

**Geauga County Board of Health
Regular Monthly Meeting
470 Center Street, Bldg. 8, Chardon, Ohio
July 18, 2011 - 7:00 p.m.**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Board Minutes, May 16, 2011 & June 20, 2011**
4. **Current Expenses/Financial Report**
5. **Environmental Health Program Update**
 - a. Sewage Rules Update
 - b. General Information
6. **Administrative Hearings**
 - a. Byron Childs, 17290 Amblaire Rd., Parkman Twp. (FSP)
Raymond & Nicole Cook, 12080 Clark Rd., Chardon Twp. (FSP)
Mr. Fitzenrider & Ms. Valentyn, 11673 County Line Rd., Chester Twp. (FSP)
Kristi Rossbach, 12212 Fox Run Dr., Chester Twp. (FSP)
Nick Degeorge & Lea Maas, 8543 Ravenna Rd., Chardon Twp. (FSP)
Elmer & Rhoda Weaver, 15155 Tavern Rd., Burton Twp. (FSP)
Ariene Albrecht, 12510 Taylor Wells Rd., Claridon Twp. (FSP)
Liese Toohig & Jasen Miller, 14180 View Dr., Newbury Twp. (FSP)
Jordan Wright, 11104 Walnut Ridge Rd., Chester Twp. (FSP)
7. **Personal Health Services Update**
 - a. Public Health Emergency Preparedness
 - b. Nursing Services
 - c. WIC
 - d. Community Health Assessments
 - e. Workforce Development
 - f. Continuous Improvement Project
8. **Old Business**
 - a. Injection Well Chemical Water Sampling
 - b. Resolution 1-2011 - Copy Fee Proposed Decrease 3rd and Final Reading
 - c. Geauga County Health District Personnel Policy Credit Card Policy
 - d. WIC Budget Revision
9. **Executive Session** – To discuss pending legal cases, Health Commissioner's Evaluation & Personnel
10. **New Business**
 - a. Garrison Enterprises Contract
 - b. Notre Dame College Contract
 - c. Auditor of State Payment
 - d. WIC Budget Revision GY2012
11. **Other Business**
12. **Meetings**
 - a. **Regular Board of Health Meeting**, Monday, August 15, 2011, 7:00 p.m., in the meeting room at 470 Center St. Bldg. 8, Chardon
13. **Adjourn**

Geauga County General Health District
Board of Health Meeting Minutes
July 18, 2011, 7:00 p.m.
Geauga County Health District Office
470 Center Street, Bldg. 8, Chardon, OH 44024

I. Call to Order

Mr. J. David Benenati, President, called the monthly meeting of the Geauga County Board of Health to order at 7:00 p.m.

Board members present: Mr. J. David Benenati, Mr. Timothy Goergen, Ms. Melanie Eppich and Mrs. Christina Livers. Dr. Janet O'Hara arrived at 7:10 pm during the approval of the June 20, 2011 minutes.

Staff members present: Robert Weisdack, Health Commissioner, Daniel Mix, Personal Health Services Director and Michael Tusick, Registered Sanitarian.

Others present: There was no one else present.

II. Pledge of Allegiance

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

III. Approval of Minutes

Mr. Goergen moved to approve the minutes for the May 16, 2011 regular Board of Health meeting with the corrections that Mrs. Livers provided. Ms. Eppich seconded the motion. The corrections were grammatical in nature and did not change the content of the minutes. **Motion carried with a roll call vote. Mr. Benenati, yes; Mr. Goergen, yes; Ms. Eppich, abstain; and Mrs. Livers, yes.**

Ms. Eppich moved to approve the minutes for the June 20, 2011 regular Board of Health meeting with the corrections that Mrs. Livers provided. Mrs. Livers seconded the motion. The corrections were grammatical in nature and did not change the content of the minutes. **Motion carried with a roll call vote. Mr. Benenati, yes; Mr. Goergen, abstain; Ms. Eppich, yes; Mrs. Livers, yes; and Dr. O'Hara, abstain.**

IV. Current Expenses/ Financial Report

Ms. Eppich moved to approve the Current Expenses June 15, 2011 to July 13, 2011. Mrs. Livers seconded the motion. Motion carried with a roll call vote. Mr. Benenati, yes; Ms. Eppich, yes and Mrs. Livers, yes.

V. Environmental Health Program Update

a. Sewage Rules Update

Mr. Weisdack stated that he attended a meeting recently in which the health commissioners from Carroll County, Columbiana County and Ashtabula County were also in attendance. The group came to the conclusion that the State will not be able to implement the proposed rules by January 1, 2012. The State feels they will not be able to implement the new rules until January 1, 2013. The Senate asked for ODH to give them a six month update of the newly proposed sewage rules being developed, however so far ODH has not done that.

The proposed rules are becoming more and more complicated. There appears to be some internal conflict at the State level as well.

b. General Information

The ODH Rabies program has experienced funding cuts. Previously, local health districts that were in the outbreak area were permitted to ship specimens to the ODH lab free of charge. ODH has informed all local health districts they will now be responsible to cover the shipping fees at a cost of \$22.00 for each specimen submitted.

Mr. Weisdack and Mr. Tusick attended a meeting at Geauga County Community Development regarding obtaining grant money pertaining to residential sewage systems. This money would be available to qualified homeowners with malfunctioning sewage systems to install new sewage disposal systems. Community Development had asked for \$363,000.00 in funding but was awarded \$160,000.00. They will administer the program regarding qualification criteria.

VI. Administrative Hearings

- a. Byron Childs; Raymond & Nicole Cook; Mr. Fitzenrider & Ms. Valentyn; Kristi Rossbach; Nick Degeorge & Lea Maas; Elmer & Rhoda Weaver; Arlene Albrect; Liese Toohig & Jasen Miller; and Jordan Wright.

None of the above mentioned were present. Mr. Tusick was sworn in by Mr. Benenati and stated his experience.

Mr. Tusick stated that this is an alleged code violation to the properties owned by Byron Childs, 17290 Amblaire Rd., Parkman Twp., Raymond & Nicole Cook, 12080 Clark Rd., Chardon Twp., Mr. Fitzenrider & Ms. Valentyn, 11673 County Line Rd., Chester Twp., Kristi Rossbach, 12212 Fox Run Dr., Chester Twp., Nick Degeorge & Lea Maas, 8543 Ravenna Rd., Chardon Twp., Elmer & Rhoda Weaver, 15155 Tavern Rd., Burton Twp., Arlene Albrecht, 12510 Taylor Wells Rd., Claridon Twp., Liese Toohig & Jasen Miller, 14180 View Dr., Newbury Twp., Jordan Wright, 11104 Walnut Ridge Rd., Chester Twp. These cases are in regards to section 3701-29-22(A) of the Geauga County Health District Household Sewage Disposal System Regulations that states: "An evaluation of a residential sewage system must be completed prior to the transfer of ownership of any parcel with said system. The evaluation shall be conducted by a member of the Health District and if necessary corrective action(s) required shall be accomplished within the time period(s) directed." Discussion followed.

Mrs. Livers moved that a code violation exists on the properties owned by Byron Childs, 17290 Amblaire Rd., Parkman Twp., Raymond & Nicole Cook, 12080 Clark Rd., Chardon Twp., Mr. Fitzenrider & Ms. Valentyn, 11673 County Line Rd., Chester Twp., Kristi Rossbach, 12212 Fox Run Dr., Chester Twp., Nick Degeorge & Lea Maas, 8543 Ravenna Rd., Chardon Twp., Elmer & Rhoda Weaver, 15155 Tavern Rd., Burton Twp., Arlene Albrecht, 12510 Taylor Wells Rd., Claridon Twp., Liese Toohig & Jasen Miller, 14180 View Dr., Newbury Twp., Jordan Wright, 11104 Walnut Ridge Rd., Chester Twp. Mr. Goergen seconded the motion. Motion carried with a roll call vote. Mr. Benenati, yes; Mr. Goergen, yes; Ms. Eppich, yes; Mrs. Livers, yes; and Dr. O'Hara, yes.

Ms. Eppich moved that Byron Childs, 17290 Amblaire Rd., Parkman Twp., Raymond & Nicole Cook, 12080 Clark Rd., Chardon Twp., Mr. Fitzenrider & Ms. Valentyn, 11673 County Line Rd., Chester Twp., Kristi Rossbach, 12212 Fox Run Dr., Chester Twp., Nick Degeorge & Lea Maas, 8543 Ravenna Rd., Chardon Twp., Elmer & Rhoda Weaver, 15155 Tavern Rd., Burton Twp., Arlene Albrecht, 12510 Taylor Wells Rd., Claridon Twp., Liese Toohig & Jasen Miller, 14180 View Dr., Newbury Twp., Jordan Wright, 11104 Walnut Ridge Rd., Chester Twp. be required to make application, pay for, schedule, and complete a 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 these orders will result in referral to the prosecutor's office for legal action. Mr. Goergen seconded the motion. Motion carried with a roll call vote. Mr. Benenati, yes; Mr. Goergen, yes; Ms. Eppich, yes; Mrs. Livers, yes; and Dr. O'Hara, yes.

VII. Personal Health Services Update

- a. Public Health Emergency Preparedness

ODH has informed the local health districts that Ohio will receive 18% (\$3,000,000.00) less in emergency preparedness funding for 2012. Approximately \$2,100,000.00 will be passed down as cuts to the local health

districts and the rest will be absorbed by ODH. Representatives from the various health districts working with ODH have made several recommendations for reducing funds. The most recent information indicates an 18% cut (\$19,750.00) to our PHEP award. Cuts to other health districts were as much as 29%.

In addition, CRI funding is expected to be cut by 30% overall. There has been some discussion that Geauga County Health District funding may remain at 2011 levels due to the increase in population based on the 2010 Census. Mr. Weisdack, Mr. Mix, and Jay Becker will be discussing and adjusting the PHEP and CRI budgets and will provide information to the Board at the August meeting.

b. Nursing

The nursing director is in the process of updating the nursing contracts as well as contracts with local universities. This will provide a learning environment for students.

We received a notice of award for full funding of \$66,000.00 for the CFHS Amish Well Child grant. We are very grateful to have received the full award. Nearly 90% of departments were cut and some were denied funding completely. This grant is shifting from an emphasis on primary care to an emphasis on health education.

c. WIC

The June caseload was 899.

The Board was asked to approve the 2012GY WIC budget for \$221,134.00.

d. Community Health Assessments

Mr. Mix reported that full funding is available to conduct all three assessments. This would not have been possible without all of the public and private partners. Mr. Mix reported that currently the plan is to determine how to plan the assessment of Kent State University Geauga and also how to survey Amish schools.

e. Workforce Development

Mr. Mix had nothing to report.

f. Continuous Improvement Project

Mr. Mix reported that the project is to bring all health district policies, procedures, plans and protocols to a standard.

As part of this project, we will also be creating missing policies identified in the PHAB standards. During our recent audit, the Ohio State Auditor requested to see our credit card policy. At that time, we did not have a written policy. One has been now been drafted and approved by the prosecutor's office. The Board was asked to adopt the policy.

VIII. Old Business

a. Injection Well Chemical Water Sampling

Mr. Weisdack reported there is to be a meeting with Senator Grendell on July 21, 2011 at 6:30 pm at the Hambden Town Hall. Mr. Weisdack will be providing an update on the cancer review and water testing project.

Letters were mailed to 28 homeowners offering the free chemical water samples. Only nine homeowners responded to the letters. Testing will begin next week. Mr. Weisdack anticipates everything will be completed by the next Board of Health meeting.

b. Resolution 1-2011 -Copy Fee Proposed Decrease 3rd and Final Reading

Ms. Eppich moved 7.11-a to adopt resolution 1-2011 authorizing the Health Commissioner to decrease the copy fee from \$.10 to \$.05 per copy. This fee change will become effective July 31, 2011. Mrs. Livers seconded the motion. Motion carried with a roll call vote. Mr. Benenati, yes; Mr. Goergen, yes; Ms. Eppich, yes; Mrs. Livers, yes; and Dr. O'Hara, yes.

c. Geauga County Health District Personnel Policy Credit Card Policy.

Ms. Eppich moved 7.11-b to adopt Section F-Conduct, Subsection 27 – Credit Card Policy to the Geauga County Health District Personnel Policy as amended. Mr. Goergen seconded the motion. Motion carried with a roll call vote. Mr. Benenati, yes; Mr. Goergen, yes; Ms. Eppich, yes; Mrs. Livers, yes; and Dr. O'Hara, yes. Mrs. Livers stated that the content of the policy was put together very well.

IX. Executive Session

Mrs. Livers moved to adjourn for Executive Session at 8:25 pm to discuss pending legal cases, Health Commissioner's Evaluation and Personnel. Mr. Goergen seconded the motion. Motion carried with a roll call vote. Mr. Benenati, yes; Mr. Goergen, yes; Ms. Eppich, yes; Mrs. Livers, yes; and Dr. O'Hara, yes. The meeting reconvened at 9:06 pm.

The Board made the following motion based on the discussion during Executive Session: **Mrs. Livers moved to accept and adopt the health commissioner's evaluation as amended. Dr. O'Hara seconded the motion. Motion carried with a roll call vote. Mr. Benenati, yes; Mr. Goergen, yes; Ms. Eppich, yes; Mrs. Livers, yes; and Dr. O'Hara, yes.**

The Board asked Mr. Weisdack to come with up a long range plan for the retiring of personnel. Mr. Weisdack stated he doesn't anticipate that anyone will be retiring in the near future. There are many changes being discussed within the PERS system. The PERS changes should be clearly outlined by January 2012 and there will be a five year window of time where people can retire before the new changes are implemented. Mr. Weisdack stated that even his own retirement plans are undecided because of those proposed changes.

He stated he has one staff member that would like to retire and be rehired. Another staff member has stated that they would have retired long before, but cannot afford to.

Mr. Weisdack stated that once he retires he would like to see Mr. Mix take his place. Mr. Weisdack stated that he would like the health district to remain the same when he leaves as when he came in.

The Board stated that the reason they would like this plan so that the health district will be covered. Mr. Weisdack stated that he would come up with a plan to address the staff retirement situation.

Mrs. Livers moved per the contract agreement with Mr. Weisdack that the Board give a 3% raise. Ms. Eppich seconded the motion. Motion carried with a roll call vote. Mr. Benenati, yes; Mr. Goergen, yes; Ms. Eppich, yes; Mrs. Livers, yes; and Dr. O'Hara, yes. Mr. Weisdack stated that due to the economic situation within the department he respectfully declines the raise offered.

X. New Business

A contract was entered into with Garrison Enterprises to provide web-based software for the Geauga County Health District five years ago. Many promises have been made and timelines have not been met. After five years, we still do not have a working product. Garrison has had a high turnover regarding personnel. We have had several different project managers. Mr. Weisdack stated that the prosecutor's office has been consulted on all of these issues. Letters have been sent to Garrison stating the disappointment in their service.

The contract expires on August 31, 2011. Mr. Weisdack recommends that the contract not be renewed with Garrison Enterprises. The Board agreed that the contract should not be renewed.

Mr. Goergen moved 7.11-c to approve the contract with Notre Dame College which will allow nursing students to attend our clinics. Mrs. Livers seconded the motion. Motion carried with a roll call vote. Mr. Benenati, yes; Mr. Goergen, yes; Ms. Eppich, yes; Mrs. Livers, yes; and Dr. O'Hara, yes.

Mrs. Livers moved 7.11-d to approve the payment to Auditor of State in the amount of \$3,271.60. Mr. Goergen seconded the motion. Motion carried with a roll call vote. Mr. Benenati, yes; Mr. Goergen, yes; Ms. Eppich, yes; Mrs. Livers, yes; and Dr. O'Hara, yes.

Ms. Eppich moved 7.11-e to approve the WIC Budget GY2012 in an amount not to exceed \$221,134.00. Mr. Goergen seconded the motion. Motion carried with a roll call vote. Mr. Benenati, yes; Mr. Goergen, yes; Ms. Eppich, yes; Mrs. Livers, yes; and Dr. O'Hara, yes.

XI. Other Business

There was no other business.

XII. Meetings

The regular meeting of the Board will be held Monday, August 15, 2011 at 7:00 p.m., 470 Center St., Bldg. 8, Chardon.

XIII. Adjournment

As there was no further business to come before the Board, Mr. Benenati adjourned the meeting.

Respectfully submitted,



Robert K. Weisdack, R.S., M.A., M.P.H.
Secretary of the Board

a

WIC GRANT 2012

Revised Budget

October 1, 2011 - September 30, 2012

01-TTE	Salaries	\$	137,029.18
TTE-M	Medicare	\$	1,986.92
TTE-W	Worker's Comp.	\$	1,370.29
TTE-P	PERS	\$	19,184.08
TTE-H	Hospitalization	\$	20,000.00
03-TTE	EQUIPMENT	\$	-
05-TTE	CONTRACT	\$	33,375.00
06-TTE	Other Expenses	\$	8,188.53
Total		\$	221,134.00

Resolution 1-2011

Whereas, Sections 3709.09 and 3709.21 of the Ohio Revised Code outline the duties of a local Board of Health to establish uniform fees and regulations deemed necessary, and

Whereas, Section 3709.21 of the Ohio Revised Code authorizes a Board of Health to establish fees, adopt/record and publish such regulations and fees and publish once a week for two consecutive weeks. Such changes take effect ten days from the date of first publication.

Pursuant to Ohio Revised Code, Section 3709.09 the following Geauga County Health District fees have been changed and will become effective July 31, 2011:

Photo Copy charge - \$.05 each

THEREFORE, BE IT RESOLVED the Geauga County Board of Health hereby adopts and authorizes the Geauga County Health Commissioner and the Geauga County Health District employees to enforce this Resolution 1-2011.

Ms. Eppich moved to adopt this RESOLUTION and Mrs. Livers seconded the motion. On roll call, the following members voted on this 18th day of July, 2011:

	Vote		Vote
<u>J. Kelly Smith</u> Board President	<u>yes</u>	<u>Tom G.</u> President Pro-Tempore	<u>yes</u>
<u>Melanie Egan</u> Board Member	<u>yes</u>	<u>Janet L. O'Hara</u> Board Member	<u>yes</u>
<u>Christina Lewis</u> Board Member	<u>yes</u>	<u>Robert K. Weisdock</u> Health Commissioner Secretary, Board of Health	

1st reading May 16, 2011, 2nd reading June 16, 2011 & 3rd and final reading July 18, 2011.



Geauga County Health District Credit Card Policy and Procedures

Credit Card Policy

Purpose

This policy facilitates health district purchases and establishes guidelines for the distribution and use of credit cards issued by the Geauga County Health District to its staff members. The authorization, handling, and use of credit cards have been established to provide a convenient and efficient means to purchase goods and services from local vendors, reducing the delays of processing purchase orders. Credit cards, however, shall not be used to circumvent the general purchasing procedures established by state law, the Geauga County Auditor, and by Board of Health policy. Health district credit cards must be used for a proper health district purpose; personal use of health district credit cards is strictly prohibited.

Who should know this policy?

All staff members that are authorized to use health district credit cards should be aware of this policy.

Authority to Establish

The fiscal officer will select companies with whom it is desirable to establish a credit card or store charge account. All new credit card or store charge accounts must be approved by the health commissioner prior to their establishment.

Types of credit cards covered

All credit cards, store charge cards, gasoline charge cards, and store accounts that do not have cards issued are covered by this policy.

Authorized Users

The fiscal officer will determine the number of credit cards needed and consult with division directors to determine the staff members authorized to make purchases using the credit cards or store charge accounts. All recommendations must be approved by the division director and health commissioner prior to the staff member being allowed to make credit card purchases.

Before being issued a health district credit card, staff members must complete and sign the Geauga County Health District Credit Card Policy and Procedure Employee Acknowledgement Form found in Appendix A.

Staff members authorized to use specific credit cards and store charge accounts are listed in Appendix B.

Authorized Uses

Credit cards shall not be used to circumvent the general purchasing procedures established by state law ORC 301.27, the Geauga County Auditor, and Board of Health policies. Credit cards may be used for the following:

- a. Gasoline charge cards are used for the purchase of gasoline for health district vehicles
- b. Store charge accounts and credit cards are used for:
 - 1) Food, beverage and supplies for health district meetings
 - 2) Office supplies for health district usage
 - 3) Medical and inspection supplies for health district usage
 - 4) Pre-paid cell phone minute cards for health district pre-paid phones
 - 5) Hardware and tools for health district usage
 - 6) Computer equipment and supplies for health district usage

Prohibited Uses

Credit cards may not be used for:

- a. Personal purchases. Absolutely no personal use of the card is allowed.
- b. Meal expenses without overnight stays, or in-county establishments.
- c. Gratuities and excess daily meal allowance.
- d. Gasoline for any personal vehicle.
- e. Cash advances.
- f. Alcoholic beverages.

Any unallowable expenses charged on a card will be the responsibility of the staff members who made the purchase. Splitting a purchase into multiple transactions to avoid transaction dollar limits is a violation of this Policy. Cardholders who split transactions will receive a warning, and upon a second violation will have their credit card use rights revoked. Multiple transactions from the same vendor may be legitimate if purchases are separate items.

Unauthorized and Prohibited Uses

Any misuse of the credit card may be subject to discipline, including revocation of credit card or other disciplinary action, verbal or written warnings, termination of employment, and referral for criminal prosecution. Anyone suspicious of an unauthorized use of credit cards shall report it immediately to an appropriate health district administrator and/or to the Board of Health.

No employee of the health district may personally benefit from any kind of rewards program offered through use of a health district credit card, for example: store rewards, rebates, or reduced costs for use of the card. These rewards belong to the Geauga County Health District.

Legal Notes: Reward Points/Rebates:

Ohio Ethics Commission Advisory Opinion No. 91-010 (December 5, 1991)

Divisions (D) and (E) of Section 102.03 of the Revised Code prohibit a state official or employee from accepting, soliciting, or using the authority or influence of his/her position to secure, for personal travel, a discounted or free "frequent flyer" airline ticket or other benefit from an airline if he/she has obtained the ticket or other benefit from the purchase of airline tickets, for use in official travel, by the department, division, agency, institution, or other entity with which he/she serves, or by which she is employed;

(2) Division (A)(4) of Section 2921.42 and Division (A) of Section 2921.43 of the Revised Code prohibit a state officer or employee from accepting or using, for personal travel, a discounted or free "frequent flyer" airline ticket or other benefit from an airline if he/she has obtained the ticket or other benefit from the

purchase of airline tickets, for use in official travel, by the department, division, agency, institution, or other entity with which he/she is connected.

The Board of Health interprets this opinion to include an employee accepting any other benefit derived from making purchases paid with health district funds. This may include "reward points" or "rebates" from other institutions, e.g. Giant Eagle rewards or "fuelperks," or other credit card points, rebates, or rewards. Any reward points accumulated by the health district may only be used to benefit of the health district.

Loss or Theft

Suspected loss or theft of a health district credit card shall be reported immediately in writing to an appropriate health district administrator and/or to the Board of Health.

Expenditure Limits

Staff members using credit cards or store charge accounts may not exceed approved health district expenditure limits for supervisors, division directors, and the health commissioner.

Storage, Issuance, and Return of Credit Cards

Use of a health district credit card in no way diminishes the requirements of state law ORC 301.27, the Geauga County Auditor purchasing requirements, and health district policies.

- a. Credit cards are to be stored in locked cabinets in the fiscal office at all times unless a staff member is authorized to have the card for a specified period of time.
- b. Authorization to keep a credit card for a specified period of time must come from the health commissioner or a division director.
- c. Gasoline credits cards for health district vehicles are stored inconspicuously in the vehicle to which they are assigned. Employees carry the secondary employee ID card necessary to complete a purchase on their person.
- d. Credit cards are issued by fiscal officer to authorized staff members when they are needed. A division director may issue a credit card in the absence of the fiscal officer.
- e. Staff members must have a signed purchase order requisition for a purchase approved by their appropriate supervisor or division director before a credit card is issued and a purchase completed.
- f. All unassigned credit cards must be returned to the fiscal officer after use along with the register receipt or signed credit card slip and the purchase order requisition.

Payment of Credit Card Charges

Upon verification of authorized use and satisfactory documentation, the fiscal officer shall process for payment all debts incurred as a result of the use of the credit cards and store charge accounts.

Credit Card Procedures

Store credit cards, gasoline cards and store charge accounts have been established to meet the needs of the health district for incidental purchases. Credit cards, however, shall not be used to circumvent the general purchasing procedures established by state law and board policy.

Summary of Cardholder Duties:

- Before being issued a credit card, eligible staff members must complete and sign the Geauga County Health District Credit Card Policy and Procedure Employee Acknowledgement form.
- Maintain card security to prevent unauthorized charges against account. A lost card, theft of card, and unauthorized use of credit card must be immediately reported to the fiscal officer or appropriate division director.
- Credit cards must be used for proper health district purposes; personal use of health district credit cards is strictly prohibited.
- A purchase order requisition must be approved by the appropriate supervisor, division director and/or health commissioner before a purchase is made with a credit card.
- The health commissioner is authorized to permit other health district staff members to use credit cards when necessary.
- The health district is exempt from state and local sales tax. The authorized staff member is responsible for requesting a Sales Tax Exemption Form from the fiscal officer and/or using appropriate tax exempt cards at the time of purchase. The staff members will be liable and will reimburse the health district for any sales tax applied. Any exceptions for special circumstances must be approved by the health commissioner and/or fiscal officer.
- Store receipts are to be attached to the purchase order requisition and submitted to the fiscal officer within 2 workdays of purchase. The staff member is responsible for securing the original store receipt and may be held responsible for reimbursing the health district for the expense if the receipt is lost or damaged.
- If a credit card is used for travel purposes, a "tip" or gratuity is allowable and will not exceed 15% of the cost. Meal expenses are only to be placed on the credit card for an event that requires an overnight stay.
- No employee of the health district may personally benefit from any kind of rewards or rebate program offered through use of the health district credit cards and charge accounts, including rewards, rebates, and discounts.
- Certain staff members may be authorized to hold credit cards in their possession; all other cards must be returned to the fiscal office when the transaction is completed.
- This procedure is not intended to cover every situation, exception, or contingency that may arise; therefore, the cardholder should use common sense and good judgment in the use of government resources.

**APPENDIX A - Geauga County Health District Credit Card Policy and Procedure
Employee Acknowledgement**

- I hereby acknowledge that I have received a copy of the Geauga County Health District Credit Card Policy and Procedure and will follow the established procedures.
- I have read and clarified with the fiscal officer any questions regarding the health district provisions.
- I understand that as the cardholder I am responsible for all charges incurred on the credit card.
- I agree that should I violate the terms of Geauga County Health District Credit Card Policy, I will reimburse the health district for all incurred charges and any fees related to the collection of those charges.
- I agree to comply with all the requirements therein and understand that appropriate disciplinary action will be taken if I am found in violation of the Geauga County Health District Credit Card Policy.

Name(s) of Credit Card or Store Account	Name(s) of Credit Card or Store Account

Please Print Staff Member Name	
Staff Member Signature	Date
Fiscal Officer Signature	Date

Instructions: Place signed and dated original in employee personnel file

APPENDIX B – CREDIT CARD AUTHORIZATIONS

Company	Credit Limit	Authorized Staff Member Name(s)
Home Depot	\$ 2,500	<ol style="list-style-type: none"> 1. Sandy Gerzeny 2. Dan Mix 3. Mike Tusick 4. Nancy Tvergyak 5. Bob Weisdack
Tractor Supply	\$ 4,000	<ol style="list-style-type: none"> 1. Gayle Duncan 2. Sandy Gerzeny 3. Alta Kress 4. Dan Mix 5. Dave Sage 6. Tammy Spencer 7. Mike Tusick 8. Nancy Tvergyak 9. Donna Vaccariello 10. Chris Walick 11. Bob Weisdack
Staples	\$ 10,000	<ol style="list-style-type: none"> 1. Sandy Gerzeny 2. Mark Janezic 3. Beck Kelly 4. Alta Kress 5. Dan Mix 6. Helen Reighard 7. Tammy Spencer 8. Nancy Tvergyak 9. Donna Vaccariello
Walmart	\$ 1,000	<ol style="list-style-type: none"> 1. Tammy Hawn 2. Peggy Herman 3. Judi Howard 4. Sandy Gerzeny 5. Dan Mix 6. Dave Sage 7. Tammy Spencer 8. Nancy Tvergyak
MicroCenter	\$ 15,000	<ol style="list-style-type: none"> 1. Sandy Gerzeny 2. Dan Mix
Chardon Oil		<ol style="list-style-type: none"> 1. Jay Becker 2. Karen DeWeese 3. Gayle Duncan 4. Mark Janezic

		<ol style="list-style-type: none"> 5. Mary Ann March 6. Chris Pintchuk 7. Eric Robb 8. Dave Sage 9. Tammy Spencer (nursing) 10. Mike Tusick 11. Anthony Zoccali
Western Reserve Farm Co-op (Burton Lumber & Fuel)		<ol style="list-style-type: none"> 1. Jay Becker 2. Karen DeWeese 3. Gayle Duncan 4. Mark Janezic 5. Mary Ann March 6. Chris Pintchuk 7. Eric Robb 8. Dave Sage 9. Tammy Spencer (nursing) 10. Mike Tusick 11. Anthony Zoccali

Geauga County Health District

June 15 - July 13

Board of Health Fund

01-E	Salaries			
	05/06/2011		30,680.60 *	
	05/20/2011		30,640.82 *	
01-E-M	Medicare			
	05/06/2011		439.96 *	
	05/20/2011		439.39 *	
01-E-H	Hospitalization			
	Anthem - May		12,441.77 *	
	Delta Dental - May		1,021.72 *	
	Anthem Life - May		150.03 *	
01-E-P	PERS			
	For MAY		8,585.01 *	
01-E-W	Worker Comp		0.00	
02-E	Supplies			
	Sunrise Springs - Water		36.00 *	x
	Nancy Tvergyak - Supplies for Community Health meeting 5/24		45.14 *	
	Wal Mart - Supplies for Community Health Meeting 5/24		55.74 *	
	Neopost - ink Cartridge		222.99 *	
02A-E	Vaccine			
	Glaxo Smith Kline - Twinrix		942.00 *	
	Treasurer of State - Flu vaccine for 2010 season		45.00 *	
03-E	Equipment			
04-E	Equipment Maintenance			
	CHC Software - Software Modifications		450.00 *	
07-E	Travel & Expenses			
	Chardon Oil -		1,038.92 *	x
	Western Reserve Farm Co -		292.71 *	x
	Tammy Hawn - Grant adjustment		11.31 *	x
	H. Reighard - Mileage for 5/11-6/16		70.38 *	x
	S. Gerzeny - Travel for 6/16-6/27		82.62 *	x
09-E	Advertising & Printing			
	KMI Printing - plumbing applications		122.38 *	
12-E	Other Expenses			
	Alltel - Service for May		693.88 *	
	Windstream - Service for 285-7719		33.14 *	x
	Alltel - Cell phones		300.00	
	Stericycle - Medical Waste Pick up		0.00	
	Ohio Division of Real Estate - Burial Permits for May		82.50 *	
	Treasurer of State - Quarterly payment		0.00 *	
	Treasurer of State - Birth and Death copies for May		2,496.78 *	
	Clemans, Nelson - Contract Service		175.00 *	
	S. Hamilton - Contract Service		0.00	
	G. Dennison - Contract Service		0.00	
	B. Eyring - Contract Service		0.00	
	Christian Hippley - Contract Service		0.00	
	Y. Mulacek - Contract Service		0.00	
	Quest Diagnostics - Lab work		0.00	
	Newbury Pharmacy - TB Meds		0.00	
	Geauga County Township Association - quarterly meeting 7/13		20.00 *	
	Treasurer of State - partial payment for Audit		1,900.00 *	x

Hospital Council of Northwest Ohio - Geauga County Assessment

15,000.00 *

Trailer Park Fund

J1-EE	Remit/State	
02-EE	Salary	0.00
02-EE-M	Medicare	0.00
02-EE-P	PERS	0.00
02-EE-W	Workers Comp	
03-EE	Travel	
07-EE	Other	

Food Service Fund

01-G	Salaries	
	06/03/2011	4,352.80 *
	06/17/2011	4,352.80 *
01-G-M	Medicare	
	06/03/2011	61.94 *
	06/17/2011	61.94 *
01-G-H	Hospitalization	
	Anthem - June	2,982.81 *
	Delta Dental - June	228.69 *
	Anthem Life - June	25.50 *
01-G-P	PERS	
	for May	1,218.78 *
01-G-W	Workers Comp	0.00
02-G	Remittance State	
	Treasurer of State - Permits ODH	0.00
	Treasurer of State - ODA	0.00
03-G	Travel & Expense	0.00
	Chardon Oil - Fuel of May	892.57 * x
07-G	Other	
	Treasurer of State - Partial payment for Audit	300.00 * x

Infectious/Solid Waste Fund

01-IW	Salaries	0.00
01-IW-M	Medicare	0.00
01-IW-H	Hospitalization	
	Anthem -	0.00
	Delta Dental -	0.00
	Anthem Life -	0.00
01-IW-P	PERS	0.00
01-IW-W	Workers Comp	0.00
02-IW	Supplies	0.00
03-IW	Equipment	0.00
04-IW	Travel	

5-IW other

Private Water System Fund

01-NN	Remittance to State	0.00	
03-NN	Remittance/Lab Water Resources - Lab fee	0.00	*
04-NN	Salaries	0.00	
04-NN-M	Medicare	0.00	
04-NN-P	PERS	0.00	
04-NN-W	Workers Comp	0.00	
04-NN-H	Hospitalization Anthem - May	904.18	*
	Delta Dental - May	76.23	*
	Anthem Life - May	8.50	*
09-NN	Travel		
14-NN	Other Expense		

Swimming Pools Fund

01-SP	Salaries	0.00	
01-SP-M	Medicare	0.00	
01-SP-P	PERS	0.00	
01-SP-H	Hospitalization	0.00	
01-SP-W	Workers Comp	0.00	
04-SP	Remit to State	0.00	
05-SP	Other Expense Western Reserve - Fuel for May	687.43	* x

Women, Infants & Children Grant

02-TTE	Contract Service Renee Garlak - contract service for 6/21-6/30 Irene Olp - Contract Service for 6/9-6/24	910.00 869.00	* x * x
06-TTE	Alltel - Service for June US Postal Service - Postage for meter Renee Garlak - Travel for 5/17-6/21 Irene Olp - Mileage for 6/20-6/24 Peggy Herman - Mileage to Lisbon, 6/22 for BF Workshop Mindy White - Mileage for 6/14 to Summit County Tammy Hawn - Mileage for 4/5-6/30 First United Methodist Church - Rent for WIC Clinics 3rd quarter Chagrin Falls Park - Rent for WIC clinic 3rd quarter	107.60 1,000.00 31.50 302.85 61.78 39.60 84.83 150.00 150.00	* x * x * x * x * x * x * x * x * x

Child & Family

04-TTH	Supplies Tamarac Medical - lead testing Shetler Printing - projects jackets, dividers, keyboard, bands, mouse, paper PharMED - Syringes	70.00 383.63 52.44	* x * x * xx
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	Hopkins - Oximeter and case	225.95 *	x
	PharMEd - Gloves, needles, alcohol, syringes, measuring tape	394.42 *	x
	American Academy Of Pediatrics - Education materials	383.19 *	x
	WRS Group - Educational materials	72.78 *	x
10-TTH	Contract Services		
	Evans Middlefield Medical - Contract Service for May	800.00 *	
	Barbara Eyring - Contract Service for June	100.00 *	x
	Carolyn Mann - Contract Service fro June (partial)	145.00 *	x
Public Health Infrastructure Grant			
01-TAL	Other		
	Office Equipment Finance Services - Copier	249.00 *	x
	Direct TV - Service for 5/19-6/18	5.00 *	x
	Cable Communcations - Workstations Run cable	450.00 *	x
	Slingshot - Fac Service thru 6/30	4.93 *	x
	Shetler Printng 0 laminator. Chairs, chairmats, cables, vacuum	1,818.90 *	x
	Micro Center - Dell PC, Mouse, cable	881.93 *	x
	Wal-Mart - Supplies for IS 100 MRC Class	18.76 *	
	KT's Custom Logo - Lapel pins	108.00 *	x
	MTS Safety - Supplies fro MRC members	140.66 *	x
	Jay Walker - Dinners for MRC meeting 6/23	377.50 *	x
	Applied Laser - Toner	217.00 *	x
	OSU College of Public Health - Course for jay ecker July 18-22	1,430.00 *	x
02-TAL	Equipment		
03-TAL	Contract Service		
Sewage Treatment Program			
1-TT3	Salaries		
	05/06/2011	8,568.80 *	
	05/20/2011	7,632.00 *	
01-TT3-M	Medicare		
	05/06/2011	92.22 *	
	05/20/2011	79.03 *	
01-TT3-P	PERS for May	2,268.11 *	
01-TT3-W	Workers Comp	0.00 *	
01-TT3-H	Hospitalization		
	Anthem - May	3,359.01 *	
	Delta Dental - May	255.43 *	
	Anthem Life - May	34.00 *	
02-TT3	Supplies		
	Sunrise Springs - Water	0.00	
	Quill - labels, sharpies, pens	84.60 *	
03-TT3	Travel		
	Western Reserve Farm Co- OP Fuel	525.64 *	
	Chardon Oil Co. - Fuel	755.39 *	
04-TT3	Other		
	Water Resources - Lab testing	267.00 *	
	Alltel - Cell phones through	0.00 *	
	Treasurer of State - Permits for	0.00	
	Treasurer of State - Partial paymen for Audit	1,071.60 *	x

05-TT3 KMI Printing - Envelopes. On lot reports 437.87 * x
Equipment

06- TT3 Equipment/Maint
Ace Imaging Solutions - Copier maintenance for 4/9-5/8 80.16 *

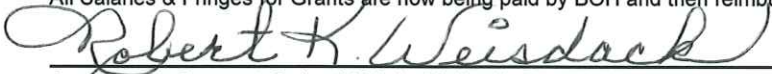
IAP Grant

02-TT5 Contract Service
G. Denniston - Contract service 355.00 * x
C. Hippley - contract Service June 285.00 * x
Yvonne Mulacek - Contract Service for June 825.00 * x
Barb Eyring - Contract service for June 65.00 * x
Shirley Hamilton - contract service June 195.00 * x
Carolyn Mann - Contract Service for June 150.00 * x

03-TT5 Other
Cobex Records - Inkless Charts 81.00 * x
Public Health Foundation - Epidemiology 7 Prev of Vaccine Preventable Diseases 115.36 * x

Total Expenses 163,463.43

All Salaries & Fringes for Grants are now being paid by BOH and then reimbursed quarterly



Approved for Payment Robert Weisdack, Health Commissioner





