

Geauga County General Health District  
Board of Health Meeting Minutes  
September 17, 2012, 7:00 p.m.  
Geauga County Health District Office  
470 Center Street, Bldg. 8, Chardon, OH 44024

I. Call to Order

Mr. Timothy Goergen, President Pro-Tempore, called the monthly meeting of the Geauga County Board of Health to order at 7:00 p.m.

Board members present: Mr. Timothy Goergen, Mrs. Christina Livers, Dr. Janet O'Hara, and Mr. David Gragg. Mr. J. David Benenati was not present.

Staff members present: Robert Weisdack, Health Commissioner; Dan Mix, Personal Health Services Director; and Michael Tusick, Registered Sanitarian.

Others present: John O'Neil, Bob Flesher, Chris Loze, and Leonard Hall.

II. Pledge of Allegiance

Mr. Goergen asked everyone to stand and recite the Pledge of Allegiance.

III Approval of Minutes

**Mrs. Livers moved to approve the minutes for the August 20, 2012 regular Board of Health meeting. Mr. Gragg seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Dr. O'Hara, yes; and Mr. Gragg, yes.**

IV. Current Expenses/Financial Report

**Mrs. Livers moved to approve the Current Expenses August 14, 2012 to September 13, 2012. Mr. Gragg seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Dr. O'Hara, yes; and Mr. Gragg, yes.**

V. Environmental Health Program Update

a. General Information

Mr. Weisdack stated that he feels that now is the time to set up the committees for the Board of Health. The committees consist of Finance, Personnel, Sewage and Strategic Planning. The Board volunteered to be on the following committees: Mrs. Livers and Mr. Goergen, Personnel; Mr. Gragg and Dr. O'Hara, Finance; Mr. Gragg and Dr. O'Hara, Sewage; and Strategic Planning, Mr. Goergen. Mr. Benenati was appointed to the Strategic Planning Committee.

Mr. Weisdack stated that the rabies baiting has been completed for 2012. It covered northeast Ohio, northwest Pennsylvania and a portion of West Virginia.

There are 983 counties from forty states with reports of West Nile Virus. Mr. Weisdack stated that there has been one death in Ohio from West Nile Virus.

There has been legislation passed that eliminates the Public Health Council. This is effective September 10, 2012. The local health districts would contact this council with complaints about regulations.

A Perry Nuclear Power Plant drill will be conducted October 2, 2012. This drill will be evaluated by FEMA. There are several staff members involved in this drill.

The Ohio EPA has implemented a program that would impose a tax on property owners for discharging sewage effluent from their property. This has been implemented in Cuyahoga County is now being pushed into the rural areas. The Geauga County Health District has done some educational seminars about septic systems to help the property owners understand how their systems work. OEPA stated that because of the For Sale of Property inspection program, they had not pushed Geauga County.

The beginning phase of this storm water plan was to identify outfalls. Geauga County has identified 77 outfall test sites that were submitted to OEPA for approval. Phase II of the plan calls for testing of the liquid at the outfalls. Seventy-two hours after a rainfall, the water would be sampled to determine whether the liquid is rainwater or sewage discharge. The Department of Water Resources will be doing the testing for fecal coliform.

Mr. Weisdack stated he would be attending the Health Commissioner's conference September 19, 20 and 21, 2012, in Columbus.

The theme of the Public Health Futures Report is accreditation and the direction of how public health will be viewed throughout the State of Ohio. There has been talk about consolidating down to sixty-six health departments. The Board expressed their concern that the residents of Geauga County may not be represented in the manner they need if the Geauga County Health District was forced into consolidation.

## VI. Variances

### a. Robert Flesher/John Phillip O'Neill

Robert Flesher and John Phillip O'Neill were present and sworn in by Mr. Goergen. Mr. Tusick was sworn in and stated his experience.

Mr. Tusick stated that this was a variance request by Robert Flesher in behalf of John Phillip O'Neill for the property located at 15154 Russell Rd., Russell Twp. The request involves section 3701-29-02(C) of the Geauga County Household Sewage Disposal System Regulations, which states, "Each household sewage disposal system shall serve one dwelling on an individual lot and shall be properly maintained and operated by the owners. All the sewage from the dwelling shall discharge into the system." (Written background information was provided to the Board for consideration in this case) Discussion followed.

**Mrs. Livers moved to approve the variance as requested noting that the Russell Township Zoning Commission has stated that the second house on the property is a pre-existing non-conforming permitted use. Dr. O'Hara seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Dr. O'Hara, yes; and Mr. Gragg, yes.**

### b. Loze Excavating/H. E. Hall Properties, LLC

Chris Loze and Leonard Hall were present and sworn in by Mr. Goergen. Mr. Tusick was sworn in again and stated his experience.

Mr. Tusick stated that this was a variance request by Loze Excavating in behalf of H. E. Hall Properties, LLC for the property located at 14815 Madison Rd., Middlefield Twp. The request involves section 3701-29-10 (D) of the Geauga County Household Sewage Disposal System Regulations, which states, "Lots with a 0-2% slope cannot install a leaching trench system." (Written background information was provided to the Board for consideration in this case) Discussion followed.

**Mrs. Livers moved to approve the variance noting that the two homes will be split into two separate parcels and will have two separate systems installed as recommended by the Environmental Health staff which does not object to this variance request.. Dr. O'Hara seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Dr. O'Hara, yes; and Mr. Gragg, yes.**

### c. Loze Excavating/Harry Jenkins

Chris Loze was present and sworn in again by Mr. Goergen. Mr. Tusick was sworn in again and stated his experience.

Mr. Tusick stated that this was a variance request by Loze Excavating in behalf of Harry Jenkins for the property located at 15961 Thompson Rd., Thompson Twp. The request involves section 3701-29-10 (B) of the Geauga County Household Sewage Disposal System Regulations, which states, "Leaching systems utilizing soil absorption or percolation shall not be permitted where the depth to normal ground water table or rock strata is less than four feet below the bottom of the proposed system." (Written background information was provided to the Board for consideration in this case) Discussion followed.

**Mrs. Livers moved to approve the variance as requested. Dr. O'Hara seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Dr. O'Hara, yes; and Mr. Gragg, yes.**

VII. Administrative Hearings

- a. Mr. & Mrs. Daniel Brown, Andrew Friel, Dennis & Mary Martin, Musical Woods, Musical Woods, Hannah Sandham, and Cynthia Troutman

None of the above mentioned were present. Mr. Tusick was sworn in again by Mr. Goergen and stated his experience.

Mr. Tusick stated that this is an alleged code violation to the properties owned by Mr. & Mrs. Daniel Brown, 14155 Chardon Windsor Rd., Claridon Twp., Andrew Friel, 10911 Claridon Troy Rd., Hambden Twp., Dennis & Mary Martin, 10181 Mayfield Rd., Munson Twp., Musical Woods, 9555 Music St., Russell Twp., Musical Woods, 9565 Music St., Russell Twp., Hannah Sandham, 9815 Ravenna Rd., Chardon Twp., Cynthia Troutman, 9380 Sherman Rd., Chester Twp.

These cases are in regards to section 3701-29-22(A) of the Geauga County Health District Household Sewage Disposal System Regulations that states, "An evaluation of a residential sewage system must be completed prior to the transfer of ownership of any parcel with said system. The evaluation shall be conducted by a member of the Health District and if necessary corrective action(s) required shall be accomplished within the time period(s) directed." Discussion followed.

**Mrs. Livers moved that a code violation exists on the properties owned by Mr. & Mrs. Daniel Brown, 14155 Chardon Windsor Rd., Claridon Twp., Andrew Friel, 10911 Claridon Troy Rd., Hambden Twp., Dennis & Mary Martin, 10181 Mayfield Rd., Munson Twp., Musical Woods, 9555 Music St., Russell Twp., Musical Woods, 9565 Music St., Russell Twp., Hannah Sandham, 9815 Ravenna Rd., Chardon Twp., Cynthia Troutman, 9380 Sherman Rd., Chester Twp. Dr. O'Hara seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Dr. O'Hara, yes; and Mr. Gragg, yes.**

**Dr. O'Hara moved that Mr. & Mrs. Daniel Brown, 14155 Chardon Windsor Rd., Claridon Twp., Andrew Friel, 10911 Claridon Troy Rd., Hambden Twp., Dennis & Mary Martin, 10181 Mayfield Rd., Munson Twp., Musical Woods, 9555 Music St., Russell Twp., Musical Woods, 9565 Music St., Russell Twp., Hannah Sandham, 9815 Ravenna Rd., Chardon Twp., Cynthia Troutman, 9380 Sherman Rd., Chester Twp. be required to make application, pay for, schedule, and complete a For Sale of Property evaluation and/or obtain the necessary permits and install a new sewage disposal system within 30 days of receipt of Board order. Failure to follow this order will result in referral to the Prosecutor's office for legal action. Mr. Gragg seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Dr. O'Hara, yes; and Mr. Gragg, yes.**

VIII. Personal Health Services Update

- a. Public Health Emergency Preparedness

The PHEP 2013 grant year will be shortened by one week to get PHEP on a schedule consistent with other grants. The grant will now end on July 31, 2013 instead of August 9, 2013.

Mr. Mix stated that he is still waiting for confirmation of the CRI funding for 2013. Once the funding has been determined, the Board will be asked to approve the budget.

Geauga County has received the SNS assessment grade for this past year. This was the first time that we were graded by CDC. In the past, our grades were in the 80% range. This year our score was 96%. We owe a lot of success to working with our local planning partners, which include the Geauga County Sheriff, Geauga County Department of Emergency Services, Geauga County Medical Center, The Center for Health Affairs, Cleveland City Dept. of Health, and the Cuyahoga County Board of Health.

Every year we try to use PHEP/CRI funds to promote good hygiene and reduce the transmission of disease in the Amish Schools. This year we provided a box of latex gloves, a box of band-aids, a tub of antiseptic wipes and a box of Kleenex to each of the forty-four Amish schools. We also provided training on how to have better hygiene to reduce the transmission of diseases.

There was an average of 32 cases of communicable diseases reported each month this summer. This is a little more than normal. The staff attributed it to better electronic reporting. There were two outbreaks. Once was an outbreak of Campylobacteriosis which occurred in Chardon and involved over fifty individuals from Lake, Ashtabula and Cuyahoga Counties. The second outbreak occurred at Geauga Lake Wild Water Kingdom Water Park. Thirteen people acquired Cryptosporidiosis.

Mr. Mix reported that a Perry Nuclear Power Plant Dry Run Exercise was held on August 22, 2012. The evaluated exercise will take place on October 2, 2012.

The Public Health Emergency Preparedness and Communicable Disease staff provided various training over the past two months. Staff from Water Resources were trained on their role regarding SNS. Their warehouse and docks are used for distribution. Eight law enforcement agencies staff were trained on SNS Awareness. Rhein Chemie Corporation requested and received training on Public Health Emergency Preparedness. Sixty-five Geauga County employees were trained on how to handle blood borne pathogens.

b. Nursing Services

There has been an extensive flu clinic schedule published that include weekly clinics on Friday mornings and one drive thru clinic for the public. A clinic for county employees and their family will be held on September 25, 2012. For the first time in many years, we will be returning to the senior centers throughout the county. In addition, we have scheduled clinics at the Sheriff's office, Park District, Kenston Local School District and many nursing and assisted living homes.

Due to an MOU that we have with Kent State University Geauga Campus, the student nurses will help during emergency public health events. They will assist with the flu clinics for the next two months.

Our relationship with VaxCare allows us to provide both regular and high dose flu vaccines and to collect payment through cash or health insurance. This will be our second year with VaxCare. Last year there were only a few insurance claims that we were not able to collect. In the past, it has been higher.

Mr. Mix reported that the department is moving forward in preparing to accept payments and insurance at children and adolescent immunization clinics. Under new federal rules, we cannot provide free public health services to an insured person. The implementation date was to be October 2012, but ODH has extended it to sometime this spring or whenever they run out of surplus vaccine.

The health district provides nursing services to schools that have enrollment of less than 100 students. This includes 45 Amish and non-Amish parochial schools, a total of 1,800 children. Parents are provided with information on vaccination and vision-screening services are provided to the children. Using the "Sight for Students" program, we were able to enable 350 children to get one pair of glasses free each year. We also provided general hygiene information to improve the health of the students. The nurses also provide in-service training to Amish schoolteachers on first aid, sanitation and disease prevention.

c. WIC

The WIC caseload for August was 829, which is a 4% decrease since May.

The WIC grant year will end on September 30, 2012. For 2013, we will be operating at a 16% decrease in funding from 2012. We have eliminated the contract WIC Health Professional position and the staff has agreed to a 10% reduction in hours. This would mean the staff would work one less day per 2-week period.

d. Continuous Quality Improvement/PHAB Accreditation

The CQI 2012 project has concluded. Mr. Mix will present the findings at the AOHC Fall Conference on September 19, 2012.

The project was to improve our website by reducing errors such as broken links and incorrect or missing forms and information. We realized that we had a bottleneck created by only one staff member updating the website and the same staff member creating and updating all the forms used by the department.

Three improvement theories were developed. The first is to have more eyes looking at the website more regularly so the number of errors are reduced. Next is to have more trained staff, which will reduce the time to update forms and the website. In addition, procedures would be revised to include automatic website updating to reduce website errors and updating delays.

During the implementation phase, eight staff members reviewed the website and identified 71 errors. Almost two dozen staff members received basic word processing training. Seventeen received advanced word processing training. The ones receiving the advanced training were given a test to see if they could create a basic form. They were able to, so this increases the number of staff capable of creating and maintaining forms from one to seventeen. Fifteen staff members received spreadsheet training. Additionally, eleven procedures were identified and updated to include automatically updating the website.

The QI team will continue to monitor the website to insure the number of errors are reduced.

e. Strategic Planning

As part of accreditation, we need to adopt an overriding Strategic Plan with the Board's input. Mr. Mix stated that he took the health district's old material to a training session at Ohio State University. He learned a great deal about strategic planning and would like to share that information with the Board's committee. He stated he would like to work with the committee to refine the plan to present to the entire Board. Then the staff can write a Strategic Plan for each division and program to complete PHAB requirements.

IX. Old Business

a. Strategic Solutions Imaging Proposal

Mr. Mix explained that Strategic Solutions visited the health district and proposed to electronically store the property files in Environmental Health. After the fire a few years ago, this became a very big concern. In addition to having an electronic backup of the records, we could allow the public to have access to the information if we choose. This would also reduce the amount of time the clerical staff spends researching files when residents and realtors request information.

The company has been in business for approximately fifteen years. Their primary office is located in Norwalk, Ohio. They employ approximately 22 staff members. Some of their clients include hospitals and large chemical companies. They follow a very rigid audit and tracking procedure. Boxes are bar coded and entered into a tracking system. This is followed through the complete scanning process. Every image that is scanned is reviewed by a QC person.

This software is user friendly. The company will show us an example of how the software works using our files. The digital copy of the documents become legal documents as long as it is executed properly.

Representatives from Strategic Solutions were present at the meeting to answer the Board's questions. Mr. Goergen asked if the field staff would be able to retrieve and enter information from the field. They explained that the system is very flexible and would be able to do that but may incur a special fee because it would require extra coding.

The health district filing methods would be used for easy retrieval. Security is very important and all guidelines and security measures would be used.

The health district has a choice in whether the files would be scanned at the office or at Strategic Solutions facilities. They stated that their security measures are top of the line. No other government agencies or companies have ever had any issues. The representative added that scanning at the health district office would be an additional cost.

Once the records become digital, Strategic Solutions holds the documents for four months at no cost to the health district. This will allow us time to verify that the records are accessible and readable. After that time, we would decide whether to receive the records back, have them destroyed or continue having Strategic Solutions retain them for a fee.

Mr. Mix added that the Geauga County Record Center has been digitizing records for years.

Mr. Weisdack stated his concern was the records leaving the office. However, he also stated he would like the public to have easier access to the information.

The records would be stored locally on a server at the health district, one on a back-up server, one on a server in Cleveland, and one located at least 100 miles away. For a fee, the data can be also be stored on a server in Arizona.

Once the initial scanning is completed, Strategic Solutions would return to pick up new records on a regular basis. The health district would determine the schedule.

The Board discussed what portions of the file to scan and decided that the entire file should be scanned for historical purposes. Portions of the file could be marked as confidential for items relative to security and HIPPA regulations. Only health district employees would be allowed access to that information.

It is anticipated that commercial files would take 8-12 weeks to scan. A file that the health district needs after Strategic Solutions removes it from the office could be obtained simply by emailing or calling the company. They would scan and send that file within 24 hours.

The representatives indicated that any changes to systems (i.e.: Windows Vista to Windows 7) would be covered under the annual maintenance program.

There are two proposals: one for residential and one for commercial files. For the first two years, the cost would be approximately \$43,000.00. After that, the cost would be for maintenance of approximately \$5,500.00 per year. To add more to the system, the cost is \$.065 per page. Mr. Mix stated that due to the cost of this system, the prosecutor's office has recommended that other quotes be obtained. The prosecutor's office has already reviewed the contract.

Mr. Goergen and Mrs. Livers stated that they feel this is a reasonable step towards backing up the records and would like to move forward on the project.

X. Executive Session

**Mrs. Livers moved to adjourn for Executive Session at 9:12 pm to for the purpose of discussing personnel.** The meeting reconvened at 9:37 pm.

XI. New Business

**Dr. O'Hara moved 9.12-a to acknowledge the retirement of Sandra Gerzeny effective September**

**28, 2012 and authorize a resolution of appreciation for her 17 years of service with the Geauga County Health District and 21 years of service with the County of Geauga. Mrs. Livers seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Dr. O'Hara, yes; and Mr. Gragg, yes.** Mrs. Livers inquired if Mr. Weisdack was going to get a cake for Mrs. Gerzeny. He indicated yes. Mrs. Livers then asked to have Mrs. Gerzeny come to the next Board meeting so that the resolution can be given to her personally.

**Mr. Gragg moved 9.12-b to approve the advertising and hiring of a Fiscal Coordinator. Dr. O'Hara seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Dr. O'Hara, yes; and Mr. Gragg, yes.**

XII. Other Business

There was no other business to discuss.

XIII. Meetings

**The regular meeting of the Board is scheduled for Monday, October 15, 2012 at 7:00 p.m., in the Atrium of 470 Center St., Bldg. 8, Chardon, Ohio.**

**Mrs. Livers moved to schedule the November meeting of the Board for November 13, 2012. Dr. O'Hara seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Dr. O'Hara, yes; and Mr. Gragg, yes.**

XIV. Adjournment

As there was no further business to come before the Board, **Mr. Gragg moved to adjourn** the meeting.

Respectfully submitted,

Robert K. Weisdack, R.S., M.A., M.P.H.  
Secretary of the Board

a