

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

DECEMBER 10, 2024

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REGULAR BOARD OF HEALTH MEETING

The Pickaway County General Health District met in regular session on Tuesday, December 10, 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 6:01 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 (absent for roll call arrived 6:23pm)

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) CONTINUED EDUCATION: None

4) RESOLUTION #24-86 TO APPROVE THE NOVEMBER 19, 2024, BOARD MINUTES:

At 6:01 p.m. a motion was made by Mr. Hedges to approve the November 19, 2024, board minutes. The motion was seconded by Mr. Cheek. All ayes and the motion carried.

5) RESOLUTION #24-87 TO APPROVE THE NOVEMBER 2024 BILLS & REVENUE/EXPENSE REPORTS:

At 6:02 pm p.m. a motion was made by Mr. Hedges to approve the November 2024 Bills & Revenue/Expense Reports. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.

6) STAFF REPORTS:

- a) **BUSINESS OFFICE:** In addition to the monthly report, Mrs. Fields states she is working on end of the year closing procedures. Mrs. Fields states she is still posting for the Director of Nursing and Registered Environmental Health Specialist positions. Mrs. Fields shared that there has not been any movement in either position or that there have been several no shows to the interviews, which is a common occurrence currently with prospects in the hiring process.
- b) **VITAL STATISTICS:** In addition to the monthly report, Mrs. Fields states that Ms. Johnston and Ms. Schwalbauch are doing weekly training every Friday until the new system rolls out. Mr. Hedges asked how the scanning of all the death records has worked out. Mr. Bull states it seems to be going well and there have not been any complaints about the quality. Mr. Bull states that the destruction of the death records has been held off waiting for the new system to start and construction to start.
- c) **CLINICAL HEALTH:** In addition to the monthly report, Mr. Bull states that nursing staff worked again on the board report. Mr. Bull states that the programs are going smoothly. Mr. Bull shared the nursing staff has not missed a beat on the quality of work going out without a nursing director. Mr. Bull states that they are looking for new grants as well. Mr. Bull shared he would like to highlight the Pickaway Overdose Response Team (PORT) program.

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Mr. Bull explained that there were 52 overdoses in Pickaway County in November those were not deaths but 52 is a lot and the Naloxone given by Pickaway County Public Health is helping police, Emergency Medical Services, and Fire departments respond better to these calls. Mr. Bull states that PORT is doing good things, and he wanted to highlight the work being done. Mr. Bull shared that Ms. McGraw is working with Circleville Middle School 6th graders on vape prevention and is building a good relationship with the school. Mr. Bull states that there is a very high rate of RSV in the community right now, Pickaway County Public Health (PCPH) is not currently doing anything about this but will be putting out information on how to prevent the spread of RSV in the community and symptoms to look out for.

- d) **ENVIRONMENTAL HEALTH:** In addition to her monthly written report, Ms. Montgomery shared that she put together a PowerPoint of data for activities that were carried out in each political subdivision throughout Pickaway County. Ms. Montgomery states that each inspector's time tracks in the HDIS program showing what type of inspections and where those inspections are happening. Ms. Montgomery states that she put the number of total hours from all three (3) inspectors and then the top two (2) or three (3) programs broke down for each subdivision into her PowerPoint. Ms. Montgomery states that there is a Southeast Environmental Directors meeting in the middle of December where all the regional Directors meet to discuss things going on. Ms. Montgomery shared that there is a sewage contractors' workshop on December 11, 2024, with Ross County Health Department. There are 54 attendees, which are contractors and service providers, 10 vendors from the industry to provide information and sanitarians as well. The workshop has been approved for six (6) continuing education hours. Ms. Montgomery shared that the event center is booked for next year as well and the plan is to continue this workshop each year. Ms. Montgomery provided updates on several nuisances in the city, 2 of which on South Court St, affidavits were sent to the city at the end of November and beginning of December. Ms. Sigmon asked about the Tarlton nuisance and an update on that. Ms. Montgomery states she spoke to the homeowner, went out for a re-inspection and the nuisance was cleaned up and the prosecutor's office has been notified. Mr. Wolford asked if there is a total county hours verses city hours. Mr. Hedges states he totaled them up. Ms. Montgomery and Ms. Fields state that they will come up with a cost analysis based on hours.
- 7) **HEALTH COMMISSIONER REPORT:** Mr. Bull shared that he has the letter from Pickaway County Community Action (PICCA) asking for \$3,000.00 matching funds for their transportation program. Mr. Bull states he thinks this is a fantastic way for us to meet some of our goals in our Community Health Assessment / Improvement Plan. PICCA's busing program is the only one we have in the county. Mr. Bull states that transportation is one of the number one barrier in Pickaway County to receiving adequate health care. PCPH being partners with PICCA, this is a good utilization of funds to help maintain the transportation program.

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Mr. Bull states that he went to the County Commissioners office December 10, 2024, for the crediting interest on program funds. Mr. Bull states that the Commissioners were for it but had to write up a resolution. Mr. Bull states the interest earnings will start in January 2025 and April 2025 PCPH will receive its first quarterly payment. Mr. Bull shared that it should be 2-3% on funds in the accounts. Mr. Bull states he had a meeting for construction to discuss bonds, agreements, and the contract. Once the contract is signed the construction can start at the beginning of the year. Ms. Bechtel asked that PICCA come to do continuing education on the transport program they offer.

Ms. Bechtel entered at 6:23 p.m.

8) OLD BUSINESS:

- a) **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 6:33 p.m. a motion was made by Mr. Hedges to remove Resolution #24-80 from table. The motion was seconded by Mr. Cheek. There was a discussion on the resolution. All ayes and the motion carried.

9) NEW BUSINESS:

- b) **RESOLUTION #24-88 TO ADOPT THE 2025 BOARD OF HEALTH REGULAR MEETING SCHEDULE:** At 6:34 p.m. a motion was made by Ms. Sigmon to approve Resolution #24-88. The motion was seconded by Ms. Bechtel. There was a discussion on the resolution. All ayes and the motion carried.
- c) **RESOLUTION #24-89 TO APPROVE THE ADJUSTMENT OF THE PROPOSED 2025 ENVIRONMENTAL HEALTH FEE SCHEDULE FOR THE PRIVATE WATER SYSTEM PERMITS TO INCLUDE ONE (1) WATER SAMPLE AT NO CHARGE:** At 6:37 p.m. a motion was made by Ms. Bechtel to approve Resolution #24-89. The motion was seconded by Mr. Cheek. There was a discussion on the resolution. All ayes and the motion carried.
- d) **RESOLUTION #24-90 TO APPROVE THE FINAL READING OF THE 2025 ENVIRONMENTAL HEALTH FEE SCHEDULE:** At 6:39 p.m. a motion was made by Mr. Hedges to approve Resolution #24-90. The motion was seconded by Mr. Cheek. There was a discussion on the resolution. All ayes and the motion carried.

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- e) **RESOLUTION #24-91 TO ALLOW EMPLOYEES TO USE THEIR UNUSED VACATION TIME TO REPAY THE EDUCATION REIMBURSEMENT IF THEY LEAVE BEFORE THREE (3) YEARS OF EMPLOYMENT AFTER TAKING THE EDUCATION REIMBURSEMENT:** At 6:41 p.m. a motion was made by Mr. Hedges to approve Resolution #24-91. The motion was seconded by Ms. Sigmon. At 6:52 a motion was made by Ms. Bechtel to amend Resolution #23-91 to read: To allow Pickaway County Public Health to garnish any unused vacation/comp time and/or last pay to repay the education reimbursement at the prorated rate if they leave before three (3) years of employment after taking the education reimbursement and to add this resolution to the current policy manual. The motion was seconded by Mr. Hedges. All ayes and the motion carried.
- f) **RESOLUTION #24-92 TO AMEND THE VACATION POLICY TO ALIGN WITH THE PREVIOUS POLICY TO ALLOW PART-TIME EMPLOYEES TO ACCRUE VACATION WITH THE FOLLOWING LANGUAGE: PART-TIME EMPLOYEES EARN VACATION AT A PRORATED BASIS. THE RATIO BETWEEN THE HOURS WORKED AND THE VACATION HOURS AWARDED TO A PART-TIME EMPLOYEE SHALL BE THE SAME RATIO BETWEEN THE HOURS WORKED AND THE VACATION HOURS EARNED BY A FULL-TIME EMPLOYEE AS PROVIDED FOR IN THE ORC:** At 6:52 p.m. a motion was made by Ms. Bechtel to approve Resolution #24-92. The motion was seconded by Ms. Sigmon. There was a discussion on the resolution. All ayes and the motion carried.

10) EXECUTIVE SESSION:

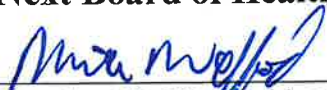
Not Called

11) EXECUTIVE SESSION ACTIONS:

None

- 12) **ADJOURNMENT:** At 6:58 p.m. a motion was made by Mr. Hedges to adjourn. The motion was seconded by Mr. Cheek. Meeting adjourned.

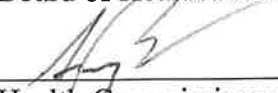
Next Board of Health Regular Meeting is to be held on JANUARY 21, 2025.



Board of Health President

18 Feb 25

Date



Health Commissioner

2-24-2025

Date