



Georgia Dillon, APRN, CNP  
Health Commissioner

## 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

Jim Meadows, MD  
Medical Director

### Lawrence County Board of Health October 12<sup>th</sup>, 2022, Minutes

#### Call Meeting to Order

The meeting was called to order at 4:21 PM. Board Members present included: Randy Lambert (President), Mark Dickess, and Brenda Shipley.

Also present was Georgia Dillon (Health Commissioner), Zach Schweinsberg (Fiscal Officer), Angela Bostick-Doyle (Director of Nursing).

#### Approve Minutes

Randy Lambert asked for a motion to approve the minutes for the Board of Health meeting held on 09/13/2022. Mark Dickess made the motion to approve the minutes, Brenda Shipley seconded the motion. All were in favor, the motion passed.

Randy Lambert asked if there was anyone present from the public that wished to make a comment to the Board of Health. No members of the public were present.

The Board of Health discussed Ohio House Bill 463 to eliminate general health district advisory councils. Randy Lambert recommended polling how the Township Trustees of Lawrence County felt about the house bill. It was noted that the Ohio Township Association and Association of Ohio Health Commissioners are opposed to the bill. Another suggestion, at the informal invitation of Cole Webb, was for Lawrence County Health Department to send someone to speak at an Ohio Township Association meeting on November 17<sup>th</sup>, 2022 (Cole Webb is a Board Member for the State Board of Directors of the Ohio Township Association).

#### Financial

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

Zach Schweinsberg provided a summary of Resolution 10122022A, which is to formally approve PERS Pickup for the position of Fiscal Officer, as discussed at the previous Board of Health meeting on 09/13/2022.

Brenda Shipley made a motion to waive the three-reading rule for Resolution 1012022A A RESOLUTION THAT THE LAWRENCE COUNTY HEALTH DEPARTMENT WILL PICK UP THE STATUTORILY REQUIRED CONTRIBUTION TO THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR THE EMPLOYEES OF THE LAWRECNCCE COUNTY DEPARTMENT PURSUANT TO IRC SECTION 414(h)(2), as permitted by Ohio Rev. Code 705.15. Mark Dickess seconded the motion. All were in favor, the motion passed.



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Brenda Shipley made a motion to pass **Resolution 1012022A A RESOLUTION THAT THE LAWRENCE COUNTY HEALTH DEPARTMENT WILL PICK UP THE STATUTORILY REQUIRED CONTRIBUTION TO THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR THE EMPLOYEES OF THE LAWRENCE COUNTY DEPARTMENT PURSUANT TO IRC SECTION 414(h)(2)**. Mark Dickess seconded the motion. All were in favor, the motion passed.

Next, the Board of Health reviewed a proposed update to the Health Department's financial policies. Zach Schweinsberg explained that they were to make the Financial Policy Manual more concise and that current practices would remain the same. Randy Lambert asked for a motion to approve the new financial policy manual and for that manual to supersede all prior financial policy manuals. Mark Dickess made the motion. Brenda Shipley seconded the motion. All were in favor. The motion passed.

Next, the Board of Health reviewed quotes from Ashland Office Supply and Superior Office Service for a new Canon ImageRUNNER Advance DX C5840I System. Zach Schweinsberg explained that the cost of the new printer would be offset by trading in the current one in the contact tracing room, and the remainder of the cost would be paid for by Covid-19 Enhanced Operations (EO22, an Ohio Department of Health Grant). Randy Lambert asked for a motion to accept the bid placed by Superior Office Service. Mark Dickess made the motion. Brenda Shipley seconded the motion. All were in favor. The motion passed.

### **Environmental**

Randy Lambert asked for a motion to approve the sanitation report. Brenda Shipley made a motion to approve the sanitation report. Mark Dickess seconded the motion. All were in favor. The motion passed.

The Board of Health reviewed the food inspection reports for Toro Loco in Ironton for 08/22/2022, 09/19/2022, and 10/04/2022, which included numerous critical and non-critical citations. Mark Dickess inquired how members of the public can view food inspection reports. It was noted that the food inspection reports for all restaurants in Lawrence County are available on the Health Department's website (<https://www.lawcohd.org>).

### **Other Reports**

Georgia Dillon provided an update regarding the program survey for the Reproductive Health and Wellness Program and the Vaccination Program. Both program surveys went well.

The Board of Health reviewed the reports listed on section 6 of the agenda. Randy Lambert asked for a motion to accept and approve the reports listed in section 6 of the agenda. Mark Dickess made the motion. Brenda Shipley seconded the motion. All were in favor. The motion passed.



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### Continuing Education

The Board of Health reviewed the *Board of Health Member Guide to Roles and Responsibilities* published by the Ohio Association of Boards of Health. Zach Schweinsberg directed the Board Members' attention to a list of key questions for Board Members to ask themselves concerning their governance of the Health Department.

### Personnel

Randy Lambert asked for a motion to enter executive session under Ohio Revised Code § 121.22(G)(1) to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Mark Dickess made the motion. Brenda Shipley seconded the motion. A vote was taken:

Mark Dickess: yea

Randy Lambert: yea

Brenda Shipley: yea

All were in favor. The motion passed. The Board entered executive session at 4:46 PM.

The Board of Health came out of executive session at 5:22 PM.

Randy Lambert summarized the issue concerning vacation accruals. The Board of Health thought that a few months ago the issues concerning vacation accruals was resolved when the Board of Health made its motion to pay out vacation time to Georgia Dillon, Debbie Fisher, and Paul O'Banion on 07/19/2022. Zach Schweinsberg attempted to process the payouts, but it was determined through communication with the Lawrence County Auditor's Office and Lawrence County Prosecutor that:

- 1.) Vacation accruals can only be paid out to Health Department employees (who are otherwise eligible) upon separation from employment.
- 2.) The Ohio Revised Code limits the vacation accruals to a certain amount.

It was also noted that Georgia Dillon, Debbie Fisher, and Paul O'Banion had lost vacation time. In addition, Health Department employees were not provided with sufficient information to know how many vacation hours they had accrued and were not informed that a maximum accrual limit existed.

The Board of Health wants to do something for these three employees to make up for the fact that employees were not aware of the vacation accrual limits, that the Health Department did not keep good records, and that the Board of Health was unaware of the vacation accrual limits.



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For Paul O'Banion, since he intends to work for approximately six more years, and given that Paul only makes \$1.10 more than his highest paid subordinate, the Board of Health intends to give Paul a raise of \$3.00 per hour. Randy Lambert asked Paul O'Banion if he understood that he had to begin using his vacation time. Paul said that he understood. Paul was agreeable to this offer.

Randy stated that the situation for Georgia Dillon and Debbie Fisher is a little different where they plan to retire within the next year. Randy explained that Zach was instructed to see if there is a way to issue bonuses to Georgia and Debbie so that they can be compensated in a lump sum.

Brenda Shipley made a motion to give Paul O'Banion a raise of \$3.00 per hour, effective 10/01/2022. Mark Dickess seconded the motion. All were in favor. The motion passed.

Randy stated that the Board of Health will follow up on the potential of compensating Georgia and Debbie at the next Board of Health meeting.

**Adjournment:**

Mark Dickess made a motion to adjourn. Randy Lambert declared the motion as adjourned since all agenda items had been addressed. The meeting adjourned at 6:00 PM.

The next meeting is scheduled for 11/16/2022 at 4:00 PM in the Conference Room of Lawrence County Health Department.

Minutes Approved by:

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

  
\_\_\_\_\_  
Date



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October 12<sup>th</sup>, 2022

### Resolution 10122022A

*A RESOLUTION THAT THE LAWRENCE COUNTY HEALTH DEPARTMENT WILL PICK UP THE STATUTORILY REQUIRED CONTRIBUTION TO THE OHIO PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR THE EMPLOYEES OF THE LAWRENCE COUNTY HEALTH DEPARTMENT PURSUANT TO IRC SECTION 414(h)(2).*

WHEREAS, pursuant to federal and Ohio laws, the LAWRENCE COUNTY HEALTH DEPARTMENT may offset future salary increases and "pick up" (assume and pay) the contributions statutorily required by such elected officials and covered employees to the Ohio Public Employees Retirement Systems (OPERS) and such individuals will not be required to pay federal and state income taxes on such contributions; and

NOW THEREFORE BE IT ORDAINED BY THE LAWRENCE COUNTY HEALTH DEPARTMENT OF OHIO, THAT

**SECTION 1:** Effective 11/12/2022 the full amount of the statutorily required employee contributions to OPERS shall be picked up and paid as a fringe benefit by the LAWRENCE COUNTY HEALTH DEPARTMENT for each person within any of the classes established in Section 2 herein. This "pick up" by the LAWRENCE COUNTY HEALTH DEPARTMENT shall be designated as public employee contributions and shall be in lieu of contributions to OPERS by each person within any of the classess established in Section 2 herein. No person subject to this "pick up" shall have the option of choosing to receive the statutorily required contribution to OPERS directly instead of having it "picked up" by the LAWRENCE COUNTY HEALTH DEPARTMENT or of being excluded from the "pick up". The LAWRENCE COUNTY HEALTH DEPARTMENT shall, in reporting and making remittance to OPERS, report that the public employees contribution to each person subject to this "pick up" has been made as provided by the statute. Therefore, contributions, although designated as employee contributions, are employer-paid, and employees do not have the option to receive the contributions directly. All contributions are paid by the employer directly to the plan.

Lawrence County Board of Health:  
Randy Lambert, President • Curtis Anderson, Vice President  
Brenda Shipley • Ryan Brislin, MD • Mark Dickess



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**SECTION 2:** The "pick up" by the LAWRENCE COUNTY HEALTH DEPARTMENT provided by this ordinance shall apply to the position of Fiscal Officer at LAWRENCE COUNTY HEALTH DEPARTMENT who is or has become a contributing member of OPERS.

**SECTION 3:** Under the fringe-benefit method of employer pick up, salary is not modified; however, the employer will pay the employee's statutorily required contributions to OPERS.

**SECTION 4:** The Fiscal Officer is hereby authorized and directed to implement the provisions of this ordinance to institute the "pick up" of the statutorily required contributions to OPERS for those persons reflected in Section 2 herein so as to enable them to have their employee contributions paid by their employer.

Adopted, 10/12/2022

President of Lawrence County Board of Health

Attest:

HEALTH COMMISSIONER

Lawrence County Board of Health:  
Randy Lambert, President ● Curtis Anderson, Vice President  
Brenda Shipley ● Ryan Brislin, MD ● Mark Dickess