


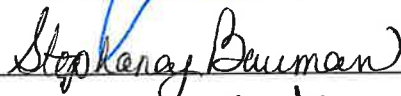



REGULAR BOARD OF HEALTH MEETING

JANUARY 16, 2024 @ 6:00 P.M.

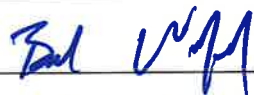
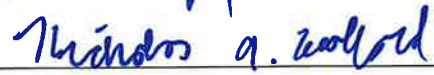
Sign-in Sheet

Printed Name	Signature	Agency	Title
Mike Wolford		BOH	President
Dr. Linda Iskra		BOH	Vice President
Nancie Bechtel		BOH	Board Member
Spencer Cheek		BOH	Board Member
Colin Hedges		BOH	Board Member
Roxan Sigmon		BOH	Board Member

STAFF

Andrew Bull, MPH, REHS		PCPH	Health Commissioner
Stephaney Bauman, MSN, RN		PCPH	Director of Clinical Health Services
Hannah Montgomery, BSH, REHS		PCPH	Environmental Health Director
Kaleigh Fields		PCPH	Office Manager
Royce Chesser		PCHD	Fiscal Officer

GUESTS

Don McIlroy		District Advisory Council	President
Brad Wolford			
Nicky Wolford			

*Sept 16
Resolutions:
24-9
ran in
approved*

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
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REGULAR BOARD OF HEALTH MEETING

The Pickaway County General Health District met in regular session on Tuesday, January 16, 2024, at 6:00 p.m., located at 110 Island Road, 2nd floor.

1) CALL TO ORDER

Board of Health President, 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 (absent)

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)

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, Office Manager

Mr. K Royce Chesser, Fiscal Officer

Guests in attendance:

Mr. Brad Wolford, Septic Installer

Mr. Nick Wolford, Septic Installer

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2) PUBLIC COMMENTS:

Public Comment was saved for Resolution #24-9 to approve a variance for leaching trenches in a new sewage treatment system.

- 3) **CONTINUING EDUCATION: KEY ASPECTS OF PUBLIC HEALTH FINANCIAL MANAGEMENT:** At 6:02 p.m. Mrs. Fields presented KEY ASPECTS OF PUBLIC HEALTH FINANCIAL MANAGEMENT, which was presented to her during her fiscal training. Mrs. Fields touched on accounting overview, funds vs traditional accounting, special revenue fund, and grant management overview.

Dr. Iskra arrived at 6:08pm.

4) RESOLUTION #24-1 TO APPROVE THE DECEMBER 19, 2023, BOARD MINUTES:

At 6:16 p.m. a motion was made by Ms. Sigmon to approve the December 19, 2023, board minutes. The motion was seconded by Mr. Cheek. All ayes and the motion carried.

5) RESOLUTION #24-2 TO APPROVE THE DECEMBER 2023 BILLS & REVENUE/EXPENSE REPORTS:

At 6:17 p.m. a motion was made by Dr. Iskra to approve the December 2023 Bills & Revenue/Expense Reports. The motion was seconded by Mr. Hedges. All ayes and the motion carried.

6) STAFF REPORTS:

- a) **BUSINESS OFFICE:** In addition to the monthly written report, Mrs. Fields had nothing else to add. Ms. Bechtel had questions on the fiscal report and the areas that were in the red, Ms. Bechtel asked Mr. Chesser and Mr. Bull their thoughts on those funds. Mr. Bull states that the COVID-19 fund needed to be refunded due to project income not being put into the correct fund, as well as payroll expenses were coming out of board of health instead of its proper fund. Mrs. Fields stated that corrections were made on most payroll but not all the funds could be corrected. Ms. Bechtel asked about the water systems and pools fund. Mrs. Fields explained that in water systems not as many new systems were sold in 2023. Mr. Bull states that water and sewage are variable due to the market for new homes and there is no way to predict what the market will do. Ms. Bechtel asked why there was a deficit in the COTS fund in Mr. Chesser's report. Mrs. Fields explained that it was from where the COTS fund were not being spent during prior years but there is a plan to get the money spent down and spending had increased that fund more than the previous years.

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- b) **VITAL STATISTICS:** There was nothing further to report for Vital Statistics beyond the monthly written report.

 - c) **CLINICAL HEALTH:** In addition to her monthly written report, Ms. Bauman added that Ohio Department of Health (ODH) came in for a site visit for the Vaccines for children (VFC) program. Ms. Bauman states the visit went well.

 - a) **ENVIRONMENTAL HEALTH:** In addition to her monthly written report, Ms. Montgomery shared that the Environmental Health department was awarded two different grants that were applied for earlier this year. Both grants are facilitated by the National Environmental Health Association (NEHA), one grant is the 2024 National Environmental Assessment Reporting System (NEARS) which is a program that supports food safety programs by helping with training for food borne illness outbreaks. Ms. Montgomery states that this has a sub award of \$25,000. The NEARS grant runs for four months and involves a webinar where the staff are in a virtual setting to help identify areas that could contribute to food borne outbreaks. Ms. Montgomery shares that this grant can also be used for equipment for food borne illness outbreak investigations. The second grant is the Retail Flexible Funding Model (RFFM) with an award amount of \$20,000. This will help the department come into compliance with the Food and Drug Administration (FDA) retail food standards. Ms. Montgomery shared that it is voluntary to become part of these program standards and our department gets matched with a mentor department to help walk through the process. Ms. Montgomery shared that the department is also eligible to participate in the NEHA annual educational conference in July. Ms. Montgomery shared that she was informed that the department's mentor will be a health department in North Carolina, which is exciting because our department will be able to see a different type of set up than they are used to.
- 7) **HEALTH COMMISSIONER REPORT:** Mr. Bull shared that Ms. Strittmatter will be resigning from the board due to family health issues. Mr. Bull stated that someone has already reached out from Berger Hospital asking for information on what being a board member entail. Mr. Bull states he will be sending the information out to them in the following days. Mr. Bull states regarding the medical director, that Ms. Bauman has reached out to Adena and there is a meeting in place to discuss our needs. Mr. Bull states that the Annual Report was submitted by the January 15th deadline. Mr. Bull states that an Annual Report was not submitted last year but there is no penalty for not doing so. Mr. Bull shared that the Public Health Emergency Preparedness (PHEP) grant has been started and will be submitted by January 22nd.

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Mr. Bull states that he has a meeting scheduled to discuss the improvements that the department would like to make under the Enhanced Operation grant. Ms. Sigmon asked if there were any updates on the status of the PHEP coordinator leaving in the future or not. Mr. Bull states that currently there is no update.

8) OLD BUSINESS:

a) none

9) NEW BUSINESS:

- a) **RESOLUTION #24-9 TO APPROVE A VARIANCE FROM OAC 3701-29-15 (G) FOR LEACHING TRENCHES IN A NEW SEWAGE TREATMENT SYSTEM TO BE INSTALLED 10 INCHES FROM PERCHED SEASONAL WATER TABLE INSTEAD OF 12 INCHES:** At 6:30 p.m. Mr. Wolford recused himself due to a conflict of interest and Dr. Iskra took over head chair of the meeting, at 6:37 p.m. a motion was made by Mr. Hedges to approve Resolution #24-9. The motion was seconded by Mr. Cheek. There was a discussion on this Resolution and the details of this system, along with public comment from the installers. All ayes and the motion carried.

At 6:52 p.m. Mr. Wolford re-entered the meeting and resumed being head chair of the meeting.

- b) **RESOLUTION #24-3 TO APPROVE THE HEALTH COMMISSIONER TO ENTER INTO AN AGREEMENT WITH GEOPRO CONSULTANTS, LLC TO SCAN PCPH DOCUMENT. THE AGREEMENT WILL COVER TRANSPORTATION, IMAGING, POST-PROCESSING, AND EXPORT:** At 7:00 p.m. a motion was made by Mr. Hedges to approve Resolution #24-3. The motion was seconded by Dr. Iskra. All ayes and the motion carried.
- c) **RESOLUTION #24-4 TO ALLOW THE OFFICE MANAGER, FISCAL OFFICER, AND HEALTH COMMISSIONER TO SIGN BUDGET ACTION REQUESTS:** At 7:09 p.m. a motion was made by Mr. Hedges to approve Resolution #24-4. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.
- d) **RESOLUTION #24-5 TO ALLOW THE OFFICE MANAGER, FISCAL OFFICER, AND HEALTH COMMISSIONER TO SIGN AMENDED CERTIFICATES, REQUIRING TWO SIGNATURES:** At 7:10 p.m. a motion was made by Ms. Bechtel to approve Resolution #24-5. The motion was seconded by Mr. Cheek. All ayes and the motion carried.

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- e) **RESOLUTION #24-6 TO ALLOW THE OFFICE MANAGER, FISCAL OFFICER, AND HEALTH COMMISSIONER TO SIGN PAYROLL DOCUMENTS:** At 7:11 p.m. a motion was made by Mr. Hedges to approve Resolution #24-6. The motion was seconded by Dr. Iskra. All ayes and the motion carried.
 - f) **RESOLUTION #24-7 TO CONTINUE THE PICKAWAY COUNTY COMMISSIONERS THEN AND NOW PROCEDURE, TO CONDENSE THEN AND NOW CERTIFICATES TO A LIST AND FOR THE BOARD OF HEALTH TO SIGN THE RECAP SHEET INSTEAD OF EACH THEN AND NOW CERTIFICATE:** At 7:12 p.m. a motion was made by Dr. Iskra to approve Resolution #24-7. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.
 - g) **RESOLUTION #24-8 TO APPROVE THE CONTRACT BETWEEN PICKAWAY COUNTY PUBLIC HEALTH AND THE OHIO PUBLIC HEALTH ASSOCIATION (OPHA) TO RETAIN THE SERVICES OF A REHS:** At 7:13 p.m. a motion was made by Mr. Hedges to approve Resolution #24-8. The motion was seconded by Mr. Cheek. All ayes and the motion carried.
 - h) **RESOLUTION #24-10 ADOPT THE 2024 BOARD OF HEALTH REGULAR MEETING SCHEDULE:** At 7:21 p.m. a motion was made by Mr. Hedges to approve Resolution #24-10. The motion was seconded by Ms. Bechtel. Ms. Bechtel made a motion to amend the dates as stated with the correction of the June 18th meeting being moved to June 11th due to the Pickaway County Fair. The motion to amend was seconded by Dr. Iskra. All ayes to motion amendment and amendment carries. All ayes and the motion as amended carried.
- 9) **EXECUTIVE SESSION:**
Not called.
- A) **EXCUTIVE SESSION ACTIONS:**
None

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14) ADJOURNMENT: At 7:33 p.m., a motion was made by Mr. Hedges to adjourn. The motion was seconded by Mr. Cheek. Meeting adjourned.

Next Board of Health Regular Meeting is to be held on February 20, 2024.



Board of Health President



Health Commissioner

19 March 24
Date

19 March 2024
Date