


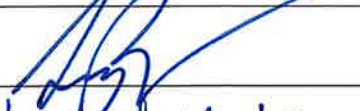
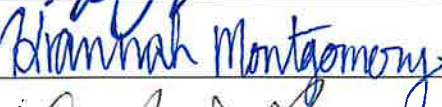



**REGULAR BOARD OF HEALTH MEETING**

**March 17, 2026 @ 6:00 P.M.**



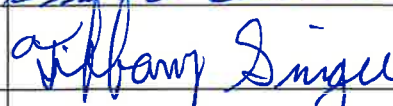
**Sign-in Sheet**

Printed Name	Signature	Agency	Title
Colin Hedges		BOH	President
Dr. Linda Iskra		BOH	Vice President
Nancie Bechtel		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, MPH, REHS		PCPH	Environmental Health Director
Kaleigh Fields		PCPH	Office Manager
Anne Roberts, RN, BSN		PCPH	Director of Nursing
Dr. J. Craig Strafford, MD, MPH, FACOG			Medical Director

**GUESTS**

Warren Spangler		District Advisory Council	President
Isabella Watkins		Health Educator	→ PCMD
Tiffany Singer		PCDH	ERC / PIO / PORT

# Pickaway County Public Health

110 Island Road, Suite C, Circleville, OH 43113

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## REGULAR BOARD OF HEALTH MEETING

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### REGULAR BOARD OF HEALTH MEETING

The Pickaway County General Health District met in regular session on Tuesday, March 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

#### Staff:

Mr. Andrew Bull, MPH, REHS, Health Commissioner  
Ms. Hannah Montgomery, MPH, REHS  
Ms. Anne Roberts, BSN, RN  
Mrs. Kaleigh Fields, Office Manager  
Dr. J. Craig Strafford, M.D, MPH, FACOG

#### DAC Chair:

Warren Spangler

#### Guests in attendance:

Ms. Tiffany Singer, PHEP Coordinator, PIO, PORT for PCPH  
Ms. Isabella Watkins, Health Educator for PCPH

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### 2) PUBLIC COMMENT:

None

### 3) CONTINUING EDUCATION: Harm Reduction Presentation:

At 6:01 p.m. Ms. Singer and Ms. Watkins presented on the current Harm Reduction programs, and future goals for these programs.

### 4) RESOLUTION #26-16 TO APPROVE THE FEBRUARY 17, 2026, BOARD MINUTES:

At 6:35 p.m. a motion was made by Ms. Sigmon to approve the February 17, 2026, board minutes. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

### 5) RESOLUTION #26-17 TO APPROVE THE FEBRUARY 2026 BILLS & REVENUE/EXPENSE REPORT:

At 6:36 p.m. a motion was made by Ms. Sigmon to approve the February 2026 Bills & Revenue/Expense Reports. The motion was seconded by Mr. Hughes. All ayes and the motion carried.

### 6) STAFF REPORTS:

- a) **BUSINESS OFFICE:** In addition to her monthly report, Mrs. Fields stated that Ms. VanBuskirk, Ms. Watkins, and she are working on entering inventory into a program called Sortly. She explained that this program will make managing inventory easier than the current Excel-based system. Once inventory is entered, stickers will be printed for each item, allowing items to be tracked if they are moved to another office or discarded. Mrs. Fields also stated that she is working on reestablishing the Engagement Committee, which will focus on improving staff engagement and morale.
- b) **VITAL STATISTICS:** There was nothing further to report for Vital Statistics beyond the monthly written report.
- c) **CLINICAL HEALTH:** In addition to the monthly written report, Ms. Roberts stated that the colorectal screening grant has not received the strongest participation, but it is still early. Ms. Roberts reported that seven (7) patients were screened on the first day, and several additional clinics are scheduled later this month. Ms. Roberts shared that she requested an extension on this grant until April 6<sup>th</sup>, 2026, to allow more time to increase participation. Mr. Bull thanked Ms. Dickson for sending several Berger Hospital employees over for the screening. Mr. Bull asked Dr. Strafford if Highland County would be interested in any of the colorectal screening kits if the department is unable to utilize all of them. Dr. Strafford stated that he has already discussed this possibility with Ms. Roberts and will present the idea at the upcoming Highland County Board meeting later in the week.

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Ms. Roberts also provided flyers and educational materials for colorectal screening for board members to distribute. Ms. Sigmon asked whether vision screening training had been completed. Ms. Roberts responded that training is scheduled for April 8, 2026, after which she will be authorized to conduct screenings.

- d) **ENVIRONMENTAL HEALTH:** In addition to her monthly written report, Ms. Montgomery states in the board report there is a list of facilities the staff inspected within the last month. She noted that the end of February marks the close of the 2025 food license year, with renewals beginning in March, so a lot of the inspections related to the end and beginning of the license year. Ms. Montgomery reported that the packet includes survey letters from the Ohio Department of Health (ODH) and the Ohio Environmental Protection Agency (EPA). The ODH letter pertains to the Food Service Operation program survey that was completed at the end of January. The program was approved, with a few items requiring an action plan. Those plans have been written and sent back to ODH for approval. The Ohio EPA letter states that the department is approved for the Solid Waste program. Ms. Montgomery states the environmental health staff attended the two (2) day Midwest Workshop put on ODH with several training opportunities at that workshop. Ms. Montgomery states she also attended National Environmental Health Association and the FDA end of year meeting for the Retail flexible funding model grant and received some ideas for the next grant year that is coming up. Ms. Montgomery states she will be speaking to a group of realtors who have reached out to receive some training on sewage and well systems, the meeting is scheduled for later in the week. Mr. Bull asked Ms. Montgomery to inform the board of a client that is asking for a refund. Ms. Montgomery states that the department was contacted by an individual for a room addition. Ms. Montgomery states that all townships except Saltcreek Township have a zoning official that requires Health Department approval. Ms. Montgomery states the department reviews the sewage system to ensure it can handle the addition as well as making sure the new structure does not get placed on the current sewage system or on the replacement sewage system area. Ms. Montgomery states the property is on State Route 104 and while going through the zoning application he saw health department approval, the individual called in to the department for the inspection, filled out the application, submitted the application fee because he is building a pole barn that has a concrete floor. Ms. Montgomery states the department did the inspection, gave the individual the approval from the department to build, and then he contacted the department after the inspection stating that he talked with the township zoning official and stated that he was told that health department approval is not required when the structure is not build on a permanent foundation/structure and question the department on what a permanent foundation/ structure is considered. Ms. Montgomery states that the individual is requesting a refund on his room addition application fee.

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Ms. Montgomery states that the department does not have a description of permanent foundation/structure but was able to inform the individual the scope of a room addition inspection. Ms. Montgomery states that she is awaiting a response from the individual. Mr. Hedges asked how much a room addition fee is. Ms. Montgomery states the fee is \$479.00, which is the same price as a site review application. Mr. Bull states the individual asked for the inspection, the department completed both the inspection and the necessary background work to complete the inspection. He explained the individual, after speaking with the township zoning official, is upset because he feels like the department tricked him into an inspection that he feels he did not need. Mr. Bull states that Ms. Montgomery did a great job at explaining the information to the individual about the departments policy, resolution that gives the authority on the inspection, but because he is worried about the definition of a perm structure, but a household sewage treatment system clearly lists garages and pole barns and any structure that could produce sewage. Mr. Bull states that if the individual continues to push the refund, we will let the individual know he is welcome to come to a board meeting to voice his concerns but as of right now no refund will be given. Ms. Sigmon asked for an update on Hardee's and the administrative hearing. Ms. Montgomery states she clarified with the Prosecutors office on what is considered service for notifying the business of the hearing. Ms. Montgomery states that the administrative hearing letter will be hand delivered and a hearing is to be scheduled. Ms. Sigmon states at the last board meeting it was announced that the department will stop inspections on City nuisance. Ms. Sigmon asked if those inspections have officially stopped and who is now handling those nuisance complaints. Mr. Bull states that the city now has its own zoning inspector who handles their complaints for their ordinances. Mr. Bull states that the department is still handling solid waste and any health department related complaints. Ms. Bechtel asked if the department has reached out to the township to discuss the misinformation given to the individual asking for a refund. Ms. Bechtel asked the department to follow up with the township to make sure they do not continue to present misinformation to the community. Mr. Bull states that Ms. Montgomery will be reaching out to the township zoning inspector and having a conversation that if they have health department questions the township should send the individuals to the department for answers.

- 7) **HEALTH COMMISSIONER REPORT:** Mr. Bull shared that the department had the District Advisory Council meeting on March 10, 2026, and there were enough attendees for a quorum. Mr. Bull shared that there were a few items that went before the council, first being a new board member was appointed, the department had one individual who showed interest in sitting on the board, Dennis Shaw and the DAC did approve him. Mr. Bull states he is hopeful that Mr. Shaw will be able to attend next month's meeting. Mr. Bull asked Mr. Spangler for any information on Mr. Shaw. Mr. Spangler states that Mr. Shaw is a retired dentist who has sat as a township trustee but has since stepped down from that position.

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Mr. Bull states the meeting had the biggest quorum they have ever had, which shouldn't be taken lightly as it took two (2) years to be able to reach a quorum previously. He noted that quorum has now been reached at three consecutive meetings and credited Mr. Spangler for his efforts in contacting members to ensure attendance. Mr. Bull states that the meeting went well, but as anticipated the request for more funding was not received as well. Mr. Bull shared that the trustees decided to call for a secondary meeting in July of 2026 when the next township association meeting is to reconsider the funding request after receiving more information. Mr. Bull shared that he prepared and distributed a small report outlining how the proposed 10% funding increase would be utilized. Mr. Bull shared that the City of Circleville mayor could not vote without her council's approval for the amount of money that city would need to pay. Mr. Bull states he will be going to the city council to discuss this increase and need with them. Mr. Bull shared that the department will be offering three (3) small programs this summer as health initiatives. One is a repeat event that has been done before, a rabies vaccine event, in the past the department partnered with a local veterinarian. Mr. Bull states that we will be partnering with clinic to give free/ low-cost rabies vaccines to dogs, cats, and ferrets in the county. Mr. Bull states the community does have a high burden of animal bites, so approaching that and providing a low-cost/ free rabies vaccine should be a big hit. Mr. Bull states Ms. Talbott will be leading this initiative, and she has a small committee to help plan and run the event. The second is ran by Ms. VanBuskirk and it is a "walking with the health department" initiative that will start at the beginning of April. Mr. Bull states that it will be a walking club that will walk once a week at of the local parks. It will be completely open to the public and it is just about promoting wellness, being outside and walking with the department. The third initiative is focusing on blood pressure and providing blood pressure checks. Mr. Bull states the department will provide several screening events, and the first event will be held at the senior center on May 1<sup>st</sup>, 2026. Mr. Bull states the event will have screenings as well as education on how to lower your blood pressure. Mr. Bull states he is trying to get the department to provide more preventative health measures. Mr. Bull states all these initiatives are headed up by staff members and will provide some ownership for the staff. Mr. Bull shared the Pickaway County Fair is on a different week this year and when the meeting for June was selected it was to accommodate the fair. With the Fair being a different week, Mr. Bull suggested that the board move the meeting to a different Tuesday that month. Mr. Hedges added that trustees expressed concerns about a lack of communication regarding the DAC meeting and information that would be discussed at the meeting. He requested that Mr. Bull attend township and village meetings prior to the next DAC meeting to improve awareness and communication about funding requests. Ms. Bechtel stated that she will attend meetings in her area to support these efforts. Mr. Bull states that he will let all board members know when he will be attending meetings in their districts.

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### 8) OLD BUSINESS:

a) None

### 9) NEW BUSINESS:

- a) **RESOLUTION #26-18 TO APPROVE THE ADVANCE BACK FROM FUND 6725-INTEGRATED HARM REDUCTION GRANT FOR \$15,000 TO FUND 6705- BOH TO REPAY A PREVIOUS ADVANCE:** At 7:03 p.m. a motion was made by Ms. Bechtel to approve Resolution #26-18. The motion was seconded by Dr. Iskra. There was a discussion on the resolution. All ayes and the motion carried.
- b) **RESOLUTION #26-19 TO APPROVE THE ADVANCE BACK FROM FUND 6716-SAFE COMMUNITIES GRANT FOR \$15,000 TO FUND 6705- BOH TO REPAY PREVIOUS ADVANCES:** At 7:03 p.m. a motion was made by Ms. Sigmon to approve Resolution #26-19. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.
- c) **RESOLUTION #26-20 TO GRANT THE HEALTH COMMISSIONER AUTHORITY TO CLOSE FOOD SERVICE OPERATION (FSO) OR RETAIL FOOD ESTABLISHMENT (RFE) UNTER THE AUTHORITY OF OHIO REVISED CODE 3717.49 AND 3717.29 REPECTIVELY, WHEN THERE IS A VIOLATION THAT PRESENTS A CLEAR AND PRESENT DANGER OR IMMEDIATE DANGER TO PUBLIC HEALTH:** At 7:04 p.m. a motion was made by Dr. Iskra to approve Resolution #26-20. The motion was seconded by Ms. Sigmon. There was a discussion on the resolution. All ayes and the motion carried.
- d) **RESOLUTION #26-21 TO AUTHORIZE THE HEALTH COMMISSIONER OR ENVIRONMENTAL HEALTH DIRECTOR TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER POLLUTION CONTROL LOAN FUND AGREEMENT ON BEHALF OF THE COUNTY/HEALTH DISTRICT OF PICKAWAY COUNTY FOR THE REPAIR AND REPLACEMENT OF HOME SEWAGE TREATMENT SYSTEMS FOR THE 2026 GRANT YEAR:** At 7:05 p.m. a motion was made by Ms. Bechtel to approve Resolution #26-21. The motion was seconded by Mr. Huges. There was a discussion on the resolution. At 7:09 p.m. a motion was made to amend Resolution #26-21 to read : To authorize the Health Commissioner or Environmental Health Director to apply for, accept, and enter into a Water Pollution Control Loan Fund Agreement on behalf of the County/Health District of Pickaway County for the repair and replacement of home sewage treatment systems in perpetuity of any year we receive the grant starting with the 2026 grant year. The motion was seconded by Dr. Iskra. All ayes and the amendment carried. All ayes and the motion carried as amended.

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- e) **RESOLUTION #26-22 TO CHANGE THE JUNE 2026 BOARD OF HEALTH REGULAR MEETING FROM JUNE 23, 2026, AT 6:00 PM TO JUNE 16, 2026, AT 6:00 PM DUE TO THE PICKAWAY COUNTY FAIR SCHEDULE:** At 7:04 p.m. a motion was made by Mr. Hughes to approve Resolution #26-22. The motion was seconded by Dr. Iskra. There was a discussion on the resolution. All ayes and the motion carried.

### 10) EXECUTIVE SESSION:

At 7:21 p.m. a motion was made by Ms. Bechtel to go into Executive Session pursuant to ORC 121.22 (G) to discuss personnel matters. It was seconded by Dr. Iskra. All ayes and the motion carried.

#### 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

At 7:29 p.m., a motion was made by Mr. Hughes to come out of executive session. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.

#### 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

### 11) EXECUTIVE SESSION ACTIONS:

NONE

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**12) ADJOURNMENT:** At 7:30 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 April 21, 2026.**

Board of Health President

Date

Health Commissioner

Date