

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

I. Call to Order

Mr. Timothy Goergen, President, called the monthly meeting of the Geauga County Board of Health to order at 4:55 p.m.

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

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

Others present: Adam Litke, Financial Consultant, Tammy Spencer and Nancy Tvergyak.

II. Pledge of Allegiance

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

III. Approval of Board Minutes

Mr. Gragg moved to approve the minutes for the August 21, 2017 Regular Board of Health meeting and Dr. Wynbrandt seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

IV. Administrative Hearings

- a. Joseph & Maryellen Cravens, Joseph & Jeannine Plavcan, Nancy Concepcion, Shea Switzler, David & Linda Miller, Daniel Cull, Chester Miller, Edna & Aaron Miller, Menno & Elmina Schlabach, Joseph & Joanna Miller, and James Clarke

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

Mr. Shubick stated that this is an alleged code violation to the property owned by Joseph & Maryellen Cravens, 15341 Auburn Rd., Newbury Twp., Joseph & Jeannine Plavcan, 17488 Auburn Rd., Auburn Twp., Nancy Concepcion, 7111 Country Lane, Bainbridge Twp., Shea Switzler, 6326 Madison Rd., Thompson Twp., David & Linda Miller, 16076 McCall Rd., Parkman Twp., Daniel Cull, 7500 Muirwood, Bainbridge Twp., Chester Miller, Edna & Aaron Miller, 16240 Pioneer Rd., Huntsburg Twp., Menno & Elmina Schlabach, 15935 Tavern Rd., Burton Twp., Joseph & Joanna Miller, 16485 Tavern Rd., Troy Twp., James Clarke, 9285 Winchester Valley, Chester 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.

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

Mrs. Whitright 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. Mr. Gragg seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

After the Board had taken action against the owners, Joe Plavcan came into the meeting. He indicated that he was confused about what he was supposed to do. He indicated he did not have funds available to him. Mr. Weisdack explained that a drawing was needed from a registered installer showing what type of system he has. He needs to submit the drawing, pay the fee and have the evaluation done. If the system fails, grant funding may be available to assist him with the installation of a new system.

V. Environmental Health Program Update

a. Private Water Survey

We recently had a survey of the Private Water Systems Program. Based on the survey the Geauga County Health District has been put on the approved list.

b. Rabies

We have had our first case of bat rabies in Geauga County this month. A 90-year-old Geauga County resident was bitten on the ankle by a bat at her home. We sent the animal in to ODH for testing and it was positive for rabies. The resident has completed her post-exposure treatment and is doing well.

c. Ohio Department of Agriculture Survey

Mr. Weisdack reported that he has received the results of a recent ODA survey of the food program. Because of the personnel issues we have experienced, we have been put on provisional approval. We have 45 days to develop an action plan. Once we have completed the plan, they have the option of putting the Geauga County Health District back on the approved list. The representatives from ODA have graciously offered training to our staff.

VI. Health and Wellness

a. Public Health Emergency Preparedness

Mrs. Andrews reported Tammy Spencer and Robyn Bull have been completing classes, workshops and activities for grant deliverables.

b. Disease Surveillance

There were 24 confirmed cases of communicable diseases during the month of August. Forty-two percent were STDs.

c. Nursing Services

Mrs. Andrews stated that immunization clinics have been very busy and running over time-wise. The Amish Well Child Clinic for September is full (25 clients) and there are 8 clients on the waiting list.

d. Grants

1. Public Health Emergency Preparedness (PHEP)

There are 45 deliverables for this grant with 11 deliverables due this month. It has been very frustrating. Documents keep changing and promised trainings have been delayed. Other health departments have indicated that they have the same frustrations. ODH staff recommends to continue to voice concerns.

2. Immunization Action Plan (IAP)

We have received approximately \$3,500.00 since May for the grant and expect to receive approximately \$3,700.00 more by August.

3. Maternal Child Health (MCH)

This grant period ends this month. We received a NOA for the next grand period for \$49,785.00.

VII. Accreditation

Christie Gigliotti provided the Board with a copy of the Community Health Assessment (CHA) that was recently completed and presented at the community event on June 29., 2017. She also provided a copy of the feedback attendants provided regarding the CHA.

She also provided information to the Board which shows the timeline we will follow to become accredited. The plan is to apply in January 2018. Once we apply, we have one year to supply all the documents. Ms. Gigliotti stated that the Strategic Plan is being revised to align with the PHAB requirements.

An internal assessment was recently launched to the staff. She will provide information on the results at the next meeting.

Ms. Gigliotti reported that there have been two meetings held with community stakeholders for the Community Health Improvement Plan (CHIP). The CHIP will be completed in November 2017.

Mr. Weisdack stated he has contacted Kent State University. They can provide a new program to teach the accreditation process to students. Representatives will be coming to the health district in October to discuss the pilot program.

Ms. Gigliotti reported that to date, the Geauga County Health District has spent over \$90,000.00 on Accreditation.

VIII. Financial Report/Administration

Mr. Litke provided a report showing the trends for revenue vs. expense for the last few years. It included both the general fund and the special funds. There have been several years that the expenses were higher than revenue in the general fund. The specials funds have not shown that trend.

Mr. Litke explained to the Board that the State Auditor and the Budget Commission wants the health district to spend down the cash carryover. The State Auditor also said that a fiscal coordinator needs to be hired.

Cost analysis need done for all programs. Mr. Litke will be working on those to get fees adjusted. He will also be working on the 2018 budget soon.

Mr. Litke reported that he has reviewed the personnel policy and has made notes on changes that should be made. He will be reviewing the changes and going through the entire policy with Mr. Weisdack. In addition, all job descriptions need to be updated.

A copy of the PEP Annual report was provided to the Board.

IX. Old Business

a. Fiscal Coordinator

Mr. Goergen stated that he felt that this should be tabled until another meeting.

b. Tobacco Cessation Grant

We have applied for a grant in conjunction with Lake and Ashtabula Counties. If the grant is approved, the Geauga County Health District will receive approximately \$146,000.00 per year.

X. New Business

Mr. Gragg moved 9.18.17-b to approve the Appropriation Transfer for 6023-Sewage Treatment System Fund from 6023-503-501 Equipment to 6023-053-901 Other in an amount not to exceed \$25,000.00. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

Mr. Gragg moved 9.18.17-c to approve the Supplemental Appropriations as follows:

6008-InfectiousWaste/Solid Waste	6008-053-901- Other	\$3,500.00
6002-Board of Health	6002-053-601- Contract Services 6002-053-903- Advertising	\$20,000.00 \$2,000.00
6030- Environmental Health Workshops	6030-053-801- Equipment Maintenance 6030-053-901- Other 6030-053-902- Travel 6030-053-505- Worker's Comp 6030-053-501- Salaries 6030-053-502- Medicare 6030-053-503- Hospitalization 6030-053-504- OPERS 6030-053-701- Materials & Supplies	-\$10,000.00 -\$25,000.00 -\$10,000.00 -\$1,948.00 -\$194,831.00 -\$2,825.00 -\$56,929.00 -\$27,276.00 -\$10,000.00

Dr. Wynbrandt seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

Mr. Gragg moved 9.18.17-d to approve the Revenue De-Certification for Environmental Health Workshop fund in 6030-053-452 Other Expense for -\$318,000.00. Dr. Wynbrandt seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

Mr. Gragg moved 9.18.17-e to approve the payment to the Ohio Department of Health for unspent grant funds not to exceed \$3,032.74. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Goergen, yes; Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

Mrs. Whitright moved 9.18.17-f to approve the adoption of the Board of Health Bylaws as presented. Dr. Wynbrandt seconded the motion. Discussion followed.

Dr. Wynbrandt stated that he had reviewed bylaws. He stated that since Kate Jacob, Assistant Prosecuting Attorney had reviewed and approved them, he feels comfortable with them. Mr. Goergen questioned the section where it says that the attorney must be present to for Executive Session. He stated that things are discussed that do not require an attorney be present.

Mr. Litke reminded the Board that the prosecutor's office is their first line of legal defense. She has only the Board's best interest in mind by approving that statement. Mr. Weisdack stated that Ms. Jacob indicated that if there was any question, the Board could call her at any time during a Board meeting.

After more discussion, motion carried with a roll call vote. Mr. Goergen, yes; Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.

XI. Other Business

There was no other business

XII. Meetings

Regular Board of Health Meeting, Monday, October 16, 2017 at 5:00 p.m. in the meeting room of 470 Center St., Bldg. 8, Chardon, Ohio.

XIII. Adjourn

As there was no further business to come before the Board, the meeting Mr. Gragg moved to adjourn the meeting at 6:36 p.m. Dr. Wynbrandt seconded the motion. Motion carried.

Respectfully submitted,

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

a