

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

July 27, 2023
Meeting Minutes

1. **Introductions:** See attached sign in sheet.
2. **Next meeting:** August 24, 2023, at 9:00 a.m.
3. **Additions to and adoption of agenda:** No changes were made to agenda.

4. **Approval of Minutes**

- » June 22, 2023, Regular Session: A motion was made by Mrs. Pittenger to approve the minutes as presented. Dr. Malarkey seconded the motion. All voted in favor except Mr. Sarver who abstained due to not being present at the meeting.

5. **Old Business**

- » **Resolution 2023-06-22-01, Rescind and Replace Food Embargo Resolution Number 2022-03-24-01, Second Reading:**
A resolution to authorize the Health Commissioner or their designated representative(s) the authority to embargo food, infant formula, or baby food within a Retail Food Establishment or Food Service Operation. The reference to embargo, authority to embargo, and the process of embargo are specified in Ohio Administrative Code (OAC) section 901:3-4-15 paragraphs A through F. In accordance with OAC 3701-21-27, food to be embargoed shall be embargoed according to rule 901:3-4-15 of the Administrative Code. A resolution to authorize the Health Commissioner or their designated representative(s) the authority to remove from use articles such as a utensil, material, or piece of equipment if it presents a public health hazard. The authority includes the Health Commissioner or their authorized representative(s) to tag any such article and prohibit its use by the license holder. The authority to tag and the process to tag are specified in Ohio Administrative Code (OAC) section 901:3-4-12 paragraphs A through D.
- » **Food Service Plan Review Update (Tomcisin):** Jane Tomcisin presented details on the number of food plan reviews received and the average number of days taken to respond to the applicant from April 2023 to June 2023. The average response time for MCPH staff to respond was 13 days. Discussion session followed.

6. **New Business**

- » **Divisional Update WIC (Ramey):** Through a PowerPoint presentation, Pamela Ramey presented information on the WIC program which included a description of available benefits. Discussion session followed.
- » **2022 Audit (Propes):** Mr. Propes presented the findings of the 2022 Audit.

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- » **Water Pollution Control Fund (Tomcisin):** A motion to approve the following sites was made by Mrs. Pittenger and seconded by Mr. Sarver. All voted in favor.
 - » **7270 Dayton Brandt, Tipp City:** Mound System, Qualified for 100%
 - » **9575 Haskett Lane, Dayton:** Mound System, Qualified for 85%

7. Financial reports

- » **Budget reports – June 2023** – Mr. Propes reviewed the report with the Board. After discussion, Mrs. Quillen made the motion to accept the Budget Report as presented. Mr. Ristoff seconded the motion. All voted in favor.
- » **Expenditure report – June 2023** – Mr. Propes reviewed the report with the Board. After discussion, Mrs. Quillen made the motion to accept the Expenditure Report as presented. Mr. Ristoff seconded the motion. All voted in favor.

8. Health Commissioner's supplemental report (Propes)

- » Two employees in Community Services have resigned. Aliya Stine, Injury Prevention Coordinator and Connor Super, Emergency Preparedness Coordinator. Ms. Stine is attending graduate school and Mr. Super is moving out of state. Both will be missed. Mr. Ristoff made a motion and Mrs. Welker seconded the motion to grant Mr. Propes approval to hire an Injury Prevention Coordinator. All voted in favor.
- » In June, MCPH experienced the first in several years with a weekend of no COVID cases and no hospitalizations.
- » The planning of our next Community Health Assessment is underway. This version will be used for reaccreditation. To ensure we meet all Public Health Accreditation Board's requirements, a consultant will be hired.
- » The need for a Suicide Fatality, Opioid, and Domestic Review Committee is being reviewed. These will be similar to our current Child Fatality Review Board that meets annually to review all deaths of children under the age of 18 that reside in Miami County.

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» Mr. Propes thanked the Board for allowing him to take an extended vacation in June.

9. Additional Business: None

10. Public Comment: None

11. Executive Session: Mrs. Quillen made a motion to enter into Executive Session to discuss personnel. Mrs. Pittenger 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 Mrs. Sutherly: Yes

Mrs. 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 Mrs. Sutherly: Yes

Mr. Sarver made a motion to give Mr. Propes a 4% wage increase effective on his anniversary date. Mrs. Pittenger seconded the motion. All voted in favor.

12. Adjournment Recommended: A motion to adjourn was made by Mr. Sarver and seconded by

Mr. Ristoff. All voted in favor.

Ann Baird 8/24/23

Ann Baird

Date

Board of Health President

Dennis R Propes 8/24/23

Dennis R Propes

Date

Health Commissioner