

Pickaway County Public Health

110 Island Road, Suite C, Circleville, OH 43113

Phone 740-477-9667 | Fax 740-474-5523 | Clinical Health Fax 740-420-6102



**PICKAWAY COUNTY
PUBLIC HEALTH**

We Care.

REGULAR BOARD OF HEALTH MEETING

AUGUST 15, 2023

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REGULAR BOARD OF HEALTH MEETING

The Pickaway County General Health District met in regular session on Tuesday, August 15, 2022, at 7:00 p.m., located at 110 Island Road, 2nd floor.

1) CALL TO ORDER

Board of Health Vice President, Dr. Linda Iskra called the meeting to order at 7:00 p.m. The following Board of Health Members answered roll call:

Mr. Mike Wolford, President (absent)

Dr. Linda Iskra, Vice President

Ms. Nancie Bechtel, Board Member (absent)

Mr. Spencer Cheek, Board Member

Mr. Colin Hedges, Board Member

Ms. Roxan Sigmon, Board Member

Ms. Brenda Strittmatter, Board Member (absent)

Mr. Don McIlroy, DAC Chairman (absent)

Staff:

Mr. Andrew Bull, MPH, REHS, Health Commissioner

Ms. Stephaney Bauman, MSN, RN, Director of Clinical Health Services

Ms. Hannah Montgomery BPS, REHS

Mrs. Kaleigh Fields, Admin Coordinator

Guests in attendance:

Ms. Jessica Rooney, Former Employee

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2) PUBLIC COMMENTS: None.

3) EXECUTIVE SESSION:

At 7:02 p.m. a motion was made by Mr. Hedges to go into Executive Session pursuant to the ORC 121.22 (G) to discuss personnel matters. It was seconded by Ms. Sigmon. All ayes and the motion carried.

ROLL CALL:

Mr. Mike Wolford, President (absent)
Dr. Linda Iskra, Vice President
Ms. Nancie Bechtel, Board Member (absent)
Mr. Spencer Cheek, Board Member
Mr. Colin Hedges, Board Member
Ms. Roxan Sigmon, Board Member
Ms. Brenda Strittmatter, Board Member (absent)

Ms. Bechtel entered during executive session.

At 7:39 p.m., a motion was made by Mr. Hedges to come out of executive session. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.

ROLL CALL:

Mr. Mike Wolford, President (absent)
Dr. Linda Iskra, Vice President
Ms. Nancie Bechtel, Board Member
Mr. Spencer Cheek, Board Member
Mr. Colin Hedges, Board Member
Ms. Roxan Sigmon, Board Member
Ms. Brenda Strittmatter, Board Member (absent)

A) EXECUTIVE SESSION ACTIONS:

None

4) RESOLUTION #23-83 JULY 18, 2023, MINUTES WERE APPROVED WITH TYPO CORRECTIONS: At 7:42 p.m. a motion was made by Mr. Hedges to approve the July 18, 2023, board minutes. The motion was seconded by Mr. Cheek. All ayes and the motion carried.

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5) RESOLUTION #23-84 JULY 2023 BILLS & REVENUE/EXPENSE REPORTS WERE APPROVED: At 7:43 p.m. a motion was made by Ms. Sigmon to approve the July 2023 Bills & Revenue/Expense Reports. The motion was seconded by Mr. Hedges. All ayes and the motion carried.

6) STAFF REPORTS:

- a) **BUSINESS OFFICE:** There was nothing further to report for the Business office beyond the monthly written report.
- b) **VITAL STATISTICS:** There was nothing further to report for Vital Statistics beyond the monthly written report.
- c) **CLINICAL HEALTH:** In addition to the monthly written report, Ms. Bauman shared that the Epidemiology contract started with Ohio Public Health Association (OPHA) but unfortunately, they did not have the logins for them to be able to do the Communicable disease report this month. Ms. Bauman shared that the clinic staff went to Circleville schools open house at the high school, someone sent a thank you email for the staff that attended. Ms. Bauman shared that several vaccines were given while at that event.
- d) **ENVIRONMENTAL HEALTH:** Ms. Montgomery introduced herself as the Environmental Health Director and shared some information about herself, including her experience in environmental health for the last 7 years. In addition to the monthly written report, Mr. Bull shared that Ms. Montgomery has hit the ground running with her duties. Mr. Bull shared that the mosquito program collected four to five thousand mosquitos this year and the intern will be going back to college on 8/18. Mr. Bull shared that was also a very successful Tire Recycling Event. Ms. Montgomery shared that she is trying to get quotes to have the trucks detailed quarterly to keep them in good condition. Ms. Montgomery states she is looking locally for quotes. Ms. Montgomery shared the three different quotes at this time. Mr. Hedges added that we look at local businesses instead of an individual to ensure the security of the vehicles.

7) HEALTH COMMISSIONER REPORT: Mr. Bull in addition to his monthly written report shared that the department is getting ready to send out the tax assessments for individuals who have enrolled in the operations & management (O&M) program but have yet to pay their fees.

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8) OLD BUSINESS:

- a) **RESOLUTION #23-77 TO APPROVE THE PROPOSED BEREAVEMENT POLICY:** At 7:53 p.m. a motion was made by Ms. Bechel to approve Resolution #23-77. The motion was seconded by Mr. Hedges. After a discussion Mr. Hedges asked that the policy manual be brought to the board. Ms. Bechtel asked for the bereavement policy, that changes be made getting rid of section E and having F become section E and state “reasonable additional approved paid time off may be approved for use as additional funeral leave at the discretion of the Health Commissioner” also adding a section that states “up to two days of unpaid leave may also be granted for extended bereavement leave at the discretion of the Health Commissioner.” All ayes and the motion carried.

11) NEW BUSINESS:

- b) **RESOLUTION #23-85 TO APPROVE ANDY BULL AND KALEIGH FIELDS AS PAYROLL SIGNATORIES:** At 8:03 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-85. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.
- c) **RESOLUTION #23-93 TO APPROVE ANDY BULL AND KALEIGH FIELDS AS BARs SIGNATORIES:** At 8:04 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-93. The motion was seconded by Mr. Hedges. All ayes and the motion carried.
- d) **RESOLUTION #23-86 TO APPROVE ANDY BULL AND KALEIGH FIELDS AS AMENDED CERTIFICATES SIGNATORIES:** At 8:04 p.m. a motion was made by Mr. Hedges to approve Resolution #23-86. The motion was seconded by Mr. Cheek. All ayes and the motion carried.
- e) **RESOLUTION #23-87 TO APPROVE THE HEALTH COMMISSIONER TO ENTER INTO AN AGREEMENT WITH FINET TO REQUIRE A SURCHARGE ON CREDIT CARD TRANSACTIONS:** At 8:05 p.m. a motion was made by Mr. Hedges to approve Resolution #23-87. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.

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- f) **RESOLUTION #23-88 TO APPROVE THE CREATION OF THE FISCAL OFFICER POSITION:** At 8:06 p.m. a motion was made by Mr. Cheek to approve Resolution #23-88. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.
 - g) **RESOLUTION #23-89 TO APPROVE THE CREATION OF THE PERSONNEL OFFICER POSITION:** At 8:07 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-89 with the caveat of a title change to Office Manager. The motion was seconded by Mr. Cheek. All ayes and motion carried.
 - h) **RESOLUTION #23-90 TO ADOPT THE 2023 HIRING SCALE:** At 8:07 p.m. a motion was made by Mr. Hedges to approve Resolution #23-90. The motion was seconded by Ms. Bechtel. All ayes and motion carried.
 - i) **RESOLUTION #23-91 TO APPROVE THE CONTRACT BETWEEN PCPH AND OPHA TO RETAIN REHS SERVICES:** At 8:08 p.m. a motion was made by Mr. Cheek to approve Resolution #23-91. The motion was seconded by Mr. Hedges. All ayes and the motion carried.
 - j) **RESOLUTION #23-92 TO APPROVE THE RESIGNATION OF JESSICA ROONEY, BUSINESS MANAGER, EFFECTIVE 8/10/2023:** At 8:10 p.m. a motion was made by Ms. Sigmon to approve Resolution #23-92 with regret. The motion was seconded by Ms. Bechtel. All ayes and regrettably the motion carried.
- 14) **ADJOURNMENT:** At 8:11 p.m., a motion was made by Ms. Bechtel to adjourn. The motion was seconded by Mr. Hedges. Meeting adjourned.

Next Board of Health Regular Meeting is to be held on SEPTEMBER 19, 2023.



Board of Health Vice President

10-24-2023

Date



Health Commissioner

10-24-2023

Date