

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

OCTOBER 22, 2024

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REGULAR BOARD OF HEALTH MEETING

The Pickaway County General Health District met in regular session on Tuesday, October 22, 2024, at 7:00 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 7:00 p.m. The following Board of Health Members answered roll call:

Mr. Mike Wolford, President

Dr. Linda Iskra, Vice President (absent)

Mr. Spencer Cheek, Board Member

Mr. Colin Hedges, Board Member

Ms. Roxan Sigmon, Board Member

Ms. Nancie Bechtel, Board Member

Ms. Brandy Dickson, Board Member (absent)

Staff:

Mr. Andrew Bull, MPH, REHS, Health Commissioner

Ms. Hannah Montgomery BPS, REHS

Mrs. Kaleigh Fields, Office Manager

Guests in attendance:

None

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2) PUBLIC COMMENTS:

a) NONE

3) **RESOLUTION #24-59 TO APPROVE THE SEPTEMBER 17, 2024, BOARD MINUTES:** At 7:00 p.m. a motion was made by Mr. Hedges to approve the September 17, 2024, board minutes. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.

4) **RESOLUTION #24-60 TO APPROVE THE SEPTMBER 2024 BILLS & REVENUE/EXPENSE REPORTS:** At 7:01 p.m. a motion was made by Mr. Cheek to approve the September 2024 Bills & Revenue/Expense Reports. The motion was seconded by Mr. Hedges. All ayes and the motion carried.

5) STAFF REPORTS:

a) **BUSINESS OFFICE:** In addition to the monthly report, Mrs. Fields states that the Audit is done and in the board packet for the board to review and accept. Mrs. Fields states that there is nothing else to report.

b) **VITAL STATISTICS:** In addition to the monthly report, Mrs. Fields shared that the vital statistics department is getting ready for the new system to start hopefully at the beginning of 2025. Mrs. Fields states that with the new system all death certificates from any county will be able to be purchased at Pickaway County so we may see an increase in the amount of death certificates purchased when that rolls out. Mrs. Fields also states that the new system will require all physicians to go electronic and that paper records will no longer be able to be filed. Mrs. Fields states that payments for certificates can be paid for online.

c) **CLINICAL HEALTH:** In addition to the monthly report, Mr. Bull states that Ms. Young was unable to attend the board meeting due to illness. Mr. Bull states that with the board reports he is trying to add a little more information to the board in the reports in both the clinical and environmental aspects. Mr. Bull states the idea is to give the board more insight as to what each employee in the clinic is currently working on. Mr. Bull states that the Cribs for Kids program did meet its goal of distributing 57 cribs to qualifying families and that grant has been renewed for the coming year. Mr. Bull shared that the clinic team has been out for several clinics with flu and covid vaccines. Mr. Bull states that the Drive to Succeed grant has started and the department has received several applications. The Safe Communities grant has been renewed for another year with a projected income of \$38,000.00.

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Mr. Bull shared that Ms. Singer, the Emergency Preparedness Coordinator has been doing some tabletop exercises and working on getting the Pickaway Overdose Response Team (PORT) up and running. Mr. Bull states that the PORT team had their first referral at 3am and the person was given the option of jail time or treatment. The person chose treatment. In Pickaway County we do not have a 24-hour treatment facility. Mr. Bull shared because of this team one of the facilities in Pickaway County will now be a 24-hour treatment facility.

- d) **ENVIRONMENTAL HEALTH:** In addition to her monthly written report, Ms. Montgomery states that for inspector stats from October 1st to October 21st the Environmental Department had around 47 food inspections, one inspector had 30, the other inspector had 17, that does not include Pumpkin Show inspections. Ms. Montgomery shared that for the Pumpkin Show the Environmental Department had over 211 mobile inspections and 31 temporary licenses. Ms. Montgomery states that a temporary license is purchased through our health department, the department then goes out for the inspection and then issues the license. For the mobile inspections, they are done as consultations where they check the license and then do a risk-based inspection of the facility. Ms. Montgomery shared that 5 temporary campground inspections were carried out as well. Ms. Montgomery states that she does plan on attending the post Pumpkin Show meeting to discuss how everything went. She plans on discussing the private lot vendors and trouble it is causing at that meeting. Ms. Bechtel asked if we had any report of people calling and saying they thought they had food poisoning. Ms. Montgomery states not so far. Ms. Bechtel then asked about dog mauling's in Pickaway County. Mr. Bull states that as of right now the only request was from USA Today for all the dog bite reports for the last two years. Mr. Bull states that we only get bite reports and investigate based on those reports. The Board discussed the Ashville dog mauling and asked if the health department had been involved. Mr. Bull states that at this time the department has not been looped in by law enforcement or involved in that situation. Mr. Bull states that both dogs had been put down so at that point the department cannot require animal quarantine or do an investigation. Ms. Montgomery states that she has an update on the Pleasant Street nuisance in Tarlton for sewage. Ms. Montgomery states they have not cleaned up the property by the deadline and she is working with the prosecutor's office. Ms. Montgomery states that the next step she believes will be having the prosecutor office send notice as well as having the prosecutor's office contact Tarlton's solicitor to see if they can get a response that way before taking it to court where there would be fees associated with it.

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- 6) **HEALTH COMMISSIONER REPORT:** Mr. Bull shared that most of his updates go along with the resolutions. Mr. Bull states that he wanted to say that the Environmental department did a great job with the Pumpkin Show. Mr. Bull states that it was a monumental task, and that Ms. Montgomery did a great job organizing that. Mr. Bull shared that it went smoothly, and three outside inspectors helped, two from Franklin County.

- 7) **OLD BUSINESS:**
 - a. None

- 8) **NEW BUSINESS:**
 - a) **RESOLUTION #24-61 TO APPROVE THE HIRING OF COURTNEY YOUNG AS THE DIRECTOR OF NURSING AT A RATE OF \$37.00 PER HOUR, EFFECTIVE OCTOBER 21, 2024:** At 7:22p.m. a motion was made by Mr. Hedges to approve Resolution #24-61. The motion was seconded by Ms. Sigmon. There was a discussion on the resolution, the employee and the position. All ayes and the motion carried.

 - b) **RESOLUTION #24-62 TO ACCEPT THE RESIGNATION OF RENEA BYERS, LPN, EFFECTIVE 10/18/2024:** At 7:25p.m. a motion was made by Mr. Hedges to approve Resolution #24-62. The motion was seconded by Ms. Sigmon. There was a discussion on the resolution and the reasons for resignation. All ayes and the motion carried.

 - c) **RESOLUTION #24-63 TO APPROVE AN ADVANCE TO FUND 616-SAFE COMMUNITIES FOR \$10,000.00 FROM FUND 605- BOARD OF HEALTH TO PAY THE SAVE A LIFE TOUR BILL:** At 7:27p.m. a motion was made by Ms. Bechtel to approve Resolution #24-63. The motion was seconded by Mr. Cheek. There was a discussion on the resolution. All ayes and the motion carried.

 - d) **RESOLUTION #24-64 TO ACCEPT THE FINALIZED 2022-2023 AUDIT:** At 7:28p.m. a motion was made by Mr. Hedges to approve Resolution #24-64. The motion was seconded by Ms. Bechtel. There was a discussion on the resolution and the audit. All ayes and the motion carried.

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- e) **RESOLUTION #24-65 TO GIVE AUTHORIZATION FOR THE HEALTH COMMISSIONER, DIRECTOR OF ENVIRONMENTAL HEALTH OR DESIGNEE TO TAKE ACTION AUTHORIZED UNDER OHIO ADMINISTRATIVE CODE 901:3-4-12:** At 7:31 p.m. a motion was made by Ms. Sigmon to approve Resolution #24-65. The motion was seconded by Mr. Hedges. There was a discussion on the resolution, and what the propose of this resolution. All ayes and the motion carried.
- f) **RESOLUTION #24-66 TO APPROVE BY EMERGENCY READING, THE ADOPTION OF A LICENSE FEE FOR LOW-RISK MOBILE FOOD SERVICE OPERATIONS:** At 7:34p.m. a motion was made by Ms. Bechtel to approve Resolution #24-66. The motion was seconded by Mr. Cheek. There was a discussion on the resolution. No ayes, All nays and the motion failed.
- g) **RESOLUTION #24-67 TO APPROVE THE FIRST READING OF THE PROPOSED 2025 ENVIRONMENTAL HEALTH FEE SCHEDULS:** At 7:38p.m. a motion was made by Mr. Hedges to approve Resolution #24-67. The motion was seconded by Ms. Sigmon. There was a discussion on the resolution and the proposed fees. All ayes and the motion carried.
- h) **RESOLUTION #24-68 TO RATIFY THE CONTRACT BETWEEN PICKAWAY COUNTY PUBLIC HEALTH AND FRANKLIN COUNTY PUBLIC HELATH TO RETAIN THE SERVICES OF TWO (2) REHS INSPECTORS:** At 7:45p.m. a motion was made by Ms. Bechtel to approve Resolution #24-68. The motion was seconded by Mr. Cheek. There was a discussion on the resolution. All ayes and the motion carried.
- i) **RESOLUTION #24-69 TO APPROVE THE USE AND REIMBURSEMENT OF \$350.00 CASH SPENT FOR THE TOBACCO USE AND CESSATION GRANT DELIVERABLE TO ATTEMPT TO PURCHASE TOBACCO PRODUCTS AT LOCAL RETAILERS FOR THE PURPOSE OF COMPLIANCE CHECKS:** At 7:47p.m. a motion was made by Mr. Cheek to approve Resolution #24-69. The motion was seconded by Mr. Hedges. There was a discussion on the resolution and the use of the money. All ayes and the motion carried.

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j) **RESOLUTION #24-70 TO ALLOW ANGELA FAIRCHILD TO CASH OUT HER VACATION TIME NO MORE THAT 164 HOURS AND NO MORE THAN \$4,800 BEFORE TAXES:** At 7:53p.m. a motion was made by Ms. Bechtel to approve Resolution #24-70. The motion was seconded by Mr. Hedges. There was a discussion on the resolution. All ayes and the motion carried.

k) **RESOLUTION #24-71 TO APPROVE THE FIRST READING OF THE PROPOSED POLICY MANUAL:** At 7:54p.m. a motion was made by Ms. Bechtel to approve Resolution #24-71. The motion was seconded by Mr. Hedges. There was a discussion on the resolution and policy manual. At 8:06p.m. Mr. Hedges moved to table Resolution #24-71. The move was seconded by Ms. Sigmon. Resolution #24-71 was tabled until the next meeting.

9) EXECUTIVE SESSION:

a) Executive session was not called

10) EXECUTIVE SESSION ACTIONS:

a) None


11) Ms. Bechtel, shared she reviewed the draft policy manual update and had several questions and suggestions for improvement.

12) **ADJOURNMENT:** At 8:07 p.m., a motion was made by Ms. Bechtel to adjourn. The motion was seconded by Mr. Cheek. Meeting adjourned.

Next Board of Health Regular Meeting is to be held on NOVEMBER 19, 2024.



Board of Health President



Health Commissioner

10 Dec 24
Date

12-10-2024
Date