

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**

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REGULAR BOARD OF HEALTH MEETING

JULY 21, 2026

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REGULAR BOARD OF HEALTH MEETING

The Pickaway County General Health District met in regular session on Tuesday, July 21, 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

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 (absent)

Guests in attendance:

None

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At 6:02 pm Dr. Iskra entered.

At 6:02 pm a motion was made by Mr. Hughes to remove Resolution # 26-42 from the agenda. The motion was seconded by Ms. Sigmon. All ayes and the resolution was removed.

2) PUBLIC COMMENT:

None

3) CONTINUING EDUCATION: SUNSHINE LAW

At 6:04 pm Mrs. Fields presented Sunshine Law and the board's responsibility to adhere to sunshine law. Mrs. Fields discussed how to utilize Sunshine Law for their board roles and board meetings.

4) **RESOLUTION #26-40 THE JUNE 2026, BOARD MINUTES:** At 6:21 p.m. a motion was made by Ms. Sigmon to approve the June 16, 2026, board minutes. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

5) **RESOLUTION #26-41 TO APPROVE THE JUNE 2026 BILLS & REVENUE/EXPENSE REPORT:** At 6:22 p.m. a motion was made by Mr. Hughes to approve the June 2026 Bills & Revenue/Expense Reports. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.

6) STAFF REPORTS:

- a) **BUSINESS OFFICE:** In addition to her monthly report, Mrs. Fields shared that all expense reports have been submitted. She stated that the department has applied for the Safe Communities Grant and is awaiting a final funding decision. She also reported that the department was awarded the Cribs for Kids Grant again this year. Mrs. Fields stated that the department attended the remaining scheduled township meetings to discuss District Advisory Council (DAC) funding. She noted that many stakeholders still do not fully understand the scope of services provided by the health department, and staff have used these meetings as an opportunity to educate them on the department's roles and responsibilities. Mrs. Fields also reported that the audit has been approved and that she will be sending the final audit report to the Board for review. Ms. Sigmon asked for an update on the timekeeping system discussed at the previous month's meeting. Mrs. Fields stated that the department selected BambooHR and that she is currently configuring the system for implementation. She plans to introduce the program to staff during the upcoming staff meeting on Friday.

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- b) **VITAL STATISTICS:** There was nothing further to add in addition to the monthly written report.
- c) **CLINICAL HEALTH:** In addition to the monthly written report, Ms. Roberts reported that the department has received the Sexually Transmitted Infection (STI) testing kits and is currently developing the questionnaires and encounter forms. She stated that once Dr. Stafford signs the standing orders, the program will officially launch and be promoted through social media. Ms. Roberts also reported that the department's tuberculosis patient, who has been under direct observation, is expected to complete treatment in August. She shared that CPR training is scheduled for July 29. Mr. Hedges asked for an update on the vending machine program, including the damaged machines, empty machines, and requests for additional machines throughout the county. Ms. Roberts stated that the damaged vending machines have been repaired. Mr. Bull indicated that he would provide additional information regarding the vending machine program during his report. Mr. Hedges asked whether the Memorandum of Understanding (MOU) with PrimaryOne Health was finalized to support treatment referrals associated with the STI testing program. Mr. Bull confirmed that the agreement is ready to move forward.
- d) **MEDICAL DIRECTOR UPDATE:** Dr. Stafford reported that the documentation related to the colorectal screening program has been finalized. He stated that, to his knowledge, none of the individuals with positive screening results have been diagnosed with colorectal cancer. While this is encouraging, he noted that the department has had to conduct follow-up on a significant number of false-positive results. Dr. Stafford shared that, after discussions with the test manufacturer, it was determined that the screening test was primarily validated for individuals around 50 years of age rather than those between 65 and 70 years old. He explained that the ideal screening population is approximately 45 to 55 years of age because older adults have a significantly higher rate of false-positive results.
- e) **ENVIRONMENTAL HEALTH:** In addition to her monthly written report, Ms. Montgomery reported that all Environmental Health staff have completed the ServSafe Food Safety Manager course, allowing them to provide ServSafe training upon successful completion of the required proctored examination. Ms. Montgomery also shared that Environmental Health staff participated in training with the Ohio Department of Agriculture following the department's food safety survey. The survey emphasized the importance of ensuring facilities are properly licensed and conducting process review inspections. As part of the training, staff visited Kroger to review acidified rice preparation procedures and conduct a process review inspection within the sushi department.

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Ms. Montgomery reported that the department partnered with the Pickaway Soil and Water Conservation District to provide educational training for a local realtor group. During the workshop, staff demonstrated ScanView and explained how to use the system. Ms. Montgomery then shared photographs of two nuisance complaint properties, one located in Tarlton and the other in Darby Township. Regarding the Tarlton property, Ms. Montgomery explained that the primary residence is in a deteriorated condition. The property owners have moved into a tiny home located on the property; however, it is not connected to either water or sewer service. Although water and sewer are available on the property, the water service has been disconnected due to unpaid utility bills. Ms. Montgomery stated that the department is nearing the point of escalating enforcement because the property is in violation of the Ohio Administrative Code, which requires sewage generated from a dwelling to be discharged into an approved household sewage treatment system or sanitary sewer. Ms. Bechtel asked whether a resolution would be needed to address the nuisance. Mr. Bull asked how much time had been provided for the property owner. Ms. Montgomery stated that two separate 60-day notices had been issued. Mr. Hedges noted that Tarlton was one of the jurisdictions that voted against the proposed District Advisory Council funding increase, citing concerns that the health department was not sufficiently assisting with nuisance complaints. Mr. Bull explained that the owner of the property is seriously ill and that the Mayor of Tarlton has expressed concern about displacing the resident. He stated that pursuing prosecution could ultimately result in the owner being removed from the property because the sewage violation is a felony offense. He further explained that the conditions shown in the photographs do not, by themselves, constitute a public health nuisance. Mr. Bull added that the property owner has limited financial ability to connect the tiny home to the existing sewer system. He stated that, if the matter were referred to for prosecution, the court could either dismiss the case or order corrective action, potentially requiring financial assistance to complete the connection. If neither occurred, the responsibility for nuisance abatement could ultimately fall to the health department. Rather than declaring the property a public health nuisance at this time, Mr. Bull recommended working with other county agencies to identify resources that could assist the property owner with restoring water service and connecting the tiny home to the existing sewer system. He stated that he would work with Ms. Montgomery to coordinate those efforts. Ms. Montgomery noted that she did not observe sewage surfacing on the ground during her inspections. She reported that the owner's partner has been using restroom facilities at a nearby business, while the owner has been using a bedside commode. She also stated that the bathroom in the primary residence remains functional whenever water service is available. Ms. Montgomery explained that the owner's long-term plan is to demolish the existing residence and relocate the tiny home to the existing foundation. Mr. Bull stated that the department should focus on removing barriers that would allow the nuisance to be resolved rather than immediately pursuing enforcement. Mr. Hedges asked whether the Board could adopt a resolution acknowledging the nuisance while allowing additional time for the department to pursue alternative solutions.

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Mr. Bull explained that once a property is formally declared a public health nuisance, the owner has 30 days to correct the violation before the matter is referred to for prosecution. He emphasized that once such a declaration is made, the department is obligated to continue the enforcement process until the nuisance has been fully abated. Ms. Bechtel asked whether declaring the property a public health nuisance would still allow time for the department to assist the property owner while demonstrating support for the Village. Mr. Bull responded that the department is already supporting the Village and emphasized that declaring a public health nuisance is intended to be a last resort after all reasonable alternatives have been exhausted. Mr. Hedges asked Dr. Strafford for his opinion. Dr. Strafford stated that once a matter reaches the court system, the issue enters "no man's land," as the court has legal authority but limited ability to ensure corrective action is completed. Ms. Montgomery clarified that she presented the nuisance cases primarily to keep the Board informed of active enforcement matters in the event Board members receive questions from the public. Mr. Hedges then asked Ms. Montgomery to briefly discuss the second nuisance complaint. Ms. Montgomery explained that the London Road property is currently progressing through the enforcement process under applicable township ordinances. The owner stated that he inherited both the property and its contents and has been gradually removing debris. Ms. Montgomery reported that some progress has been made, although certain items appear to have been relocated rather than removed. She also stated that no sewage was observed surfacing during inspections and that the property is currently unoccupied. She explained that the primary concern is a solid waste issue and that the department intends to continue working cooperatively with the property owner as long as progress continues. Ms. Bechtel asked about the department's general nuisance complaint process. Ms. Montgomery explained that, after a sewage nuisance complaint is received, the department sends a letter to the property owner outlining the allegations and providing 14 days to respond before an inspection is conducted. Following the inspection, if violations are confirmed, a Notice of Violation is issued, allowing 60 days for corrective action. A reinspection is then conducted. If the violations remain unresolved, a second Notice of Violation is issued with an additional 60-day compliance period. If compliance is still not achieved, the matter is presented to the Board for consideration of a public health nuisance declaration. Following such a declaration, the property owner has 30 days to correct the violations before the matter is referred to the Prosecutor's Office for enforcement. She noted that this process ensures property owners are afforded due process throughout the enforcement proceedings. Ms. Montgomery states the London Rd. location is currently going through the enforcement process for some of the townships' specific ordinances. Ms. Montgomery states that it is a solid waste issue and her plan is to continue working with the owner to become compliant if he continues to give the department updates.

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HEALTH COMMISSIONER REPORT: Mr. Bull reported that the District Advisory Council (DAC) approved the proposed 10% funding increase by a vote of 11 in favor, 7 opposed, with 1 abstention. He stated that the department received feedback from several jurisdictions regarding their votes against the increase and that he would share that feedback with the Board. Mr. Bull also reported that Brian Cooper, a nurse from Muhlenberg Township, was elected as the new Board of Health member and will begin at the next board meeting. Mr. Bull informed the Board that, the day after the DAC funding increase was approved, he was contacted by Marc Rogols and advised that the Mobile Health Clinic could no longer be stored at the Emergency Management Agency (EMA) building. He explained that the unit must remain plugged in to keep the generator charged. The reason provided was that all county departments are facing budget constraints and that the previous agreement to store the unit at the EMA building was intended to be temporary. Mr. Bull stated that he is exploring alternative storage locations. Mr. Hedges noted that MedCare plugs its emergency vehicles into electrical service at the Berger Hospital parking lot and suggested discussing whether Berger Hospital could accommodate the Mobile Health Clinic as well. Ms. Sigmon asked for an update on the steering committee to which Mr. Bull had been invited. Mr. Bull stated that he attended the meeting and explained that the committee is focused on improving walking and bicycling opportunities within the community. He shared that the City is pursuing significant grant funding to make the area more walkable and bike-friendly. Mr. Bull also reported that he attended the ribbon-cutting ceremony for Coleman Health Services' new 24-hour behavioral health crisis facility in Ross County, hosted in partnership with ADAMH. He explained that individuals experiencing an immediate behavioral health crisis will be able to receive care at the facility rather than being diverted to an emergency department. The facility will serve residents throughout the Paint Valley region. Ms. Sigmon asked whether the department had been awarded the Responsible Fatherhood Grant. Mr. Bull reported that the department was not selected for funding and that the grant was instead awarded to the Scioto Correctional Facility to serve both Scioto and Pickaway counties. Mr. Bull proposed establishing a Finance Subcommittee that would meet prior to regular Board meetings to focus on financial matters. He explained that the committee would review topics such as District Advisory Council funding, levy planning, budget development, financial forecasting, and monthly financial reports. The committee would also have the opportunity to review the Board's financial reports in advance of the regular Board meeting to allow for more thorough discussion and analysis. Mr. Bull concluded by sharing that the department's new website is now live. He noted that it remains under construction and that updates are being made daily until all content has been completed. He also shared that staff have requested the purchase of two additional vending machines using Integrated Harm Reduction Grant funding. Mr. Bull stated that the department is currently gathering additional utilization data and statistics to support the request before moving forward with the purchase.

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7) OLD BUSINESS:

- a) None

8) EXECUTIVE SESSION:

At 7:33 p.m. a motion was made by Ms. Sigmon to go into Executive Session pursuant to ORC 121.22 (G) to discuss personnel matters and compensation. It was seconded by Mr. Hughes. 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 8:07 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

9) EXECUTIVE SESSION ACTIONS:

NONE

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10) NEW BUSINESS:

a) RESOLUTION #26-43 TO APPROVE THE 2027 PRELIMINARY TAX BUDGET:

At 8:08 p.m. a motion was made by Dr. Iskra to approve Resolution #26-43. The motion was

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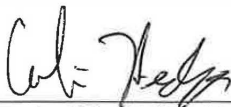
10) NEW BUSINESS:

a) RESOLUTION #26-43 TO APPROVE THE 2027 PRELIMINARY TAX BUDGET:

At 8:08 p.m. a motion was made by Dr. Iskra to approve Resolution #26-43. The motion was seconded by Mr. Hughes. There was a discussion on the resolution. All ayes and the motion carried.

11) ADJOURNMENT: At 8:09 p.m. a motion was made by Mr. Hughes to adjourn. The motion was seconded by Ms. Sigmon. Meeting adjourned.

Next Board of Health Regular Meeting is to be held on August 18, 2026.



Board of Health President

8-18-26

Date



Health Commissioner

8-18-26

Date