

# Washington County Board of Health

## MINUTES

DATE: 12-9-19

PLACE: 342 MUSKINGUM DRIVE  
MARIETTA, OHIO

TIME: 5:30 P.M.

|   |   |                  |  |   |
|---|---|------------------|--|---|
| <b>PRESIDENT OR PRESIDING OFFICER</b>                               | Bruce Kelbaugh  |                  |  |   |
| <b>TYPE OF MEETING</b>  | <input checked="" type="checkbox"/> REGULAR MEETING           |                  | <input type="checkbox"/> SPECIAL MEETING               |   |
| <b>SECRETARY</b>  | Roger Coffman   |                  |  |   |
| <b>ATTENDEES</b>  | <input type="checkbox"/> Nat Sistrunk                         | TERM EXP: 3/2020 | <input checked="" type="checkbox"/> Roger Coffman      | <input checked="" type="checkbox"/> Austin Tweedy |
|   | <input checked="" type="checkbox"/> Bruce Kelbaugh, President | TERM EXP: 3/2022 | <input checked="" type="checkbox"/> Jeannie Farnsworth | <input checked="" type="checkbox"/> Chasity Mayle |
|   | <input checked="" type="checkbox"/> Jeffrey Patey, M.D.       | TERM EXP: 3/2021 | <input checked="" type="checkbox"/> Josh Lane          | <input type="checkbox"/>                          |
|   | <input checked="" type="checkbox"/> Richard Daniell           | TERM EXP: 3/2023 | <input checked="" type="checkbox"/> Val Betkoski       | <input type="checkbox"/>                          |
|   | <input checked="" type="checkbox"/> Jeff Jones                | TERM EXP: 3/2024 | <input checked="" type="checkbox"/> Crystal Earley     | <input type="checkbox"/>                          |
| GUESTS: SEE ATTACHED SIGN IN SHEET. THIS MEETING IS BEING RECORDED. |   |                  |  |   |

## AGENDA:

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| <b>CALL TO ORDER</b>          | At 5:30 p.m. by Mr. Kelbaugh.   |
| <b>PUBLIC FORUM</b>           | Austin Tweedy, the new Sanitarian in Training (S.I.T.), was introduced. Other employees present were introduced. Gary Doan would like to reserve time, if needed, to comment later in the meeting.  |
| <b>APPROVAL OF THE AGENDA</b> | <p>Additions: New Business Contract for Kelly Miller, Dr. Avery contract, C.E.U and Executive session to discuss employment. Post CMH position.<br/>Deletions: None</p> <p>MOVED: Dr. Patey SECONDED: Mr. Jones PASS</p>  |
| <b>CONSENT AGENDA</b>         | MOVED: Mr. Daniell SECONDED: Mr. Jones PASS   |
| <b>REPORTS:</b>               |   |
| <b>NURSING</b>                | Funding update - \$2000.00 more came in this year than last year. \$17,000.00 of funds were brought in this year through CMH. Jaylynn Barker submitted her resignation. Portsmouth has not gotten back to Ms. Betkoski about her HIV certification. C.E.U's could be needed for renewal of the certification. This would facilitate HIV and HEP C testing at each Charmed Thursday session. Mr. Daniell asked about testing, Two or three a month come in, once a month, it's a barrier that we do not offer the testing more often. Mr. Kelbaugh asked if the \$17,000.00 went to CMH salary. Ms. Betkoski explained how the BCMH funding works, including the federally funded section, \$10.00 per 15 minute increment. The Dental sealant is going very well, Ms. Brown rocks! When the report was completed, Ms. Betkoski asked to be excused to travel to attend a meeting in Columbus. |
| <b>ENVIRONMENTAL</b>          | Mr. Lane reported that significant time will be committed to soil evaluation training for Mr. Tweedy, and the backlog of soil tests. There will be less time for food, so the contract for Kelly Miller is very important. Discussion of the approval for Mr. Tweedy to conduct soil tests was completed. Mr. Daniell reported that a technician from the Health Dept, would historically do soil tests.  |
| <b>POPULATION HEALTH</b>      | There were no questions on the written report. Also, the resignation letter was received for Stacy Heiss.   |
| <b>ADMINISTRATOR</b>          | Mr. Coffman discussed the OSU Extension committee and AOHC White paper. The ODH letter regarding possible Health Dept. mergers was presented to the Board.  |
| <b>FINANCE</b>                | Ms. Farnsworth reported that Nursing funds have come in above what was anticipated. Nursing budgeted for \$85,000 of income and \$95,000.00 has come in so far. The Nursing budget is still tough to balance with unfunded mandates such as Infectious disease to account for.  |
| <b>PHEP</b>                   | Ms. Earley reported that the budget was corrected for a State wide 1% reduction of federal money for the PHEP grant.  |

**BUSINESS AGENDA**

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| <b>OLD BUSINESS</b> |   |                 |
| <b>MOTION</b>       | Mr. Daniell moved to approve the resolution to adopt the Washington County Commissioners Health Benefits Plan. Mr. Jones seconded the motion. |                 |
| <b>DISCUSSION</b>   | Jeannie stated that good employee health is needed for the productivity of this Department.   |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
| VOTE: PASS          |   |                 |

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| <b>NEW BUSINESS</b> |   |                 |
| <b>MOTION</b>       | Mr. Jones moved to approve the Tobacco Prevention/Community Health Coordinator job offer to Josh Thompson. Mr. Daniell seconded the motion. |                 |
| <b>DISCUSSION</b>   | Mr. Daniell confirmed that this position is funded by the existing Tobacco Prevention grant.  |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
| VOTE: PASS          |   |                 |

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| <b>MOTION</b>       | Mr. Daniell moved to approve the refund of septic fees to Larry Fouss. Mr. Jones seconded the motion. |                 |
| <b>DISCUSSION</b>   | Refund was requested by the customer of Mr. Fouss to pay for Christmas presents.                      |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
| VOTE: PASS          |   |                 |

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| <b>MOTION</b>                  | Mr. Jones moved to approve the resolution approving Austin Tweedy to complete soil surveys. Mr. Daniell seconded the motion. |                 |
| <b>DISCUSSION</b>              | Discussion involved soil evaluation education and training for Mr. Tweedy.   |                 |
| <b>ACTION ITEMS</b>            | <b>PERSON RESPONSIBLE</b>  | <b>DEADLINE</b> |
| Roll Call vote was as follows: |  |                 |
| Mr. Kelbaugh, Yes              |  |                 |
| Dr. Patey, M.D., Yes           |  |                 |
| Mr. Daniell, Yes               |  |                 |
| Mr. Jones, Yes                 |  |                 |
| VOTE: PASS                     |  |                 |

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| <b>MOTION</b>   | Dr. Patey moved to have the first reading of resolution 2019-03. Mr. Jones seconded. Completed reading number one. |                 |
| <b>Food Program Fee Changes – Retail Food Establishments / Food Service Operations</b>  |  |                 |
| <ul style="list-style-type: none"> <li>• Class I &lt; 25,000 ft2 food fee, <b>increase</b> from \$156 to \$161, Class I &gt; 25,000 ft2 food fee, <b>decrease</b> from \$223 to \$221</li> <li>• Class II &lt; 25,000 ft2 food fee, <b>remain</b> \$175, Class II &gt; 25,000 ft2 food fee, <b>decrease</b> from \$235 to \$229</li> <li>• Class III &lt; 25,000 ft2 food fee, <b>decrease</b> from \$330 to \$317, Class III &gt; 25,000 ft2 food fee, <b>decrease</b> from \$820 to \$755</li> <li>• Class IV &lt; 25,000 ft2 food fee, <b>decrease</b> from \$418 to \$395, Class IV &gt; 25,000 ft2 food fee, <b>decrease</b> from \$869 to \$799</li> <li>• Mobile food permit fee – current fee \$116, <b>increase</b> to \$133</li> <li>• Temporary component fee – no change; remains at \$35/day</li> <li>• Vending permit fee, <b>increase</b> from \$37.31 to \$38.01</li> </ul> |  |                 |
| <b>DISCUSSION</b>   | This document is the December 4, 2019 update. Specific fees and ODH requirements were discussed.                   |                 |
| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b>  | <b>DEADLINE</b> |
| VOTE: PASS  |  |                 |

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| <b>MOTION</b>                    | Mr. Jones moved to approve the Budget Resolutions for the Fiscal Year ending December 31, 2020. The Amended Certificates and Appropriations are listed as 6012001, 6012002, 6012003, 6012005, 6012006, 6012007, 6012008, 6012009, 6012011, 6012012, 6012013, 6012014, 6012015, 6012017, 6012022, and 6012023. |                 |
| Mr. Daniell seconded the motion. |   |                 |
| <b>ACTION ITEMS</b>              | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
| Roll Call vote was as follows:   |   |                 |
| Mr. Kelbaugh, Yes                |   |                 |
| Dr. Patey, M.D., Yes             |   |                 |
| Mr. Daniell, Yes                 |   |                 |
| Mr. Jones, Yes                   |   |                 |
| VOTE: PASS                       |   |                 |

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| <b>MOTION</b>                    | Mr. Jones moved to approve 2019 Budget Adjustment Resolutions FS 2019-31, FS 2019-32, FS 2019-33, FS 2019-34, FS 2019-35, FS 2019-36, FS 2019-37, FS 2019-38, FS 2019-39, FS 2019-40, FS 2019-41, FS 2019-42, FS 2019-43, FS 2019-44, FS 2019-45. |                 |
| Mr. Daniell seconded the motion. |   |                 |
| <b>DISCUSSION</b>                | Ms. Farnsworth discussed information regarding increases and decreases in income and expenses during 2019.  |                 |
| <b>ACTION ITEMS</b>              | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
| Roll Call vote was as follows:   |   |                 |
| Mr. Kelbaugh, Yes                |   |                 |
| Dr. Patey, M.D., Yes             |   |                 |
| Mr. Daniell, Yes                 |   |                 |
| Mr. Jones, Yes                   |   |                 |
| VOTE: PASS                       |   |                 |

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| <b>MOTION</b>   | Mr. Daniell moved a motion adopting a resolution that all monthly supervisor reports go directly to the Administrator. All comp time hours, paid leave, sick leave must be approved by Administrator. All time working at home will be approved by the Administrator. All media contact must be Administrator or his designee (except necessary notices by the PIC). All leadership vacations and all Gilman visits approved by Administrator. All timecards submitted daily to the Administrator. Future BOH meetings will not require employee attendance, unless requested by the Administrator. All travel requests are to go through the Administrator. Administrator will attend Commissioners meeting, as need be (or others as designated by the Administrator). |                 |
| Mr. Jones Seconded.   |  |                 |
| <b>DISCUSSION</b>   | Sherry Ellem is designated through PHEP to talk to media about EOC notifications.  |                 |
| Administrator will work out additions to PHEP and Falls Prevention travel. Send email notifications of travel details to Roger. |  |                 |
| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b>  | <b>DEADLINE</b> |
| VOTE: PASS  |  |                 |
| <b>MOTION</b>   | Mr. Daniells moved to post the C.M.H. Registered Nurse position using the same pay scale as Jaylynn Barker's posting. Dr. Patey seconded the motion.   |                 |
| <b>DISCUSSION</b>   |  |                 |
| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b>  | <b>DEADLINE</b> |
| VOTE: PASS  |  |                 |

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| <b>MOTION</b>   | Mr. Daniell moved to go into executive session for employment discussions. Mr. Jones seconded the motion. |                 |
| <b>ACTION ITEMS</b>   | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
| Roll Call vote was as follows:                                |   |                 |
| Mr. Kelbaugh, Yes   |   |                 |
| Dr. Patey, M.D., Yes  |   |                 |
| Mr. Daniell, Yes  |   |                 |
| Mr. Jones, Yes  |   |                 |
| VOTE: PASS. The Board went into Executive session at 6:51 pm. |   |                 |

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| <b>MOTION</b>       | The Board came out of executive session at 7:03 pm.   |                 |
|                     | Mr. Jones moved a motion for Richard Clark, M.D. to be the Health Commissioner and Medical Director at \$50.00 per hour, 2.5 hours per week, Jan 1, 2020 through Dec 31 2020. Dr. Patey seconded.   |                 |
| <b>DISCUSSION</b>   | Mr. Kelbaugh stated that Dr. Clark is currently the Health Commissioner and Medical Director at the Morgan County Health Department and the Medical Director of the Noble County Health Department. Dr. Clark was recommended by Shaun Ray, Noble County Health Commissioner and the Ohio Department of Health. |                 |
|                     | Dr. Patey also expressed his support of Dr. Clark.  |                 |
| <b>ACTION ITEMS</b> | <b>PERSON RESPONSIBLE</b>   | <b>DEADLINE</b> |
| VOTE: PASS          |   |                 |

| <b>ACTION ITEMS</b>  | <b>PERSON RESPONSIBLE</b> | <b>DEADLINE</b>        |
|--|---------------------------|------------------------|
| Buckeye Hills Regional C. may need assistance with the workload.   | Roger Coffman             |                        |
| Speak to Commissioners about the move to Gilman Ave. location.   | Bruce Kelbaugh            |                        |
| Rapid Engagement Team Contract request is at B.H.B. for David Browne to complete the contract.               | Roger Coffman             |                        |
| Letter to realtor regarding sanitarian in training hire.   | Roger Coffman             |                        |
| RCORP Budget   | Roger Coffman             | Jan 2020 board meeting |
| Board of Health Information on Google drive  | Jeannie Farnsworth        |                        |
| Three readings of Food resolution 2019-03, Public hearing in Jan 2020 to Invite restaurants in for comments. | Josh Lane                 |                        |
| Food Fee Change Resolution Reading # 2 in January 2020 + copy in Board book for this meeting.                | Roger Coffman             | Jan 2020               |
| Update personnel policy with new resolution  | Roger Coffman             | Immediately            |
| 2 hours of C.E.U. for Dr. Patey - training in the BOH packet.  | Roger Coffman             |                        |
| 15 minutes of CEU's for BOH members, Health Dept. staff can conduct training.                                | Roger Coffman             |                        |

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| <b>MOTION</b> | Seeing no further business, Mr. Kelbaugh adjourned the meeting at 7:07 pm. |
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The next Board of Health meeting is scheduled for January 13, 2020.

Respectfully submitted,

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Roger Coffman

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Bruce Kelbaugh