

Geauga Public Health
Board of Health Meeting Minutes
November 19, 2018, 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, Mrs. Catherine Whitright, Mr. Richard Piraino and Ms. Stephanie Yeaglin.

Staff members present: David Sage, Interim Health Commissioner, Christine Wyers, Director of Nursing, Alta Wendell, Administrative Assistant, Dr. Brad Moritz, Medical Director, Christie Gigliotti, Accreditation Coordinator, and Amanda Hill, Registered Sanitarian.

Others present: Tammy Spencer, Adam Litke, Steve Boughner, Becky Kelly, Nancy Tvergyak, David Bonner, Mr. & Mrs. Brian Burkey, Karen DeWeese, Eli Troyer, John C. Fisher, David Miller, Thomas Quade, Kate Jacob-McClain, and Chuck Walder, Auditor.

II. Pledge of Allegiance

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

III. Approval of Board Minutes

Mr. Piraino moved to approve the minutes from the October 15, 2018 regular meeting. Mrs. Whitright seconded the motion. Motion carried.

IV. Approval of Current Expense and Financial Reports

Mrs. Whitright moved to approve the Current Expense and Financial Reports October 12, 2018 to November 15, 2018. Mr. Piraino seconded the motion. Motion carried.

Mr. Litke explained the current monthly report and stated that the 2018 budget is where it should be at this point in the year. The Board asked some questions about the monthly report. Mr. Litke stated that he and Karolyn Johnson, Fiscal Coordinator are working on getting the line items corrected. This includes eliminating and adding line items to make every fund consistent. This will be corrected on the 2019 budget.

Mr. Piraino asked about the health insurance line item being at 50%. Mr. Litke explained that some staff that left took family insurance and many of the new staff take single. Mr. Piraino also asked about the Remit-to-State as well. This is the portion of the permit fee that we send to the State. The water testing fee was also questioned. Mr. Litke said that he would look into the water testing fee and permit fees to make sure they are being allocated to the proper expense line item.

Mr. Piraino asked about the difference between the amount budgeted for equipment. Mr. Litke stated that the cost of the new furniture and file system came in under budget and that expense would show in the reports next month because the invoices were not received until after the reports were run.

Board of Health reimbursements line item was questioned. Mr. Litke explained that in the past, this was the way grants reimbursed the Board of Health fund for the salaries and fringes for staff who worked in the grants. The Auditor agreed that this was not the way to handle that sort of transaction. This will be fully corrected for 2019 and this line item will no longer be used.

V. Variances

- a. A to Z Contractors, LLC/Brian and Patricia Burkey

Brian and Patricia Burkey and Steve Boughner were present and sworn in by Mr. Gragg. Mr. Sage was also sworn in and stated his experience.

Mr. Sage stated that this was a variance request by A to Z Contractors LLC on behalf of Brian and Patricia Burkey for the property located at 13801 G.A.R. Highway, Hambden Twp. The request involves the sections 3701-29-06 (G) (3) (a) of the Household Sewage Treatment System Rules, which states:

(G) (3) A STS shall maintain the following minimum horizontal isolation distances:

- (a) All components of a STS shall be at least ten feet from any utility service line, roadway or road surface, driveway or other hardscape, property line or right-of-way boundary, properly sealed well, any building or other structure, areas with recorded easements, intermittent streams, swales, geothermal horizontal closed loop systems, irrigation lines and GWRS. Discussion followed.

Mr. Piraino moved to approve the variance with the stipulation that the contractor install caution tape around the perimeter of the aeration treatment system components during construction of the addition to prevent any equipment from possibly getting near the unit and causing damage. Mrs. Whitright seconded the motion. Motion carried.

- b. Eli Troyer/John C. Fisher

Eli Troyer, David Miller and John C. Fisher were present and sworn in by Mr. Gragg.

Mr. Sage stated that this was a variance request by Eli Troyer on behalf of John C. Fisher for the property located at 15390 Nash Road, Parkman Twp. The request involves the sections 3701-29-15 (H) and 3701-29-15 (O) (1) of the Household Sewage Treatment System Rules, which states:

(H): A board of health may establish the required minimum vertical separation distance of greater than zero inches and less than six inches, and the required minimum in situ soil thickness within the vertical separation distance of greater than zero inches and less than six inches where the seasonal water table is present and the sewage effluent is pretreated to less than one thousand fecal coliform CFU per one hundred milliliters. The infiltrative surface shall not be placed below the depth of the seasonal water table.

(O) (1): Effluent dispersal components shall be oriented parallel to natural surface contours and shall not be sited on slopes exceeding limitations specified in this chapter or applicable design manuals or product specification as referenced in accordance with this paragraph. Discussion followed.

Mr. Miller explained that the problem with the installation happened when one of his in-experienced workers installed the system without any supervision. Mr. Troyer explained that they would like to alter the system to see if it could be salvaged. Mr. Troyer stated that he spoke to a representative at ODH and he indicated that the Board of Health could allow a variance to the rules and the ODH would allow it. Mr. Sage explained that the system was installed cutting contour and would not work correctly with the corrections Mr. Troyer was proposing. He stated he does not recommend approval of the variance.

Mrs. Whitright moved to approve the variance as requested. Mr. Piraino seconded the motion. Motion failed with the following votes. Mr. Gragg, no; Mrs. Whitright, no; Mr. Piraino, no; and Ms. Yeaglin, no.

Mr. Gragg stated the finding of fact was as follows:

1. The installer did not follow contour during the installation of the leaching trenches. This is one of the major steps for a leaching trench system to function properly.
2. Resetting the trenches at the deeper end that was dug will only be an area for sewage effluent to move to since it is lower and will pond there.

VI. Environmental Health Program Update

- a. Food Service 101

Amanda Hill, Registered Sanitarian gave a 30-minute presentation Food Service inspections and safe food handling.

VII. Health and Wellness

Dr. Wyers reported that there were 301 childhood immunizations, 51 flu shots and 32 adult immunizations to uninsured or under-insured clients.

The emergency Amish Well Child clinics were a success. There were over 200 immunizations given. Dr. Wyers stated that they are working hard to get the Amish children back on track. She is reviewing the funding to see how much is left from the UH donation so that more well child clinics can be held.

Tammy Spencer continues attending meetings and workshops for the PHEP grant. The health district Mass Fatality Annex Plan will be resubmitted to ODH soon. The PHEP grant has collected over \$11,000.00, which is 39% of the grant to date.

Dr. Wyers reported that interviews have been in process with Lake County General Health District to fill the part time EPI position. This collaboration with Lake County will cover the time Ms. Spencer has been working for disease investigation.

We have received \$8,500.00 for the Get Vaccinated Ohio grant. The staff are working on the deliverables that are due by the end of the year.

Dr. Wyers and Ms. Gigliotti worked together and submitted an application for a lead prevention grant. This grant represents \$10,000.00 in funding. They are also looking to apply for a reproductive health grant. This will be a collaborative with Lake County. The grant would help younger males and females and is aimed at decreasing infant mortality rates. More grant opportunities will be available in December for heart disease, stroke and cancer.

Mr. Piraino asked if the health district was writing the grants. Dr. Wyers stated that she and Ms. Gigliotti wrote the lead prevention grant but that assistance from Lake County may be sought for the larger grants.

Dr. Wyers has been doing community outreach to find others that we can partner with through contracts to provide additional funding. She met recently with JFS to contract for adult protective services. She has also met with the school nurse consortium and discussed providing substitute nurses when the school nurses are off.

Mr. Piraino asked if all the leftover vaccine had been utilized. Dr. Wyers stated that some expired, but a lot was used at the recent clinics. She said that she is looking into different ways to be able to offer vaccine with a billing system.

VIII. Accreditation

The final Partnership for a Healthy Geauga meeting was held October 25, 2018. Miss Gigliotti stated that it was a successful meeting, discussing the priority areas of the CHIP as well as planning stages for the 2019 CHA.

The chronic disease priority needs to be revised since the health district no longer has the Maternal and Child Health grant. UH is working on a chronic disease prevention for their community benefit scorecard. We will merge their objectives in the CHIP so it will meet the state mandate.

Miss Gigliotti gave a presentation to the Family First Council on the purpose of the CHIP and the CHA in hopes that they will be a financial contributor.

The steering committee decided that the Hospital Council of Northwest Ohio would conduct the CHA. The cost of the adult survey assessment will be \$53,000.00. UH will cover half of the assessment, but the health district must fund the other half. Miss Gigliotti stated that this covers the adult assessment only. To do the children's health assessments that we need would be an additional \$28,000 to \$35,000.00 from the Hospital Council.

Ron Graham, Health Commissioner for Lake County Health District has offered their services to do the child health assessment for children ages 0-11 and adolescents' ages 12-17. He has tentatively quoted a cost significantly less. Lake County uses electronic surveys, which cost less to do. Miss Gigliotti is waiting for formal proposal from Lake County.

Miss Gigliotti has been working towards getting pledges from other organizations who have contributed in the past towards the CHA.

Miss Gigliotti thanked the Board for approving the Geauga Public Health Strategic Plan. Future steps include finalizing the implementation plan; meeting with admin staff to review objectives and collaborate on action steps; and revising the current plan. She will have the revisions and implementation plan ready to present to the Board in December.

Emily Franz will begin working with the health district for Accreditation on December 3, 2018. She will be reviewing what has been completed as well as assisting with organizing and prioritizing future deadlines. Miss Gigliotti stated she is very excited to be working with Ms. Franz.

Miss Gigliotti has been working with the DoIT center redesigning the website. Review of the content and links are ongoing. The goal is to have the website complete, have a live Facebook page and formally announce through press releases the change to Geauga Public Health by January 2019.

IX. Old Business

- a. Board of Health Bylaws Amendment

Mr. Piraino moved 11.19.18-a to approve the amendment to the Geauga County Board of Health Bylaws Appendix paragraph (7) to “Counsel may be present as needed.”

X. Executive Session

Mr. Piraino moved to adjourn for Executive Session at 6:11 p.m. to discuss personnel, contracts and real property. Mrs. Whitright seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; Mr. Piraino, yes; and Ms. Yeaglin, yes. The meeting reconvened at 8:52 p.m.

XI. New Business

Mr. Piraino moved to approve the following motions:

- 11.19.18-b To adopt Resolution 2018-19 to approve the payment of a Then & Now to NEO Soils, Inc. not to exceed \$2,200.00.**
- 11.19.18-c To adopt Resolution 2018-20 to approve the Health Commissioner’s contract with Thomas Quade.**
- 11.19.18-d To approve the request to the Geauga County Auditor to provide access to New World for Thomas Quade.**
- 11.19.18-e To approve the request to the Geauga County Auditor to provide access to New World for Dave Sage.**
- 11.19.18-f To approve the request to the Geauga County Auditor to provide access to New World for Adam Litke.**
- 11.19.18-g To approve the fund transfer from CFHS, 6027-053-101.9999 Cash Equity to Board of Health, 6002-053-499 Transfers In not to exceed \$105,228.98.**
- 11.19.18-h To approve the fund transfer from WIC, 6026-053-01.9999 Cash Equity to Board of Health, 6002-053-499 Transfers In not to exceed \$36,512.94.**
- 11.19.18-i To adopt the following changes to the Personnel Policy Manual:**
 - Section E: Benefits, 2: Vacation**
 - From: a: No more than one hundred sixty (160) hours of accrued vacation may be carried over from one calendar year unto the next.**
 - To: a: No more than two hundred forty (240) hours of accrued vacation may be carried over from one calendar year unto the next; and**
 - Section D: Classification, 4: Overtime**
 - From: a. EXEMPT EMPLOYEES**

The Health Commissioner, Director of Personal Health Services, and Director of Environmental Health, are exempt from overtime. Exempt employees may work a flexible schedule within a calendar month in order to accommodate the requirements of the job.

To: a. EXEMPT EMPLOYEES

The Health Commissioner, Director of Personal Health Services, and Director of Environmental Health, are exempt from overtime. Exempt employees may work a flexible schedule within 180 days in order to accommodate the requirements of the job.

11.19.18-j To adopt Resolution 2018-21- Authorizing the payment of fees and finance charges to Mailfinance DBA: NEO Funds not to exceed \$100.00.

Ms. Yeaglin seconded the motion. Motion carried.

Mrs. Whitright moved 11.19.18-k to adopt Resolution 2018-22- approving the 2019 Geauga Public Health Amended Budget as presented. Mr. Piraino seconded the motion. Motion carried with a roll call vote. Mr. Gragg, yes; Mrs. Whitright, yes; Mr. Piraino, yes; and Ms. Yeaglin, yes.

Mrs. Whitright moved

11.19.18-l To approve the salary adjustment for Karolyn Johnson, Fiscal Coordinator to \$20.50 effective payroll #25

11.19.18-m To direct Rich Piraino to search properties within Geauga County for health district space.

Ms. Yeaglin seconded the motion. Motion carried.

XII. Other Business

Nancy Tvergyak, Registrar, distributed and read a letter she said was from many concerned employees. She stated that many employees asked her to address their concerns and to write a letter and to present it to the Board. The Board discussed the content of the letter.

Mr. Gragg thanked Mr. Piraino and the levy committee for their hard work in getting the levy to pass. This includes all the letters to the editor. The response from the community was incredible.

XIII. Meetings

Special HDAC Meeting, Wednesday, November 28, 2018 at 7:00 p.m. in the meeting room of 470 Center St., Bldg. 8, Chardon, Ohio.

Regular Board of Health Meeting, Monday, December 17, 2018 at 5:00 p.m. in the meeting room of 470 Center St., Bldg. 8, Chardon, Ohio.

XIV. Adjourn

As there was no further business to come before the Board, Mr. Piraino moved to adjourn the meeting at 9:02 p.m. Ms. Yeaglin seconded the motion. Motion carried.

Respectfully submitted,

David Sage, Interim Health Commissioner

a