

# 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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**PICKAWAY COUNTY  
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## **REGULAR BOARD OF HEALTH MEETING**

**MAY 16, 2023**

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

The Pickaway County General Health District met in regular session on Tuesday, May 16, 2023, at 7:00 p.m., located at 110 Island Road, 2nd floor.

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#### **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:**

Betsy McGraw, PCHD, Community Health Specialist  
Candy Schwalbauch, PCHD, Environmental Health Clerk

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**2) PUBLIC COMMENTS:** None

**3) CONTINUING EDUCATION:** None

**4) RESOLUTION #23-58 APRIL 18, 2023, MINUTES WERE APPROVED WITH CORRECTIONS:** At 7:01 p.m. a motion was made by Mr. Hedges to approve the April 18, 2023, board minutes with minor typo corrections, and correction to wording of old business Resolution 23-39. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.

**5) RESOLUTION #23-59 APRIL 2023 BILLS & REVENUE/EXPENSE REPORTS WERE APPROVED:** At 7:06 p.m. a motion was made by Mr. Hedges to approve the April 2023 Bills & Revenue/Expense Reports. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

## 6) STAFF INTRODUCTIONS

- Candy Schwalbauch, Environmental Health Clerk and Betsy McGraw, Community Health Specialist

Ms. Schwalbauch introduced herself. Ms. Schwalbauch states she has been with Pickaway County Public Health for 23 years in the Environmental Health department as the clerk. Ms. Schwalbauch states she enjoys her job and working for the public. Ms. Schwalbauch states she is married with two children and that she has lived in Pickaway County since she was 8 years old. Ms. Schwalbauch states she has an associate degree from a Business College. Ms. McGraw introduced herself. Ms. McGraw states she is the new Community Health Specialist. Ms. McGraw states she has lived in Pickaway County for about 10 years. Ms. McGraw shares her previous line of work was working with housing and homelessness out of Franklin County. Ms. McGraw states she decided she wanted to work with the community she lived in. Mr. Colburn states that Candys' service is steady with the Health Department and that she is a vital part of this organization. Mr. Colburn shared that about a third of the Health Departments income comes from grants and Ms. McGraw will be working most of her time in those grants.

## 7) MISSION CULTURE UPDATES

Mr. Colburn states that this will be the first time to share these topics and ideas, but the plan is to continue doing this monthly. Ms. Bauman shared that Pickaway County Health Department participated in a community event called Working Together for Wellness on April 29<sup>th</sup> at the Fair ground. Ms. Bauman shared that there were a lot of local partners there and the Health Department provided informational pamphlets to the people who attended. Ms. Bauman shared that they also had a crib there to be able to discuss the Cribs for Kids program. Ms. Bauman states that there were several organizations there that she was not familiar with and would like to connect with them to work together in the future. Ms. Bauman states that she thinks that this will

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help get our name out there and shift the culture externally and internally. Mr. Colburn shared that Ms. Bauman did another event with the staff on May 9<sup>th</sup> where she invited the staff to go to Rhoads for Taco Tuesday and food truck event. Mr. Colburn shared that it was another thing that goes with our mission and getting the team together. Mr. Bull shared that in doing this event they found out that Rhoads did not submit a plan review for the expansion and that he is working with them to get that resolved. Ms. Rooney shared that a few years ago Maurisa started the Culture Committee and shortly after that the Out Reach Committee was formed, there were 2 committees but with all the turn over committee numbers were low. Ms. Rooney shared that the leadership team got together and decided to create an Engagement Committee where they will work on both internal and external outreach. Ms. Rooney shared that the first meeting happened and there were 8 staff members including herself that attended. Mr. Bull shared that at the last board meeting the retention bonus was approved with an initial \$500 deposit then the follow-up \$500 based on goals that the staff agreed upon together. Mr. Bull shared that the three goals are: Have lunch with a Co-worker – that is outside of the department they work for and that they don't spend a lot of time with, to have an offsite lunch and then share three facts you learned about them at the next all staff meeting. Mr. Bull shared the next goal is Friday in the Park which is mainly geared towards children from 11:00a to 12:00p and a lot of other agencies are already involved. Mr. Bull shared that the health department is signed up to June 30<sup>th</sup> and July 21<sup>st</sup>. Mr. Bull shared that for this goal all staff must participate either in working or planning the event. Mr. Bull shared that the third goal is to host a blood drive with the American Red Cross. Mr. Bull shared that staff can either volunteer or donate to hit this goal.

### **8) STAFF REPORTS:**

**a) BUSINESS OFFICE:** In addition to her monthly written report, Mrs. Rooney shared that Mr. Colburn and herself have been meeting with the Fiscal Officer from Greene County. Mrs. Rooney shared that he is helping with forecasting and evaluation of where the Board of Health is at financially. Mrs. Rooney is scheduled to go shadow the Green County Fiscal officer and his deputy on June 12<sup>th</sup> to learn and adopt best practices for the Pickaway County Health Department. Mrs. Rooney states that she wanted to highlight the Health Department is a third of the way through the year and that if everything worked out perfectly, we should be at 33% funded and the majority are on track for the year. Mrs. Rooney shared that the Public Health Emergency Preparedness (PHEP) grant is a little behind but Clinical will share the moves that have been made to correct that. Mrs. Rooney states that there will need to be an advancement put front to be able to spend the money, but it will all be paid back. Mrs. Rooney shared that the reason the expenses are higher is because there was a large amount of carryover last year that had to be spent by the end of 2023. Mrs. Rooney shared a lot of that money was used to advance back BOH and increase salaries.

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**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 the PHEP update along with a spreadsheet tracker to help understand what is going on with all the deliverables. Ms. Bauman shared that since Mr. Grubbs' last day, three of the eight deliverables that were either late or denied have been resubmitted and approved. Ms. Bauman shared that two other deliverables were resubmitted and are under review with the Ohio Department of Health. Ms. Bauman shared that there are three remaining deliverables that need to be completed and submitted to be up to date. Ms. Bauman shared that there were a few that have become late since Mr. Grubb left but Ms. Bauman is working closely with ODH, and they are aware. Ms. Bauman shared that participated in the Multi County Medical Employment Transportation workshop. Ms. Bauman shared that there is a big gap in transport for medical appointments and things of that nature. Ms. Bauman shared that it was very informative, and discussion was had about the community roles could work together to get cross-sector funds to help come up with those services that need to be put in place. Ms. Bauman shared that another thing that was discussed was creating a regional call center for neighboring counties be able to call to set up transport services. Ms. Bauman shared that she has shared on several occasions about nursing positions in the clinical services department, especially with the hiring of the LPN position and not necessarily removing the RN positions but giving time to come up with a business plan to increase the amount of nursing staff. Ms. Bauman shared a high-level plan with a SMART goal. Ms. Bauman shared some of the action items are to find Grant and Funding opportunities. Ms. Bauman shared that a recent grant that came up was the Pre- Conception Health and Wellness Grant that is very similar to Title-X. Ms. Bauman states that her background is women's health and she very passionate about it, that has been one of her goals since she started with getting STI testing and treatment at PCHD instead of having to send people elsewhere. Ms. Bauman shared another goal is getting a new Medical Director. Mr. Colburn shared that they have a Medical Director in mind but are working on the details at this point. Ms. Bauman states the clinical staff is working on updating clinical policies, cleaning them up to make sure they match what they are currently doing along with creating new policies. Ms. Bauman shared that space has been an issue and topic of discussion for a long time and part of this goal is to figure out how to make some improvements to our current space to be more efficient and work for the growth planned. Ms. Bauman states that Mrs. Rooney, Mr. Bull, and herself are working on creating structured orientation plans for new hires.

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**d) ENVIRONMENTAL HEALTH:** In addition to the monthly written report, Mr. Bull shared an opportunity has presented to sit with the City of Circleville to discuss several complaints that have been received about the homeless camps. Mr. Bull shared that there are several homeless camps in Circleville City but the one under the bridge going towards ST RT 23 is basically a dump site, and the trash is the river. Mr. Bull shared that there is another area on Grey Ave where people are not living but are dumping trash there. Mr. Bull states it is a substantial amount and a lot of the time where they are dumping and where it is located isn't on public or private property so it can become hard to find someone at fault. Mr. Bull shared we have an opportunity to partner with Circleville City. Mr. Bull states that the environmental health program has the Mosquito Control Grant that often uses most of its source reduction money for a tire event, but that money can also be used to clean up solid waste. Mr. Bull states there is a plan to still do the tire event but reducing some of that money for the event and using it to sponsor dumpsters and clean up events because of the complaints that have been received. Mr. Colburn states that Pickaway County Community Action (PICCA) has a lot of great ideas to help with the homeless community, along with the Mayor of Circleville has tobacco settlement dollars to use in matching dollars to help bring the homeless numbers down. Mr. Colburn states he has asked how we can help as these are not true public health nuisances in that they are a property resident or municipal area, these areas are no name spaces. Mr. Colburn states we do have some expertise and can help but unfortunately, we are not the end solution. Mr. Colburn doesn't want to harm PICCA's relationship with the homeless community by going in with guidance, but we would like to help be part of the solution. Mr. Colburn shared that Environmental Health is getting several complaints regarding this problem, but we don't have the wherewithal to solve this problem. Mr. Bull shared that environmental health is doing a significant amount of training in waste water by going to training, contracting with a waste water sanitarian with 10 years of experience who is a supervisor at Portage County to trouble shoot some of the polices and questions that are had with our current program at Pickaway County, and will have a representative coming from Anua cert-tech septic system coming out for training as the Environmental department has been seeing more of these systems. Mr. Bull shared that PCHD was awarded an intern from the National Environmental Public Health Internship program with the CDC, who will be starting June 5<sup>th</sup> and will be working all programs but will be focusing on water safety with our rec. and camp program. Mr. Bull shared there is an open position for a REHSIT with two interviews in the last week.

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**9) HEALTH COMMISSIONER REPORT:** In addition to his monthly written report, Mr. Colburn shared the District Advisory Committee (DAC) township/village meetings are ongoing and July 11<sup>th</sup> is the DAC meeting. Mr. Colburn states he is hopeful that the turn out will be good. Mr. Colburn states that the July 11<sup>th</sup> meeting is when Dr. Iskra will be elected to the board again and no longer interim and where Brenda Stirttmatter will be elected to the board. Mr. Colburn states there is a plan to renovate the PCHD current space to be more effective for future growth. Mr. Colburn wants to maximize the current space usage and hopefully other space in the building. Mr. Colburn shared that PCHD has \$150,518.91 in old COVID money that can be used for construction. Mr. Colburn shared he has spoken with Mark Rogols with the county commissioner's office to discuss the remodel of the current area. Mr. Colburn states that the Mound Street location and the JFS visit are off the table due to it not really giving us more space than we already have. Mr. Colburn states that with the growth in Commercial Point, South Bloomfield and Ashville at some point the health department will have to reach a broader market and PCHD will not be able to do that from a fixed location in Circleville. Mr. Colburn states eventually PCHD will need to have satellite offices to reach those areas better. Mr. Colburn shared that by the end of the month PCHD will be on the county's secure network. Mr. Colburn states that there is a named Medical Director in mind he has yet to release her name yet. Mr. Colburn said he knows Dr. Kerns is ready to set out of that role and Mr. Colburn is working hard to make that happen sooner rather than later. Mr. Colburn shared the contract for Ohio Public Health Association they are selling services to health departments who need them (ie: contract environmental health specialist), the proposed hire from them would be a grant writer. Mr. Colburn shared that there have been 6 applicants for this so far. Mr. Colburn states that it would be \$40-50 to hire a grant writer up to \$5000. Mr. Colburn states he would like to utilize this so it can be a learning point and hopefully not lose a large grant because it wasn't written well enough and it wasn't scored high enough.

## 10) OLD BUSINESS:

NONE

## 11) NEW BUSINESS:

- a) **RESOLUTION #23-60 TO HIRE HADEN KARSHNER AS THE SEASONAL MOSQUITO CONTROL PROGRAM INTERN AT THE RATE OF \$16.50 PER HOUR:** At 8:34 p.m. a motion was made by Mr. Hedges to approve Resolution #23-60. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.

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- b) **RESOLUTION #23-61 TO PURCHASE PRIVATE FLU VACCINE DOSES FROM GSK AT A COST OF UP TO \$10,000 FOR FLU OUTREACH FOR 2023-2024 FLU SEASON:** At 8:37 p.m. a motion was made by Mr. Hedges to approve Resolution #23-61. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.
- c) **RESOLUTION #23-62 TO ENTER INTO CONTRACT WITH FAIRFIELD COUNTY HEALTH DEPARTMENT FOR THEM TO PROVIDE CONSULTING PUBLIC HEALTH EMERGENCY PREPAREDNESS SERVICES, AS NEEDED, FOR UP TO 10 HOURS PER WEEK, AT A RATE OF \$59.00 PER HOUR:** At 8:38 p.m. a motion was made by Dr. Iskra to approve Resolution #23-62. The motion was seconded by Mr. Hedges. All ayes and the motion carried.
- d) **TO ELECT MIKE WOLFORD AS BOARD OF HEALTH PRESIDENT:** At 8:40 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-63 The motion was seconded by Mr. Hedges. Four ayes and Mr. Wolford abstained from voting for himself the motion carried.
- e) **TO ELECT DR. ISKRA AS THE BOARD OF HEALTH VICE PRESIDENT:** At 8:41 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-64. The motion was seconded by Mr. Hedges. Four ayes and Dr. Iskra abstained from voting for herself the motion carried.
- f) **TO APPROVE OPHA CONTRACT UP TO \$5,000:** At 8:43 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-65. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.

### 12) EXECUTIVE SESSION:

No executive session was called.

### 13) EXECUTIVE SESSION ACTIONS:

NONE

### 14) ADJOURNMENT:

At 8:48 p.m., a motion was made by Dr. Iskra to adjourn. The motion was seconded by Mr. Hedges. Meeting adjourned.

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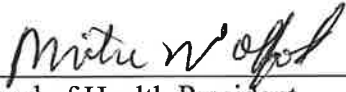
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**Next Board of Health Regular Meeting is to be held on JUNE 20, 2023.**

  
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Board of Health President

  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date