



Public Health
Prevent. Promote. Protect.

Board of Health Sidney-Shelby County

202 W. Poplar Street, Sidney, OH 45365

Pamela R. Riggs, MPH
Health Commissioner

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BOARD OF HEALTH MEETING Meeting Minutes for August 17, 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: 7:00 PM

Ted Holthaus, MBA, PAS - Absent
BOH Member/Vice President

Luke Snider - Absent
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 - Absent
Human Resources Manager

Jay Stammen, REHS
Registered Environmental Health Specialist

GUEST

Joe Moniaci
City of Sidney Representative

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 August 17, 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 7:00 PM. Three of the five Board members were in attendance on this date. Ted Holthaus and Luke Snider were absent for this meeting.

II. REVIEW AND APPROVE (08.17.2022) AGENDA:

APPROVED: YES

Bill Ankney made the motion to accept and approve the August 17, 2022 Board of Health agenda with no changes noted. Dr. Vasko seconded the motion to approve (including Dr. Sargeant). All Ayes and motion passed unanimously.

The Environmental Health food program discussion provided by Jay Stammen was moved to the beginning of the agenda. This change was done prior to the meeting and was on the agenda.

MOVED FROM ENVIRONMENTAL HEALTH SECTION: Jay Stammen went over the food inspection form that is used by all EH staff when doing food inspections. The food safety program from ODH can be found at the following website:

<https://odh.ohio.gov/know-our-programs/food-safety-program/welcome-to>. The ODH website has multiple fact sheets, food code reference guides, and other important information. Reference attached food inspection report (*Authority: Chapters 3717 and 3715 Ohio Revised Code*) that was used for discussion. Currently there are 260 brick and mortar food places that are inspected minimum of two times per year; approximately 60 food-temporary licenses in a year (i.e., festivals / fairs, country concert, etc.). Completed inspection reports are now posted on the SSCHD website for review as well as the rules, forms, fact sheets, technical information, helpful links, recalls, and safety alerts. (Webpage: <https://shelbycountyhealthdept.org/enviornmental-health/food-service/>). Questions are asked of the employees to find out if they know the rules/regulations. Copy of the food inspection report attached to minutes.

Jay gave information and answered questions including:

- Different risk levels of food inspections (i.e., Level 1 – selling pre-packaged food – ex. Dollar General to Level 4 – due to handling and preparation of food including reheating, offering raw meats, poultry, fish, etc. – ex. Tavolo Restaurant.

- Inspection dates and times are not usually announced.
 - Level 3 and 4 needs to have a manager trained and certificate by ODH.
 - There are several food illnesses that must be reported – and the person cannot work until released. For example – symptoms such as vomiting, diarrhea the person is not to work.
 - Employees are not allowed to eat in the kitchen where food is prepared – except in special areas.
 - #8 – on inspection report – hands are clean and properly washed and #9 – no bare hand contact to some foods. Need adequate hand washing.
 - #11 – Foods to be obtained from approved source - eggs for example – need to be inspected.
 - #12 – Foods to be received at proper temperature.
 - #18 – Proper time and temperature (ex. Eggs at 145°); reheat – bulk to 165°. Proper hot holding temperature – to keep bacteria from increasing; proper cold holding 41° or less.
 - Date marking / disposition – 7 day use by date
 - #24 – label time within 4 hr.
 - #25 - Consumer Advisory items – ex. Oysters. Food establishments must use a consumer advisory whenever raw or undercooked animal food is on the menu.
 - Medium rare – cooked at 165° - automatically moves to level 4.
 - #28 – Toxic substances – properly identified, stored used.
 - #29 – Compliance with reduced oxygen packaging, other specialized processes – to reduce oxygen in the air.
 - Custom processing – ex. – Davis processing – to be done after hours – uninspected products.
 - Critical – level 4. Level 4 – buffet – hot held greater 135°.
 - Variances – only ODA and ODH can grant this. Ex. – Wendy’s has state-wide variance on cheese.
 - #38 – pasteurized eggs (Pasteurization is a process of gently heating eggs to kill bacteria. The eggs are quickly heated to 140°F (60°C). The heat is just enough to get rid of the bacteria, without actually cooking the eggs. Pasteurization process protects from dangerous foodborne illnesses such as salmonellosis).
 - Ice and water from approved source
 - 135° down to 70° in 2 hour time frame and then down to less than 40° in 6 hours.
 - #44 – proper labeling
 - #48 – wiping cloths (common violation – stored in the sanitizer)
 - Personal cleanliness. No latex gloves; single use items.
 - #55 – three (3) compartment sink. Proper backflow; Hot and cold water;
 - #62 – dogs now can be on the patio.
 - Deli at super market cannot have direct hand contact with the deli meat.
- Jay Stammen left the meeting following presentation and questions.

III. APPROVE (07.20.2022) MEETING MINUTES:

APPROVED: YES

Dr. Vasko made the motion to accept and approve the 07.20.2022 meeting minutes. Bill Ankney seconded the motion. All Ayes (including Dr. Sargeant) and motion passed unanimously.

IV. FINANCIAL REPORTS:

- A. Dr. Vasko made the motion to accept and approve July 2022 Board of Health *Pay-In Totals* (\$114,536.71) as provided followed by a second from Bill Ankney. All Ayes (including Dr. Sargeant) and the motion passed unanimously.
- APPROVED: YES
- B. Dr. Vasko made the motion to accept and approve the yearly *Pay-In Totals* fund report - total of \$1,487,067.69. Bill Ankney seconded the motion. All Ayes (including Dr. Sargeant) and the motion passed.
- APPROVED: YES
- C. Bill Ankney made the motion to accept and approve the paid vouchers as provided \$53,241.02. Dr. Vasko followed with a second (including Dr. Sargeant). All Ayes and motion passed unanimously.
- APPROVED: YES
- D. Dr. Vasko made a motion to accept and approve the Budget Revenue and Expenses as indicated by the Attachment (COVID-19 Enhanced Operations Grant. Bill Ankney seconded the motion. All Ayes (including Dr. Sargeant) and motion passed.

V. ENVIRONMENTAL HEALTH

- A. Kent Topp was not available for this meeting.
- B. The EH update was moved to the beginning of the meeting.

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

- A. Nursing Division Report – Refer to attachment provided
 - B. Communicable Disease Report provided
 - C. Will be trying to hire – 1 more Part-time Nurse
 - D. One (1) new patient added to Help Me Grow – now at maximum.
- Dr. Vasko asked about COVID. Discussion ensued. Erica discussed the issue of Well Child Clinics – this is the 2nd month with no patients. Internal discussion will take place about possibilities.

IX. HUMAN RESOURCES UPDATE – TIA TONER HUMAN RESOURCES MANAGER

- 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. Dr. Vasko made the motion to accept and approve the cell phone letter followed by a second by Bill Ankney. All Ayes (including Dr. Sargeant) and motion passed unanimously.
- A. A letter was provided and signed for BOH approval to be sent to County Auditor.

X. HEALTH COMMISSIONER UPDATES – Pamela Riggs

- **FYI – MONKEYPOX UPDATES:** There are [6,326 cases nationally with 30 cases](#) reported in Ohio as of 5 pm yesterday. Most of Ohio’s cases are in our large metro regions, to include Cleveland, Cincinnati, and Columbus and surrounding areas. A [monkeypox chapter](#) is available in the Infectious Disease Control Manual. Additionally, a [Director’s Journal Entry](#) covering Monkeypox Virus Reporting has been posted; the timeframe for reporting is next business day. Testing for monkeypox is available through several commercial labs.
- At this time, there is a very limited amount of vaccine available. ODH has been working with our local partners to offer vaccine for individuals who have been exposed to monkeypox,
- Many people infected with monkeypox virus have a [mild, self-limiting disease course](#) in the absence of specific therapy. However, the prognosis for monkeypox depends on multiple factors, such as previous vaccination status, initial health status, concurrent illnesses, and comorbidities among others. ODH has requested and received a defined amount of Tecovirimat (TPOXX) from the federal government’s Strategic National Stockpile to preposition within Ohio. Finally, and most importantly, the CDC has stressed the importance of messaging to targeted communities about other prevention methods.
- There is currently not enough vaccine for the at risk population, therefore we encourage all LHDs to work with stakeholders and engaged providers to help provide education and information about the disease and prevention methods. CDC has released a Key Messages document for MPX (most recent document is dated 7/28/22), which has been attached to the meeting notes.
- Dates will be sent out to BOH members for later in the year to set up strategic planning session with BOH members and administration.

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 **8:12 PM**, Bill Ankney made a motion followed by a second from Dr. Vasko to enter into Executive Session for the purpose of discussing/providing information on the evaluation of the Health Commissioner’s performance. This session included all Board of Health members in attendance and the Health Commissioner, Pamela Riggs. All Ayes (including Dr. Sargeant) 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>	<i>X</i>	
<i>Ted Holthaus – Vice President</i>	<i>---</i>	
<i>Bill Ankney</i>	<i>X</i>	
<i>Luke Snider</i>	<i>---</i>	
<i>Matthew S. Vasko, MD</i>	<i>X</i>	

To Exit Executive Session (To Re-Enter Into Regular Session):

At **8:45 PM**, Dr. Vasko made a motion followed by a second from Bill Ankney to exit Executive Session and return into regular session. This included all Board of Health members and Pamela Riggs, Health Commissioner. All Ayes (including Dr. Sargeant) 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>	<i>X</i>	
<i>Ted Holthaus – Vice President</i>	<i>---</i>	
<i>Bill Ankney</i>	<i>X</i>	
<i>Luke Snider</i>	<i>---</i>	
<i>Matthew S. Vasko, MD</i>	<i>X</i>	

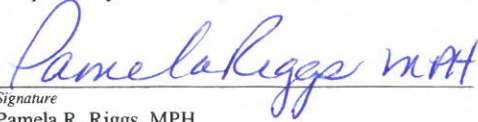
XII. MEETING CONCLUSION / ADJOURNMENT:

The meeting was adjourned from a motion by [Bill Ankney](#) followed by a second from [Dr. Vasko](#) at **8:46 PM**. All ayes (including Dr. Sargeant) and the motion passed. The meeting adjourned.

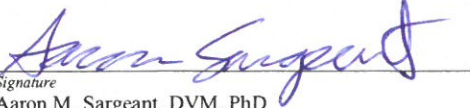
The next BOH meeting is scheduled for September 21, 2022 beginning at 7:00 PM to be held on the second floor of the Sidney City Building.

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 21 Sep 2022
Date