



**Tuscarawas County General Health District
Board of Health
Minutes**

Meeting Date and Time	April 19, 2023; 3:15pm	
Location	897 East Iron Avenue Dover, Ohio 44622	
President or Presiding Officer	Reginald Stockert, President	
Meeting Type	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Special
Attendees	<input checked="" type="checkbox"/> Reginald Stockert <input checked="" type="checkbox"/> Jeri Middaugh <input type="checkbox"/> Tweed Vorhees <input checked="" type="checkbox"/> Rebecca Mastin	<input checked="" type="checkbox"/> Dr. Walter Randolph <input type="checkbox"/> Dr. Andrea Fanti <input checked="" type="checkbox"/> Michael Cochran

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Oath of Office administered to Jeri Middaugh and Rebecca Mastin	
Motion	1 st	2 ⁿ
Discussion	Michael Cochran read the oath of office to the two board members and notarized the documents.	
Vote	Reginald Stockert Jeri Middaugh Tweed Vorhees Rebecca Mastin	Dr. Walter Randolph Dr. Andrea Fanti Michael Cochran
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Reorganization of the Board of Health			
Motion	1 st W. Randolph		2 nd J. Middaugh	
Discussion	The board of health standing committees will remain the same. Mr. Stockert will remain the board President with Mrs. Mastin serving as Vice President.			
Vote	Reginald Stockert Yes		Dr. Walter Randolph Yes	
	Jeri Middaugh Yes		Dr. Andrea Fanti	
	Tweed Vorhees		Michael Cochran Yes	
	Rebecca Mastin Yes			
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Establishment of the 2023 board meeting times			
Motion	1 st R. Mastin		2 nd J. Middaugh	
Discussion	The meeting dates and times will remain the same as the previous year with the board meeting every third Wednesday of the month at 3:15 p.m.			
Vote	Reginald Stockert Yes		Dr. Walter Randolph Yes	
	Jeri Middaugh Yes		Dr. Andrea Fanti	
	Tweed Vorhees		Michael Cochran Yes	
	Rebecca Mastin Yes			
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Agenda:

Call to order	at 3:16pm by R. Stockert
Meeting minutes	March 15, 2023(R)
Motion	1 st J. Middaugh 2 nd A. Fanti
Discussion	March 28, 2023 Special Meeting 1st Mr. Cochran 2nd Mrst Mastin
Vote	Reginald Stockert Yes Dr. Walter Randolph Yes Jeri Middaugh Yes Dr. Andrea Fanti Tweed Vorhees Michael Cochran Yes Rebecca Mastin Yes
	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail

Community Comments	
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Vouchers and Monthly Financials	March 2023
Motion	1 st M. Cochran 2 nd J. Middaugh
Discussion	Presented the summary of the monthly financial as reported in the Health Commissioner's report. See attached.
Vote	Reginald Stockert Yes Dr. Walter Randolph Yes Jeri Middaugh Yes Dr. Andrea Fanti Tweed Vorhees Michael Cochran Yes Rebecca Mastin Yes
	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail

Health Commissioner's Report	See attached.
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Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Resolution 2023-04 Establishment of new fund T068			
Motion	1 st M. Cochran		2 nd W. Randolph	
Discussion	This is the fund that will be in utilization for five years once approved by the department of health. This is a \$700,000.00 rfp. It allots for a public health workforce in terms of training and retention of personnel in the state of Ohio.			
Vote	Reginald Stockert Yes		Dr. Walter Randolph Yes	
	Jeri Middaugh Yes		Dr. Andrea Fanti	
	Tweed Vorhees		Michael Cochran Yes	
	Rebecca Mastin Yes			
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Resolution 2023-05 Cash advance T068			
Motion	1 st R. Mastin 2 nd J. Middaugh			
Discussion	This is a cash advance of \$10,000.00 to start the T068 fund because it is reimbursement based.			
Vote	Reginald Stockert Yes Dr. Walter Randolph Yes Jeri Middaugh Yes Dr. Andrea Fanti Tweed Vorhees Michael Cochran Yes Rebecca Mastin Yes			
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Resolution 2023-06 Permanent transfer to T020			
Motion	1 st M. Cochran 2 nd J. Middaugh			
Discussion	This is a permanent transfer in the amount of \$400,000.00 from health to the medical clinic to cover expenses for the remainder of 2023.			
Vote	Reginald Stockert Yes Dr. Walter Randolph Yes Jeri Middaugh Yes Dr. Andrea Fanti Tweed Vorhees Michael Cochran Yes Rebecca Mastin Yes			
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Resolution 2023-07 Establishment of new fund T069			
Motion	1 st	M. Cochran	2 nd	J. Middaugh
Discussion	In looking for ways to responsibly spend down grant money one of the things that is allowable is the creation of a fund that unused leave time from a grant year or fiscal year can be deposited into and later utilized for employee payouts. At the end of every grant year we will run a report that will tell us how much time an employee has accrued vs how much they have used in that grant period and what percentage of time was billed out of that fund. Then we will be able to take any unused grant money and deposit into the fund for the accrued leave that wasn't used and the sole purpose of the fund will be to do payouts of sick/vacation time upon retirement or resignation.			
Vote	Reginald Stockert Yes		Dr. Walter Randolph Yes	
	Jeri Middaugh Yes		Dr. Andrea Fanti	
	Tweed Vorhees		Michael Cochran Yes	
	Rebecca Mastin Yes			
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	TCHD Employee Payout Fund Policies and Procedures			
Motion	1 st	J. Middaugh	2 nd	W. Randolph
Discussion	This is a policy that states at the end of each program fiscal year a report will be generated after computing the unused hours for each employee. It will then determine the amount of time spent in that program and an invoice will be created by the health department to each fund and then the fund will deposit that into this account to be held for a future payouts.			
Vote	Reginald Stockert Yes		Dr. Walter Randolph Yes	
	Jeri Middaugh Yes		Dr. Andrea Fanti	
	Tweed Vorhees		Michael Cochran Yes	
	Rebecca Mastin Yes			
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Resolution 2023-08 Establishment for project contracts for RHW			
Motion	1 st R. Mastin		2 nd M. Cochran	
Discussion	The grant applied a special condition in the most current release of funds that stated the project contracts that we put into the system needed to be board approved. This just states that Katie Seward is the financial and agency head and Amy Kaser is the project manager.			
Vote	Reginald Stockert Yes		Dr. Walter Randolph Yes	
	Jeri Middaugh Yes		Dr. Andrea Fanti	
	Tweed Vorhees		Michael Cochran Yes	
	Rebecca Mastin Yes			
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Resolution 2023-09 Spending authorization			
Motion	1 st M. Cochran		2 nd W. Randolph	
Discussion	This is spending authorization for the Health Commissioner to spend up to \$35,000.00 from the general fund for the purchase of a truck for mosquito control activities.			
Vote	Reginald Stockert Yes		Dr. Walter Randolph Yes	
	Jeri Middaugh Yes		Dr. Andrea Fanti	
	Tweed Vorhees		Michael Cochran Yes	
	Rebecca Mastin Yes			
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Resolution 2023-10 Authorization of Sale			
Motion	1 st	R. Mastin	2 nd	J. Middaugh
Discussion	This is authorization of the sale of the 2002 Ford Ranger at the current value of \$3,000.00 which we will be traded in to offset the cost of the new truck.			
Vote	Reginald Stockert Yes		Dr. Walter Randolph Yes	
	Jeri Middaugh Yes		Dr. Andrea Fanti	
	Tweed Vorhees		Michael Cochran Yes	
	Rebecca Mastin Yes			
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Public Health WF T068 2023 Budget			
Motion	1 st	M. Cochran	2 nd	J. Middaugh
Discussion	This is a budget for the remainder of 2023 because the grant will start 7/1 and this will be in the amount of \$67,000.00.			
Vote	Reginald Stockert Yes		Dr. Walter Randolph Yes	
	Jeri Middaugh Yes		Dr. Andrea Fanti	
	Tweed Vorhees		Michael Cochran Yes	
	Rebecca Mastin Yes			
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Public Health WF T068 2024 Budget	
Motion	1 st M. Cochran	2 nd W. Randolph
Discussion	This budget is for 2024 in the amount of \$121,950.00.	
Vote	Reginald Stockert Yes Jeri Middaugh Yes Tweed Vorhees Rebecca Mastin Yes	Dr. Walter Randolph Yes Dr. Andrea Fanti Michael Cochran Yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Items K through O	
Motion	1 st M. Cochran	2 nd J. Middaugh
Discussion	Items K through O were approved together with all being 2023 budgets. These included: RHC Covid T061 2023 budget, NACHHO T065 2023 budget, MQF2 T055 2023 budget, Contact Tracing T058 2023 budget and Misc Grant T021 2023 budget.	
Vote	Reginald Stockert Yes Jeri Middaugh Yes Tweed Vorhees Rebecca Mastin Yes	Dr. Walter Randolph Yes Dr. Andrea Fanti Michael Cochran Yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	TCHD Radiological Response Annex			
Motion	1 st	M. Cochran	2 nd	J. Middaugh
Discussion	This is a PHEP deliverable for this year.			
Vote	Reginald Stockert Yes		Dr. Walter Randolph Yes	
	Jeri Middaugh Yes		Dr. Andrea Fanti	
	Tweed Vorhees		Michael Cochran Yes	
	Rebecca Mastin Yes			
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	2023 Workforce Development Plan			
Motion	1 st	J. Middaugh	2 nd	R. Mastin
Discussion	This is a plan we have had in place prior to becoming accredited. It is reviewed every year and this is a revised and updated version.			
Vote	Reginald Stockert yes		Dr. Walter Randolph yes	
	Jeri Middaugh yes		Dr. Andrea Fanti	
	Tweed Vorhees		Michael Cochran yes	
	Rebecca Mastin yes			
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	New Clinic Fees	
Motion	1 st M. Cochran	2 nd W. Randolph
Discussion	The one code is for a lab draw and the other code is for the rapid covid/flu swab.	
Vote	Reginald Stockert yes Jeri Middaugh yes Tweed Vorhees Rebecca Mastin yes	Dr. Walter Randolph yes Dr. Andrea Fanti Michael Cochran yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Cost Allocation Plan for Fiscal Period 7/1/23 to 9/30/23	
Motion	1 st R. Mastin	2 nd J. Middaugh
Discussion	Katie has been utilizing cost allocation and revises it every six months just to make sure we are cost sharing appropriately across programs. This puts in into a plan for the grants that require it to be uploaded and this is a better presentation of it for the purposes of billing grants. Examples are IT services, electricity, phones.	
Vote	Reginald Stockert Yes Jeri Middaugh Yes Tweed Vorhees Rebecca Mastin Yes	Dr. Walter Randolph Yes Dr. Andrea Fanti Michael Cochran Yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Out of state travel request for Emma Clark, Lakyn Craig and Natasha Yonley	
Motion	1 st J. Middaugh	2 nd M. Cochran
Discussion	The three staff are attending the same conference in July in Denver, CO for NACCHO 360 and this is money that is being utilized from one of our newest NACCHO grants and its an allowable cost through the grant.	
Vote	Reginald Stockert yes Jeri Middaugh yes Tweed Vorhees Rebecca Mastin yes	Dr. Walter Randolph yes Dr. Andrea Fanti Michael Cochran yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Post & hire two part-time seasonal Mosquito Control Technicians	
Motion	1 st R. Mastin	2 nd W. Randolph
Discussion	We are ready to move forward with the posting and hiring for this mosquito season.	
Vote	Reginald Stockert yes Jeri Middaugh yes Tweed Vorhees Rebecca Mastin yes	Dr. Walter Randolph yes Dr. Andrea Fanti Michael Cochran yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Position description for Medical Assistant/LPN	
Motion	1 st M. Cochran	2 nd J. Middaugh
Discussion	This is just a revision that needed to be done. We had an MA position description that in the past was combined with the LPN position description and when they were last revised the LPN was left off. So this is just adding it back on to the MA job description.	
Vote	Reginald Stockert yes Jeri Middaugh yes Tweed Vorhees Rebecca Mastin yes	Dr. Walter Randolph yes Dr. Andrea Fanti Michael Cochran yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Position Description for Public Affairs Coordinator	
Motion	1 st M. Cochran	2 nd J. Middaugh
Discussion	This position would be new in the event we are awarded grant funding for the workforce development project. It is a part time to potentially full time position that would work under the director of promotion.	
Vote	Reginald Stockert yes Jeri Middaugh yes Tweed Vorhees Rebecca Mastin yes	Dr. Walter Randolph yes Dr. Andrea Fanti Michael Cochran yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Updated position description for Mosquito Control Field Technician	
Motion	1 st J. Middaugh	2 nd R. Mastin
Discussion	We wanted to update to pull from a broader candidate pool so we added some language in the experience and education requirements.	
Vote	Reginald Stockert yes Jeri Middaugh yes Tweed Vorhees Rebecca Mastin yes	Dr. Walter Randolph yes Dr. Andrea Fanti Michael Cochran yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Post and hire part-time to full-time Public Affairs Coordinator-contingent upon grant funding	
Motion	1 st W. Randolph	2 nd M. Cochran
Discussion		
Vote	Reginald Stockert yes Jeri Middaugh yes Tweed Vorhees Rebecca Mastin yes	Dr. Walter Randolph yes Dr. Andrea Fanti Michael Cochran yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/>	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Wage scale update effective 7/1/2023		
Motion	1 st M. Cochran	2 nd J. Middaugh	
Discussion	This is just adding the Public Affairs Coordinator into the wage scale.		
Vote	Reginald Stockert yes Jeri Middaugh yes Tweed Vorhees Rebecca Mastin yes	Dr. Walter Randolph yes Dr. Andrea Fanti Michael Cochran yes	
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Resignation of Jordan McCartney, Public Health Nurse, Effective 4/14/2023		
Motion	1 st R. Mastin	2 nd J. Middaugh	
Discussion			
Vote	Reginald Stockert yes Jeri Middaugh yes Tweed Vorhees Rebecca Mastin yes	Dr. Walter Randolph yes Dr. Andrea Fanti Michael Cochran yes	
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Resignation of Lori Laizure, Public Health Nurse, Effective 4/14/2023			
Motion	1 st R. Mastin	2 nd M. Cochran		
Discussion				
Vote	Reginald Stockert yes Jeri Middaugh yes Tweed Vorhees Rebecca Mastin yes		Dr. Walter Randolph yes Dr. Andrea Fanti Michael Cochran yes	
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item	Post and hire full time Public Health Nurse I/II			
Motion	1 st W. Randolph	2 nd R. Mastin		
Discussion	Katie asked for a revision to this motion that rather than hiring a public health nurse we hire an MA/LPN instead and the next agenda item is also to hire an MA/LPN so we ask to combine the two motions and hire two MA/LPNs.			
Vote	Reginald Stockert Yes Jeri Middaugh Yes Tweed Vorhees Rebecca Mastin Yes		Dr. Walter Randolph Yes Dr. Andrea Fanti Michael Cochran Yes	
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Septic Variance request for 3992 Irish Run Rd, Dennison	
Motion	1 st M. Cochran	2 nd J. Middaugh
Discussion	This is a septic tank that is infringing on the property line of a small lot.	
Vote	Reginald Stockert yes Jeri Middaugh yes Tweed Vorhees Rebecca Mastin yes	Dr. Walter Randolph yes Dr. Andrea Fanti Michael Cochran yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Septic Variance for 1879 Sunset Lane SE, New Philadelphia	
Motion	1 st M. Cochran	2 nd W. Randolph
Discussion	The lot would have been approved for an NPDES discharging system but unfortunately there is no where to discharge which leads to another encroachment situation.	
Vote	Reginald Stockert Yes Jeri Middaugh Yes Tweed Vorhees Rebecca Mastin Yes	Dr. Walter Randolph Yes Dr. Andrea Fanti Michael Cochran Yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	<input type="checkbox"/>	Old Business	<input type="checkbox"/>	New Business
Agenda Item				
Motion	1 st			2 nd
Discussion				
Vote	Reginald Stockert	Dr. Walter Randolph		
	Jeri Middaugh	Dr. Andrea Fanti		
	Tweed Vorhees	Michael Cochran		
	Rebecca Mastin			
	<input type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	<input type="checkbox"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item				
Motion	1 st			2 nd
Discussion				
Vote	Reginald Stockert	Dr. Walter Randolph		
	Jeri Middaugh	Dr. Andrea Fanti		
	Tweed Vorhees	Michael Cochran		
	Rebecca Mastin			
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Business Type	Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item		
Motion	1 st	2 nd
Discussion		
Vote	Reginald Stockert Jeri Middaugh Tweed Vorhees Rebecca Mastin	Dr. Walter Randolph Dr. Andrea Fanti Michael Cochran
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item		
Motion	1 st	2 nd
Discussion		
Vote	Reginald Stockert Jeri Middaugh Tweed Vorhees Rebecca Mastin	Dr. Walter Randolph Dr. Andrea Fanti Michael Cochran
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item		
Motion	1 st	2 nd
Discussion		
Vote	Reginald Stockert Jeri Middaugh Tweed Vorhees Rebecca Mastin	Dr. Walter Randolph Dr. Andrea Fanti Michael Cochran
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Business Type	Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item		
Motion	1 st	2 nd
Discussion		
Vote	Reginald Stockert Jeri Middaugh Tweed Vorhees Rebecca Mastin	Dr. Walter Randolph Dr. Andrea Fanti Michael Cochran
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Ajourn

No further business. R.

adjourned the meeting

Stockert At 4:12 pm

Signature of the Board President: _____

Signature of the Board Secretary: _____