



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

# Board of Health Sidney-Shelby County

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The regular meeting of the Sidney-Shelby County Board of Health was called to order by Dr. Aaron Sargeant at 7:00 p.m. on December 20, 2023. The meeting was held at the health department located at 202 West Poplar Street, Sidney, Ohio.

Other Board of Health members present included; Bill Ankney, Shelby Pence, and Dr. Matthew Vasko. Also in attendance were Kent Topp, REHS, Environmental Health Director, Erica Lentz, MSN, RN, Health Commissioner, Tia Toner, HR Manager, Kimberly DeLoye, Fiscal Officer, and Joe Sargeant.

## **ADOPTION OF REVISED AGENDA**

Dr. Vasko moved, seconded by Ms. Pence to approve the revised agenda. Motion approved.

## **APPROVAL OF NOVEMBER 15, 2023 MEETING MINUTES**

Ms. Pence moved, seconded by Dr. Vasko to approve the November 15, 2023 meeting minutes. Motion approved.

## **ENVIRONMENTAL HEALTH REPORT**

### **Anthony Garza, 2400 Wapakoneta Ave. Lot #15, Sidney- Condemnation Order**

Kent Topp presented this agenda item.

Mr. Ankney moved, seconded by Ms. Pence to approve condemnation order. Motion approved.

### **Environmental Updates**

Kent Topp updated the Board of Health on environmental health topics.

## **APPROVAL OF BILLS**

Dr. Vasko moved, seconded by Ms. Pence to approve bills. Motion approved.

## **FINANCIAL REPORT**

Kim DeLoye presented the November 30, 2023 financial report.

### **November 17, 2023 Letter to the Auditor**

The Health Commissioner sent a letter to the Auditor on November 17, 2023 requesting the following changes: Increase revenue in Licenses by \$22,000, increase appropriations in Salary by \$26,000, Increase appropriations in PERS by \$3,700, and increase appropriations in Medicare by \$400.

### **December 5, 2023 Letter to the Auditor**

The Health Commissioner sent a letter to the Auditor on December 5, 2023 requesting the following changes: Increase appropriations in Other Expenses by \$3,000.

Dr. Vasko moved, seconded by Ms. Pence to approve both November 17, 2023 and December 5, 2023 Letters to the Auditor. Motion approved.

## **PUBLIC HEALTH NURSING REPORT**

### **Monthly Report**

Erica Lentz presented the November 2023 nursing report, infectious disease report and nursing updates.

## **HEALTH COMMISSIONER REPORT**

Erica presented and discussed the Holiday policy (section 5.04) for part-time employees. The current policy allows for part-time employees to be compensated only a percentage of hours on a holiday. Erica proposed a policy change to pay part-time employees for their full scheduled hours worked per day.

Mr. Ankney moved, seconded by Dr. Vasko to approve the proposed change to the Holiday policy to pay part-time employees their full scheduled hours worked per day, effective December 16, 2023. Motion approved.

Erica presented and discussed the Overtime policy (section 4.07) for part-time employees. The current policy does not allow part-time employees to earn one and one-half times the employee's regular hour rate when working during a weekend. Erica proposed a policy change to allow part-time employees to earn one and one-half times the employee's regular hour rate when working during a weekend. The current policy states the weekend begins at 6:00 p.m. Friday and ends 7:30 a.m. Monday. Discussion occurred regarding the current time frame for the weekends and changing it to 6:00 a.m.

Dr. Vasko moved, seconded by Mr. Ankney to approve a policy change to allow part-time employees to earn one and one-half times the employee's regular hour rate when working during a weekend. The weekend begins at 6:00 p.m. Friday and ends 6:00 a.m. Monday

The 2024 schedule for Board of Health meetings was presented.

Dr. Vasko moved, seconded by Ms. Pence to approve the the 2024 schedule for the Board of Health meetings. Motion approved.

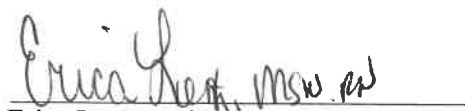
Erica gave levy updates. Resolutions have been submitted to the Board of Elections.

**Next Board of Health Meeting- January 17, 2023 at 7:00 p.m.**

## **ADJOURNMENT**

Dr. Vasko moved, seconded by Ms. Pence to adjourn the meeting. Motion approved.

  
Aaron Sargeant, DVM, PhD, President  
Sidney-Shelby County Board of Health

  
Erica Lentz, MSN, RN  
Health Commissioner/Board Secretary

17 Jan 2024  
Date