



## LAWRENCE COUNTY HEALTH DEPARTMENT

2122 South 8<sup>th</sup> Street  
Ironton, Ohio 45638  
TELEPHONE: 740-532-3962  
FAX NUMBER: 740-532-1014



### Lawrence County Board of Health January 19<sup>th</sup>, 2022, Minutes

**Roll Call:** The meeting was called to order at 4:09 PM. Board Members present included: Curt Anderson (Vice-President, by phone), Mark Dickess (by phone), Lois Herrell, Randy Lambert (President), and Brenda Shipley. Also present was Georgia Dillon (Health Commissioner), Angela Bostick-Doyle (Director of Nursing), and Zach Schweinsberg (Fiscal Officer)

Discussion was held regarding the reimbursement of Board of Health Members for attending board meetings and for their travel. Zach Schweinsberg presented a review of compensation that the Board Members had accrued compared to what they had actually been paid. The report covered the time period from 01/01/2020 to present. Some variances were noted. Further review of prior years, such as 2018 and 2019, would be required to explain the variances. A motion was made by Brenda Shipley to consider all Board of Health Members current on their pay for attending meetings and their pay for mileage as of 12/16/2021 unless the employees were undercompensated for mileage. Further, the motion is to pay Board of Health Members if they were undercompensated for any mileage reimbursement as of 12/16/2021. In effect, this would set the accruals for meetings attended by Board Members at \$0.00, Lois Herrell would have accrued \$9.69 for mileage reimbursement, and the other Board Members would not have any accruals for mileage, all of these amounts for 12/16/2021. This motion was seconded by Lois Herrell. All were in favor, the motion passed.

**Approval of minutes:** A motion was made by Brenda Shipley to approve the minutes for the November 28th, 2021 and seconded by Lois Herrell. All were in favor, the motion passed.

The Board of Health reviewed the Statement of Cash Position, Expense Audit Trail, Expense Report with Encumbrance Detail, U.S. Bank Statement for December, and various GMIS Monthly expenditure reports. A motion to approve the expenditures was made by Mark Dickess and second by Curt Anderson. All were in favor, the motion passed. A motion was made by Lois Herrell to approve the financial reports. The motion was seconded by Brenda Shipley. All were in favor, the motion passed.

Resolution 01192022a *A RESOLUTION AUTHORIZING THE LAWRENCE COUNTY BOARD OF HEALTH TO MAKE SEVERAL CASH TRANSFERS FROM SPECIAL FUNDS* was discussed. The purpose of the resolution is to transfer cash from special funds that were for grants. The funds affected by this resolution (except for E00 BOARD OF HEALTH) are associated with grants that are 100% deliverable. The proposed cash transfer is believed to be lawful, with the supporting details outlined in the text of the resolution. A motion was made to waive the three-reading rule (see Ohio Revised Code 731.17) for Resolution 01192022a, Resolution 01192022b, Resolution 01192022c, and Resolution 01192022d by Curt Anderson. The motion was seconded by Mark Dickess. All were in favor, the motion passed.

A motion was made by Brenda Shipley to approve Resolution 01192022a *A RESOLUTION AUTHORIZING THE LAWRENCE COUNTY BOARD OF HEALTH TO MAKE SEVERAL CASH TRANSFERS FROM SPECIAL FUNDS*. Lois Herrell seconded the motion. All were in favor, the motion passed. Brenda Shipley made a motion to approve Resolution 01192022b *A RESOLUTION AUTHORIZING THE LAWRENCE COUNTY BOARD OF HEALTH TO MAKE TWO CASH ADVANCES*. Lois Herrell seconded the motion. All were in favor, the motion passed.



## LAWRENCE COUNTY HEALTH DEPARTMENT

2122 South 8<sup>th</sup> Street  
Ironton, Ohio 45638  
TELEPHONE: 740-532-3962  
FAX NUMBER: 740-532-1014



Public Health  
Prevent. Promote. Protect.  
Lawrence County Health Department

Brenda Shipley made a motion to approve Resolution 01192022c *A RESOLUTION TO APPROVE FOOD LICENSING FEES FOR 2022*. Lois Herrell seconded motion. It is noted by Randy Lambert, Board President, that all vendors were notified of today's public hearing, pursuant to Ohio Revised Code 3717.25, and that none of the vendors were present for the hearing. The motion was then voted on. All were in favor, the motion passed.

Discussion was held regarding Resolution 01192022b, Resolution 01192022c, and Resolution 01192022d. The purpose of Resolution 01192022b is to advance cash to new grant funds. The purpose of Resolution 01192022d is to supplement fund GOO RESTAURANT since the food licensing fees will be decreased in 2022.

Brenda Shipley made a motion to approve *Resolution 01192022d A RESOLUTION AUTHORIZING THE LAWRENCE COUNTY BOARD OF HEALTH TO MAKE A CASH TRANSFER*. Lois Herrell seconded the motion. All were in favor, the motion passed.

Discussion was then held regarding holiday pay rates. The Health Department does not currently have a written policy regarding holiday pay. Discussion was held regarding the frequency of at which employees of the Health Department employees work on holidays. A motion as made by Brenda Shipley to approve anyone eligible for holiday pay + their regular wages, and anyone working on a holiday that has overtime status would receive double time and a half, retroactive to December 31<sup>st</sup>, 2022. Lois Herrell seconded the motion. All were in favor, the motion passed.

The sanitation report was reviewed and discussed. The Health Department just had a pool survey for years 2018, 2019, and 2020. No records were able to be provided regarding pool surveys during those years. The Health Department is expecting a letter from the State and will follow up with a plan of corrective action. Summer Taylor has been working as a contact tracer, but she will now be working completely in food service to assist with food inspections.

It was also discussed that there was a need for contact tracers due to an increase in positive covid cases. A motion was made by Brenda Shipley to authorize the Health Commissioner to hire contact tracers as needed, to be approved by the Board of Health at the next meeting. The motion was seconded by Lois Herrell. All were in favor, the motion passed.

The Board of Health reviewed the resignation of Mary Hall from her position as health educator. A motion was made by Brenda Shipley to accept the resignation. The motion was seconded by Lois Herrell. All were in favor, the motion passed.

Lois Herrell left at 4:53 PM.

Discussion was then held regarding the sabbatical of Melissa Mullins. It was noted that Melissa submitted a letter to the Board of Health dated for April 12<sup>th</sup>, 2021, stating that her sabbatical would begin on April 26<sup>th</sup>, 2021, and end on January 14<sup>th</sup>, 2022. On December 15<sup>th</sup>, 2021, Melissa submitted a request for the extension of her sabbatical to March 31<sup>st</sup>, 2022. The request to extend her sabbatical was submitted to Randy Lambert and Curt Anderson and was not distributed to the other board members. It was noted that the previous Board of Health meeting was on December 15<sup>th</sup>, 2021, at 4:00 PM, and that Melissa's request was received on December 15<sup>th</sup>, 2021, at 11:16 AM. Mark Dickess suggested that Melissa should be notified that no action was taken on her request for an extension and to schedule a meeting for January 26<sup>th</sup>, 2022. This would provide the Board of Health with the opportunity to enter executive session (for purpose of discussing personnel), to review documents that are relevant to Melissa's request, and to consider the pros and cons of granting Melissa an extension. The members of the Board of Health agreed that this was a good idea.



**LAWRENCE COUNTY HEALTH DEPARTMENT**

2122 South 8<sup>th</sup> Street  
Ironton, Ohio 45638  
TELEPHONE: 740-532-3962  
FAX NUMBER: 740-532-1014



The members of the Board of Health agreed to meet on January 26<sup>th</sup>, 2022 at 4:00 PM in the conference room of Lawrence County Health Department.

Curt Anderson made a motion to extend the sabbatical to January 28<sup>th</sup>, 2022 at 4:00 PM. Mark Dickess seconded the motion. All were in favor, the motion passed.

Curt Anderson made a motion to accept the reports as set forth in the agenda. The motion was seconded by Brenda Shipley. All were in favor, the motion passed.


Curt Anderson made a motion to pay bills and salaries. The motion was seconded by Brenda Shipley. All were in favor, the motion passed.

The next meeting for the Board of Health is scheduled for January 26<sup>th</sup>, 2022 at 4:00 PM.  
The next regularly scheduled meeting is at February 16<sup>th</sup>, at 4:00 PM.

A motion to adjourn was made by Curt Anderson and seconded by Brenda Shipley. All were in favor, the motion passed.

Minutes Approved by:

  
Randall Lambert, BOH President

  
Date



**LAWRENCE COUNTY HEALTH DEPARTMENT**

2122 South 8<sup>th</sup> Street  
Ironton, Ohio 45638  
TELEPHONE: 740-532-3962  
FAX NUMBER: 740-532-1014



**Public Health**  
Prevent. Promote. Protect.  
Lawrence County Health Department

Resolution no. 01192022a

**A RESOLUTION AUTHORIZING THE LAWRENCE COUNTY BOARD OF HEALTH TO MAKE SEVERAL CASH TRANSFERS FROM SPECIAL FUNDS**

WHEREAS Ohio Revised Code 5705.14 (D) allows for the unexpended fund balance in any special fund to be transferred to the general fund after the termination of activities for which the special fund was established, so long as the funds are not still obligated, and;

WHEREAS Sections B2.8 and D2.1 of the Ohio Grants Administration Policy and Procedure manual are interpreted to imply that unused funding from an Ohio Department of Health grant that is 100% deliverable can be kept by the subrecipient.

WHEREAS the Ohio Department of Health subgrant deliverable memorandum published on August 25<sup>th</sup>, 2021 was rescinded by a subsequent Ohio Department of Health memorandum on November 1<sup>st</sup>, 2021;

**BE IT RESOLVED BY THE LAWRENCE COUNTY HEALTH DEPARTMENT BOARD OF HEALTH:**

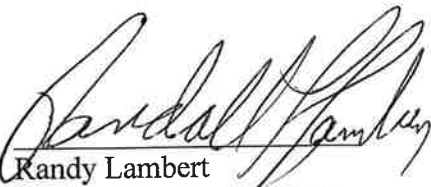
SECTION 1. To make a cash transfer of \$3,325.54 from E12 *Community Health Assessment* to E00 **BOARD OF HEALTH.**


SECTION 2. To make a cash transfer of \$4,438.17 from E13 *Community Health Improvement Plan* to E00 **BOARD OF HEALTH.**

SECTION 3. To make a cash transfer of \$25,682.34 from E17 *CRIBS FOR KIDS AND SAFE SLEEP* to F00 **PUBLIC HEALTH NURSING.**

SECTION 4. To make a cash transfer of \$13,406.61 from E23 *COVID-19 CARE RESOURC* to F00 **PUBLIC HEALTH NURSING**

SECTION 5. To make a cash transfer of \$23,328.15 from E15 *CAPACITY BLDG LOCAL D* to F00 **PUBLIC HEALTH NURSING**

  
Randy Lambert  
Board of Health President  
Date: 1-19-22

  
Georgia Dillon  
Health Commissioner  
Date: 1/19/2022



**LAWRENCE COUNTY HEALTH DEPARTMENT**

2122 South 8<sup>th</sup> Street  
Ironton, Ohio 45638  
TELEPHONE: 740-532-3962  
FAX NUMBER: 740-532-1014



**Public Health**  
Prevent. Promote. Protect.  
Lawrence County Health Department

Resolution no. 01192022b

**A RESOLUTION AUTHORIZING THE LAWRENCE COUNTY BOARD OF HEALTH TO MAKE TWO CASH ADVANCES**

WHEREAS Expenditures need to be paid for from the correct funding source and;

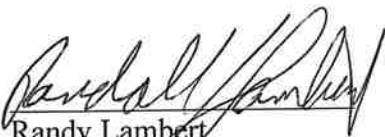
WHEREAS the Lawrence County Health Department must incur expenditures prior to requesting reimbursement by the Ohio Department of Health for the PUBLIC HEALTH WORKFORCE grant (GMIS Project # 04410012WF0122) and COVID-19 VACCINATION grant (GMIS Project # 04410012CN0122)

BE IT RESOLVED BY THE LAWRENCE COUNTY HEALTH DEPARTMENT BOARD OF HEALTH:

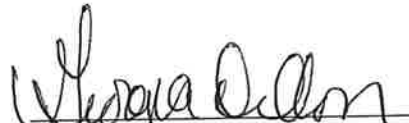
Section 1. To make a cash advance of \$50,000.00 from fund E00 *BOARD OF HEALTH* to E28 *PUBLIC HEALTH WORKFO*

Section 2. To make a cash advance of \$50,000.00 from fund E00 *BOARD OF HEALTH* to E29 *COVID-19 VACCINATION*

Section 3. The cash advance shall be repaid from fund E28 *PUBLIC HEALTH WORKFO* and E29 *COVID-19 VACCINATION* to E00 *BOARD OF HEALTH* in a reasonable amount after the grants have ended. The grants are currently set to end on June 30<sup>th</sup>, 2023. The cash advance is expected to be repaid July 2023.

  
Randy Lambert  
Board of Health President

Date: 1-19-22

  
Georgia Dillon  
Health Commissioner

Date: 1/19/22





**LAWRENCE COUNTY HEALTH DEPARTMENT**

2122 South 8<sup>th</sup> Street  
 Ironton, Ohio 45638  
 TELEPHONE: 740-532-3962  
 FAX NUMBER: 740-532-1014



**Public Health**  
 Prevent. Promote. Protect.  
 Lawrence County Health Department

Resolution no. 01192022c

**A RESOLUTION TO APPROVE FOOD LICENSING FEES FOR 2022**

WHEREAS A cost analysis has been conducted to determine food licensing fees in accordance with Ohio Administrative Code 3701-21-02.2 (A), and;

WHEREAS Lawrence County Health Department has complied with the requirements set forth in Ohio Revised Code 3717.25 (A),

**BE IT RESOLVED BY THE LAWRENCE COUNTY HEALTH DEPARTMENT BOARD OF HEALTH:**

Section 1. To adopt the food licensing fees listed below:

<b>Commercial</b>	<b>Total Fee</b>	<b>Local Amount</b>	<b>State Amount</b>	<b>Late Penalty Amount</b>	<b>Total with Late Fee</b>
<b>Risk Level 1 &lt; 25,000 SQ. FT.</b>	<b>\$114.00</b>	<b>\$86.00</b>	<b>\$28.00</b>	<b>\$21.50</b>	<b>\$135.50</b>
<b>Risk Level 1 ≥ 25,000 SQ. FT.</b>	<b>\$146.00</b>	<b>\$118.00</b>	<b>\$28.00</b>	<b>\$29.50</b>	<b>\$175.50</b>
<b>Risk Level 2 &lt; 25,000 SQ. FT.</b>	<b>\$122.00</b>	<b>\$94.00</b>	<b>\$28.00</b>	<b>\$23.50</b>	<b>\$145.50</b>
<b>Risk Level 2 ≥ 25,000 SQ. FT.</b>	<b>\$150.00</b>	<b>\$122.00</b>	<b>\$28.00</b>	<b>\$30.50</b>	<b>\$180.50</b>
<b>Risk Level 3 &lt; 25,000 SQ. FT.</b>	<b>\$196.00</b>	<b>\$168.00</b>	<b>\$28.00</b>	<b>\$42.00</b>	<b>\$238.00</b>
<b>Risk Level 3 ≥ 25,000 SQ. FT.</b>	<b>\$424.00</b>	<b>\$396.00</b>	<b>\$28.00</b>	<b>\$99.00</b>	<b>\$ 523.00</b>
<b>Risk Level 4 &lt; 25,000 SQ. FT.</b>	<b>\$236.00</b>	<b>\$208.00</b>	<b>\$28.00</b>	<b>\$52.00</b>	<b>\$ 288.00</b>
<b>Risk Level 4 ≥ 25,000 SQ. FT.</b>	<b>\$446.00</b>	<b>\$418.00</b>	<b>\$28.00</b>	<b>\$104.00</b>	<b>\$ 550.00</b>

<b>Non-Commercial</b>	<b>Total Fee</b>	<b>Local Amount</b>	<b>State Amount</b>	<b>Late Penalty Amount</b>	<b>Total with Late Fee</b>
<b>Risk Level 1 &lt; 25,000 SQ. FT.</b>	<b>\$57.00</b>	<b>\$43.00</b>	<b>\$14.00</b>	<b>\$10.75</b>	<b>\$ 67.75</b>
<b>Risk Level 1 ≥ 25,000 SQ. FT.</b>	<b>\$73.00</b>	<b>\$59.00</b>	<b>\$14.00</b>	<b>\$14.75</b>	<b>\$87.75</b>
<b>Risk Level 2 &lt; 25,000 SQ. FT.</b>	<b>\$61.00</b>	<b>\$47.00</b>	<b>\$14.00</b>	<b>\$11.75</b>	<b>\$72.75</b>
<b>Risk Level 2 ≥ 25,000 SQ. FT.</b>	<b>\$75.00</b>	<b>\$61.00</b>	<b>\$14.00</b>	<b>\$15.25</b>	<b>\$90.25</b>
<b>Risk Level 3 &lt; 25,000 SQ. FT.</b>	<b>\$98.00</b>	<b>\$84.00</b>	<b>\$14.00</b>	<b>\$21.00</b>	<b>\$119.00</b>
<b>Risk Level 3 ≥ 25,000 SQ. FT.</b>	<b>\$212.00</b>	<b>\$198.00</b>	<b>\$14.00</b>	<b>\$49.50</b>	<b>\$261.50</b>
<b>Risk Level 4 &lt; 25,000 SQ. FT.</b>	<b>\$118.00</b>	<b>\$104.00</b>	<b>\$14.00</b>	<b>\$26.00</b>	<b>\$ 144.00</b>
<b>Risk Level 4 ≥ 25,000 SQ. FT.</b>	<b>\$223.00</b>	<b>\$209.00</b>	<b>\$14.00</b>	<b>\$52.25</b>	<b>\$275.25</b>



# LAWRENCE COUNTY HEALTH DEPARTMENT

2122 South 8<sup>th</sup> Street  
Ironton, Ohio 45638  
TELEPHONE: 740-532-3962  
FAX NUMBER: 740-532-1014



**Public Health**  
Prevent. Promote. Protect.  
Lawrence County Health Department

Mobile, Vending & Temporary	Total Fee	Local Amount	State Amount
Mobile Food Service/Retail Food	\$42.00	\$14.00	\$28.00
Temporary Food License (Commercial)	\$11.00	\$11.00	
Vending Machine Food Service	\$16.00	\$10.00	\$6.00

Plan Review - Commercial/ Non-Commercial	Fee
Risk Level 1 & 2 < 25,000 SQ. FT.	\$100.00
Risk Level 1 & 2 ≥ 25,000 SQ. FT.	\$200.00
Risk Level 3 & 4 < 25,000 SQ. FT.	\$300.00
Risk Level 3 & 4 ≥ 25,000 SQ. FT.	\$400.0

Plan Review - Extensive Alteration	Fee
Risk Level 1 & 2 < 25,000 SQ. FT.	\$100.00
Risk Level 1 & 2 ≥ 25,000 SQ. FT.	\$100.00
Risk Level 3 & 4 < 25,000 SQ. FT.	\$150.00
Risk Level 3 & 4 ≥ 25,000 SQ. FT.	\$200.00

Expedited Fees	Fee
3 Day Expedited Fee (In Addition to Plan Review Fee)	\$1,000.00
10 Day Expedited Fee (In Addition to Plan Review Fee)	\$500.00

Education	Fee
ServSafe Licensed by the Lawrence County Health Department	\$150.00
ServSafe Retest Fee	\$70.00

Randy Lambert  
Board of Health President

Date: 1-19-22

Georgia Dixon  
Health Commissioner

Date: 1-19-22

**LAWRENCE COUNTY HEALTH DEPARTMENT**

2122 South 8<sup>th</sup> Street  
Ironton, Ohio 45638  
TELEPHONE: 740-532-3962  
FAX NUMBER: 740-532-1014



**Public Health**  
Prevent. Promote. Protect.  
Lawrence County Health Department

Resolution no. 01192022d

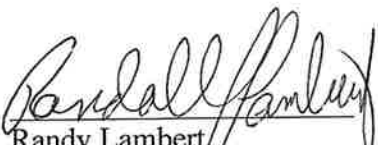
A RESOLUTION AUTHORIZING THE LAWRENCE COUNTY BOARD OF HEALTH TO MAKE A CASH TRANSFER

WHEREAS Revenue for the G00 *RESTAURANT* fund are projected to decrease by approximately 50% (bringing anticipated revenue to \$27,000 for calendar year 2022), the total budget is for the fund is \$58,118.71, and the cash balance is \$9,854.21;

WHEREAS Cash transfers from fund E00 *BOARD OF HEALTH* to fund G00 *RESTAURANT* are permissible under Ohio Revised Code 5705.14 (E);

BE IT RESOLVED BY THE LAWRENCE COUNTY HEALTH DEPARTMENT BOARD OF HEALTH:

Section 1. To make a cash transfer of \$21,264.50 from fund E00 *BOARD OF HEALTH* to fund G00 *RESTAURANT*.

  
Randy Lambert  
Board of Health President

Date: 1-19-22

  
Georgia Dillon  
Health Commissioner

Date: 1-19-22

