

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

MARCH 21, 2023

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REGULAR BOARD OF HEALTH MEETING

The Pickaway County General Health District met in regular session on Tuesday, March 21, 2023, at 6:00 p.m., located at 110 Island Road, 2nd floor.

1) CALL TO ORDER

Board of Health President, Mr. 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

Ms. Nancie Bechtel, Board Member

Mr. Spencer Cheek, Board Member

Mr. Colin Hedges, Board Member

Ms. Roxan Sigmon, Board Member

Mr. Don McIlroy, DAC Chairman (absent)

Staff:

Mr. Tim Colburn, Health Commissioner

Ms. Stephaney Bauman, MSN, RN, Director of Clinical Health Services

Mr. Andrew Bull, MPH, REHS, Director of Environmental Health Services

Mrs. Jessica Rooney, Business Manager

Guests in attendance:

None

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2) PUBLIC COMMENTS: None

3) CONTINUING EDUCATION: None

4) RESOLUTION #23-30: FEBRUARY 21, 2023, MINUTES WERE APPROVED AS WRITTEN: At 6:01 p.m. a motion was made by Mr. Hedges to approve the February 21, 2023, board minutes. The motion was seconded by Mr. Cheek. All ayes and the motion carried.

5) RESOLUTION #23-31: FEBRUARY 2023 BILLS & REVENUE/EXPENSE REPORTS WERE APPROVED: At 6:01 p.m. a motion was made by Ms. Sigmon to approve the February 2023 Bills & Revenue/Expense Reports. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

6) STAFF REPORTS:

a) BUSINESS OFFICE: In addition to her monthly written report, Mrs. Rooney shared that Pickaway County Board of Health has hired for the position of Community Health Specialist and she will start May 1, 2023.

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

c) CLINICAL HEALTH: In addition to the monthly written report, Ms. Bauman shared that with the discussion of finding a new Medical Director she wants to update the job description for this position. Ms. Bauman would like to add that the new Medical Director be in the office up to 8 hours a week to be on hand to ask questions, provide clinical support, and possibly add some clinical services we cannot currently offer. Mr. Colburn shared that in addition to adding services to the clinical side he is looking to find a facility to be able to grow and hold the future services that could be held by the clinic. Mr. Colburn shared that the health department is continuing to talk with the Education Service Center (ESC) and Pickaway Ross about the Mound St facility. Mr. Colburn states that the Mound St facility is not the only facility in Pickaway County that could be used for the department's growth.

d) ENVIRONMENTAL HEALTH: In addition to the monthly written report, Mr. Bull shared that the Environmental Health division completed 100% of the food inspections for 2022. Mr. Bull shared that the solid waste survey was successful and Pickaway County Health Department with remain on the approval list for the Ohio EPA. Mr. Bull shared that he would discuss this further with the resolution, but he is working on getting safety

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equipment for the staff. Mr. Bull wants to make sure everyone is dressing properly, safely, and giving off a professional look while doing their jobs.

7) HEALTH COMMISSIONER REPORT: In addition to his monthly written report, Mr. Colburn shared his schedule of meetings with the community regarding the DAC and other outreach regarding the health department. Mr. Colburn shared his assessment of the health department currently and his vision going forward to help the health department grow. Mr. Colburn states he wants to work on policies that are currently in place and update them to better the department as a whole.

8) OLD BUSINESS:

A) Sunshine Laws: There was a brief discussion regarding sunshine laws and what is acceptable and not acceptable under these laws.

B) Next Meeting Time: There was a brief discussion on meeting times. Next board meeting with start at 7pm again.

9) NEW BUSINESS:

- a) **RESOLUTION #23-32 TO APPROVE THE POSITION DESCRIPTION FOR LICENSED PRACTIAL NURSE:** At 6:39 p.m. a motion was made by Dr. Iskra to approve Resolution #23-32. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.
- b) **RESOLUTION #23-33 TO APPROVE THE ADDITION OF LICENSED PRACTIAL NURSE TO THE HIRING SCALE WITH A RANGE OF \$20.50-\$25.63:** At 6:44 p.m. a motion was made by Mr. Hedges to approve Resolution #23-33. The motion was seconded by Mr. Cheek. Four ayes and Dr. Iskra abstained from voting for herself the motion carried.
- c) **RESOLUTION #23-34 APPROVE THE MEDICAL DIRECTOR CONTRACT AND POSITION DESCRIPTION, GIVING THE HEALTH COMMISSIONER THE AUTHORITY TO EXECUTE THE FINAL CONTRACT:** At 6:47 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-34. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.
- d) **RESOLUTION #23-35 TO APPROVE THE APPAREL POLICY:** At 6:50 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-20. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

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- e) **RESOLUTION #23-36 TO APPONT DR. LINDA ISKRA AS A BOARD MEMBER TO REPRESENT THE DAC ON AN INTERIM BASIS:** At 6:52 p.m. a motion was made by Mr. Hedges to approve Resolution #23-36. The motion was seconded by Mr. Cheek. All ayes and the motion carried.
- f) **RESOLUTION #23-37 TO APPROVE THE ADOPTION OF A LATE FEE FOR BODY ART/TATTOO FACILITIES THAT DO NOT SUBMIT THE PROPER RENEWAL APPLICATION AND PAYMENT BY DECEMBER 31 OF EACH LICENSING YEAR. THE LATE FEE WILL BE 25% OF THE LICENSE RENEWAL FEE:** At 6:55 p.m. a motion was made by Mr. Hedges to approve Resolution #23-37. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.
- g) **RESOLUTION #23-38 TO ALLOW THE ADMINISTRATIVE COORDINATOR TO SIGN NEW VENDOR REQUESTS AND PURCHASE ORDERS:** At 6:56 p.m. a motion was made by Dr. Iskra to approve Resolution #23-38. The motion was seconded by Mr. Cheek. There was discussion. Dr. Iskra moved to amend Resolution #23-38 to say to allow the Administrative Coordinator to sign new vendor requests and purchase orders consistent with the financial policies, requisition to spend against these purchase orders, signed by the supervisor, business operations manager, and/or the health commissioner. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.
- h) **RESOLUTION #23-39 TO ALLOW KALEIGH FIELDS TO BE ADDED TO THE CHECKING ACCOUNT AS A SIGNER:** At 7:12 p.m. a motion was made by Mr. Hedges to approve Resolution #23-39. The motion was seconded by Mr. Cheek. There was a discussion. Mr. Hedges moved to amend Resolution #23-39 to say to allow Kaleigh Fields to be added to the checking account as a signer to checks payable only to the Pickaway County Auditor. The motion was seconded by Mr. Cheek. More discussion ensued. Mr. Cheek moved to table Resolution #23-39. The motion was seconded by Dr. Iskra. Resolution #23-39 was tabled until the next meeting.

10) EXECUTIVE SESSION:

At 7:14 p.m. a motion was made by Ms. Bechtel to go into Executive Session pursuant to the ORC 121.22 (G) to discuss personnel matters. It was seconded by Dr. Iskra. All ayes and the motion carried.

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At 7:50 p.m., a motion was made by Mr. Hedges to come out of executive session. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.


11) EXECUTIVE SESSION ACTIONS:

a) **RESOLUTION #23-40 TO AMEND TIM COLBURNS CONTRACT:** At 7:51 p.m. a motion was made by Mr. Hedges to approve Resolution #23-40. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.

12) ADJOURNMENT:

At 7:52 p.m., a motion was made by Mr. Hedges to adjourn. The motion was seconded by Dr. Iskra.

Next Board of Health Regular Meeting is to be held on April 18, 2023.



Board of Health President

16 May 23

Date

Health Commissioner

Date