



**Public Health**  
Prevent. Promote. Protect.

# Board of Health Sidney-Shelby County

Pamela R. Riggs, MPH  
Health Commissioner

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202 W. Poplar Street, Sidney, OH 45365

## BOARD OF HEALTH MEETING October 19, 2022 7:00 PM

**Reminder In-person location:** All Board Members and Concerned Citizens of Shelby County  
City Administration Building, 201 W. Poplar St., Sidney, Ohio 45365  
**Please use the Corner Entrance door for this meeting**

**PUBLIC PARTICIPATION** (Public request submitted to speak to BOH to be received by 10.13.2022 by 12N)  
Reference: 2022 Public Participation Policy

### BOH AGENDA Rev.2

- I. CALL TO ORDER / ROLL CALL:** **TIME:** \_\_\_\_\_ AM / PM  
 Aaron M. Sargeant, DVM, PhD (AS) \_\_\_\_\_ Bill Ankney (BA) \_\_\_\_\_  
 Ted Holthaus, MBA, PAS (TH) \_\_\_\_\_ Luke Snider (LS) Absent  
 Matthew S. Vasko, MD (MV) \_\_\_\_\_
- PUBLIC**  
 Joe Moniaci \_\_\_\_\_  
 Sidney City Council Representative
- II. REVIEW AND APPROVE AGENDA (10.13.2022)**
- |                              |               |     |    |
|------------------------------|---------------|-----|----|
| 1 <sup>st</sup> _____        | Any Changes   | YES | NO |
| 2 <sup>nd</sup> _____        | Motion Passed | YES | NO |
| <i>Questions or Comments</i> |               |     |    |
- IV. APPROVE BOH MEETING MINUTES (September 21, 2022):**
- |                              |               |     |    |
|------------------------------|---------------|-----|----|
| 1 <sup>st</sup> _____        | Any Changes   | YES | NO |
| 2 <sup>nd</sup> _____        | Motion Passed | YES | NO |
| <i>Questions or Comments</i> |               |     |    |
- V. FINANCIAL REPORTS:**
- A. September 2022 Pay-In Totals**
- |   |               |                     |    |
|---|---------------|---------------------|----|
| Motion to Accept and Approve Fund Report as Provided: | Total equals  | <u>\$163,850.62</u> |    |
| 1 <sup>st</sup> _____                                 | Motion Passed | YES                 | NO |
| 2 <sup>nd</sup> _____                                 |               |                     |    |
- B. 2022 Actual YTD Revenue (09.30.2022)**
- |   |               |                       |    |
|---|---------------|-----------------------|----|
| Motion to Accept and Approve Fund Report as Provided: | Total equals  | <u>\$2,058,524.97</u> |    |
| 1 <sup>st</sup> _____                                 | Motion Passed | YES                   | NO |
| 2 <sup>nd</sup> _____                                 |               |                       |    |
- C. 2022 Actual YTD Expenses (09.30.2022)**
- |   |               |                       |    |
|---|---------------|-----------------------|----|
| Motion to Accept and Approve Fund Report as Provided: | Total equals  | <u>\$1,948,811.03</u> |    |
| 1 <sup>st</sup> _____                                 | Motion Passed | YES                   | NO |
| 2 <sup>nd</sup> _____                                 |               |                       |    |
- D. 2022 Vouchers Paid (September 15 to October 12, 2022) - Updated**
- |  |               |                     |    |
|--|---------------|---------------------|----|
| Motion to Accept and Approve Payment(s) as Provided: | Total equals  | <u>\$ 48,892.97</u> |    |
| 1 <sup>st</sup> _____                                | Motion Passed | YES                 | NO |
| 2 <sup>nd</sup> _____                                |               |                     |    |
- E. FOOD - Increase Appropriations in 9006-410.8-51001 PERS by \$2,500.00** (\$11,250.00 + \$2,500.00 = \$13,750.00)  
 Motion to Accept-Approve Increase Appropriations per Auditor's Letter (09.26.2022)
- |                       |               |     |    |
|-----------------------|---------------|-----|----|
| 1 <sup>st</sup> _____ | Motion Passed | YES | NO |
| 2 <sup>nd</sup> _____ |               |     |    |
- F. Increase Building Maintenance Agreement Funding Amount**  
 Motion to Accept-Approve Increase Available Funding for Maintenance Agreement from \$1000.00
- |                       |               |     |    |
|-----------------------|---------------|-----|----|
| 1 <sup>st</sup> _____ | Motion Passed | YES | NO |
| 2 <sup>nd</sup> _____ |               |     |    |

VI.

**ENVIRONMENTAL HEALTH REPORT**

**A. Food Safety Program – First Reading: Resolution 22-4, “Food Safety Program Fees”**

*Motion to Accept-Approve Changes in Food Program Fees*

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Motion Passed YES NO

**B. HSTS Variance: Keith Dapore, 3270 Kaiser Rd., Fr. Loramie, Cynthia Twp.**

*Motion to Accept-Approve HSTS Variance*

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Motion Passed YES NO

**C. Approval to Hire Contractor to Abate Nuisance: (Ricky Sturm, 307 Lake Place, Sidney, OH):**

*Motion to Accept-Approve Contractor Hiring*

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Motion Passed YES NO

**D. Condemnation Order: Annette Holmes / Alex Reck: (5880 St. Rt. 29, Lot 32, Sidney - A & R Reck Hidden Valley Mobile Home Park in Pasco)**

*Motion to Accept-Approve Condemnation Order*

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Motion Passed YES NO

**E. FYI - 2022 Shelby County Tire Recycling Day Flyer (November 16, 2022 Between 8:00 AM -1:00 PM)**

**VII. PUBLIC HEALTH NURSING REPORT– ERICA LENTZ - DIRECTOR OF NURSING/DEPUTY HEALTH COMMISSIONER**

**A.** October 2022 - Nursing Division Report - *Refer to attachment*

**B.** Communicable Disease Report - *Refer to attachment*

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

**A.** Section 4 – Personnel Policy and Procedure Manual

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Any Changes YES NO

Motion Passed YES NO

**IX. MONTHLY UPDATE(S) - HEALTH COMMISSIONER UPDATES – PAMELA RIGGS**

**A. FYI:**

- Health Commissioner University (HCU) October 11-12, 2022
- Finance Training – AOHC (11.29 – 11.30.2022) (Kim DeLoye, Finance and I – attending training)
- LPHSC, Inc. – Business Associate Agreement Signed
- Painting – Clinic Rooms
- Lobby and Hallway Carpets Cleaned
- On the Monday (November 21, 2022) before Thanksgiving, APHA, Research!America and leading public health organizations take time to recognize public health professionals who work tirelessly every day to protect the health of all people and all communities. (<https://www.apha.org/What-is-Public-Health/thank-you>)

**B. Adoption of 2023 Board of Health Meeting Dates (October 19, 2022)**

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Changes YES NO

Motion Passed YES NO

**C. Adoption for Erica Lentz, Deputy Health Commissioner to Sign Documents in Health Commissioner’s Absence**

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Motion Passed YES NO

Motion Passed YES NO

**D.** On the Monday (November 21, 2022) before Thanksgiving, APHA, Research!America and leading public health organizations take time to recognize public health professionals who work tirelessly every day to protect the health of all people and all communities. (<https://www.apha.org/What-is-Public-Health/thank-you>)

**X. 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;

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ TIME: \_\_\_\_\_ PM Motion Passed YES NO

NAME	AYE	NAY
Aaron Sargeant - President		
Ted Holthaus – Vice President		
Bill Ankney		
Luke Snider		
Matthew S. Vasko, MD		

To Enter Into Regular Session (Leave Executive Session):

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

TIME: \_\_\_\_\_

Motion Passed

PM

YES

NO

NAME	AYE	NAY
Aaron Sargeant - President		
Ted Holthaus - Vice President		
Bill Ankney		
Luke Snider		
Matthew S. Vasko, MD		

**XII. ADJOURNMENT:**

Motion to Adjourn – October 19, 2022 Meeting

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

TIME: \_\_\_\_\_

Motion Passed

PM

YES

NO

**REMINDER:** Next Board of Health Meeting – November 16, 2022 at 7:00 p.m.

LOCATION: Sidney City Building

201 W. Poplar St.

Sidney, Ohio 45365

**Future Board of Health Meetings:**

December 21, 2022

January 18, 2023

**Reminder: Board of Health Training – 2.0 Continuing Education Credits required annually (December 31, 2022)**

*If you have any credits from 2021 and/or 2022 – Please Turn In*

*Time to start collecting credits for 2022*

