

Geauga County General Health District
Board of Health Special Meeting Minutes
November 17, 2016, 3:00 p.m.
470 Center St., 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 3:15 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, Alta Wendell, Administrative Assistant and Dan Mix, Administrator

Others present: Katherine Jacob, Assistant Prosecuting Attorney.

II. Pledge of Allegiance

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

III. Health Commissioner's Contract

Ms. Jacob said that she felt there were a few things to discuss with Mr. Weisdack during executive session.

IV. Liberty Tire Contract

Ms. Jacob indicated that she would try to have it reviewed by Monday, November 21, 2016. **Mrs. Livers moved to approve the contract with for removal of tires by Liberty Tire Company, pending prosecutor's approval. 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.**

V. Migrating Computer Records

Mr. Goergen stated that the Board became aware that records are not kept on a centralized server and routinely backed up. He stated that consistent with good business practices, the Board is directing the Geauga County Health District to move any documents regarding health district business from pc's to a server that is backed up. This will allow access to appropriate personnel including the Health Commissioner. An email from Kate Jacob will go out to the staff regarding this issue.

Mr. Mix stated that this would require a lot of training. He felt that since the skill level of the staff is unknown, that training might take a while. Mr. Mix stated he had emphasized the importance to the staff of saving their documents on the server to ensure documents can be backed-up. This would make it easier when a pc must be replaced due to malfunction. Mr. Mix stated that he felt it would take several hours a day for several weeks.

Mr. Mix stated we currently have two servers. Environmental Health has a server and Personal Health Services has a server. There is also a file for financials. He stated we could ask the county DOIT center can provide a server and maintain it as well. This would eliminate the burden on the Geauga County Health District.

Mr. Mix said that the staff use flash drives for backup of their documents. Mr. Goergen stated that he felt it was not unreasonable to eliminate the usage of flash drives because of virus potential. Ms. Jacob that access to the USB ports can be eliminated as well. Mr. Goergen asked how quickly Mr. Mix could eliminate that access. Mr. Mix stated he would let the Board know.

Mrs. Livers moved to begin migrating all records related to the business of the Geauga County Health District to one of the health district approved servers and prohibit use of all USB devices on Health District computers. All migration and policy changes shall be completed by December 31, 2016 and recorded in the

appropriate IT policies. 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.

VI. Succession Plan

Mr. Goergen stated that due to Mr. Weisdack's and Mr. Tusick's retirement it became evident that a succession plan is needed. He asked the other members for input of how to proceed. Mr. Weisdack stated that not all health districts have a succession plan; it just depends on the Board's wishes. Mr. Goergen stated he would like a backup of key personnel, but not necessarily by the same person. That breaks the duties up to make it an easier workload.

Mr. Goergen stated that he would like some discussion at subsequent meetings.

VII. Health Commissioner Job Description Review.

The Board had previously reviewed the job description and made changes. **Mrs. Livers moved to approve the Health Commissioner's job description dated November 17, 2016 as presented. 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.**

VIII. Environmental Health Director Job Description Review

The Board had previously reviewed the job description and made changes. **Mrs. Livers moved to approve the Environmental Health Director's job description dated November 17, 2016 as presented. 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. Advertise Environmental Health Director

Mr. Goergen stated that the intent is to hire an EH director to replace and augment Mr. Tusick's position. This is all part of succession to take over the health commissioner's position eventually. Mr. Goergen inquired where the position might be advertised. Mr. Mix indicated advertisements are posted on the Geauga County Health District website, AOHC, colleges, universities and newspapers, which would include an online listing. This particular position would be sent to the Ohio Environmental Health Association, AOHC and any other websites that would be appropriate for this type of position.

Mrs. Livers moved to advertise as broadly as possible for an Environmental Health Director. 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 to amend the motion to state to advertise for candidates for the Environmental Health Director position. 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. Background Check Agencies

Mr. Goergen asked if the health district currently uses an outside agency to do background checks. Mr. Weisdack indicated that there was not any agency used. Mr. Goergen stated that this needed to be done due to liability issues. He feels that it would be prudent and the prosecutor's office strongly suggests background checks on all new hires. There are several local agencies.

Mr. Gragg moved to direct the Health Commissioner to facility hiring an outside firm to do background checks on all new hire employees. 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.

XI. New Hire Process

Mr. Goergen stated that it is prudent for the Board to do a second review of the background checks and the job description and salary range prior to any offer being submitted to a prospective new employee. **Mr. Goergen moved that the Board of Health orders the Health Commissioner and staff to forward new hire packets which will include applications, background checks, and any applicable interview information to the Board before the completion of**

an offer is made for any position within the Geauga County Health District. 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 asked the information be forwarded before the regular monthly Board of Health meeting.

XII. Job Descriptions for Jeffrey Embleton

The Board thanked Mr. Mix for forwarding the job descriptions to Mr. Embleton.

XIII. Other Business

Kate Jacob stated that the retention letter from Mr. Embleton showed slightly different fees than had originally been discussed. Mr. Ebleton's fees were slightly higher, but the fee for his associate would actually be less than had originally discussed. She asked that the Board give Mr. Goergen the authority to sign the retention letter.

Mrs. Livers moved based on the recommendation of the Geauga County Prosecutor's office and its oversight of the retention letter propose that the Board authorize Timothy Goergen, President of the Geauga County Board of Health to sign the agreement to the retention letter. 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.

XIV. Executive Session

Mr. Goergen moved to go into Executive Session at 4:09 pm to discuss the Health Commissioner's contract. Mrs. Livers seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mrs. Livers, yes; and Mrs. Whitright, yes. The meeting reconvened at 4:58 p.m. Mr. Goergen stated that no action was being taken because of discussion in Executive Session.

XV. Meetings

Regular Board of Health Meeting, Monday, December 19, 2016 at 7:00 pm in the meeting room of 470 Center St., Bldg. 8, Chardon, Ohio.

XVI. Adjourn

As there was no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

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

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