



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

Meeting Minutes

Marietta/Belpre City Board of Health Meeting
715 Park Drive Belpre, OH 45750
Friday, December 19, 2025; 10:00 am

Board Member Roll Call:

Laurie Gwinn - Yes
Desiree Kerns - Absent

Joel Whitaker - Yes
Suzanne Baker - Yes

Ann Stewart - Yes

Others Present:

Susan Abdella - Belpre Mayor
Kelly Miller - Administrator/REHS
Cammie Loane-Registrar/Fiscal

Tom Webster - Belpre City Attorney
Becky Jones-Public Citizen

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

Mayor Abdella called the meeting to order at 10:05 A.M., roll call was taken, a quorum was present. Becky Jones, public citizen was a guest.

A. Approval of November 21, 2025 Meeting Minutes

There was no further discussion, a roll call vote was taken.

Laurie Gwinn - Yes
Desiree Kerns - Absent

Joel Whitaker - Yes
Suzanne Baker - Yes

Ann Stewart - Yes

Motion passed.

B. Management Reports for November 2025:

1. Environmental Health Report:

Miller followed up about the food inspections that will not be completed by the end of February 2026, due to the lack of staffing and available time. She stated that she reached out to Athens City/County Health Department administrator regarding contracting with their department for inspections. The Athens City/County Health Department administrator replied that their Board of Health is agreeable to the idea but he will need to discuss with his



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staff if they have available time. He stated that the contract fee would be approximately \$40-\$45 per hour plus mileage and fringe benefits. Miller stated that she hoped to hear back from him later in the day and would update the board via email once she heard back. Mayor Abdella asked which fund would the contract monies would come from and Loane replied they would be pulled from the food fund-211. A board member asked how long does it take to do a food inspection? Miller stated that McDonald's, as an example, takes 45 minutes to an hour, it depends on the establishment and if there are multiple violations observed. She also stated that grocery stores can take 2 hours to inspect. Suzanne Baker asked if we are we prioritizing inspections based on repeat violations for example, Las Trancas? Miller stated that yes, there would be prioritization. However, she will not be able to handle having all inspections completed by end of February due to dividing duties and time as administrator. Miller also stated that she has reached out to ODH and let them know the challenges that our department is currently facing. Jamie Higley, ODH Food Program Director suggested contracting with another health department. Miller also talked to Michelle Miller, ODH food specialist, for southeast Ohio, and received a different response. She stated that this is an abnormal situation for our department and it couldn't be helped. ODH has moved our food program survey from April to July 2026, so that our new staff will have time for training. According to Michelle Miller, ODH, if we do not meet our inspection frequency, we will be put on provisional status for one year. At the end of that year, she will return to our office to check inspection frequency. Once the frequency has been met, the provisional status will be removed. Miller (ODH) stated that such instances are not uncommon. Miller stated that it is just not possible to have our new hires fully trained within a couple of months. In total, we inspect approximately 210-220 establishments within both cities. Miller stated that risk level 3 and 4 facilities are required to be inspected twice per year. Hesson was able to complete some inspections 12/12/2025 and Miller stated that she will be out next week performing inspections. We have hired two new employees, Dawson Reynolds and Elizabeth Eremus. Dawson will graduate with a Masters of Public Health degree from Marshall University this month. He begins employment on January 12, 2026. Elizabeth will be hired through MOVE Staffing for the initial 320 hours of her employment. Assuming all goes well during her temporary hours, she will then be hired on full-time and obtain her EHSIT license once her degree is completed. She will initially be hired as environmental health clerk/intern until she graduates with her bachelor of science degree in May 2026. Miller stated that the new environmental health program through HS GovTech is now live and we will begin using it to complete inspection reports and licensing.



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2. Nursing Report: See written report.

Miller stated that Beck and Curtis presented a handwashing demonstration for preschool students at Ewing School a few weeks ago. She stated that the students were super appreciative and sent thank you posters that are now hanging on the wall on the nursing floor. Miller stated that flu shots are slowing down, but the nurses have been administering quite a few international travel vaccines. She stated that we have ordered more typhoid and yellow fever this week. Miller stated that Beck and Guckert went to Jaycee Estates this week to administer COVID vaccines. She also stated that we will be reviewing fees and brainstorming ideas on ways to generate more revenue in the nursing department.

3. Administrator Report: See written report.

Miller stated that the City of Marietta has begun using a new time keeping system. Employees are now required to use a time clock. She stated that we are still learning how the system works and payroll will be done using the original paper method until the Auditor's office tells us that we are no longer using paper. She stated that the time clock is located on the first floor of our building.

Miller reported that we have submitted an application for Healthy Eating, Active Living (HEAL) Grant in the amount of \$20,000. She stated that this grant would be a collaboration with the City of Marietta Development Department. She stated that the funds would be used to complete a study around the Colegate & Muskingum Drive areas of Marietta. This piece of the study has not been able to be completed within Marietta and would help Marietta complete their safe transit and mobility plans. MBHD will act as a pass through entity for this project and we will be working closely with the City of Marietta Development Department to complete the project. Miller stated that if we receive this funding, it could lead to more funding opportunities in the future. Miller stated that she will update the board once we know if we have been awarded the grant.

Miller stated that there are several other upcoming grant opportunities. The One Ohio Grant will be issued within regions throughout the State of Ohio. We are in region 12, and \$1.2 million will be awarded within our region. This grant money is being funded through the Opioid Settlements. Miller stated that we would like to collaborate with our local police, fire and other area agencies to add harm reduction services for our communities. Miller stated that another upcoming grant is the Rural Health Transformation Grant. ODH has submitted



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for approximately \$50,000,000. Our office is brainstorming ideas to determine how we could best use these funds once the RFPs are released in January 2026.

Miller stated that we have received Project DAWN kits from the state. These kits contain Naloxone, fentanyl test strips, CPR face shield and gloves. She stated that we are putting the kits together and will provide them to both city police departments. Miller stated that these kits will be given out to the community for free to help reduce the number of drug overdose related deaths.

Miller stated that she is working on a report for Belpre City Council members. Mayor Abdella stated that it was okay to provide the report to council in January. Miller stated that she is waiting for end of year numbers.

Miller reported that the staff have voted to use their 2026 floating holiday on January 2, 2026.

Miller stated that she is enjoying her administrator responsibilities and that she is looking forward to getting the new environmental health staff trained so that she can focus more on her new position. She also stated that she is super proud of the MBHD team and that they work extremely hard and are super dedicated to provide the best customer service to the people of our community.

4. Health Commissioners Report: No report.

Suzanne Baker made a motion to accept the written management reports for November 2025 as submitted. Ann Stewart seconded the motion. There was no further discussion, a roll call vote was taken.

Laurie Gwinn-Yes
Desiree Kerns-Absent

Joel Whitaker-Yes
Suzanne Baker-Yes

Ann Stewart-Yes

Motion Passed.



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C. Monthly Data Reports for November:

1. Vital Statistics Report: See written report.

Loane went over numbers on the written report. She stated that she is working more in the new OVRS system, however, the system does not have abilities to issue refunds to funeral homes on duplicate orders. She stated that this is a temporary problem. Loane stated that ODH sent out an email to all LHD's last week instructing local offices "will need to work directly with the funeral home to resolve the discrepancy." She stated that the appropriate resolution will depend on whether the funeral home requests a refund, or agrees to apply the overpayment as a credit toward a future order.

2. Regional Epidemiologist Report: See written report.

Miller pointed out that Chlamydia and Hepatitis C cases continue to rise in our jurisdiction. She stated that there were 2 cases of Lyme reported in Marietta/Belpre and 6 cases in Washington County.

3. Monthly Service Statistics Report: See written report.

Joel Whitaker made a motion to accept the written monthly data reports for November 2025 as submitted. Suzanne Baker seconded the motion. There was no further discussion, a roll call vote was taken.

Laurie Gwinn-Yes

Desiree Kerns-Absent

Joel Whitaker-Yes

Suzanne Baker-Yes

Ann Stewart-Yes

Motion Passed.

II. Finance

1. Revenue Comparison & Expense Report for November:

Miller reported that MBHD will have a healthy carryover going into 2026. No exact number until end of year. Miller stated that the department has been very frugal with our spending outside of salary/benefits. Loane stated that supplies are only ordered as needed.

Miller stated that the 2026 Operating Budget has been completed with the help of Loane. She stated that more monies were added to the nursing salaries line. She stated that she is working with the nursing staff to brainstorm ideas on how to generate more revenue for their department. Miller stated that increasing some fees for TB testing and sports physicals were possibilities. She stated that there are some other ideas that will be shared at a later date. Miller stated that



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she will send BOH members budget worksheets via email. Loane stated that we still have monies coming into nursing and that we received \$20,000 just this week. Suzanne asked if a copy of the budget was sent to Sherri Hess, Auditor and if she had approved it. Miller stated that yes, the budget worksheets were sent to both Hess and Dimmerling, Budget Director, and they said that everything looked fine. Loane stated some Marietta City Council members have learned a lot about the health department by having their offices on the same floor.

Joel Whitaker made a motion to accept the Revenue Comparison & Expense Report for November, with the correction of changing the date from 2024 to 2025. Suzanne Baker seconded the motion. There was no further discussion, a roll call vote was taken.

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

Ann Stewart-Yes

Motion Passed.

2. Resolution 25-18-Appropriate \$30,000 from RH Grant-Salaries & Wages to RH Grant - Unappropriated.

Joel Whitaker made a motion to approve Resolution 25-18, Suzanne Baker seconded the motion. There was no further discussion, a roll call vote was taken.

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

Ann Stewart-Yes

Motion Passed.

3. Resolution 25-19-Appropriate \$18,277.74 from EO23-Salaries & Wages and Operating Supplies-Other to EO23 Unappropriated.

Joel Whitaker made a motion to approve Resolution 25-19, Ann Stewart seconded the motion. There was no further discussion, a roll call vote was taken.

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

Ann Stewart-Yes

Motion Passed.



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4. Resolution 25-20-Appropriate \$375.00 from WF23 Public Health Workforce-Workers Comp to WF23 Public Health Workforce-Unappropriated.

Suzanne Baker made a motion to approve Resolution 25-20, Joel Whitaker seconded the motion. There was no further discussion, a roll call vote was taken.

Laurie Gwinn-Yes
Desiree Kerns-Absent

Joel Whitaker-Yes
Suzanne Baker-Yes

Ann Stewart-Yes

Motion passed.

5. Resolution 25-22 - To approve 2026 Operating Budget:

Miller stated that she will email the budget worksheets to BOH members. She stated that the additions including adding salaries and benefits for the new environmental health staff and that health insurance is increasing a small amount in 2026.

Joel Whitaker made a motion to approve Resolution 25-22, Ann Stewart seconded the motion. There was no further discussion, a roll call vote was taken.

Laurie Gwinn-Yes
Desiree Kerns-Absent

Joel Whitaker-Yes
Suzanne Baker-Yes

Ann Stewart-Yes

Motion passed.

III. Governance

1. Approval of 2026 Board Meetings-

Miller stated that the June 2026 BOH meeting falls on Juneteenth, which is a federal holiday. The Board decided to move the June meeting to Thursday, June 18th. The meeting will remain in Belpre.

Ann Stewart made a motion to approve the 2026 BOH Meeting Dates, Suzanne Baker seconded the motion. There was no further discussion, a roll call vote was taken.

Laurie Gwinn-Yes
Desiree Kerns-Absent

Joel Whitaker-Yes
Suzanne Baker-Yes

Ann Stewart-Yes

Motion Passed.



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2. Resolution 25-21 - Approval for 3% Wage Increase-

Miller requested that the Board approve Resolution 25-21 which gives current employees a wage increase of 3% for 2026. Laurie Gwinn asked if there would be funds to cover. Miller replied that there would be sufficient funds to cover the increase.

Ann Stewart made a motion to approve Resolution 25-21: Approval of 3% wage increase, Suzanne Baker seconded the motion. There was no further discussion, a roll call vote was taken.

Laurie Gwinn-Yes
Desiree Kerns-Absent

Joel Whitaker-Yes
Suzanne Baker-Yes

Ann Stewart-Yes

Motion Passed.

3. Approval to Update Comp Time Policy-Section 4.04:

Miller stated that the Marietta City Auditor's office has recommended that the BOH update the current personnel policy for compensatory time for MBHD to match the City of Marietta's comp time policy.

Suzanne Baker made a motion to approve the Updated Comp Time Policy-Section 4.04, Ann Stewart seconded the motion. There was no further discussion, a roll call vote was taken.

Laurie Gwinn-Yes
Desiree Kerns-Absent

Joel Whitaker-Yes
Suzanne Baker-Yes

Ann Stewart-Yes

Motion Passed.

4. Approval of Distracted Driving Policy-Section 6.08:

Miller stated that PEP (our insurance provider) has recommended implementing a "Distracted Driving Policy" into the MBHD Personnel Policy Manual. This policy contains cellphone usage and texting while driving guidelines.

Joel Whitaker made a motion to approve the Updated Distracted Driving Policy-Section 6.08, Ann Stewart seconded the motion. There was no further discussion, a roll call vote was taken.

Laurie Gwinn-Yes
Desiree Kerns-Absent

Joel Whitaker-Yes
Suzanne Baker-Yes

Ann Stewart-Yes



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Motion Passed.

5. Approval of Contract-Health Commissioner:

Miller stated that Dr. Michael Brockett has agreed to renew his contract through 2028.

Suzanne Baker made a motion to approve the Health Commissioner contract for Dr. Michael Brockett, Ann Stewart seconded the motion. There was no further discussion, a roll call vote was taken.

Laurie Gwinn-Yes
Desiree Kerns-Absent

Joel Whitaker-Yes
Suzanne Baker-Yes

Ann Stewart-Yes

Motion passed.

6. Approval of Contract-Plumbing Inspector:

Miller stated that the new Plumbing Inspector contract will cover commercial and residential plumbing services only within the City of Marietta.

Joel Whitaker made a motion to approve the Plumbing Inspector contract for Harold Ours, Ann Stewart seconded the motion. There was no further discussion, a roll call vote was taken.

Laurie Gwinn-Yes
Desiree Kerns-Absent

Joel Whitaker-Yes
Suzanne Baker-Yes

Ann Stewart-Yes

Motion passed.

IV. Action and Discussion Items

- 1. Public Comments:** None
- 2. Board Member Comments and Miscellaneous Concerns:** None

V. Executive Session-Personnel---None



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VI: Adjournment-

Suzanne Baker made a motion to adjourn the meeting, Ann Stewart seconded the motion. Mayor Abdella adjourned the meeting at 11:06 a.m.

Next meeting: Friday, January 16, 2026 10:00 am, 304 Putnam Street Marietta, OH 45750.

A handwritten signature in black ink, appearing to read 'Michael Brockett'.

Board of Health President

January 16, 2026

Date

A handwritten signature in blue ink, appearing to read 'Kelly Miller'.

Board of Health Secretary

January 16, 2026

Date