



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 Meeting Minutes for January 18, 2023 7:00 – 7:59 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 well for the Board of Health meetings.

I. BOARD OF HEALTH ATTENDANCE:

CALL TO ORDER / ROLL CALL:

Time: **7:00 PM**

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

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 – EXCUSED ABSENCE
BOH Member

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
Deputy HC/Director of Nursing

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 (01.18.2023) BOH AGENDA:

Bill Ankney made the motion to approve and accept the (01.13.2023) Board agenda followed by a second from Luke Snider. All Ayes and motion unanimously passed. **APPROVED: YES**

III. APPROVE BOH MEETING MINUTES (12.21.2022):

Ted Holthaus made the motion to accept and approve the December BOH meeting minutes with the necessary changes as discussed. Luke Snider followed with a second to the motion. All Ayes and motion passed unanimously. **APPROVED: YES**

IV. FINANCIAL REPORTS:

Kim DeLoye, Fiscal Officer, was in attendance. She explained her spreadsheets and process used to develop. She answered questions.

- A. Ted Holthaus made the resolution to approve **Resolution 12-1 - "Then and Now"** Certificate for the amount \$12,531.68 followed by a second from Bill Ankney. All Ayes and resolution passed. **APPROVED: YES**
- Pursuant to ORC 5705.41(D) provides for exceptions: *Vital Statistics Expenses Certificate Opened 01.05.2023*
- B. Bill Ankney made the motion to accept and approve the corrected (December 2022 Pay-In Totals) from \$138,892.40 to adjusted total of \$136,892.40, difference of \$2000.00. Luke Snider seconded the motion. All Ayes and motion passed. **APPROVED: YES**
- C. Bill Ankney made the motion to accept and approve the *October, November, December 2022 Pay-in Totals* with required change from \$705,425.84, as listed in the agenda, to corrected amount of \$421,159.12. The corrected amount was then seconded by Luke Snider. All Ayes and motion passed. **APPROVED: YES**
- D. Bill Ankney made the motion to accept and approve the Actual YTD Revenue with a second by Luke Snider (Column B) Actual 2022 Year-to-Date **Revenue** equals \$2,553,684.09 minus Advances (from Health) \$74,000 equals \$2,479,684.09. All Ayes and motion passed. **APPROVED: YES**

- E. Bill Ankney made the motion to accept and approve the Actual YTD Expenses with a second by Luke Snider
(Column I) Actual 2022 Year-to-Date **Expenses** equals \$2,633,928.67 minus Advances (from Health) \$74,000 equals \$2,559,928.67.
All Ayes and motion passed. **APPROVED: YES**

FYI - (Column O) Actual 2022 Year-to-Date **Balance** equals \$760,415.45.

- F. Bill Ankney made the motion to accept and approve the paid *December 14, 2022 to January 10, 2023* vouchers for total of \$52,255.36.
This was followed by a second from Luke Snider. All Ayes and motion passed. **APPROVED: YES**

- G. **FYI - 2023 REVISED BOH BUDGET** (Approved 12.21.2022) (Prepared 01.04.2023) Total Revenue equals \$1,918,530.20
Total Expenses equals \$1,856,100.00

V. ENVIRONMENTAL HEALTH REPORT

KENT TOPP, REHS – EH DIRECTOR

- A. Ted Holthaus made a motion to accept and approve the **Notice of Condemnation** for the property located at *332 N. West Ave., Sidney, OH*. Luke Snider seconded the motion and All Ayes - motion passed unanimously. **APPROVED: YES**
- B. Luke Snider made the motion for the **Order to Remain Vacant** for property located at *625 Second Ave., Sidney, OH*. Ted Holthaus seconded the motion. All Ayes - motion passed unanimously. **APPROVED: YES**
- C. **FYI** – The Sidney-Shelby County Health Department was placed on the **EPA DIRECTOR’S APPROVED LISTS (Solid & Infectious Waste Program)** – Letter dated *01.06.2023*

VI. NURSING REPORT AND UPDATES

ERICA LENTZ, MSN, RN – DEPUTY HEALTH COMMISSIONER / NURSING DIRECTOR

- A. The January 2023 *Nursing Division Report* was provided.
- B. *The Infectious Disease Report* attachment was provided. The report had a change in presentation of information – easier to understand.
- C. **FYI** - *Influenza Season Report* was provided from Montgomery County and West Central Ohio.
- D. *The Reportable Conditions (Confirmed Cases)* from years 2015-2022 was provided.

VII. HUMAN RESOURCES UPDATE

TIA TONER HUMAN RESOURCES MANAGER

VIII. HEALTH COMMISSIONER UPDATES

PAMELA RIGGS – HEALTH COMMISSIONER

Discussion of weekly updates that have sent out over the past several weeks. Decision was made to only send news that was needed and extremely important.


The SSCHD Annual Report is in the works and will be provided as soon as completed.

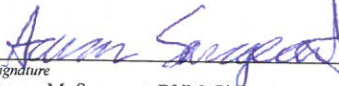
X. ADJOURNMENT

Time: 7:59 PM

Ted Holthaus made the motion to adjourn the *01.18.2023* BOH meeting followed by a second from Luke Snider. All Ayes and motion passed. The meeting was concluded.

Respectfully submitted,


 Signature
 Pamela R. Riggs, MPH *Deputy Health Commissioner*
 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 15 Feb 2023
Date

Reminder: Board of Health Training – 2.0 Continuing Education Credits required annually!