motion; Gaul seconded the motion. Motion carried unanimously. The Aug. financial statements were not available from the County Auditor for use to compile the BOH Fiscal Report.

Midkiff asked for a motion to approve the 2024-2025 Respiratory Season Shot Fees (as emailed for Member review) effective 9/11/24. Gaul made a motion to approve the shot fees effective 9/11/24; Weber seconded the motion. All were in favor of the motion.

Midkiff sought a motion to approve retroactively the full-time employment of Brooklyn Beaver as a Registered Environmental Health Specialist in Training (REHSIT) at \$16.50 per hour effective 8AM on 9/3/24. Rock made a motion to approve retroactively the full-time employment of Beaver; Gaul seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve the revised Meigs County Health Dept. (MCHD) Employee Recognition and Human Relations Committee Policies as emailed to Members prior to the meeting for review. Weber made a motion to approve the revised policies as emailed; Mansfield seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve the revised BOH By-laws for the purpose of updating MCHD branding. No other content was edited before the document was emailed to Members prior to the meeting for review. Mansfield noted two typos, which will be corrected. Mansfield made a motion to approve the BOH By-laws; Weber seconded the motion. Motion carried unanimously.

Environmental Health:

In August 2024, there were three nuisance complaints resulting in one solid waste investigation; one sewage inspection and one mold investigation. There were six animal bites investigated in Aug. 2024 involving two cats and four dogs.

Gaul exited the meeting from 5:15-5:17PM.

Midkiff asked for a motion to approve retroactively a pay increase for Elizabeth Fisher, who was registered by the State of Ohio as a Registered Environmental Health Specialist (REHS) effective 8/23/24. The pay increase to \$18 per hour from \$17.17 per hour was effective with the 8/25 – 9/7/24 pay period as a result of her position change. The MCHD Salary Schedule's starting pay for a REHS 1 is \$17.90, but Barr, Midkiff and Swatzel recommended the increase be more since Fisher passed the NEHA test on her first attempt and because she will be training the MCHD's new REHSIT, Beaver. Rock made a motion to approve Fisher's pay increase; Weber seconded the motion. Motion carried with Gaul absent for voting.

There was one WPCLF Project out for bid for one household sewage treatment system replacement and one repair, respectively, at 52975 Bald Knob Stiversville Road in Portland for Holly Evans (100% funded) and 49057 Riggs Crest Road in Reedsville for Richard & Ethel Lambert (100% funded). Dais Septic Services submitted a complete bid in the amount of \$13,150. Patterson made a motion to accept the only bid from Dias Septic Services, Rock seconded. All were in favor of the motion.

Swatzel explained that the Memorandum of Agreement (MOA) to provide plumbing inspection services with Washington County Board of Commissioners as approved by the BOH on Aug. 13th was mistakenly approved likely because of a lack of communication between involved parties. The Ohio Revised Code and Ohio Administrative Code both address the authority of the BOH in relation to plumbing: Chapter 3703...*The board of health of a health district can contract with another board of health to authorize inspections of plumbing in buildings within the other district. The contract can specify residential, nonresidential, or both types of buildings. Chapter 1301:3-2-04 Certified municipal building departments may employ plumbing inspectors; certified township and county building departments shall not employ plumbing inspectors. Plumbing inspections are the jurisdiction of the county health district.* The county BOH has exclusive jurisdiction to enforce the provisions of the plumbing code. The Meigs County Board of County Commissioners overstepped its authority by signing an agreement with Rick Dostal/Southeast Ohio Building Dept. (which is contracted for electrical, HVAC and mechanical structures services for Pomeroy, Rutland and Middleport) for County-wide plumbing services. Dostal's business would like to assume responsibility for the County from the State. The BOH already has a contract in place (since 2020)

with Washington Co Health Dept. (WCHD) for commercial plumbing. Rock made the motion to rescind approval of the aforementioned MOA and to retain the contract with WCHD at this time; Patterson seconded. Motion carried unanimously. It is noted that the Commissioners were notified on Aug. 21st via email about the BOH's authority and invited to attend today's meeting for discussion. No County Commissioner was in attendance.

A septic variance from Michael J. White, who is a West Virginia resident owning property at 29358 Grimm Road in Portland, was submitted for BOH approval. Per Swatzel, White is building a one room 14x22 hunting cabin. Ohio Administrative Code 3701-29-11 B-1 states minimum daily design flow shall be 240 gallons per day. White is requesting a variance to this rule to reduce the minimum daily design flow to 120 gallons per day due to the size of the cabin and its intended use. Patterson made a motion to approve the septic variance as presented; Gaul seconded the motion. All were in favor of the motion.

Other New Business:

Midkiff reported that the BOH's total second-half real estate tax settlement equaled \$158,444.14.

Midkiff advised that her bond for \$1,000,000 via Travelers Casualty and Surety Co. of America expires Sept. 12th. The quote for renewal is \$3,465 because it is based on the 2020-2021 State Audit since the 2022-2023 State Audit Report is not available yet. As required by ORC 3709.31, this bond allows Midkiff to sign vouchers and other financial documents on behalf of the MCHD. Midkiff is not covered under the MCHD's PEP of Ohio liability coverage for these fiscal duties. Barr is covered under PEP, but he is only in the office four hours per week, which could delay the payment of bills. The Membership concurred that the expense for the bond was necessitated.

Barr updated the BOH sub-committee established in Aug. to revise the salary schedule for Public Health Nursing and REHS/REHSIT, which consists of Weber, Patterson and Mansfield. Barr emailed information consisting of starting pay ranges from regional local health departments that require the same job requirements and the 2022 Association of Ohio Health Commissioners (AOHC) Salary Survey. The AOHC data is somewhat dated with new figures not expected for a while. Meanwhile, Barr said that the MCHD's current salary schedule for the aforementioned positions is consistent with rates of pay of regional local health departments. After discussion, it was determined to delay the review until after the MCHD's 2025 annual budget has been compiled later this year.

Midkiff discussed the Book-A-Bike Program that the MCHD implemented via ODH Creating Healthy Communities grant funding in conjunction with the Meigs County Public Library. The equipment (18 bikes and three tag-a-longs) is in need of repair. Therefore, the program has not been operational for some time. The Meigs County Community Health Assessment found that residents want more opportunities for physical activity. Consequently, a goal in the Meigs County Community Health Improvement Plan (CHIP) was to refurbish the equipment and restart the program. After consulting with the Library's Executive Team, it was determined that there still is interest in retaining the program at the Pomeroy Branch only because of workforce and storage issues at the Racine and Middleport Branches. Midkiff reached out to a member of the Athens Bicycle Club. Two club members recently visited the Pomeroy Library (the current site of all the equipment) to assess the equipment and needed repairs. The Athens Bicycle Shop also was engaged by the club members and is able and willing to perform the needed repairs. In addition, the Library's Executive Dir. Kristi Eblin has agreed to allow library maintenance personnel to be trained on routine maintenance of the equipment to ensure longevity. Midkiff said that there are sufficient Cardiovascular Health grant funds remaining to complete the work and restore the program for community benefit. After discussion, Gaul made a motion to utilize remaining grant funds to refurbish the equipment to re-establish the program; Weber seconded the motion. Motion carried unanimously. The program will be

discussed during the Sept. 19th Get Healthy Meigs! (GHM) Meeting since GHM was responsible for compilation of the CHIP. Then the MCHD can transport the equipment to the Athens Bicycle Shop for needed repairs.

Midkiff relayed that the MCHD applied to the Sister's Health Foundation for grant funds in the amount of \$25,000 to support the existing Harm Reduction Coordinator position (currently occupied by Juli Simpson) for suicide and overdose fatality review. The current funding Simpson is paid from via the ODH Public Health Workforce Grant 23 will end on Dec. 31st. There is remaining maternal and child health grant/Medicaid billing monies to support the position for one year, but after that, other revenue sources will be necessitated.

Old Business:

Barr reviewed the Aug. Meigs County Infectious Disease Report. A full report can be viewed at www.meigs-health.com. Barr announced that the MCHD would kick-off its 2024-2025 influenza vaccination efforts on Oct. 5th from 9AM-12:30PM at the Meigs County Farmers Market (MCFM) with vaccines available on a walk-in basis at the MCHD beginning Oct. 8th.

Midkiff provided an update on the electrical outlet installation needed to host the OhioHealth Wellness on Wheels mobile unit. The quote from Claypoole Electric exceeded \$14,000, which OhioHealth has agreed to pay for the work. Separate estimates will be needed for electricity to be accessible for lighting the MCHD carport.

Midkiff told the Membership that the 2022-2023 State Audit Report still is pending.

There was discussion about the employment of a public health nurse (PHN). The MCHD has been advertising for a nurse since late May. The educational level was lowered from BSN to LPN over the course of time. There was one LPN applicant which Senior Management or the Director of Nursing opted not to interview. Meanwhile, a county resident with a BSN has expressed interest in applying after being laid off by a local healthcare provider. Midkiff and Barr advocated to offer the nurse, if she applies, \$26 per hour instead of the MCHD's salary schedule starting pay of \$23 per hour for competitive pay. In addition, Midkiff and Barr advocated to increase current PHN Angie Rosler's pay to \$26 per hour from \$25.25 per hour for consistency since she recently voluntarily obtained her BSN from Ohio University, but has worked with the MCHD since 2014 and assumed additional duties. The Membership concurred that \$26 should be offered to a successful BSN applicant as well as to Rosler.

Miscellaneous Business:

Upcoming events and closures include the Sept. 11th Annual Workforce Development Day/Employee Recognition at Ewing-Schwarzel Family Center; the Sept. 19th Get Healthy Meigs Meeting beginning at 10:30AM at Meigs County Jobs and Family Services; the Oct 5th Flu Shot Kick-off at MCFM from 9AM-12:30PM; the Nov. 19th OSU Mobile Lung Screening Unit from noon-4PM by appt.

The next BOH Meeting will take place on 10/8/24 at 5:00 PM in the conference room of the MCHD.

With no further business to discuss, the meeting adjourned at 6:07PM with a motion by Rock.

Marc Barr, MS
Health Commissioner

(Midkiff transcribed the 09/10/24 BOH Meeting Minutes.)