



**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 September 21, 2022 7:00 – 8:19 PM

**PUBLIC PARTICIPATION:** Refer to the Board of Health's - 2021 *Public Participation Policy*  
No submission for a public request to speak before the BOH was received.

### 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  
BOH Member

Matthew S. Vasko, MD  
BOH Member

#### PUBLIC

Joe Moniaci  
Sidney City Council Representative

#### SSCHD ADMINISTRATION AND STAFF:

Pamela Riggs, MPH  
Health Commissioner

Kent Topp  
EH Director

Tia Toner  
HR Manager

The Nursing Director/Deputy Health Commissioner was not in attendance for this meeting.

The meeting was held on the second floor of the Sidney City Administration Building located at 201 W. Poplar St., Sidney, Ohio. This space has worked very well for the Board of Health meetings.

**FYI** - The city of Sidney has agreed to allow the BOH to continue to hold their meetings on the second floor conference room for the monthly BOH dates for the year 2023.

### II. MEETING CALLED TO ORDER:

Dr. Aaron Sargeant, Board President, called the meeting to order at 7:00 PM. Ted Holthaus was not in attendance on this date. All other members were present.

### III. REVIEW AND APPROVE (09.21.2022) AGENDA:

No changes were made to the revised agenda. Luke Snider made the motion to approve and adopt 09.21.2022 agenda followed by a second from Bill Ankney. All Ayes and motion passed unanimously.

**ANY CHANGES: NO**

### IV. APPROVE (08.17.2022) MEETING MINUTES:

Luke Snider made the motion to accept and approve the 08.17.2022 meeting minutes without any changes. Dr. Vasko seconded the motion. All Ayes and motion passed unanimously.

**APPROVED: YES**

### V. FINANCIAL REPORTS:

A. Dr. Vasko made the motion to accept and approve Board of Health August 2022 Pay-In Totals (\$407,606.66) as provided and Luke Snider followed with a second. All Ayes and motion passed unanimously. **APPROVED: YES**

B. Dr. Vasko made the motion to accept and approve Board of Health Yearly Pay-In Totals (08.31.2022) for a total of \$1,894,674.35. Luke Snider seconded. All Ayes - motion passed unanimously. **APPROVED: YES**

C. Dr. Vasko made the motion to accept and approve the (08.11.2022 – 09.16.2022) voucher payments for \$66,286.09 as provided. Luke Snider followed with a second. All Ayes and motion passed unanimously. **APPROVED: YES**

- D. Kim DeLoye, Fiscal Officer, was in attendance for this meeting. She explained her spreadsheets and the process. Dr. Vasko would like to see visuals such as bar graphs / dashboard to assist the process.
- E. Kim DeLoye and the Health Commissioner will be attending a 2-day Finance Training course in November that is sponsored by AOHC. The course will be held at the Union County Health Department on November 29-30, 2022.
- F. **FYI - Ohio Auditor of State** – determined that an Independent Public Accountant (IPA) firm will be engaged to perform the engagements related to the Sidney-Shelby County Board of Health for the biennial fiscal period ending 12.31.2022 and the next two subsequent periods.

**VIII. ENVIRONMENTAL HEALTH REPORT****KENT TOPP – EH DIRECTOR**

- A. Aaron Sargeant made the motion to accept and approve the *Order to Remain Vacant* for the property located at 744-746 N. Main Ave., Sidney, OH (*Norman and Nicole Cromes*). Dr. Vasko seconded the motion. All Ayes and motion passed unanimously.
- B. Aaron Sargeant made the motion to accept and approve the *Order to Remain Vacant* for the property located at 12108 Granville Ave., Minster, OH (*Tonya Devilbiss*). Dr. Vasko seconded the motion. All Ayes and motion passed unanimously.
- C. Aaron Sargeant made the motion to accept and approve the *Condemnation Order* for the property located at 10040 Thompson Schiff Rd., Sidney, OH (*Robin Laughlin and Gretchen Henry*).
- D. Kent Topp gave an update on the Retail Food Establishment Licensing (RFE) and Inspection Program Survey. Awaiting official report but exit interview/discussion was excellent. All Registered Environmental Health Sanitarians (*REHS*) passed with the highest being 95%. Great job!

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

- A. Erica Lentz was not able to attend the meeting but provided handouts.
- B. *Infectious Disease Report Attachment - August* – Total confirmed cases was 349 (*same as year 2021*); probable cases was 112 (*year 2021 was 34 less*); and suspected cases was 5 (*year 2021 was 3 less*). There was a total of 466 cases in August 2022 compared to 429 in August 2021.
- C. *COVID-19 Update* – For the month of August there were 445 cases; 3 hospitalizations and 2 deaths.

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

- A. The Personnel Policy and Procedure Manual is being updated section by section.
- B. The tablets and software purchased for the BOH members are now up and running. The BOH members who were present at the meeting received theirs. Tia Toner showed the members how to use and connect.

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

- A. **FYI:**
  - AOHC Fall Conference attendance (*09.14 – 09.16.2022*)
  - Health Commissioner University (HCU) (*October 11-13, 2022*) – HC will be presenting on 2 topics to new health commissioners
  - Finance Training – AOHC (*11.29 – 11.30.2022*) – HC will be attending this training with finance officer
  - September – *National Preparedness Month*
- B. **BOH HOLIDAYS ADOPTION OF 2023 – 2025 CALENDAR** (*September 21, 2022*) **APPROVED: YES**  
Bill Ankney made the motion to accept and approve the holiday schedule from 2023 to 2025. Luke Snider seconded the motion. All Ayes and motion passed unanimously.
- C. **ANNUAL REVIEW OF PUBLIC PARTICIPATION POLICY** (*September 21, 2022*)  
Luke Snider made the motion to accept and approve the current *Public Participation Policy* with 1 change. It will be reviewed every 3 years rather than every year. The next review date will be September, 2025. Bill Ankney seconded the motion. All Ayes and motion passed unanimously. **APPROVED: YES**

**D. ANNUAL REVIEW OF PROFESSIONAL STAFF LICENSURE POLICY** (*September 21, 2022*) Luke Snider made the motion to accept and approve the current public participation policy without no changes. Bill Ankney seconded he motion. All Ayes and motion passed unanimously. **APPROVED: YES**

**D. PERFORMANCE MANAGEMENT / QI UPDATES - DOCUMENTS**

**XI. EXECUTIVE SESSION – N/A**

**XII. ADJOURNMENT**

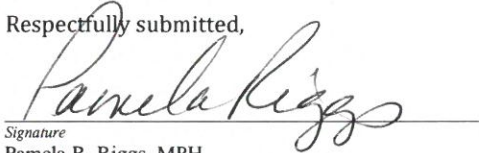
**Time: 8:19 PM**

Luke Snider made the motion to adjourn the BOH meeting followed by a second from Bill Ankney. All Ayes and motion passed. The meeting was concluded.

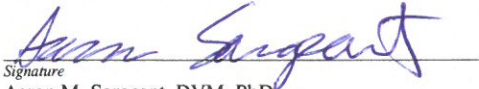
**Reminder: Board of Health Training – 2.0 Continuing Education Credits required annually (December 31, 2022)**

***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 19 Oct 2022  
*Date*