**OPENING SESSION**

**Date and Time of Meeting:**

September 21, 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, September 21, 2023.

**Roll Call- Members Present:**

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

**Members Absent:**

Amy McDonald; Emily Russell

**Others Present:**

Traci Kinsler, Health Commissioner; Van Creasap, Environmental Health Director; Erin Creeden, Development Manager; Lisa Cook, Fiscal Coordinator; Butch Winslow, DAC Chairperson

**Guests Present:**

None

**Agenda:**

**Opening Session**Roll call and establishment of quorum

Adoption of the agenda (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)

**Board Training**

Food Program Presentation

**Executive Session**

**Adoption of the Agenda:**

**Motion: To adopt the agenda of the** **September 21, 2023 Marion Public Health Board** **Meeting:**

**Motion Made By:** Dr. Janchar

**Motion 2nd By:** Mick Williams

**Discussion:** None

**Approved By Voice Vote**

**Approval of Minutes:**

**Motion: To approve the minutes of the August 17, 2023 Regular Marion Public Health Board Meeting.**

**Motion Made By:** Dr. Janchar

**Motion 2nd By:** Mick Williams

**Discussion:** None

**Approved By Voice Vote**

**Forum for Public Comment:**

No one was present to address the board.

**INFORMATION SESSION**

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

**Health Commissioner:**

Traci & Van provided an update on the paving project

**Population Health/Public Health Nursing:** None

**Environmental Health:**

Pool program fee category restructure per ODH recommendations- Madison Aldrich

**WIC:** None

**Community Health:** None

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

**Health Commissioner/Fiscal Activity:**

Approve Financial Transactions & Payment of Bills as Presented- the board requested expense detail on the PO log

Contract with Crystal Clear Window Washing LLC

Contract with The Ground Guys

Contract with The Baldwin Group

Contract with Site Engineering Solutions

**Population Health/Public Health Nursing:**

None

**Environmental Health:**

Consideration for potential prosecution of owner of record of 1614 Bellefontaine Ave.

**WIC:**

None

**Community Health:**

None

**Executive Session:**

Discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official.

**WORKING SESSION**

**Action Items:**

**Resolution#2023-09-47: Be it resolved that the District Board of Health approves the financial transactions and payment of bills as presented.**

**Motion Made By:** Mick Williams

**Motion 2nd By:** Rob Lill

**Discussion:** None

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

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution#2023-09-48: Be it resolved that the district board of health approves the contract with Crystal Clear Window Washing, LLC for front door inside and out and outside 2nd floor window cleaning through 2024 not to exceed $2,500.00.**

**Motion Made By:** Dr. Janchar

**Motion 2nd By:** Lora Troutman

**Discussion:** None

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

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution#2023-09-49: Be it resolved that the District Board of Health hereby approves the contract with The Ground Guys to provide snow plowing and ice removal services as needed through 2024.**

**Motion Made By:** Rob Lill

**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#2023-09-50: Be it resolved that the District Board of Health approves the renewal of the 1-year software maintenance and support agreement with The Baldwin Group Inc in the amount of $2,092.97.**

**Motion Made By:** Dr. Janchar

**Motion 2nd By:** Lora Troutman

**Discussion:** None

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

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution#2023-09-51: Be it resolved that the District Board of Health approves the contract with Site Engineering Solutions to include topographic survey, civil engineering services and permits for the parking lot project in the amount of $5,900.00 to be billed incrementally through completion.**

**Motion Made By:** Mick Willims

**Motion 2nd By:** Rob Lill

**Discussion:** Sherrie asked if the City or County Engineering offices could have assisted on this project. We were advised to contract for the services.

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

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution#2023-09-52: Be it resolved that the District Board of Health approves forwarding the owner of record at 1614 Bellefontaine Ave for prosecution for failing show compliance with the conditions established on June 15, 2023 by Resolution No 2023-06-069**

**Motion Made By:** Mick Williams

**Motion 2nd By:** Lora Troutman

**Discussion:** None

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

**Against:** None

**Abstentions:** None

**Disposition:** Carried

Madison Aldrich and Schelby Gabel provided board training covering our agency’s Food Program.

**Resolution#2023-09-53: Be it resolved that the District Board of Health approves entering into Executive Session to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee or official.**

**Motion Made By:** Rob Lill

**Motion 2nd By:** Mick Williams

**Discussion:** None

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

**Roll Call Against:** None

**Abstentions:** None

**Disposition:** Carried

**Motion made by Rob Lill to return to regular session and adjourn the meeting with a 2nd by Mick Williams.**

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

**Roll Call 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, October 19 2023**

**At Marion Public Health**

**181 S. Main Street**

**Marion, OH**