



304 Putnam Street, Marietta, Ohio 45750
Phone (740) 373-0611; Fax (740) 376-6445
Michael Brockett, MD, Health Commissioner

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AGENDA - Adjusted

**Marietta/Belpre City Board of Health Meeting
715 Park Dr., Belpre, OH
Friday February 16, 2024; 10:00 am**

- I. Call to Order and Recognition of Guests, Roll Call
 - A. Approval of January 26, 2024 Meeting Minutes
 - B. Management Reports for January:
 1. Environmental Health Report:
 2. Nursing Report:
 3. Health Educator/PIO Report:
 4. Accreditation Report:
 5. Administrator Report:
 6. Health Commissioners Report:
 - C. Monthly Data Reports for January:
 1. Vital Statistics Report
 2. Regional Epidemiologist Report
 3. Monthly Service Statistics Report
- II. Finance
 1. Revenue Comparison & Expense Reports: January
 2. STEADI MOU - January Invoice \$400 - Received
 3. Transfer \$3,000 from Home Health Salaries to Home Health Contracts
- III. Governance
 1. Layoff of Community Health Worker - Accept resignation of Erin Bernardo
 2. Ohio Association of Boards of Health Dues \$125
- IV. Action and Discussion Items
 1. Public Comments
 2. Board Member Comments and Miscellaneous Concerns
- V. Executive Session:
- VI. Adjournment

Next meeting: Friday, March 15, 2024; 10:00 am, 304 Putnam St., Marietta, OH

One Team, One Goal: HEALTHY COMMUNITIES!



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Meeting Minutes

**Marietta/Belpre Board of Health Meeting
304 Putnam St., Marietta, OH
Friday, January 26, 2024; 10:00 am**

Board Member Roll Call:

Laurie Gwinn- Yes Joel Whitaker- Yes Ann Stewart - Yes
Suzanne Baker – Absent Desiree Kerns – Yes

Others Present:

Mayor Abdella- Belpre Josh Schlicher – Marietta Mayor
Barbara Bradley - Administrator Rebecca Aber - Accreditation
Amber Gossett-Bailey - PIO
Tom Webster, Belpre City Attorney

I. Call to Order, Recognition of Guests, and Roll Call

Mayor Josh Schlicher called the meeting order at 10:02 AM, a roll call vote was taken, a quorum was present.

A. Approval of December 15, 2023 Meeting Minutes

Joel Whitaker made a motion to approve the December 15, 2023 Board of Health Meeting Minutes as written, Ann Stewart seconded the motion. There was no further discussion, a roll call vote was taken.

Laurie Gwinn- Yes Joel Whitaker- Yes Ann Stewart - Yes
Desiree Kerns – Absent Suzanne Baker – Absent

Motion Passed.

B. Management Reports for November:

1. **Health Commissioner Report:** Not Present.
2. **Environmental Health Report:** See written report, additional comments included a report from Bradley on the meeting with Harold Ours, Tom Webster, Kelly Miller and Barb Bradley on clarity of consultation as well as application fee adjustment. Bradley reported that Kelly is continuing the food inspections and there were 3 days of inspections left in Belpre before February 29, 2024. It was also reported that the contract with the Plumbing inspector was signed for 2024. Kelly was not present due to a death in her family.
3. **Nursing Report:** See written report.



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- 4. **Accreditation Report:** See written report. Aber also spoke on a Health Equity in-service workshop the staff completed. A brief video from NACCHO was shared with the Board that included Amber and Rebecca that will be available nationally.
- 5. **Health Educator/PIO Report:** See written report.
- 6. **Administrator Report:** Bradley stated that the EO23 grant, notice of award was received for \$100,000. She stated that \$30,000 will go toward the ADA renovations of the Building. Starting 2024 the Department has 4 grants; WF23, PW24, CHW and EO23. Two of which will end July first. Bradley stated that Aber has been working closely with ODH on grant reports for the various grants. Bradley stated that she and Aber along with the Auditor had developed some tracking changes. There will be a resolution for approval later in the meeting. She asked for an executive session later in the meeting.

Ann Stewart, made a motion to accept the Management Reports, Joel Whitaker seconded the motion. There was no further discussion a roll call was taken.

Laurie Gwinn- Yes	Joel Whitaker- Yes	Ann Stewart - Yes
Desiree Kerns - Yes	Suzanne Baker - Absent	

Motion Passed

- C. Monthly Data Reports for December 2023:
 - 1. Vital Statistics Report: See written.
 - 2. Regional Epidemiologist Report: See written.
 - 3. Monthly Service Statistics Report: See written.

Joel Whitaker made a motion to accept the Monthly Data reports, Laurie Gwinn seconded the motion. After no further discussion a roll call was taken.

Laurie Gwinn- Yes	Joel Whitaker- Yes	Ann Stewart - Yes
Desiree Kerns - Yes	Suzanne Baker - Absent	

Motion Passed

- II. Finance:
 - 1. Revenue Comparison & Expense Reports for December, Bradley presented the report and stated that it has been changed to completely show the fund amounts.

Laurie Gwinn made a motion to accept the Revenue Comparison & Expense report, Desiree Kerns seconded the motion. After no further discussion a roll call was taken.

Laurie Gwinn- Yes	Joel Whitaker- Yes	Ann Stewart - Yes
Desiree Kerns - Yes	Suzanne Baker - Absent	

Motion Passed

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- 2. Medicaid Administration Claim (MAC) Contract: Bradley reported that it was the same as last year and had been signed. Aber shared what MAC stood for and how the reimbursement works.

III. Governance:

- 1. Resolution 24-01 Approval of 2024 Budget

Joel Whitaker made a motion to approve the Operating Budget for 2024. Ann Stewart seconded the motion. There was no further discussion a roll call was taken.

Laurie Gwinn- Yes Joel Whitaker- Yes Ann Stewart - Yes
Desiree Kerns - Yes Suzanne Baker - Absent

Motion Passed

- 2. Resolution 24-02 Approval of Mileage Reimbursement for 2024

Joel Whitaker made a motion to approve the 2024 mileage reimbursement, Ann Stewart seconded the motion. There was no further discussion a roll call vote was taken.

Laurie Gwinn- Yes Joel Whitaker- Yes Ann Stewart - Yes
Desiree Kerns - Yes Suzanne Baker - Absent

Motion Passed

- 3. Approval of the addition to Personnel Policy 6.01 to say: **“D Mileage Reimbursement will be based on the Ohio Office of Budget Management’s allowable rate as administered by the Ohio Department of Health.”**

Laurie Gwinn made a motion to approve the addition to the Personnel Policy 6.01; Joel Whitaker seconded the motion. There was no further discussion a roll call vote was taken.

Laurie Gwinn- Yes Joel Whitaker- Yes Ann Stewart - Yes
Desiree Kerns - Yes Suzanne Baker - Absent

Motion Passed

- 4. Resolution 24-03: Approval to set up and appropriations for the Enhanced Operations Grant (E023)

Joel Whitaker made a motion to approve the E023 Grant set up and appropriations, Ann Stewart seconded the motion. There was no further discussion a roll call vote was taken.

Laurie Gwinn- Yes Joel Whitaker- Yes Ann Stewart - Yes
Desiree Kerns - Yes Suzanne Baker - Absent

Motion Passed



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5. Resolution 24-04: Approval of Vacation Leave Carryover from 2023.

Joel Whitaker made a motion to approve the Vacation Carryover from 2023, Ann Stewart seconded the motion. There was no further discussion a roll call vote was taken.

Laurie Gwinn- Yes Joel Whitaker- Yes Ann Stewart - Yes
Desiree Kerns - Yes Suzanne Baker -Absent

Motion Passed

6. Resolution 24-05: Approval to create an Environmental fund and line items.

Joel Whitaker made a motion to approve the Creation of an Environmental Funds and line items for the fund, Ann Stewart seconded the motion. There was no further discussion a roll call vote was taken.

Laurie Gwinn- Yes Joel Whitaker- Yes Ann Stewart - Yes
Desiree Kerns - Yes Suzanne Baker -Absent

Motion Passed

7. Resolution 24-06: Approval to First Reading to Adjust the 2024 Plumbing Application Fee

Bradley Reported that after the meeting with Harold Ours, Tom Webster, Kelly Miller and herself that the plumbing application needed to be raised by \$50.00 to cover the many consultations the Plumbers have with Inspector Ours.

Joel Whitaker made a motion to approve the First Reading to Adjust the Plumbing Application Fee, Laurie Gwinn seconded the motion. There was no further discussion a roll call vote was taken.

Laurie Gwinn- Yes Joel Whitaker- Yes Ann Stewart - Yes
Desiree Kerns - Yes Suzanne Baker -Absent

Motion Passed

Ann Stewart made a motion to Suspend the three readings of the Adjustment to the Plumbing Application Fee, Joel Whitaker seconded the motion. There was no further discussion a roll call vote was taken.

Laurie Gwinn- Yes Joel Whitaker- Yes Ann Stewart - Yes
Desiree Kerns - Yes Suzanne Baker -Absent

Motion Passed



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Barbara Bradley made the Second reading of Resolution24-06: To Adjust the 2024 Plumbing Application Fee.

Laurie Gwinn made a motion to approve the Second Reading to Adjust the Plumbing Application Fee as an emergency, Joel Whitaker seconded the motion. There was no further discussion a roll call vote was taken.

Laurie Gwinn- Yes Joel Whitaker- Yes Ann Stewart - Yes
Desiree Kerns - Yes Suzanne Baker -Absent

Motion Passed

Barbara Bradley made the Third reading of Resolution24-06: To Adjust the 2024 Plumbing Application Fee

Laurie Gwinn made a motion to approve the Third Reading to Adjust the Plumbing Application Fee as an emergency, Joel Whitaker seconded the motion. There was no further discussion a roll call vote was taken.

Laurie Gwinn- Yes Joel Whitaker- Yes Ann Stewart - Yes
Desiree Kerns - Yes Suzanne Baker -Absent

Motion Passed

IV. Action and Discussion Items

- a) 304 ADA Renovation- Bradley reported that the schedule was attached and the project has been started.
- b) Board Member Comments and Miscellaneous: None made.
- c) Public Comments: No public present

V. Executive Session – Bradley requested an Executive Session to discuss Employee Succession and Salary Funding.

Ann Stewart mad a motion to enter into Executive Session and Laurie Gwinn seconded the motion. There was no further discussion a roll call was taken.

Laurie Gwinn- Yes Joel Whitaker- Yes Ann Stewart - Yes
Desiree Kerns – Yes Suzanne Baker – Absent

Motion Passed



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The Board entered into executive session at 10:47 AM.

The Board exited executive session at 11:11 AM. The Board assigned the Executive Session Issues to Personnel and Finance Committees. Bradley will set up those meetings.

Adjournment -Laurie Gwinn made a motion to adjourn the meeting. Mayor Schlicher adjourned the meeting 11:14 AM.

Next meeting: Friday, February 16, 2024, 10:00 am, 715 Park Drive, Belpre, OH

Suzanne J. Gabelle
Board of Health President

February 16, 2024
Date

Barbara S. Bradley
Board of Health Secretary

February 16, 2024
Date