



Miami County Public Health

Board of Health Meeting – October 27, 2022

Miami County Public Health Office – In person with some participants via Zoom
510 West Water Street
Troy, Ohio

October 27, 2022

Meeting Minutes

- 1. Introductions:** See attached sign in sheet. Catherine Morningstar attending via Zoom.
- 2. Next meeting:** November 17, 2022, at 9:00 a.m.
- 3. Additions to and adoption of agenda:** A motion was made by Mrs. Quillen to approve the agenda as presented. Mrs. Baird seconded the motion. All voted in favor.
- 4. Approval of Minutes:**
 - » September 22, 2022, Regular Session: A motion was made by Mrs. Baird to approve the minutes as presented. Mr. Sarver seconded the motion. All voted in favor except Mrs. Pittenger who abstained due to not being present at the meeting.
- 5. Public Hearing (Food and Plumbing Program Fee Changes):**
 - » Mr. Ristoff opened the public hearing for fee changes in the food program outlined in Resolution 2022-09-22-01. The purpose of the hearing was to discuss fee changes and hear public comment. Jane Tomcisin presented the changes. Those in support of the fee changes were invited to speak. During this time, there were no comments. Those opposing the fee changes were invited to speak. During this time, Ms. Morningstar shared concerns she had with the increase in fees. Mrs. Tomcisin then discussed, in detail, the cost analysis process and methodology used in setting license fees. After discussion, it was determined that Environmental Health staff will work with the operator directly to see if reducing the food facility risk level is an option. Discussion session followed. Any others wanting to speak regarding the fee changes were invited to comment. The public hearing portion for the food fee changes was closed per the Ohio Revised Code by Mr. Ristoff.
 - » Mr. Ristoff opened the public hearing for fee changes in the plumbing program outlined in Resolution 2022-09-22-02. The purpose of the hearing was to discuss fee changes and hear public comment. Jane Tomcisin presented the changes. Those in support of the fee changes were invited to speak. During this time, there were no comments. Those opposing the fee changes were invited to speak. During this time, there were no comments. Any others wanting to speak regarding the fee



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changes were invited to comment. The public hearing portion for the plumbing fee changes was closed by Mr. Ristoff.

6. Old Business:

- » **Resolution 2022-09-22-01 FSO/RFE Fees (Tomcisin, Second Reading):** Resolution 2022-09-22-01 to approve changes in the annual fees to pay for the Health District's portion of the Retail Food Establishment and Food Service Operation program.
- » **Resolution 2022-09-22-02 Plumbing Fees (Tomcisin, Second Reading):** Resolution 2022-09-22-02 to approve changes in the annual fees to pay for the Health District's portion of the Plumbing program.

7. New Business:

- » **Water Pollution Control Loan Fund (Tomcisin):**
 - Correction to previously approved project at 4390 Rangeline Rd., Covington. Requested approval was for \$24,000. Actual cost was \$24,700 with WPCLF paying 100%. Mrs. Quillen made a motion to accept the project with the correction. Mrs. Pittenger seconded the motion. All voted in favor.
- » **Hobart Center Lease Agreement (Propes):** Resolution 2022-10-27-01, A resolution to authorize the Health Commissioner to enter into a lease agreement with Miami County Commissioners for the provision of office space. A motion was made by Mrs. Baird and seconded by Mr. Sarver to approve the resolution. A roll call was taken and the resolution passed.

Mrs. Pittenger: Yes Mr. Ristoff: Yes Mrs. Quillen: Yes Mrs. Welker: Yes

Mrs. Sutherly: Absent Mrs. Baird: Yes Mr. Sarver: Yes Dr. Nims: Yes

8. Financial Reports:

- » **Budget Report – September 2022** – Mr. Propes reviewed the report with the Board. After discussion, Mrs. Pittenger made the motion to accept the Budget Report as presented. Mrs. Quillen seconded the motion. All voted in favor.



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- » **Expenditure Report – September 2022** – Mr. Propes reviewed the report with the Board. After discussion, Mrs. Pittenger made the motion to accept the Expenditure Report as presented. Mrs. Welker seconded the motion. All voted in favor.

9. Health Commissioner's supplemental report (Propes):

- » Environmental Health:
 - Both the Swimming Pool and Camp programs were surveyed by the state. Both passed which allows MCPH to continue overseeing the programs.
 - Carson Richardson, Environmental Health Specialist in Training, has taken another position. His replacement will be discussed in Executive Session.
 - Staff continue to work with our local partners regarding food inspections and food plan reviews. Internally, plan reviews are no longer being done by one employee to help speed up the process. If plans are disapproved, the Environmental Health Supervisor reviews the disapproval to ensure consistency. Staff are also attending pre-construction meetings with local partners.
- » 2023 Adjusted Budget: A meeting with the Budget Committee will be scheduled to review the changes. A 2.5% Cost of Living as well as a \$500 Health Savings Account contribution was proposed. After discussion, the Board recommended a 3% Cost of Living to be factored in for the Budget Committee to review during their meeting.

10. Additional Business: None

11. Public Comment: None

12. Executive Session: Mrs. Pittenger made a motion to enter into Executive Session to discuss personnel. Mrs. Baird seconded the motion. A roll call was taken.

Mrs. Pittenger: Yes Mr. Ristoff: Yes Mrs. Quillen: Yes Mrs. Welker: Yes

Mrs. Sutherly: Absent Mrs. Baird: Yes Mr. Sarver: Yes Dr. Nims: Yes

Mrs. Pittenger made the motion to enter back into regular session of the Board of Health.

The motion was seconded by Mrs. Quillen. A roll call was taken.

