



Miami County Public Health

Board of Health Meeting – November 17, 2022

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

November 17, 2022

Meeting Minutes

1. **Introductions:** See attached sign in sheet. Emily Howard was introduced as Environmental Health's new Environmental Health Specialist In Training
2. **Next meeting:** December 15, 2022, at 9:00 a.m.
3. **Additions to and adoption of agenda:** A motion was made by Mrs. Pittenger to approve the agenda as presented. Dr. Nims seconded the motion. All voted in favor.
4. **Approval of Minutes:**
 - » October 27, 2022, Regular Session: A motion was made by Mrs. Baird to approve the minutes as presented. Mrs. Welker seconded the motion. All voted in favor.
5. **Old Business:**
 - » **Resolution 2022-09-22-01 FSO/RFE Fees (Tomcisin, Third 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. A motion was made by Mrs. Pittenger and seconded by Mrs. Welker to approve the resolution. A roll call was taken, and the resolution passed.
Mrs. Pittenger: Yes Mr. Ristoff: Yes Mrs. Quillen: Absent Mrs. Welker: Yes
Mrs. Sutherly: Yes Mrs. Baird: Yes Mr. Sarver: Yes Dr. Nims: Yes
 - » **Resolution 2022-09-22-02 Plumbing Fees (Tomcisin, Third 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. A motion was made by Mrs. Baird and seconded by Mrs. Sutherly to approve the resolution. A roll call was taken, and the resolution passed.
Mrs. Pittenger: Yes Mr. Ristoff: Yes Mrs. Quillen: Absent Mrs. Welker: Yes
Mrs. Sutherly: Yes Mrs. Baird: Yes Mr. Sarver: Yes Dr. Nims: Yes



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6. New Business:

» **Water Pollution Control Loan Fund (Tomcisin):**

- 7080 Kessler Frederick Rd., West Milton - WPCLF portion 85% which is \$20, 825.

Mr. Sarver made a motion to approve the project as presented. Mrs. Pittenger seconded the motion. All voted in favor.

» **2023 Budget Adjustment (Propes):** Mr. Propes presented the budget with the following highlights:

- o Discussion of the Workforce Development Grant and upcoming de-escalation training
- o Health insurance increase of 23%
- o \$500 contribution to the employees' Health Savings Account and a 3% cost of living adjustment as a wage scale adjustment
- o Renovations for Nursing/Help Me Grow office space
- o Replacement of MCPH vehicle

Discussion session followed. Mrs. Pittenger made a motion to approve the 2023 budget adjustments as submitted. Mrs. Baird seconded the motion. All voted in favor.

» **Resolution 2022-11-17-01 for HSA Contribution (Propes):** A resolution for the provision of the 2023 Health Savings Account insurance benefits for employees. A motion was made by Mrs. Pittenger 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: Absent Mrs. Welker: Yes
Mrs. Sutherly: Yes Mrs. Baird: Yes Mr. Sarver: Yes Dr. Nims: Yes

» **Resolution 2022-11-14-02 for COLA (Propes):** A resolution to grant a 3% wage adjustment increase to employees. A motion was made by Mrs. Pittenger and seconded by Mrs. Welker to approve the resolution. A roll call was taken, and the resolution passed.

Mrs. Pittenger: Yes Mr. Ristoff: Yes Mrs. Quillen: Absent Mrs. Welker: Yes
Mrs. Sutherly: Yes Mrs. Baird: Yes Mr. Sarver: Yes Dr. Nims: Yes



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7. Financial Reports:

- » **Budget Report – October 2022** – Mr. Propes reviewed the report with the Board. After discussion, Mr. Sarver made the motion to accept the Budget Report as presented. Mrs. Sutherly seconded the motion. All voted in favor.
- » **Expenditure Report – October 2022** – Mr. Propes reviewed the report with the Board. After discussion, Mrs. Baird made the motion to accept the Expenditure Report as presented. Mrs. Sutherly seconded the motion. All voted in favor.

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

- » Flu cases are beginning to peak early, and emergency department visits have increased.
- » The Environmental Health renovation will be complete once a few minor items are installed.
- » Training opportunities will be offered to staff soon. There will be a leadership specific course and one that will include most of our staff. The all-staff training will focus on de-escalation.
- » Administration is working on a continuous quality improvement project to allow for online payment of birth and death records. The process is currently being tested with the funeral homes. Once this is up and running, it will expand to more programs.
- » 2023 Christmas Luncheon will be on December 15th from 11:30 a.m.-1:30 p.m. Offices will be closed during this time.

9. **Additional Business:** Pam Ramey, Director of Family and Child Development, shared with the Board the Help Me Grow newsletter.

10. **Public Comment:** None

11. **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