

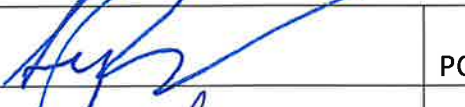



**REGULAR BOARD OF HEALTH MEETING**

**April 16, 2024 @ 7:00 P.M.**

**Sign-in Sheet**

Printed Name	Signature	Agency	Title
Mike Wolford		BOH	President
Dr. Linda Iskra		BOH	Vice President
Nancie Bechtel		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**

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

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

The Pickaway County General Health District met in regular session on Tuesday, April 16, 2024, at 7:00 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 7:00 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

Mr. Spencer Cheek, Board Member

Mr. Colin Hedges, Board Member

Ms. Roxan Sigmon, Board Member

#### **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:**

NONE

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### 2) PUBLIC COMMENTS:

- a) NONE

Dr. Iskra enters at 7:03pm

- 3) **CONTINUING EDUCATION: FUNDING SOURCES:** At 7:03 p.m. Mrs. Fields presented on funding sourced for local health departments.

- 4) **RESOLUTION #24-30 TO APPROVE THE MARCH 19, 2024, BOARD MINUTES:** At 7:20 p.m. a motion was made by Mr. Hedges to approve the March 19, 2024, board minutes. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.

- 5) **RESOLUTION #24-31 TO APPROVE THE MARCH 2024 BILLS & REVENUE/EXPENSE REPORTS:** At 7:21 p.m. a motion was made by Mr. Hedges to approve the March 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 written report, Mrs. Fields states she is working on the Annual Financial Report. Mrs. Fields states that there was a staff engagement event for taco Tuesday that went over well. She states that the engagement committee tries to do one day a month where the engagement committee does something for the state and one day a month where all the staff is involved. Mrs. Fields states the engagement committee is truly working on moral boosting.
- b) **VITAL STATISTICS:** Mr. Bull shared that in addition to the written monthly reporting, Pickaway County is a pilot site for the new Vital Statistics program that the Ohio Department of Health is rolling out next year. In addition, the record scan project for the death records is under way and near completion. Mr. Bull shared the records are clear and it seems to be working out very well.

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- c) **CLINICAL HEALTH:** In addition to her monthly written report, Ms. Bauman added that Pickaway County Health Department did get the drive to success grant to help teen drivers get into drivers' education to get their license. Mr. Wolford asked how this grant will be administered. Ms. Bauman states that there are eligibility criteria that the students need to meet and that all the local schools have been contacted to help with the eligibility process and identify students who need the help. Ms. Bauman states she did submit for the Buckle Up for Life gift of safety grant. That will provide 50 free convertible car seats to get that program started.
- a) **ENVIRONMENTAL HEALTH:** In addition to her monthly written report, Ms. Montgomery shared the health department did get the 2024 Mosquito grant for the full amount of \$25,000. Ms. Montgomery states that there will be a kickoff meeting to announce the recipients of this grant and the health department will be attending. Ms. Montgomery shared that the intern from last year is interested in being the intern this year as well. Ms. Montgomery shared that there is an ongoing nuisance complaint on zigzag drive. Ms. Montgomery states that it is a apartment complex that has an EPA onsite package plant for maintenance that the EPA monitors. Ms. Montgomery states that the neighborhoods are complaining general maintenance and about tires that are still on rims, a boat and some cars that are not functional and up on blocks. Ms. Montgomery states that the department is working with the property owner to get the outside fixed. Ms. Montgomery also shared they received another complaint for this address from one of the apartment tenants for concerns of safety in one of the apartments because of an ongoing rodent infestation and some electrical issues. Ms. Montgomery states the department is working with the township zoning to get this complaint fixed. Mr. Wolford asked if there is anything different from past years for the process and assessments for the Operation and Maintenance program. Mr. Wolford states he has heard more about the program from the community than in past years. Ms. Montgomery states that we do have a contractor to do those inspections and that he comes in every few weeks to drop off and upload the inspection sheets. Ms. Montgomery states that the reports are then mailed to the owner. Mr. Bull shared that were an unusual number of new owners that had bought homes that were not aware that their homes had aerators and were upset that they had to pay for permits and inspections.

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7) **HEALTH COMMISSIONER REPORT:** Mr. Bull shared that he has sent out invitations to a special District Advisory Council meeting which will be held at noon on May 14<sup>th</sup>, 2024, at Watt Street Tavern. Mr. Bull states that he has gotten some good and not so good feedback already but that the negative feedback has turned into positive by the end of the conversation. Mr. Bull states that the final ActionCoach staff alignment will be April 23<sup>rd</sup>. Mr. Bull states that in the last session with ActionCoach the leadership was challenged to come up with goals. Mr. Bull shared two of the goals were 90-day goals to update the policy manual and create a cost benefit analysis for each program that Mrs. Fields and himself are working on. The other goal is a 6-month goal to foster communication in the department between staff that Ms. Bauman and Ms. Montgomery are working on. Mr. Bull states that ActionCoach has done a DISC assessment on the staff for communication styles and motivators that he will share with the board. Mr. Bull explained in a broad overview of DISC and how he plans on using them to foster better communication in the office. Mr. Bull states he is planning on applying for more funds from the Enhanced Operations grant to cover more salaries. This grant runs until December 2025. Mr. Bull states that the commissioners did vote and approve the construction project for the office but are waiting to hear back to get things started. Mr. Bull states the department is reaching out to try to get things moving again.

## 8) OLD BUSINESS:

a. None

## 9) NEW BUSINESS:

- a) **RESOLUTION #24-32 TO AUTHORIZE THE PURCHASE OF A 2-WAY DRIVE-THRU SCREENING TENT FOR \$18,159.00 AND UP TO \$20,000.00:** At 8:02 p.m. a motion was made by Mr. Hedges to approve Resolution #24-32. The motion was seconded by Dr. Iskra. All ayes and the motion carried.
- b) **RESOLUTION #24-34 TO GIVE DIRECTOR OF ENVIRONMENTAL HEALTH PERMISSION TO POST, INTERVIEW AND HIRE A SEASONAL INTERN FOR VECTOR CONTROL:** At 8:11 p.m. a motion was made by Ms. Bechtel to approve Resolution #24-34. The motion was seconded by Mr. Hedges. All ayes and the motion carried.

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### 10) EXECUTIVE SESSION:

At 8:12 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

At 8:35 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

### 11) EXECUTIVE SESSION ACTIONS:

**1) RESOLUTION #24-33 TO GIVE ALL STAFF A BONUS OF UP TO \$1,686.00 EACH, SPLIT INTO 3 PAYMENTS:** At 8:36 p.m. a motion was made by Mr. Hedges to approve Resolution #24-33. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

**12) ADJOURNMENT:** At 8:37 p.m., a motion was made by Ms. Bechtel to adjourn. The motion was seconded by Mr. Cheek. Meeting adjourned.

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**Next Board of Health Regular Meeting is to be held on MAY 14, 2024.**

  
\_\_\_\_\_  
Board of Health President

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

11 June 24  
Date

6/11/2024  
Date