



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 45714

Thursday, June 18, 2026; 10:00 am

Board Member Roll Call:

Laurie Gwinn - Yes

Joel Whitaker – Yes

Ann Stewart - Yes

Desiree Kerns – Absent

Suzanne Baker – Yes

Others Present:

Susan Abdella - Belpre Mayor

Kelly Miller – Administrator/REHS

Tom Webster - Belpre City Attorney

Cammie Loane - Registrar/Fiscal

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

Mayor Abdella called the meeting to order at 10:03 A.M., roll call was taken, a quorum was present. No guests were in attendance.

A. Approval of May 15, 2026 Meeting Minutes

Joel Whitaker made a motion to approve the May 2026 Board of Health Meeting Minutes, Suzanne Baker 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 – Yes

B. Management Reports for May 2026:

1.Environmental Health Report: See written report.

Miller reported that environmental health training of new staff is continuing. She stated that they had a staff meeting last week. Miller reported that Eremus has officially received her EHSIT license. She stated that both Eremus and Reynolds are able to perform inspections independently, with the exception of larger facilities, that will require Miller to go out with them.

Miller stated that arriving on time for work is a concern for both new hires. Mayor Abdella suggested a Performance Improvement Plan. She stated that pay increases should be based on performance, not an across-the-board raise. The Board



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recommended extending the probationary period an additional 3 months, with monthly check-in, as necessary. The Board also stated that missed/tardy time should be made up and supervised.

Miller reported that the Food Safety Program Survey was performed by ODH at end of May. She stated that overall, it went well, other than missing inspection frequency. She was told by the ODH inspector that we should expect to receive the report from ODH around the beginning of August. Per the ODH inspector, our department will be placed on provisional status, due to missing inspection frequency. The provisional status will be for one year; however, we can request the ODH inspector to return for an evaluation after 6-months. As long as inspection frequency has been met, the provisional status will be removed. Miller stated that there will some resolutions presented later in meeting, that the ODH inspector recommended changing verbiage in the previously approved resolutions. The ODH inspector went with our new staff for field training at Las Trancas. She performed an inspection with them but it was not a documented inspection, just a consultation, since she was with them. They will go back for a documented inspection within one to two weeks. Miller is working on getting trainings in Spanish for Las Trancas staff through the OSU Extension office. Miller stated that the EH team performed an inspection on 6/17 at Las Trancas, and nothing from the consultation had been corrected, so previous findings are now violations. She stated that the majority of their violations pertain to how they cool and reheat foods.

2. Nursing Report: See written report.

Miller reported that Curtis has cut her hours back to 2 days per week, since she has started college courses. Curtis anticipates going to one day per week in the fall, when her course load is greater. Miller stated that we are looking into contracting with a part time CMA or LPN to help with the nursing workload. Miller stated that a contract would be temporary. Mayor Abdella expressed appreciation that our nursing staff will be giving the City of Belpre employees who deal with wastewater, tetanus shots.

3. Administrator Report: See written report.

Miller reported that annual financial report was submitted to ODH last week. She stated that she is still working on the annual PHAB accreditation report. There are two measures that were not met during the initial accreditation process that must be addressed in the annual report. Miller presented documents to the board for review in regards to these two measures. Measure 1.4.1-Sexual health clinic which includes trends and supporting documentation, which were missing in the originally submitted document. She stated that MBHD has seen a huge increase in patients from the beginning of the clinic through last year (2023 through 2025). Miller stated that for Measure 6.1.2, Eremus created a graphic comparing service animals



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to pets and why animals are prohibited from food establishments and grocery stores. The ADA is specific as to what questions establishments can legally ask. This graphic will be distributed to our city food establishments and grocery stores. Miller stated that for the "Reflection and learning" piece of the annual report, we will be using a Quality Improvement project so that we can begin accepting card payments.

Miller stated that Loane has started distributing "birth" day bags" to newborn families, when they come in the office to obtain the initial birth certificate. These bags contain diapers, wipes, two books, breast feeding information, and nail clippers. Ten bags have been distributed since the program began. We have purchased 24 cribs and 10 infant car seats, with the remainder of the Marietta Community Foundation Simple Solutions funds we received. In order to receive cribs or car seats, individuals must meet income guidelines. Miller stated that she applied for another \$1,500 Simple Solutions Grant through the Marietta Community Foundation for additional sizes of diapers. Our diaper bank is the only one currently in Washington County. Miller mentioned possibly selling the MBHD box trailer, which is currently stored in City of Belpre office parking lot. We only use the trailer once per year for our flu clinic in Belpre. Trailer was purchased for \$6,000 in 2021 using COVID-19 monies. Mayor Abdella expressed interest in purchasing trailer for decontamination unit for City of Belpre. Miller stated that the Board would have to approve the sale of the trailer. Miller also discussed the recent sewer backup at Belle Prairie apartments in Belpre. She stated that four apartments were affected. She was made aware on a Saturday evening through the 24/7 phone that the water was shut off to the entire building. After many phone calls to the management company, they agreed to put tenants up for one night in a hotel. They were only willing to steam clean the carpets where the backup had occurred. After the repair had been made, some of the tenants were served with eviction notices. Miller spoke with Legal Aid and they were is waiting to view the eviction notices.

4. Health Commissioner Report: Nothing to report

Suzanne Baker made a motion to accept the written management reports for May 2026, 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 May:

1. **Vital Statistics Report:** See written
2. **Regional Epidemiologist Report:** See written

Miller pointed out the notable increase in Lyme Disease cases.

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

Ann Stewart made motion to accept the monthly data reports for May 2026 as submitted. 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-Absent	Suzanne Baker-Yes	

Motion passed.

D. Finance

1. **Revenue Comparison & Expense Reports for May**

Ann Stewart made motion to approve the Revenue Comparison & Expense Report for May. 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-Absent	Suzanne Baker-Yes	

Motion passed.

II. Governance

1. **Resolution 26-06:** Authorizing the Health Commissioner and EH Staff to take action under the Ohio Food Law and Rules to Embargo, tag and dispose of items

Joel Whitaker made motion to approve Resolution 26-06. Suzanne Baker seconded the motion. There was no further discussion, a roll call vote was taken.



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Desiree Kerns – Absent Suzanne Baker – Yes

Motion Passed.

2. Resolution 26-07: Authorize the Health Commissioner and EH Staff to take action under the Ohio Food law and rules for non-immediate dangers to public health

Joel Whitaker made motion to approve Resolution 26-07. 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 – Yes

Motion Passed.

3. Resolution 26-08: Authorize the Health Commissioner to take action under the Ohio Food Law and rules for clean and present or immediate dangers to public health

Joel Whitaker made motion to approve Resolution 26-08. Suzanne Baker 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 – Yes

Motion Passed.

III. Action and Discussion Items

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

Mayor Abdella mentioned that the early morning rainfall had caused Belpre Civitan Park to flood. The food vendors for the MOV Multicultural Festival were being moved to the paved areas.



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2. Adjournment

Laurie Gwinn made motion to adjourn the meeting. Ann Steward seconded the motion. Meeting was adjourned at 10:42 a.m.

Next meeting: Friday, July 17, 2026; 10:00 am, 304 Putnam St., Marietta, OH 45750



Board of Health President

July 17, 2026
Date



Board of Health Secretary

July 17, 2026
Date