

Geauga Public Health
Board of Health Meeting Minutes
May 27, 2020, 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 5:00 p.m.

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

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

Others present: Adam Litke, Fiscal Consultant, and Ken & Karen Klein.

2. Pledge of Allegiance

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

3. Welcome Back Dr. Patricia Levan

Dr. Levan was not present. The HDAC recently re-appointed her to the Board for a five-year term.

4. Election of President and Pro-Tem

Mrs. Whitright nominated Mr. Gragg as Board of Health President. Mr. Gragg accepted the nomination. There were no other nominations. **Mrs. Whitright moved to appoint Mr. Gragg as President of the Geauga County Board of Health. Mr. Piraino seconded the motion. Motion carried.**

Mr. Gragg nominated Mr. Piraino as Board of Health Pro-Tem. Mr. Piraino accepted the nomination. There were no other nominations. **Ms. Roman moved to appoint Mr. Piraino as Pro-Tem of the Geauga County Board of Health. Mrs. Whitright seconded the motion. Motion carried.**

5. Approval of Board Minutes

Mr. Gragg moved to approve the minutes from the April 21, 2020 regular meeting. Ms. Roman seconded the motion. Motion carried.

PUBLIC COMMENT SECTION

Ken Klein of Taylor Wells Rd. addressed the Board inquiring about how many emails they received from the public since the last meeting. Mr. Quade stated that the Board of Health are all volunteers and that their personal email address is not distributed to the general public. All emails that come to the health department general email that are addressed to the Board specifically are forwarded to them by Mr. Quade. Mr. Piraino stated he remembers getting an email that was forwarded by Mr. Quade from Mr. Klein.

Mr. Klein asked about a specific email he had sent and read it to the Board. The subject of his email was to express his concern that the Board meetings were not listed on the Geauga Public Health website, Facebook page or through the "Straight from the Source" newsletter. He feels that since the Board is making decisions about health of the county it should be more visible. Mr. Quade explained that the Board meetings are published in the local papers and that putting the meetings on the website was already in progress.

Mr. Quade thanked Mr. Klein for his input.

6. Environmental Health Update

Mr. Sage reported that the inspectors went back to their regular work on May 4, 2020. They are working to get caught up with the appointments that were cancelled due to repurposing of the staff. The staff have been working to see how working remotely would best work for them. Pools and campgrounds have opened and will need inspections as well.

Mr. Quade, Mr. Sage, and Mark Citriglia will be speaking to the Auditor about how to assess the fee for the Operation and Maintenance (O/M) program to resident's property taxes. The O/M program is State mandated through the sewage rules.

7. Population Health Update

Dr. Wyers outlined the process for the case and contact tracing. Mr. Quade stated that five contact tracers are being added to help with calls.

The Board asked about long term care facilities. Mr. Quade stated that if two cases are reported within a facility it is considered an outbreak. The facility staff work closely with the nursing team to determine cleaning and client care. Dr. Wyers stated that the number of nursing home cases shown on the ODH website is actually a week old. There is a lag in report time for those cases.

Theresa Matteo stepped into the role of Emergency Preparedness Coordinator a few weeks ago. We are happy to have her join the Geauga Public Health team.

Dr. Wyers reported that most of the grants have to be renewed during this time as well. The Get Vaccinated Ohio, PHEP, Naloxone distribution grant, and Safe Communities grant will all be re-applied for by the end of the week.

Mr. Quade thanked Dr. Wyers for going the extra mile during this time. She has been spending many hours in the office. Dr. Wyers stated she is getting her staff to a more manageable work schedule and she has really appreciated the help of the sanitarians.

Mrs. Whitright commented that she gets a lot of information out of the "Straight from the Source" newsletter. Mr. Quade said that he has Jodi Gearhart to thank for that. She has been instrumental in being able to get the newsletter out in timely manner. He also mentioned that she has had the Public Information Officer title added to her position as Health Educator.

8. Administration Update

a. Finance Report

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

Mr. Piraino moved to approve the May 2020 financial report as recommended by the health commissioner. Mr. Gragg seconded the motion. Motion carried.

A few months ago, the Board appointed Mrs. Wendell as Registrar. She has received notice from the State that it is now effective. Mrs. Tvergyak, Ms. Carroll and Mrs. Kelly will serve as Deputy Registrars for Vital Statistics.

The clerical staff continue to handle answering questions and fielding calls. The office remains closed to the public; however, appointments are now being accepted for customers to obtain permits and birth and death records. This allows the clerical staff to prepare everything in advance to minimize the face-to-face contact with the public. A locked box has been provided in the lobby for customers to drop off paperwork and payments. Mrs. Wendell received positive feedback from the staff about these changes.

9. Health Commissioner Update

Mr. Quade described his idea for return to normal business. He explained that using appointments and the drop box is working. He also stated that the department would be moving to web-based payments. The Board was asked to approve an agreement with Gila LLC to begin moving in that direction. This company will provide units for client to use credit and debit cards at the window as well as payments online. He explained that the department would not be going back to the way it was before.

Equipment is being purchased and the staff have been asked to look at how they would do their jobs remotely. Part of that piece is managing remote staff. The Board was asked to approve an agreement with Bamboo HR, which will help with that transition. The software will allow timekeeping, time-off requests and will facilitate onboarding of new employees.

Mr. Quade stated that staff are being required to wear a mask when out in public spaces in the office. Those who have a medical reason that they cannot, will be accommodated. Staff reports their temperatures to Dr. Wyers every morning. Visitors to the health department are required to wear masks when meeting with staff.

The Accreditation site visits may be virtual. Mr. Quade has had some communication requesting ideas how to execute this process.

The changes from the Governor have been difficult to keep up with. The guidance does not always come out at the same time the order does. It is usually a day or two later. Once an order is put in place or lifted, we are inundated with calls from the public.

Mr. Quade and Mr. Sage are handling complaints of non-compliance of the guidance. He explained how they handle the inspection of those businesses. The Board was asked to approve a resolution to declare a business a public health nuisance when they continue to disregard the guidance. This will allow the staff to close a business until an Administrative Hearing can be held before the Board of Health. Mr. Quade stated that he would report back to the Board.

Mr. Quade stated that the staff are involved with communication with ODH through several conference calls. Some of those calls are daily, others are held weekly.

10. Old Business

The Budget Commission will be held at 10:00 am on June 16, 2020 in the Auditor's office.

11. New Business

a. Resolution 2020-11 – COVID Compliance Resolution

Ms. Roman moved 5.27.20-a to adopt Resolution 2020-11- COVID Compliance Resolution. Mrs. Whitright seconded the motion. Motion carried.

b. Gila LLC dba: Municipal Services Bureau Contract

Ms. Roman moved 5.27.20-b to approve the contract with Gila LLC dba: Municipal Services Bureau to provide credit/debit card and E-Check payments for services Geauga Public Health provides. Mrs. Whitright seconded the motion. Motion carried.

c. Bamboo HR

Mr. Gragg moved 5.27.20-c to approve the agreement from June 1, 2020 to December 31, 2021 with Bamboo HR to provide web-based personnel and time tracking software not to exceed \$7,000.00. Ms. Roman seconded the motion. Motion carried.

12. Meetings

Annual Budget Commission meeting, **Tuesday, June 16, 2020** at 10:00 a.m. at the Auditor's office. Regular

Board of Health Meeting, **Wednesday, June 24, 2020** at 5:00 p.m. at 470 Center St., Bldg. 8, Chardon, Ohio.

13. Adjourn

As there was no further business to come before the Board, the meeting adjourned at 6:45 p.m.

Respectfully submitted,

Thomas Quade
Secretary, Geauga County Board of Health



GEAUGA PUBLIC HEALTH

Promoting and Protecting Community Health

470CenterSt., Building8, Chardon, OH44024-1071
440.279.1900 www.gphohio.org

May 28, 2020

The Geauga County Board of Health met at 5:00pm on Wednesday, May 27, 2020. Two members of the public attended the meeting and made an inquiry to which they requested a response. This documents that response.

Inquiry: Did the Board of Health receive an email sent by Mr. Ken Klein on May 20, 2020 with the subject line “Request for notice of public meeting”?

The following describes the path of that email:

1. The email in question was sent on Wednesday, May 20, 2020 at 5:03 PM to “HealthInfo” at info@GeaugaCountyHealth.org.
2. On Thursday, May 21, 2020, at 8:35 AM that email was received by Mr. Dave Sage (Environmental Health Director) who forwarded it to Director of Administration, Alta Wendell. One of her duties is to provide administrative support to the Board.
3. Recognizing that it was a matter that was also addressed to the Health Commissioner, Tom Quade, she forwarded it to him 9 minutes later at 8:44 AM on Thursday, May 21, 2020.
4. Because the email requested a reply that Mr. Quade was able to provide to Mr. Klein, he did so 10 minutes later at 8:54 AM on Thursday, May 21, 2020.
5. Because the email was also directed to the Board of Health, Mr. Quade forwarded the original email from Mr. Klein as well as his reply to Mr. Klein to Board of Health President, David Gragg, to assure he was aware of the email and the reply that was provided. This occurred 1 minute after his reply to Mr. Klein, at 8:55 AM on Thursday, May 21, 2020.

The original email in question was sent by Mr. Klein at 5:03 PM on Wednesday, May 20, 2020 and was ultimately forwarded to the Board President with the reply less than 16 hours later. The following page is a hard copy of the email chain with all content, times, and dates.

These documents shall be included as an attachment to the minutes of the May 27, 2020 meeting of the Geauga County Board of Health.

Quade, Thomas

From: Wendell, Alta
Sent: Thursday, May 28, 2020 10:04 AM
To: Quade, Thomas
Subject: FW: Request for notice of public meeting

From: Quade, Thomas
Sent: Thursday, May 21, 2020 8:55 AM
To: Wendell, Alta <AWendell@geaugacountyhealth.org>; Sage, Dave <DSage@geaugacountyhealth.org>
Cc: tur@windstream.net
Subject: FW: Request for notice of public meeting

FYI

From: Quade, Thomas
Sent: Thursday, May 21, 2020 8:54 AM
To: 'thekleinonline@gmail.com'
Subject: FW: Request for notice of public meeting

Mr. Klein,

Thank you for your input. The meetings have routinely been and will continue to be publicly posted via local media outlets. The routine schedule has also been posted on our webpage. The day of the month was recently changed by the Board and I believe the request to update our webpage with that information has already been submitted. I will also consider your opinions regarding social media for that purpose.

Thank you,
Tom

From: Wendell, Alta
Sent: Thursday, May 21, 2020 8:44 AM
To: Quade, Thomas
Subject: FW: Request for notice of public meeting

Regards,

Alta Wendell
Geauga Public Health



Alta Wendell
Director of Administration
470 Center St, Bldg. 8, Chardon, OH 44024-1071
O: (440) 279-1904 E: awendell@geaugacountyhealth.org

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From: Sage, Dave
<DSage@geaugacountyhealth.org**>** **Sent:**
Thursday, May 21, 2020 8:35 AM
To: Wendell, Alta
<AWendell@geaugacountyhealth.org**>**
Subject: FW: Request for notice of public meeting

From: Ken Klein
<thekleinonline@gmail.com**>** **Sent:**
Wednesday, May 20, 2020 5:03 PM
To: HealthInfo
<info@geaugacountyhealth.org**>**
Subject: Request for notice of public meeting

Dear Geauga Health Board Members and Commissioner Quade,

We are in unprecedented times which place our health and liberties in peril. Since you are tasked with overseeing the implementation of our county's health policy, your decisions impact both of those weighty matters. Your actions (or inactions) are noteworthy and of great public interest.

It's disturbing that there is no notice of your upcoming meetings either on the Geauga Public Health website or your Facebook page. No doubt this is an oversight but it is one I believe you should rectify. You should be perfectly transparent given the current crisis. Don't leave room for anyone to conclude that decisions which may hugely impact their health, liberty and livelihood, are being made in secret.

You are a public body and your deliberations are public record. I think you ought to go the extra mile; post notice of your meetings (boldly), invite the public and welcome their input.

A response to this request would be greatly appreciated. Thanks and may God bless you all!

Ken Klein
12179 Taylor Wells
Road East Claridon
216-382-4158