

Geauga County General Health District  
Board of Health Meeting Minutes  
January 16, 2018, 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, David Sage, Director of Environmental Health, Alta Wendell, Administrative Assistant, and Christie Gigliotti, Accreditation Coordinator.

Others present: Adam Litke, Financial Consultant and Tammy Spencer, Emergency Response Coordinator.

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 December 18, 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 January 12, 2018. 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

**Mrs. Whitright moved to table all Administrative Hearings until the February 2018 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.**

VI. Environmental Health Program Update

Mr. Weisdack reported that there has been nothing out of the ordinary in the Environmental Health Division.

VII. Health and Wellness

Mrs. Andrews was not present. The Health and Wellness Division report was provided to the Board prior to the meeting.

VIII. Accreditation

a. Update

Christie Gigliotti provided written update to the Board. She advised to the Board that there were several items that requires their input and approval as part of the accreditation process. She also provided a link to the internal strategic planning assessment and asked that the Board complete the survey as soon as possible.

IX. Financial Report/Administration

Mr. Litke reported that the RFP for the PHEP grant was submitted to ODH. It is the largest grant the health district has and partially funds the salary of the Health Commissioner, Nursing Director and Environmental Health Director. The RFP for any grant takes approximately 8-16 hours to complete. This RFP took over three weeks to complete.

Currently the health district operates three grants: IAP which has a revenue of approximately \$10,000.00; MCH which has a revenue of approximately \$50,000.00; and PHEP at approximately \$125,000.00. Grants are often the only way for a health district to increase its operating budget.

Mr. Litke stated that the budget reports show the health district is slowly using the funds that have accumulated over the past few years. It also shows that the Health and Wellness Division needs to find additional funding sources. Mr. Litke explained that there are numerous grants available. Some grants are nursing-specific and some are general in nature.

Lake County General Health District (LCGHD) is willing to assist the Geauga County Health District obtain more grants. LCGHD has a division called Health Plan and Promotion. This is something Geauga could consider because someone would need to be in charge of the new grants. Mr. Weisdack stated he felt that it would be a good move for the department to develop a grants management division. The Board agreed and stated that they felt it should be a priority. Mr. Litke will bring more information to the Board at the February meeting.

The 2018 Temporary Budget is complete that the resolution is on the agenda for approval. This will adjust our expenses to reflect a more accurate representation.

Mr. Litke reported that Dave Sage was appointed as Director of Environmental Health. Herb Shubick will go back to 24 hours per week. He also reported the hiring of Steven Wiesen, SIT, the formal appointment of Christie Gigliotti as Accreditation Coordinator and the resignation of Robin Pavlic, Fiscal Coordinator.

X. Old Business

**Dr. Wynbrandt moved 1.16.18-a to adopt Resolution 2018-1 Final 2018 Temporary Budget Approval as Presented. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.**

XI. New Business

**Dr. Wynbrandt moved 1.16.18-b to acknowledge the appointment of David Sage as Director of Environmental Health effective January 14, 2018 at a rate of \$25.00 per hour with a \$.50 increase upon successful 180-day probation period. 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 1.16.18-c to approve the one-year renewal of the contract with Adam Litke effective January 1, 2018. 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 1.16.18-d to acknowledge the hiring of Steven Wiesen, SIT effective January 14, 2018 at a rate of \$17.00 per hour with a \$.50 increase upon successful 180-day probation period. 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 1.16.18-e to acknowledge the resignation of Robin Pavlic, Fiscal Coordinator effective January 26, 2018. 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 1.16.18-f to acknowledge the appointment of Christie Gigliotti as Accreditation Coordinator at a rate of \$20.00 per hour 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.**

XII. Other Business

We recently participated in an after-hours drill. We received notification that we passed the drill. The health district received \$1,500.00.

XIII. Meetings

**Regular Board of Health Meeting, Tuesday, February 20, 2018** at 5:00 p.m. in the small meeting room of 470 Center St., Bldg. 8, Chardon, Ohio.

**Budget Workshop-** Mr. Weisdack asked the Board to report back with their availability for Monday or Tuesday either the first or second week of February.

**Annual HDAC meeting, Tuesday March 27, 2018** at 7:00 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, **Mrs. Whitright moved to adjourn the meeting at 5:43 p.m. Dr. Wynbrandt seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; and Dr. Wynbrandt, yes.**

Respectfully submitted,

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

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