

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 15, 2025

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REGULAR BOARD OF HEALTH MEETING

The Pickaway County General Health District met in regular session on Tuesday, July 15, 2025, 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 7:04 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

Mr. Colin Hedges, Board Member

Ms. Roxan Sigmon, Board Member (absent)

Ms. Brandy Dickson, Board Member (absent)

Staff:

Mr. Andrew Bull, MPH, REHS, Health Commissioner (Via Phone)

Ms. Hannah Montgomery MPH, REHS

Mrs. Kaleigh Fields, Office Manager

DAC Chair:

Warren Spangler (absent)

Guests in attendance:

Anne Roberts, RN, BSN

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2) PUBLIC COMMENT:

None

3) CONTINUING EDUCATION: Mosquito Presentation by Ms. Montgomery

At 7:05 p.m. Ms. Montgomery presented on the Mosquito program. Ms. Montgomery showed a presentation on what the vector control intern is doing. The presentation included trapping, identifying, shipping and reports from ODH.

4) **RESOLUTION #25-46 TO APPROVE THE JUNE 24, 2025, BOARD MINUTES:** At 7:17 p.m. a motion was made by Mr. Hedges to approve the June 24, 2025, board minutes with typo correction, amendments, and redactions. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

5) **RESOLUTION #25-47 TO APPROVE THE JUNE 2025 BILLS & REVENUE/EXPENSE REPORT:** At 7:19 p.m. a motion was made by Mr. Hedges to approve the June 2025 Bills & Revenue/Expense Reports. The motion was seconded by Mr. Cheek. All ayes and the motion carried.

6) **RESOLUTION #25-48 TO APPROVE THE JUNE 2025 THEN AND NOWS:** At 7:28 p.m. a motion was made by Mr. Hedges to approve the June 2025 Then and Nows. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

7) STAFF REPORTS:

a) **BUSINESS OFFICE:** In addition to the monthly written report, Mrs. Fields shared that she is working with the county auditor's office on their new system called VIP. Ms. Fields states that bills are now electronically sent to the auditor's office for approval and payment, which is a new process but in the long run will make it easier. Ms. Fields states she has about four (4) new systems she is learning currently.

b) **VITAL STATISTICS:** In addition to the monthly report, Mrs. Fields states the new Vital Statistics system will begin with birth certificates in late August with the last update but that is still subject to change. Ms. Fields shared that Ms. Johnston and Ms. Schwalbach went up to the Ohio Department of Health for training and that it went well.

c) **CLINICAL HEALTH:** In addition to the monthly report, Mr. Bull introduced the new Director of Nursing, Anne Roberts, who will be starting with the department on August 4th, 2025. Ms. Roberts introduced herself and gave a little bit of her background and expressed her gratefulness for the opportunity. Ms. Bechtel asked the clinical board report to be revamped.

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d) ENVIRONMENTAL HEALTH: In addition to her monthly written report, Ms. Montgomery shared the inspector's stats for the full month of June and the first part of July. Ms. Montgomery explained what the stat reports are reporting on. Ms. Montgomery states that there is some information that helps her explain her resolution. Ms. Montgomery states the only other thing to report is she is in contact with Cardo's pizza because they have been posting about reopening but have not submitted a plan review to reopen. Ms. Montgomery states that they have not been open since 2021 or 2022 and they will be moving locations so they need to submit a plan review before they can reopen. Mr. Hedges asked about Black Diamond restaurant and if they needed an updated license. Ms. Montgomery states that they still had a valid license even though they were not operating, and once they opened with a new name the menu was similar to previous so they did not need to update their license. Now if they have an expanded menu, or equipment changes, or a name change in facility or license holder, they will need to update the license. Ms. Bechtel asked for a follow-up to the trailer in Tarlton that had raw sewage in buckets. Mr. Bull states that there is no update. Mr. Bull shared at its current state there are not any open feces in the buckets so it is up to the Village of Tarlton to enforce their codes that nobody can camp within the village. Mr. Hedges asked for an update on the online food license reporting. Ms. Montgomery states that if anyone has specific questions regarding a facility, they can call the health department for that information. Currently the reporting is done through Accela and it does not have a public facing link. Ms. Montgomery states that there was a data conversion done from Health Space to Accela but there are still issues being worked out at this time with Accela. Ms. Montgomery states the department switched to Accela because that is who the state is using to provide the reporting system free of charge. If the department stayed with Health Space it would have required a maintenance fee. Mr. Wolford asked if a residence is being used for a group home and if the sewage system is set up for three (3) bedrooms and if the residence is being used by 10-12 adults is there anything that can be done. Ms. Montgomery states that if a nuisance complaint is filed for a sewage system failing then enforcement steps can be taken but if the system is not creating a nuisance, then no.

8) HEALTH COMMISSIONER REPORT: Mr. Bull shared that the construction has started, materials have been ordered, and the prefabrication is in the works for the lobby remodel which is still on track to be completed in August of this year. Mr. Bull states he is just working on staffing and funding issues as usual. Mr. Bull states he is working with Ms. Montgomery to get an inspector hired to help Ms. Talbott as she is the only other inspector currently. Mr. Bull shared that garden outside has produced some harvest, and he is excited about that. Mr. Bull shared that the department has been involved in some capacity with a lot of community events whether it be inspections or having a table set up.

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9) OLD BUSINESS:

NONE

10) NEW BUSINESS:

- a) **RESOLUTION #25-49 TO APPROVE THE RESIGNATION OF LAURA WAGNER, REHSIT, EFFECTIVE 7/8/2025:** At 7:44 p.m. a motion was made by Mr. Hedges to approve Resolution #25-49. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

- b) **RESOLUTION #25-50 TO ESTABLISH A FEE FOR THE ENVIRONMENTAL HEALTH DIVISION FOR SEWER LATERAL REPLACEMENTS:** At 7:45 p.m. a motion was made by Dr. Iskra to approve Resolution #25-50. The motion was seconded by Mr. Cheek. There was a discussion on the resolution and the reason behind the need for this resolution. At 7:54 p.m. Mr. Hedges made a motion to table this resolution until next meeting. Ms. Bechtel seconded the motion. All ayes and the motion is tabled until next meeting.

- c) **RESOLUTION #25-51 TO APPROVE THE HIRING OF ANNE ROBERTS AS THE DIRECTOR OF NURISNG AT A RATE OF \$40.50 PER HOUR, EFFECTIVE AUGUST 4, 2025:** At 7:55 p.m. a motion was made by Ms. Bechtel to approve Resolution #25-51. The motion was seconded by Mr. Hedges. All ayes and the motion carried.

11) EXECUTIVE SESSION:

NOT CALLED

12) EXCUTIVE SESSION ACTIONS:

NONE

- 13) **ADJOURNMENT:** At 7:56 p.m. a motion was made by Mr. Hedges to adjourn. The motion was seconded by Ms. Bechtel. Meeting adjourned.

Next Board of Health Regular Meeting is to be held on August 19, 2025.



Board of Health President

21 Oct 25

Date

10/21/2025

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Health Commissioner

Date