



**Public Health**  
Prevent. Promote. Protect.

## 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 Nov. 12, 2024**

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

In attendance: Gaul; Administrator Courtney Midkiff; Health Commissioner Marc Barr; Director of Environmental Health Steve Swatzel; BOH Member Pam Patterson; BOH Member Eric Rock; BOH Medical Member Wilma Mansfield, MD; BOH Vice President Edna Weber; Contract Medical Director Douglas Hunter, MD. Guests were Meigs County Health Dept. (MCHD) Public Health Nurses (PHN) Angie Rosler and Jessica Davis.

Attendees recited the Pledge of Allegiance and Weber offered prayer.

#### **Introduction of New Staff Member:**

Midkiff introduced Davis to the BOH. Self-introduction of the Membership ensued. Davis is a Meigs County native with 20 years of nursing experience six of which were with Hopewell Health Center. She was laid-off prior to initiating employment with the MCHD, which was effective 9/30/24. Davis, who resides within the County and has four children, obtained her BSN in May 2024. Davis stated that she has enjoyed her work experience at the MCHD so far. The BOH welcomed Davis, who exited the meeting at 5:05PM.

#### **Approval of Meeting Minutes:**

Midkiff beseeched a motion to approve the 10/8/24 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 payment of BOH monthly bills as presented via spreadsheet; Sept. and Oct. BOH Fiscal Reports; Oct. 2024 daily deposits to the Auditor's Office; Oct. billing remuneration report; an appropriation adjustment in T063T16 (FY '06 Cardiovascular Health Other Costs) of \$3,000; increase the appropriation in T072T03 (PHWF 23 contracts) by \$4,500 for a total appropriation of \$44,512; increase the revenue in T072T01(PHWF 23 Revenue) by \$4,500 to \$141,712; establish a new appropriation line item: T065T05(FY 23 MCHP Return to ODH) and make an appropriation adjustment of \$10,696.73; make appropriation adjustment in S300S17 (Insurance) to increase the original appropriation by \$9,385 for

a total appropriation of \$119,385; make appropriation adjustment in S200S03 (Admin Dir of Sanitation) to increase the original appropriation by \$30,607.50 for a total appropriation of \$88,694.20. Rock made the motion to approve the fiscal items; Patterson seconded the motion. Motion carried unanimously.

Midkiff noted that, beginning with this meeting, she will be providing a copy of the Monthly Financial Report generated by the County Auditor Office during the regular monthly meetings for Member review. The report shows current cash balances. The October 2024 report was available for Member review.

Midkiff asked for a motion to approve retroactively the 2025 BOH and Programs' Budget (with a two percent salary increase), which was submitted to the County Auditor's Office on Nov. 6<sup>th</sup>: the due date. The budget was emailed to Members prior to the due date for review with four of the five Members agreeing to the budget with a two percent salary increase effective 1/1/25 via text or email. Mansfield made a motion to approve retroactively the 2025 BOH and Programs' Budget (with a two percent salary increase); Patterson seconded the motion. Gaul voted against the motion. Motion carried.

Midkiff solicited a motion to approve the HDIS Environmental, Community & Public Health, VS, and Management Modules Software Maintenance and Support Agreement eff. 1/1/25-12/31/25 in the amt of \$2,505 as emailed to Members prior to the meeting for review. Rock made a motion to approve retroactively the agreement as emailed; Gaul seconded the motion. All were in favor of the motion.

Midkiff requested a motion to approve retroactively the 2025 Falls Prevention Contract Agreement with WCHD eff. 10/1/24-9/30/25 in the amount of \$500. The document was emailed to Members prior to the meeting for review. Weber made a motion to approve retroactively the contract agreement as emailed; Gaul seconded the motion. Motion carried unanimously.

Midkiff beseeched a motion to approve the revised PHN Service Fees effective immediately as emailed. The fees were updated to specify that VFC vaccine administration fee is \$21.25. Patterson made a motion to approve the revised fees as emailed; Rock seconded the motion. All were in favor of the motion.

At this time, Midkiff asked for a motion to enter into Executive Session to discuss a personnel issue involving an employee request for policy review/change. Rosler, who submitted a written request via email on 11/17/24 that was forwarded to Members, asked to read a prepared statement as follows: *As an employee of the health department since 2014, I have spent most of my time as a part-time employee desiring a full-time employment. I have dedicated my days to the CMH program, the health department and to the families of this community. Other part-time employees have managed their own caseload, grant programs and been instrumental in department initiatives and even some accreditation projects. I am not here to toot my own horn or the horn of part-time employees, but feel it necessary to review accomplishments to conclude that part-time employees should be valued and deserving as full-time employees. I trust that you all have reviewed my letter and request to consider updating the MCHD policy and procedure manual to reflect the value in part-time employees by approving the longevity increase in vacation time at milestone dates. This change would increase part-time employees to 3wks of vacation, the same as full-time employees at the completion of year 8, in congruence with their hours worked (meaning 5 days for ft/3 days for pt). OPERS and our own Seniority dictates no difference in Seniority with part-time employees. I stayed for this meeting to further express my concerns to not only benefit myself, but for the other part-time employees that would benefit from this change. Employees that persevered through many changes and even off-site clinics for COVID. I respectfully request this approval to move forward to reflect the progressive objectives of this department.* Rock made a motion to enter into Executive Session at 5:16PM which was approved with the following roll call vote: Rock – yes; Patterson – yes; Weber – yes; Gaul – yes; Mansfield – yes. In attendance were Rock, Patterson, Weber, Gaul, Mansfield, Hunter, Midkiff and Barr.

At 5:27PM, Gaul made a motion to return to Regular Session which was approved with the following roll call vote: Rock – yes; Patterson – yes; Weber – yes; Gaul – yes; Mansfield – yes. In attendance were Rock, Patterson, Weber, Gaul, Mansfield, Midkiff, Barr, Hunter, Swatzel and Rosler. Weber explained to Rosler that Senior Management had contacted Drew Esposito of Clemans-Nelson & Associates, who is the MCHD’s HR Consultant that reviews, revises and updates the MCHD Employee Policy and Procedure Manual, on 11/8/24 to share her written request for a policy review/change. Esposito has not provided the MCHD with any opinion or recommendations to date. Therefore, no action will be taken upon her request until Esposito responds to allow the Members to make a fair and good decision. After thanking the BOH for its time, Rosler exited the meeting at 5:30PM.

**Environmental Health:**

In Oct. 2024, there were three nuisance complaints resulting in one sewage inspection, one food service inspection and one statement of conditions being issued. There were six animal bites investigated in Oct. 2024 involving dogs.

There was one WPCLF Project Bid for one household sewage treatment system (HSTS) replacement and one HSTS repair at 33095 Hiland Road Pomeroy for Robert Fetty and at 35235 State Route 143 Pomeroy for Justine Kope, respectively. Two complete bids were submitted by Dais Septic Services in the amount of \$15,374 and Duncan & Daniels Enterprises in the amount of \$15,781. Gaul made a motion to accept the lowest bid from Dais Septic Services; Rock seconded the motion. Motion carried unanimously.

The second reading of the proposed 2025 Environmental Health Fees was held. The proposed fees were revised following the first reading and were emailed to Members prior to the meeting for review. Revisions to the first proposed fee schedule included no fee change to any facilities classified as Risk Level 1-4 and adding the Low and High-Risk classifications to all Mobile food service operations or Mobile retail food establishments. The proposed fees will retain the elimination of the Non-Commercial classification for any Risk level 1-4 food service operations and retail food establishments. According to the State, any adjustments to the Risk Level 1-4 fees will be calculated in the next program's cost methodology. A public meeting will occur in conjunction with the Dec. 10th regular BOH meeting. Letters were sent to affected stakeholders. According to Swatzel, there has been no negative feedback since the proposed fees were shared with stakeholders. After discussion, Gaul made a motion to approve the second reading of the revised proposed 2025 Environmental Health Fees (local fees only) as presented; Weber seconded the motion; Patterson abstained. Motion carried.

A Resolution Authorizing the Meigs County Health Department to file an application to the Ohio Environmental Protection Agency Division of Environmental and Financial Assistance to participate in the Ohio EPA Community and Litter Grant Program was emailed to Members prior to the meeting for review. The resolution 1. authorizes and directs Steve Swatzel to prepare and submit the Community and Litter Grant Fund Project Nomination Form to the Ohio EPA for financial assistance to hold scrap tire amnesty and cleanup events, and provide all information and documentation required in said Application for submission. 2. That the Meigs County Health Department hereby understands and agrees that participation in the program will require compliance with program guidelines and assurances including, but not limited to, charging a fee of \$0.50 per scrap tire collected as part of the scrap tire amnesty and cleanup events. 3. That this resolution shall take effect and be in the force from and after the earliest period allowed by law. Mansfield made a motion to approve the Resolution as emailed; Patterson seconded the motion. All were in favor of the motion.

Swatzel announced that the MCHD's Environmental Health Dept. would be hosting a Southern High School Student on Nov. 14<sup>th</sup> who is interested in learning about public health and the duties of a Registered Environmental Health Specialist/In Training.

#### **Other New Business:**

Midkiff reported that the MCHD's OPERS Employer rate would remain at 14% in 2025-2027. There had been mention of interest in increasing the rate.

Midkiff shared the following County Auditor imposed deadlines: Dec. 10<sup>th</sup> – last day to submit 2024 bills for payment and Dec. 17<sup>th</sup> – last day to submit encumbrances.

Midkiff pointed out that the regularly scheduled Nov. BOH Meeting falls on Veterans' Day (an MCHD observed holiday) in 2025. The Members agreed to conduct the meeting on 11/18/25 instead.

Midkiff told attendees that the MCHD was awarded \$25,000 via the Sister's Foundation Responsive Grants Program - Fall 2024 Grant Cycle for Suicide and Overdose Fatality Review Coordination effective 11/12/24-11/12/25. This will support Harm Reduction Coordinator Juli Simpson's salary and benefits in 2025 since she is funded through 12/31/24 via the ODH Public Health Workforce Grant. The remaining funds needed for Simpson's salary/benefits in 2025 will come from the MCHD's General Fund. The MCHD continues to seek funding opportunities for harm reduction programming.

#### **Old Business:**

Barr reviewed the Oct. Meigs County Infectious Disease Report. A full report can be viewed at [www.meigs-health.com](http://www.meigs-health.com). He noted a significant decrease in reported COVID 19 cases since Sept. Meanwhile, Barr reported that, recently, a member of the MCHD nursing staff experienced an accidental needle stick after administering a vaccine to a patient. This has never occurred before at the MCHD, which conducts annual bloodborne pathogens training. It was discovered that the MCHD had no exposure plan in place, but the agency is working with other local health departments in the region to put a consistent plan together. Public health departments do not come under OSHA oversight. Meanwhile, the MCHD contacted Tonya Edwards, who coordinates Meigs County's Worker's Comp Program, and the affected employee was sent for bloodwork following the incident. The employee will be monitored with additional bloodwork.

During the Oct. BOH Meeting, Rock asked Senior Management to contact MCHD Human Resources Consultant Drew Esposito of Clemans-Nelson & Associates to see if implementing a uniform policy would allow the MCHD to purchase branded clothing for staff to wear during outreach events to conform to IRS regulations being cited by the County Auditor. Esposito responded to Midkiff's request via email (which was shared with BOH Members) and suggested that the MCHD consult the County Prosecutor. Midkiff emailed County Prosecutor James Stanley, who after conducting research responded: *I'm unable to find any exceptions to the requirement that shirts and fleeces of this nature are to be taxed. If you believe other health departments are able to provide clothing without the employees being taxed, maybe they can advise us as to how they get around that.* Midkiff said she did bring the topic up during a regional Health Commissioner/Administrator meeting on Nov. 7<sup>th</sup>. There was not a significant response other than some health departments do report the cost of clothing on employee's W2s and others require that items be left at the departments. Attendees engaged in discussion about alternatives to obtaining branded clothing, but Senior Management believes that they would be cost prohibitive to several staff members.

#### **Miscellaneous Business:**

Midkiff shared ODH's response to the MCHD's inquiry about the use of remaining grant dollars in several funds. In an email dated Nov. 4<sup>th</sup>, Stacy Mixon, who is a Financial Analyst Supervisor in ODH's Office of Financial Affairs wrote: *After further discussion with my counterpart Ronda, we could not figure out a solution to separate the remaining grant balances that your organization is experiencing. Due to these funds being co-mingled and dating back to an unknown grant period, there is not enough information that will allow for Grant Services Unit to create a request for invoice. Therefore, you will need to work directly with Program to assist you with identifying and/or separating the co-mingled funds. I have looping in Renee Dickman who oversees PHEP and Alicia Leatherman for MCHP, please reach out to them for direction. Once these funds have been identified, the Grants Services Unit will need the project number/grant year and the total of unspent funds, then we will send a request for refund if needed.* Midkiff stated that, since 2022, new funds have been established with the County Auditor upon receipt of grant notices of award. Remaining monies in these funds should be easily returned to ODH, which failed to invoice the MCHD after final grant reporting was completed. Other co-mingled dollars likely will not be able to be identified for accurate return because the funds are old and records were disposed of after being reported on and audited as per the MCHD Record Retention and Disposal Schedules.

Upcoming events and closures include a Staff Meeting on Nov. 13<sup>th</sup> from 8:15-10AM in conference room; Holidays Nov 28: Thanksgiving and Nov. 29; the Staff Christmas Party on Dec. 11<sup>th</sup> from noon-4PM at Rio Bravo Mexican Restaurant in Mason, WV; the OSU Mobile Lung Screening on Feb. 11<sup>th</sup> from noon-4PM by appointment.

The next BOH Meeting will take place on 12/10/24 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 11/12/24 BOH Meeting Minutes.)

