

**REGULAR BOARD OF HEALTH MEETING**

**FEBRUARY 17, 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 Stevens and Iskra</i>	BOH	Vice President
Nancie Bechtel	<i>Nancie Bechtel</i>	BOH	Board Member
Roxan Sigmon	<i>Roxan Sigmon</i>	BOH	Board Member
Brandy Dickson		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 R Spangler</i>	District Advisory Council	President
Candy Schwalbauch	<i>Candy Schwalbauch</i>	PCPH	EH Clerk/Deputy Registrar
Cayla Tallott	<i>Cayla Tallott</i>	PCPH	REHSIT
Anna Shapiro	<i>Anna Shapiro</i>	PCPH	REHSIT
Amy VanBuskirk	<i>Amy VanBuskirk</i>	PCPH	REHSIT
Melke Wolford			

*Dr. Craig Stafford via Teams*

# 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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**REGULAR BOARD OF HEALTH MEETING**

The Pickaway County General Health District met in regular session on Tuesday, February 17, 2026, at 6:00 p.m., located at 110 Island Road, 2nd floor.

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**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  
Mr. Brad Hughes, Board Member  
Ms. Roxan Sigmon, Board Member  
Ms. Brandy Dickson, 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:**

Dr. Clay Strafford (attended virtually)  
Ms. Candy Schwalbach  
Ms. Anna Shapiro  
Ms. Cayla Talbott  
Ms. Abigail VanBuskirk  
Mr. Mike Wolford

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### 2) PUBLIC COMMENT:

Mr. Bull presented Mr. Wolford with a plaque for his years of service to the board.

### 3) CONTINUING EDUCATION: Environmental Health Division Highlights:

At 6:05 p.m. Ms. Schwalbach, Ms. Shapiro, Ms. Talbott, and Ms. VanBuskirk presented on the current environmental health division programs, and future goals for the division.

### 4) RESOLUTION #26-10 TO APPROVE THE JANUARY 20, 2026, BOARD MINUTES:

At 6:36 p.m. a motion was made by Dr. Iskra to approve the January 20, 2026, board minutes. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.

### 5) RESOLUTION #26-11 TO APPROVE THE JANUARY 2026 BILLS & REVENUE/EXPENSE REPORT:

At 6:37 p.m. a motion was made by Mr. Hughes to approve the January 2026 Bills & Revenue/Expense Reports. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.

### 6) RESOLUTION #26-12 TO APPROVE THE THEN AND NOWS:

At 6:38 p.m. a motion was made by Dr. Iskra to approve the then and nows. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.

### 7) STAFF REPORTS:

a) **BUSINESS OFFICE:** In addition to her monthly report, Mrs. Fields states that the department had a programmatic meeting with the Drive to Succeed grant. She states that the meeting went well and the grant program leaders are happy with the way the program was run and that we were able to use some of our funds to support the program. Dr. Iskra asked if the department would be receiving any more grant funds for the Drive to Succeed grant. Mrs. Fields states that the department would not be receiving any more funds and she is unsure if anyone in Pickaway County will be receiving the funds in the future. Mrs. Fields also informed the board that the MAC funds for time studies have increased by almost \$10,000.00, this is from adding all the staff to the time study. Ms. Fields states that each quarter the MAC payments are around \$20,000.00 to \$30,000.00.

b) **VITAL STATISTICS:** In addition to the monthly report, Mrs. Fields added that Ms. Johnston has changed her board report slightly. Ms. Fields states that this is because several things in the old report are no longer applicable in the new vital statistics system.

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- c) **CLINICAL HEALTH:** In addition to the monthly written report, Ms. Roberts states she is continuing to get the information together for the Child Fatality Review board meeting. Ms. Roberts shared that there is an active TB case in Pickaway County which she is working with the Ohio Department of Health and Dr. Strafford to treat. Ms. Roberts states that with Dr. Strafford now being the medical director she is working on updating all the standard operating procedures with the TB procedure being the first to be updated. Ms. Roberts shared that the department will be doing direct observation treatment with the TB patient as well. Ms. Sigmon asked for an update on the vision screening program. Ms. Roberts states that the vision screening program is still a work in progress but that the equipment has been received. Ms. Roberts states the staff must schedule training classes to be able to perform the screening. Mr. Bull asked Dr. Strafford if he had any updates for the board. Dr. Strafford states that he wants to reassure the board that the Ohio Department of Health put on an excellent training for the health department staff regarding the TB case. Dr. Strafford states he believes that patient and her family are being appropriately managed. Dr. Strafford states that he believes the treatment plan going forward should minimize any risk for the community and maximize the patient and her family's opportunity to recover. Mr. Bull asked that the colorectal screening grant be discussed. Dr. Strafford states that the test is Sheild that is a blood test that is tested to see if there are any indicators for bowel cancer. Dr. Strafford states that March is the colorectal cancer screening month and the idea is to screen more people for colorectal cancer. Dr. Strafford states that he believes that this test is far better than the in-office Guaiac Stool test that checked for blood in the stool. Dr. Strafford states that the Sheild test is not 100% accurate, the over ability to detect bowel cancer is about 83% and the ability to detect a poly or precancer is about 13%. Dr. Strafford states the Sheild test also has 10% false positive test rate. Dr. Strafford states that if the patient tests positive they must get a colonoscopy and depending on their insurance status that may be hard to have the patient do. Mr. Bull shared the idea that it would be to partner with the senior center and other community partners to be able to test 50 patients who qualify. Mr. Bull shared this test would be free to the patient through us. Dr. Strafford states the test needs to be ordered by a practicing physician which he is willing to order these tests.
- d) **ENVIRONMENTAL HEALTH:** In addition to her monthly written report Ms. Montgomery states that the food facilities at the top of the report are the ones that were done most recently. Ms. Montgomery shared that in total, 98 food facilities were inspected in the month of January. Ms. Montgomery shared that the department has had three (3) surveys in the last month and a half from state agencies. Ms. Montgomery states that the Ohio EPA came out to survey the solid waste program and that it was straightforward. Ms. Montgomery states they went and inspected the Rumpke transfer station and a large generator of hazardous waste, so they went to a local urgent care facility. Ms. Montgomery states that the surveyor states the survey went well and she is waiting for the office letter from their office.

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Ms. Montgomery states that the department had their Food Service Operation survey with the Ohio Department of Health which has two (2) different portions, file review and an exam. Ms. Montgomery shared that all three inspectors who took the exam passed. Ms. Montgomery shared that when the department has the Ohio Department of Agriculture food survey in May they do not need to retake the exam since the surveys will take place in the same calendar year. Ms. Montgomery states again the survey went well but she is waiting for the official letter from their office. Ms. Montgomery states that in 2024 and 2025 she applied for the National Environmental Health Association (NEHA) grant for the Retail Flexible Funding Model and has applied for that grant again for 2026. Ms. Montgomery stated that this grant helps the department participate in the FDA Voluntary Retail Program Standards. Ms. Montgomery shared that there are nine (9) total standards and two (2) standards have been met so far, one standard each year. Ms. Montgomery states that this grant helps make sure inspections are uniform and applying food safety correctly. Ms. Montgomery shared that the department has applied for the 2026 mosquito control grant with the EPA and the award is usually in the spring. Ms. Montgomery states she should hear if both grants were awarded around the same time. Mr. Bull shared that the passing of the food survey test is a big deal because it is new and it is designed to catch the test taker up. Mr. Bull states he let the inspectors know that he had no expectation of them passing because he knows several inspectors throughout the state that have been inspectors for a long time and have not passed. Ms. Bechtel asked if it is a requirement of the inspector's job to pass the test. Mr. Bull stated no that the test could have been declined because there are three components to a survey: financial, inspection frequency, and knowledge, and you need to pass two of the three areas in a survey to pass. If you are confident that you will pass the financial and inspections frequency you can decline the test. Mr. Bull states that there are several agencies that are upset about the test and refuse to take it as a stance against the Ohio Department of Health, but he stated that is not the stance the department wants to take. Mr. Bull shared that the test the inspectors are required to pass is the registered environmental health specialist (REHS) exam. Ms. Bechtel asked if the department ever considered giving a monetary award for passing the food survey exam. Mr. Bull states that he has not and would not be opposed to that if the board wishes. Ms. Sigmon asked for a follow up on the State Route 56 property. Ms. Montgomery states that the property owner purchased the permit but is waiting for installation once the weather is better.

- 8) **HEALTH COMMISSIONER REPORT:** Mr. Bull shared that the annual report for 2025 is complete and has been shared with the board for review. Mr. Bull shared that the biggest note is that the department expensed less than it received in revenue. Mr. Bull states that the department spent time trying to spend less and be good stewards of the money we received. Mr. Bull states that it is not something he can guarantee to replicate but it was a good year. Mr. Bull states that we received several mini grants and were better and intentional about distributing our time for salaries. Mr. Bull shared that in 2022 and 2023 the department was looking at a deficit.

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Mr. Bull shared that the report has figures on things that were done in every department and a QR code that takes you to the Community Health Assessment (CHA), Community Health Implementation Plan (CHIP) and Strategic plan. Mr. Bull states that the department switched to a one-page review and even though the department had significantly decreased the number of pages in the previous annual review he knew not too many people flipped through the report. Mr. Bull states he feels like more people will look at the new format. The board states that they like the new format. Mr. Bull states that he shared the strategic plan with the board previously for review but will go over the priorities with the board. Mr. Bull shared that the leadership team spent significant time developing these goals and creating some goals that are tangible. Mr. Bull states the number one priority is to continue our operational improvement. Mr. Bull states that the environmental health division has made operational improvements and now the nursing department is now investigating programs to start that in previous years the department didn't think was possible. Mr. Bull shared that other aspects of this goal are strengthening internal systems, implementing performance management systems, and continuing to stretch the department within reason that can be maintained. Mr. Bull states he will be sharing the new performance management system with the board because it will be a year-long system and he would like input from the board. Ms. Bechtel states she wants to applaud the department that the first priority is continuing operation improvements. Mr. Bull shared that priority number two is community awareness and marketing, which has been a priority of the board for several years. Mr. Bull shared that he believes that the department has a strong foothold on this, but it needs to be maintained. Mr. Bull shared that he would like to have an open house where he will invite community partners and leaders to the office, meet the staff, and have stations set up that discuss what the divisions do. Mr. Bull knows that it will be slow to start but that it will grow as it continues to happen. Mr. Bull states that another aspect of this is holding strategic meetings with the directors annually to maintain the priority of community awareness. Mr. Bull states that Ms. Watkins, our health educator, is now in charge of community event planning because the department is invited to participate in events regularly and Mr. Bull wants to make sure that we can participate in all the events that we can without stretching the department too thin. Mr. Bull shared that priority number three is increasing program expansion and development. Mr. Bull states that the last priority is workforce and staffing. Mr. Bull states that one of the aspects of this is building a workforce capacity with medical director recruitment as well as developing a workforce development plan which includes succession planning and training. Mr. Bull states that this priority will help ensure that we keep the momentum of being a fully staffed health department. Ms. Sigmon asked who the community survey for the strategic plan was sent to. Mr. Bull states that the survey was posted on our social media, it was taken to our community events and was posted though out the community for anyone to take. Mr. Bull states that there were 10 strategic interviews with community leaders that were separated much more intensive and separate from the community survey. Mr. Bull asked Ms. Montgomery to update the board on the administrative hearing that was missed and what the next steps are.

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Ms. Montgomery states that a certified letter was sent to the owner of Hardee's because they currently only have one hand washing sink in their facility in the back. Ms. Montgomery states the food code does not have a specific distance or how far apart, but they do need to have them in different areas of the facility, such as ware washing and food preparation or handling. Ms. Montgomery states that the sink in the back of the facility is where they are doing their ware washing. Ms. Montgomery states that behind the front counter they are handling food and making shakes and there is not a hand wash sink. Ms. Montgomery states that the department has tried during inspections and reinspection's to get the owner to add a hand-washing sink, but the owner has refused. Ms. Montgomery sent the administrative hearing letter, and as of this morning the certified tracking showed the letter still in transit. The letter was received back this afternoon before the board of health meeting as "undeliverable". Ms. Montgomery states she is working with the Prosecutor's Office to see what counts as service and find another delivery method for that hearing letter. Ms. Montgomery states she has also talked with the prosecutor's office on further steps if the license holder decides not to comply. Ms. Bechtel asked if the facility had never had a sink or if they had one and it stopped working. Ms. Montgomery states that to her understanding they have only had one sink, and it has always been in the back of the facility. Ms. Bechtel asked if they had not been cited for this before. Ms. Montgomery states they have been cited for this since August of 2024 for needing an additional hand sink. Ms. Bechtel asked how long they had been in business. Mr. Bull states that it does not give them legal justification to not comply with the order now. Mr. Hedges asked do they have to have a sink up front. Mr. Bull states the rule is it must be within a reasonable distance from any food prep area or ware washing area. Mr. Bull states that they do prep food up front and the employees must walk all the way to the back and realistically they are not doing. Mr. Bull states that the department did a review of the facility where we logistically could require them to have three (3) handwashing sinks but are only asking them to put one in a centralized location so it is acceptable upfront and only require one sink. Mr. Bull shared that the owner has ignored the requests and the prosecutor's office is on board. If they refuse the owner will get more time to be made aware and then the department will have to suspend their license. Mr. Bull shared that this is not a revoking of their license, it just means until they comply with the order they cannot operate.

### 9) OLD BUSINESS:

a) None

### 10) NEW BUSINESS:

- a) **RESOLUTION #26-13 TO APPROVE THE UPDATED BOARD OF HEALTH BYLAWS:** At 7:27 p.m. a motion was made by Ms. Bechtel to approve Resolution #26-13. The motion was seconded by Ms. Sigmon. There was a discussion on the resolution. All eyes and the motion carried.

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**b) RESOLUTION #26-14 TO ALLOW THE HEALTH COMMISSIONER TO REQUEST A 10% ANNUAL FUNDING INCREASE FROM THE DISTRICT ADVISORY COUNCIL (DAC) FOR THE REMAINDER OF THE CURRENT CONTRAT:** At 7:36 p.m. a motion was made by Mr. Hughes to approve Resolution #26-14. The motion was seconded by Dr. Iskra. There was a discussion on the resolution. All ayes and the motion carried.

**c) RESOLUTION #26-15 TO GIVE A ONE TIME BONUS OF \$135.00 TO THE STAFF MEMBERS WHO PASSED THE FOOD SURVEY EXAM:** At 7:51 p.m. a motion was made by Ms. Bechtel to approve Resolution #26-15. The motion was seconded by Dr. Iskra. There was a discussion on the resolution. All ayes and the motion carried.

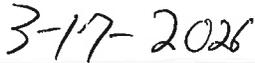
**11) EXECUTIVE SESSION:**  
NOT CALLED

**12) EXECUTIVE SESSION ACTIONS:**  
NONE

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

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

  
\_\_\_\_\_  
Board of Health President

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Health Commissioner

  
\_\_\_\_\_  
Date