

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

**May 25, 2023**

**Meeting Agenda**

1. **Introductions:** See attached sign in sheet.
2. **Next meeting:** June 22, 2023, at 9:00am
3. **Additions to and adoption of agenda:** No changes.
4. **Approval of Minutes:**
  - » April 27, 2023, Regular Session: A motion was made by Mrs. Quillen to approve the minutes as presented. Mrs. Pittenger seconded the motion. All voted in favor.
5. **Public Hearing (Amend Food Service/Establishment Plan Review Fees):** The public hearing for plan review fee changes in the Food Service/Food Establishment program was opened. Jane Tomcisin presented the changes. No one from the public was present and no participants were virtual to comment. The public hearing portion for Food Service/Food Establishment plan review fees was then closed.
6. **Old Business: Resolution 2023-04-27-01, Amend Food Service/Food Establishment Plan review Fees, Second Reading (Tomcisin):** To adopt new food plan review fees to pay for the Health District's costs of the Retail Food Establishment and Food Service Operation plan reviews.
7. **New Business:**
  - » **Resolution 2023-05-25-01, Transfer of Funds (Propes):** Resolution to petition the Tax Commissioner for the State of Ohio for approval to transfer funds. A motion was made Mrs. Pittenger and seconded by Mr. Ristoff 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: Yes   Mrs. Baird: Yes   Mr. Sarver: Yes   Dr. Malarkey: Absent
  - » **Community Health Improvement Plan (Zaciewski):** Through a PowerPoint presentation, Hannah Zaciewski provided the Board an update on the Miami County Community Health Improvement Plan. Each priority and associated goals were discussed. The 2021 Community Health Assessment data was used to identify the needs of the community. Tracking of the plan is being done through Clear Impact. Final version of the plan is located on the agency website. Discussion session followed.

BOARD MEMBER NOTE: To ensure a quorum, please notify Michele if you are unable to attend the meeting. Contact Michele at 937-573-3541 or mbowman@miamicountyhealth.net.

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**8. Financial reports:**

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

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

- » MCPH is hiring an Environmental Health Technician. Mrs. Quillen made a motion to allow leadership to move forward with the hiring process. The motion was seconded by Mr. Ristoff. All voted in favor.
- » Mr. Propes will be on vacation during the June Board meeting. Nate Bednar will facilitate the meeting.

**10. Additional Business:** None

**11. Public Comment:** Mrs. Pittenger thanked Environmental Health for their work in the nuisance program.

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



Ann Baird

Date

Board of Health President



Dennis R Propes

Date

Health Commissioner