



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

Meeting Date and Time	April 17, 2024; 3:16pm									
Location	897 East Iron Avenue Dover, Ohio 44622									
President or Presiding Officer	Rebecca Mastin, Vice President									
Meeting Type	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Special								
Attendees	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/></td> <td style="width: 50%; border: none;"><input checked="" type="checkbox"/> Dr. Walter Randolph</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> Jeri Middaugh</td> <td style="border: none;"><input checked="" type="checkbox"/> Dr. Andrea Fanti</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> Tweed Vorhees</td> <td style="border: none;"><input checked="" type="checkbox"/> Michael Cochran</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> Rebecca Mastin</td> <td style="border: none;"></td> </tr> </table>		<input type="checkbox"/>	<input checked="" type="checkbox"/> Dr. Walter Randolph	<input checked="" type="checkbox"/> Jeri Middaugh	<input checked="" type="checkbox"/> Dr. Andrea Fanti	<input checked="" type="checkbox"/> Tweed Vorhees	<input checked="" type="checkbox"/> Michael Cochran	<input checked="" type="checkbox"/> Rebecca Mastin	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Dr. Walter Randolph									
<input checked="" type="checkbox"/> Jeri Middaugh	<input checked="" type="checkbox"/> Dr. Andrea Fanti									
<input checked="" type="checkbox"/> Tweed Vorhees	<input checked="" type="checkbox"/> Michael Cochran									
<input checked="" type="checkbox"/> Rebecca Mastin										

Business Type	<input type="checkbox"/> Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item	Oath of Office administered to Michael Cochran	
Motion	1 st	2 nd
Discussion	Sharon Kalp read the oath of office to the board member and notarized the documents.	
Vote	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 Dr. Fanti		2 nd J. Middaugh	
Discussion	The board of health standing committees will remain the same. Mrs. Mastin will be the board President with Dr. Randolph serving as Vice President.			
Vote	Jeri Middaugh Yes Tweed Vorhees Yes Rebecca Mastin Yes		Dr. Walter Randolph Yes Dr. Andrea Fanti Yes 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	Establishment of the 2024 board meeting times			
Motion	1 st Dr. Fanti		2 nd Dr. Randolph	
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	Jeri Middaugh Yes Tweed Vorhees Yes Rebecca Mastin Yes		Dr. Walter Randolph Yes Dr. Andrea Fanti Yes Michael Cochran Yes	
	<input checked="" type="checkbox"/>	Pass	<input type="checkbox"/>	Fail

Agenda:

Call to order	at 3:16pm by R. Stockert	
Meeting minutes	March 20, 2024(R) & April 3, 2024 (S)	
Motion	1 st Dr. Fanti	2 nd Mrs. Middaugh
Discussion		
Vote	Jeri Middaugh Yes Tweed Vorhees Yes Rebecca Mastin Yes	Dr. Walter Randolph Yes Dr. Andrea Fanti Yes Michael Cochran Yes
	<input checked="" type="checkbox"/> Pass	<input type="checkbox"/> Fail

Community Comments		
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Vouchers and Monthly Financials	March Vouchers and Monthly Financials	
Motion	1 st Mr. Cochran	2 nd Mrs. Middaugh
Discussion	Presented the summary of the monthly financial as reported in the Health Commissioner's report. See attached.	
Vote	Jeri Middaugh Yes Tweed Vorhees Yes Rebecca Mastin Yes	Dr. Walter Randolph Yes Dr. Andrea Fanti Yes Michael Cochran 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 2024-12 Authorization of Sale			
Motion	1 st Dr. Fanti		2 nd Dr. Randolph	
Discussion	This is an authorization of sale of the following supplies: boiler and copper piping no longer needed for future HVAC/heating projects. All proceeds will be deposited in the fund N015 Capital Improvements for reinvestment into similar projects.			
Vote	Jeri Middaugh Yes		Dr. Walter Randolph Yes	
	Tweed Vorhees Yes		Dr. Andrea Fanti Yes	
	Rebecca Mastin Yes		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	Resolution 2024-13 Credit Card Authorization and Policy			
Motion	1 Dr. Randolph 2 nd Mr. Cochran			
Discussion	This is a policy so the health department can apply for a credit card for recurring vendor charges. There is authorization under the revised code 3709.42 for the Board of Health to authorize the use of credit cards and to make purchases on behalf of the department. The problem we have been running into lately is that vendors do not accept checks and require credit card payments. In order to be able to utilize the vendors we would like to use and get the best pricing we need to have a credit card in place.			
Vote	Jeri Middaugh Yes		Dr. Walter Randolph Yes	
	Tweed Vorhees Yes		Dr. Andrea Fanti Yes	
	Rebecca Mastin Yes		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	Resolution 2024-14 Cash Advance Repays			
Motion	1 st Mr. Cochran 2 nd Mrs. Middaugh			
Discussion	This is for cash advance repays in the amount of: \$40,000.00 from food (G000) \$15,000.00 from Project Dawn (T018) \$20,000.00 from Enhanced Operations (T059) to Health (E000).			
Vote	Jeri Middaugh Yes		Dr. Walter Randolph Yes	
	Tweed Vorhees Yes		Dr. Andrea Fanti Yes	
	Rebecca Mastin Yes		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	Resolution 2024-15 Permanent Transfer to Employee Payout	
Motion	1 st Dr. Fanti	2 nd Dr. Randolph
Discussion	This is a permanent transfer of \$390.96 from Pools (V050) and \$228.59 from Camps (T002) to the Employee Payout Fund (T069) for unused leave to be charged according to the program and set aside for future leave payouts.	
Vote	Jeri Middaugh Yes Tweed Vorhees Yes Rebecca Mastin Yes	Dr. Walter Randolph Yes Dr. Andrea Fanti Yes 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	Resolution 2024-16 Cash Advances	
Motion	1 st Mrs. Middaugh	2 nd Mr. Cochran
Discussion	This is a retroactive cash advance in the amount of \$10,000.00 from Health (E000) to BCMH (T064) to cover a negative cash balance.	
Vote	Jeri Middaugh Yes Tweed Vorhees Yes Rebecca Mastin Yes	Dr. Walter Randolph Yes Dr. Andrea Fanti Yes 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	Resolution 2024-17 Cease and Desist			
Motion	1 st Mr. Cochran		2 nd Dr. Randolph	
Discussion	This resolution essentially states that the Ohio Revised Code specifies that no person or government entity shall operate a retail food establishment without a license. It goes on to state that retail food establishments and food service operations shall be renewed by March 1st each year. It also states the operation listed below received an initial application notice, late notice, final notice, and certified letter of violation. The Tuscarawas Board of Health authorizes representatives of the Tuscarawas County Health Department to issue cease operation orders effective April 18, 2024 to the Fraternal Order of Eagles #2264.			
Vote	Jeri Middaugh Yes		Dr. Walter Randolph Yes	
	Tweed Vorhees Yes		Dr. Andrea Fanti Yes	
	Rebecca Mastin Yes		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	T070-CDS 2024 Budget			
Motion	1 st Mrs. Middaugh		2 nd Mr. Cochran	
Discussion	The federal budget passed and we are now working on the formal application to spend down the \$750,000 of congressional directed spending money from HRSA. We need a budget to be able to spend that. It is a relatively streamlined budget.			
Vote	Jeri Middaugh Yes		Dr. Walter Randolph Yes	
	Tweed Vorhees Yes		Dr. Andrea Fanti Yes	
	Rebecca Mastin Yes		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	Updated Sliding Fee Scale			
Motion	1 st	Mr. Vorhees	2 nd	Mrs. Middaugh
Discussion	When putting the information into the PM system for billing it will add the cents which did not match what ODH did with the scale because they rounded it and dropped the cents. This caused patients to either be in a lower bracket or higher bracket depending on if they rounded up or down. This lead to the fee scale being updated to put the patients in the correct category.			
Vote	Jeri Middaugh Yes		Dr. Walter Randolph Yes	
	Tweed Vorhees Yes		Dr. Andrea Fanti Yes	
	Rebecca Mastin Yes		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	Workforce Development Plan			
Motion	1 st	Dr. Fanti	2 nd	Mrs. Middaugh
Discussion	Some items were added to continuing education for certain positions and updates were made to the workforce training plan. All of the objectives except for one were completed from last year and updated for this year.			
Vote	Jeri Middaugh Yes		Dr. Walter Randolph Yes	
	Tweed Vorhees Yes		Dr. Andrea Fanti Yes	
	Rebecca Mastin Yes		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	Rural Health Clinic Policy and Procedure			
Motion	1 st Dr. Randolph		2 nd Mr. Cochran	
Discussion	This is reviewed on an annual basis. The changed information was highlighted in the updated policy for easier review.			
Vote	Jeri Middaugh Yes		Dr. Walter Randolph Yes	
	Tweed Vorhees Yes		Dr. Andrea Fanti Yes	
	Rebecca Mastin Yes		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	Update to the Tuscarawas County Personnel Manual			
Motion	1 st Mrs. Middaugh		2 nd Mr. Cochran	
Discussion	This policy also had highlights to the sections that were edited which mostly dealt with travel and reimbursement. We have recently had a lot of travel and out of state travel requests. Because of this we have really been putting the policy manual into practice and looking at what the policy says and that it is reflected in our forms. This was cleaning up the language and making the policy more clear and streamlined.			
Vote	Jeri Middaugh Yes		Dr. Walter Randolph Yes	
	Tweed Vorhees Yes		Dr. Andrea Fanti Yes	
	Rebecca Mastin Yes		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	Leave of Absence request for Amy Foltz	
Motion	1 st Mr. Cochran	2 nd Mrs. Middaugh
Discussion	This is a leave of absence request for an upcoming surgery that will have her off for four to six weeks. She will not have enough paid time to cover that amount. She plans to take her leave from June 25th and return no later than August 20th.	
Vote	Jeri Middaugh Yes Tweed Vorhees Yes Rebecca Mastin Yes	Dr. Walter Randolph Yes Dr. Andrea Fanti Yes 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	Leave of absence request for Chasity Walton	
Motion	1 st Dr. Fanti	2 nd Dr. Randolph
Discussion	She is asking for 420 hours for follow up appointments and treatment. She does not have enough paid time to cover that amount of leave time. She will begin her extended leave on April 19th the day of her surgery.	
Vote	Jeri Middaugh yes Tweed Vorhees yes Rebecca Mastin yes	Dr. Walter Randolph yes Dr. Andrea Fanti yes 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 4858 Stonecreek Rd, Stonecreek	
Motion	1 st Mr. Cochran	2 nd Mr. Vorhees
Discussion	There is not enough room between the property line and the hardscape to maintain the 10 foot offset from the septic components.	
Vote	Jeri Middaugh yes Tweed Vorhees yes Rebecca Mastin yes	Dr. Walter Randolph yes Dr. Andrea Fanti Yes 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	Well Variance request for 4255 Indian Spring Rd, Baltic	
Motion	1 st Mr. Cochran	2 nd Mr. Vorhees
Discussion	A property owner did work to connect the well to the house which is required to be done by a private water systems contractor. In order to come into compliance a private water systems contractor will review the work the property owner did and check it for compliance and if any of the work does not meet the code it will need to be replaced by the contractor, the work that does meet the code is allowed to stay if the contractor states it meets the current code. Thus the need for the variance.	
Vote	Reginald Stockert Yes Jeri Middaugh Yes Tweed Vorhees Yes Rebecca Mastin Yes	Dr. Walter Randolph Yes Dr. Andrea Fanti Yes 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			
Motion	1 st J. Middaugh	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			
Motion	1 st R. Mastin	2 nd W. Randolph	
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	Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item		
Motion	1 st M. Cochran	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	Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item		
Motion	1 st M. Cochran	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	Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item		
Motion	1 st J. Middaugh	2 nd R. Mastin
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	Old Business	<input checked="" type="checkbox"/> New Business
Agenda Item		
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"/>	Old Business	<input checked="" type="checkbox"/>	New Business
Agenda Item				
Motion	1 st	M. Cochran	2 nd	J. Middaugh
Discussion				
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				
Motion	1 st	R. Mastin	2 nd	J. Middaugh
Discussion				
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				
Motion	1 st	R. Mastin	2 nd	M. Cochran
Discussion				
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				
Motion	1 st	W. Randolph	2 nd	R. Mastin
Discussion				
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		
Motion	2 nd	
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		
Motion	1 st M. Cochran	2 nd W. Randolph
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 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. Mrs. Mastin
adjourned the meeting at 3:50 pm

Signature of the Board President: _____

Signature of the Board Secretary: _____