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MORGAN COUNTY HEALTH DEPT.

**MORGAN COUNTY BOARD OF  
HEALTH MEETING MINUTES  
November 20, 2025**

**CALL TO ORDER:**

At 8:01 a.m. President Elaine Flesher called the meeting to order.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Mrs. Flesher with all participating.

**ROLL CALL:**

Mrs. Flesher called the roll as follows:

Elaine Flesher – Here; Rhonda Smith – Here; Michael Huck – Here; Dr. Murrell – Here; Dr. Julia Clemens - Here.

**STAFF PRESENT:**

Jeff Michaels, Administrator; Lynn Mercer, Accreditation Coordinator; and Peydon Kincaid, Fiscal Specialist.

**GUESTS:**

Rick Welch, Prosecuting Attorney; Janna Woodburn, Assistant Prosecutor; Sheriff James Fisher; and County Commissioner, Steve Best.

**READING AND APPROVAL OF MINUTES:**

Minutes of the October 16, 2025 Regular Session were reviewed. Mr. Huck made a motion to approve the minutes as submitted and Dr. Clemens seconded the motion. All in favor. Motion carried.

**HEALTH COMMISSIONER/MEDICAL DIRECTOR REPORT:**

No report available.

**EXPENSES AND BALANCES REVIEW/APPROVAL:**

Mr. Michaels asked Peydon Kincaid to review the Expenses and Balances. He reviewed the Monthly Statement of Cash and explained each line item. He noted in particular that the \$45,322.36 deficit in 084 should balance out by the end of next month. This is a reimbursable grant. Mrs. Flesher asked if



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the Board should go back and forth between accounts listed on the Revenue and Expense reports and compare those with the Monthly Statement of Cash. Mr. Michaels said that would help to clarify where those figures come from. He said, for example, on page 13 of the packet you can see where the health department was reimbursed for some of the Public Workforce grant. About 90% of the workforce grant money goes toward staff salaries. Mr. Michaels also noted that line item 083 also shows reimbursement of \$2,000 and \$8,100. Those are reimbursement for grant deliverables. Mr. Kincaid noted that the health department switched to the Auditor's system because it has more eyes on it and it is easier to compare for accuracy. INFAL is still used for the health department's internal use.

Dr. Clemens made a motion to approve the Expenses and Balances as presented. Mr. Huck seconded the motion. All in favor. Motion carried.

### **BOARD CEUs:**

Required CEUs have been exceeded for 2025.

### **PUBLIC PARTICIPATION:**

Prosecutor Welch referred to a letter sent to the Board of Health regarding the Jerry Corbin property. He noted that the pictures do not really do justice to the amount of trash on the property. Legally the property needs to be condemned. Jerry Corbin, the owner of the property, died on August 29<sup>th</sup>. There is no apparent heir to the property. Prosecutor Welch said the property needs to be designated as unfit for human habitation. He stated that the Board of Health has the power to condemn.

Sheriff Fisher stated that he had Zemba Brothers on site and they stopped digging at around 12 – 14 feet down and continued to find buried trash. There was a petrified raccoon in the home and layers of cat feces. The owner passed away due to Sepsis so the place is not fit for habitation.

Prosecutor Welch added that there is no running water at the home and he is not sure where the owner was dumping sewage. Sheriff Fisher commented that a septic tank was located, but it was empty.

Mrs. Flesher expressed concern that the Board of Health does not have the funds to pay for razing the home. Mr. Michaels asked Prosecutor Welch if the Board could condemn for human habitation and decide to raze contingent upon funding. Prosecutor Welch suggested coordinating with other agencies for funding sources. A lien could be put on the property then the property couldn't be sold until the new owner pays the lien. Mr. Huck asked if the Township Trustees have an avenue for funds. Sheriff Fisher said 90% of the property is in Windsor Township and the rest is in Marion Township. Mr. Huck expressed concern regarding others in the county expecting the health department to pay to have properties razed. There are a lot of properties in the county that are in bad condition. Prosecutor Welch feels this is a special case because the property really isn't safe. Mrs. Smith asked if the health department could condemn for human habitation and hold off on a decision to raze due to funding concerns. Prosecutor Welch agreed that could be an acceptable course of action.

Sheriff Fisher noted that he did contact the Ohio EPA, but they are unwilling to help at this time. Mrs. Flesher suggested that Mr. Michaels place a call to the Ohio EPA.



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Dr. Murrell made a motion to condemn the property located at 6401 Lightner Ridge Rd. Stockport, Ohio for human habitation. Mrs. Smith seconded the motion. All in favor. Motion carried.

The Board opted to table the issue of having the property razed until funding can be obtained.

Mr. Michaels provided an update on the David Becker Main Street property. Mr. Rick Dostal reported to Mr. Michaels that Mr. Becker wants to remodel the property. Mr. Dostal said if Mr. Becker moves forward with a remodel, he will keep on top of it. Mrs. Flesher asked if Mr. Becker gets a permit and does some repairs and then gets another permit and does more repairs, couldn't it just continue to drag out forever. Prosecutor Welch said it could. Mrs. Smith said she thought Mr. Becker only had 90 days to get repairs completed. (After reviewing the minutes of the last meeting, the Board could see that it was left in the hands of the Village at the end of the last meeting.)

Prosecutor Welch reported that he is still working on getting Mr. Becker to pay the assessment he owes the health department using a payment plan. No progress to date.

Commissioner Best shared that the Commissioners are working with ABM Industries to assess county buildings for energy efficiency. The energy savings will pay back money spent on new equipment. They looked at several county buildings including the building housing the health department and determined it to be in good shape. The county has a little bit of money left from the Perdue family settlement and are trying to determine what can be done with that money. Commissioner Best reported that the backflow device in the health department building needs to be repaired. The Commissioners will get that fixed.

Mr. Michaels asked if Commissioners are still working on property clean-up. Commissioner Best said he will be attending a meeting this morning regarding that. Mrs. Flesher said the Board has discussed the desire to find money for a "Clean-up Morgan County" event.

**At 8:45 a.m. Prosecutor Welch, Ms. Woodburn, Sheriff Fisher, Commissioner Best, and Peydon Kincaid left the meeting.**

### **OLD BUSINESS:**

Mr. Michaels shared a copy of the Vaccine Fee Schedule provided by the collaborative for the Board to review. He asked if the Board would like to change any of the fees. Dr. Murrell said she would like to see a list of only the vaccines the health department offers. Mr. Michaels said he would bring that to the meeting next month.

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

Mrs. Mercer noted that she put this month's "Spotlight on You" feature on the Board table this morning. This is something new the Recognition Committee has started so staff can get to know co-workers better. Each month a different employee will be featured. Mrs. Mercer also shared that there is now a "Shout Out" board in the staff breakroom so employees can recognize their co-workers for something they did. The Staff Appreciation Luncheon will be held on Tuesday, December 9<sup>th</sup> at The



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Eagles. Mrs. Mercer asked the Board to let her know before December 1<sup>st</sup> if they plan to come and whether they want chicken or baked steak. She needs to report that information to The Eagles.

## **NEW BUSINESS:**

**Public Records Policy** – The Board reviewed the policy and noted several typing errors in the document, which Mrs. Mercer will correct. Mr. Michaels stated that he has assigned Keala Coon to be the custodian of the environmental health documents, Peydon Kincaid is custodian of the birth and death records and Jennifer Arnold is custodian of the nursing records. Mrs. Flesher requested that wording be added to the policy stating the records custodians will keep a log of the records requests made.

Dr. Murrell made a motion to approve the Public Records Policy with the corrections noted. Dr. Clemens seconded the motion. All in favor. Motion carried.

**2026 Food License Fees Third and Final Reading** – Mr. Michaels reviewed the proposed fee increases for 2026. Mr. Huck made a motion to approve the 2026 Food License Fees. Dr. Murrell seconded the motion. Roll call as follows:

Mrs. Flesher -aye; Mrs. Smith – aye; Dr. Murrell – aye; Dr. Clemens – aye; Mr. Huck – aye

**Mrs. Smith stepped out of the meeting at 9:04 a.m.**

## **EXECUTIVE SESSION:**

At 9:06 a.m. Dr. Murrell made a motion to go into Executive Session to discuss personnel appointment, employment, dismissal, discipline, promotion, demotion and/or compensation. Dr. Clemens seconded the motion. Roll call vote:

Mrs. Flesher – aye; Dr. Murrell – aye; Dr. Clemens – aye; Mr. Huck – aye

**Mrs. Smith returned to the meeting at 9:07 a.m.**

The Board returned to regular session at 9:58 a.m.

Dr. Murrell made a motion to accept the IRS guidelines for mileage effective January 2026. Mr. Huck seconded the motion. All in favor. Motion carried.

The Board reviewed proposed changes to Chapter 4 and 5 of the Personnel Manual. The Board decided to table the approval of changes to Chapter 4 until comp time vs. overtime is clarified.

Dr. Clemens made a motion to approve the changes to Chapter 5 of the Personnel Manual. Dr. Murrell seconded the motion. All in favor. Motion carried.

Dr. Murrell made a motion to modify the holiday designation for Christmas Eve from the health



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department being closed ½ a day on December 24<sup>th</sup> to closing for a full day, for 2025 only. Dr. Clemens seconded the motion. All in favor. Motion carried.

**ADMINISTRATOR’S REPORT: (Handout and verbal)**

Mr. Michaels shared that he recently met with Jason Pierce, Nate McGrew, and Ryan Schaad for estimates to modify the training room for nutrition classes. One session would be titled “Create Healthy Meals on a Budget”. He reported that Mrs. Arnold is on the Senior Taskforce and is getting a quote from Genesis to have a balance program for seniors. She is also working with Central State University to bring back the DEEP program. Lung screening is scheduled for December 5<sup>th</sup>, but right now only two people have signed up.

Mr. Michaels stated that a special DAC meeting will be held on December 15<sup>th</sup> at 6 p.m. at the Riecker Building to appoint a new Board of Health member. A letter of interest was received from Kylee Swingle, a local Optometrist. If the Board knows anyone else that may be interested, they should ask them to submit a letter of interest.

The Board and Mr. Michaels thanked Dr. Clemens for serving on the Board and expressed their appreciation for her contributions.

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

**ENVIRONMENTAL HEALTH REPORTS: (Handouts)**

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

**ADJOURNMENT:**

Mrs. Smith made a motion to adjourn at 10:17 a.m. The next Board meeting will be held Thursday, December 18<sup>th</sup> at 9:00 a.m.

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**Elaine Flesher, President**

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**Jeff Michaels, Administrator**