



# Board of Health Sidney-Shelby County

Pamela R. Riggs, MPH  
Health Commissioner

Phone: (937) 498-7249  
Fax: (937) 498-7013  
sschd@shelbycountyhealthdept.org  
shelbycountyhealthdept.org

202 W. Poplar Street, Sidney, OH 45365

## BOARD OF HEALTH MEETING Meeting Minutes for July 20, 2022 7:00 – 9:00 PM

### I. BOARD OF HEALTH ATTENDANCE:

#### CALL TO ORDER / ROLL CALL:

Aaron M. Sargeant, DVM, PhD  
BOH President

Bill Ankney  
BOH Member

Time: 7:01 PM

Ted Holthaus, MBA, PAS  
BOH Member/Vice President

Luke Snider  
BOH Member

Matthew S. Vasko, MD  
BOH Member

#### SSCHD ADMINISTRATION AND STAFF:

Pamela Riggs, MPH  
Health Commissioner

Erica Lentz, MHA, RN  
Deputy Health Commissioner/Director of Nursing

Kent Topp, REHS - Absent  
EH Director

Tia Toner  
Human Resources Manager

Ted Wuebker, REHS  
Registered Environmental Health Specialist

#### GUEST

Joe Moniaci (and Daughter)  
City of Sidney Representative

Tom Budde  
Guest

#### PUBLIC PARTICIPATION:

No submission for a public request to speak before the BOH was received by the required date. Refer to the Board of Health's - 2021 Public Participation Policy

The July 20, 2022 Board of Health meeting was held on the second floor of the Sidney City Building. The SSCHD Board meeting has been meeting in this space. Due to COVID the regular space (*conference room*) of the Health Department located at 202 W. Poplar St., Sidney, Ohio has not been used due to small room size.

Dr. Aaron Sargeant, Board President, called the meeting to order at 7:01 PM. All Board members were in attendance on this date.

### II. REVIEW AND APPROVE (07.20. 2022) AGENDA:

APPROVED: YES

Luke Snider made the motion to accept and approve the July 20, 2022 Board of Health agenda with the following changes noted. Bill Ankney seconded the motion. The private water system variance and updates to be provided by Ted Wuebker on EH programs was moved to the beginning of the agenda. This change was done to accommodate Mr. Tom Budde's time. All Ayes and motion passed unanimously.

**MOVED FROM ENVIRONMENTAL HEALTH SECTION:** The private water system variance under discussion will be located at 12073 Brugeman Ave., Minster in McLean Township. Ted Wuebker, REHS spoke and provided information and details for the variance (*Refer to the documents provided on the property*). Due to the small size of the property, this property did not meet the required criteria for placement of a new system unless a variance was provided by the Board of Health. (*Refer to OAC-Rule 3701.28.07 | Location, operation, and maintenance of private water systems – can be found at the following web address: <https://codes.ohio.gov/ohio-administrative-code/rule-3701-28-07>*).

Ted Holthaus made the motion to accept and approve the private water system variance – regarding placement no less than five (5) feet from any property line for the home located at 12073 Brugeman Ave., Minster, Ohio followed by a second from Luke Snider. All Ayes and motion passed unanimously.

Ted Wuebker provided Environmental Health information on two environmental health programs. He provided good information and education for the Board members and audience.

Across Ohio, the C&DD Disposal is regulated by the Ohio Environmental Protection Agency. Ohio Revised Code provides for Ohio EPA to administer and enforce the provisions of Chapters 3714 and 3734, in particular with regard to solid waste facilities, infectious waste treatment facilities, and construction and demolition debris (C&DD facilities).

Sidney-Shelby County Health Department is one of the 113 local health departments approved to administer and enforce Ohio's solid waste, infectious waste, and construction and demolition debris laws and regulations. SSCHD issue licenses to facilities perform inspections of facilities and initiate enforcement actions. OEPA conducts a survey of each approved health district on an annual basis. Ohio EPA has approved SSCHD for solid waste and C&DD as of 02.08.2021.

SSHD inspects the Shelby County Transfer Station quarterly. The closed landfill is inspected annually. Infectious waste inspections are done on a complaint basis. Tire storage sites are investigated and must comply with state mandates. Nuisance complaints are investigated and abated. Intent to use clean fill on a site must be registered with the health department and the site approved for this purpose.

### III. APPROVE (06.15.2022) MEETING MINUTES:

APPROVED: YES

Luke Snider made the motion to accept and approve the 06.15.2022 meeting minutes. Bill Ankney seconded the motion. All Ayes and motion passed unanimously.

### IV. FINANCIAL REPORTS:

- A. Luke Snider made the motion to accept and approve June 2022 Board of Health funds as provided followed by a second from Dr. Vasko. All Ayes and the motion passed unanimously. APPROVED: YES
- B. Luke Snider made the motion to accept and approve the June 2022 monthly Pay-In totals - total of \$143,562.85. Dr. Vasko seconded the motion. All Ayes and the motion passed. APPROVED: YES
- C. Luke Snider made the motion to accept and approve the provided the yearly Pay-In totals for \$1,372,530.98. Dr. Vasko followed with a second. All Ayes and motion passed unanimously. APPROVED: YES
- D. Dr. Vasko made the motion to accept and approve the paid vouchers as provided \$53,241.02. Luke Snider followed with a second. All Ayes and motion passed unanimously. APPROVED: YES
- E. Luke Snider made the motion to provide payment of \$4,300.00 to Family and Children First Council (FCFC) for the year 2023. Dr. Vasko followed with a second. All Ayes and motion passed unanimously.
- F. Luke Snider made a motion to increase Appropriations in account #9113-41027-56000 (*Workforce Development Grant*) for Other Expenses by \$2,000.00 (\$3,000.00 + \$2,000.00 = \$5,000.00 - Refer to June 15, 2022 Letter to County Auditor).
- G. Luke Snider made a motion to Create/Set Up New Fund with Revenue and Appropriation Amounts as indicated by the Attachment (*COVID-19 Enhanced Operations Grant - Refer to June 22, 2022 Letter to County Auditor*). D. Vasko seconded the motion. All Ayes and motion passed.
- H. Luke Snider made a motion to accept and approve all of the following *Workforce Development Grant* Changes as listed below in Section H – numbers 1 through 4. (Refer to June 30, 2022 Letter to County Auditor). This was followed by a second from Bill Ankney. All Ayes and all motions listed below passed unanimously.
  1. Increase Revenue in Account #9113-41027-44258 by \$25,000.00; ( $\$160,000.00 + \$25,000.00 = \$185,000.00$ ) APPROVED: YES
  2. Increase Appropriations in #9113-41027-50002 Salaries by \$27,500.00 ( $\$85,000.00 + \$27,500.00 = \$112,500.00$ ) APPROVED: YES
  3. Increase Appropriations in #9113-41027-51201 Medicare by \$400.00 ( $\$700.00 + \$400.00 = \$1,100.00$ ) APPROVED: YES
  4. Increase Appropriations in #9113-41027-51001 Salaries by \$3,500.00 ( $\$7,500.00 + \$3,500.00 = \$11,000.00$ ) APPROVED: YES

The information above will **no** longer be a motion for a vote to accept and approve, but will be a “*For Your Information*” item since this falls under the BOH policy entitled *Administrative Management Policy - Delegation of Authority and Responsibility* that was approved by the Board of Health (06.15.2022).

### V. ENVIRONMENTAL HEALTH REPORT – KENT TOPP - DIRECTOR OF ENVIRONMENTAL HEALTH

- A. Kent Topp was not available for this meeting. He was attending the township trustees meeting.
- B. This was moved to the beginning of the meeting. **Variance – Private Water system** – Property Located at 12073 Brugeman Ave., Minster, McLean Twp.; - ATTN: Tom and Tina Budde
- C. **Condemnation Order** (06.22.2022) – Property Located at 222 Washington St., Sidney; ATTN: Patricia Cottrell Estate c/o Cindy Jackson. Rusty Schwepe will re-inspect the property in 30 days for updates/corrections. Ted Holthaus made the motion to accept and approve followed by a second from Luke Snider. All Ayes and motion passed.
- D. **Condemnation Order** (07.01.2022) – Property Located at 307 Lake Place, Sidney; ATTN: Rickey Sturm. Rusty Schwepe will re-inspect the property August 01, 2022. Ted Holthaus made the motion to accept and approve followed by a second from Luke Snider. All Ayes and motion passed.
- E. **FYI - Notification** - Modification of Contract— Plumbing Program Miami County Public Health Letter dated 06.24.2022. SSCHD is awaiting updates on the contract.

### VIII. NURSING REPORT AND UPDATES - ERICA LENTZ – DEPUTY HEALTH COMMISSIONER / NURSING DIRECTOR

- A. June 2022 - Nursing Division Report - Refer to attachment

- B. Kara Kaczmarek, RN provided a letter of resignation as the HMG supervisor. She is moving out of state.
- C. Will be trying to hire – 2 Part-time Nurses
- D. **FYI** - Ohio Department of Health (ODH) Director Bruce Vanderhoff, MD, MBA, announced today (06.13.2022) that ODH has identified a probable case of Monkeypox infection in an adult male Ohio resident based on preliminary testing at the ODH laboratory. Confirmatory Monkeypox testing at the U.S. Centers for Disease Control and Prevention (CDC) is pending. Refer to ODH News Release

**IX. HUMAN RESOURCES UPDATE – TIA TONER HUMAN RESOURCES MANAGER**

- A. There has been *Management Discussion* regarding the use of stipends for cell phones. Staff will have the option to opt in to this program. This could lower the phone costs per month. Staff will use personal phone to have option for a monthly stipend.
- B. Country Concert – Safe Communities Grant Activity – video was developed with law enforcement and will run during the concert about “Don’t Drink and Drive”. Everyone present was able to watch the video seen at County Concert. This video will be used for future events. Funding for development was provided by multiple vendors.

**X. HEALTH COMMISSIONER UPDATES – Pamela Riggs**

- A. **FYI – COVID UPDATES:** HHS extended the COVID-19 public health emergency July 15. The agency extended the declaration, which has been in place since January 2020, through Oct. 13 and will give states 60 days' notice before the termination or expiration of the declaration, CNN reported July 15.  
The move comes as COVID-19 cases, hospitalizations and deaths increase nationwide as the highly transmissible omicron sub variant BA.5 continues to spread. The CDC estimates BA.5 accounts for 65 percent of U.S. COVID-19 cases.  
NACCHO launches new interactive COVID-19 dashboard. This will provide accurate, timely and localized data for local health departments.
  - As of 07/18/2022 – US COVID-19 data: US COVID-19 data (CDC COVID Data Tracker: Cases, Deaths, and Testing): 89M cases with 1,018,578 deaths, 882,166 new cases in last 7 days (data updated 07/18)
- B. **NORS Dashboard** - located at <https://wwwn.cdc.gov/norsdashboard/>. This CDC dashboard can be used to search and access data from reports of foodborne and waterborne disease outbreaks and enteric (intestinal) disease outbreaks spread by contact with environmental sources, infected people or animals, and other means. All available years include 1971 to 2020. By hovering over the state of Ohio on the US map, 2649 outbreaks have taken place. In year 2020, Ohio had 107 outbreaks.
- C. **Discussion of the SSCHD levy.** Discussion to put the levy to the Shelby County voters in November, 2023 took place. In January, the discussion will begin on how to proceed as well as dates. No later than July 2023, the BOH will vote to have it put on the November 2023 ballot.

**XI. EXECUTIVE SESSION:** <https://codes.ohio.gov/ohio-administrative-code/rule-3358:17-1-04.2>

*Reminder:* There are six (6) valid reasons for holding an executive session. The vote to go into executive sessions must be a roll call vote and the vote coming out must also be a roll call vote. (ORC Section 121.22 Public Meetings) – See page 3

*\*Provide Names of additional persons that may be asked to participate in Executive Session\**

**To Enter Into Executive Session:** The appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official, or the investigation of charges or complaints against an employee, official, licensee or student, unless the employee, official, licensee or student requests a public hearing;

At **8:45 PM**, Luke Snider made a motion followed by a second from Bill Ankney to enter into Executive Session for the purpose of discussing the evaluation of the Health Commissioner performance. This session included include all Board of Health members as noted below and the Health Commissioner, Pamela Riggs. All Ayes and the motion passed unanimously. All other administrative staff - not included. **APPROVED: YES**

<i>Name</i>	<i>AYE</i>	<i>NAY</i>
<i>Aaron Sargeant - President</i>	X	
<i>Ted Holthaus – Vice President</i>	X	
<i>Bill Ankney</i>	X	
<i>Luke Snider</i>	X	
<i>Matthew S. Vasko, MD</i>	X	

**To Enter Into Regular Session (Exit Executive Session):**

At **9:22 PM**, Ted Holthaus made a motion followed by a second from Luke Snider to exit from Executive Session and return into regular session. This included all Board of Health members and Pamela Riggs, Health Commissioner. All Ayes and the motion passed unanimously. No actions were taken. **APPROVED: YES**

<i>Name</i>	<i>AYE</i>	<i>NAY</i>
<i>Aaron Sargeant - President</i>	X	
<i>Ted Holthaus – Vice President</i>	X	
<i>Bill Ankney</i>	X	
<i>Luke Snider</i>	X	
<i>Matthew S. Vasko, MD</i>	X	

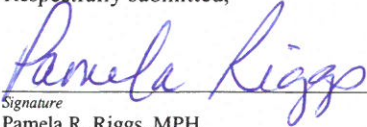
**XII. MEETING CONCLUSION / ADJOURNMENT:**

The meeting was adjourned with a motion by Ted Holthaus followed by a second from Luke Snider at **9:24** PM. All ayes and the motion passed. The meeting adjourned.

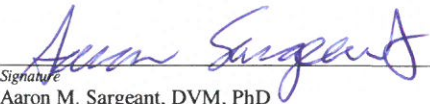
The next BOH meeting is scheduled for August 17, 2022 beginning at 7:00 PM to be held on the second floor of the Sidney City Building.

**Reminder:** Board of Health Training – 2.0 Continuing Education Credits required annually (December 31, 2022)  
*If you have any credits from 2021 – Please Turn In  
Time to start collecting credits for 2022*

Respectfully submitted,



Signature  
Pamela R. Riggs, MPH  
Health Commissioner and Secretary to Board of Health  
Sidney-Shelby County Health Department



Signature  
Aaron M. Sargeant, DVM, PhD  
President - Board of Health  
Sidney-Shelby County Health Department

BOH Approved 17 Aug 2022  
Date