



**SCIOTO COUNTY BOARD OF HEALTH
612 6th St., Suite D
Portsmouth, OH 45662**

Board of Health Meeting Minutes

January 17, 2025

Board Members in Attendance:

Laura Miller, Dr. Aaron Adams, Sean Sturgill

Also in Attendance:

Dr. Martin, Melissa Spears, Tracey Henderson, Amber Gustin, Garet Bennett

Meeting called to order– 12:00pm – Laura Miller, President

- 1. Approve the minutes of previous board meeting.** Motion to approve – Sean Sturgill; Second – Dr. Adams. All voted in favor.
- 2. Public Comment – None at this meeting**
- 3. Review and Approve – All Financial Reports.**
 - **Monthly Expenses**
 - **Fund Cash Balances**
 - **Appropriation Transfer Requests and Appropriation Requests.**
- 4. Review of 2025 Chargeback breakdown from the Scioto County Auditor.**
- 5. Review of 2025 Scioto County Board of Health Meeting schedule.**
- 6. Review of the August – December SCHD Newsletter.**
- 7. Discuss change in advertising with APG – Melissa Spears, Administrator**
 - **We would like to create a presence on Google with display of individual programs or clinic promotions or highlights.**
 - **We would also like to develop a video that would explain the health department's purpose, programs and presence in the community.**
The video would be like an overall introduction of the health department to the community.
Then we could create display ads that would promote a service at the health department.
 - URL links would be geared toward a landing page which would provide more information for the display

Prevent. Promote. Protect.



We could use the display to promote such services as:

- O&M programs and explain the different steps in the process.
- Safe Sleep video can be promoted once video is completed
- Food Safety topics
- Flu & School Vaccine Clinics
- Vital Statistics Program
 - the displays could help explain the issuance of statewide birth and death certificates.
 - Displays could also help with the new way to get certificates coming up in the near future.

The video and display advertising would have a 40-mile radius for Scioto County. We will keep our current advertising that we have on social media. (Facebook etc.)

The display ads would be found on browsers such as Google.

There would be an increase of \$885 per month, or \$10,620 per year.

Amber Gustin, Fiscal Officer stated that the 2025 Budget had already been submitted and we could not revise it at this time, this had not been factored into the budget. She also stated that we could revisit this in 6 months when we have a better idea of how our funds stand.

The Board decided to revisit this in 6 months.

8. WF23- Update – Amber Gustin, Fiscal Officer

a. Accreditation Support Funding Total amount allocated \$50,000

- Submitted Budget Revision
 - Allocated for the \$50,000 to be used for accreditation
 - Waiting for updated NOA
 - i. Cost of PRC for raw data and summary \$9,000.
 - ii. Ohio University CHIP (working with PCHD) SCHD's portion - \$6,650.
 - iii. Ohio University CHA \$10,500
 - iv. Total for CHIP/CHA \$26,150.
 - v. Remaining funds can be used for things such as:
 - Fees paid to PHAB
 - Contractional costs or quality improvement needs for accreditation
 - Training related to accreditation needs

9. Ohio University Community Health Worker Training Program – Update Amber Gustin, Fiscal Officer

- ##### **a. The program is free of charge**
- Beth Ingles was accepted into the program

10. Discuss advertising for new environmental employee in beginning of 2025

– Amber Gustin, Fiscal Officer

- Part-time employee for Environmental Tech position - SCHD would pay salary, PERS and Medicare.
- Contract employee – Straight pay.

- WF23 grant would cover salary for the next 2 years, at that point SCHD would have to budget in employee pay or let them go.
 - **Does not cover equipment, desks, chairs, computers, mileage, any other costs besides salary. All other expenses would be covered by SCHD 2025 budget.**

11. Nursing Report – Tracey Henderson, Director

Disease Cases (December 2024, SCHD Jurisdiction only): 277 (compared to 118 in November)

- 246 COVID (compared to 93 in November)
- 3 Bloodborne (3 Hep C)
- 7 STI (6 Chlamydia, 1 Gonococcal)
- 8 hospitalized flu (compared to 1 in November)
- 8 Pertussis
- 1 Asceptic Meningitis
- 1 Strep pneumoniae
- 1 Varicella
- 1 Vibriosis (non-cholera)
- 1 active TB

Vaccines Administered in December 2024: 70 total (compared to 139 in November)

- Flu: 15
- COVID: 10
- Pediatric/school vaccines: 9
- Adult non-travel vaccines: 28
- Travel vaccines: 8

Children With Medical Handicaps Program

- 8 client visits in December

December 2024 Community Events/Meetings/Trainings

- Healthy Start Community Consortium – December 3 (Tracey)
- Community Health Worker focus group – December 4 (Arlene)
- Bridge Project training – December 11 (Tracey and Arlene)



- Meeting with media company – December 17 (Melissa and Tracey)
- Tobacco coalition meeting – December 19 (Arlene)
- Meeting with new PCHD DON – December 19 (Tracey)

Bridge Project

- Explained Bridge Project to board
- Bridge Project requested local agency help to promote the program and how to apply
- ODH has approved this project and asked LHDs to help promote it
- Requested Board approval to promote this on social media with APG. (already on our Facebook page) – Board approved - Motion for approval Dr. Adams; Second – Sean Sturgill. All voted in favor.
- Will send out info to Board Members Sean and Laura to put up in their pharmacies.

12. Environmental Health Report – Gareth Bennett, Director

- a. Approval of Tentative Resolution of Award of WPCLF Contracts. Motion to approve – Dr. Adams; Second – Sean Sturgill. All voted in favor.

ENVIRONMENTAL MONTHLY REPORT

Month **Year**
December 2024

FOOD PROTECTION PROGRAMS

TOTAL

INSPECTIONS CONDUCTED

SEWAGE PROGRAM

SOIL EVALUATIONS/SITE REVIEWS
HSTS INSPECTIONS

5
9

NUISANCE PROGRAM

INSPECTIONS CONDUCTED

3

RECREATION PROGRAMS

PUBLIC SWIMMING POOL INSPECTIONS
CAMPGROUND INSPECTIONS

2
0

BODY ART PROGRAM

BODY ART INSPECTIONS 1

RABIES CONTROL

ANIMAL EXPOSURE REPORTS 10

OTHER TOPICS

13. VITAL STATISTICS REPORT – Amber Gustin, Registrar

- 2025 Year-to-Date Totals: Death Certificates – 44;
 - Birth Certificates – 568 (25.00 each) \$40,475.00
- December Death Certificates issued - 89
- December Birth Certificates issued - 46
- December - 4 Birth Certificate Vouchers for Salvation Army - \$100.00
- December Burial Permits 5 issued (\$3.00 each) \$15.00

14. CLAIMS BILLING REPORT, Amber Gustin, Fiscal Officer, Traci Maloney – Billing Manager

- Received December - \$37,762.81 from insurance companies.
- Billed (Not Yet Received) for November – \$15,240.00:
December - \$8,005.00.
- 2024 Year to date Revenue for Public Health (740) \$197,978.05

15. SEWAGE REVENUE

- 2024 Year to date Revenue for Sewage \$68,442.97 (*Does not include Pass-Through monies*)



16. ACCREDITATION UPDATE – Melissa Spears

We have not heard anything from PHAB and do not anticipate to hear anything until February 2025.

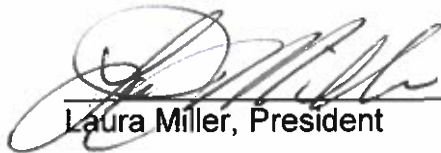
17. HEALTH COMMISSIONER'S REPORT – Dr. Martin

Dr. Martin informed the Board that overdose deaths were down for Scioto County since 22-23. Down to 9%.

The Governor is starting new reporting in the ODRS system concerning overdose and deaths.

Dr. Martin informed the Board that Dick Powell, a former long time Board of Health member and President recently passed away.

18. Motion for Adjournment– Motion to adjourn – Dr. Adams; Second – Sean Sturgill. Meeting adjourned at 12:35 pm.



Laura Miller, President



Dr. Michael Martin, Secretary



SCIOTO COUNTY BOARD OF HEALTH
612 6th St., Suite D
Portsmouth, OH 45662

Jan 17th 2025

Meeting Agenda


Meeting Called to order:

- ✓1. Approve Minutes.
- ✓2. **Public Comment – 10 Minutes**
- ✓3. Review and Approve – All Financial Reports.
 - Monthly Expenses
 - Fund Cash Balances
 - Appropriation Transfer Requests and Appropriation Requests.
- ✓4. Review 2025 Chargeback breakdown from the Scioto County Auditors
- ✓5. Review 2025 SCHD's Board meeting schedule
- ✓6. Review Aug-Dec SCHD Newsletter
- ✓7. Discuss change in advertising with APG.
 - a. Continue the social media campaign
 - Would like to create a presence on Google with display of individual programs or clinic promotions.
 - Also, create a short video that would be basic explanation of who SCHD is and what services we provide to the community.
- ✓8. WF23 – Update
 - a. Accreditation Support Funding Total amount allocated \$50,000.00
 - Submitted Budget Revision
 - Allocated for the \$50,000.00 to be used for accreditation
 - Waiting for updated NOA
 - i. Cost of PRC for raw data and summary \$9,000.00
 - ii. Ohio University CHIP (working with PCHD)
SCHD's portion \$6,650.00
 - iii. Ohio University CHA \$10,500.00
 - iv. Total for CHIP/CHA \$26,150.00
 - v. Remaining funds can be used for things such as; fees paid to PHAB, contractional costs for quality improvement needs for accreditation, training related to accreditation preparation, and application submission activities.
- ✓9. Ohio University Community Health Worker Training Program-Update
 - a. The program is free of charge
 - Beth Ingles was accepted into the program.

Prevent. Promote. Protect.



- ✓10. Discuss advertising for new environmental employee in beginning 2025.
 - WF23 grant would cover salary for the next 2 years, at that point SCHD would have to budget in employee pay or let them go.
 - **Does not cover equipment, desks, chairs, computers, mileage, any other costs besides salary. All other expenses would be covered by SCHD 2025 budget.**
- ✓11. Nursing Report
- ✓12. Environmental Report
 - ✓ a. Approve Tentative Resolution of Award of WPCLF Contracts
- ✓13. Vital Stats Report
 - 2025 Year to Date 44 Death Certs and 20 Birth Certs (25.00 each) \$1,600.00
 - Dec Death Cert issued 89
 - Dec Birth Cert issued 46
 - Birth Cert Vouchers Dec 4 by Salvation Army \$100.00
 - Dec 3 Permits 4 issued (\$3.00 each) \$15.00
- ✓14. Claims Billing Report – Amber Gustin, Fiscal Officer -Traci Maloney – Billing Manager
 - Received from insurance companies for in Dec \$37,762.81
 - Billed (Not Yet Received) for Nov \$15,240.00 and Dec -\$8,005.00
 - 2024 Year to date Revenue for Public Health (740) \$197,978.05
- ✓15. Sewage - Revenue
 - a. 2024 Year to date Revenue for Sewage \$68,442.97 (**Does not include Pass-through monies**)
- ✓16. Update – Accreditation – Melissa Spears.
- ✓17. Health Commissioner Report – Dr. Martin


Laura Miller, President
Sean Sturgill
Michael E. Martin, M.D., Health Commissioner,
Board of Health Secretary
Christy Sherman, President Pro Tem
Dr. Aaron Adams
Adrienne Buckler Callihan

