



LAWRENCE COUNTY HEALTH DEPARTMENT

2122 So. 8th Street
Ironton, OH 45638
740-532-3962



Public Health
Prevent. Promote. Protect.
Lawrence County Health Department

Tony Virgin, MD
Health Commissioner

Jim Meadows, MD
Medical Director

Lawrence County Board of Health 01-15-2025 Minutes

Call Meeting to Order

The meeting was called to order at 12:00 PM.

Roll Call

Randy Lambert (President)	<input checked="" type="checkbox"/> Absent <input type="checkbox"/> Present
Mark Dickess (Vice-President)	<input type="checkbox"/> Absent <input checked="" type="checkbox"/> Present
Brenda Shipley	<input type="checkbox"/> Absent <input checked="" type="checkbox"/> Present
Melanie Taylor	<input type="checkbox"/> Absent <input checked="" type="checkbox"/> Present
Kevin Willis	<input checked="" type="checkbox"/> Absent <input type="checkbox"/> Present

Also present was:

Tony Virgin (Health Commissioner)	<input type="checkbox"/> Absent <input checked="" type="checkbox"/> Present
Jebbie Fisher (Administrator)	<input type="checkbox"/> Absent <input checked="" type="checkbox"/> Present
Angela Bostick-Doyle (Director of Nursing)	<input type="checkbox"/> Absent <input checked="" type="checkbox"/> Present
Paul O'Banion (Environmental Health Director)	<input checked="" type="checkbox"/> Absent <input type="checkbox"/> Present
Zach Schweinsberg (Fiscal Officer).	<input type="checkbox"/> Absent <input checked="" type="checkbox"/> Present

Jessica Stapleton (Environmental Clerk) was also present.

Approve Minutes

Melanie Taylor made a motion to approve the minutes from the last meeting. Brenda Shipley seconded the motion. All were in favor. The motion passed.

Mark Dickess noted that no members of the public were present.

Financial

The Board of Health reviewed a proposed amendment for the 2024 contract for personal services between the Board of Health and Rhonda Cahal. Zach Schweinsberg explained that Rhonda worked a few extra hours over the maximum amount set in her original contract. Also, extra funds were available at the end of the grant, so it was suggested that Rhonda be paid the performance bonus as outlined in the terms of the original contract. The



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purpose of the proposed amendment was to increase the maximum amount in the contract to be able to cover Rhonda's final invoice under the 2024 contract. Mark Dickess asked for a motion to approve the amendment. Brenda Shipley made the motion. Melanie Taylor seconded the motion. All were in favor. The motion passed.

The Board of Health also reviewed the proposed contract between the Board of Health and Rhonda Cahal for 2025. Zach explained that the maximum amount under the contract did not change from 2024. Mark Dickess asked for a motion to approve the 2025 contract. Melanie Taylor made a motion to approve the contract. Brenda Shipley seconded the motion. All were in favor. The motion passed.

Mark Dickess asked for a motion to approve expenditures, pay bills & salaries, and accept the financial reports. Brenda Shipley made the motion. Melanie Taylor seconded the motion. All were in favor. The motion passed.

Environmental

The Board of Health reviewed the Environmental Health Report. Debbie explained that Paul O'Banion was not present because he had to go with ODH to a campground to do an inspection. Debbie informed the Board of Health that the Health Department was CC'd on cease-and-desist letter sent by an attorney representing Land of Goshen and that this attorney had submitted a public records request to the Health Department (other regulatory agencies were also CC'd on the letter). The letter was forwarded from the Health Department to the Lawrence County Prosecutor's Office. The Health Department is working to inspect Keith Bryant's septic system. Previously, the Prosecutor stated that the Board of Health needed to vote on whether to get a court order to inspect the septic system. Subsequently, the Board voted to approve taking legal action on 12-18-2024. In the most recent correspondence with the Prosecutor, Mack told the Health Department to let him know when it is ready to pursue legal action.

The Board of Health reviewed Resolution 01152025A – A RESOLUTION THAT THE LAWRENCE COUNTY HEALTH DEPARTMENT WILL NOT CHARGE LATE FEES FOR 2025 SEPTIC CONTRACTOR REGISTRATION UNTIL AFTER MARCH 1ST, 2025. Zach explained that there is a process that septic contractors must follow to be able to provide services in Lawrence County. The Health Department is the last step in that process. It appears that there are delays with earlier parts of the process that are making it difficult for septic contractors to meet the original deadline.



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Mark Dickess asked for a motion to approve Resolution 01152025A. Brenda Shipley made the motion. Melanie Taylor seconded the motion. All were in favor. The motion passed.

The Board of Health reviewed Resolution 01152025B – A RESOLUTOIN TO APPROVE FOOD LICENSING FEES FOR 2025. Zach Schweinsberg explained that the proposed food licensing fees for 2025 are supported by the actual costs incurred by the food program 2023. The cost analysis form was provided by the Ohio Department of Health and the Ohio Department of Agriculture. The 2025 fees have moderate increases from 2024. Melanie Taylor made a motion to approve Resolution 01152025A. Brenda Shipley seconded the motion. All were in favor. The motion passed.

Personnel

The Board of Health reviewed the resignation of Maxine Lewis. Maxine has retired from her position as the dental sealant coordinator and no longer works for the Health Department. Mark Dickess asked for a motion to accept the resignation. Melanie Taylor made the motion. Brenda Shipley seconded the motion. All were in favor. The motion passed.

The Board of Health reviewed the resignation of Georgia Dillon. Georgia's resignation was tentatively accepted on 12-18-2024, pending the submission of a written resignation. A written resignation from Georgia was presented to the Board of Health. Mark Dickess asked for a motion to accept Georgia's written resignation. Melanie Taylor made the motion. Brenda Shipley seconded the motion. All were in favor. The motion passed.

The Board of Health reviewed a proposed policy to authorize the Health Commissioner to apply funds as needed to address a public health emergency. Due to a lack of specificity in the proposed policy, it was decided that a revised version of this policy should be re-submitted at a later time.

The Borad of Health reviewed a proposed MOU between the Board of Health and the Health Commissioner. On 12-18-2024, the Board of Health approved the hiring of Dr. Virgin with the understanding that a finalized contract would be in place by 03-31-2025. Zach Schweinsberg explained that he discussed the matter with an attorney from Zashin & Rich. The law firm recommended creating an MOU as opposed to a contract. The language in the MOU was suggested by the law firm. Brief discussion was held concerning the MOU. The Board was also provided with financial projections regarding the profitability of the primary care clinic. The analysis suggested that the Health Department could break even by seeing 11 – 19 patients



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per day (many factors affect profitability). The Fiscal Officer emphasized that an additional review must be conducted in April 2025 to assess if the primary care clinic should be continued. Another topic of discussion was the additional staff that may be needed to run the primary care clinic. Debbie stated that interviews were concluded for the hiring of a receptionist. An additional nurse is also needed, but no one has been interviewed for the position yet.

Mark Dickess asked for a motion to approve the MOU. Brenda Shipley made the motion. Melanie Taylor seconded the motion. All were in favor. The motion passed.

Other Reports

The Board of Health reviewed the reports listed in section 6 of the agenda (except for item f immunizations). Mark Dickess asked for a motion to receive and file the reports. Melanie Taylor made a motion to receive and file the reports as presented. Brenda Shipley seconded the motion. All were in favor. The motion passed.

Adjournment

Having covered everything on the agenda, the Board Vice-President adjourned the meeting at 1:05 PM.

The next meeting is scheduled for 02-19-2025 at noon in the Conference Room of Lawrence County Health Department

Minutes Approved by:


Randall Lambert, BOH President

2-20-25
Date



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January 15th, 2025

Resolution 01152025A

A RESOLUTION THAT THE LAWRENCE COUNTY HEALTH DEPARTMENT WILL NOT CHARGE LATE FEES FOR 2025 SEPTIC CONTRACTOR REGISTRATION UNTIL AFTER MARCH 1ST, 2025

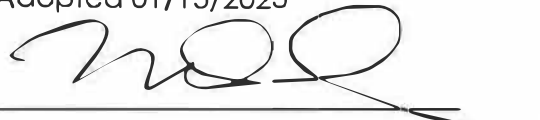
WHEREAS Lawrence County Health Department previously intended to charge late fees for 2025 septic contractor registration after January 31st, 2025, and;

Whereas there are delays in the registration process for 2025;

The Lawrence County Board of Health hereby resolves to:

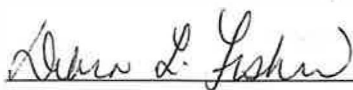
- Change the registration deadline for septic haulers, installers, and service providers from January 31st, 2025 to March 1st, 2025.
- Late fees will be applied to any contractor registering as a septic hauler, septic installer, or septic service provider after March 1st, 2025.
- This resolution expires on December 31st, 2025.

Adopted 01/15/2025



 Vice-President of Lawrence County Board of Health

Attest:



 Administrator



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January 15th, 2025

Resolution 01152025B

A RESOLUTION TO APPROVE FOOD LICENSING FEES FOR 2025

WHEREAS Lawrence County Board of Health is authorized under the Ohio Revised Code and Ohio Administrative Code to implement the fees referenced below

The Lawrence County Board of Health hereby resolves to adopt the following fees:

Categories	Total	Local ¹	ODH/ODA Amount ²	Late Fee ³	Total with Late Fee
Risk Level 1 < 25,000 SQ. FT.	\$ 218.00	\$ 190.00	\$ 28.00	\$ 47.50	\$ 265.50
Risk Level 2 < 25,000 SQ. FT.	237.00	209.00	28.00	52.25	289.25
Risk Level 3 < 25,000 SQ. FT.	398.00	370.00	28.00	92.50	490.50
Risk Level 4 < 25,000 SQ. FT.	488.00	460.00	28.00	115.00	603.00
Risk Level 1 ≥ 25,000 SQ. FT	287.00	259.00	28.00	64.75	351.75
Risk Level 2 ≥ 25,000 SQ. FT	299.00	271.00	28.00	67.75	366.75
Risk Level 3 ≥ 25,000 SQ. FT	904.00	876.00	28.00	219.00	1,123.00
Risk Level 4 ≥ 25,000 SQ. FT	\$ 954.00	\$ 926.00	\$ 28.00	\$ 231.50	\$ 1,185.50

Mobile, Vending & Temporary	Total	Local ¹	ODH/ODA Amount ²	Late Fee ³	Total with Late Fee
High Risk Mobile Retail Food / Food Service	\$ 194.00	\$ 166.00	\$ 28.00	\$ 41.50	\$ 235.50
Low Risk Mobile Retail Food / Food Service	111.00	83.00	28.00	20.75	131.75
Vending Machine Food Service	6.00	-	6.00	-	6.00
Temporary Food License (Per event)	\$ 82.00	\$ 82.00	\$ -	\$ 20.50	\$ 102.50

Plan Review	Total Fee ⁴
Risk Level 1 & 2 < 25,000 SQ. FT.	\$ 121.00
Risk Level 1 & 2 ≥ 25,000 SQ. FT.	242.00
Risk Level 3 & 4 < 25,000 SQ. FT.	363.00
Risk Level 3 & 4 ≥ 25,000 SQ. FT.	\$ 440.00

Extensive Alteration Plan Review	Total Fee ⁴
Risk Level 1 & 2 < 25,000 SQ. FT.	\$ 111.00
Risk Level 1 & 2 ≥ 25,000 SQ. FT.	111.00
Risk Level 3 & 4 < 25,000 SQ. FT.	161.00
Risk Level 3 & 4 ≥ 25,000 SQ. FT.	\$ 200.00

Adopted 01-15-2025

Vice-President, BOH

Administrator