



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 12-18-2024 Minutes

Call Meeting to Order

The meeting was called to order at 12:10 PM.

Roll Call

| | |
|-------------------------------|---|
| Randy Lambert (President) | <input type="checkbox"/> Absent <input checked="" type="checkbox"/> Present |
| Mark Dickess (Vice-President) | <input type="checkbox"/> Absent <input checked="" type="checkbox"/> Present |
| Brenda Shipley | <input checked="" type="checkbox"/> Absent <input 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 |
| Debbie 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) (arrived at about 12:30 PM) | <input type="checkbox"/> Absent <input checked="" type="checkbox"/> Present |
| Zach Schweinsberg (Fiscal Officer). | <input type="checkbox"/> Absent <input checked="" type="checkbox"/> Present |

Approve Minutes

Randy Lambert asked for a motion to approve the minutes. Mark Dickess made a motion to approve the minutes from the last meeting. Melanie Taylor seconded the motion. All were in favor. The motion passed.

Randy Lambert noted that no members of the public were present.



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Financial

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

Environmental

Randy Lambert said he met with Paul O'Banion earlier this week to discuss a property in located in Coryville in Chesapeake. There was water going across the road and a complaint was made that it could have been from a septic system.

Debbie Fisher provided an update on the complaints for Land of Goshen and Keith Bryant. The Board of Health reviewed an email from the Lawrence County Prosecutor stating that Mr. Bryant would not allow the Health Department to inspect his septic system. The Prosecutor said he would need authorization from the Board of Health to bring legal action to compel Mr. Bryant to allow his septic system to be inspected. Randy Lambert asked for a motion to direct the Prosecutor to seek a court order to enter Mr. Bryant's property (and other properties in proximity to his) to conduct a dye test. Mark Dickess made the motion. The motion was seconded by Melanie Taylor. All were in favor. The motion passed.

Debbie also discussed an issue where multiple septic service providers paid for the same service. This has led to confusion and at least one service provider requested a refund. To try and avoid confusion, the Health Department will likely require septic permits to be purchased by the homeowner. Randy suggested that Paul send a cease-and-desist letter Now Service Pros.

Personnel

The Board of Health reviewed proposed changes to the Health Department's social media policy. These changes were suggested by Zashin & Rich, a law firm that was retained to help review the policy manual. Some discussion was held regarding comments on Facebook. It was generally agreed that it is better to leave the comments turned on for every post, even if the comments may be negative sometimes, as opposed to shutting them off. Melanie Taylor made a motion to accept the proposed revisions to the social media policy. Mark Dickess seconded the motion. All were in favor. The motion passed.



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Debbie informed the Board of Health that Georgia Dillon intends to resign soon. Georgia initially submitted a resignation but then rescinded it. Randy Lambert asked for a motion to accept her resignation contingent upon her resubmitting a written resignation. Mark Dickess made the motion. All were in favor. The motion passed.

Dr. Virgin told the Board of Health that he would like to start a primary care clinic at the Health Department. He estimated that it would bring in about \$400,000 in annual revenue. Debbie discussed the feedback she received from other Health Departments that had a primary care clinic. The Board discussed logistical issues such as parking and the number of exam rooms. A formal written agreement was not finalized, the Board of Health said that they wanted to go ahead and approve the start of a primary care clinic that is run by Dr. Virgin, contingent upon a formal proposal being reviewed during the January Board of Health Meeting. It is necessary to keep the process moving along, especially if it is likely that Georgia will be leaving. Randy Lambert asked for a motion to hire Dr. Virgin for 12-21-2024 – 03-31-2025 with an annual salary of \$200,000, with the understanding that there will be a finalized contract in place by 03-31-2025. Melanie Taylor made the motion. Mark Dickess 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. Mark Dickess made a motion to receive and file the reports as presented. Melanie Taylor seconded the motion. All were in favor. The motion passed.

Personnel

The Board of Health reviewed proposed pay raises. It is proposed that each employee receive a 1% raise with a minimum of \$0.20 per hour. The Board of Health discussed what will happen to funding when the COVID-19 Enhanced Operations grant ends in 2024. Zach Schweinsberg suggested eliminating overtime pay and instead giving employees compensatory time. Prior to the COVID-19 pandemic, the Health Department gave compensatory time instead of overtime. Once the last of the COVID funding is gone, that may be the time to go back to that practice. Mark Dickess made a motion to approve the pay raises as presented with an effective date of 12-07-2024. The motion was seconded by Melanie Taylor. All were in favor. The motion passed.



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Below is a detail of the pay raises:

| Last Name | First Name | Title | Current Hourly Rate | New Hourly Rate |
|------------------|-------------------|----------------------------------|----------------------------|------------------------|
| Abdulrahman | Mohammad | Epidemiologist | \$ 22.93 | \$ 23.16 |
| Barnett | Stephanie | Immunization Nurse | 23.10 | 23.34 |
| Becker | Phyllis | Accounting Clerk | 18.90 | 19.10 |
| Bostick-Doyle | Angela | Director of Nursing | 32.03 | 32.36 |
| Buckley | Sarah | Dental Sealant Grant Coordinator | 18.00 | 18.20 |
| Butler | Linda | Medical Receptionist | 15.00 | 15.20 |
| Carpenter | Garrett | REHS | 20.00 | 20.20 |
| Carpenter | Paula | Vital Statistics Registrar | 16.00 | 16.20 |
| Fisher | Debbie | Administrator | 37.46 | 37.84 |
| Jenkins | Mitchell | Nuisance Control Officer | 16.28 | 16.48 |
| Klaiber | Frannie | Billing Clerk | 18.90 | 19.10 |
| Litton | Paola | Health Educator | 18.50 | 18.70 |
| Manis | Caitlin | Environmental Receptionist | 15.00 | 15.20 |
| Newman | Sandy | Registered Nurse | 23.10 | 23.34 |
| O'Banion | Paul | Director of Environmental Health | 26.65 | 26.92 |
| Prince | Sherry | LPN | 17.85 | 18.05 |
| Quillen | Cynthia | PHEP Coordinator | 19.30 | 19.50 |



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|--------------|----------|---------------------|-------|-------|
| Richards | Jennifer | Health Planner | 26.25 | 26.52 |
| Rudd | Steve | REHS | 22.34 | 22.57 |
| Schweinsberg | Brenda | BCMh Nurse | 21.00 | 21.21 |
| Schweinsberg | Zach | Fiscal Officer | 32.03 | 32.36 |
| Stapleton | Jessica | Environmental Clerk | 15.75 | 15.95 |

Adjournment

Having covered everything on the agenda, the Board President adjourned the meeting at 1:30 PM.

The next meeting is scheduled for January 15th, 2025, at 12:00 PM in the Conference Room of Lawrence County Health Department

Minutes Approved by:



~~Randall Lambert, BOH President~~

MARK DICKESS VICE

1/15/2025
Date