

Geauga County General Health District  
Board of Health Special Meeting Minutes  
December 13, 2016, 4:30 p.m.  
Geauga County Health District Office  
470 Center St., Bldg. 8, Chardon, Ohio

I. Call to Order

Mr. Goergen, President, called the monthly meeting of the Geauga County Board of Health to order at 2:01 p.m.

Board members present: Mr. Timothy Goergen, President, Mrs. Christina Livers, Pro-Tem, Mr. David Gragg and Mrs. Catherine Whitright.

Staff present: Robert Weisdack, Health Commissioner, Alta Wendell, Administrative Assistant and Dan Mix, Administrator.

II. Pledge of Allegiance

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

III. Computer Record Migration Update

Mr. Mix reported that an email was sent to all staff informing them of the new policy. It was also mentioned at the monthly staff meeting. He indicated he has contacted the Steve Decatur, Geauga County Chief Technology Officer to request a replacement server be built for the Geauga County Health District.

Mr. Decatur offered several options. As of December 9, 2016, all information needed to build the server has been transmitted to the DoIT center. The server will replace two existing servers and will reside in environmentally controlled space and will be backed up and archived according to ORC retention laws.

The DoIT center will also assist with training the staff to become acclimated to saving documents on the server instead of their desktops.

Mr. Mix provided the Board with a copy of the current Personnel Policy regarding the Internet. He suggested some changes and asked the Board review them.

Beginning tomorrow, Mr. Mix will begin to access locally stored files on all Geauga County Health District computers.

IV. Geauga County Health District Staff Meeting

Mr. Goergen reviewed the items he spoke about at the staff meeting. Mrs. Whitright was also at the meeting. There was only one question asked by the staff which was in regards to the personnel policy and whether input from the staff would be allowed.

V. Comp Time

Mr. Goergen stated that during the review by Jeffrey Embleton, it came to light that people were working and receiving comp time, but were too busy to take it. Mr. Embleton stated that the Board should change the policy and not allow comp time and to only give overtime pay.

The Board asked Mr. Mix to keep track of what purpose the comp time was earned. Mr. Mix stated that this was already being logged and could provide the Board with a report.

VI. Salary Adjustments

Mr. Goergen stated that the Board wants a report that shows the average salary per person and the average salary of positions paid by county health departments within the state. He also would like a report showing what impact it would have on the budget if the staff were brought up to those average salaries for their position.

Mr. Goergen asked Mr. Mix to have this information for the next regular meeting.

VII. Time Keeping

Mr. Goergen stated that in an effort to keep proper payroll records, the Geauga County Health District should have some sort of time-keeping system. The Board discussed a few options. They would like to know what other departments use.

VIII. PHS Director and RS Board Meeting Attendance

Mr. Goergen stated that the Board would like the Darla Andrews and Dave Sage to attend the Board meetings to give updates. Mr. Weisdack asked that Mrs. Wendell also attend to assist with the minutes and record keeping. The Board agreed.

IX. New Hire Requirements

**Mr. Goergen moved to order a new hiring program effective immediately that is required to include background checks from an outside contracted firm, post offer drug screens, post offer physicals, standard interview questions, completed legally-compliant employment applications, post offer driver's license record check, salary justification, and approval by the Board of Health with linkage to strategic mission. The proposed candidate must also attend a meeting of the Board for a final review before authorization to hire is granted by the Board of Health. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Mr. Gragg, yes; and Mrs. Whitright, yes.**

X. Marketing Program

Mr. Goergen stated that the Board would like to do some marketing of the Geauga County Health District. This will make the health district more visible to the public. This will include identification on the company vehicles. It will also allow a personal link with the community to promote health district services and activities.

He stated that a re-vamping of the logo to include more what the health district does including the mission statement would be best. Mrs. Wendell stated that her daughter is a graphic design student and could possibly do this for the Board as one of her design projects. Mr. Goergen asked Mrs. Wendell to invite her daughter to the next regular meeting to discuss the project.

XI. BOH Meeting Locations, Times and Date

The Board discussed having a regional rotation of the regular monthly meetings throughout the county to help increase attendance of the public. There are some logistic problems regarding this because of correspondence that is mailed out many months in advance for Administrative Hearings. The Board recognized that this could be a problem.

After discussion, it was decided to keep the meetings at the 470 Center St. complex until some of the townships could be contacted to see if they would be interested in having the meetings there.

**Mrs. Livers moved to change the meeting time for the regular Board of Health meetings from 7:00 pm to 5:00 pm for 2017. Mr. Gragg seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Mr. Gragg, yes; and Mrs. Whitright, yes.**

XII. Board of Health Stipend

The stipend amount paid to Board of Health members is currently at \$20.00 per meeting with a limit of 18 meetings per year. This amount has not been changed in over 30 years. Mr. Goergen asked the other Board members their feelings on increasing the amount. The increase would not affect the current sitting Board, only members voted in later.

Each member expressed their feelings. The fear was how it would look to the public to increase it to the maximum amount allowed. Discussion followed.

**Mr. Goergen moved to increase the payment to the Board of Health members from \$20.00 per meeting to \$30.00 per meeting effective January 1, 2017. Mr. Gragg seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Mr. Gragg, yes; and Mrs. Whitright, yes.**

Mrs. Whitright left the meeting at 5:55 pm.

XIII. Executive Session

**Mrs. Livers moved to go into Executive Session at 5:57 pm to discuss the Health Commissioner's contract. Mr. Gragg seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; and Mrs. Livers, yes; The meeting reconvened at 6:33 p.m.**

**Mr. Goergen moved to revised the job description for health commissioner from "RS required.." to "RS preferred.." Mrs. Livers seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; and Mr. Gragg, yes.**

V. Meetings

**Regular Board of Health Meeting, Monday, December 19, 2016** at 5:00 pm in the meeting room of 470 Center St., Bldg. 8, Chardon, Ohio.

VI. Adjourn

As there was no further business to come before the Board, the meeting was adjourned at 6:45 pm.

Respectfully submitted,

Robert K. Weisdack, RS, MA, MPH  
Secretary of the Board

a