



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
 304 Putnam Street, Marietta, OH 45750
 Friday, January 16, 2026; 10:00 am**

Board Member Roll Call:

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

Others Present:

Josh Schlicher-Marietta Mayor	Dr. Michael Brockett – Health Commissioner
Kelly Miller – Administrator/REHS	Tom Webster - Belpre City Attorney
Cammie Loane-Registrar/Fiscal	

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

Mayor Schlicher called the meeting to order at 10:02 A.M., roll call was taken, a quorum was present. No guests were in attendance.

A. Approval of December 19, 2025 Meeting Minutes

Suzanne Baker made a motion to approve the December 2025 Board of Health Meeting Minutes, Ann Stewart seconded the motion. There was no further discussion, a roll call vote was taken.

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

Motion passed.

B. Management Reports for December 2025:

1. Environmental Health Report:

Miller stated that new environmental staff have officially started. Eremus was hired through MOVE Staffing for the time being, and she started January 5th. Reynolds started January 12th. She stated that both are working out very well thus far. Miller stated that they have went out on inspections for training this week. She is hoping to be able to get them up to speed quickly. Miller stated that Eremus is currently working as an intern and is set to



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obtain her Bachelor of Science degree in May. Once she has officially graduated, she will be able to obtain her EHSIT license and be able to begin inspections on her own. Miller stated that Reynolds' EHSIT application is currently pending with ODH. She also stated that both are working on completing required online trainings. Miller stated that they attended the Washington County Resource Meeting with her on January 15th. She also stated that she heard back from Athens Co. Health Department and they are unable to enter into a contract with us due to limited staff and time. Miller stated that the ODH food program survey is scheduled for May.

2. Nursing Report: See written report.

3. Administrator Report: See written report.

Miller stated that the time clock system went live last payroll. She stated that we will continue completing daily activity logs for grant tracking purposes.

Miller stated that we were notified that we were not awarded the HEAL Grant. This would have been a collaboration with Marietta's Development Department, and would have helped with mobility projects in the city. She stated that we will be applying for Sisters Health Foundation Grant, as well as MMH Foundation Grant. Miller stated that the Rural Health Transformation Grant will be releasing more RFPs soon. She stated that the first RFP is for an award of \$10 million, that will be required to cover 73 rural counties in the State of Ohio. Miller stated that there are no current updates on the new RH Grant for April. The current RH Grant ends March 31st. She stated that Curtis is inquiring about how we can increase our STI testing numbers. Curtis has been reaching out to treatment centers, and has also reached back out to Washington County Jail. Miller stated that we are still waiting to receive MAC funding from 3rd quarter 2025, and she will be submitting the 4th quarter MAC financial report by the end of the month.

Stewart asked about the status of HOTs Team. Miller stated that there is currently nothing scheduled.

4. Health Commissioners Report: verbal report.

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



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Laurie Gwinn - Yes
Desiree Kerns - Yes

Joel Whitaker - Absent
Suzanne Baker - Yes

Ann Stewart - Yes

Motion passed.

C. Monthly Data Reports for December 2025:

1. **Vital Statistics Report:** See written report.
Loane stated that vital statistics is working on the ODH OVRS system full-time. She stated that she will be tracking trends for online orders. She stated that there seems to be an increase in permits issued, due to the state issuance capabilities.
2. **Regional Epidemiologist Report:** See written report.
Dr. Brockett questioned the discrepancy of COVID case numbers on page 17 of the report provided. Miller stated that she will ask the regional epidemiologist. Miller pointed out that there has been an uptick with flu, chlamydia, and Lyme disease cases. Gwinn questioned how quickly claims were being submitted for vaccine reimbursements. Miller explained all claims go the Local Public Health Collaborative, and turnover is pretty quick. She stated that claim submissions got a little behind during flu clinic season, due to the large number of patients being seen daily.
3. **Monthly Service Statistics Report:** See written report.

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

Laurie Gwinn-Yes
Desiree Kerns-Yes

Joel Whitaker-Absent
Suzanne Baker-Yes

Ann Stewart-Yes

Motion Passed

D. Finance

1. **Revenue Comparison & Expense Reports for December:**
Miller reported MBHD ended 2025 with a healthy carryover. She stated that it was larger than normal due to the decrease in wages/benefits due to loss/retirement of staff.

Miller reported that we have heard nothing from City of Belpre, to date, regarding contracting plumbing with Southeast Ohio Building Department.



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She stated that Belpre City Council meeting is scheduled for Monday, January 19th. Miller added that our plumbing program is the only program in the department that is allowed to make money and that we are able to set the fees. Miller stated she is requesting an additional \$25,000 annually from the City of Belpre partially due to loss of plumbing income and building, phone and internet costs that we are required to pay. Webster added that the City of Belpre has purchased the Badger Lumber property, and will renovate/designate space for MBHD.

Laurie Gwinn made a motion to accept the Revenue Comparison & Expense Report for December 2025. Suzanne Baker seconded the motion. There was no further discussion, a roll call vote was taken.

Laurie Gwinn-Yes
Desiree Kerns-Yes

Joel Whitaker-Absent
Suzanne Baker-Yes

Ann Stewart-Yes

Motion Passed.

2. Resolution 26-01: Approval of 2025 Vacation Carryover

Baker asked if we have a policy in place specific to vacation carryover, then why do we need a resolution? Miller stated that it has always been done in the past. Webster stated that it is not necessary. The Board of Health agreed that we do not need the resolution due to the policy being in place, therefore, no motion needed and the resolution will not be recorded.

III. Governance

Miller stated that her probationary period will be up at the end of January. The Board of Health decided that the personnel committee will meet with Miller before the end of January to evaluate her performance over the past 6-months.

IV. Action and Discussion Items

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



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V. Executive Session-None

VI. Adjournment

Ann Stewart made a motion to adjourn the meeting, Suzanne Baker seconded the motion. Mayor Schlicher adjourned the meeting at 10:41 A.M.

Next meeting: Friday, February 20, 2026; 10:00 am, 715 Park Drive, Belpre, OH

Susan G. Abelle
 Board of Health President

February 20, 2026
 Date

Kelly Miller
 Board of Health Secretary

February 20, 2026
 Date