**OPENING SESSION**

**Date and Time of Meeting:**

October 19, 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; Amy McDonald; Emily Russell

Lora Troutman, Mick Williams

**Members Absent:**

**Others Present:**

Traci Kinsler, Health Commissioner; Sarah Nicewaner, Population Health Director; Van Creasap, Environmental Health Director; Erin Creeden, Community Health Director; Jessica Woods, WIC Director; Lisa Cook, Fiscal Coordinator; Sydney McNichols, Public Health Nurse; Taytum Ryan, Public Health Nurse; Butch Winslow, DAC Chairperson

**Guests Present:**

Chelsea Primavera observing to meet a requirement for her BS.

**Agenda:**

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

Adoption of the agenda (Vote)  
Approval of previous minutes (Vote)

**Board Training**

Public Health/Population Health Presentation  
**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**

**Adoption of the Agenda:**

**Motion: To adopt the agenda of October 19, 2023 the** **Marion Public Health Board** **Meeting:**

**Motion Made By:** Mick Williams

**Motion 2nd By:** Dr. Janchar

**Discussion:** None

**Approved By Voice Vote**

**Approval of Minutes:**

**Motion: To approve the minutes of the September 21, 2023 Regular Marion Public Health Board Meeting.**

**Motion Made By:** Lora Troutman

**Motion 2nd By:** Dr. Janchar

**Discussion:** None

**Approved By Voice Vote**

**Forum for Public Comment:**

No one was present to address the board.

**Board Training**

Sydney McNichols and Taytum Ryan provided board training covering our agency’s Public Health/Population Health Programs CMH and Immunizations.

**INFORMATION SESSION**

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

**Health Commissioner:**

PHAB Update

Strategic Plan Quarterly Update

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

**Environmental Health:** None

**WIC:**

Staffing Update

**Community Health:**

Division Re-Structure: Erin Creeden

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

**Health Commissioner/Fiscal Activity:**

Approve Financial Transactions & Payment of Bills as Presented

Approve 2024 Holiday Calendar

Approve 2024 MPH Employee Insurance Renewal Package

Approve Retention Bonuses (9292 & 9013)

Approve Contract with InsideOut Development

**Population Health/Public Health Nursing:**

None

**Environmental Health:**

First Reading of the 2024 Proposed EH Fees

Approve Contract with Terry VanBuskirk

**WIC:**

None

**Community Health:**

None

**WORKING SESSION**

**Action Items:**

**Resolution#2023-10-54: 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; Amy McDonald; Emily Russell

Lora Troutman, Mick Williams

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution#2023-10-55: Be it resolved that the District Board of Health approves the 2024 MPH Holiday Calendar.**

**Motion Made By:** Mick Williams

**Motion 2nd By:** Rob Lill

**Discussion:** None

**For:** Sherrie Bosley-Litscher; Dr. Janchar; Rob Lill; Amy McDonald; Emily Russell

Lora Troutman, Mick Williams

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution#2023-10-56: Be it resolved that the District Board of Health approves the 2024 employee insurance renewal package.**

**Motion Made By:** Lora Troutman

**Motion 2nd By:** Dr. Janchar

**Discussion:** None

**For:** Sherrie Bosley-Litscher; Dr. Janchar; Rob Lill; Amy McDonald; Emily Russell

Lora Troutman, Mick Williams

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution#2023-10-57: Be it resolved that the District Board of Health does hereby present the first reading of the 2024 Proposed Environmental Health Fees.**

**Motion Made By:** Mick Williams

**Motion 2nd By:** Lora Troutman

**Discussion:** None

**For:** Sherrie Bosley-Litscher; Dr. Janchar; Amy McDonald; Emily Russell; Lora Troutman, Mick Williams

**Against:** None

**Abstentions:** Rob Lill

**Disposition:** Carried

**Resolution#2023-10-58: Be it resolved that the District Board of Health approves 3% bonuses to non-probationary staff utilizing the public health workforce grant in the amount of $25,901.62 and the general fund in the amount of $5,879.64**

**Motion Made By:** Dr. Janchar

**Motion 2nd By:** Amy McDonald

**Discussion:** Sherrie Bosley-Litscher asked if this was a typical use of the grant dollars. Traci explained that other departments have used the funding in a similar manner and the grant expenditure has been approved.

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

**Against:** None

**Abstentions:** Emily Russell

**Disposition:** Carried

**Resolution#2023-10-59: Be it resolved that the District Board of Health approves the contract with InsideOut Development to conduct leadership training on the GROW model of coaching in the amount of $8,500.00 to be paid from the 9292 Workforce Development Grant.**

**Motion Made By:** Emily Russell

**Motion 2nd By:** Lora Troutman

**Discussion:** Mick Williams stated that this type of leadership development is a great use of grant dollars.

**For:** Sherrie Bosley-Litscher; Dr. Janchar; Rob Lill; Amy McDonald; Emily Russell

Lora Troutman; Mick Williams

**Against:** None

**Abstentions:** None

**Disposition:** Carried

**Resolution#2023-10-60: Be it resolved that the District Board of Health approves the contract with Terry Van Buskirk to provide Manager Certification Food Safety Training not to exceed $10,000.00 to be paid from the 9018 Food Safety Program Fund.**

**Motion Made By:** Dr. Janchar

**Motion 2nd By:** Amy McDonald

**Discussion:** None

**For:** Sherrie Bosley-Litscher; Dr. Janchar; Rob Lill; Amy McDonald; Emily Russell; 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, November 16, 2023**

**At Marion Public Health**

**181 S. Main Street**

**Marion, OH**