



LAWRENCE COUNTY HEALTH DEPARTMENT

2122 South 8th Street
Ironton, Ohio 45638
TELEPHONE: 740-532-3962
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Lawrence County Board of Health February 24nd, 2022, Minutes

Roll Call: The meeting was called to order at 4:29 PM. Board Members present included: Curt Anderson (Vice-President) (by phone), Mark Dickess, Randy Lambert (President), and Brenda Shipley. Also present was Georgia Dillon (Health Commissioner), Angela Bostick-Doyle (Director of Nursing), and Zach Schweinsberg (Fiscal Officer).

Approval of minutes: A motion was made by Brenda Shipley to approve the minutes for February 2nd, 2022 with an addition to the minutes to reflect that during the executive session, the Board of Health made a motion to leave the executive session. The motion was seconded by Mark Dickess. All were in favor, the motion passed.

Approval of expenditures and financial reports: A motion was made by Mark Dickess to approve the expenditures and financial reports. Brenda Shipley seconded the motion. All were in favor, the motion passed.

A motion was made by Mark Dickess to approve the expenditure of approximately \$2,000.00 of non-grant funds to send Georgia Dillon and Angela Bostick-Doyle to a Challenges in Sexual Healthcare Conference. Brenda Shipley seconded the motion. All were in favor, the motion passed.

Environmental report: Georgia Dillon provided a report regarding food inspections. 85 food inspections were performed since the Board Meeting on 01/19/2022. The only vendors that have not been inspected yet are the mobile vendors, except for Ironton Country Club.

Resolution 02162022a A RESOLUTION AUTHORIZING LAWRENCE COUNTY HEALTH DEPARTMENT TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER POLLUTION CONTROL LOAN FUND AGREEMENT ON BEHALF OF THE LAWRENCE COUNTY BOARD OF HEALTH OF THE COUNTY OF LAWRENCE FOR THE REPAIR AND REPLACEMENT OF HOME SEWAGE TREATMENT SYSTEMS: A motion was made by Mark Dickess to approve Resolution 02162022a. The motion was seconded by Brenda Shipley. All were in favor, the motion passed.

The next item of discussion was about revisions to the Personnel Policy & Procedures Manual. The manual has not been updated since 2019. Several changes have been voted on and approved. It is believed that all approved changes have been made to the policy manual, and a copy of the manual was provided to the Board for their review. It is worth noting that the credit card policy has been updated (see Resolution 07282021a, attached to the minutes for 07/28/2021), the incentive for declining medical insurance (see Resolution 121719b, attached to the minutes for 12/17/2019). Three additional changes were proposed for the policy manual:

- 1.) A new organizational chart, proposed by Georgia Dillon
- 2.) A change to the Public Records Policy to designate the Fiscal Office as the Public Records Custodian, proposed by Zach Schweinsberg
- 3.) A change to Management Rights to indicate that the Health Commissioner may provisionally hire new staff prior to a board meeting, proposed by Randy Lambert.



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The Board Reviewed the updated policy manual and the suggested changes. Mark Dickess made a motion to approve the revised organizational chart Lawrence County Health Department. Randy Lambert suggested waiting until the next meeting to approve the revised organizational chart. Mark Dickess stated that it may be better to wait until after March 1st to consider this revision. Mark withdrew his motion to approve the revised organizational chart for Lawrence County Health Department. After further discussion, it was decided that the best course of action was to approve the proposed organizational chart and revise it again later if necessary. Mark Dickess made a motion to approve the revised organizational chart for Lawrence County Health Department. Randy Lambert seconded the motion. All were in favor, the motion passed.

The Board reviewed a copy of the Personnel Policy & Procedures Manual, which contained suggestions 2 and 3. Mark Dickess made a motion to approve the copy of the Personnel Policy & Procedures Manual, as presented to the Board of Health, and that this shall supersede all prior policy and procedure manuals. The motion was seconded by Brenda Shipley. All were in favor, the motion passed. The version of the policy that the Board approved will be placed in the Health Department's Share Drive.

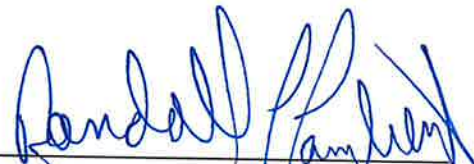
Personnel: Elizabeth Sergent was hired as a contact tracer, as approved at the 01/19/2022 meeting (see minutes for 01/19/2022). Jamie Littlejohn was hired as an administrative assistant to assist with vital statistics and processing pay-ins to the Lawrence County Treasurer's Office. A motion was made to approve the hiring of Jamie Littlejohn by Brenda Shipley. The motion was seconded by Mark Dickess. All were in favor, the motion passed.

Brenda Shipley made a motion to approve the bills and salaries, and to accept all other reports as read. Mark Dickess seconded the motion. All were in favor, the motion passed.

Mark Dickess made a motion to adjourn. The motion was seconded by Brenda Shipley. All were in favor, the motion passed. The meeting adjourned at 5:14 PM.

The next meeting is scheduled for 03/24/2022 at 4:30 PM in the Conference Room of Lawrence County Health Department.

Minutes Approved by:



Randall Lambert, BOH President

3-24-22
Date



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Resolution no. 02162022a

A RESOLUTION AUTHORIZING LAWRENCE COUNTY HEALTH DEPARTMENT TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER POLLUTION CONTROL LOAN FUND AGREEMENT ON BEHALF OF THE LAWRENCE COUNTY BOARD OF HEALTH OF THE COUNTY OF LAWRENCE FOR THE REPAIR AND REPLACEMENT OF HOME SEWAGE TREATMENT SYSTEMS:

Whereas, the Lawrence County Health Department of Lawrence County seeks to repair and/or replace failing home sewage treatment systems; and

Whereas, the Lawrence County Health Department of Lawrence County intends to apply to the Water Pollution Control Loan Fund (WPCLF) for the repair and/or replacement of failing home sewage treatment systems; and

Whereas, the Ohio Water Pollution Control Loan Fund requires the government authority to pass legislation for application of a loan and the execution of a WPCLF assistance agreement; now therefore,

BE IT RESOLVED by the Lawrence County Board of Health of Lawrence County Health Department of Lawrence County, Ohio:

SECTION 1. That Georgia Dillon, Health Commissioner, be and is hereby authorized to apply for a WPCLF assistance agreement, sign all documents for and enter into a Water Pollution Control Loan Fund with the Ohio Environmental Protection Agency for the repair and/or replacement of failing home sewage treatment systems on behalf of the Lawrence County Board of Health of Lawrence County, Ohio.

SECTION 2. That this resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed: 02/24/2022 after 1 reading. Vote: Yeas 4 Nays 0

Approved: 02/24/2022

Randall Ramsey
President of the Lawrence Co. Board of Health

Attest: Zach Schweinsberg
Clerk

Georgia Dillon
Lawrence County Health Commissioner

Offered by: Mark Dickes

Seconded by: Brenda Shipley