



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 November 16, 2022 7:00 – 8:44 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 has been received as of 12.13.2022.

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.

I. BOARD OF HEALTH ATTENDANCE:

CALL TO ORDER / ROLL CALL:

Time: 7:02 PM

Dr. Aaron Sargeant, Board President, called the meeting to order at 7:00 PM. All BOH members were present on this date.

Aaron M. Sargeant, DVM, PhD
BOH President

Bill Ankney
BOH Member

Ted Holthaus, MBA, PAS
BOH Member/Vice President

Luke Snider
BOH Member

Matthew S. Vasko, MD
BOH Member

PUBLIC

Joseph Moniaci – Sidney City Council Member

Jeff Clark – Clark Excavating
Cole Jacobs – C J Engineering

FOOD PROGRAM

Tim Lynch – Iutis

Jeff Clark - Iutis

SSCHD ADMINISTRATION AND STAFF:

Pamela Riggs, MPH
Health Commissioner

Kent Topp, REHS
EH Director

Kim DeLoye
Finance Officer

Tia Toner
HR Manager

Erica Lentz, MSN, RN
Nurs Director/Dep H.C.

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. REVIEW AND APPROVE (11.16.2022) BOH AGENDA:

APPROVED: YES

Luke Snider made the motion to approve and accept the 11.16.2022 Board agenda followed by a second from Bill Ankney. All Ayes and motion unanimously passed.

III. PUBLIC HEARING FOR THE FOOD SAFETY PROGRAM – 2ND READING: RESOLUTION 22-4, “*FOOD SAFETY PROGRAM FEES*”

- **NOTE:** The Board of Health of the Sidney-Shelby County Health Department, pursuant to Ohio Revised Code Section 3709.09, may establish a uniform system of fees to pay the cost of any service provided by the Board.
- **NOTE:** Food fees are based on a state-wide cost methodology process which takes into account the amount of time put into the program by health department employees and other costs associated with the process. The health department inspects food service establishments, such as restaurants, food trucks or any commercial operation that serves food to evaluate if any health and safety violations might have occurred.

During the second reading of food fees, the public is able to ask questions and discuss why / why not they feel that they do not want the increase(s) in fees to take effect. A discussion involving the changes (increase) in food fees for 2023 took place. Kent Topp spoke to everyone about how costs are determined per Ohio regulations. Since year 2018 in Shelby County, there has not been increases in food fees.

Two individuals initiated a discussion from a non-profit point of view for “why” increased costs. The increase in costs discussion was regarding a non-profit (*for kids*) that provides food, hats, etc. for no cost to kids and pays for maintenance of their building.

Kent Topp was asked to review the costs of non-profits versus profit costs to be provided to the BOH at the next meeting.

Following the public discussion, Ted Holthaus made the motion to approve and accept the increase in food fees for the food safety program fees. Dr. Vasko seconded the motion. All Ayes and the motion unanimously passed. **APPROVED: YES**

The **2023 FOOD SAFETY PROGRAM FEES** third and final reading will take place at the December 2022 Board of Health meeting.

The new and increased food fee structure will begin January 01, 2023.

IV. APPROVE BOH MEETING MINUTES (10.19.2022):

Ted Holthaus made the motion to accept and approve the October 19, 2022 meeting minutes. Luke Snider followed with a second to the motion. All Ayes and motion passed unanimously.

V. FINANCIAL REPORTS:

Kim DeLoye, Fiscal Officer, was in attendance for this meeting. She explained her spreadsheets and the process.

Kim and Pam will be going to the AOHC sponsored Finance training on – November 29-30, 2022.

FYI

• Total Year Balance	=	\$2,214,757.22
• October 2022 Pay-In	=	\$156,232.25
• September 2022 Pay-In	=	\$163,850.62
• August 2022 Pay-In	=	\$407,606.66
• Carry-Over from 2021	=	\$840,660.03

FYI: Tia Toner is working on the Health Department preliminary budget for 2023 along with Kim DeLoye.

- A. Luke Snider made a motion to accept and approve Board of Health **October 2022 Pay-In Totals (\$156,732.25)** as provided and Bill Ankney followed with a second. All Ayes and motion passed unanimously. **APPROVED: YES**
- B. Luke Snider made the motion to accept and approve the **2022 Actual YTD Revenue (10.31.2022)** of **(\$2,214,757.22)** after Advances (Refer to Column-B). Bill Ankney seconded the motion and All Ayes – motion passed unanimously.
- C. Luke Snider made a motion to accept and approve Board of Health **2022 Actual YTD Expenses (10.31.2022)** for a total of **\$2,167,183.33**. Bill Ankney seconded the motion and All Ayes - motion passed unanimously. **APPROVED: YES**
- D. Dr. Vasko made a motion to accept and approve Board of Health **Voucher Payments Paid (10.13.2022 to 11.09.2022)** for a total of **\$53,760.72**. Luke Snider seconded the motion and All Ayes - motion passed unanimously. **APPROVED: YES**
- E. Ted Holthaus made the motion to Accept-Approve the **Increase in Appropriations 9004-41036-54040 Other Supplies – Medical by \$25,500.00** ($\$125,000 + \$25,000.00 = \$150,000.00$). Bill Ankney seconded the motion. All Ayes and the motion passed unanimously.
- F. Luke Snider made the motion for payment of **Painting Invoice** to Ron Phillips in the **Building Maintenance Agreement of \$1,325.00** for services provided. Bill Ankney seconded the motion. All Ayes - motion passed unanimously.

VI. ENVIRONMENTAL HEALTH REPORT

KENT TOPP, REHS – EH DIRECTOR

- A. **Food Safety Program – Second Reading: Resolution 22-4, “Food Safety Program Fees”.** *Moved to beginning of Board of Health agenda – Page 1*
- B. **Update to the BOH packet.** *Variance from OAC 3701-29-15-(G) and Section 3 of S-SCHD Resolution 14-7 for the sewage system as it is currently installed. The variance is needed for the home owned by John & Mary Tangeman - located at 5060 Amsterdam Rd., Minster, OH 45865. House addition installed and sewage system upgrade installed - In order to approve the variance - see attached documents.*

Following discussion, Luke Snider made the motion to accept and approve the variance as submitted followed by a second from Bill Ankney. All Ayes and motion passed unanimously.

- Discussion took place about the septic system location. Since 2015 a soil scientist is required to determine water table for location. The system is in the correct location but not in depth. There was transposition of a number allowing for incorrect numbers causing an issue with depth of system. The system is in the correct location but depth is the issue. Due to the fact that the system is already in the ground
- *The water table is the level at which underground water saturates the soil. A water table describes the boundary between water-saturated ground and unsaturated ground. The water table is an underground boundary between the soil surface and the area where groundwater saturates spaces between sediments and cracks in rock.*
- A letter will be written between parties to be signed with the agreed upon requirements and to become part of the sewage file.

C. 2023 Spring Solid Waste Clean-Up

Ted Holthaus made the motion to accept and approve up to \$4,000.00 for the *Spring Solid Waste Clean-up project*. Luke Snider seconded the motion. All Ayes and motion passed unanimously.

D. Several For Your Information (FYI) items below:

- Mosquito Control Grant Closeout - Final Report submitted (10.26.2022)
- 2022 Shelby County Tire Recycling Day Flyer (November 16, 2022 between 8:00 AM - 1:00 PM).
Two semi-trucks were loaded with tires at \$2.00 per tire. NFA (10 Students) assisted with the project.
- OEPA Letter - RE: Shelby County Landfill (11.07.2022)
Meeting with Prosecutor Sell was set up for December 07, 2022 at 11:00 o'clock. Attendees included Kent Topp - EH Director; Rusty Schwepe, REHS; Ben Hickerson, REHS-in-training; and Pamela Riggs, Health Commissioner – who met with Prosecutor. Discussion took place about the landfill and responsibility for its issues. Documents were provided so that he had an idea of the landfill's past. The prosecutor took notes.
- 2022 OEPA Survey to take place (November 16 – 17, 2022)

VII. NURSING REPORT AND UPDATES**ERICA LENTZ, MSN, RN – DEPUTY HEALTH COMMISSIONER / NURSING DIRECTOR**

- A. Ms. Lentz provided the November 2022 *Nursing Division Report*. This report provides information about the many nursing programs. Refer to attachment.
- B. *Infectious Disease Report Attachment* was provided.
- C. *Influenza Season Report* provided.
- D. FYI – CDC Health Advisory – *Increased Respiratory Virus Activity, Especially Among Children*

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

The SSCHD *Personnel Policy and Procedure Manual* is being updated section by section. Dr. Vasko made a motion to accept and approve **Section IV** of the *Personnel Policy and Procedure Manual*. Ted Holthaus seconded the motion. All Ayes and motion passed unanimously.

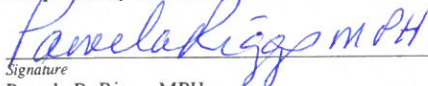
X. HEALTH COMMISSIONER UPDATES**PAMELA RIGGS**

- New Employee Training (*Union County Health Department, 940 London Ave #1100, Marysville, Ohio*)
- Finance Training – AOHC (11.29 – 11.30.2022) (Kim DeLoye, Finance and I – attending training)
- BEAM (Building Expertise in Administration and Management)
- Physician Reception – (11.10.2022) Shelby Oaks Golf Club - 6:00 PM
- Shelby County Trustees and Clerks Association Dinner (11.17.2022)
- Painting – 4 Clinic Rooms Completed
- Food Drive
- Shelby County Elected Officials Contact Information Provided
- 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>
- 2023 Health Insurance Updates - Board of County Commissioners (10.20.2022) Increase in Employer Costs

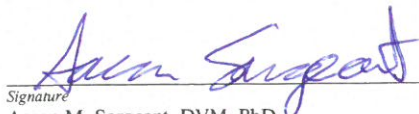
X. ADJOURNMENT**Time: 8:44PM**

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.

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

Date

21 Dec 2022

Reminder: Board of Health Training – 2.0 Continuing Education Credits required annually (12.31.2022)