

**Miami County Public Health**  
Board of Health Meeting  
**Hobart Center for County Government – Room 225**  
**510 West Water Street**  
**Troy, OH 45373**

**May 23, 2024**  
**Meeting Minutes**

- 1. Introductions:** See attached sign in sheet.
- 2. Next meeting:** June 27, 2024, at 9:00 a.m.
- 3. Additions to and adoption of agenda:** Approved as submitted.
- 4. Approval of Minutes**
  - » April 25, 2024, Regular Session: A motion was made by Mrs. Quillen to approve the minutes as presented. Mrs. Pittenger seconded the motion. All voted in favor.
- 5. Old Business:** None
- 6. New Business**
  - » **Quality Improvement Update**-Hannah Zaciewski provided an update on current quality improvement projects which included Telehealth.
  - » **Strategic Plan Update**-Ms. Zaciewski shared that many initiatives are ahead of schedule. An annual review was conducted by the Leadership Team.
- 7. Financial reports**
  - » **Budget reports – February 2024** - Mr. Propes reviewed the report with the Board. After discussion, Mr. Ristoff made a motion to accept the Budget Report as presented. Mrs. Pittenger seconded the motion. All voted in favor.
  - » **Expenditure report – February 2024** – Mr. Propes reviewed the report with the Board. After discussion, Mr. Ristoff made the motion to accept the Expenditure Report as presented. Mrs. Pittenger seconded the motion. All voted in favor.
- 8. Health Commissioner's supplemental report:**
  - » ODH announced at the OAHF Conference the Health Department will receive additional funding in 2025 for Accreditation.
  - » Mr. Propes acknowledged and thanked the Environmental Health staff for their work at the Food Truck Rally and upcoming festivals.
  - » Mr. Propes is on the Advisory Committee at Wright State and will be attending a meeting next month. Wright State is working on expanding their relationships with local health departments.
  - » Dr Burkhardt's retiring with 25 years of service as Medical Director. His last day will be June 20,2024. Thank you, Dr Burkhardt, for all your years of service and everything you have done for us.

**Miami County Public Health**  
Board of Health Meeting  
**Hobart Center for County Government – Room 225**  
510 West Water Street  
Troy, OH 45373

**9. Additional Business:** None

**10. Public Comment:** None

**11. Executive Session (Appointment of Personnel):** Mr. Sarver made a motion to enter into executive session to discuss personnel. Mrs. Quillen seconded the motion. A roll call was taken.

Mrs. Pittenger: Yes    Mr. Ristoff: Yes    Dr. Malarkey: Yes    Mrs. Quillen: Yes  
Mrs. Baird: No Vote    Mr. Sarver: Yes    Mrs. Welker: Yes    Mr. Maiberger: Absent

Ms. Quillen made the motion to enter back into regular session of the Board of Health. The motion was seconded by Mr. Ristoff. A roll call was taken.

Mrs. Pittenger: Yes    Mr. Ristoff: Yes    Dr. Malarkey: Yes    Mrs. Quillen: Yes  
Mrs. Baird: No Vote    Mr. Sarver: Yes    Mrs. Welker: Yes    Mr. Maiberger: Absent

Mrs. Pittenger made a motion to approve the hire of Katie Wade as the EH Clerk, Tatyana Cotrell for the EH Intern and Penny Hogan for the Medical Director. Mrs. Quillen seconded the motion. All voted in favor.

Mrs. Pittenger made a motion to approve Dennis Propes contract until January 31, 2028. Dr. Malarkey seconded the motion. All voted in favor.


**12. Adjournment Recommended:** A motion to adjourn was made by Mr. Sarver and seconded by Ms. Quillen. All voted in favor.



**Ann Baird**

**Date**

**Board of Health President**

 6/27/24

**Dennis R Propes**

**Date**

**Health Commissioner**