



Miami County Public Health

Board of Health Meeting – November 18, 2021
Miami County Public Health Office – In person with some participants via Zoom
510 West Water Street
Troy, Ohio

November 18, 2021

Meeting Minutes

1. **Introductions:** See attached sign in sheet. Michelle Cox was introduced as the new Assistant Director of Nursing and will transition into the Director role in January.
2. **Next meeting:** December 16, 2021, at 9:00 a.m. A motion was made by Mr. Sarver and seconded by Mrs. Baird to accept the meeting date as presented. All voted in favor.
3. **Additions to and adoption of agenda:** Mrs. Baird made a motion to approve the agenda as presented. Dr. Nims seconded the motion. All voted in favor.
4. **Approval of Minutes:**
 - » October 28, 2021, Regular Session: A motion was made by Dr. Nims to approve the minutes with the removal of Mrs. Davis from Executive Session since she was not present at the meeting. It was seconded by Mr. Ristoff. All voted in favor.
5. **Old Business:**
 - » **COVID -19 Update (Propes):** Mr. Propes provided an update and shared data. Booster shots are being given and MCPH had their first pediatric clinic on November 13th. All clinics are being offered by appointment only. Discussion session followed. Mr. Ristoff requested data on breakthrough case numbers.
 - » **Resolution 2021-09-23-01, Food Program Fee Changes, 3rd Reading (Tomcisin):** Resolution 2021-09-23-01 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. A motion was made by Mr. Ristoff and seconded by Mrs. Baird to approve the resolution. A roll call was taken, and the resolution passed.
Mrs. Pittenger Yes Mr. Ristoff Yes Mrs. Davis Absent
Mrs. Baird Yes Mr. Sarver Yes Dr. Nims Yes
6. **New Business:**
 - » **Resolution 2021-11-18-01, Provision for the HSA contribution (Propes):** A resolution for the provision of the 2022 Health Savings Account insurance benefits for employees. A motion was made by Dr. Nims and seconded by Mr. Ristoff to approve the resolution. A roll call was taken, and the resolution passed.



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Mrs. Pittenger Yes Mr. Ristoff Yes Mrs. Davis Absent

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

- » **Resolution 2021-11-18-02, 2.5% Wage Adjustment (COLA) (Propes):** A resolution to grant a 2.5% wage adjustment increase to employees. A motion was made by Mr. Ristoff 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. Davis Absent

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

- » **2022 Budget Adjustments (Propes):** Mr. Propes presented the budget with the following highlights:
- \$500 contribution to the employees' Health Savings Account and a 2.5% cost of living adjustment as a wage scale adjustment
 - Health insurance increase of 12.19%
 - Overall office upgrades/improvements in Vital Statistics and Environmental Health
 - Replacement of MCPH vehicle
 - Increase in revenue of birth certificates due to neighboring Health Departments still not being open to the public
 - Timing of grant payments. Some funds were received but do not need to be expended until 2022 and 2023

Discussion session followed. Mr. Sarver made a motion to approve the 2022 budget as submitted. Mrs. Baird seconded the motion. All voted in favor.

7. Financial Reports:

- » **Budget Report – October 2021** – Mr. Propes reviewed the report with the Board. After discussion, Mrs. Baird made the motion to accept the Budget Report as presented. Mr. Sarver seconded the motion. All voted in favor.
- » **Expenditure Report – October 2021** – Mr. Propes reviewed the report with the Board. After discussion, Mr. Sarver made the motion to accept the Expenditure Report as presented. Mr. Ristoff seconded the motion. All voted in favor.



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

- » Workforce: The Ohio Department of Health (ODH) has assigned MCPH an Epidemiologist from the Center for Disease Control. She will be working remotely with our Epidemiologist, Janel Hodges. This position is funded until June 2022. We are also being assigned a nurse from ODH for 30 hours per week. This is a contracted nurse through Prolink. Mr. Sarver requested an update on how much COVID funding we have received to date and how many employees (permanent and/or temporary) we've hired through the pandemic.
- » IT: MCPH has been involved in a computer phishing attack. Several emails are being sent that appear to be coming from our staff. IT staff is continuing to ensure our systems are secure and they are implementing additional security measures such as double verification to log into our system.
- » District Advisory Council: A special meeting has been scheduled for December 8, 2021. Carol Sutherly is being presented for appointment as a new board member. The Piqua merger will also be discussed which will require an additional board member.
- » Christmas Luncheon: We will have our Christmas luncheon this year in person at the Hayner Cultural Center. It will be on December 16, 2021, from 11:30 a.m. to 1:30 p.m.

9. Additional Business: None

10. Public Comment: None

11. Executive Session (Personnel Appointment): Mr. Ristoff made a motion to enter Executive Session to discuss personnel. ~~Mrs. Baird~~ ^W seconded the motion. A roll call was taken.

Mrs. Pittenger Yes Mr. Ristoff Yes Mrs. Davis Absent

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

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

Mrs. Pittenger Yes Mr. Ristoff Yes Mrs. Davis Absent

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



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» Mr. Sarver made a motion to promote Erin Ogden to Help Me Grow Home Visitor Supervisor. Courtney Long and Carson Richardson will be hired as Environmental Health Specialists in Training. Ms. Long will start on November 22, 2021, and Mr. Richardson on November 29, 2021. Dr. Nims seconded the motion. All voted in favor.

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

Joanna Pittenger 12/16/2021

Joanna Pittenger

Date

Board of Health President

Dennis R Propes 12/16/21

Dennis R Propes

Date

Health Commissioner