

Geauga Public Health  
Board of Health Meeting Minutes  
October 21, 2019, 5:00 p.m.  
470 Center Street, Bldg. 8, Chardon, OH 44024

1. Call to Order

Mr. Richard Piraino, Pro-Tem, called the monthly meeting of the Geauga County Board of Health to order at 5:00 p.m.

A roll call found the following Board members present: Mr. Richard Piraino, Pro-Tem, Mrs. Catherine Whitright and Ms. Lynn Roman. Mr. David Gragg and Dr. Patricia Levan were not present.

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

Others present: Adam Litke, Fiscal Consultant, Jim Dvorak, Geauga County Commissioner, Christie Gigliotti, Health Educator, Mia Kruggel, Registered Sanitarian, Rachel McDade, Epidemiologist, John Makuch, Andy M. Miller and Marvin Miller.

2. Pledge of Allegiance

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

3. Approval of Board Minutes

**Ms. Roman moved to approve the minutes from the September 16, 2019 regular meeting. Mrs. Whitright seconded the motion. Motion carried.**

**Ms. Roman moved to approve the minutes from the October 7, 2019 special meeting of the Board of Health. Mrs. Whitright seconded the motion. Motion carried.**

4. Staff Presentation of QI Projects

Health Educator, Christie Gigliotti, gave the Board members a summary of our Quality Improvement process.

a. Presentation of the Environmental Health Team's QI Project: Form Formatting

Registered Sanitarian, Mia Kruggel, explained the process of how EH staff identified their opportunity, decided on their strategy, collected data, and implemented their project. Their final focus was the review and update of forms that the staff and residents use for the EH programs. She stated that they are only 36% complete but will continue working on the project.

b. Presentation of the Population Health Team's QI Project: Assuring Standardized SOGs

Epidemiologist, Rachel McDade, explained their process for their project, which was titled Standard Operating Guideline Review and Standardization. The team met to determine what SOGs that existed and the ones that needed written. The standardization was to have an annual review of all SOG's. Mr. Quade stated that standardization is critical for training, quality assurance, and quality improvement processes.

Mr. Quade and the Board praised the staff for their commitment to building a culture of Quality Improvement and all the hard work the put into their QI projects.

Mr. Quade explained the development of a Quality Council. The council meets to review Performance Management metrics, identify Quality Improvement opportunities, and assure the progress of QI processes.

6. Environmental Health Update

Mr. Sage stated that Mark Citriglia began his position as Sanitarian in Training today. He will be doing food, water samples and some sewage work.

- a. Administrative Hearings
  - i. John Makuch

John Makuch was present and sworn in by Mr. Piraino. Mr. Sage was also sworn in.

Mr. Sage stated that this is an alleged code violation to the property owned by John Makuch, 11841 County Line Rd., Chester Twp. This case is based on the failure to have a For Sale of Property Evaluation conducted as per Section 3701-29-25 of the Geauga County Sewage Treatment System Rules. Discussion followed.

Mr. Makuch explained that due to some personal issues he is currently experiencing, he had not received previous correspondence from the health district until the notice for the Administrative Hearing was hand posted on his door.

**Mrs. Whitright moved that a code violation exists at the property owned by John Makuch, 11841 County Line Rd., Chester Twp. Ms. Roman seconded the motion. Motion carried.**

**Ms. Roman moved that the owner be required to schedule and complete the For Sale of Property evaluation 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. Mrs. Whitright seconded the motion. Motion carried.**

- ii. Andy M. and Mary Ellen Byler

Andy M. Byler was present and affirmed by Mr. Piraino.

Mr. Sage stated that this is an alleged code violation to the property owned by Andy M. and Mary Ellen Byler, 15988 Newcomb Rd, Middlefield Twp. This case is based on the failure to have a For Sale of Property Evaluation conducted as per Section 3701-29-25 of the Geauga County Sewage Treatment System Rules. Discussion followed.

Mr. Byler stated that he was already in contact with an installer to begin the process of installing a new system.

**Mr. Piraino moved that a code violation exists at the property owned by Andy M. and Mary Ellen Byler, 15988 Newcomb Rd., Middlefield Twp. Ms. Roman seconded the motion. Motion carried.**

**Mr. Piraino moved that the owner be required to schedule and complete the For Sale of Property evaluation 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. Mrs. Whitright seconded the motion. Motion carried.**

- iii. Marvin F. & Wilma E. Miller

Marvin F. Miller was present and affirmed by Mr. Piraino.

Mr. Sage stated that this is an alleged code violation to the property owned by Marvin F. & Wilma E. Miller, 17661 Peters Rd., Middlefield Twp. This case is based on the failure to have a For Sale of Property Evaluation conducted as per Section 3701-29-25 of the Geauga County Sewage Treatment System Rules. Discussion followed.

**Mr. Piraino moved that a code violation exists at the property owned by Marvin F. & Wilma E. Miller, 17661 Peters Rd., Middlefield Twp. Ms. Roman seconded the motion. Motion carried.**

**Mr. Piraino moved that the owner be required to schedule and complete the For Sale of Property evaluation 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. Ms. Roman seconded the motion. Motion carried.**

iv. William E. & Laura Detweiler and Daniel Edward Battaglia

None of the above mentioned were present.

Mr. Sage stated that this is an alleged code violation to the properties owned by William E. & Laura Detweiler, 17565 Huntley Rd., Huntsburg and Daniel Edward Battaglia, 14636 Woodbury Dr., Newbury. This case is based on the failure to have a For Sale of Property Evaluation conducted as per Section 3701-29-25 of the Geauga County Sewage Treatment System Rules. Discussion followed.

**Mr. Piraino moved that a code violation exists at the properties owned by William E. & Laura Detweiler, 17565 Huntley Rd., Huntsburg and Daniel Edward Battaglia, 14636 Woodbury Dr., Newbury Twp. Mrs. Whitright seconded the motion. Motion carried.**

**Mr. Piraino moved that the owners be required to schedule and complete the For Sale of property evaluation 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. Ms. Roman seconded the motion. Motion carried.**

v. Frank Stanonik

Frank Stanonik was not present

Mr. Sage stated that this is an alleged code violation to the property owned by Frank Stanonik 7704 Mulberry Road, Chester. This case is based on the following section of the Ohio Department of Health, Ohio Administrative Code (O.A.C.), and Ohio Revised Code (O.R.C.) sections for open dumping of solid waste, illegal disposal of solid waste, improperly abandoned well, and improperly abandoned household sewage treatment system.

O.A.C. Section 3745-27-05(C): "No person shall conduct, permit, or allow open dumping. In the event that open dumping is occurring or has occurred at the property, the person(s) responsible for the open dumping, the owner of the property, or the person(s) who allow or allowed the open dumping to occur, shall promptly remove and dispose or otherwise manage the solid waste in accordance with Chapter 3734, of the Revised Code, and shall submit verification that the solid waste has been properly managed."

O.R.C. Section 3734.03: "No person shall dispose of solid wastes by open burning or open dumping..."

O.A.C. Section 3745-400-04(B): "No person shall conduct or allow illegal disposal of construction and demolition debris, as defined in rule 3745-400-01 of the Administrative Code."

O.A.C. Section 3701-28-17(B): All private water systems that are not providing the primary source of water shall either be sealed in accordance with this rule or maintained in strict compliance with all applicable requirements of this chapter."

O.A.C. Section 3701-28-17(E): "Except as provided in paragraph (G) of this rule, the owner of the property on which a permanently out of service well is located shall be responsible for the sealing of the well, unless a written contract between the property owner and a registered contractor provides otherwise."

O.A.C. Section 3701-29-21(A): "A STS or applicable component of a STS shall be disconnected from the dwelling and properly abandoned when it is no longer in use due to connection to sanitary sewer, system replacement, the existence of a physical hazard or public health nuisance, change in the use of the lot, or as otherwise ordered by a board of health unless otherwise authorized by the board of health in compliance with paragraph (B) of this rule." Discussion followed.

**Mr. Piraino moved that a code violation exists at the properties owned by Frank Stanonik for the property located at 7704 Mulberry Rd., Chester Twp. Mrs. Whitright seconded the motion. Motion carried.**

**Mr. Piraino moved that the owners be required to eliminate the nuisance condition by properly abandoning and sealing the private water well immediately, within 30 days properly abandoning the septic tank, and within 90 days properly dispose of all solid waste and construction and demolition debris from the**

**property and turn in all receipts for solid waste and construction and demolition debris sent to approved landfills. Ms. Roman seconded the motion. Motion carried.**

6. Population Health Update

Mr. Quade stated that the release of the results of the Community Health Assessment (CHA) went well. There were many community partners in attendance including G-TV. He stated he was very happy with the amount of community involvement.

The Community Health Improvement Process (CHIP) is already in process. This process uses the data from the CHA to determine Geauga County's health needs.

7. Administration Update

Mrs. Wendell reported that two clerical specialists have been hired. We are looking forward to being fully staffed.

Mr. Quade stated that a part-time file clerk position is being hired to be support for the front-line staff. This position will assist with some of the duties that typically pull the clerks at the window away from helping the customers.

Mr. Quade thanked Mrs. Wendell for all the extra hours she has been working to keep the office running during the staff shortage. The Board also expressed their appreciation. Mrs. Wendell thanked the Board for supporting Mr. Quade's decision to appoint her as Director of Administration.

a. Finance Report

Mrs. Johnson explained some variations in the revenue and expense items shown on the finance report.

Ms. Roman asked about the State audit. Mr. Litke stated that he has been in contact with the reviewer. They are still behind because of lack of staffing. Because of this, we must ask for extensions on filing with the Ohio Department of Health. We have been granted extensions during this wait for our final report.

**Ms. Roman moved to approve the October 2019 financial report. Mrs. Whitright seconded the motion. Motion carried.**

8. Health Commissioner Update

Mr. Quade explained the new Environmental Health and Population Health reports. The Board indicated they liked the new format. Mr. Quade will provide explanation on large variations for future reports.

a. Performance Management Plan Biannual Update

Mr. Quade explained this was a plan previously approved by the Board. It contains performance metrics for which data would be gathered. The Quality Council reviewed the plan and found that some of the metrics needed to be changed.

Mr. Piraino asked about the creation of an orientation video for health department services. Mr. Quade stated that it is being planned for March 2020.

a. Strategic Plan Progress Report

This plan was also previously approved by the Board. Mr. Quade explained that the performance metrics in this report that support both the Performance Management Plan and the Strategic Plan.

b. Health Commissioner Evaluation Tool

Mr. Quade provided a tool for the Board to conduct his evaluation. He will provide a self-assessment and then give to the Sr. Leadership team to provide input. Once they have reviewed, it will be presented to the Board in November during executive session for their review and discussion.

9. Old Business

**Mrs. Whitright moved 10.21.19-a to approve the second reading of the proposed 2020 fees as presented. Ms. Roman seconded the motion.** The Public Hearing will be held November 13, 2019 at 3:00 pm in the meeting room. **Motion carried.**

10. New Business

**Ms. Roman moved 10.21.19-b to adopt the Isolation and Quarantine Policy as presented. Mrs. Whitright seconded the motion.** The Board has the authority to quarantine persons. This policy outlines how quarantine process would happen. **Motion carried.**

**Ms. Roman moved 10.21.19-c to approve the 2020 health insurance employee contribution rates as presented. Mrs. Whitright seconded the motion.** Mr. Quade stated the proposed wellness plan rates are slightly higher than the staff have paid in the past, but less than what the other county employees pay. The proposed non-wellness plan rates match what other county employees pay. This will hopefully entice staff to participate in the wellness programs to save money. **Motion carried.**

**Mr. Piraino moved 10.21.19-d to approve the transfer within funds as presented. Ms. Roman seconded the motion.** Mrs. Johnson explained that this is a housekeeping item. The fund amount does not change, just the amount in each line item. **Motion carried.**

**Mrs. Whitright moved 10.21.19-e to approve the revenue de-certification in the Board of Health fund for the Reimbursement line from \$250,000.00 to \$0. Ms. Roman seconded the motion.** Mr. Litke stated that this line item is no longer used. It had been used by the previous administration for grant revenue, which is no longer allowed by the State Auditor. **Motion carried.**

**Ms. Roman moved 10.21.19-f to approve the supplemental appropriation in 6023- Sewage fund as presented. Mrs. Whitright seconded the motion.** Mrs. Johnson stated that this would increase some salary and fringes for the part-time file clerk position. **Motion carried.**

**Ms. Roman moved 10.21.19-g to approve the revenue certifications for 6040 Injury Prevention and 6039-Alcohol, Tobacco & Other Drugs as presented. Mrs. Whitright seconded the motion.** Mrs. Johnson explained that this would certify revenue we expect to receive this year for new grants. **Motion carried.**

**Ms. Roman moved 10.21.19-h to adopt Resolution 2019-12 to transfer \$30,000.00 from 6002 Board of Health to 6040 Injury Prevention. Mrs. Whitright seconded the motion.** Mrs. Johnson explained that this provide seed money for a new grant we were awarded. **Motion carried.**

**Ms. Roman moved 10.21.19-i to adopt Resolution 2019-13 to transfer \$18,750.00 from 6002 BOH to 6039 Alcohol, Tobacco & Other Drugs.** Mrs. Johnson stated that this is to provide seed money for a new grant we were awarded. **Motion carried.**

Mr. Dvorak asked how to handle the nuisance complaints that are turned in to the commissioner's office. Mr. Sage explained the process and that the complaint cannot be anonymous. He also asked when the department was going to begin looking at fees.

Mr. Quade stated that there are proposed fee increases in process and the Board approved the second reading of the proposed fees at this meeting. A cost analysis is done during the summer and the proposed fee changes presented to the Board in the fall.

Mr. Dvorak inquired about maintenance agreements for sewage systems. Mr. Sage provided an explanation of what the maintenance agreements typically cover. It does not negate having an evaluation of the sewage system at

the time of home sale. The Board suggested some training sessions for the realtors to help them understand the department's processes for the point of sale program.

Local health departments are required by the Ohio Department of Health to develop an O/M program. Mr. Quade stated that Mr. Sage would be working on a plan for Geauga Public Health. Mr. Sage stated that even though we have many records on file, it would be many years before all are identified.

Mr. Quade and Mr. Piraino thanked Mr. Dvorak for attending the meeting.

11. Meetings

Regular Board of Health Meeting, Monday, November 18, 2019 at 5:00 p.m. at 470 Center St., Bldg. 8, Chardon, Ohio.

12. Adjourn

As there was no further business to come before the Board, the meeting adjourned at 6:27 p.m.

Respectfully submitted,

Thomas Quade  
Secretary, Geauga County Board of Health

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