

REGULAR BOARD OF HEALTH MEETING

JANUARY 20, 2026 @ 6:00 P.M.

Sign-in Sheet

Printed Name		Agency	Title
Colin Hedges	<i>Colin Hedges</i>	BOH	President
Dr. Linda Iskra	<i>L. Iskra, MD</i>	BOH	Vice President
Nancie Bechtel		BOH	Board Member
Roxan Sigmon	<i>Roxan Sigmon</i>	BOH	Board Member
Brandy Dickson	<i>Brandy Dickson</i>	BOH	Board Member
Brad Hughes	<i>Brad Hughes</i>	BOH	Board Member

STAFF

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

GUESTS

Warren Spangler	<i>Warren A Spangler</i>	District Advisory Council	President
Dr. Craig Strafford	<i>attended virtually</i>		

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



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JANUARY 20, 2026

PAGE 1 OF 6

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The Pickaway County General Health District met in regular session on Tuesday, January 20, 2026, at 6:00 p.m., located at 110 Island Road, 2nd floor.

1) CALL TO ORDER

Board of Health President, Colin Hedges called the meeting to order at 6:00 p.m. The following Board of Health Members answered roll call:

Mr. Colin Hedges, President
Dr. Linda Iskra, Vice President
Ms. Nancie Bechtel, Board Member (absent)
Mr. Brad Hughes, Board Member
Ms. Roxan Sigmon, Board Member
Ms. Brandy Dickson, 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 (absent)

Guests in attendance:

Dr. Clay Strafford (attended virtually)

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JANUARY 20, 2026

PAGE 2 OF 6

2) PUBLIC COMMENT:

Dr. Craig Strafford introduced himself as a doctor of obstetrics and gynecology. He is currently the Medical Director of Highland County's health department and is interested in becoming our Medical Director as well. Dr. Strafford told the board about his background and passion for public health. Dr. Strafford answered questions from the board regarding our Medical Director position.

3) CONTINUING EDUCATION:

None

4) **RESOLUTION #26-1 TO APPROVE THE DECEMBER 9, 2025, BOARD MINUTES:** At 6:15 p.m. a motion was made by Dr. Iskra to approve the December 9, 2025, board minutes. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.

5) **RESOLUTION #26-2 TO APPROVE THE DECEMBER 2025 BILLS & REVENUE/EXPENSE REPORT:** At 6:16 p.m. a motion was made by Mr. Hughes to approve the December 2025 Bills & Revenue/Expense Reports. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.

6) **RESOLUTION #26-3 TO APPROVE THE THEN AND NOWS:** At 6:17 p.m. a motion was made by Dr. Iskra to approve the then and nows. The motion was seconded by Mr. Hughes. All ayes and the motion carried.

7) STAFF REPORTS:

a) **BUSINESS OFFICE:** In addition to her monthly report, Mrs. Fields states that she is just getting caught up on the bills due to the end of year closure of the Auditor's office. She states that almost all bills that were waiting have been entered into the system or paid.

b) **VITAL STATISTICS:** In addition to the monthly report, Mrs. Fields added that Ms. Johnston states she will be updating her board report based on the new Vital Statistics system and the reports that are available for her to use for her reporting.

c) **CLINICAL HEALTH:** In addition to the monthly written report Ms. Roberts states that she has been working on the Annual report. Ms. Roberts states that she has the clinic patient numbers for 2025, there were 633 visits for 2025, 972 vaccines were given for 2025. Ms. Roberts states she is hoping to plan more outreach clinics as well as utilizing the mobile unit to reach more patients in 2026. Mr. Hedges asked if we are still ok on the quantity of vaccines that were ordered a few months ago. Ms. Roberts states all vaccines that we normally carry are available. Mr. Hedges asked if vaccine numbers were down based on previous numbers.

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JANUARY 20, 2026

PAGE 3 OF 6

Mr. Bull states that Covid vaccines are down because we were not offering it for some time, the public has not really been asking for it, and there were issues with insurance coverage. Ms. Sigmon asked about the vision screening program. Ms. Roberts states that the equipment for that program should be arriving in the coming week and once it arrives additional training and check offs must be done before the department can start doing the screenings. Dr. Iskra states her office sees a lot of homeschool children and she wanted to know if those children could come to the department for vision screenings and if there would be a charge. Ms. Roberts states that she is still working out all the details on the program and if there will be a cost, but they can come to the department for the screening. Ms. Sigmon asked if there will be follow up information on this program at the next meeting. Ms. Roberts states she hopes to have more information by the March meeting. Mr. Bull states that this is a brand-new program, the department has attended one training class and is waiting for the equipment to arrive. Mr. Bull states that the department is still working on all the program details but if there is a cost associated with the screening that it would be extremely low. Ms. Robert states that if the screening shows that the client needs additional testing and the patient does not have insurance then the company who provided the equipment will provide the patient with a coupon to pay for their visit to an eye doctor and glasses. Ms. Sigmon asked if this program would be taken to the schools. Ms. Roberts states that she will be in contact with the schools to see if there is a need. Ms. Sigmon asked about the vending machines as she saw they were still empty. Mr. Bull states that everything was custom-made and that everything had to be packaged to fit into the custom-slots and there were technological issues that needed addressed before filling up the machines. Mr. Bull states there are three vending machines within Circleville. One is located at Integrated Services, one is located at Vineyard Church and the other is located at Hope Valley office.

- d) **ENVIRONMENTAL HEALTH:** Ms. Montgomery states she does not have anything additional to add to her monthly report. Ms. Sigmon asked about the trampoline park and their food license and a sewage hose running in the field from a camper parked on the property and if all the issues have been resolved around that. Ms. Montgomery states they do have a food license and a 30-day inspection has been completed. Ms. Montgomery states an inspection was done for the sewage nuisance, and the hose had been removed from the camper. Ms. Montgomery is unsure if they were dumping sewage but at the time of the inspection the hose was removed and the owner was planning on moving the camper. Ms. Sigmon asked for an update on the state route 56 property from last board meeting. Ms. Montgomery states that she was waiting for the owner to comply. Ms. Montgomery states the installer came in last week and the owner has paid the installer to put it in the system. The installer is waiting for some better weather to be able to install. Mr. Hedges states that he heard from the city that the health department helped to get Ohio St. encampment cleaned up. Ms. Montgomery states she is unsure about the encampment but there have been several nuisances for the city that have been inspected.

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JANUARY 20, 2026

PAGE 4 OF 6

- 8) **HEALTH COMMISSIONER REPORT:** Mr. Bull asked for approval to sign a contract with Dr. Strafford. Mr. Bull states previous Medical Directors have been paid anywhere from \$80 per hour to \$100 per hour. Mr. Bull states he does not expect that Dr. Strafford will be needed more than 5-6 hours per month until services get up and running and then should level off at 3-5 hours per month. Mr. Bull is suggesting that the board offers \$100 per hour. Mr. Bull states we can reassess after six (6) months to see if a retainer would be more cost effective. The board will do a resolution during new business. Mr. Bull states that the department has been talking with the city about a contract to get paid for the nuisance program to cover the administrative costs including, postage, staff, and travel expenses. Mr. Bull states that the city planner has proposed new zoning laws to the city that have been caught up in red tape. Mr. Bull states the city has hired a zoning inspector who will eventually be going to take over the inspections. The city's goal is to bring the nuisance inspection in-house and use civil penalties to immediately ticket people. They will be able to recover their costs as opposed to the very long-drawn-out process that is currently in place. Mr. Bull states that the department gave the City 6-month notice that on January 1st, 2026, the current contract would be cancelled if they were unable to enter into an agreement. Mr. Bull states that the city was unable to come to an agreement and the department had a meeting with the city to notify them the contract would end in 60 days. Mr. Bull states that he let them know that they could come back within 60 days with a short-term contract or hourly rate to continue services. Mr. Bull states he made it very clear that he would like to continue the relationship until they are able to change their rules. Mr. Bull clarified that the contract would end on March 1st, 2026, for the nuisance program all other services will continue without interruption. Mr. Bull shared that House Bill 96 requires that all local government have a detailed plan for cyber security and that the easiest way to fulfill this requirement is to use the IT department's cyber security plan. Mr. Bull shared that for the last three (3) years we have been using county IT services and have not been paying for those services, and we do not have any written documentation that they would provide our IT services. Mr. Bull states he drew up an MOU that stated the county would continue services and our relationship would continue as it has. This MOU would provide documentation that we follow the counties policies including the cyber security policy for audit purposes. Mr. Bull states the county IT director responded with question about how much we would be paying and Mr. Bull replied we have not paid for services in three (3) years and sent the attorney's general opinion on county commissioners providing services. Mr. Bull states that he went to commissioner meeting and discussed IT services. Mr. Bull states the commissioners are fine with continuing IT services, however, they are looking into whether they need to recoup costs for providing those services. Mr. Bull states that the health department covers the cost of all its equipment and the IT department provides its normal IT services. Mr. Bull shared that while at the Commissioners' meeting the interest payments that were approved by them last year were brought up and that the commissioner's office will verify that those payments are legal based on a conversation one of the county commissioners had. Mr. Bull shared that he has been working with the commissioner's office for a building to house our mobile unit along with Soil and Waters equipment.

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JANUARY 20, 2026

PAGE 5 OF 6

Mr. Bull states he received an email from the commissioner's office today trying to verify how much money the department and soil and water would be paying towards that building. Mr. Bull states that all previous communications have been the commissioners would be paying for the building but asks the board to consider using some of our funds if needed because the building would be beneficial in housing our mobile unit as well as giving us additional storage. Mr. Bull shared that he had a meeting with an individual to discuss updating our website. Mr. Bull states that there were new federal guidelines put in place that require all government websites to be ADA compliant. He states the compliance will be integrated into the new website along with making it more user friendly and modern. Mr. Bull states that he would like to integrate our social media into the website and hopefully funnel more users to the website. Mr. Bull shared that our social media is getting a lot of traction thanks to Ms. Singer and Ms. Watkins and he is hopeful that integrating the website with social media will get more information out to the community. Mr. Bull shared that the freelance person will cost between \$3,000- \$5,000. Ms. Sigmon asked Mr. Bull to share the flyer on the homeless count and resource day on February 28th, 2026. Mr. Bull stated the department will be participating in this event as well. Ms. Sigmon states this event is very important because the event/count helps with state funding to continue to help the homeless population in our community. Mr. Bull states that after last month's board meetings discussion about moving digital and concerns about tampering with the minutes and packet, the board folder was moved under a locked folder. Mr. Bull states that the staff had a lot of questions about why the folder was moved and if they would be able to access the meeting minutes. To get the information available to the public sooner, Mr. Bull proposed moving forward, since Mrs. Fields has the minutes to the board within a week following the meeting, if the board could send any corrections/revisions to the minutes to Ms. Fields by the Thursday before the next board meeting so minutes can be approved and signed at the same meeting. Mr. Bull states that the minutes will then be uploaded to the website the day after the meeting.

9) OLD BUSINESS:

a) None

10) NEW BUSINESS:

- a) **RESOLUTION #26-4 TO ALLOW THE OFFICE MANAGER OR HEALTH COMMISSIONER TO SIGN BUDGET ACTION REQUESTS:** At 7:11 p.m. a motion was made by M. Hughes to approve Resolution #26-4. The motion was seconded by Dr. Iskra. There was a discussion on the resolution. All ayes and the motion carried.
- b) **RESOLUTION #26-5 TO ALLOW THE OFFICE MANAGER AND HEALTH COMMISSIONER TO SIGN AMENDED CERTIFICATES, REQUIRING TWO (2) SIGNATURES:** At 7:12 p.m. a motion was made by Ms. Sigmon to approve Resolution #26-5. The motion was seconded by Mr. Hughes. All ayes and the motion carried.

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JANUARY 20, 2026

PAGE 6 OF 6

- c) **RESOLUTION #26-6 TO ALLOW THE OFFICE MANAGER AND HEALTH COMMISSIONER TO SIGN PAYROLL DOCUMENTS:** At 7:13 p.m. a motion was made by Dr. Iskra to approve Resolution #26-6. The motion was seconded by Ms. Dickson. All ayes and the motion carried.

- d) **RESOLUTION #26-7 TO APPROVE THE 2026 VENDING LOCATION LICENSE FEE BY EMERGENCY:** At 7:13 p.m. a motion was made by Ms. Sigmon to approve Resolution #26-7. The motion was seconded by Dr. Iskra. At 7:14pm a motion was made by Ms. Sigmon to amend Resolution #26-7 to read approve the 2026 vending license local fee by emergency. The motion was seconded by Mr. Hughes. All ayes and motion to amend carried. Resolution #26-7 to read as amended. All ayes and motion as amended carried.

- e) **RETOLUTION #26-8 TO UPDATE THE RETURN CHECK FEE TO \$25.00 PER RETURNED CHECK TO COVER ADMINISTRATIVE FEES:** At 7:15 p.m. a motion was made by Mr. Hughes to approve Resolution #26-8. The motion was seconded by Dr. Iskra. There was a discussion on the resolution. All ayes and the motion carried.

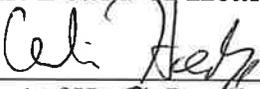
- 11) **RESOLUTION #26-9 TO ALLOW THE HEALTH COMMISSIONER TO ENTER INTO CONTRACT WITH A MEDICAL DIRECTOR UP TO \$100 PER HOUR NOT TO EXCEED 10 HOURS PER MONTH UNLESS EMERGENCY DICTATES:** At 7:19 p.m. a motion was made by Mr. Hughes to approve Resolution #26-9. The motion was seconded by Dr. Iskra. There was a discussion on the resolution. All ayes and the motion carried.

- 12) **EXECUTIVE SESSION:**
NOT CALLED

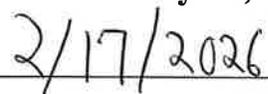
- 13) **EXCUTIVE SESSION ACTIONS:**
NONE

- 14) **ADJOURNMENT:** At 7:21 p.m. a motion was made by Ms. Sigmon to adjourn. The motion was seconded by Mr. Hughes. Meeting adjourned.

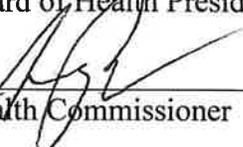
Next Board of Health Regular Meeting is to be held on February 17, 2026.



Board of Health President



Date



Health Commissioner



Date