





REGULAR BOARD OF HEALTH MEETING

FEBRUARY 20, 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 (In @ 1830)		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

GUESTS

Don McIlroy		District Advisory Council	President

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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FEBRUARY 20, 2024

PAGE 1 OF 6

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The Pickaway County General Health District met in regular session on Tuesday, February 20, 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 (absent)

Mr. Spencer Cheek, Board Member

Mr. Colin Hedges, Board Member

Ms. Roxan Sigmon, Board Member

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

Guests in attendance:

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FEBRUARY 20, 2024

PAGE 2 OF 6

2) PUBLIC COMMENTS:

a) NONE

- 3) **CONTINUING EDUCATION: FDA VOLUNTARY NATIONAL RETAIL FOOD REGULATORY PROGRAM STANDARDS:** At 6:02 p.m. Ms. Montgomery presented FDA VOLUNTARY NATIONAL RETAIL FOOD REGULATORY PROGRAM STANDARDS, which is standard to be used for food program grants. Ms. Montgomery touched on all nine standards and the National Environmental Health Associations grant the food program is currently receiving.

Dr. Iskra arrived at 6:04pm.

4) RESOLUTION #24-11 TO APPROVE THE JANUARY 16, 2024, BOARD MINUTES:

At 6:22 p.m. a motion was made by Mr. Hedges to approve the January 16, 2024, board minutes with typo corrections and Resolution #24- 9 rewording. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

- 5) **RESOLUTION #24-12 TO APPROVE THE JANUARY 2024 BILLS & REVENUE/EXPENSE REPORTS:** At 6:23 p.m. a motion was made by Mr. Hedges to approve the January 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 written report, Mrs. Fields shared that the Medicaid Administrative Claiming (MAC) time was entered. MAC money from two quarters ago was received. The subsidy was received. Expenditures were submitted for all grants. Mrs. Fields shared the revamped fiscal report with actual funds for revenue, expenditures, and cash balances versus budgeted amount for the year.
- b) **VITAL STATISTICS:** In addition to the monthly written report, Mr. Bull shared that the scanning project for the Vital Statistic record books is underway. Mr. Bull states that the first batch of records was taken and brought back. Mr. Bull states that the records look great, and the company will be picking up more books to be scanned.

Ms. Bechtel entered at 6:28pm.

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FEBRUARY 20, 2024

PAGE 3 OF 6

- c) **CLINICAL HEALTH:** In addition to her monthly written report, Ms. Bauman added that the department is currently interviewing for the Emergency Preparedness Coordinator position. Ms. Bauman states there have been several good candidates.
- a) **ENVIRONMENTAL HEALTH:** In addition to her monthly written report, Ms. Montgomery shared an update on the commercial point road failing system. Ms. Montgomery states the design and soil are back for the replacement sewage system and that has been sent out to all installers who requested to be on the bid list for water pollution control loan fund (WPCLF) projects. Ms. Montgomery shared bids are due back March 11th, 2024, by end of business day. Ms. Montgomery states she received a call from the Ohio Department of Health (ODH), a surveyor from our territory states she heard about the news article on one of the food facilities and wanted to congratulate the program on the hard work they are doing with the food program. Ms. Montgomery shared that they told her that ODH sees the program and has their support as far as getting facilities in compliance with code. Ms. Montgomery shared that the department went back out to the facility for reinspection, and they have corrected everything. The owner of the facility has hired a bilingual restaurant consultant who has a background in being a health inspector which shows they want to improve. Mr. Hedges asked what the process is for repeat violations when they clean up and then are violation again after cleaning up. Mr. Bull states that unfortunately it is a clean slate once a facility cleans up the violations and that the process must start over again. Mr. Bull states that is how the code is written and the facility must be given due process each time.
- 7) **EXECUTIVE SESSION:**
At 6:40 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

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FEBRUARY 20, 2024

PAGE 4 OF 6

At 8:24 p.m., a motion was made by Mr. Hedges to come out of executive session. The motion 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

8) EXECUTIVE SESSION ACTIONS:

Discussed with Mrs. Fields the re-merger of the role as office manager including fiscal responsibility. Dr. Iskra asked Mrs. Fields if this is something she wants to do. Mrs. Fields states yes that she suggested it because she was doing the majority if not all these responsibilities currently. Ms. Bechtel asked Mrs. Fields what she would do if she started to feel overwhelmed or ran into something that was outside of her scope. Mrs. Fields states that this transition since Mrs. Rooney left has been outside her scope of knowledge but she has relied heavily on Mr. Stuby from Greene County as well as the auditor's office to make sure processes are known and run smoothly. Mrs. Fields states that she has open communication with Mr. Bull and the Auditors' office and that she asks questions to find out proper procedures. Ms. Bechtel asked Mrs. Fields if she felt she had a grasp on the different grants. Mrs. Fields states she feels she does. Ms. Bechtel asked if Mrs. Fields has had ODH Grants Administration Policies and Procedures training. Mrs. Fields states she has not attended a training course but has been through the manual and the PowerPoint provided by ODH.

a) **RESOLUTION #24-20 TO APPROVE THE REVISED JOB DESCRIPTION FOR THE OFFICE MANAGER ROLE:** At 8:31 p.m. a motion was made by Mr. Hedges to approve Resolution #24-20. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.

b) **RESOLUTIONS #24-21 TO HIRE KALEIGH FIELDS AS THE OFFICE MANAGER WITH THE REVISED JOB DESCRIPTION AT A RATE OF \$30.00 PER HOUR:** At 8:32 p.m. a motion was made by Ms. Bechtel to approve Resolution #24-21. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

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FEBRUARY 20, 2024

PAGE 5 OF 6

9) **HEALTH COMMISSIONER REPORT:** Mr. Bull shared the County Commissioners are being supportive of the renovation project. Mr. Bull states that the Commissioners will be covering the tiled area floors which are not covered by the grant for improvements. Mr. Bull states the contract will go to bid as soon as possible. Mr. Bull states he spoke with an administrative person at Adena about the Medical Director position. Mr. Bull states that he did have a discussion with then and the department would like to pursue working with Adena. Mr. Bull states that the idea would be to have a nurse practitioner to help build the services. Mr. Bull will continue to work with the board and legal to make sure the contract is beneficial for both parties. Mr. Bull states he is working on getting the District Advisory Council back on track and getting a new chair. Mr. Wolford thanked Mr. Bull and Mrs. Fields for catching errors and correcting them before it became a big problem.

a) **OLD BUSINESS:**

a. none

10) **NEW BUSINESS:**

- a) **RESOLUTION #24-13 TO APPROVE AN ADVANCE TO FUND-611 ENHANCED OPERATIONS FOR \$198,000.00 FROM FUND-605 BOARD OF HEALTH FOR THE PURCHASE OF THE MOBILE MEDICAL CLINIC:** At 6:30 p.m. a motion was made by Dr. Iskra to approve Resolution #24-13. The motion was seconded by Mr. Cheek. All ayes and the motion carried.
- b) **RESOLUTION #24-14 TO APPROVE AN ADVANCE TO FUND-617 WORKFORCE FOR \$6,000.00 FROM FUND- 605 BOARD OF HEALTH:** At 8:53 p.m. a motion was made by Mr. Cheek to approve Resolution #24-14. The motion was seconded by Mr. Hedges. All ayes and the motion carried.
- c) **RESOLUTION #24-15 TO PROMOTE MACKENZIE KAMINSKI TO FULL TIME, EMERGENCY PERPAREDNESS COORDINATOR, AT THE RATE OF \$24.21 PER HOUR, EFFECTIVE 1/16/2024:** At 8:55 p.m. a motion was made by Mr. Hedges to approve Resolution #24-15. The motion was seconded by Mr. Cheek. All ayes and the motion carried.
- d) **RESOLUTION #24-16 TO ACCEPT THE RESIGNATION OF MACKENZI KAMINSKI, EMERGENCY PREPAREDNESS COORDINATOR, EFFECTIVE 2/23/24:** At 8:56 p.m. a motion was made by Ms. Bechtel to approve Resolution #24-16. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

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FEBRUARY 20, 2024

PAGE 6 OF 6

- e) **RESOLUTION #24-17 TO ACCEPT THE RESIGNATION OF ROYCE CHESSER, FISCAL OFFICER, EFFECTIVE 2/6/2024:** At 8:57 p.m. a motion was made by Ms. Sigmon to approve Resolution #24-17. The motion was seconded by Mr. Hedges All ayes and the motion carried.

- f) **RESOLUTION #24-18 TO APPROVE BY EMERGENCY READING THE ADOPTION OF A LICENSE FEE FOR LOW -RISK MOBILE RETAIL FOOD ESTABLISHMENTS:** At 8:58 p.m. a motion was made by Mr. Hedges to approve Resolution #24-18. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.

- g) **RESOLUTION #24-19 TO ADOPT ALL NEW VACCINE FEE SCHEDULES AS THEY ARE DISTRIBUTED THROUGH THE LOCAL PUBLIC HEALTH SERVICES COLLABORATIVE(LPHSC):** At 9:01 p.m. a motion was made by Ms. Bechtel to approve Resolution #24-19. The motion was seconded by Mr. Cheek. All ayes and the motion carried.

14) **ADJOURNMENT:** At 9:02 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 March 19, 2024.



Board of Health President



Health Commissioner

16 April 24

Date

4-16-2024

Date