

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

JANUARY 17, 2023

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REGULAR BOARD OF HEALTH MEETING

The Pickaway County General Health District met in regular session on Tuesday, January 17, 2023, at 6:00 p.m., located at 110 Island Road, 2nd floor.

1) CALL TO ORDER

Board of Health President, Mr. Mike Wolford called the meeting to order at 6:00 p.m. The following Board of Health Members answered roll call:

Mr. Mike Wolford, President

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

Mr. Don McIlroy, DAC Chairman (absent)

Staff:

Dr. Joseph Kearns, DO, MPH, Interim Health Commissioner

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

Mr. Andrew Bull, MPH, REHS, Director of Environmental Health Services

Mrs. Jessica Rooney, Business Manager

Guests in attendance:

Hayley Hurtt, BSN, Chamberlain MPH Student

Tim Colburn, Health Commissioner Candidate

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2) PUBLIC COMMENTS: Hayley Hurtt introduced herself to the group as an MPH student.

3) CONTINUING EDUCATION: At 6:02 p.m. for Pickaway County Public Health, Stephaney Bauman, MSN, RN, Director of Clinical Health Services presented on ACEs.

4) RESOLUTION #23-1: DECEMBER 13, 2022, MINUTES WERE APPROVED AS WRITTEN: At 6:19 p.m. a motion was made by Ms. Bechtel to approve the December 13, 2022, board minutes. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

5) RESOLUTION #23-2: DECEMBER 2022 BILLS & REVENUE/EXPENSE REPORT WERE APPROVED: At 6:21 p.m. a motion was made by Mr. Hedges to approve the December 2022 Bills & Revenue/Expense Report. The motion was seconded by Mr. Cheek. All ayes and the motion carried.

6) STAFF REPORTS:

a) BUSINESS OFFICE: In addition to her monthly written report, Mrs. Rooney shared the staff as a whole did CPR training. Mrs. Rooney also shared that there will be an interview soon for a new Environmental Health Specialist in Training (SIT) with hopes to hire if the interview goes well.

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 whole staff went to the Harrison Township Fire Department for CPR training. Ms. Bauman shared that the health department was able to help the Harrison Township Fire Department acquire new CPR equipment that has Bluetooth capabilities in them for better training and feedback. Mrs. Bauman shared that there were eight measles contacts in total last month, with a total of six that were unvaccinated and needed close follow up to monitor symptoms for 21 days following the contact. Ms. Bauman shared that two of those cases ended up being tested and both were negative. Ms. Bauman shared that there were two outside clinics for flu last month, one at Pickaway County Community in Action (PICCA) and the other at New Hope Christian School for their employees. Ms. Bauman stated that the Community Health Assessment survey draft is in the board packet for review. Ms. Bauman stated that the survey will be going out to the community and hopefully after a few weeks they will start to get responses. Ms. Bauman shared that the Children with Medical Handicaps (CMH) program had 19 Letter for Approvals (LOAs) for December, eight of which were new clients and 11 were renewals.

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Ms. Bauman stated that the CHM nurse completed four home visits and the quarterly newsletter was sent out in December. Ms. Bauman stated there was nothing new to share regarding COVID-19. Ms. Bauman stated they are still a few facilities in outbreak status, but they are currently working with them to improve that status. Ms. Bauman also shared that the booster vaccine appointments for COVID have started to slow down as well. Ms. Bauman shared that the infectious disease program does not have much to update. Ms. Bauman stated that there is a small increase in the number of COVID cases. Ms. Bauman stated that the only other concerning information is there were 24 hospitalizations in December due to influenza, but that number is starting to go down.

d) ENVIRONMENTAL HEALTH: In addition to the monthly written report, Mr. Bull shared the Environmental Health program is focusing on getting the food inspections done by the February 28th deadline. Mr. Bull also shared that the Ohio Department of Agriculture (ODA) Food Survey is scheduled to start February 6th. Mr. Bull informed the board that they are working on getting the paperwork ready for that survey including pulling the inspection reports, cost methodology and other things needed for this survey. Mr. Bull shared that ODA will be looking back to 2017 when the last survey was conducted. Mr. Bull stated it will be a full week process and that this can be a stressful time for the sanitarians since this is their first survey. Mr. Bull shared that he just finished the application for the 2023 Mosquito Control Grant, Mr. Bull shared a break down of the funds for this grant. Mr. Bull state they are also working the Operation and Maintenance (O&M) inspections for the sewage program that are due in January, this program is a little behind due to being short staffed. Mr. Bull stated the Ohio Environmental Protection Agency (EPA) is coming in to do a survey on the solid waste program on February 28. Mr. Bull discussed the body art tattoo program that gives permits for body art are due December 3. Mr. Bull shared that when he started, he checked on this program to make sure the permits were up to date and found that several body art tattoo permits were in late status. Mr. Bull stated that the board has not adopted a late fee for this program yet. Mr. Bull shared the Ohio Revised code states Board of Health shall assess a penalty as authorized 3709.09 of the revised code for body art. Mr. Bull shared that is required by the Board of Health to assess a late fee of 25% if fees are not paid by December 31. Mr. Bull shared that there was some vandalism to the Board of Health vehicles. He shared that two of the vehicles had their catalytic converters stolen. Mr. Bull states that a report has been filed with the local law enforcement. Mr. Bull shared that he took both vehicles over the Perfection One for quotes to fix both vehicles, which totaled about \$3,000 per vehicle. Mr. Bull shared that one vehicle has a fire safety recall as well. Mr. Bull shared that both vehicles are unusable at this point. Mr. Bull shared that the inspectors were able to attend the Ohio Onsite Wastewater conference to get continuing education credits and learn about the new systems that are being installed. Mr.

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Bull updated the Board on the Williamsport nuisance and that has not been fix so it will be deferred to the Prosecutors office.

7) **INTERM HEALTH COMMISSIONER REPORT:** Dr. Kerns has no other updates.

8) OLD BUSINESS:

A) **New Finance Software:** There was brief discussion. Mrs. Rooney shared that the portion of concern with the purchase orders with the new system was addressed and a demonstration was given to show functionality. Mrs. Rooney shared that the update to the program with this function will be rolled out in April with no additional fee to us. Mrs. Rooney stated that she would recommend moving forward with the purchase of the new system.

9) NEW BUSINESS:

- a) **RESOLUTION #23-3 TO ADOPT THE 2023 LOCAL PUBLIC HEALTH SERVICES COLLABORATIVE (LPHSC) VACCINE FEE SCHEDULE:** At 6:44 p.m. a motion was made by Mr. Hedges to approve Resolution #23-3. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.
- b) **RESOLUTION #23-4 TO AUTHORIZE ANDREW BULL, MPH, REHS (ENVIROMENTAL HEALTH DIRECTOR) TO APPLY FOR, ACCEPT, AND ENTER INTO A WARTE POLLUTION CONTROL LOAN FUND AGREEMENT ON BEHALF OF THE COUNTY/HEALTH DISTRICT OF PICKAWAY COUNTY FOR THE REPAIR AND REPLACEMENT OF HOME SEWAGE TREATMENT SYSTEMS:** At 6:45 p.m. a motion was made by Mr. Hedges to approve Resolution #23-4. The motion was seconded by Dr. Iskra. All ayes and the motion carried.
- c) **RESOLUTION #23-5 TO RE-ADOPT THE FEES FOR NON-COMMERCIAL RISK LEVEL 1 AND RISK LEVEL 2 FOOD SERVICE OPPERATIONS AND RETAIL FOOD ESTABLISHMENTS >25,000 SQUARE FEET AT THE CORRECT, 50% RATE OF \$147.50 AND \$155.75:** At 6:47 p.m. a motion was made by Mr. Cheek to approve Resolution #23-5. The motion was seconded by Dr. Iskra. All ayes and the motion carried.
- d) **RESOLUTION #23-6 TO ALLOW THE BUSINESS MANAGER OR HEALTH COMMISSIONER TO SIGN BUDGET ACTION REQUESTS:** At 6:48 p.m. a motion was made by Mr. Hedges to approve Resolution #23-6. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.

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- e) **RESOLUTION #23-7 TO ALLOW THE BUSINESS MANAGER OR THE HEALTH COMMISSIONER TO SIGN PAYROLL DOCUMENTS:** At 6:50 p.m. a motion was made by Dr. Iskra to approve Resolution #23-7. The motion was seconded by Mr. Hedges. All ayes and the motion carried.
- f) **RESOLUTION #23-8 TO ALLOW THE BUSINESS MANAGER AND HEALTH COMMISSIONER TO SIGN AMENDED CERTIFICATES, REQUIRING BOTH SIGNATURES:** At 6:51 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-8. The motion was seconded by Mr. Cheek. All ayes and the motion carried.
- g) **RESOLUTION #23-9 TO CONTINUE THE PICKAWAY COUNTY COMMISSIONERS THEN AND NOW PROCEDURE, TO CONDENSE THEN AND NOW CERTIFICATED TO A LIST AND FOR THE BOARD OF HEALTH TO SIGN THE RECAP SHEET INSTEAD OF EACH THEN AND NOW CERTIFICATE:** At 6:52 p.m. a motion was made by Mr. Hedges to approve Resolution #23-9. The motion was seconded by Dr. Iskra. All ayes and the motion carried.
- h) **RESOLUTION #23-10 TO AUTHORIZE THE ENVIRONMENTAL HEALTH DIRECTOR AS THE DESIGNEE TO SIGN OPERATION AND MAINTENANCE PERMITS:** At 6:52 p.m. a motion was made by Dr. Iskra to approve Resolution #23-10. The motion was seconded by Mr. Hedges. All ayes and the motion carried.
- i) **RESOLUTION #23-11 TO APPROVE THE ISSUING OF THE 2023 SOLID WASTE FACILITY LICENSE TO RUMPKE TRANSFER STATION LOCATED AT 21955 HASSLE DRIVE, CIRCLEVILLE, OH 43113:** At 6:53 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-11. The motion was seconded by Mr. Cheek. All ayes and the motion carried.
- j) **RESOLUTION #23-12 TO ADOPT THE 2023 BOARD OF HEALTH REGULAR MEETING SCHEDULE:** At 6:54 p.m. a motion was made by Ms. Sigmon to approve Resolution #23-12. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.
- k) **RESOLUTION #23-13 TO APPROVE PURCHASE OF NEW FINACIAL SOFTWARE UP TO \$6000:** At 6:55 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-13. The motion was seconded by Mr. Cheek. All ayes and the motion carried.

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D) There was discussion of approving a 25% late fee for body art and establishing an initial plan review fee, as well as increase the renewal fee. All members were in agreement. This was the first reading of the proposed body art program fees.

m) **RESOLUTION #23-14 TO ALLOW THE HEALTH DEPARTMENT TO GET ONE OF THE DAMAGED VEHICLES WITH THE MOST VALUE FIXED UP TO \$3,500:** At 7:06 p.m. a motion was made by Mr. Hedges to approve Resolution #23-16. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

10) EXECUTIVE SESSION:

At 7:09 p.m. a motion was made by Ms. Bechtel to go into Executive Session pursuant to the ORC 121.22 (G) to discuss personnel matters. It was seconded by Dr. Iskra. All ayes and the motion carried.

At 8:51 p.m., a motion was made by Mrs. Bechtel to come out of executive session. The motion was seconded by Mr. Hedges. All ayes and the motion carried.

11) EXECUTIVE SESSION ACTIONS:

a) At 8:53 p.m. a motion was made by Mr. Hedges to offer Tim Colburn the Health Commissioner position at the rate of \$49.00 per hour. It was seconded by Dr. Iskra. All ayes and the motion carried.

12) ADJOURNMENT:

At 8:54 p.m., a motion was made by Ms. Bechtel to adjourn. The motion was seconded by Mr. Cheek.

Next Board of Health Regular Meeting is to be held on February 21, 2023.



Board of Health President

21 March 23

Date

Health Commissioner

Date