

Geauga Public Health
Board of Health Meeting Minutes
June 17, 2019, 5:00 p.m.
470 Center Street, Bldg. 8, Chardon, OH 44024

1. Call to Order

Mr. Thomas Quade, Health Commissioner, called the monthly meeting of the Geauga County Board of Health to order at 5:17 p.m. There was not a quorum, so the meeting was for informational purposes only.

Board members present: Mrs. Catherine Whitright and Dr. Patricia Levan. Mr. David Gragg, Mr. Richard Piraino and Ms. Lynn Roman were not present.

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: Dixie Jo Williams.

2. Pledge of Allegiance

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

3. Approval of Board Minutes

Approval of the May 20, 2019 minutes will be voted on at the July 15, 2019 meeting.

4. Administration Update

a. Finance Report

Approval of the current expenses and financial report will be voted on at the July 15, 2019 meeting.

b. Personnel Report

i. Personnel Policy Manual

Mrs. Wendell reported that the manual had been updated by Mr. Quade and was distributed to the staff for their review. Mr. Quade will be discussing the changes at a staff in-service day that is being held July 5, 2019.

ii. Performance Reviews

A new tool was used this year for performance reviews. The tool does not numerically score an individual, but rather gives a satisfactory/unsatisfactory rating for each topic. The staff gave positive feedback on the new evaluation process. Performance reviews will be done bi-annually in May and November.

iii. Karen DeWeese Retirement

Karen DeWeese had announced her retirement effective June 28, 2019. The Board was asked to sign a proclamation honoring her years of service with GPH.

iv. Mary Ann Marsh Retirement

Mary Ann Marsh, Public Health Nurse, recently announced that she would be retiring effective September 30, 2019 after many years of service with GPH.

5. Environmental Health Update

a. Administrative Hearings

Dixie Jo Williams was present regarding her property at 12150 Springview Dr. She discussed her case with Mr. Sage and he provided guidelines on how they should proceed which included having the system cleaned and serviced and paying the reinspection fee. They agreed to have it done and rescheduled with the inspector in early September 2019.

Because there was no quorum, the other Administrative Hearings will be rescheduled for the July 2019 meeting.

6. Population Health Update

Dr. Wyers stated she received approximately 45 resumes for public health nurse position. Since Mary Ann Marsh has given notice of retirement, two public health nurses will be hired. One nurse will be full-time and one will be part-time until October 1, 2019. Dr. Wyers has completed eight interviews. The final decision will be made by the end of the week.

The number of surveys needed for the Community Health Assessment have been met. A meeting will be held with the Hospital Council of Northwest Ohio to discuss the next step.

Rachel McDade and Dr. Wyers made contact with representatives at Chagrin Falls Park Community Center to discuss activities that GPH could provide. Department on Aging previously provided services at the community center but have moved. Residents who frequented lunches that were provided do not attend the new location. There has been a decrease in the services the community center can offer because of the move. Ms. McDade is distributing surveys to the residents who still come to the community center for lunch. In addition, there is an opportunity for GPH to provide health education at a summer camp held at the center.

Dr. Wyers reported that plans are being made to have a table at the Geauga County Fair this year.

7. Health Commissioner Update

Mr. Quade confirmed that there would be a staff in-service on July 5. The other county offices will be closed that day, but he indicated that GPH will use this day to go over the Strategic Plan, personnel policy and other items that need staff input. This also will not cause an inconvenience to the public. Lunch will be provided.

Plans were made to take a photo of the entire Board in August.

Mr. Quade reported that a grant has been applied for through Special Olympics to do research. The research will be to identify public health best practices for inclusion of people with developmental disabilities. The grant, if awarded, would be for approximately \$12,000.00.

Mr. Quade applied for a seat on the Public Health Advisory Board. The Board is responsible for reviewing proposed legislation that impacts public health. There are many other agencies that are also on the Board.

Mr. Quade recently received an email from the Executive Director of PHAB asking him if he would be interested in being on the accreditation committee. This committee decides who becomes accredited. He stated that he would have to recuse himself from the decision regarding Geauga Public Health.

Mr. Quade provided an info-graphic and explained the different plans that must be completed for PHAB and how all the plans need to align. He explained how all the processes for the plans took place. He stated that new for GPH is a Business Plan. This plan will show we are intentional by outlining our budget process, how we generate revenue and apply for grants, provide a schedule for reviewing fees, as well as how costs are controlled.

8. Old Business

There was no old business.

9. New Business

The motion for an appropriation transfer will be voted on at the next regular meeting.

Mr. Quade reported that letters were received for each Board member from a resident who had turned in a nuisance complaint. The Board members present read their letters. Mr. Quade explained that the resident was not

happy that the new system had not been installed. He explained that the complainant was complying with everything that he had been asked to do, and that the process takes time. A public health nuisance condition does not currently exist because the system is not being used. The Board asked Mr. Quade to draft a letter in response for their review.

10. Meetings

Regular Board of Health Meeting, Monday, July 15, 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 6:02 p.m.

Respectfully submitted,

Thomas Quade
Secretary, Geauga County Board of Health

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