

# 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

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**PICKAWAY COUNTY  
PUBLIC HEALTH**

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## **REGULAR BOARD OF HEALTH MEETING**

**NOVEMBER 19, 2024**

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### **REGULAR BOARD OF HEALTH MEETING**

The Pickaway County General Health District met in regular session on Tuesday, November 19, 2024, at 6:00 p.m., located at 110 Island Road, 2nd floor.

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#### **1) CALL TO ORDER**

Board of Health President, Mike Wolford called the meeting to order at 6:01 p.m. The following Board of Health Members answered roll call:

Mr. Mike Wolford, President

Dr. Linda Iskra, Vice President

Mr. Spencer Cheek, Board Member

Mr. Colin Hedges, Board Member

Ms. Roxan Sigmon, Board Member

Ms. Nancie Bechtel, Board Member (absent)

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:**

Warren Spangler, DAC President

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### 2) PUBLIC COMMENTS:

a) NONE

3) **CONTINUED EDUCATION: SELF-ASSESSMENT:** Mrs. Fields explained that before the board there was a packet of self-assessment questions for them to answer on how they think the board is operating and how it could be improved. Mr. Bull asked if the board was aware that they are members of the National Association of Local Board of Health (NALBOH). They responded that they were aware but were not utilizing it. Mr. Bull shared that this self-assessment and other continuing education will be utilized at board meetings moving forward.

Ms. Bechtel arrived at 6:04 P.M.

### 4) RESOLUTION #24-72 TO APPROVE THE OCTOBER 22, 2024, BOARD MINUTES:

At 6:19 p.m. a motion was made by Ms. Sigmon to approve the October 22, 2024, board minutes. The motion was seconded by Mr. Hedges. All ayes and the motion carried.

### 5) RESOLUTION #24-73 TO APPROVE THE OCTOBER 2024 BILLS & REVENUE/EXPENSE REPORTS:

At 6:20 pm p.m. a motion was made by Mr. Hedges to approve the October 2024 Bills & Revenue/Expense Reports. The motion was seconded by Mr. Cheek. All ayes and the motion carried.

### 6) STAFF REPORTS:

a) **BUSINESS OFFICE:** In addition to the monthly report, Mrs. Fields states she is trying to get the engagement committee back on trying to get staff involvement back up. Mrs. Fields states she is planning a contest for the holidays and possibly a potluck.

b) **VITAL STATISTICS:** In addition to the monthly report, Mr. Bull shared that the Registrar and Deputy Registrar attended an in-person training in Columbus for the new Vital Statistics system that will be rolled out early next year.

c) **CLINICAL HEALTH:** In addition to the monthly report, Mr. Bull states that nursing staff worked together to create the board report this month. Mr. Bull shared that the Drive to Succeed grant has given out 27 scholarships so far since the start of that grant. Mr. Hedges asked if that scholarship was available to all the county schools. Mr. Bull advised it is available to all the county schools. Mr. Bull shared that Ms. McGraw is going out to all the local schools working on anti-vaping programs and education. Mr. Bull pointed out some posters that were made for Tobacco Use and Cessation Grant.

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Mr. Bull states that Ms. Watkins has been working on those as well, she is the Program Intern that is helping Ms. McGraw with the grant. Mr. Bull states that in the Public Health Emergency Preparedness Grant (PHEP), Ms. Singer is working on deliverables and updating emergency plans with the new county Emergency Management Agency (EMA) director. Ms. Singer is also working on the overdose response team and is now starting to get referrals to the program. Mr. Bull states the clinic had several outreach clinics for flu and covid vaccines. Mr. Bull states that the Cribs for Kids grant has been renewed and in the first month four (4) cribs were distributed.

- d) **ENVIRONMENTAL HEALTH:** In addition to her monthly written report, Ms. Montgomery shared that in the board packet there are environmental health inspection stats for inspections completed in the month of October and November so far. Ms. Montgomery states she is working with both inspectors to make sure they are tracking their time correctly in all programs. Ms. Montgomery states that for staff updates, which is also a later resolution, one of the staff members did resign. Ms. Thacker has accepted a position at the Ohio Department of Health. Ms. Sigmon asked for an update on the nuisance inspection in Tarlton. Ms. Montgomery states that she will be doing a reinspection after receiving a phone call from the owner. Ms. Montgomery states that she believes the owner received the Notice of Violation letter in the mail. Ms. Montgomery states that the owner states that the sewage buckets have been cleaned up and the buckets that are still on the property are filled with roofing shingles from her helping repair the house on the property. Ms. Montgomery states she will be doing the reinspection on November 20<sup>th</sup>, 2024, and if the nuisance is cleaned up then it can be abated. Mr. Hedges states that he had a meeting with the law director for the City of Circleville and was informed that the City of Circleville is still waiting for a response on three different cases that have been sent to the health department. Ms. Montgomery states that she has not heard from anyone from the city about any nuisances recently but if there were specific addresses, Ms. Montgomery states she would be happy to see when they were received and what the status is on those complaints. Mr. Bull states he is waiting for their response for clarification for the nuisance program. Mr. Hedges suggested a meeting with everyone to get clarification done as soon as possible. Mr. Bull and Ms. Montgomery are in agreement for this meeting. Ms. Sigmon asked if the post-Pumpkin Show private lot meeting has happened yet. Ms. Montgomery states that it has not been scheduled that she is aware of, but she will reach out to see if they will be scheduling it.

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7) **HEALTH COMMISSIONER REPORT:** Mr. Bull shared that with Environment Health being down to one inspector the department has reached out to the Ohio Public Health Association to set up a contractor for the time being for the food program. This will help the food program stay on track and off provisional status. Mr. Bull states there are two interviews scheduled for the Registered Environment Health Specialist (REHS) position. Mr. Bull shared that the Director of Nursing position has also been reposted as well.

### 8) OLD BUSINESS:

- a. **RESOLUTION #24-71 TO APPROVE THE FIRST READING OF THE POLICY MANUAL:** At 6:52 p.m. a motion was made by Mr. Hedges to approve Resolution #24-71. The motion was seconded by Dr. Iskra. There was a discussion on the resolution. At 6:53 p.m. a motion to amend the wording of the resolution to read to approve the policy manual was made by Ms. Sigmon. The amendment was seconded by Ms. Bechtel. All ayes and the amendment carried. At 6:54 p.m. a motion was made to amend the policy manual to add that the Health Care plans and rates are determined by Pickaway County. The amendment was seconded by Dr. Iskra. All ayes and the amendment carries. All ayes and motion carried as amended.

### 9) NEW BUSINESS:

- a) **RESOLUTION #24-74 TO APPROVE THE RESIGNATION OF COURTNEY YOUNG, DIRECTOR OF NURSING, EFFECTIVE 10/28/24:** At 6:59 p.m. a motion was made by Mr. Hedges to approve Resolution #24-74. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.
- b) **RESOLUTION #24-75 TO APPROVE THE ADVANCE BACK FROM FUND 617- PUBLIC HEALTH WORKFROCE GRANT FOR \$27,000 TO FUND 605- BOH TO REPAY PREVIOUS ADVANCES:** At 6:59 p.m. a motion was made by Mr. Hedges to approve Resolution #24-75. The motion was seconded by Dr. Iskra. All ayes and the motion carried.
- c) **RESOLUTION #24-76 TO APPROVE THE ADVANCE BACK FROM FUND 624- TOBACCO USE AND CESSATION GRANT FOR \$6,000 TO FUND 605- BOH TO REPAY PREVIOUS ADVANCES:** At 7:00 p.m. a motion was made by Ms. Bechtel to approve Resolution #24-76. The motion was seconded by Mr. Cheek. All ayes and the motion carried.

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- d) **RESOLUTION #24-77 TO APPROVE THE ADVANCE BACK FROM FUND 609- WATER SYSTEMS FOR \$1,000 TO FUND 605- BOH TO REPAY PREVIOUS ADVANCES:** At 7:00 p.m. a motion was made by Mr. Hedges to approve Resolution #24-77. The motion was seconded by Mr. Cheek. All ayes and the motion carried.
- e) **RESOLUTION #24-78 TO APPROVE THE SECOND READING OF THE PROPOSED 2025 ENVIRONMENTAL HEALTH FEE SCHEDULE:** At 7:01 p.m. a motion was made by Mr. Hedges to approve Resolution #24-78. The motion was seconded by Dr. Iskra. There was a discussion on the resolution, and if any changes were made. All ayes and the motion carried.
- f) **RESOLUTION #24-79 TO APPROVE THE REVENUE AND EXPENSE APPROPRIATIONS FOR 2025:** At 7:01p.m. a motion was made by Ms. Sigmon to approve Resolution #24-79. The motion was seconded by Mr. Cheek. There was a discussion on the resolution. All ayes and the motion carried.
- g) **RESOLUTION #24-80 TO APPROVE A 3% COST OF LIVING INCREASE FOR ALL STAFF, EXCLUDING THE HEALTH COMMISSIONER, THE EH DIRECTOR, AND THE OFFICE MANAGER, EFFECTIVE JANUARY 1, 2025:** At 7:06 p.m. a motion was made by Dr. Iskra to approve Resolution #24-80. The motion was seconded by Mr. Cheek. There was a discussion on the resolution and the cost-of-living increase. At 7:08 p.m. Ms. Sigmon moved to table Resolution #24-80. The move was seconded by Ms. Bechtel. Resolution #24-80 was tabled until the next meeting.
- h) **RESOLUTION #24-81 TO ALLOW THE DIRECTOR OF ENVIRONMENTAL HEALTH PERMISSION TO POST, INTERVIEW AND HIRE A REGISTERED ENVIRONMENTAL HEALTH SPECIALIST:** At 7:11p.m. a motion was made by Ms. Bechtel to approve Resolution #24-81. The motion was seconded by Dr. Iskra. There was a discussion on the resolution. All ayes and the motion carried.
- i) **RESOLUTION #24-82 TO APPROVE THE ADJUSTED EXPENSE APPROPRIATIONS FOR 2024:** At 7:12 p.m. a motion was made by Mr. Cheek to approve Resolution #24-81. The motion was seconded by Mr. Hedges. There was a discussion on the resolution. The resolution was placed on hold until after the executive session.

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- j) **RESOLUTION #24-83 TO APPROVE THE RESIGNATION OF ASHLEY THACKER, REGISTERED ENVIRONMENTAL HEALTH SPECIALIST, EFFECTIVE 11/27/24:** At 7:16 p.m. a motion was made by Mr. Hedges to approve Resolution #24-83. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.

### 10) EXECUTIVE SESSION:

At 7:18 p.m. a motion was made by Mr. Hedges to go into Executive Session pursuant to ORC 121.22 (G) to discuss personnel matters. It was seconded by Ms. Bechtel. All ayes and the motion carried.

#### 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  
Ms. Brandy Dickson, Board Member (absent)

At 8:00 p.m., a motion was made by Ms. Bechtel to come out of executive session. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

#### 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  
Ms. Brandy Dickson, Board Member (absent)

### 11) EXECUTIVE SESSION ACTIONS:

- a) **RESOLUTION #24-82 TO APPROVE THE ADJUSTED EXPENSE APPROPRIATIONS FOR 2024:** At 8:01 p.m. there was a discussion on Resolution #24-82 that was placed on hold for further discussion until after additional information was provided by Mrs. Fields on what the original appropriations were. All ayes and the motion carried.

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- b) **RESOLUTION #24-84 TO APPROVE AN INCREASE IN PAY FROM \$35.02 PER HOUR TO \$37.00 PER HOUR FOR HANNAH MONTGOMERY, EH DIRECTOR, EFFECTIVE JANUARY 1, 2025:** At 8:06p.m. a motion was made by Ms. Bechtel to approve Resolution #24-84. The motion was seconded by Mr. Hedges. All ayes and the motion carried.
- c) **RESOLUTION #24-85 TO APPROVE AN INCREASE IN PAY FROM \$30.00 PER HOUR TO \$32 PER HOUR FOR KALEIGH FIELDS, OFFICE MANAGER, EFFECTIVE JANUARY 1, 2025:** At 8:07p.m. a motion was made by Mr. Hedges to approve Resolution #24-85. The motion was seconded by Mr. Cheek. All ayes and the motion carried.

12) **ADJOURNMENT:** At 8:09 p.m., a motion was made by Ms. Bechtel to adjourn. The motion was seconded by Dr. Iskra. Meeting adjourned.

**Next Board of Health Regular Meeting is to be held on DECEMBER 10, 2024.**

  
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Board of Health President

  
\_\_\_\_\_  
Health Commissioner

21 Jan 25  
\_\_\_\_\_  
Date

1-21-2025  
\_\_\_\_\_  
Date