

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

JULY 23, 2024

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REGULAR BOARD OF HEALTH MEETING

The Pickaway County General Health District met in regular session on Tuesday, July 23, 2024, at 7:00 p.m., located at 110 Island Road, 2nd floor.

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

Ms. Nancie Bechtel, Board Member (absent)

Mr. Spencer Cheek, Board Member (absent)

Mr. Colin Hedges, Board Member

Ms. Roxan Sigmon, Board Member

Staff:

Mr. Andrew Bull, MPH, REHS, Health Commissioner

Ms. Hannah Montgomery BPS, REHS

Mrs. Kaleigh Fields, Office Manager

Guests in attendance:

None

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2) PUBLIC COMMENTS:

a) NONE

3) **RESOLUTION #24-45 TO APPROVE THE JUNE 11, 2024, BOARD MINUTES:** At 7:01 p.m. a motion was made by Mr. Hedges to approve the June 11, 2024, board minutes. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.

4) **RESOLUTION #24-46 TO APPROVE THE JUNE 2024 BILLS & REVENUE/EXPENSE REPORTS:** At 7:03 p.m. a motion was made by Ms. Sigmon to approve the June 2024 Bills & Revenue/Expense Reports. The motion was seconded by Mr. Hedges. All ayes and the motion carried.

5) **CONTINUING EDUCATION: PLAIN LANGUAGE IN PUBLIC HEALTH:** At 7:06 p.m. Ms. Montgomery discussed using plain language in public health.

6) STAFF REPORTS:

- a) **BUSINESS OFFICE:** In addition to the monthly report, Mrs. Fields states that she is still working with the Auditor of State for the audit providing any documentation that is requested. Mrs. Fields states that is more detailed than the last audit she helped prepare. Mrs. Fields states that she did update some of the fiscal policies and procedures for the audit, as well as prepared the preliminary budget for 2025. Mrs. Fields states she did participate in the fair and Friday in the park which about 20 to 30 kids present.
- b) **VITAL STATISTICS:** In addition to the monthly written report Mr. Bull share that the scan project for all death records is complete. Mr. Bull states that the records work well and are readable and print well. Mrs. Fields states that vital stats will be switching to a new system at the beginning of 2025, but she is still waiting to hear final details and a launch date for that.
- c) **CLINICAL HEALTH:** In addition to the monthly report, Mr. Bull states that it is business as usual in the clinical department. Mr. Bull shared that the department is currently doing interviews for the Director of Nursing position. Mr. Bull states that two interviews have happened unfortunately neither of them seemed to be a good fit for the department. Mr. Bull states that he has taken over the manager role for the time being, but the clinical department has been functioning within their own roles well and has been for some time. Mr. Bull states any grant reporting that has needed done, Mrs. Fields and himself have been taking care of.

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Mr. Bull states that he has provided a contract with both Ohio Health and Adena for legal review for the medical director position, the contract went to review with Ohio Health in March and is still currently under review. Mr. Bull states that the Doctor and himself are in contact but cannot move forward without legals ok. Mr. Bull states that Adena has expressed interest so he provided what a contract would look like so that can start the review process in case Ohio Health falls through. Mr. Bull states some staff are concerned with Adena and the image because of all the news and Mr. Bull asked their opinion on moving forward. The board did not express concern either way. Mr. Bull shared an idea for the future of starting a home health type of service where nursing staff would go out to homebound elderly patients who are currently receiving meals from the senior center to check on them, help with virtual visits if need, and do basic health checks. Ms. Sigmon asked about the Buckle up to Life grant for the car seats. Ms. Fields states that we did not receive that grant at this time but will try again in the future. Mrs. Fields did state that we do have two car seat techs that can make sure car seats are secured properly. Ms. Sigmon states that the two techs performed one on a car seat for her car and they both did a great job. Mr. Bull states he will let the staff know. Mr. Bull states that the Cribs for Kids grant is not competitive this year and anyone who got it last year will be getting it again for the same amount next grant year.

- d) **ENVIRONMENTAL HEALTH:** In addition to her monthly written report, Ms. Montgomery states that she submitted the interim report for the Retail Flexible Funding Model (RFFM) grant, and it has been approved. Ms. Montgomery states that the grant is going well, and that part of that grant was attending a self-assessment and verification audit conference. Ms. Montgomery was able to attend this conference where each of the nine Food and Drug Administration (FDA) standards were gone over and how to do a self-assessment of each standard to see if it was being met and how to have it audited. Ms. Montgomery states that with this grant the goal is to have a self-assessment of standards seven and nine and have them audited as well as partially meet standard four. Ms. Montgomery shared they are limited on auditors for some of the standards, but she was provided a list of different agencies that are participating in the program standards and what standards they have met so they can help when we get to that stage of the grant, so they can be our auditor for that standard. Ms. Montgomery states that for vector control we have collected about 188 mosquitos so far with no positive West Nile pools this season. Dr. Iskra asked if we test for anything other than West Nile, Ms. Montgomery states that the Ohio Department of Health (ODH) does not test for anything else. Ms. Montgomery shared that we collect the mosquitos and send them to ODH, they identify the species and test for West Nile. Ms. Montgomery states that ODH gives a breakdown each week of the different species. Mr. Bull states if they find a species that does carry some of the more exotic diseases ODH will let us know where the species was collected so we can let the area know so they can spray. Ms. Sigmon asked if there was still an inspector out on sick leave.

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Ms. Montgomery states yes and that her leave was extended another month per her medical provider and will be revisited at her next visit with them. Mr. Wolford asked for an update on the Commercial Point Rd complaints. Ms. Montgomery states that for the first complaint the new system is in and operating, for the second complaint she has provided the prosecutor's office with all the information for a court order and is waiting for the actual court order to do the second dye test on that system. Ms. Montgomery is waiting for an update from the prosecutor's office on the status of that order. Ms. Montgomery is keeping the complainant informed of the status of the complaint. Ms. Montgomery states that she did get notification from the Department of Agriculture that Pickaway County is off provisional status for the Retail Food Establishments program. Ms. Montgomery states she had submitted the action plans in December 2023 for the pool and camp programs and those were received, and nothing further needed to be done at this time.

7) **HEALTH COMMISSIONER REPORT:** Mr. Bull shared that there is progress on the construction project, he has met with the architect so that we can get the bid sheet to put in the newspaper to get the ball rolling. Mr. Bull states that we should come in under budget so we will try to reallocate the left-over funds back into salaries to cover more salaries to have the general fund. Mr. Bull states the hope is by the fall the construction will be completed. Mr. Bull shared that for the District Advisory Council (DAC) meeting a quorum was not met again at the meeting. Mr. Bull states that he did get verbal confirmation from those that did attend the meeting they are ok with the director of ODH appointing the board members for us. Mr. Bull shared that he had reached out to ODH weeks before the meeting about the appointments. Mr. Bull states that ODH does not want to look as if they are coming in and dictating who are board should be and telling the DAC what to do. Mr. Bull states that ODH asked him to get the verbal confirmation which he was able to do and now it is with ODH legal to make sure the process is done correctly. The DAC has asked the health department to do another push to get a quorum at the next meeting, Mr. Bull is planning on sending out information to the DAC members on August 1st with the meeting information.

8) **OLD BUSINESS:**

a. None

9) **NEW BUSINESS:**

a) **RESOLUTION #24-47 TO APPROVE THE UPDATED FISCAL POLICY:** At 7:55p.m. a motion was made by Mr. Hedges to approve Resolution #24-47 with typo corrections. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

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- b) **RESOLUTION #24-48 TO APPROVE THE 2025 PRELIMINARY BUDGET:** At 7:58 p.m. a motion was made by Dr. Iskra to approve Resolution #24-48. The motion was seconded by Mr. Hedges. All ayes and the motion carried.

10) EXECUTIVE SESSION:

- a) Not Called

11) EXECUTIVE SESSION ACTIONS:


- a) None

- 12) **ADJOURNMENT:** At 8:08 p.m., a motion was made by Mr. Hedges to adjourn. The motion was seconded by Ms. Sigmon. Meeting adjourned.

Next Board of Health Regular Meeting is to be held on August 20, 2024.



Board of Health President



Health Commissioner

22 Oct 24
Date

10/22/24
Date