

Geauga Public Health
Board of Health Meeting Minutes
February 19, 2019, 5:00 p.m.
Geauga County Health District Office
470 Center Street, Bldg. 8, Chardon, OH 44024

I. Call to Order

Mr. David Gragg, President, called the monthly meeting of the Geauga County Board of Health to order at 5:07 p.m.

Board members present: Mr. David Gragg, President, Mr. Richard Piraino, Pro-Tem, Mrs. Catherine Whitright, and Dr. Patricia Levan. Ms. Stephanie Yeaglin was not present.

Staff members present: Thomas Quade, Health Commissioner, David Sage, Director of Environmental Health, Dr. Christine Wyers, Director of Nursing, and Alta Wendell, Administrative Assistant.

Others present: Adam Litke and Lynn Roman.

II. Pledge of Allegiance

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

III. Approval of Board Minutes

Mr. Piraino moved to approve the minutes from the January 22, 2019 regular meeting with corrections. Mrs. Whitright seconded the motion. Motion carried with three ayes and one abstention by Mr. Gragg.

IV. Approval of Current Expense and Financial Reports

Mr. Piraino moved to approve the Current Expense and Financial Reports, January 18, 2019 to February 13, 2019. Mrs. Whitright seconded the motion. Motion carried with three ayes and one abstention by Mr. Gragg.

Mr. Quade and Mr. Litke met with the auditor recently for a discussion. Both Mr. Quade and Mr. Litke stated that Auditor Walder was more than willing to work together to resolve some issues.

V. Environmental Health Program Update

Mr. Sage explained that the Board would be asked to approve some resolutions in New Business to comply with some Food Service requirements.

VI. Population Health

Dr. Wyers reported a slow month for communicable diseases. The contract Epi is on board and being settled in and taking over duties from Tammy Spencer.

We are approximately 50% through the Get Vaccinated Ohio Grant. There are some large deliverables due that will bring in the remaining \$19,000.00.

The PHEP grant also has some big deliverables due which will bring in the rest of the grant funding.

Dr. Levan inquired about the number of immunizations and other items on the PHS report. Dr. Wyers explained that the well child clinics and other clinics were eliminated last year. That is the reason the numbers are less than previously. These numbers will be increasing now that some of the clinics have resumed although not at the numbers seen previously. The vaccine may only be given to the uninsured or underinsured. The goal is to get back to being able to provide more vaccines to more people. One barrier is funding.

Mr. Quade stated that a needs assessment for access to care is something that will be considered when reviewing the services that the health district provides. We do not currently know what that data are.

The immunization clinics are being scheduled. This will increase the numbers seen on the monthly report. The Amish are primarily who attend these clinics, although, the clinics are open to all.

Mr. Gragg stated that it seemed that the media blamed the recent rise of measles cases on the Amish community. Dr. Wyers stated she also saw that report and thought it was misleading. She stated that there are a number of under-vaccinated Amish families due to the cancellation of the well child clinics. Most of the Amish mothers want their children vaccinated. Re-establishing the clinics will allow those families the opportunity to get the children vaccinated.

Mr. Gragg suggested a news release be developed to counter the misleading information. Mr. Quade stated he would work with the PIO to develop a message. Mr. Gragg suggested a Facebook post as well.

Communicable diseases reported within the county have increased by 20% over last year. Dr. Wyers explained the process of what happens after a communicable disease is reported.

VII. Special Projects Update

The new Geauga Public Health website is live as well as our Facebook and Twitter accounts. Mr. Piraino stated that the new website is very nice and a lot easier to use.

Dr. Wyers reported that the CHA question selection meeting was held recently. Surveys are being prepared to go out in March. Mr. Quade stated that some of the questions are aimed at the parents knowledge of what their child does and if they have talked to them about certain topics.

Mr. Quade stated that each measure and due date has been assigned to staff members. There are 327 documents that are needed. He met with divisions to discuss what it means and what is expected. Approximately 20% of documents will be submitted each month. This includes the documents and the narrative. Mr. Quade will be reviewing all the documents and narratives and then uploading them when approved. The plan is to have everything submitted the day before Thanksgiving.

There are several plans that need to be developed. These take more time.

VIII. Old Business

There was no old business to discuss.

IX. New Business

Mr. Quade reported that the health district is back in the plan for the new county building. Mr. Quade assured them that the health district wanted to be part of the plan. Previously, the discussion was that the commissioners would provide housing for the health district in the old county home. The cost to renovate that building would be too much. It makes more sense for the health district to be part of the other offices being that we have the same customer base. The county commissioners are in the process of securing an architect. Mr. Litke stated that Mr. Quade and Mr. Sage have done a great job getting the district back into the conversations with the commissioners.

There were concerns whether the health district could make commitments and decisions in a hurry. Mr. Quade requested that the Board form a Facilities Committee. Any time the committee meets, they would report back at the next meeting of the Board. Mr. Piraino and Mr. Gragg stated they would sit on the committee.

Mr. Piraino moved 2.19.19-a to adopt Resolution 2019-2, authorizing payment of late fees to Neofunds, not to exceed \$39.00. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mr. Piraino, yes; Mrs. Whitright, yes; and Dr. Levan, yes.

Mr. Piraino moved 2.19.19-b to rescind Resolutions 2001-01, 1-2008 and 6-2010. Mrs. Whitright seconded the motion. Mr. Sage explained that this motion and the next several are in regards to the food

program are required by the Ohio Department of Health and the Ohio Department of Agriculture. **Motion carried.**

Mr. Piraino moved 2.19.19-c to adopt Resolution 2019-3, authorizing the health commissioner or designee to embargo and/or destroy foods in a Retail Food Establishment. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mr. Piraino, yes; Mrs. Whitright, yes; and Dr. Levan, yes.

Mr. Piraino moved 2.19.19-d to adopt Resolution 2019-4, authorizing the health commissioner or designee to embargo and/or destroy foods in a Food Service Operation. Dr. Levan seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mr. Piraino, yes; Mrs. Whitright, yes; and Dr. Levan, yes.

Mr. Piraino moved 2.19.19-e to adopt Resolution 2019-5, authorizing the health commissioner or designee to tag articles in a Retail Food Establishment. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mr. Piraino, yes; Mrs. Whitright, yes; and Dr. Levan, yes.

Mr. Piraino moved 2.19.19-f to adopt the revised Geauga Public Health Organizational Chart as presented. Dr. Levan seconded the motion. Mr. Quade stated that span of control was taken into consideration. All clerical specialists and the registrar now report to Mrs. Wendell. This will allow for cross training to make the team stronger. The chart also includes the new clerical specialist that was hired to replace a recent retirement. The new chart also shows the contract personnel will be reporting to the health commissioner along with Mr. Sage, Dr. Wyers and Mrs. Wendell.

Mr. Piraino asked what other duties will be assigned to the Fiscal Coordinator. Mr. Litke stated that she will be more involved in the processes and creating the Board reports. She also will be responsible for preparing documents for the State audit. This will also prepare her for the next audit. Mr. Quade stated the fiscal coordinator would continue to learn the things that Mr. Litke does for us now. **Motion carried.**

Mr. Quade proposed that items brought to the Board be for informational purposes and that the items that require Board action just be the items the Board should approve. This allows him to perform the duties of health commissioner within the scope of his duties. The hiring, discipline and other personnel related issues are the job of health commissioner. He also suggested that the Board consider that as health commissioner, he be given the authority to approve contracts and other purchases within a certain dollar limit.

The Board discussed the proposal and felt that this was a reasonable request and would allow the health commissioner to act on issues in a more efficiently. Mr. Quade stated that there might be some things that are brought to the Board simply because they may have a long lasting implication.

Mr. Quade stated that he would provide an interim report to the Board between meetings.

Mr. Piraino moved 2.19.19-g to authorize Health Commissioner, Tom Quade, to make personnel and organizational decisions that he deems necessary to the operation of the agency providing that they are within the limits of any and all related local, state, and federal laws, and are supported by the agency's financial position; and

2.19.19-h to give the authority to Health Commissioner, Tom Quade, to approve purchases and enter into contracts and other financial agreements that incur a cost of less than \$10,000.00 providing that competing quotes be sought for all purchases of \$5,000.00 or more. Mrs. Whitright seconded the motion. Motion carried.

X. Other Business

There was no other business to discuss.

XI. Meetings

Regular Board of Health Meeting, Monday, March 18, 2019 at 5:00 p.m. in the meeting room of 470 Center St., Bldg. 8, Chardon, Ohio.

Annual HDAC Meeting, Wednesday, March 27, 2019 at 7:30 p.m. in the meeting room of 470 Center St., Bldg. 8, Chardon, Ohio.

XII. Adjourn

As there was no further business to come before the Board, Mr. Piraino moved to adjourn the meeting at 6:02 p.m. Dr. Levan seconded the motion. Motion carried.

Respectfully submitted,

Thomas Quade
Secretary, Geauga County Board of Health

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