

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

NOVEMBER 18, 2025

PAGE 1 OF 5

REGULAR BOARD OF HEALTH MEETING

The Pickaway County General Health District met in regular session on Tuesday, November 18, 2025, at 6:00 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 6:00 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. Colin Hedges, Board Member
Ms. Roxan Sigmon, Board Member
Ms. Brandy Dickson, Board Member (absent)
Mr. Brad Hughes, Board Member (absent)

Staff:

Mr. Andrew Bull, MPH, REHS, Health Commissioner
Ms. Hannah Montgomery MPH, REHS
Ms. Anne Roberts, BSN, RN
Mrs. Kaleigh Fields, Office Manager

DAC Chair:

Warren Spangler

Guests in attendance:

None

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

NOVEMBER 18, 2025

PAGE 2 OF 5

2) PUBLIC COMMENT:

None

3) **CONTINUING EDUCATION:** At 6:01 p.m. Mr. Bull shared two videos, one on roles of a board and the one on why boards fail. Mr. Bull also showed a news clip regarding the new Integrated Harm Reduction vending machines.

4) **RESOLUTION #25-70 TO APPROVE THE OCTOBER 121, 2025, BOARD MINUTES:** At 6:16 p.m. a motion was made by Mr. Hedges to approve the October 21, 2025, board minutes. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.

5) **RESOLUTION #25-71 TO APPROVE THE OCTOBER 2025 BILLS & REVENUE/EXPENSE REPORT:** At 7:02 p.m. a motion was made by Mr. Hedges to approve the October 2025 Bills & Revenue/Expense Reports. The motion was seconded by Ms. Sigmon. There was a discussion on the revenue and expense reports. All ayes and the motion carried.

6) STAFF REPORTS:

a) **BUSINESS OFFICE:** There was nothing further to report for the Business office beyond the monthly written report.

b) **VITAL STATISTICS:** There was nothing further to report for the Vital Statistics office beyond the monthly written report.

c) **CLINICAL HEALTH:** There was nothing further to report for the Clinical Division beyond the monthly written report. Ms. Sigmon noted that it looks like the clinical division is getting out into the community more. Ms. Bechtel asked if the department was still using Franklin County for the epidemiology reports. Mr. Bull states that the department has been using Ohio Public Health Association for this service.

d) **ENVIRONMENTAL HEALTH:** In addition to her monthly written report, Ms. Montgomery stated in the board report there is a list of facilities that were inspected last month as requested at last month's meeting, as well as total numbers of inspections that were completed. Ms. Montgomery states that for the sewage contractor workshop coming up in December the department is partnering with Ross County like last year. Ms. Montgomery shared that the department is scheduled for the Ohio Department of Health food survey in January.

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

NOVEMBER 18, 2025

PAGE 3 OF 5

- 7) **HEALTH COMMISSIONER REPORT:** Mr. Bull shared that the department is in the midst of updating the strategic plan which the previous strategic plan expired in 2024. Mr. Bull shared that the new strategic plan will be completed by the end of 2025 and will be presented to the board for approval. Mr. Bull states that he is in the process of working with the county commissioners to build a storage building next to the Emergency Management building, it will house our mobile unit as well as things for the soil and water department. The storage shed will need to be moved to be able to place the new building. Mr. Bull states that a memorandum of understanding (MOU) was written between the county IT and the department, the department has been using the county IT for several years but there has never been an official MOU. Mr. Bull states he is formalizing that because there is a new house bill that requires a cyber security policy and procedure, and the county is already in the process of creating that, but we do not have anything in writing that states we will be sharing in the county IT cyber security policy. Mr. Bull states he is looking into redoing the website to make it more user friendly and that there is a resolution later that will also be included in that plan. Ms. Roberts shared that she would like to create a form that allows the public to request services from the department, whether it be clinical, environmental, or community event participation. Mr. Bull shared that Dr. Tipton came for a visit to the department and to discuss the potential for her to become the medical director. Dr. Tipton requested that Mr. Bull create a timeline for potential services that the department would like to start that she would be involved in. Mr. Bull shared that the department is working on getting some janitorial services. Mr. Bull states his goal is to get a baseline cleaning and then maintain it internally and to use this service semi annually to keep on top of things. Mr. Bull plans on reaching out the other managers in the building to have them advocate for routine maintenance and cleaning of the building. Mr. Bull shared that currently the building is not being maintained at any capacity, and the effects are starting to show. Mr. Bull states that currently only the trash is being taken out daily. Mr. Bull states that being fully staffed has been refreshing and the office seems to be the most stable morale has been since he started. Ms. Sigmon asked if the department will be involved in the homelessness meeting on December 3rd. Mr. Bull states that the department will have representation there.

8) OLD BUSINESS:

- a) None

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

NOVEMBER 18, 2025

PAGE 4 OF 5

9) NEW BUSINESS:

- a) **RESOLUTION #25-72 TO APPROVE THE SECOND READING OF THE PROPOSED 2026 ENVIRONMENTAL HEALTH FEE SCHEDULE:** At 6:51 p.m. a motion was made by Mr. Hedges to approve Resolution #25-72. The motion was seconded by Ms. Bechtel. There was a discussion on the resolution. All ayes and the motion carried.
- b) **RESOLUTION #25-73 TO APPROVE THE PURCHASE OF A VEHICLE UP TO \$30,000.00:** At 6:52 p.m. a motion was made by Ms. Sigmon to approve Resolution #25-73. The motion was seconded by Ms. Bechtel. There was a discussion on the resolution. All ayes and the motion carried.
- c) **RESOLUTION #25-74 TO APPROVE THE REVENUE AND EXPENSE APPROPRIATIONS FOR 2026:** At 6:56 p.m. a motion was made by Ms. Bechtel to approve Resolution #25-74. The motion was seconded by Mr. Hedges. There was a discussion on the resolution. All ayes and the motion carried.
- d) **RESOLUTION #25-75 TO APPROVE A 3% COST OF LIVING INCREASE FOR ALL STAFF, EXCLUDING THE HEALTH COMMISSIONER, EFFECTIVE JANUARY 1, 2026:** At 7:01 p.m. a motion was made by Ms. Bechtel to approve Resolution #25-75. The motion was seconded by Ms. Sigmon. There was a discussion on the resolution. All ayes and motion carried.
- e) **RETOLUTION #25-76 TO APPROVE AUTHORIZING THE HEALTH COMMISSIONER TO ENTER INTO A CONTRACT WITH SC STRATEGIC SOLUTIONS LLC FOR SOFTWARE AND SCANNING SERVICES, AND PUBLIC PORTAL FOR ENVIRONMENTAL HEALTH SEWAGE TREATMENT SYSTEM AND PRIVATE WATER SYSTEM RECORDS:** At 7:02 p.m. a motion was made by Mr. Hedges to approve Resolution#25-76. The motion was seconded by Ms. Sigmon. There was a discussion on the resolution. All ayes and the motion carried.

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

NOVEMBER 18, 2025

PAGE 5 OF 5

10) EXECUTIVE SESSION:

NOT CALLED

11) EXECUTIVE SESSION ACTIONS:

NONE

12) ADJOURNMENT: At 7:23 p.m. a motion was made by Mr. Hedges to adjourn. The motion was seconded by Ms. Bechtel. Meeting adjourned.

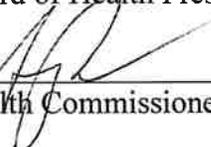
Next Board of Health Regular Meeting is to be held on December 9, 2025.



Board of Health President

1-20-2026

Date



Health Commissioner

1/20/2026

Date

