



LAWRENCE COUNTY HEALTH DEPARTMENT

2122 So. 8th 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 February 21st, 2024, Minutes

Call Meeting to Order

The meeting was called to order at 4:04 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).

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.

Next, the Board of Health discussed the scheduled meeting time for Board of Health meetings. The Board members discussed what day and time would be best to meet. It was noted that this time may make it easier for the Health Commissioner to attend the meetings. It was also suggested that the change not be made until April, since the District Advisory Council is scheduled to meet in March after the Board of Health meeting. After discussion, Brenda Shipley made a motion to change the regularly scheduled meeting time to the third Wednesday of each month at noon, starting April 17th, 2024. Melanie Taylor seconded the motion. All were in favor. The motion passed.

Financial

Randy Lambert 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 a modification agreement proposed by Millhuff-Stang CPA to extend the audit completion deadline to 2/29/2024. Randy Lambert asked where the Health Department stood with the audit. Zach Schweinsberg provided an update concerning the information that has been requested by the audit firm as well as the anticipated completion date. Randy asked if the SEFA had been submitted to ODH, Zach said the draft figures had been submitted (the auditors may suggest adjustments to the footnotes if they find an issue). Debbie stated that the Health Department has been sending



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updates routine to ODH. Randy asked for a motion to approve the contract. Mark Dickess made a motion to approve the contract. Brenda Shipley seconded the motion. All were in favor, the motion passed.

Next, the Board of Health reviewed AOS bulletin 2024-002, which is an information bulletin stating that political subdivisions in the State of Ohio may not enter into loan agreements with private institutions without express legal authority.

Next, the Board of Health reviewed Resolution 02212024a to authorize cash advance of \$50,000.00 from fund E00 Board of Health to E24 Covid-19 Enhanced Operations. Mark Dickess made a motion to approve RESOLUTION 02212024a A RESOLUTION THAT THE LAWRENCE COUNTY BOARD OF HEALTH AUTHORIZES THE ADVANCE OF \$50,000 CASH FROM E00 BOARD OF HEALTH FUND TO E24 COVID-19 ENHANCED OPERATIONS FUND. Melanie Taylor seconded the motion. All were in favor. The motion passed.

Environmental

Randy Lambert asked Debbie Fisher the Health Department received any correspondence from JT Holt. Debbie said the Health Department received an email from JT asking for an update concerning a complaint against Land of Goshen Rehabilitation Center. Randy Lambert stated he received a similar inquiry and informed him that the Health Department was aware that the treatment center was out of compliance but that the issue was immediately resolved. Randy told Debbie that she could send a similar response if she wanted to.

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

Next, the Board of Health reviewed Resolution 02212024b to implement high risk mobile retail food/ mobile food service fee as well as a low-risk mobile retail fee, by emergency measure. The resolution is presented as an emergency measure due to a sudden change in rules by Ohio Department of Health and Ohio Department of Agriculture. Mobile units are now being classified as high and low risk. High risk mobiles will be charged the previously approved fee for mobile units, while low risk mobiles will have the local portion reduced by 50%.

Brenda Shipley made a motion to approve Resolution 02212024b A RESOLUTION TO ADOPT THE FOLLOWING FOOD PROGRAM FEES AS AN EMERGENCY MEASURE DUE TO SUDDEN



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CHANGE IN RULES BY OHIO DEPARTMENT OF HEALTH AND OHIO DEPARTMENT OF AGRICULTURE. Melanie Taylor seconded the motion. All were in favor, the motion passed.

Personnel

The Board of Health reviewed vacation accruals. The Board was presented with the number of hours that each employee carried over from their previous work anniversary date. The numbers are presented in the table below.

Employee Name	Vacation Hours Carried Over
Barnett, Stephanie	3.68
Becker, Phyllis	52.79
Bostick-Doyle, Angela	13.52
Fisher, Debbie	32.31

Zach Schweinsberg stated that there was a plan for each employee to have their carry over used by 03/20/2024, with the exception of Debbie Fisher. As a new Administrator in 2023, as well as many issues that needed to be addressed with the Health Department, Debbie was unable to use all of her vacation time. Paul O'Banion also had additional vacation hours that were being carried over, but he has not made any significant progress in using his hours since the Board of Health instructed him to do so on 10-12-2022. Consider this, Zach suggested that the Board of Health approve the vacation hours be carried over as presented in the table for Stephanie Barnett, Phyllis Becker, and Angela Bostick-Doyle, and then allow Debbie Fisher to have until the end of 2024 to use her hours as well as 4 additional weeks. Mark Dickess made the motion. Melanie Taylor seconded the motion. All were in favor, the motion passed.

Next, the Board of Health reviewed a memo from the Lawrence County Auditor's Office dated 02-05-2024 that discussed the importance of inputting bills timely into VIP (the Health Department's accounting software). The memo was sent out to all County departments. Zach stated that he had also noticed that some employees wait a significant period of time to submit mileage reimbursement requests. The Board of Health was presented with a proposed policy change to require employees to submit mileage reimbursement requests to the Fiscal Officer within 30 days of travel.

Mark Dickess made a motion to accept the proposed policy change. The motion was seconded by Brenda Shipley. All were in favor. The motion passed.



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Next, the Board of Health reviewed a publication by the Ohio Ethics Commission that was published in June 2023. Currently, a 2018 version of this document is included in the appendix of the policy manual. Randy Lambert asked for a motion to update Appendix C of the policy manual with the update publication and to authorized the continual update of Appendix C as the publication by Ohio Ethics Commission is updated. Brenda Shipley made the motion. Melanie Taylor seconded the motion. All were in favor, the motion passed.

Next, the Board of Health reviewed Form G – Travel Reimbursement Form. Randy stated that a motion was not needed to update existing forms and directed the Fiscal Officer to make the suggested update.

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 Ohio Revised Code 3794.01, specifically the definition of smoking, as well as the new signage to be posted at businesses that prohibit smoking *and* vaping.

Debbie asked the Board of Health about being able to close the Health Department for one hour and a half once per month so that all employees could go out for lunch to celebrate the birthdays for that month. The Board of Health did not express any concerns about doing this as long as all employee birthdays are celebrated.



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Adjournment

Brenda Shipley made a motion to adjourn. Melanie Taylor seconded the motion. All were in favor, the motion passed. The meeting adjourned at 4:38 PM.

The next meeting is scheduled for 3/20/2024 at 4:00 PM in the Conference Room of Lawrence County Health Department

Minutes Approved by:


Randall Lambert, BOH President

3-20-24
Date



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February 21st, 2024

Resolution 02212024a

A RESOLUTION THAT THE LAWRENCE COUNTY BOARD OF HEALTH AUTHORIZING THE ADVANCE OF \$50,000.00 CASH FROM E00 BOARD OF HEALTH FUND TO E24 COVID-19 ENHANCED OPERATIONS FUND

WHEREAS Ohio Department of Health has awarded Lawrence County Health Department with \$405,856.00 for COVID-19 Enhanced Operations Grant (GMIS Project # 04410012EO0323), and;

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

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

Section 1. Advance \$50,000.00 cash from E00 Board of Health Fund to E24 COVID-19 Enhanced Operations Fund. The cash advance shall be repaid at the conclusion of the grant on during August, 2024.

Adopted 02/21/2024

President of Lawrence County Board of Health

Attest:

Administrator



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Resolution 02212024b

A RESOLUTION TO ADOPT THE FOLLOWING FOOD PROGRAM FEES AS AN EMERGENCY MEASURE DUE TO SUDDEN CHANGE IN RULES BY OHIO DEPARTMENT OF HEALTH AND OHIO DEPARTMENT OF AGRICULTURE

WHEREAS The Director of the Ohio Department of Health and Director of Ohio Department of Agriculture may determine by rule an amount to be collected from applicants for food service operation licenses under Ohio Rev. Code § 3717.45 and Ohio Adm. Code § 901: 3-4 (respectively), and;

WHEREAS The Director of the Ohio Department of Health and Ohio Department of Agriculture has determined that there should be separate fees for mobile licenses (i.e. high risk and low risk);

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

Section 1. To establish the following fees for food licensing year 2024, as presented below:

Food License Categories	Total Fee	Local Amount	ODH/ODA Amount	Late Penalty Amount	Total with Late Fee
High Risk Mobile Retail Food / Mobile Food Service	\$184.00	\$156.00	\$28.00	\$39.00	\$223.00
Low Risk Mobile Retail Food	\$106.00	\$78.00	\$28.00	\$19.50	\$125.50

Adopted 02/21/2024

Attest:



President of Lawrence County Board of Health



Administrator