

Geauga County General Health District
Board of Health Meeting Minutes
December 18, 2017, 5:00 p.m.
Geauga County Health District Office
470 Center Street, Bldg. 8, Chardon, OH 44024

I. Call to Order

Mr. David Gragg, Interim Pro-Tem, called the monthly meeting of the Geauga County Board of Health to order at 5:00 p.m.

Board members present: Mr. David Gragg, Interim Pro-Tem, Mrs. Catherine Whitright, and Dr. Jonathan Wynbrandt. Mr. Timothy Goergen and Mrs. Christina Livers were not present.

Staff members present: Robert Weisdack, Health Commissioner, Herb Shubick, Interim Environmental Health Director, Darla Andrews, Health and Wellness Director, Alta Wendell, Administrative Assistant, and Christie Gigliotti, Accreditation Coordinator.

Others present: Adam Litke, Financial Consultant, Tammy Spencer, Emergency Response Coordinator, Mary Ann Marsh, RN, Karen DeWeese, RN and Richard Piraino.

II. Pledge of Allegiance

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

III. Approval of Board Minutes

Mrs. Whitright moved to approve the minutes for the November 13, 2017 regular Board of Health meeting. Dr. Wynbrandt seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

IV. Approval of Current Expense and Financial Reports

Dr. Wynbrandt moved to approve the Current Expense and Financial Reports November 14, 2017 to December 13, 2017. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

V. Administrative Hearings

a. David & Kathie Duffy and Tamela Marie Cook

None of the above mentioned were present. Mr. Shubick was sworn in by Mr. Gragg and stated his experience.

Mr. Shubick stated that this is an alleged code violation to the properties owned by David & Kathie Duff, 8612 Silvercreek Dr., Russell Twp. and Tamela Marie Cook, 8644 Silvercreek Dr., Russell Twp. These cases are based on the failure to have a For Sale of Property Evaluation conducted as per Section 3701-29-25 of the Geauga County Sewage Treatment System Rules.

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.

Mrs. Whitright moved that a code violation exists at the properties listed above. Dr. Wynbrandt seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

Dr. Wynbrandt moved that the owners 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 the Board order. Failure to follow this order will result in referral to the Prosecutor's office for legal action. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

- b. Craig & Lynn Ann Kilgore

Craig and Lynn Ann Kilgore were not present. Mr. Shubick was sworn in again by Mr. Gragg and stated his experience.

This case is based on the failure to make corrections after having a For Sale of Property Evaluation conducted as per Section 3701-29-25 of the Geauga County Sewage Treatment System Rules.

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.

Mrs. Whitright moved that a code violation exists at the properties listed above. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

Dr. Wynbrandt moved that the owners be required to make corrections and/or obtain the necessary permits and install a new sewage disposal system within 30 days of receipt of the Board order. Failure to follow this order will result in referral to the Prosecutor's office for legal action. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

VI. Environmental Health Program Update

- a. Kenston Middle School

Mr. Weisdack stated that the Assistant Superintendent has stated that the tentative date for the students to return to the building will be after Christmas break, Assistant Superintendent Jeremy McDevitt assured Mr. Weisdack and Mr. Shubick he would keep the Geauga County Health District informed of all test reports before students would be allowed to return to the building. The testing report should be available within 3 to 5 days.

- b. Pinnacle Woods

The final report on the site has not been completed but is expected soon.

The operators will have participants sign a waiver acknowledging that lead is present at the location. They will also provide plastic bags for participants to store their clothes and shoes prevent any possible contaminants to get into their residences.

VII. Health and Wellness

- a. Public Health Emergency Preparedness

Mrs. Andrews reported Tammy Spencer is working extra hours to meet deliverables. There are still many problems with ODH and frustrations are being felt all throughout the state.

- b. Disease Surveillance

There were 38 confirmed cases of communicable diseases during the month of November. Forty-seven percent were STDs.

- c. Nursing Services

In September, the numbers of immunization clinics were decreased by nearly 50%. Due to this change, the remaining clinics have been very busy.

On November 1, 2017, the Health and Wellness Division hosted the School Nurse/Public Health Nurse Consortium. There were approximately 20 nurses attending. The group meets twice per year.

There were two foster child placement exams completed in November.

d. Grants

1. Public Health Emergency Preparedness (PHEP)

Mrs. Andrews reported that we have received approximately \$20,872.00 for this grant since August. The next grand Request for Proposal (RFP) was released recently. The Notice of Intent to apply for funding was completed and submitted. Mr. Litke added that the RFP is due January 26, 2018. It is the largest grant held by the health district.

2. Immunization Action Plan (IAP)

We have billed approximately for \$13,280.00 since May.

The nurses went to required Impact training and will now go to physician offices to provide training for the office staff. We will receive \$800.00 for each office that completes the training.

All schools except for one reported their immunization rates to the state. The nurses will have to assess the non-complying school's rates.

3. Maternal Child Health (MCH)

Mrs. Andrews reported that the first orders of cribs are ready to distribute to qualifying families. In addition, the Nutrition Plan for school-aged children was accepted by the state.

VII. Accreditation

a. Update

Christie Gigliotti provided a timeline for the health district to become accredited. She reviewed other projects that are on the timeline that are major components. She stated that it is very difficult to find stakeholders willing to participate.

Ms. Gigliotti updated the Board on the Kent State Graduate Student Internship. The intern will begin working on January 19, 2018. She will first begin working on Domain 7. KSU has stated they may be able to provide more interns if needed.

This agreement is a benefit to KSU as well as the health district. They will be expanding the curriculum to provide educations to students in the public health field.

VIII. Financial Report/Administration

Mr. Litke stated that the 2018 Temporary Budget is nearly complete. The budget takes into account employees as well as their fringe benefits. The current cash balances have been reviewed and transfers have been budgeted to assure that revenue and expenses are being properly accounted for.

As the 2017 year is reviewed, it has been noted that both revenue and expense were incorrectly reported in both funds and accounts. This will likely cause issues with the audit. The management team is currently reviewing processes and procedures for ways to make the health district more efficient.

Robyn Bull, Disease Surveillance Specialist has resigned effective December 15, 2017. Mrs. Bull was also the epidemiologist for the health district. The health district is required to have a full-time epidemiologist that is 100% in the

PHEP grant. We must advertise and hire for a new epidemiologist as quickly as possible to ensure the health district stays in compliance with the PHEP grant.

The Fiscal Coordinator position has been filled internally by Robin Pavlic. Mrs. Pavlic was previously a clerk in the Health and Wellness Division. Her former position will not be filled to help reduce the shortfall in revenue the division currently has.

Mrs. Andrews provided training to the Board on Nursing Services. The training lasted approximately 35 minutes and covered many different topics.

IX. Old Business

Dr. Wynbrandt moved 12.18.17-a to approve the third and final reading of the proposed Environmental Health fees and adopt Resolution 2017-5, effective January 1, 2018. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

X. New Business

Dr. Wynbrandt moved 12.18.17-b to approve the payment to Ulmer & Berne, LLP for mediation services not to exceed \$2,503.00. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

Dr. Wynbrandt moved 12.18.17-c to adopt Resolutions 2017-6, 2017-7 and 2017-8 for Payment of Then and Now Purchase Orders. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

Mrs. Whitright moved 12.18.17-d to acknowledge the resignation of Robyn Bull, Disease Surveillance Specialist, effective December 15, 2017. Dr. Wynbrandt seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

Dr. Wynbrandt moved 12.18.17-e to acknowledge the appointment of Robin Pavlic as Fiscal Coordinator at a rate of \$17.00 per hour effective November 20, 2017 with a \$.50 increase upon successful 180 day probation. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

Mrs. Whitright moved 12.18.17-f to acknowledge the hiring of Mia Kruggel, RS at a rate of \$20.00 per hour effective December 18, 2017 with a \$.50 increase upon successful 180-day probation. Dr. Wynbrandt seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

Mrs. Whitright moved 12.18.17-g to approve the contract renewal with Geauga Trumbull Solid Waste Management District for 2018. Dr. Wynbrandt seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

XI. Other Business

Mr. Weisdack reported that the county offices would be closing at 1:00 pm on Friday, December 22, 2017.

Mr. Weisdack stated that due to heavy workloads, several staff members are unable to take vacation to get below the 160 hour carryover rule. The Board stated that those staff members would be able to carryover the time as long as they use it within the first quarter of 2018.

XII. Executive Session

Mrs. Whitright moved to adjourn to executive session to discuss personnel at 6:40 p.m. Dr. Wynbrandt seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes. Meeting reconvened at 7:20 p.m.

Dr. Wynbrandt moved to adopt resolution 2017-9 and the contract with Robert Weisdack as Health Commissioner for a period of 5 years, effective January 1, 2018. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

XIII. Meetings

Regular Board of Health Meeting, Tuesday, January 16, 2018 at 5:00 p.m. in the meeting room of 470 Center St., Bldg. 8, Chardon, Ohio.

XIV. Adjourn

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

Respectfully submitted,

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

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