



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 November 20, 2024. 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. Matt Vasko. Also in attendance were Erica Lentz, Health Commissioner, Kent Topp, Environmental Health Director, Tia Toner, HR Manager, Eileen Ferree, Accreditation Coordinator, and Kimberly DeLoye, Fiscal Officer.

ADOPTION OF REVISED AGENDA

Ms. Pence moved, seconded by Mr. Ankney to approve the revised agenda. Motion approved.

APPROVAL OF OCTOBER 16, 2024 MEETING MINUTES

Mr. Ankney moved, seconded by Dr. Vasko to approve the October 16, 2024 meeting minutes. Motion approved.

ENVIRONMENTAL HEALTH REPORT

Constance Schaub, 19107 Reineke Schipper Rd., Botkins – Order to Remain Vacant

Kent Topp presented this agenda item.

Mr. Ankney moved, seconded by Dr. Vasko to approve the Order to Remain Vacant. Motion approved.

Ranee Wyer, 10000 CO. Rd., 25A, Sidney – Condemnation Order

Kent Topp presented this agenda item.

Dr. Vasko moved, seconded by Mr. Ankney to approve the Condemnation Order. Motion approved.

2025 Solid Waste Clean-Up Day

Kent Topp presented this agenda item.

Ms. Pence moved, seconded by Mr. Ankney to approve setting funding aside to pay a portion of the 2025 Solid Waste Clean-Up Day. Motion approved.

APPROVAL OF BILLS

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

FINANCIAL REPORT

Kimberly DeLoye presented the October 2024 financial report.

October 25, 2024 Letter to the Auditor

The Health Commissioner sent a letter to the Auditor on October 25, 2024 requesting the following changes: Increase appropriations in Salaries by \$1,000, increase appropriations in PERS by \$500, and increase appropriations in Medicare by \$200.

November 15, 2024 Letter to the Auditor

The Health Commissioner sent a letter to the Auditor on November 15, 2024 requesting the following changes: Advance \$80,000 from Advance-Out Health to Advance in MRC Strong Grant

November 15, 2024 Letter to the Auditor

The Health Commissioner sent a letter to the Auditor on November 15, 2024 requesting the following changes: Increase appropriations in Advance-Out by \$23,0000 (General Health) and increase appropriations in Contractual Services by \$4,000 (General Environmental Health).

Dr. Vasko moved, seconded by Ms. Pence to approve the October 25, 2024 and both November 15, 2024 Letters to the Auditor. Motion approved.

PUBLIC HEALTH NURSING REPORT

Monthly Report

Erica Lentz presented the October 2024 nursing report, infectious disease report, and nursing updates.

ACCREDITATION/STRATEGIC PLAN

Eileen Ferree shared a presentation with the Board of Health on the Health Department's Strategic Plan. The presentation included the purpose of a strategic plan, the planning model, and the health department's current Mission, Vision, and Goals. A survey will be emailed to all health department staff and the Board of Health members requesting suggestions for changes to the current mission statement and members to be on a committee that reviews the Strategic Plan. The email will be sent on November 21, 2024.

ADOPTION OF EMPLOYEE POLICY AND PROCEDURE MANUAL

A new Employee Policy and Procedure Manual was presented to the Board of Health for adoption. Changes and additions were discussed.

Dr. Vasko moved, seconded by Mr. Ankney to approve the Employee Policy and Procedure Manual as presented. Motion approved.

ADJOURN TO EXECUTIVE SESSION

Ms. Pence moved, seconded by Mr. Ankney to enter into executive session at 7:58 p.m. to discuss compensation of a public employee or official. Motion carried with a roll call vote. Mr. Ankney, yes; Ms. Pence, yes; Dr. Sargeant, yes; Dr. Vasko, yes.

Tia Toner and Erica Lentz were included in the executive session.

RECONVENE PUBLIC MEETING

Dr. Vasko moved, seconded by Mr. Ankney to reconvene the public meeting at 8:37 p.m.. Motion carried with a roll call vote. Mr. Ankney, yes; Ms. Pence, yes; Dr. Sargeant, yes; Dr. Vasko, yes.

Ms. Pence moved, seconded by Mr. Ankney to approve a 2% raise for all hourly staff and a 1% pot of funds to be used for a performance bonus for staff who demonstrated excellent performance in 2024. The 2% raise will take effect the first pay period in 2025. Performance bonus to be determined by administrative staff. Motion approved.


HEALTH COMMISSIONER REPORT


Erica shared the 2025 Board of Health Meeting calendar with the Board of Health.

Next Board of Health Meeting- December 18, 2024 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

18 Dec 2024
Date