



## **MORGAN COUNTY BOARD OF HEALTH MEETING MINUTES October 16, 2025**

### **CALL TO ORDER:**

At 8:00 a.m. Vice-President Michael Huck called the meeting to order.

### **PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Mr. Huck with all participating.

### **ROLL CALL:**

Mr. Huck called the roll as follows:

Rhonda Smith – Here; Michael Huck – Here; Dr. Murrell – Here; Dr. Julia Clemens - Here.  
President, Elaine Flesher was absent.

### **STAFF PRESENT:**

Jeff Michaels, Administrator; Lynn Mercer, Accreditation Coordinator; Peydon Kincaid, Fiscal Specialist; and Keala Coon, Director of Environmental Health.

### **GUESTS:**

Rick Dostal, Southeast Ohio Building Department; Rick Welch, Prosecuting Attorney; Derrick Moorehead, Attorney; David Becker; and Jessica Junn, Deputy Auditor.

### **READING AND APPROVAL OF MINUTES:**

Minutes of the September 18, 2025 Regular Session were reviewed. Dr. Murrell made a motion to approve the minutes as submitted and Mrs. Smith seconded the motion. All in favor. Motion carried.

### **PUBLIC PARTICIPATION:**

Mr. Dostal noted that in the report he submitted, the property located at 90 W. Main Street, 86 W. Main Street, 70 W. Main Street, 64 W. Main Street, and 7 S. 5<sup>th</sup> Street in McConnellsville should be demolished due to structural issues.

Attorney Moorehead stated he is here with his client, David Becker. Mr. Becker commissioned a certified engineer to evaluate the property and determine what needs to be done to shore the property



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up. Mr. Becker is asking for the opportunity to fix the issues with the property so it does not have to be demolished. He needs access to the building in order to address concerns.

Mr. Dostal said the report submitted by Mr. Becker's engineer at Optics Consulting does not indicate what needs to be repaired. Mr. Dostal said he isn't saying the building can't be repaired, but it would require a lot of work. Attorney Moorehead said his client is willing to put in that work, but he hasn't been able to get into the property since the building has been taped off and access prevented. Mr. Dostal asked if Mr. Becker is willing to follow his list of remediations. Mr. Moorehead asked if he has that list. Mr. Dostal said he does and asked for copies to be made. (Mr. Michaels sent an employee to make copies.)

Mr. Huck asked Mr. Dostal if the building is safe for contractors to go in. Mr. Dostal stated if Mr. Becker or the contractors get building permits and start from the bottom up and shore everything up, the building could be salvaged. Mr. Huck noted that it would still remain condemned for inhabitation. Mr. Dostal agreed that only construction personnel would be permitted in the building until a certificate of occupancy is issued. A temporary electrical service would have to be issued as well.

Dr. Murrell noted that demolition of the building is not a health department issue. That decision is up to the engineers and the village. Attorney Welch said the health department has the ability to decide to raze the building, but that is not the decision they made. The health department's decision was to condemn the building due to it being unsafe for habitation. The Village could make the decision to demolish the building. Attorney Welch further stated that the Board of Health could give Mr. Becker a decision that says they will not allow habitation until repairs are complete. In the meantime, the health department's original order would still stand. Mr. Dostal agreed that the health department's order would stand until a certificate of occupancy is issued. He said a timeline for repairs needs to be agreed upon so this does not drag out indefinitely. Attorney Moorehead asked if Mr. Becker could have 90 days to make repairs and then come back to the board if more time is needed. Mr. Becker said he agrees that the foundation has to be done first, then the electrical and plumbing. He has contractors that he can contact to get started, but often there is a delay because they have other jobs. He would like to begin working on the building on the west end and work his way back to the east end.

Attorney Moorehead asked the board if 90 days was acceptable. Dr. Murrell said he would need to check with Mayor Finley. Attorney Welch said the health department only wants to make sure no one is living in the building until it is safe for occupancy. He suggested Mr. Becker and Attorney Moorehead go to the Village and ask them for permission to proceed with repairs. Mr. Dostal said the health department's order that the building is not to be inhabited stands until a Certificate of Occupancy is issued. Access is to be granted only for contractors. Mr. Dostal suggested the roof be the first thing repaired and sidewalk scaffolding be put in place to protect the public.

**At 8:27 a.m. David Becker and Attorney Moorehead left the meeting.**

Mr. Dostal said he will be in touch with Mayor Finley. If the board or Mr. Michaels has any questions, they should feel free to reach out to Mr. Dostal.

**At 8:29 a.m. Mr. Dostal and Keala Coon left the meeting.**

## **HEALTH COMMISSIONER/MEDICAL DIRECTOR REPORT:**

No report available.

## **BOARD ORIENTATION REVIEW AND CEUs:**

Deputy Auditor, Jessica Junn, reviewed the Expense Report, Revenue Report and Monthly Statement of Cash. She explained each report to the Board and shared that the Expense Report and Revenue Reports are broader and have less detail than the Expense Audit Trail and Revenue Audit Trail reports. She went over the Statement of Cash position and explained that it lets the Board know what is currently in the bank. Encumbered money means you have a purchase order open and that money is spoken for. The unexpended balance is money that is available. Mr. Huck asked if carryover was permitted. Ms. Junn said yes, because you never want to spend all of your available funds. Mrs. Smith said she prefers the Statement of Cash Position report over the Monthly Statement of Cash previously provided.

## **EXPENSES AND BALANCES REVIEW/APPROVAL:**

Mr. Michaels shared a copy of the Estimated Revenue for 2026 with the Board. He has been working with Ms. Junn on this. It is a bit more complicated due to the health department's refund-based grants.

Mr. Michaels shared a copy of the Appropriations for 2026. This is an estimate of what the health department plans to spend in 2026. The Medical Reserve Corp funding will be going away in November so that is not in the 2026 Appropriations.

Mr. Michaels shared a copy of the Amended Appropriations for 2026. He noted that in the exit interview with the auditor, the issues were budgetary process related. He will be able to share the audit report once the audit is certified.

### **At 9:23 a.m. Jessica Junn left the meeting.**

Dr. Murrell made a motion to approve the Expenses and Balances and Dr. Clemens seconded the motion. All in favor. Motion carried.

Mrs. Smith made a motion to approve the Amended Appropriations for 2026 and Dr. Murrell seconded the motion. All in favor. Motion carried.

Dr. Clemens made a motion to approve the Estimated Revenue for 2026 and Dr. Murrell seconded the motion. All in favor. Motion carried.

Dr. Murrell made a motion to approve the Appropriations for 2026 and Dr. Clemens seconded the motion. All in favor. Motion carried.

The Budget Commission has to approve Appropriations, Estimated Revenue, and any amendments.



## **OLD BUSINESS:**

Mrs. Smith inquired about Dr. Clark or Dr. Ortman calling in prescriptions for students with head lice. She thought they would still be able to do that even though the health department no longer has employees at the schools. Mr. Michaels said the health department's Director of Nursing, Jennifer Arnold, would need to see the students and she would contact Dr. Clark or Dr. Ortman to have a prescription called in. Mrs. Smith said that isn't how it's been done in the past. Dr. Murrell asked what the difference is now. Mr. Michaels said the difference is that the health department no longer has employees working at the schools. Mrs. Smith asked if Mrs. Arnold would go to the school to see the student. Mr. Michaels said the student would have to come to the health department. Dr. Murrell said that was standard that the person ordering the prescription would have to actually see the patient. Mrs. Smith said she just needed clarification so she can explain it to the students and parents.

Mr. Michaels noted that the La Crosse virus has been confirmed for this area. Interventions are needed. He can try to budget for chemicals for the health department's backpack sprayer and encourage community members to get rid of standing water in old tires, repair screens in their windows, etc.

## **NEW BUSINESS:**

**Public Records Policy** – Mr. Michaels stated the auditor gave him a sample policy and stated the health department needs to have this policy in place. Mrs. Mercer used the sample from Coshocton County provided by the Auditor and also contacted the Coshocton County Health Department to draft a policy for the Morgan County Health Department. Mrs. Smith asked who is responsible for managing the public records. Mr. Michaels said he assigned that to Keala Coon since the majority of records requests are for environmental health documents. Peydon Kincaid would have some documents such as birth and death records and Jennifer Arnold would have nursing records. Mrs. Smith asked Mr. Michaels to review this policy with each of them and for Board approval of the policy to be tabled until Mrs. Flesher is back. The Board agreed to table it until the November meeting.

**2026 Food License Fees Second Reading** – Mr. Michaels reviewed the proposed fee increases for 2026. The third and final reading will take place at the November Board of Health meeting.

**Mrs. Smith left the meeting at 9:55 a.m.**

## **ACCREDITATION REPORT: (handout and verbal)**

Mrs. Mercer shared that a Staff Recognition Survey was recently completed and results would be shared at next week's staff meeting.

## **ADMINISTRATOR'S REPORT: (Handout and verbal)**

Mr. Michaels shared that Ms. Coon, Mrs. Arnold and Ms. Mayle went to a rabies workshop in Athens. They felt valuable information was shared. Rabies is a Class 1A reportable disease.



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### **PUBLIC HEALTH NURSING AND EPIDEMIOLOGY REPORTS: (Handouts)**

Mrs. Arnold scheduled a CMH visit on October 15<sup>th</sup>, but the client was a “no show”. Trunk or Treat will be held at the health department on October 30<sup>th</sup> from 5 p.m. – 6:30 p.m.

### **ENVIRONMENTAL HEALTH REPORTS: (Handouts)**

### **PHEP AND EDUCATION REPORTS: (Handouts)**

Dr. Murrell asked what is happening with the audit. Mr. Michaels said the audit is complete, but he is waiting on it to be certified on the state level. Dr. Murrell said she didn’t understand what the Records Policy has to do with the audit. Mr. Michaels said the audit covers a whole checklist of things. Once the audit is certified and released, he can discuss it with the Board.

Mr. Michaels said there is a temporary hold on removing hemp products from shelves. Once that moves forward, it is an unfunded mandate that health departments are responsible for policing the hemp products at local stores. The products would be removed from the shelves to a holding area. The health department staff would have to record the inventory and the store would not be permitted to sell the product.

Dr. Clemens submitted her resignation to the Board of Health effective at the conclusion of the November Board meeting due to work obligations. The Board thanked her for her service.

### **ADJOURNMENT:**

Dr. Murrell made a motion to adjourn at 10:11 a.m. The next Board meeting will be held Thursday, November 20<sup>th</sup> at 8:00 a.m.

**Michael Huck, Vice-President**

**Jeff Michaels, Administrator**