**OPENING SESSION**

**Date and Time of Meeting:**

April 20, 2023 - 5:00pm

**Type of Meeting:**

Regular Meeting of the Marion Public Health Board

**Meeting Called to Order:**

The meeting was called to order at 5:00pm on Thursday, April 20, 2022.

**Roll Call- Members Present:**

Sherrie Bosley-Litscher; Dr. Janchar; Rob Lill; Lora Troutman; Mick Williams

**Members Absent:**

Amy McDonald

**Others Present:**

Traci Kinsler, Health Commissioner; Sarah Nicewaner, Public Health Nursing Director; Van Creasap, Environmental Health Director; Jessica Woods, WIC Director; Erin Creeden, Development Manager; Lisa Cook, Fiscal Coordinator; Dr. Michael McCleese, Medical Director; Butch Winslow, DAC Chairperson

**Guests Present:**

Glenn Marzluf, General Manager/CEO DelCo Water Company

**Forum for Public Comment:**

Mr. Marzluf provided an update on the DelCo Water Project in the Village of Waldo. DelCo Water Company is requesting the board consider waiving the sealing permit fee for residents that opt to abandon their current well. Mr. Marzluf both explained and answered questions from the board on the process DelCo Water Company will be taking to assist the residents in getting hooked up to the central water system.

**Agenda:**

**Opening Session**Roll call and establishment of quorum  
Adoption of the agenda (Vote)  
Election of 2023 Officers (Votes): Nominations for President & Vice President

Set Time & Date for 2023 Meetings (Vote)  
Approval of previous minutes (Vote)  
**Information Session** (No Voting)  
Public Comment  
Information Only Items  
Information for Action Items  
**Work Session**Voting on action items (See Action Item Summary Sheet)

**Adoption of the Agenda:**

**Motion: To adopt the agenda of the** **April 20, 2023 Marion Public Health Board** **Meeting:**

**Motion Made By:** Dr. Janchar

**Motion 2nd By:** Sherrie Bosley-Litscher

**Discussion:** None

**Approved By Voice Vote**

The floor was opened for nominations for both President and Vice President of the health board.

**Resolution #2023-04-24: Be it resolved that the District Board of Health does hereby appoint Sherrie Bosley-Litscher to serve as the 2023 President of the Board of Health**

**Motion Made By:** Mick Williams

**Seconded By:** Dr. Janchar

**Discussion:** None

**For:** Dr. Janchar; Rob Lill; Lora Troutman; Mick Williams

**Against:** None

**Abstentions:** Sherrie Bosley-Litscher

**Disposition:** Carried

**Resolution #2023-04-25: Be it resolved that the District Board of Health does hereby appoint Mick Williams to serve as the 2023 Vice President of the Board of Health**

**Motion Made By:** Rob Lill

**Seconded By:** Dr. Janchar

**Discussion:** None

**For:** Sherrie Bosley-Litscher; Dr. Janchar; Rob Lill; Lora Troutman

**Against:** None

**Abstentions:** Mick Williams

**Disposition:** Carried

**Resolution # 2022-04-26: Be it resolved that the District Board of Health does hereby set the 3rd Thursday of each month at 5:00pm as the date and time for all regular 2023 Marion Public Health Board Meetings**

**Motion Made By:** Mick Williams

**Seconded By:** Sherrie Bosley-Litscher

**Discussion:** None

**For:** Sherrie Bosley-Litscher; Dr. Janchar; Rob Lill; Lora Troutman; Mick Williams

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Approval of Minutes:**

**Motion: To approve the minutes of the March 16, 2023 Regular Marion Public Health Board Meeting.**

**Motion Made By:** Sherrie Bosley-Litscher

**Motion 2nd By:** Mick Williams

**Discussion:** None

**Approved By Voice Vote**

**INFORMATION SESSION**

**Information Only Items (Not Requiring Board of Health Action):**

**Health Commissioner:**

Traci welcomed Lora Troutman as our new board member.

The FY2022 Fiscal Audit will begin the week of May 8th.

Non-probationary staff will be receiving a 3% pay adjustment in accordance with the MPH Wage Plan to be effective April 23rd. Probationary staff will be adjusted on their one-year anniversary date.

Traci presented the Financial Forecast For Agency Goals 2023-2032. This 10-year plan helps us meet an accreditation requirement.

**Population Health/Public Health Nursing:**

Sarah presented the 2023 1st quarter Communicable Disease Report.

**Environmental Health:**

Van provided an update on the demolition of 197.

As a heads up, Van added that there may be a variance request for board consideration for a property on Bellefontaine Ave.

**WIC:**

WIC recently participated in a community baby shower. The next event will be in October.

**Community Health:**

No additional report

**Items Presented for Board Consideration/Action (See Action Item Summary Report):**

**Health Commissioner/Fiscal Activity:**

Approve Financial Transactions & Payment of Bills as Presented

Contract with Bright Values Consulting

**Population Health/Public Health Nursing:**

None

**Environmental Health:**

Reduction of permit costs for the Village of Waldo/DelCo Water Project

**WIC:**

None

**Community Health:**

None

**WORKING SESSION**

**Action Items:**

**Resolution#2023-04-27: Be it resolved that the District Board of Health approves the financial transactions and payment of bills as presented.**

**Motion Made By:** Dr. Janchar

**Motion 2nd By:** Mick Williams

**Discussion:** None

**For:** Sherrie Bosley-Litscher; Dr. Janchar; Rob Lill; Lora Troutman; Mick Williams

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution#2023-04-28: Be it resolved that the District Board of Health does hereby approve a reduction of permit costs for the Waldo/Delco Project as follows: Alteration Permit $70.00 to include water sample and Sealing Permit $40.00 provided that DelCo Water Company complies with the requirements and procedures set forth by both code and the MPH Environmental Health Division.**

**Motion Made By:** Mick Williams

**Motion 2nd By:** Sherrie Bosley-Litscher

**Discussion:** Van lead the discussion on the sealing permit process and both the short- and long-term financial effect of reducing or waiving the permit fee. The board expressed concerns about how we honor our responsibility in assuring that subcontractors are complying with stipulations/requirements/procedures as the wells are sealed.

**For:** Sherrie Bosley-Litscher; Dr. Janchar; Rob Lill; Lora Troutman; Mick Williams

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution#2023-04-29: Be it resolved that the District Board of Health does hereby approve the contract with Bright Values Consulting in an amount not to exceed $13,125.00 to provide consulting services for the creation of recruitment and retention plans.**

**Motion Made By:** Sherry Bosley-Litscher

**Motion 2nd By:** Mick Williams

**Discussion:** The board questioned how this service will improve our interviewing and hiring process.

**For:** Sherrie Bosley-Litscher; Dr. Janchar; Rob Lill; Lora Troutman; Mick Williams

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Adjournment:**

Having no further business, the meeting was adjourned.

Minutes respectfully prepared by Lisa Cook, Fiscal Coordinator, and submitted by Traci Kinsler, Health Commissioner.

**The Marion Board of Health will reconvene Thursday, May 18, 2023**

**At Marion Public Health**

**181 S. Main Street**

**Marion, OH**