



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, November 21, 2025; 10:00 am

#### Board Member Roll Call:

Laurie Gwinn - Yes

Joel Whitaker - Yes

Ann Stewart - Yes

Desiree Kerns - Yes

Suzanne Baker - Yes

#### Others Present:

Josh Schlicher - Marietta Mayor

Susan Abdella - Belpre Mayor

Kelly Miller - Administrator/REHS

Tom Webster - Belpre City Attorney

Cammie Loane-Registrar/Fiscal

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

Mayor Schlicher called meeting to order at 10:00 A.M., roll call was taken, a quorum was present. No guests were present.

#### A. Approval of October 17, 2025 Meeting Minutes

Joel Whitaker made a motion to approve the October 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 - Yes

Ann Stewart - Yes

Desiree Kerns - Yes

Suzanne Baker - Yes

Motion passed.

#### B. Management Reports for October 2025:

##### 1. Environmental Health Report:

Miller reported that she and Harold Ours, plumbing inspector attended Belpre City Council Utilities Committee meeting on October 20<sup>th</sup> regarding Belpre plumbing inspector services potentially being contracted with the Southeast Ohio Building Department instead of MBHD. Miller asked Mayor



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Abdella if there was an update or if legislation was moving forward. Abdella stated that the process was still moving forward and was scheduled to be discussed at the 11/24/2025 Belpre Council meeting. Once approved, the SEOD will begin plumbing inspector duties effective January 1, 2026.

Miller discussed the contract with Kam Hesson for food inspections. She stated he has missed the last two (2) Fridays. Gwinn asked about the liability paragraph of his contract and Miller stated that section of the contract was reworded to match the plumbing inspector contract. Hesson is responsible for any liability per pages 2 and 3 of the contract.

Miller stated that we have three (3) second interviews scheduled for Monday 11/24/2025. She stated she hopes to hire two (2) individuals, with BOH approval.

Miller stated that it has been challenging finding time to get out of the office to perform food inspections. She stated that she is considering reaching out to ODH as all inspections will not be completed by the end of February. BOH members suggested reaching out to neighboring county health departments for assistance as they would like to see the inspections completed on time.

Miller stated she will not be able to raise food fees for 2026, and must go back over the food service cost analysis. ODA is questioning department hours and numbers. Food fees run 2 years behind as data and numbers being used are based on 2024 expenses and time in the program.

**1. Nursing Report:** See written report.

Miller stated that nursing staff has been very busy with off-site flu shot clinics. In October, 79 Covid vaccinations were given. Our cost to purchase Covid vaccines is approximately \$125.00 per dose. Miller stated that the nursing staff are doing a great job submitting billing claims for the shots that have been given. She stated that funds are being received in a timely manner. Miller stated that we are working diligently to get the needed supplies ordered for the remainder of year, as the auditor's office is closing purchase orders for 2025 next week.

**2. Administrator Report:** See written report.

Miller stated that Beck applied for PEP Grant, which is offered annually through our liability/vehicle insurance provider. We were awarded \$1,000 and will be purchasing floor mats for the elevator and back and front entrances of the building to prevent falls.



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Miller stated that she applied for the Simple Solutions Grant through the Marietta Community Foundation and we were notified that we were awarded \$1,500. These funds will be used for infant car seats, bicycle helmets, and cribettes. She stated that she will apply again, for the next grant cycle, in December for the purchase of hygiene kits, lice medicine, and new parent kits.

Miller stated that we are now an approved partner with Cribs for Kids. Being a partner will allow our department to purchase cribettes, pack and plays, and possibly car seats at discounted prices.

Miller stated that our department participated in Marietta Community Foundation's "Stock The Shelves Challenge". Our department earned over 3,000 points and the challenge was won by the "Blessing Birds" organization. Miller stated that it was a great community effort to help stock the shelves of the Washington County food pantries.

### 3. **Health Commissioners Report:** No report.

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

Laurie Gwinn-Yes  
Desiree Kerns-Yes

Joel Whitaker-Yes  
Suzanne Baker-Yes

Ann Stewart-Yes

Motion Passed.

### C. Monthly Data Reports for October:

#### 1. **Vital Statistics Report:** See written report.

Loane went over numbers on the written report. She stated that the new statewide OVRs system will launch statewide issuance of death certificates in December for our area. She also stated that we are getting closer to be able to accept electronic payments in our office.

#### 2. **Regional Epidemiologist Report:** See written report.

Miller pointed out that there were 3 cases of Chlamydia in our jurisdiction and 4 cases outside the two cities in Washington County during the month of October. There were 8 cases of Hepatitis C in Marietta/Belpre and 5 cases





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in Washington County in October. Lyme Disease cases in Washington County were 10 and in Marietta/Belpre 1 case was reported.

**3. Monthly Service Statistics Report:** See written report.

Joel Whitaker made a motion to accept the monthly data reports for October 2025 as submitted. Desiree Kerns seconded the motion. There was no further discussion, a roll call vote was taken.

Laurie Gwinn-Yes  
Desiree Kerns-Yes

Joel Whitaker-Yes  
Suzanne Baker-Yes

Ann Stewart-Yes

Motion Passed.

**II. Finance**

**1. Revenue Comparison & Expense Reports for October:**

Miller stated that the finances are good. We will end the year in good standing. She stated that the majority of savings are from salaries not spent, due to staff decrease this year.

Miller went over funding currently received by the cities. She stated that funding is minimal, and has been stagnant for several years. Miller mentioned that of the \$200,000 allocated to MBHD by the city of Marietta, approximately \$43,000 goes back to the city for utilities, IT Services, Phones, and cybersecurity. Miller stated that if the plumbing inspector services are taken away in Belpre, the City of Belpre will need to provide more funds for the loss of income being taken from our department.

Ann Stewart made a motion to accept the Revenue Comparison & Expense Reports for October 2025 as submitted, Joel Whitaker seconded the motion. There was no further discussion, a roll call vote was taken.

Laurie Gwinn-Yes  
Desiree Kerns-Yes

Joel Whitaker-Yes  
Suzanne Baker-Yes

Ann Stewart-Yes

Motion Passed.



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### III. Governance

#### 1. 2026 Board Approved Holidays-

Miller stated that the office will be closed on December 26, 2025, as the staff has decided to use the floating holiday that day. All approved holidays for 2026 will remain the same.

Ann Stewart made a motion to approve the 2026 Board Approved Holidays as submitted, Suzanne Baker seconded the motion. There was no further discussion, a roll call vote was taken.

Laurie Gwinn-Yes  
Desiree Kerns-Yes

Joel Whitaker-Yes  
Suzanne Baker-Yes

Ann Stewart-Yes

Motion Passed.

#### 2. Proposed Board of Health Meetings 2026-Discussion

The BOH collectively decided that the MBHD Board of Health meetings will remain on the 3<sup>rd</sup> Friday of every month, alternating between Belpre and Marietta. A 2026 calendar will be included in next month's BOH packet.

### IV. Action and Discussion Items

#### 1. Public Comments: None

#### 2. Board Member Comments and Miscellaneous Concerns:

The Board of Health collectively agreed to remove the merge report from agenda. There has been no discussion regarding merge for some time.

### V. Executive Session-Personnel

Suzanne Baker made a motion to enter into Executive Session to discuss personnel at 10:40 a.m., Ann Stewart seconded the motion. A roll call vote was taken.

Laurie Gwinn-Yes  
Desiree Kerns-Yes

Joel Whitaker-Yes  
Suzanne Baker-Yes

Ann Stewart-Yes



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Joel Whitaker made a motion to exit Executive Session at 11:02 a.m., Ann Stewart seconded the motion. A roll call vote was taken.

Laurie Gwinn-Yes  
Desiree Kerns-Yes

Joel Whitaker-Yes  
Suzanne Baker-Yes

Ann Stewart-Yes

No further discussion/actions were taken after executive session.

VI: Adjournment-

Suzanne Baker made a motion to adjourn the meeting, Ann Stewart seconded the motion. Mayor Schlicher adjourned the meeting at 11:03 a.m.

**Next meeting: Friday, December 19, 2025; 10:00 am, 715 Park Dr., Belpre, OH 45714**

Board of Health President

December 19, 2025

Date

Board of Health Secretary

December 19, 2025

Date