

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**

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REGULAR BOARD OF HEALTH MEETING

JULY 18, 2023

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REGULAR BOARD OF HEALTH MEETING

The Pickaway County General Health District met in regular session on Tuesday, July 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

Ms. Brenda Strittmatter, Board Member

Mr. Don McIlroy, DAC Chairman (absent)

Staff:

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

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

Mrs. Jessica Rooney, Business Manager

Guests in attendance:

Renea Byers, LPN

Mackenzie Kaminski, Emergency Preparedness Coordinator, PIO

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2) PUBLIC COMMENTS: None.

3) RESOLUTION #23-75 JUNE 14, 2023, MINUTES WERE APPROVED WITH CORRECTIONS: At 7:01 p.m. a motion was made by Mr. Hedges to approve the June 18, 2023, board minutes with minor typo corrections. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.

4) RESOLUTION #23-76 JUNE 2023 BILLS & REVENUE/EXPENSE REPORTS WERE APPROVED: At 7:02 p.m. a motion was made by Mr. Hedges to approve the June 2023 Bills & Revenue/Expense Reports. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

5) STAFF INTRODUCTIONS: Mr. Bull introduced Ms. Renea Byers the new clinical LPN. MS. Byers states that she has lived in Circleville her whole life. Ms. Byers stated that she has a pediatric, GYN, and general clinic practice background. Mr. Bull introduced Ms. Mackenzie Kaminski who has been with the agency from several years in different roles but has stepped in currently with the Public Health Emergency Preparedness (PHEP) program. Ms. Kaminski states that she has been with the health department since December 2020 when the covid vaccine clinics started. Ms. Kaminski shared she started out as a contact tracer then, last year she moved into the Epidemiology assistant role and now currently doing the PHEP Coordinator role. Ms. Kaminski shared she is currently in college getting her BS in Public Health and will graduate in December 2023, she does plan to continue to get her master's in public health.

8) STAFF REPORTS:

a) **BUSINESS OFFICE:** In addition to her monthly written report, Mrs. Rooney shared that the annual financial report was due, and it was a big project. Mrs. Rooney shared that it is reporting to the Ohio Department of Health in a way that we don't track internally. Mrs. Rooney shared that she also submitted the corrective action plan for the COVID grant and it was received.

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 the clinic has been working with Sofidel for Stop the Bleed and Narcan training. Ms. Bauman shared that going forward the health department will be working with Sofidel to do the flu vaccines and other immunizations as well. Ms. Bauman shared that she submitted the grant to the adolescent health resiliency it's a competitive grant and they will only be awarding four or five grants for this.

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Ms. Bauman states that is a trial or pilot grant. Ms. Bauman states that the draft for the Community Health Assessment has been put on social media and on the website. Ms. Bauman states that she also gave it to the community leader and has scheduled the first meeting for the Community Health Improvement Plan (CHIP) process which is the prioritization meeting. Ms. Bauman states that she is working with Berger to align our Community Health Assessments in the future. Ms. Bauman states that she completed her financial training at the Associations of Health Commissioners conference. Ms. asked based on the reports if the Cribs for Kids program was behind and that the criteria for the program was. Ms. Bauman states that the requirements are that you be at least 32 weeks pregnant or have a child under one year old and they are in financial range or qualify for WIC or SNAP. Ms. Bauman stated that most of the referrals come from WIC or JFS for this program. Mr. Bull shared that as a department is working on improving our footprint in the community. Mr. Bull states that the department has been to many events recently and are increasing our footprint in the community. Mr. Bull shared some photos of the staff preparing for these events. Mr. Bull states that people are reaching out to the department to come to their events. Mr. Bull states that we are not just going to go but going with a purpose so that the impression the department is leaving is a positive one. Ms. Kaminski states that the Facebook reach and followings have increased significantly over the last few months.

- d) ENVIRONMENTAL HEALTH:** In addition to the monthly written report, Mr. Bull shared that there were only 85 mosquitos collected last year by the seasonal employee. Mr. Bull states that so far this year 3,072 mosquitos have been submitted which puts Pickaway County health department at the #16 highest reporting health department in the state. Mr. Bull states that it is an important program that isn't just collecting bugs, but they give guidance as to if spraying or larvicide needs to be done in the community. Mr. Bull shared that the tire event is coming up and there have been a lot of calls and questions about that. Mr. Bull states last year for the event \$14,000 was spent on scrap tires that were collected. Mr. Bull states this year that the expectation is that there will be more tires brought in. Mr. Wolford asked if there was a limit on how many tires could be brought in. Mr. Bull states currently there is no limit. Mr. Bull states that there was an interview to a director of environmental health her name is Hannah Montgomery she is from Hocking County with over seven years of experience in environmental health as a generalist, she is currently running their food and septic program there. Mr. Bull shared that Hocking County is smaller than Pickaway County, but it is structured similarly. Mr. Bull states she comes with some great references. Mr. Bull states she is currently working on her master's degree in public health. Mr. Bull states Ms. Montgomery will start on July 24th, 2023. Mr. Bull states that the pool and camp survey took place, and it was a resurvey of the pool and camp program.

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Mr. Bull states that they came out and surveyed the 2019-2020 years in December of 2021 they were supposed to come back in 6 months to resurvey but that did not happen and instead they came back now to resurvey. Mr. Bull shared there were several things that they were checking includes the fees. Mr. Bull states that the department is now back in compliance with the fees charged for these programs but in 2021 the department was not in compliance so the department will remain on provisional status for pools and camps because the appropriate steps were not taken after the last survey in 2020-2021. Mr. Bull states that all the sanitarians passed the inspection portion of the resurvey. Mr. Wolford asked Mr. Bull to fill the board in on the incident that happened at the Ashville fourth of July festival. Mr. Bull states that the inspectors go out to every large festival with food trucks and vendors just as a courtesy to keep our community safe. Mr. Bull states that when the Viking festival was inspected there were several vendors that were not licensed or out of compliance. Mr. Bull states he was out of town for the Ashville Fourth of July festival, and he got a phone call stating that 20 mobiles were inspected, and they were fine but that the fish for the fish fry is out of temperature. Mr. Bull states the temperature for several buckets of fish was about 68 degrees and then later found out the buckets were old dry wall buckets. Mr. Bull states that they were trying to thaw the fish and put them in buckets the night before with little to no refrigeration. Mr. Bull states that they agreed to throw the fish away but then became mad when they were told it had to be thrown away while the inspectors were there. Mr. Bull states they became very combative, threatened the inspector's job and several people who did not apply for the temporary license came over and got involved. Mr. Bull called Ms. Bauman to go over since she is interim health commissioner and was the only person who could revoke a license if they would not comply. Mr. Bull states they eventually discarded the fish, and the problem was resolved. Mr. Hedges asked what the licensing or inspection process of monthly community fish fries. Mr. Bull states that if they are a volunteer fire department, they are exempt if they are on their property. Mr. Bull states that if they are going to a place that has a license then they can operate under the license of the facility. Ms. Sigmon asked about the scanning project and retention policy. Mr. Wolford states it will talk about later in the meeting. Mr. Bull states that he has not checked on all the retention policy but will make that a priority.

9) INTERIM HEALTH COMMISSIONER REPORT: Ms. Bauman states there is nothing further to report for Interim Health Commissioner beyond the monthly written report. Mr. Bull states that there is a quote for the scanning project, and he has had verbal conversations with the commissioners about paying for the project and is still on board with that. Mr. Bull states he is trying to have a sit-down to discuss the scanning project and possible construction project. Mr. Bull states he is waiting on a written quote from the architect for the construction project so he can

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present that to the commissioners as well. Mr. Bull shared that the PHEP grant bought emergency kit book bags for all the work vehicles and employees. Mr. Bull shared that they will be signed out and tagged with Pickaway County health property. Mr. Bull states that the bags are to be returned to the health department upon leaving the department. Mr. Wolford suggested that we look into getting bags for first responders as well. Ms. Kaminski states there are bags better suited for the first responders that she could look at. Ms. Sigmon asked if the goals have started for the retention bonus. Mr. Bull states that lunches have been happening, Fridays in the park are planned and happening, and Ms. Byers is working on the blood drive planning. Ms. Sigmon asked if Richie's deli lunch had happened. Mr. Bull states that it did, and the staff was very appreciative of it. Ms. Sigmon asked if employees drive company vehicles are they required to provide proof of liability insurance. Mrs. Rooney states yes, they are. Mr. Bull states he is looking into having AAA to come out to do a safety training for employees that drive company vehicles.

10) OLD BUSINESS: Ms. Bechtel asked about the requirements for trainings each year and what trainings are planned for this year. Mrs. Rooney states that there will be an hour-long fiscal training provided by Greene County and that will help get the board to their yearly requirements. Mrs. Rooney suggested that the fiscal training be recorded so if board members cannot attend, they can watch it and send in questions regarding the training. Mr. Bull suggested that he create a list of virtual training courses to make sure everyone has their requirements. Mr. Bull would like to have a date set by the next board meeting for the fiscal training so everyone can plan for it.

11) NEW BUSINESS:

a) RESOLUTION #23-77 TO APPROVE THE PROPOSED BEREAVEMENT

POLICY: At :49 p.m. a motion was made by Mr. Hedges to approve Resolution #23-77. The motion was seconded by Dr. Iskra. Mr. Hedges withdraws his motion. Dr. Iskra seconded the withdrawal. Tabled motion to discuss in executive session.

b) RESOLUTION #23-78 TO APPROVE THE HEALTH COMMISSIONER

CONTRACT FOR ANDREW BULL: At 8:06 p.m. a motion was made to table motion to discuss in executive session.

c) RESOLUTION #23-79 TO HIRE HANNAH MONTGOMERY AS

ENVIROMENTAL HEALTH DIRECTOR AT A RATE OF \$34.00 PER HOUR, EFFECTIVE JULY 24, 2023: At 8:08 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-79. The motion was seconded by Mr. Hedges. All ayes and the motion carried.

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- d) **RESOLUTION #23-80 TO APPROVE THE 2024 PRELIMINARY BUDGET:** At 8:09 p.m. a motion was made by Mr. Hedges to approve Resolution #23-80. The motion was seconded by Dr. Iskra. All ayes and the motion carried.
- e) **RESOLUTION #23-81 TO PURCHASE AN AVI SMART BOARD AT A COST OF \$8,160.89 OUT OF THE PHEP GRANT:** At 8:17 p.m. a motion was made by Mr. Hedges to approve Resolution #23-81. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.
- f) **RESOLUTION #23-82 TO PURCHASE AN ALPHA CARD BADGE MAKER AT A COST OF \$2980.81 OUT OF THE PHEP GRANT:** At 8:21 p.m. a motion was made by Ms. Bechtel to approve Resolution #23-82. The motion was seconded by Ms. Strittmatter. All ayes and the motion carried.
- g) **EPIDEMIOLOGY SERVICES: RESOLUTION #23-83 TO APPROVE CONTRACT WITH THE OHIO PUBLIC HEALTH ASSOCIATION (OPHA) FOR THE PROVISION OF EPIDEMIOLOGY SERVICES ON AN AS NEEDED BASIS AT THE HOURLY RATE OF \$47.00, NOT TO EXCEED 5 HOURS/WEEK. THIS AGREEMENT WILL BE EFFECTIVE FROM 7/19/2023 THROUGH 1/19/2024 WITH AN AMOUNT NOT TO EXCEED \$5640.00 FOR THE ENTIRE CONTRACT AND ALL SERVICES PREFORMED:** At 8:30 p.m. a motion was made by Dr. Iskra to approve Resolution #23-83. The motion was seconded by Mr. Hedges. All ayes and amended motion carried. Dr. Iskra made a motion to amend the resolution to \$6110.00. The amended motion was seconded by Ms. Strittmatter. All ayes and amended motion carried.

12) EXECUTIVE SESSION:

At 8:31 p.m. a motion was made by Mr. Hedges to go into Executive Session pursuant to the ORC 121.22 (G) to discuss personnel matters. It was seconded by Ms. Strittmatter. 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

Ms. Brenda Strittmatter, Board Member

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At 9:30 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 (absent)

Mr. Colin Hedges, Board Member

Ms. Roxan Sigmon, Board Member


Ms. Brenda Strittmatter, Board Member

A) EXECUTIVE SESSION ACTIONS:

- 1) **RESOLUTION #23-77 TO APPROVE THE PROPOSED BEREAVEMENT POLICY:** At 9:31pm a motion was made by Mr. Hedges to table resolution #23-77 for the bereavement policy. The motion to table resolution #23-77 was seconded by Ms. Strittmatter. All ayes and the motion to table carried.
- 2) **RESOLUTION #23-78 TO APPROVE THE HEALTH COMMISSIONER CONTRACT FOR ANDREW BULL:** At 9:32 p.m. a motion was made by Dr. Iskra to approve Resolution #23-78. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.
- 3) **RESOLUTION #23-84 TO GIVE STEPHANEY BAUMAN A NET BONUS OF \$2,200:** At 9:33 p.m. a motion was made by Ms. Bechtel to give Stephaney Bauman a \$2200 bonus for her service as Interim Health Commissioner. The motion was seconded by Ms. Strittmatter. All ayes and the motion carried.

14) ADJOURNMENT: At 9:34 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 August 15, 2023.



Board of Health President

19 Sept 23

Date

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Health Commissioner

Date