

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

APRIL 18, 2023

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REGULAR BOARD OF HEALTH MEETING

The Pickaway County General Health District met in regular session on Tuesday, April 18, 2023, at 7:00 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 7:00 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 (absent)

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:

Ashley Thacker, REHSIT

Laura Wagner, MPH, REHSIT

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2) **PUBLIC COMMENTS:** None

3) **CONTINUING EDUCATION:** None

4) **RESOLUTION #23-41: MARCH 21, 2023, MINUTES WERE APPROVED WITH CORRECTIONS** At 7:02 p.m. a motion was made by Mr. Hedges to approve the March 21, 2023, board minutes with minor typo corrections. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

5) **RESOLUTION #23-42 MARCH 2023 BILLS & REVENUE/EXPENSE REPORTS WERE APPROVED:** At 7:04 p.m. a motion was made by Mr. Hedges to approve the March 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 was able to hire a Community Health Specialist and an LPN.

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 PCPH had the 2022 Child Fatality Review meeting on March 28th. Ms. Bauman stated that the meeting was well attended and there was good conversation. Ms. Bauman shared the review committee will try to meet every 6 months, and next year try to meet quarterly to keep the conversation going around the recommendations and plans that were talked about at the meeting. Ms. Bauman stated there were 6 or 7 child fatalities last year. Ms. Bauman shared other groups she would like to add to the group in the coming meetings including judges and Nationwide Children's Hospitalist. Mr. Hedges stated that the Preschool Fest was very busy, and he wanted to give kudos to PCPH for being a part of that. Ms. Bauman shared that 7 cribs have been distributed for the month of April, 2 of which were given at the community baby shower.

d) **ENVIRONMENTAL HEALTH:** In addition to the monthly written report, Mr. Bull shared that PCPH received the full amount for the Mosquito Control Grant, so they are now hiring for that intern. Mr. Bull stated he has been working with the outreach committee for the Pickaway County Fair and the Pumpkin Show to use some of the money for the

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grant to give out certain mosquito related educational material and items to try to reach the community. Mr. Bull shared that the Environmental Health (EH) department is doing business as usual and with summer ramping up, they are trying to get outdoor jobs done and be out in the community more. Mr. Bull stated that the EH department is moving in the right direction. Mr. Hedges brought up the Pickaway County Fairgrounds campground license. Mr. Bull stated that it is an ongoing ordeal but at this time it will still be a temporary permit. Mr. Bull stated that the problem is that their board submitted several drawings but needed an engineer to draw an overall picture of the entire campground. Mr. Bull shared that the fairgrounds were able to get someone to do the drawing. Also, Mr. Bull shared that on their campground application they checked a box incorrectly and were asked to fix that as well. Mr. Bull did advise that they could contact him with any questions, he has not heard from them at this time.

7) HEALTH COMMISSIONER REPORT: In addition to his monthly written report, Mr. Colburn introduced the Registered Environmental Health Specialists in Training, Ashley Thacker and Laura Wagner. Mr. Colburn shared that mission and vision have been paved by previous and current employees. Mr. Colburn shared that the rest of the resolutions tonight will be policies and procedures to help keep that going. Mr. Colburn stated that PCPH is also working on collaboration and external relations. Mr. Colburn stated that one those relationships is with WIC, which is currently run by Ross County, both parties are passionate about working together and eventually coming together under one roof to make the referral process easier. Mr. Colburn stated that he has had good conversations with the County Commissioners, cities, townships, and villages. Mr. Colburn shared that in relation to the Commissioners that he spent an afternoon with County information systems techs to work on converting to the County's network which will give PCPH the safety, security, and stability of the County's network. Mr. Colburn shared that currently there are no available spaces for PCPH to move. Mr. Colburn shared that in the near future he would like to share what the financial forecast for PCPH looks like. Mr. Colburn stated that he wants to show how the finances looked before, currently, and in the coming years.

8) STAFF INTRODUCTIONS

- Ashley Thacker, REHSIT and Laura Wagner, MPH, REHSIT
Mr. Bull introduced Ms. Thacker and Ms. Wagner to the board. Ms. Thacker shared her professional background with the board. Ms. Wagner then shared her professional background with the board. They shared that they were each able to receive one of their scholarships to attend the National Environmental Health Association Conference this summer in New Orleans. Ms. Wagner and Ms. Thacker each shared their gratitude toward PCPH, Mr. Bull, and Mr. Colburn.

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8) OLD BUSINESS:

Resolution #23-39 At 7:41 p.m. a motion was made by Mr. Hedges to move Resolution #23-39 off the table. The motion was seconded by Ms. Bechtel. All ayes and Resolution #23-39 failed to secure approval.

9) NEW BUSINESS:

- a) **RESOLUTION #23-43 TO APPROVE THE UPDATED STAFF EDUCATION COST REIMBURSEMENT POLICY:** At 7:42 p.m. a motion was made by Mr. Hedges to approve Resolution #23-43. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.
- b) **RESOLUTION #23-44 TO UPDATE THE PROBATIONARY PERIOD TO REFLECT A 90-DAY PROBATIONARY PERIOD FOR NON-EXEMPT STAFF, AND A 180-DAY PROBATIONARY PERIOD FOR DIRECTIONS. ALLOWING THIS CHANGE TO BE APPLIED TO STAFF PERVIOUSLY HIRED THAT ARE STILL IN THEIR PROBATIONARY PERIOD:** At 7:51 p.m. a motion was made by Dr. Iskra to approve Resolution #23-44. The motion was seconded by Mr. Hedges. There were 2 nays, one from Ms. Bechtel and one from Ms. Sigmon, 2 ayes, one from Mr. Hedges and one from Dr. Iskra, the motion carried.
- c) **RESOLUTION #23-45 TO GIVE ALL STAFF A BONUS, UP TO \$1000 EACH, PRORATED BASED ON FTES WORKED:** At 8:03 p.m. a motion was made by Mr. Hedges to approve Resolution #23-45. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.
- d) **RESOLUTION #23-46 TO APPROVE THE ATTACHED UPDATED FISCAL POLICIES:** At 8:07 p.m. a motion was made by Dr. Iskra to approve Resolution #23-46. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.
- e) **RESOLUTION #23-47 TO APPROVE ADDING KALEIGH FIELDS, STEPHANEY BAUMAN, AND TIM COLBURN TO THE CHECKING ACCOUNT AS SIGNORS, REQUIRING DUAL SIGNERS ON ALL CHECKS:** At 6:52 p.m. a motion was made by Mr. Hedges to approve Resolution #23-47. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.
- f) **RESOLUTION #23-48 TO ACCEPT THE RESIGNATION OF JOSEPH GRUBB, EMERGENCY PREPAREDNESS COORDINATOR, EFFECTIVE 4/21/2023:** At 8:17 p.m. a motion was made by Mr. Hedges to approve Resolution #23-48. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.

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- g) RESOLUTION #23-49 TO PROMOTE ASHLEY THACKER TO REGISTERED ENVIRONMENTAL HEALTH SPECIALIST AND RAISE HER HOURLY WAGE TO \$25.50 UPON PASSING THE REHS EXAM:** At 8:18 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-38. The motion was seconded by Dr. Iskra. All ayes and the motion carried.
- h) RESOLUTION #23-50 TO APPROVE THE HIRING OF BETSY MCGRAW AS COMMUNITY HEALTH SPECIALIST AT A RATE OF \$24.80 PER HOUR, EFFECTIVE MAY 1, 2023:** At 8:19 p.m. a motion was made by Dr. Iskra to approve Resolution #23-50. The motion was seconded by Mr. Hedges. All ayes and the motion carried.
- i) RESOLUTION #23-51 TO APPROVE THE HIRING OF RENEA BYERS AS LICENSED PRACTICAL NURSE AT A RATE OF \$24.80 PER HOUR, EFFECTIVE MAY 2, 2023:** At 8:20 p.m. a motion was made by Ms. Sigmon to approve Resolution #23-51. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.
- j) RESOLUTION #23-52 TO AUTHORIZE THE PURCHASE OF A FORD RANGER FOR THE ENVIRONMENTAL HEALTH DEPARTMENT:** At 8:30 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-52. Mr. Hedges moved to amend adding up to \$40,000. The amended motion was seconded by Ms. Sigmon. All ayes and the motion as amended carried.
- k) RESOLUTION #23-53 TO PURCHASE HIGH-DOSE FLU VACCINE DOSES FROM VACCINE SHOPPE AT A COST OF UP TO \$15,000 FOR FLU OUTREACH FOR THE 2023-2023 FLU SEASON:** At 8:31 p.m. a motion was made by Dr. Iskra to approve Resolution #23-53. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.
- l) RESOLUTION #23-54 TO APPROVE THE RATE OF PAY INCREASE FOR ANGELA FAIRCHILD TO \$28.53 PER HOUR TO BE EFFECTIVE 4/23/2023:** At 8:33 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-54. The motion was seconded by Dr. Iskra. All ayes and the motion carried.
- m) RESOLUTION #23-55 TO APPROVE A VARIANCE FROM SEWAGE TREATMENT SYSTEM RULES FOR CONTINUING EDUCATION REQUIREMENTS THAT WERE OBTAINED IN 2023 INSTEAD OF 2022. PNR EXCAVATING & SERVICES LLC HAS THE REQUIRED CONTINUING**

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EDUCATION HOURS, BUT THEY WERE OBTAINED IN 2023 NOT 2022: At 8:34 p.m. a motion was made by Mr. Hedges to approve Resolution #23-55. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

- n) **RESOLUTION #23-56 TO AUTHORIZE TIM COLBURN, HEALTH COMMISSIONER, TO OPEN A CREDIT CARD ACCOUNT FOR THE AGENCY:** At 8:35 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-56. The motion was seconded by Mr. Hedges. All ayes and the motion carried.

10) EXECUTIVE SESSION:

At 8:36 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 Mr. Hedges. 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 (absent)
Mr. Colin Hedges, Board Member
Ms. Roxan Sigmon, Board Member

At 9:26 p.m., a motion was made by Ms. Sigmon 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 (absent)
Mr. Colin Hedges, Board Member
Ms. Roxan Sigmon, Board Member

11) EXECUTIVE SESSION ACTIONS:

- a) **RESOLUTION #23-57 TO PROMOTE MACKENZIE KAMINSKI TO EMERGENCY PREPAREDNESS CORRDIRATOR AT A RATE OF \$23.50 AN HOUR EFFECTIVE 4/23/2023:** At 9:27 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-57. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

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12) ADJOURNMENT:

At 9:27 p.m., a motion was made by Mr. Hedges to adjourn. The motion was seconded by Dr. Iskra. Meeting adjourned.

Next Board of Health Regular Meeting is to be held on May 16, 2023.

Board of Health President

14 June 23

Date

Health Commissioner

Date