



## LAWRENCE COUNTY HEALTH DEPARTMENT

2122 So. 8<sup>th</sup> Street  
Ironton, OH 45638  
740-532-3962



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

Tony Virgin, MD  
Health Commissioner

Jim Meadows, MD  
Medical Director

### Lawrence County Board of Health January 17<sup>th</sup>, 2024, Minutes

#### Call Meeting to Order

The meeting was called to order at 4:15 PM. Board Members present included Randy Lambert (President), Brenda Shipley (Vice-President), Mark Dickess, and Melanie Taylor.

Also present was Debbie Fisher (Administrator), Angela Bostick-Doyle (Director of Nursing), Paul O'Banion (Director of Environmental Health), Zach Schweinsberg (Fiscal Officer), and Mohammad Abdulrahman (Epidemiologist).

#### Approve Minutes

Mark Dickess made a motion to approve the minutes from the last meeting. Brenda Shipley seconded the motion. All were in favor. The motion passed.

Randy Lambert noted that no members of the public were present.

#### Financial

Randy Lambert asked for a motion to approve expenditures, pay bills & salaries, and accept the financial reports. Mark Dickess made the motion. Brenda Shipley seconded the motion. All were in favor. The motion passed.

Next, Zach Schweinsberg summarized a conference call with Ohio Department of Health that was held on 01-16-2024 to discuss the status of the Health Department's financial audits. Present at the meeting was Randy Lambert (Board President), Debbie Fisher (Administrator), Zach Schweinsberg (Fiscal Officer), Jennifer McCauley (Chief of Grant Services Unit at ODH), Shannon Coleman (Financial Program Manager at ODH), and Wally Burden (Senior Local Liaison at ODH). During the meeting, ODH expressed concern that LCHD has not been audited past fiscal year 2019. The audit delays have resulted in the suspension of grant funding for certain programs until the completed audit reports are submitted to ODH. The audit delays were caused by a loss of Health Department records which necessitated a lengthy reconstruction of documents that were necessary to complete the financial audits. For the past few months, the Health Department has been waiting for Millhuff-Stang CPA to work the Health Department back into its schedule. Debbie stated that Millhuff-Stang CPA was called after the conference call and that the planning phase was scheduled 01/01/2024, with field work beginning 01/05/2024.

Further discussion was held by the Board of Health regarding the finances.



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Next, the Board of Health reviewed Resolution 01172024a. Mark Dickess made a motion to approve RESOLUTION 01172024a A RESOLUTION THAT THE LAWRENCE COUNTY BOARD OF HEALTH MAY ADVANCE \$50,000.00 CASH FROM E00 BOARD OF HEALTH FUND TO E28 PUBLIC HEALTH WORKFORCE FUND. Melanie Taylor seconded the motion. All were in favor. The motion passed.

Next, the Board of Health reviewed Resolution 01172024b. The fund to cover food inspections needed some additional cash until licensing revenues start to come in. Mark Dickess made a motion to approve RESOLUTION 01172024B A RESOLUTION THAT THE LAWRENCE COUNTY BOARD OF HEALTH WILL TRANSFER \$20,000.00 CASH FROM E00 BOARD OF HEALTH FUND TO G00 RESTAURANT FUND. Brenda Shipley seconded the motion. All were in favor. The motion passed.

Next, the Board of Health reviewed Resolution 01172024c. This resolution is to set the food licensing fees for the 2024 food licensing year. Zach stated that the food licensing were returning to pre-COVID levels but that the fees were still a little lower. Mark Dickess made a motion to approve RESOLUTION 01172024c A RESOLUTION TO APPROVE FOOD LICENSING FEES FOR 2024. Brenda Shipley seconded the motion. All were in favor. The motion passed.

Next, the Board of Health reviewed the annual budget for fiscal year 2024. The proposed budget amounts were similar to fiscal year 2023 and assumes that the Health Department will receive the grant funding previously discussed. Mark Dickess expressed that the Health Department needed to keep a forward-thinking mindsight concerning the budget in consideration of the fact that the Health Department may lose a significant amount of grant funding. Mark Dickess made a motion to approve the initial budget. Melanie Taylor seconded the motion. All were in favor. The motion passed.

Next, the Board of Health reviewed a proposed engagement letter with Jonathan J. Downes, Esq. of Zashin & Rich Co., LPA. Mr. Downes is a labor law attorney. The engagement letter is for him to review sections of the Health Department's policy manual, billed at an hourly rate based on the staff that work on the project. Debbie stated that Mr. Downes came highly recommended. Mark Dickess made a motion to approve the engagement letter. Melanie Taylor seconded the motion. All were in favor. The motion passed.



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Next, the Board of Health reviewed a proposed contract with Millhuff-Stang CPA for the compilation of the financial statements. Mark Dickess made a motion to approve the contract. Melanie Taylor seconded the motion. All were in favor. The motion passed.

Next, the Board of Health reviewed a proposed contract with Ohio University to provide technical assistance with the composition of the Community Health Improvement Plan. Debbie explained that Ohio University assisted with the initial Community Health Improvement Plan and that roughly half the cost of the contract can be paid for from state subsidies that the Health Department currently has. Ohio University has a proposed cost of \$9,000, and another group had proposed \$19,000, so Ohio University has the most competitive rate. Mark Dickess made a motion to approve the contract with Ohio University. Brenda Shipley seconded the motion. All were in favor. The motion passed.

### **Environmental**

Paul O'Banion provided updates concerning septic complaints. Discussion was held concerning the nature of the complaints and what the intended follow-up actions were.

Next, the Board of Health reviewed a legal opinion from Lawrence County Prosecutor concerning nuisance complaint fines. The opinion explained that when a nuisance complaint is referred to the Prosecutor for legal action, if the defendant is found guilty, then the court in which the nuisance complaint is filed sets the fine.

### **Personnel**

The Board of Health reviewed the proposed revisions for the funeral leave policy and sick leave policy. Discussion was held about the proposed language. Mark Dickess made a motion to approve the revised language (with the amendment of a typo). Brenda Shipley seconded the motion. All were in favor. The motion passed.

Next, the Board of Health reviewed the proposed credit for sick leave to employees to compensate for the missed bereavement leave. Randy Lambert asked for a motion to approve the following credits for sick leave:

Stephanie Barnett – 24hrs  
Debbie Fisher – 48hrs  
Steve Rudd - 24hrs



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Brenda Shipley made the motion. Mark Dickess seconded the motion. All were in favor. The motion passed.

Next, the Board of Health discussed vacation accruals. Zach Schweinsberg stated that the Board of Health approved the carrying over of vacation accruals in 2023, but that employees may have vacation hours cancelled in 2024. The Board of Health asked for a summary of the vacation hours that are going to be cancelled. The Board of Health will review the vacation hours again at the next meeting.

Next, the Board of Health reviewed the Health Commissioner's current pay rate of \$100/hr. Brenda Shipley made a motion to keep the Health Commissioner's pay rate at \$100/hr for 2024. Mark Dickess seconded the motion. All were in favor. The motion passed.

### Other Reports

The Board of Health reviewed the reports listed in section 6 of the agenda. Mark Dickess made a motion to receive and file the reports as presented. Brenda Shipley seconded the motion. All were in favor. The motion passed.

The Board of Health reviewed legislative updates from the Association of Ohio Health Commissioners. The updates pertained to medical marijuana, lead paint, and a ban on flavored tobacco.

### Adjournment

With no further business to come before the Board, the Board President declared the meeting adjourned at 5:17 PM.

The next meeting is scheduled for 2/21/2024 at 4:00 PM in the Conference Room of Lawrence County Health Department

Minutes Approved by:

  
Randall Lambert, BOH President

2-21-24

Date



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January 17th, 2024

## Resolution 01172024A

*A RESOLUTION THAT THE LAWRENCE COUNTY BOARD OF HEALTH MAY ADVANCE \$50,000.00 CASH FROM E00 BOARD OF HEALTH FUND TO E28 PUBLIC HEALTH WORKFORCE FUND*

WHEREAS Ohio Department of Health has awarded Lawrence County Health Department with \$445,000.00 for the Public Health Workforce Grant (GMIS Project # 04410012WF0223), and;

WHEREAS Expenditures need to be paid from the correct funding source,

The Lawrence County Board of Health hereby resolves to advance \$50,000.00 cash from E00 Board of Health Fund to E28 Public Health Workforce Fund at the discretion of the Fiscal Officer. The cash advance shall be repaid as soon as is practicable. The grant is currently set to end on 11-30-2027

Adopted, 01/17/2024

President of Lawrence County Board of Health

Attest:

Administrator



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January 17<sup>th</sup>, 2024

## Resolution 01172024B

*A RESOLUTION THAT THE LAWRENCE COUNTY BOARD OF HEALTH WILL TRANSFER \$20,000.00 CASH FROM E00 BOARD OF HEALTH FUND TO G00 RESTAURANT FUND*

WHEREAS Lawrence County Health Department is mandated by Ohio Department of Health to enforce the provisions of the food safety code.


WHEREAS fund G00 has a cash balance is ~~-\$372.59,~~

The Lawrence County Board of Health hereby resolves to transfer \$20,000.00 cash from E00 Board of Health Fund to G00 Restaurant.

Adopted, 01/17/2024

  
\_\_\_\_\_  
President of Lawrence County Board of Health

Attest:

  
\_\_\_\_\_  
Administrator