

Geauga County General Health District  
Board of Health Meeting Minutes  
December 19, 2016, 5:00 p.m.  
Geauga County Health District Office  
470 Center Street, Bldg. 8, Chardon, OH 44024

I. Call to Order

Mr. Goergen, President, called the monthly meeting of the Geauga County Board of Health to order at 5:00 p.m.

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

Staff members present: Robert Weisdack, Health Commissioner, Dan Mix, Administrator, David Sage, Registered Sanitarian, Darla Andrews, Nursing Director, Tammy Spencer, Interim PHEP Planner/PIO, and Alta Wendell, Administrative Assistant.

Others present: Kyle VanBoxel, Kat Kress and David Apanovitch.

II. Pledge of Allegiance

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

III. Approval of Minutes

**Mr. Gragg moved to approve the minutes for the November 14, 2016 Board of Health meeting. Mrs. Livers seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Mr. Gragg, yes; and Mrs. Whitright, yes.**

**Mr. Gragg moved to approve the minutes for the November 17, 2016 Special Board of Health meeting. 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.**

**Mr. Gragg moved to approve the minutes for the November 29, 2016 Special Board of Health meeting. 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.**

**Mr. Gragg moved to approve the minutes for the December 7, 2016 Special Board of Health meeting. 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.**

**Mr. Gragg moved to approve the minutes for the December 13, 2016 Special Board of Health meeting. 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.**

IV. Current Expenses/Financial Report

**Mr. Gragg moved to approve the Current Expenses and Financial Reports, November 10, 2016 to December 15, 2016. 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.**

V. Administrative Hearings

a. Kyle & Nicole VanBoxel

Kyle VanBoxel was present and sworn in by Mr. Goergen. Mr. Sage was sworn in and stated his experience.

Mr. Sage stated that this was an alleged code violation at the property owned by Kyle & Nicole VanBoxel, 13770 GAR Hwy., Hambden Twp. This case was based on the failure to have a For Sale of Property Evaluation conducted at the time of property transfer as per Section 3701-29-25 of the Geauga County Sewage Treatment System Rules. This case was tabled from the November 14, 2016 meeting.

3701-29-25(A) "An evaluation of a residential sewage system must be completed at time of transfer of ownership of any parcel with said system. The evaluation shall be conducted by a member of the Health District and if necessary any corrective actions(s) required shall be accomplished within the time period(s) directed." Discussion followed.

Mr. VanBoxel stated that because of the snow, he was unable to get the installer to come to the property. The installer intends to use a camera to locate the components, but needs the snow to clear.

**Mrs. Livers moved to table the Administrative Hearing for Kyle & Nicole VanBoxel, 13770 GAR Hwy., Hambden Twp. until the March 20, 2017 regular Board of Health meeting. 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.**

b. Donald Washington

Donald Washington was not present. Mr. Sage was sworn in again and stated his experience.

Mr. Sage stated that this was an alleged code violation at the property owned by Donald Washington, 7488 Mulberry Rd., Chester Twp. This case was based on the failure to have a For Sale of Property Evaluation conducted at the time of property transfer as per Section 3701-29-25 of the Geauga County Sewage Treatment System Rules. This case was tabled from the November 14, 2016 meeting.

3701-29-25(A) "An evaluation of a residential sewage system must be completed at time of transfer of ownership of any parcel with said system. The evaluation shall be conducted by a member of the Health District and if necessary any corrective actions(s) required shall be accomplished within the time period(s) directed." Discussion followed.

**Mr. Gragg moved that a code violation exists at the property owned by Donald Washington, 7488 Mulberry Rd., Chester Twp. Mrs. Livers seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Mr. Gragg, yes; and Mrs. Whitright, yes.**

**Mrs. Livers moved that the owner 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; Mr. Gragg, yes; and Mrs. Whitright, yes.**

c. David & Barbara Weaver

David & Barbara Weaver were not present. Mr. Sage was sworn in again and stated his experience.

Mr. Sage stated that this was an alleged code violation at the property owned by David & Barbara Weaver, 16677 Nauvoo Rd., Middlefield Twp. This case is based on following section of the Ohio Department of Health and Ohio Administrative Code sections 3701-29 - Sewage Treatment System Rules:

- |            |        |   |
|------------|--------|---|
| 3701-29-06 | (E)(1) | Shall be maintained in property working condition   |
|            | (E)(3) | "No STS or GWRS or part thereof shall create a public health nuisance, as defined in section 3718.011 of the Revised Code, or safety hazard. No STS or GWRS or part thereof shall cause an exceedance of water quality standards for surface water or drinking water." Discussion followed. |

**Mr. Gragg moved that a code violation exists at the property owned by David & Barbara Weaver, 16677 Nauvoo Rd., Middlefield Twp. 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.**

**Mrs. Livers moved that the owner be required to make repairs and/or corrections 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; Mr. Gragg, yes; and Mrs. Whitright, yes.**

d. Paul Robison, Paul & Carolyn Robison, Randolph & Michelle Perrotti, and Loretta Gibson

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

Mr. Sage stated that this is an alleged code violation to the properties owned by Paul Robison, 6757 Madison Rd., Thompson Twp., Paul & Carolyn Robison, 6819 Madison Rd., Thompson Twp., Randolph & Michelle Perrotti, 16619 Thompson Rd., Thompson Twp., and Loretta Gibson, 16723 Thompson Rd., Thompson Twp.

These cases are in regards to the following sections of Geauga County Household Sewage Treatment System Regulations:

- 3701-29-02(L) states: "No household sewage disposal system shall be installed, maintained, or operated on property accessible to a sanitary sewage system."
- 3701-29-02(M) states: "Whenever a sanitary sewage system becomes accessible to the property, a household sewage disposal system shall be abandoned and the house sewer directly connected to the sewage system."
- 3701-29-18(A) states: "An abandoned household sewage tank shall be properly abandoned. The owner of the property will be responsible to assure that the septic tank(s) are properly abandoned"
- 3701-29-18(B) states: "A copy of the abandonment plan must be submitted to this department to assure compliance that the system has been properly abandoned. Submissions must be within 30 days of the abandonment procedure." Discussion followed.

**Mr. Gragg moved that a code violation exists at the properties owned by Paul Robison, 6757 Madison Rd., Thompson Twp., Paul & Carolyn Robison, 6819 Madison Rd., Thompson Twp., Randolph & Michelle Perrotti, 16619 Thompson Rd., Thompson Twp., and Loretta Gibson, 16723 Thompson Rd., Thompson Twp. Mrs. Livers seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Mr. Gragg, yes; and Mrs. Whitright, yes.**

**Mrs. Livers moved that Paul Robison, 6757 Madison Rd., Thompson Twp., Paul & Carolyn Robison, 6819 Madison Rd., Thompson Twp., Randolph & Michelle Perrotti, 16619 Thompson Rd., Thompson Twp., and Loretta Gibson, 16723 Thompson Rd., Thompson Twp. be required to contact the Geauga County Department of Water Resources and connect to the sanitary sewer 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; Mr. Gragg, yes; and Mrs. Whitright, yes.**

VI. Environmental Health Program Update

a. Year End Reporting

Mr. Weisdack reviewed the number of sewage permits issued to date. The number of replacement systems is more than double the number of new system permits. Mr. Weisdack feels that this is due to the For Sale of Property inspection program. He also expressed his concern at the number of off-lot discharging systems. We have approved more off-lot discharging systems since the state sewage rules changed.

b. Rabies Update

Mr. Weisdack provided a map to show where the three documented cases of rabies were found to date.

VII. Personal Health Services Update

Mrs. Andrews expressed her appreciation on behalf of the Personal Health Services staff for the support the Board has shown them.

a. Public Health Emergency Preparedness

Tammy Spencer took on Jay Becker's responsibilities beginning November 3, 2016. In addition to working on the PHEP grant deliverables, she also attended several different regional workgroup meetings.

The Board was asked to approve the appointments of Tammy Spencer as PHEP Planner/PIO and Robyn Bull as Disease Surveillance specialist/Epidemiologist to fill the vacancies in the PHEP grant and Communicable Disease Investigation. Job descriptions have been updated for both positions. The Board was also asked to approve the salary increases for Ms. Spencer and Mrs. Bull

In addition, the Board was asked to adopt a revised PHEP grant. This revision will name the two staff that are now working in the grant.

1. PHEP Presentation by Tammy Spencer

Ms. Spencer provided some information to the Board. Part of the PHEP grant requirement is that any changes must be reported within 15 days. Upon submitting the changes, she was informed that there was part of the grant the Geauga County Health District had not been meeting. There must be a full-time Triad consisting of a Health Commissioner, EH Director and Director of Nursing. None of these positions can be held by the same person. She stated that in order to meet grant requirements, an EH Director must be named. In addition, until this is done, the funds for the grant would be withheld.

The Board discussed this situation. The position of EH Director will be filled within the near future. They did not feel they should name anyone to the position. Mrs. Spencer stated that without it, we do not meet the requirements of the grant.

b. Disease Surveillance

Mrs. Andrews reported that Robyn Bull, RN also took over some of Jay Becker's responsibilities. Mrs. Bull and Ms. Spencer are working together with the Ohio Disease Reporting System Database.

The disease count for November was 31 cases; 14 of those cases were STDs.

c. Nursing Services

Mrs. Andrews thanked the Board for continuing to cover the Amish Well Child Clinics when the grant changed. Robin Maynard, PHS Secretary, has taken on the coordination of the Amish Well Child Clinics. This was previously handled by Ms. Spencer.

Mrs. Andrews explained how the Immunization Clinics are being handled. These are walk-in clinics that are held during specified hours. It is not unusual for families to arrive close to the end of the clinic time. Quite often, the staff stay as much as an hour past closing time to take care of the families.

Because the number of clients vary at each clinic, it is hard to plan how many staff members to have present. An ongoing survey was done at the clinics. Clients were asked if they would prefer appointment or just walk-in hours. Most clients indicated they like the walk-in clinics better.

Beginning in January, the Middlefield clinic will move from St. Lucy's to the United Methodist Church. This was due to an increase in monthly rent. The rent at the United Methodist Church is less than what was paid to St. Lucy's, so this will also save money.

d. WIC

The WIC caseload for November was 663.

The partnership with Lake County WIC continues to strengthen as actual needs are determined and solutions are tested.

e. Administration

The Board was asked to adopt a revised employee single non-wellness rate to match the county commissioner's rate.

f. Accreditation

There was nothing discussed.

VIII. Old Business

a. Health District Marketing Program

Kat Kress is a Graphic Design Major at Edinboro University of Pennsylvania. She was asked to come to the meeting to see if she can provide assistance in marketing the Geauga County Health District.

Mr. Goergen stated the marketing would include a new logo, slogan and other aspects to convey to the public what the Health District does. The purpose would be to give a more personal linkage to the public and to be more visible to the community.

Mr. Goergen is looking for a uniform branding covering campaign, from website design to brochures and business cards as well as labeling the vehicles. Mrs. Whitright stated she felt having the cars marked with the logo is very important. Mrs. Livers stated that it was important to give balance to both divisions of the Health District. Mr. Goergen would also like an intro video.

Mr. Weisdack stated that health education is key. He wants news articles submitted to the media. Those articles would get the Geauga County Health District name out into the public eye.

The Board indicated they would like to start with the logo and a slogan. Miss Kress indicated that she can provide logo design, branding and basic advertising. Doing the video and website design is not her specialty.

Mr. Gragg asked Miss Kress and estimate how much time and what rate she would charge for this project. Mr. Goergen asked if this could be used as credit for one of her classes. All her projects are already chosen by the instructor. The project for the Health District could not be used as one of her projects. She stated she would look into it to be sure.

b. Computer Migration Update

Mr. Mix distributed an updated policy to the Board regarding computer usage. Included with the policy was an Exemption form. This form would be used when a staff member feels that they need to continue to use flash drives to complete their duties.

Mr. Mix reviewed each computer and found that 46% of the staff already store all their documents on the server. Some staff do use flash drives for backup of documents. There were three staff members who had the most documents on their local drive. Those files are of administrative use and would be considered private. Once the migration of the documents happens, those staff members would be the only ones with access to those files. The files would still be accessible to an administrator if needed.

The server has been built and all computers will be migrated to it sometime next week.

c. Pay Analysis Report

Mr. Mix provided a list of employees that have comp time and the reason the comp time was earned. These hours will now be paid out as overtime pay as ordered by the Board.

**Mr. Goergen moved to approve the comp time payout up to \$2,983.76 as presented. In addition, there is prohibition of using comp time and only paying overtime for any future endeavors after this point. Mrs. Livers seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Mr. Gragg, yes; and Mrs. Whitright, yes.**

The reason is to be sure that people are paid appropriately for the time they work over and this is a better way to track and manage the overtime costs so we can have a better idea of where the staff is going and why. We are disproportionately paying one department more than the other.

Ms. Spencer asked how this would affect the grants. Mr. Mix stated that there was generally contingency funds allotted within each of the grants. We will now have to budget for overtime in each grant.

d. Pay Adjustment Report Review

Mr. Mix provided the most recent AOHC Salary Survey to the Board. This survey shows the lowest and highest salary for each position within a health district. The Board will review the information for discussion at a later date.

Mrs. Livers moved 12.16-a to approve the salary adjustment for Amanda Hill, SIT from \$14.50 per hour to \$17.25 per hour, retroactive to Payroll 12, 2015. 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. Livers moved 12.16-b to approve the salary adjustment for Zachary Myers, SIT from \$14.00 per hour to \$17.25 per hour, retroactive to Payroll 12, 2016. 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.

IX. New Business

Mrs. Livers moved 12.16-c to approve the Vacation Time Carryover Requests for Darla Andrews and Tammy Spencer and allow the use of the time within the first quarter of 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. Livers moved 12.16-d to approve the Employee Health Insurance Contribution Rate Revision as presented (see attached). 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. Livers moved 12.16-e to acknowledge the appointment of Robyn Bull as Disease Surveillance Specialist/Epidemiologist. 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. Livers moved 12.16-g to acknowledge the appointment of Tamara Spencer as PHEP Planner/PIO. 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. Livers moved 12.16-i to adopt Resolution 2016-8 – Private Water System Fund Revised Appropriation, which will revise 2016 appropriations for the PWS fund. 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. Livers moved 12.16-j to adopt Resolution 2016-9 – Food Service Fund Expenditure Line Item which authorizes the creation of an additional expenditure line item in the Food Service fund for material and supplies. 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. Livers moved 12.16-k to adopt Resolution 2016-10 – Transfer of Cash Carryover from STS Fund which authorizes the transfer of \$500,000.00 from Sewage Treatment System funds to the For Sale of Property fund 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.

Mr. Gragg moved 12.16-l to approve the PHEP 2017 Budget Revision not to exceed \$87,069.00. Mrs. Livers seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Mr. Gragg, yes; and Mrs. Whitright, yes.

X. Executive Session

Mrs. Livers moved to appoint Herb Shubick as Interim Environmental Health Director effective immediately. 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 moved to go into Executive Session at 7:30 p.m. to discuss salaries. 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. The meeting reconvened at 8:03 p.m.

Mrs. Livers moved 12.16-f to approve the salary increase for Robyn Bull, Disease Surveillance Specialist/Epidemiologist from \$22.00 per hour to \$25.00 per hour, retroactive to Payroll 24, 2016. 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.

Mrs. Livers moved 12.16-h approve the salary increase for Tamara Spencer, PHEP Planner/PIO from

**\$20.16 per hour to \$25.00 per hour, retroactive to Payroll 24, 2016. 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.**

Mr. Gragg left the meeting at 8:10 p.m.

**Mrs. Livers moved 12.16-m to seek candidates to fill the position vacation left by Robyn Bull, contingent upon meeting the hiring requirements of the Board of Health. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; and Mrs. Whitright, yes.**

XI. Other Business

There was no other business.

XII. Meetings

**Regular Board of Health Meeting, Tuesday, January 17, 2017** at 5:00 pm in the meeting room of 470 Center St., Bldg. 8, Chardon, Ohio.

The **Regular Board of Health Meeting for February has been changed to Monday, February 13, 2017** at 5:00 p.m. in the small meeting room of 470 Center St., Bldg. 8, Chardon, Ohio.

XIII. Adjourn

As there was no further business to come before the Board, **Mrs. Whitright moved to adjourn the meeting at 8:14 p.m. Mrs. Livers seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; Mr. Gragg, yes; and Mrs. Whitright, yes.**

Respectfully submitted,

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

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