

Geauga Public Health  
Board of Health Meeting Minutes  
August 26, 2019, 5:00 p.m.  
470 Center Street, Bldg. 8, Chardon, OH 44024

1. Call to Order

Mr. David Gragg, President, called the monthly meeting of the Geauga County Board of Health to order at 5:05 p.m.

A roll call found the following Board members present: Mr. David Gragg, President, Mr. Richard Piraino, Pro-Tem, Mrs. Catherine Whitright, Dr. Patricia Levan, and Ms. Lynn Roman.

Staff members present: Thomas Quade, Health Commissioner, David Sage, Director of Environmental Health, Dr. Christine Wyers, Director of Nursing, Alta Wendell, Chief of Administration, and Karolyn Johnson, Fiscal Coordinator.

Others present: Adam Litke, Fiscal Consultant, Carol Straniero and Robert & Lisa Bell.

2. Pledge of Allegiance

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

3. Approval of Board Minutes

**Mr. Piraino moved to approve the minutes from the May 20, 2019 regular meeting. Ms. Roman seconded the motion. Motion carried.**

**Mrs. Whitright moved to approve the minutes from the June 17, 2019 regular meeting. Dr. Levan seconded the motion. Motion carried.**

4. Administration Update

a. Finance Report

Mr. Litke reported that the 2017-2018 State Audit has been delayed because of some other issues the State Auditors have to handle.

Mr. Litke and Mrs. Johnson attended a Finance Director Training meeting. Lake, Geauga and Summit County health departments will work together to teach new finance directors. This will be offered to health districts across the state.

**Mr. Piraino moved to approve the May 2019 financial report. Ms. Roman seconded the motion. Motion carried.**

**Mr. Piraino moved to approve the June 2019 financial report. Dr. Levan seconded the motion. Mr. Piraino and Ms. Roman had a few questions about vendors paid and the budget. Mr. Litke provided an explanation. Motion carried.**

b. Personnel Report

i. Donna Carter and Carol Straniero On-boarding

Mrs. Wendell reported that the on-boarding of the new Public Health Nurses have gone well. Mrs. Straniero was present in the audience and was introduced to the Board.

5. Environmental Health Update

Mr. Sage has been working together with Lake County Health District to come up with a new module for the HDIS system that is used to record and track most of the Environmental Health programs. The new module will allow

health departments an easier way to monitor and track O/M inspections that are required by ODH. This module will be web-based and be very cost effective for all the health departments.

Mr. Sage, Mrs. Wendell and Mr. Litke have been working on cost analysis for the EH programs. This calculates the actual cost to run a program. Information on what the new proposed fees will be presented to the Board.

The Ohio Department of Health re-surveyed the food program recently. Geauga Public Health has been removed from provisional status to approved.

A survey of the Solid Waste Program was completed by OEPA. The department is on the approved list.

a. Variances

i. Robert Bell

Robert Bell and Lisa Bell were present and sworn in by Mr. Gragg. Mr. Sage was also sworn in by Mr. Gragg.

Mr. Sage stated that this is a variance request by Robert Bell for the property located at 14360 Crestview Dr., Russell Twp. The request involves the section 3701-28-07(D) of the Private Water System Rules, which states:

“ A well or spring box or pond shall not be located within ten feet of the foundation of a building or dwelling, where termatocides are typically applied, except within a building designed and constructed solely to house a well or spring or pumping and water system equipment. A water well shall not be located closer than five feet to the edge of a deck or porch that is not part of the building foundation for a basement or crawl space, or a slab that has been extended from the residence or building due to limitations for access of large equipment for service.” Mr. Sage stated that he recommended the variance be approved. Discussion followed.

**Mr. Piraino moved to approve the variance as requested. Mrs. Whitright seconded the motion. Motion carried.**

ii. Donna Hun

Ms. Hun was present and sworn in by Mr. Gragg.

Mr. Sage stated that this is a variance request by Donna Hun for the property located at 14846 Stone Rd., Newbury Twp. The request involves the sections 3701-29-06 (G) (3) (c) of the Household Sewage Treatment System Rules, which states:

“All components of a STS shall be at least fifty feet from any water supply source and vertical open and closed loop geothermal heating and/or cooling system.” Mr. Sage stated that he recommended the variance be approved. Discussion followed.

**Mr. Piraino moved to approve the variance as requested. Dr. Levan seconded the motion. Motion carried.**

b. Administrative Hearings

i. Colleen Schveder

Colleen Schveder was not present.

Mr. Sage stated that this is an alleged code violation to the property owned by Colleen Schveder located at 17355 Rock Creek Rd. 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 (C) “All sewage and human excreta generated from within a dwelling shall be conveyed to an approved sewage treatment system or a sanitary sewage system.”

3701-29-06 (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."

This case is also based on the following section of the Ohio Revised Code, which states:

3718.11.01 (A) "A sewage treatment system is causing a public health nuisance if any of the following situations occurs and, after notice by a Board of Health to the applicable property owner, timely repairs are not made to that system to eliminate the situation."

3718.11.01 (A) (3) "An inspection conducted by, or under the supervision of, the environmental protection agency or a sanitarian registered under Chapter 4736 of the Revised Code documents that there is ponding of liquid or bleeding of liquid onto the surface of the ground or into surface water and the liquid has a distinct sewage odor, a black or gray coloration, or the presence of organic matter."

3718.11.01 (A) (3) (a) "The presence of sewage effluent identified through a dye test."

Discussion followed.

**Mr. Piraino moved that a code violation exists at the property owned by Colleen Schveder, 17735 Rock Creek Rd. Ms. Roman seconded the motion. Motion carried.**

**Mrs. Whitright moved that the owner be ordered to make repairs and have the system re-evaluated and/or obtain the necessary permits and install a new sewage disposal system within 30 days of receipt of Board order. Failure to follow the order will result in referral to the Prosecutor's office for legal action. Dr. Levan seconded the motion. Motion carried.**

Ms. Roman asked questions regarding the timeline for these cases. Mr. Sage and Mr. Quade explained the process for attempting to get compliance with the For Sale of Property cases. Ms. Roman suggested setting a bar about how to handle the timeline. Mr. Quade and Mr. Sage will discuss what the department standard should be.

#### 6. Population Health Update

Dr. Wyers was able to obtain a \$75,000.00 Naloxone Infrastructure Grant, which began July 1, 2019. This allows GPH to distribute Naloxone kits to the community. First responders get their kits from another source. We have 250 free kits, which we expect to distribute by June 30, 2020. Additional kits will be at a cost to the health district. There will be three locations of distribution for now. Additional locations may be added later.

We have applied for the Safe Community Grant (\$42,000.00) through the Ohio Traffic Safety office. Dr. Wyers went to Columbus to present more detail about our application. Lake County held the grant for us previously. This grant covers the Click it or Ticket, Motorcycle Awareness and Drive Sober or Get Pulled Over messaging.

Dr. Wyers reported that the responses that were sent out for the Community Health Assessment have come back. Hospital Council of Northwest Ohio are tallying the results and will be presenting them to GPH soon. The results will be released to the public on October 8, 2019.

The Emergency Preparedness grant was renewed for \$120,467.00. Deliverables are being currently being worked on and will include a tabletop exercise. Dr. Wyers invited the Board to participate.

Dr. Wyers related to the Board about an active case of TB that was in the county. The patient was an ICE detainee at the Safety Center and had interacted with many people within the jail so there is additional testing being done on those who were in contact with him.

#### 7. Health Commissioner Update

Mr. Quade described the plans that are required by PHAB. Some of the plans require staff input. On July 5, the staff participated in a mandatory in-service to go over and provide input on the plans. Even though it was technically a workday, some fun was included. Lunch was provided and there were some fun contests.

One of the results of the in-service is a staff-voted mission statement, which now is "To Protect and Promote the health of everyone in Geauga County." This also revised the Strategic Plan. Mr. Quade explained the purpose of the Strategic Plan. He will be update the Board periodically on where we are with the Strategic Plan.

Mr. Quade explained several different plans and the role they play in the health district. These plans include the Workforce Development Plan, Performance Management Plan, Quality Improvement Plan and Business Plan. These are all plans that will be included in the application for Accreditation.

During the recent in-service, the staff expressed their desire to understand the budget process better. We will begin having presentations at the all-staff meetings to provide the staff with information on how revenue and expenses are handled at the health district. The monthly division meetings will go into the specific funds associated with that particular division. This will allow a better understanding and help to prevent misunderstandings. Sr. Leadership meetings will also have budget discussions to get everyone on the same knowledge level.

A Cultural Competency Assessment was launched to staff via Survey Monkey. Those results will be compiled and some training tools have already been established that can be used.

In attempt to being assertive in our outward facing work, we have participating in the Geauga County Fair in Merchant building #1. Staff will be on hand to answer questions throughout each day.

Mr. Quade reported that the architect for the new facility provided some preliminary blueprints. The health department occupies 30-40% of the second floor. We have demonstrated our commitment doing what we can in regards to the cost of our space. Mr. Gragg stated that it has a lot of space, is modular and has room for expansion.

Mr. Quade received another letter from Mr. Chambers who submitted a nuisance complaint about his neighbor. He alleges that the health department has not done their job in getting the neighbor to comply. Mr. Chamber's neighbor has been complying all along and now has a permit to install. At a previous meeting, the Board had directed Mr. Quade to draft a letter in response. Mr. Quade provided the draft to the Board.

**Ms. Roman moved to direct Mr. Quade to send a letter in response to Mr. Chambers and Mr. Kane regarding the complaint on Heath Rd. Dr. Levan seconded the motion. Motion carried.**

8. Old Business

a. Update from Prosecutor's office in August

Representatives from the Prosecutor's office and PEP Insurance have been requested to attend the Board meeting next month for explanation of a pending legal issue.

9. New Business

**Mrs. Whitright moved 7.29.19-a to adopt the 2019-2024 Geauga Public Health Strategic Plan as presented. Ms. Roman seconded the motion. Motion carried.**

**Mr. Piraino moved 7.29.19-b to adopt the Geauga Public Health Performance Management Plan as presented. Mrs. Whitright seconded the motion. Motion carried.**

b. Personnel Policy Adoption

The Geauga Public Health Personnel Policy was provided to the Board previously for review.

**Mr. Piraino moved 7.29.19-c to adopt the Geauga Public Health Personnel Policy as presented. Ms. Roman seconded the motion. Motion carried.**

c. Resolution 2019-8 authorizing the transfer of funds from WIC and CFHS to Board of Health

This is being done to close out the funds, which are no longer used.

**Mr. Piraino moved 7.29.19-d to adopt Resolution 2019-8 authorizing the transfer of funds from 6026-WIC and 6027-CFHS to 6002-Board of Health as presented. Mrs. Whitright seconded the motion. Motion carried.**

- d. Supplemental Appropriation and Revenue Certification Requests for EH Assistance Fund

The purpose is to adjust revenue and expenses for the fund.

**Mr. Piraino moved 7.29.19-e to approve the Supplemental Appropriation and Revenue Certification requests to the auditor for 6036-EH Assistance Fund as presented. Dr. Levan seconded the motion. Motion carried.**

- e. Supplemental Appropriation Requests for Board of Health, State Camps and For Sale of Property

The purpose is to adjust expenses for the fund.

**Mr. Piraino moved 7.29.19-f to approve the Supplemental Appropriation request to the Auditor for 6002-Board of Health, 6004-Trailer Park, 6037-For Sale of Property as presented. Ms. Roman seconded the motion. Motion carried.**

- f. Funds Transfer between Line Items in the Board of Health Fund

The purpose is to adjust expenses for the fund.

**Mr. Piraino moved 7.29.19-g to approve the request to the Auditor to transfer funds between line items in 6002-Board of Health as presented. Mrs. Whitright seconded the motion. Motion carried.**

- g. Funds Transfer between Line Items in the Food Service Fund

The purpose is to adjust expenses for the fund.

**Mr. Piraino moved 7.29.19-h to approve the request to the Auditor to transfer funds between line items in 6005-Food Service as presented. Dr. Levan seconded the motion. Motion carried.**

- h. Funds Transfer between Line Items in the Private Water Fund

The purpose is to adjust expenses for the fund.

**Mr. Piraino moved 7.29.19-i to approve the request to the Auditor to transfer funds between line items in 6011-Private Water as presented. Ms. Roman seconded the motion. Motion carried.**

- i. Funds Transfer between Line items in the Sewage Fund

The purpose is to adjust revenue and expenses for the fund.

**Mr. Piraino moved 7.29.19-j to approve the request to the Auditor to transfer funds between line items in 6023-Sewage as presented. Mrs. Whitright seconded the motion. Motion carried.**

- 10. Meetings

Regular Board of Health Meeting, Monday, August 26, 2019 at 5:00 p.m. at 470 Center St., Bldg. 8, Chardon, Ohio.

- 11. Adjourn

As there was no further business to come before the Board, the meeting adjourned at 7:05 p.m.

Respectfully submitted,

Thomas Quade  
Secretary, Geauga County Board of Health

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