



## 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 March 20<sup>th</sup>, 2024, Minutes

#### Call Meeting to Order

The meeting was called to order at 4:11 PM. Board Members present included Brenda Shipley (Vice-President), Mark Dickess, and Melanie Taylor. Randy Lambert (President) arrived at 4:23 PM.

Also present was Debbie Fisher (Administrator), Angela Bostick-Doyle (Director of Nursing), and Zach Schweinsberg (Fiscal Officer).

#### Approve Minutes

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

Brenda Shipley noted that no members of the public were present.

#### Financial

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

Next, the Board of Health reviewed the modification agreement to extend the deadline for submitting the 2020-2021 audit to the Auditor of State's Office. Zach provided updates to the Board of Health about the progress of the audit. The Board of Health also reviewed an invoice from Millhuff-Stang CPA in the amount of \$12,619. This invoice covers the work that has been performed so far. The Board of Health also reviewed the single audit engagement letter. The single audit engagement letter was required because the Health Department spent at least \$750,000 in federal expenditures during 2021. Melanie Taylor made a motion to approve the audit extension, to pay the invoice to Millhuff-Stang, and to approve the single audit engagement letter. Mark Dickess seconded the motion. All were in favor. The motion passed.

Randy Lambert arrived.

Next, the Board of Health reviewed the audit notifications from Millhuff-Stang. The notifications included various topics that were identified by the audit firm as needing



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improvement. A corrective action plan was included for each notification. Only two notifications from Millhuff-Stang were not included, because the exact details were still being worked out. The two missing audit notifications will be provided to the Board once the details have been finalized.

One of the audit notifications related to the Health Department's credit card policy. A revised credit card policy was presented for the Board's consideration. It is believed that the new credit card policy will bring the Health Department into compliance with Ohio Revised Code. Brenda Shipley made a motion to amend the credit card policy as presented. Mark Dickess seconded the motion. All were in favor. The motion passed.

Another audit notification stated that the Health Department had not established a limit for blanket purchase orders. A new policy was drafted to address the issue. The new policy sets the limit for blanket purchase orders at \$74,999.99. Blanket purchase orders more than this amount would require Board approval. Mark Dickess made a motion to adopt the new policy. Brenda Shipley seconded the motion. All were in favor. The motion passed.

The Board of Health also reviewed a proposed contract for Darrell (Dennis) Carter. Prior to the COVID-19 epidemic, Dennis used to perform several custodial tasks at the Health Department such as mopping, taking out the trash, dusting, etc. During the pandemic, the County Commissioners paid M&D Cleaning Services to perform some of these tasks, as well as to implement other sanitization procedures. At the end of 2022, the County Commissioners stopped paying for M&D Cleaning Services, so the Health Department decided to continue paying them from its own funds. As more time has passed, the Health Department has re-examined its costs and determined that it was best to discontinue services with M&D and to moderately increase Dennis's pay. This would result in annual cost savings of a few thousand dollars. Mark Dickess made a motion to approve the contract. Melanie Taylor seconded the motion. All were in favor. The motion passed.

### **Environmental**

The Board of Health reviewed the Environmental Health Report. Paul provided updates about different issues the Health Department has been working on.

Brenda Shipley made a motion to receive and file the environmental report. Melanie Taylor seconded the motion. All were in favor. The motion passed.



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## 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 the County Emergency Response Plan – Annex H.

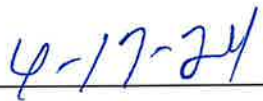
## Adjournment

Brenda Shipley made a motion to adjourn. Melanie Taylor seconded the motion. All were in favor, the motion passed. The meeting adjourned at 5:01 PM.

The next meeting is scheduled for 4/17/2024 at 12:00 PM in the Conference Room of Lawrence County Health Department

Minutes Approved by:

  
\_\_\_\_\_  
Randall Lambert, BOH President

  
\_\_\_\_\_  
Date