

LAWRENCE COUNTY HEALTH DEPARTMENT

2122 South 8th Street
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Public Health
Prevent. Promote. Protect.
Lawrence County Health Department



Lawrence County Board of Health July 28th, 2021 Minutes

1.) Roll Call:

The Roll call was taken by President Randall Lambert at 3:00 PM. Randall Lambert, Lois Herrell, Brenda Shipley, and Mark Dickess were present. Also present was Georgia Dillon, Health Commissioner; Angela Doyle, Director of Nursing; Zach Schweinsberg, Fiscal Officer.

2.) Approve Minutes:

Randall Lambert called for motion to approve the minutes. Mark Dickess made a motion to accept the minutes as read; Lois Herrell seconded the motion. All were in favor. Motion passed.

3.) Action Items:

a.) Finances

- i. Approval of expenditures – After review of Statement of Cash Position, Expense Report, Expense Transaction Ledger, U.S. Bank Statements, U.S. Bank Transaction Search, and various GMIS Monthly expenditure reports, motion made by Mark Dickess and seconded by Brenda Shipley. Motion passed.
- ii. Amend credit card policy – Discussion was held on why the credit card policy needed to be amended. Zach Schweinsberg stated that this amendment was necessary to be in compliance with Ohio Revised Code. Randy Lambert suggested changing the resolution number from 07282021 to 07282021a based on prior nomenclature. Resolution 07282021a is to change the Lawrence County Health Department Personnel Policy and Procedure Manual to state that credit card limits, the number of cards, expiration dates, etc., would be reviewed on a quarterly basis instead of an annual basis. Motion was made by Mark Dickess to approve the resolution, Lois Herrell seconded the motion. All were in favor. Motion passed.

b.) Environmental

- i. Sanitation report – Georgia Dillon provided an update on continuing education units (CEUs) completed Paul O'Banion and Steve Rudd is working on becoming an RS (registered sanitarian). Environmental Health Report and Food Inspection Report were reviewed. Motion to approve the sanitation report was made by Lois Herrell and seconded by Brenda Shipley. All were in favor. Motion passed.

c.) Personnel - Discussion

- i. Georgia Dillon showed an email she received from the Ohio Department of Health regarding a CDC Public Health Workforce Grant announcement. She recommended hiring Peyton Arden (to assist with contact tracing, media engagement, assisting with the accreditation of the Lawrence County Health Department by the Public Health Accreditation Board (PHAB)) and Josh Haney (to work as a registered nurse) under this grant funding. Josh and Peyton cannot be hired until 9/1/2021 if they are to be paid from this grant. Brief discussion was held on alternative hiring arrangements. Motion was made to hire Peyton Arden and Josh



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Haney when permitted to pay their salaries under the monies to be provided by the state. This motion was made by Brenda Shipley and seconded by Mark Dickess. All were in favor. Motion passed.

4.) COVID-19 Report

- i. COVID-19 report was presented by Georgia Dillon. This report summarized COVID-19 data for Lawrence County.

5.) Other Reports

- i. Various written reports were reviewed provided to the board for review, including: Vital Statistics (birth/death certificate fees, technology fees), Burial Permit Fee, Accreditation/PIO, Pack-N-Play, Reproductive Health and Wellness (grant), Maternal and Child Health Program (grant), Preconception and Inter-conception Health, Adolescence Health, COVID-19 Care Resource Care Coordination Support (grant), Coronavirus Response Supplemental (grant), COVID-19 Contracting Tracing Supplemental (grant), COVID-19 Enhanced Operations (grant), Lawrence County Health Department Infectious Diseases (list of diseases with frequency of cases), Covid Cases, Immunization, Public Health Emergency Preparedness (PHEP)

6.) Address Health Levy

- i. Discussion was had regarding a health levy. Health Commissioner and Board of Health do not feel that a levy would be likely to pass right now, given all the grants the Lawrence County Health Department currently has due to COVID.

7.) Pay bills and salaries

- i. Motion to pay bills and salaries was made by Brenda Shipley and seconded by Mark Dickess. All were in favor. Motion passed.

8.) Acceptance and Approval of Reports Received


- i. Motion to accept and approve all reports received was made by Brenda Shipley and seconded by Mark Dickess. All were in favor. Motion passed.

9.) Adjournment

- i. Brenda Shipley made a motion to adjourn the meeting. The motion was seconded by Mark Dickess. All were in favor. Motion passed. Meeting adjourned at 3:45 PM.

The next meeting will be held on August 18th, 2021 at 12:00 PM at the Lawrence County Health Department.

Minutes Approved by:



Randall Lambert, BOH President



Date



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Resolution no. 07282021a

A RESOLUTION TO AMMEND THE LAWRENCE COUNTY HEALTH DEPARTMENT PERSONNEL POLICY AND PROCEDURE MANUAL – SECTION 6.15 CREDIT CARD POLICY, SUBSECTION I PERIODIC REVIEW OF CARDS/AUTHORIZATION

WHEREAS Ohio Revised Code 3709.42 (E) states *“The compliance officer and the board of health, at least quarterly, shall review the number of cards and accounts issued, the number of active cards and accounts issued, the cards’ and accounts’ expiration dates, and the cards’ and accounts’ credit limits”* and;

WHEREAS the Lawrence County Health Department Personnel Policy and Procedure Manual – Section 6.15 Credit Card Policy, Subsection I Periodic Review of Cards/Authorization currently reads *“The Fiscal Officer and/or Health Commissioner will review the expiration dates and credit limits of each account on an annual basis.”*

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

SECTION 1. That Section 6.15 Credit Card Policy, Subsection I Periodic Review of Cards/Authorization, of the Lawrence County Health Department Personnel Policy and Procedure Manual be amended to read, *“The Fiscal Officer and/or Health Commissioner will review the expiration dates and credit limits of each account on a quarterly basis.”*

Passed: 7/28/2021 after 1 reading. Vote: Yeas: 4 Nays: 0

Approved: 7/28/2021

Attest: Brenda Shipley
Board of Health Member Signature

Ronald J. Hunter
President of the Lawrence Co. Board of Health
George Olson
Lawrence County Health Commissioner

Offered by: Mark Dickess

Seconded by: Brenda Shipley

Date: 7/28/2021

Please attach a copy of the meeting minutes