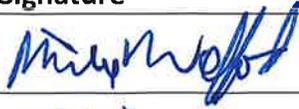
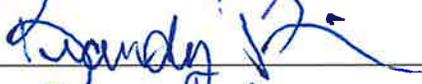
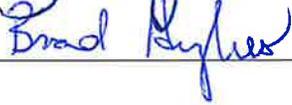


REGULAR BOARD OF HEALTH MEETING

October 21, 2025 @ 7:00 P.M.

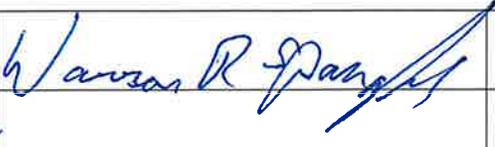
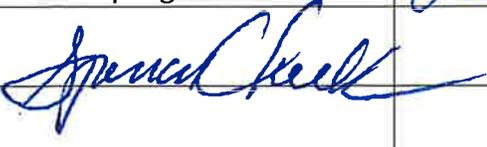
Sign-in Sheet

Printed Name	Signature	Agency	Title
Mike Wolford		BOH	President
Dr. Linda Iskra		BOH	Vice President
Nancie Bechtel		BOH	Board Member
Colin Hedges		BOH	Board Member
Roxan Sigmon		BOH	Board Member
Brandy Dickson		BOH	Board Member
Brad Hughes		BOH	Board Member

STAFF

Andrew Bull, MPH, REHS		PCPH	Health Commissioner
Hannah Montgomery, BSH, REHS		PCPH	Environmental Health Director
Kaleigh Fields		PCPH	Office Manager
Anne Roberts, RN, BSN		PCPH	Director of Nursing

GUESTS

Warren Spangler		District Advisory Council	President
			

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
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REGULAR BOARD OF HEALTH MEETING

OCTOBER 21, 2025

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REGULAR BOARD OF HEALTH MEETING

The Pickaway County General Health District met in regular session on Tuesday, October 21, 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 7:00 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. Colin Hedges, Board Member
Ms. Roxan Sigmon, Board Member
Ms. Brandy Dickson, Board Member
Mr. Brad Hughes, Board Member

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:

Spencer Cheek

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REGULAR BOARD OF HEALTH MEETING

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2) PUBLIC COMMENT:

None

3) CONTINUING EDUCATION: None

4) RESOLUTION #25-63 TO APPROVE THE SEPTEMBER 16, 2025, BOARD MINUTES:

At 7:01 p.m. a motion was made by Mr. Hedges to approve the September 16, 2025, board minutes. The motion was seconded by Mr. Hughes. All ayes and the motion carried.

5) RESOLUTION #25-64 TO APPROVE THE SEPTEMBER 2025 BILLS & REVENUE/EXPENSE REPORT:

At 7:02 p.m. a motion was made by Mr. Hedges to approve the September 2025 Bills & Revenue/Expense Reports. The motion was seconded by Dr. Iskra. 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:** In addition to the monthly report, Mrs. Fields shared that starting October 23, 2025, the death certificates will be coming from the new system. This is an accelerated timeline because the old system is no longer working properly and will not be updated due to having a new system.
- c) **CLINICAL HEALTH:** In addition to the monthly report, Ms. Roberts asked Dr. Iskra if she would do a standing order for the COVID vaccinations. Ms. Roberts states that there have been several calls asking to receive the vaccine but have been unable to give it without a standing order. Dr. Iskra states she will sign the order. Ms. Roberts states that it has been a busy month for the clinic.
- 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 Pumpkin Show went well without too many concerns with operators in booths. Ms. Montgomery states that there were several vendors that showed up and started serving with a license and then temporary licenses were issued in the field. Ms. Montgomery states that next year a letter will be mailed out prior to the Pumpkin Show listing requirements and to have everything submitted ahead of time so the department is not licensing in the field. Ms. Montgomery shared that there were 32 temporary licenses issued and total inspections including mobile and temporary were 220.

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Ms. Montgomery shared that this year the department partnered with Portage and Franklin Counties to complete the inspections and plan to continue that partnership in the future, as well as Delaware county has offered to help in the future. Ms. Sigmon asked if a inspection was conducted at the Speedway after the discussion at last board meeting. Ms. Montgomery states that an inspection was conducted and a follow-up was completed as well. Ms. Montgomery states that she did not have the report with her but would share it with Ms. Sigmon.

- 7) **HEALTH COMMISSIONER REPORT:** Mr. Bull shared that Ms. Roberts and himself met with Dr. April Tipton from Ohio Health to discuss the Medical Director position. Mr. Bull states that the meeting went very well and that Dr. Tipton seems very interested and will be setting up walk through of the department in the coming weeks. Mr. Bull states that all the possibilities from the smallest to the biggest ideas and she did not shy away from any of them. Mr. Bull repeated that Ms. Montgomery and her team did a great job at the Pumpkin Show, it was very organized and had a good plan, there were seven inspectors doing inspections every day and still had some remaining mobiles. Mr. Bull states there was significantly more temporaries and mobiles this year than in previous years. Mr. Bull states that he did send out two job descriptions, one for the nursing clerk and one for the health educator and he wanted to make sure everyone received it or had any questions. Mr. Bull states that the Emergency Preparedness Coordinator job description is still pending because he is trying to figure out the best practices on how he should write it as the position currently is hybrid and if he had to rehire for the position that several things she is doing currently would not be on there. Mr. Bull states he is unsure if he should write two job descriptions, one for her and one for the position or if he should create an addendum to the job description to fit in with what work is currently being done. Mr. Bull wanted to make sure everyone saw the letter to Mr. Cheek thanking him for his years of service to the Board. Mr. Cheek states that his time with the Board has been good, and he expressed his appreciation for everyone. Mr. Cheek shared that his time with the board has been a good opportunity to meet new people and be involved in the community. Ms. Bechtel and Mr. Wolford expressed thanks to Mr. Cheek as well.

8) **OLD BUSINESS:**

- a) **None**

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9) NEW BUSINESS:

- a) **RESOLUTION #25-65 TO APPROVE THE HIRING OF ISABELLA WATKINS AS A HEALTH EDUCATOR AT A RATE OF \$21.50 PER HOUR, EFFECTIVE OCTOBER 6, 2025:** At 7:19 p.m. a motion was made by Mr. Hedges to approve Resolution #25-65. The motion was seconded by Ms. Bechtel. There was a discussion on the resolution. All ayes and the motion carried.
- b) **RESOLUTION #25-66 TO APPROVE THE FIRST READING OF THE PROPOSED 2026 ENVIRONMENTAL HEALTH FEE SCHEDULE:** At 7:23 p.m. a motion was made by Dr. Iskra to approve Resolution #25-66. The motion was seconded by Mr. Hughes. There was a discussion on the resolution. All ayes and the motion carried.
- c) **RESOLUTION #25-67 TO APPROVE THE CONTRACT FOR ILLUMINOLOGY TO SUPPORT IN COMPLETION OF THE PICKAWAY COUNTY ACCREDITATION PROCESS AT THE COST OF UP TO \$30,000.00 PAID OUT OF THE WORKFORCE GRANT:** At 7:29 p.m. a motion was made by Mr. Hedges to approve Resolution #25-67. The motion was seconded by Ms. Sigmon. There was a discussion on the resolution. All ayes and the motion carried.
- d) **RESOLUTION #25-68 TO APPROVE THE ONGOING PROVISION OF THE INSURANCE OPT-OUT STIPEND OF \$80.00 PER PAYMENT CYCLE FOR FULL-TIME EMPLOYEE WHO WAIVE HEALTH INSURANCE BENEFITS OFFERED BY PICKAWAY COUNTY PUBLIC HEALTH:** At 7:32 p.m. a motion was made by Mr. Hedges to approve Resolution #25-68. The motion was seconded by Ms. Bechtel. There was a discussion on the resolution. All ayes and motion carried.
- e) **RETOLUTION #25-69 TO APPROVE AUTHORIZING THE HEALTH COMMISSIONER TO ENTER INTO A CONTRACT WITH HEALTHSPACE FOR ENVIRONMENTAL HEALTH DOCUMENTATION AND REPORTING SYSTEM AT A COST NOT TO EXCEED \$11,000.00 FOR THE FIRST YEAR OF SERVICE, \$4,500.00 FOR YEAR TWO, \$4,770.00 FOR YEAR THREE, \$5,056.20 FOR YEAR FOUR, AND \$5,359.57 FOR YEAR FIVE OF THE CONTRACT:** At 7:35 p.m. a motion was made by Mr. Hedges to approve Resolution#25-69. The motion was seconded by Dr. Iskra. There was a discussion on the resolution. All ayes and the motion carried.

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10) EXECUTIVE SESSION:

NOT CALLED

11) EXECUTIVE SESSION ACTIONS:

NONE

12) ADJOURNMENT: At 7:40 p.m. a motion was made by Ms. Bechtel to adjourn. The motion was seconded by Mr. Hedges. Meeting adjourned.

Next Board of Health Regular Meeting is to be held on November 18, 2025.



Board of Health President



Health Commissioner

9 Dec 25

Date

12-9-2025

Date