

Ashland County-City Boards of Health Meeting Minutes  
1763 State Route 60, Ashland, Ohio 44805  
December 13, 2016

The Ashland County-City Boards of Health Meeting was called to order by Stanley Kopp at 7:00pm.

Those present:

County Board:	Stan Kopp Dr. David Tomchak Ron Puglisi Dr. Rebecca Cawrse
City Board:	Mayor Stewart Larry Norris Dr. William Latham Charmaine Kaylor Michael Dorr
Staff:	Sarah Goodwill Humphrey, Health Commissioner Pat Donaldson, Environmental Health Director Shirley Bixby, Nursing Director Gayle Lantz, Registrar/Admin Asst
Guests:	Mike Buettner, Times Gazette

### **1. Approval of Minutes:**

The minutes of the regular meeting held on November 8, 2016 were reviewed by the City and County Board members.

Motion to approve the minutes was made for the City by Dr. Latham and seconded by Larry Norris. Motion carried.

Motion to approve the minutes was made for the County by Dr. Cawrse and seconded by Ron Puglisi. Motion carried.

### **2. Approval of Expenses:**

Motion to approve the City Expenses/Food Protection was made for the City by Mayor Stewart and seconded by Dr. Latham. Motion carried.

Motion to approve the County Expenses/Food Protection/PHEP was made for the County by Dr. Ron Puglisi and seconded by Dr. Cawrse. Motion carried.

### **3. Division Reports:**

Sarah Goodwill Humphrey, Health Commissioner, reported to the Boards that she attended the following trainings and meetings:

- Leadership meeting with Division Directors
- Accreditation Team Meetings
- Child Fatality Review Board Training with Gayle Lantz in Columbus
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The Health Commissioner also reported that second quarter MAC Time Study requirements were concluded the second week of December. Payment Reimbursement of the first quarter is expected near the beginning of February.

Pat Donaldson, Environmental Health Director, reported that year to date numbers are up and that she attended Leadership meetings, Accreditation meetings, and that the EH Division has been very busy with the Level II Food Training sessions being held at the Service Center. Donaldson speculated that more sessions will continue into the new year, as the cut off date for business to get their certification is March 1<sup>st</sup>, 2017.

Shirley Bixby, Nursing Director, reported that vaccines and flu clinic are still very busy. Bixby reported to the boards that she and Commissioner Goodwill Humphrey have a meeting with a billing consortium next week to help with billing and administrative duties for the Nursing Division. Bixby reported attendance at numerous meetings including: First Action Group, County Wellness Committee, and Early Childhood Collaborative Meetings. Bixby's monthly

report was given to the Board members.

**4. Old Business:**

No old business to discuss.

**5. New Business:**

**A. Approval of Holding Tank Variance-Hanover Township:**

Motion was made for the County to approve the Variance for a Holding Tank in Hanover Township by Dr. Cawrse and seconded by Ron Puglisi. Motion carried.

**B. Approval of ACCHD Public Health Emergency Preparedness Plans:**

1. Community-Wide Public Health Assessment Guide
2. Epi Response Plan
3. Functional and Access (Special Needs) Plan
4. Ashland County Emergency Response Function #8
5. Community Reception Center SOG
6. Isolation and Quarantine Plan
7. Processing the FEMA Incident Action Form for a Specific Incident
8. Mass Shelters- Surveillance forms, Processes, and Management of Public Health Needs
9. Volunteer Policy and Procedures
10. Continuity of Operations

Motion was made to approve the above plans for the County by Dr. Cawrse and seconded by Ron Puglisi. Motion carried.

Motion was made to approve the above plans for the City by Dr. Latham and seconded by Mayor Stewart for the City. Motion carried.

**C. Ohio Manufactured Homes Commission Annual Agreement:**

Motion was made to approve the Ohio Manufactured Homes Commission Annual Agreement for the County by Dr. Tomchak and seconded by Dr. Cawrse. Motion carried.

Motion was made to approve the Ohio Manufactured Homes Commission Annual Agreement for the City by Mayor Stewart and seconded by Dr. Latham. Motion carried.

**D. Provider Contract with Ryan White Foundation:**

Motion was made to approve the Provider Contract with the Ryan White Foundation for the City by Larry Norris and seconded by Charmaine Kaylor. Motion carried.

Motion was made to approve the Provider Contract with the Ryan White Foundation for the County by Dr. Tomchak and seconded by Ron Puglisi. Motion carried.

**E. 2017 Proposed Ashland City Health Department Budget:**

Motion was made for the City by Mayor Stewart and seconded by Dr. Latham to approve the 2017 Proposed Ashland City Health Department Budget. Motion carried.

**F. 2017 Proposed Ashland County Health Department Budget:**

Motion was made for the County by Dr. Cawrse and seconded by Dr. Tomchak to approve the 2017 Proposed Ashland County Health Department Budget. Motion carried.

**G. Third Reading of Proposed 2017 Program Fees:**

Motion was made for the City by Larry Norris and seconded by Charmaine Kaylor to accept the third Reading of Proposed 2017 Program Fees. Motion carried.

Motion was made for the County by Dr. Tomchak and seconded by Dr. Ron Puglisi to accept the Second Reading of Proposed 2017 Program Fees. Motion carried.

**6. For the Good of the Department:**

The Health Commissioner commended the staff for their teamwork and working well together.

**7. Personal Privileges:**

Mayor Stewart gave thanks to Larry Norris for his many years of service to the City Board.

**8. Executive Session to Discuss Personnel Matters:**

Motion was made for the County by Dr. Cawrse and seconded by Dr. Tomchak to enter into Executive Session to Discuss Personnel Matters.

Roll Call Vote: Stan Kopp Yes  
Dr. David Tomchak Yes  
Ron Puglisi Yes  
Dr. Rebecca Cawrse Yes  
Jeff Hardman Absent

Motion Carried.

Motion was made for the City by Michael Dorr and seconded by Larry Norris to enter into Executive Session to Discuss Personnel Matters.

Roll Call Vote: Mayor Stewart Yes  
Larry Norris Yes  
Dr. William Latham Yes  
Charmaine Kaylor Yes  
Michael Dorr Yes

Motion Carried.

The Boards entered Executive Session at 8:10pm.

Motion was made for the County by Dr. Cawrse and seconded by Dr. Tomchak to exit Executive Session to Discuss Personnel Matters.

Roll Call Vote: Stan Kopp Yes  
Dr. David Tomchak Yes  
Ron Puglisi Yes  
Dr. Rebecca Cawrse Yes  
Jeff Hardman Absent

Motion Carried.

Motion was made for the City by Michael Dorr and seconded by Dr. Latham to exit Executive Session to Discuss Personnel Matters.

Roll Call Vote: Mayor Stewart Yes  
Larry Norris Yes  
Dr. William Latham Yes  
Charmaine Kaylor Yes  
Michael Dorr Yes

Motion Carried.

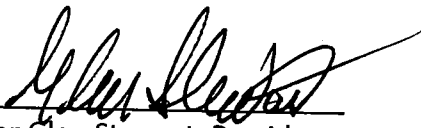
Executive Session ended at 9:52pm.

**9. Next Meeting:**

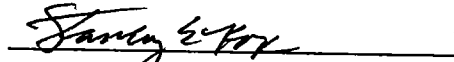
The next Boards of Health Meeting will be held on Tuesday, January 10, 2017 at 1763 State Route 60, Ashland, Ohio 44805.

**10. Adjournment:**

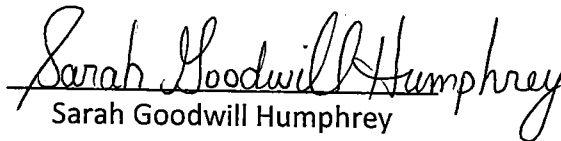
Meeting adjourned at 9:54pm.



Mayor Glen Stewart, President  
Ashland City Board



Stan Kopp, President  
Ashland County Board



Sarah Goodwill Humphrey  
Health Commissioner