

Geauga Public Health  
Board of Health Meeting Minutes  
March 18, 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 5:02 p.m.

Board members present: Mr. David Gragg, President, Mr. Richard Piraino, Pro-Tem, Mrs. Catherine Whitright, Ms. Stephanie Yeaglin and Dr. Patricia Levan.

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 and Lynn Roman.

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 from the February 19, 2019 regular meeting. Mr. Piraino seconded the motion. Motion carried.**

IV. Approval of Current Expense and Financial Reports

**Mrs. Whitright moved to approve the Current Expense and Financial Reports, February 14, 2019 to March 13, 2019. Ms. Yeaglin seconded the motion. Motion carried.**

Mr. Litke reported that the management staff attended the Auditor of State training in March. There was a lot of good information provided at the meeting that was very useful to the staff. Geauga County Auditor Chuck Walder also attended and very supportive that the staff attended the meeting. It also provided some good team building among the leadership team.

Mr. Litke and Mrs. Johnson are attending Annual Financial Report (AFR) training to learn about the new form and process that was implemented in 2019.

The staff have been working on SOGs for the fiscal side of the department. Several have been completed and approved. Work will continue on the SOGs as we continue through the year.

The 2017-2018 State audit began and the in-office portion of the audit is complete. Mr. Litke suggested that the Board ask for an exit conference, which is not required, but will provide good insight for the Board. The Board agreed the exit conference should be held. The audit is expected to be completed by April 12, 2019...

Mr. Gragg suggested that the Board attend some fraud prevention training. Mr. Litke stated that he could do training for the Board. He attends several trainings per year for detecting fraud.

V. Environmental Health Program Update

Mr. Sage reported that most of the funding we were awarded for the 2018 OEPA Water Pollution Control Loan fund has been apportioned. We were awarded \$150,000.00 for 2019, but that funding is not in place yet.

VI. Population Health

Dr. Wyers stated that the information about the well-child clinics is being distributed throughout the county. It takes a long time to get it into the Amish community. Information was given to the Amish schools to distribute to the families to assist in the notification of the clinics being held.

The nurses are working on deliverables for the Get Vaccinated Ohio grant. There are several due soon. In addition, the State wants audit of vaccination rates and records at schools. This audit will also show the reason given when a parent signs a waiver when a child is not vaccinated. Mr. Quade stated he looks for there to be more restrictions be put on children in school who are not vaccinated.

VII. Special Projects Update

Mr. Quade stated that the staff has done an amazing job of pushing forward with an aggressive schedule for documentation for PHAB. Everything that has been submitted to him by the staff has been ready to go with very little change needed. He stated that there are several ready for review by PHAB.

VIII. Old Business

There was no old business to discuss.

IX. New Business

Mr. Quade stated that the proposed 2020 budget is based on the 2019 budget and the 2018 actual revenue and expenditures. He thanked Mr. Litke for his help in the development of the 2020 Geauga Public Health budget.

Mr. Quade reviewed the proposed 2020 budget with the Board including the Board of Health fund and all other funds. He explained that he is hopeful to have new grants to supplement the budget as well as developing increased revenue on some programs that the health district currently provides services. The fees in the EH programs have not been raised in many years. Cost analysis will be done for those fees and will most likely see an increase.

He explained there are a few accounts that are no longer used that still have funds remaining in them. Those will be zeroed out and the funds put into the Board of Health fund. Other funds have zero balances and have not been used in many years.

Those will be repurposed for other uses, one of which will be for workforce development. He stated that the staff is the biggest resources and need to be provided the ability to gain training. Mr. Litke said that Mr. Quade has invested more in the staff in the past 3 months than they have had in many years.

Mr. Litke and Mr. Quade both stated that the budget being presented for adoption is preliminary and will be reviewed again and most likely adjusted in November 2019.

Mr. Quade stated that he has put a new standardized wage schedule in place for all staff that is predictable. He stated that this was due to the decision by the Board to delegate him to make those decisions. There are caps on salaries, which is based on a 10-year plan. The schedule will be reviewed every 2 years.

With Board approval, this budget will be presented at the Annual HDAC meeting and ultimately the Budget Commission.

**Mr. Piraino moved 3.18.19-a to approve the 2020 Geauga Public Health budget as presented. Mrs. Whitright seconded the motion. Motion carried.**

The 2018 Geauga County Health District Annual Report was provided to the Board of Health. Mr. Sage and Dr. Wyers provided a summary of events for the Environmental Health and Population Health divisions.

Mr. Quade provided a summary of Vital Statistics and discussed a change in funding from the State for mental and population health.

**Mr. Piraino moved 3.18.19-b to adopt Resolution 2019-6, a resolution authorizing the payment to RDT Concepts, not to exceed \$12,927.28. Ms. Yeaglin seconded the motion. Motion carried.**

X. Other Business

Mr. Quade and the Board thanked Ms. Yeaglin for her service on the Board of Health. She indicated that she has chosen not to re-apply for the Board position due to personal life changes. She said it was a difficult decision to make.

XI. Meetings

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

Regular Board of Health Meeting, Monday, April 15, 2019 at 5:00 p.m. in the small 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 6:27 p.m. Dr. Levan seconded the motion. Motion carried.

Respectfully submitted,

Thomas Quade  
Secretary, Geauga County Board of Health

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