



Miami County Public Health

Board of Health Meeting – May 26, 2022

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

May 26, 2022

Meeting Minutes

1. **Introductions:** See attached sign in sheet.
2. **Next meeting:** June 23, 2022, at 9:00 a.m.
3. **Additions to and adoption of agenda:** Mrs. Pittenger made a motion to approve the agenda as presented. Dr. Nims seconded the motion. All voted in favor.
4. **Approval of Minutes:**
 - » April 28, 2022, Regular Session: A motion was made by Mrs. Quillen to approve the minutes as presented. Mrs. Sutherly seconded the motion. All voted in favor.
5. **Old Business:**
 - » **Resolution 2022-03-24-01 Third Reading of a Resolution Rescinding and Replacing Resolution 2004-1-22-1, Pertaining to Food Embargo (Tomcisin):** A resolution to embargo food, infant formula, or baby food within a Retail Food Establishment or Food Service Operation and includes the authority to remove from use articles such as a utensil, material, or piece of equipment if it presents a public health hazard by issuing a tag to any such article. A motion was made by Mrs. Pittenger and seconded by Mrs. Baird to approve the resolution. A roll call was taken, and the resolution passed.
Mrs. Pittenger: Yes Mr. Ristoff: no vote Mrs. Quillen: Yes Mrs. Welker: Yes
Mrs. Sutherly: Yes Mrs. Baird: Yes Mr. Sarver: Yes Dr. Nims: Yes
6. **New Business:**
 - » **Compensation and Classification Plan (Propes, Clemons-Nelson):** Amanda Reiss with Clemons and Nelson presented the findings of the 2022 Compensation and Classification Plan Study. Miami County Public Health (MCPH) entered a contract with Clemons and Nelson in July of 2021 to complete the study. Ms. Reiss provided an overview of the study and how it was conducted. The findings included a new point factor system for each position, updated pay grade assignments and an updated wage scale to better align with competing organizations. Discussion session followed. Mr. Ristoff requested the Personnel Committee meet individually



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to review the plan prior to approval. Board members agreed to table the approval until the June meeting to allow the Personnel Committee time to meet and review the plan in more detail.

- » **Employee Compensation (Propes):** Mr. Propes provided the Board with an update on costs associated with the implementation of the Compensation and Classification Plan. The agency is looking at an increase of approximately \$215,000 annually. This amount can be offset with cost methodology of programs, the Workforce Development Grant that is now offered along with succession planning. Mr. Propes will work with staff to finalize numbers, meet with the Personnel Committee, and present the information at the June Board meeting for final approval. Once approved, pay adjustments would be effective in July.

7. Financial Reports:

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

- » COVID-19: There has been a slight increase in COVID-19 cases. Staff continue to offer offsite clinics. Approximately 50% of the county has been vaccinated.
- » Accreditation: Our first annual report to the Public Health Accreditation Board has been accepted. Teams are being formed for reaccreditation.
- » Diaper Bank: Amy Cain, Licensed Social Worker, received a grant from the Stouder Foundation to start a diaper bank. Those that meet the income requirements can sign up and enroll in the program.
- » Audit: We are finalizing the information required for the Audit. Once the final version is complete, it will be shared with the Board.

9. Additional Business: None



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10. Public Comment: None

11. Executive Session – Appointment of Personnel (Propes): Mrs. Quillen made a motion to enter into Executive Session to discuss personnel. Mrs. Pittenger seconded the motion. A role call was taken.

Mrs. Pittenger: Yes Mr. Ristoff : no vote Mrs. Quillen: Yes Mrs. Welker: Yes

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

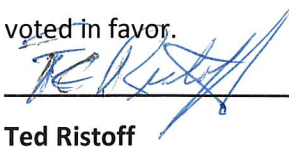
Mrs. Quillen made the motion to enter back into regular session of the Board of Health. The motion was seconded by Mr. Sarver. A roll call was taken.

Mrs. Pittenger: Yes Mr. Ristoff : no vote Mrs. Quillen: Yes Mrs. Welker: Yes

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

Mrs. Pittenger made a motion to hire Brittney Holbrook as an Environmental Health Specialist in training. Mr. Sarver seconded the motion. All voted in favor.

12. Adjournment: A motion to adjourn was made by Mr. Sarver and seconded by Mrs. Pittenger. All voted in favor.



Ted Ristoff

Date

Board of Health President



Dennis R Propes

Date

Health Commissioner

