

Ashland County-City Boards of Health Meeting Minutes
Tuesday, February 9, 2016
1763 State Route 60, Ashland, Ohio 44805

The Ashland County-City Board of Health Meeting was called to order at 7:04pm by Dr. David Tomchak.

Those present:	City Board:	Mayor Glen Stewart Larry Norris Mike Huber Dr. William Latham Charmaine Kaylor
	County Board:	Dr. David Tomchak Stan Kopp Ron Puglisi
	Staff:	Pat Donaldson, Environmental Health Director Shirley Bixby, Nursing Director Ray Herbst, Director of Emergency Preparedness Gayle Lantz, Registrar/Administrative Assistant
	Guest:	Michael Derr, Holmes County Health Commissioner
	Absent:	Janice Fridline Jeff Hardman Dr. Rebecca Cawrse

1. Approval of January 12, 2016 Board of Health Meeting Minutes:

Motion to approve the January 12, 2016 Board of Health Meeting Minutes was made for the City by Larry Norris and seconded by Dr. Latham. Motion carried.

Motion to approve the January 12, 2016 Board of Health Meeting Minutes was made for the County by Stan Kopp and seconded by Ron Puglisi. Motion carried.

2. Approval of January 7, 2016 Special Board of Health Meeting Minutes:

Motion was made to approve the January 7, 2016 Special Board of Health Meeting minutes for the City by Mike Huber and seconded by Dr. Latham. Motion carried.

Motion was made to approve the January 7, 2016 Special Board of Health Meeting minutes for the County by Ron Puglisi and seconded by Stan Kopp. Motion carried.

3. Approval of January 26, 2016 Special County Board of Health Meeting Minutes:

Motion to approve the January 26, 2016 Special County Board of Health Meeting Minutes was made for the County by Stan Kopp and seconded by Ron Puglisi. Motion carried.

4. Motion to Approve Expenses:

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

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

5. Division Reports:

As acting Administrator, Pat Donaldson, reported that things are running as well as can be expected. Bills and employees are being paid and we are keeping customers happy. Donaldson also reported to the Boards that Environmental Health and Nursing have required continuing education classes coming up that they will be attending.

Mrs. Donaldson informed the Boards that the Ohio Department of Agriculture will be starting the retail food establishment survey on Wednesday, Thursday, and Friday of next week. In the meantime, she is waiting for credentials to submit Improvement Standards and Subsidy Applications. She also reported that the ACCHD will be hosting the District Advisory Council meeting at the end of March.

Donaldson then donned her usual Environmental Health Director hat and reported that all applications for food service and renewal had been mailed out. Those payments must be received from the vendors by March 1, 2016. These licenses will require a signature from corresponding Board of Health Presidents. She suggested a rubberstamp to expedite the process and it was decided that Mayor Stewart would sign for the City and a stamp would be ordered from Irwin's for Dr. Tomchak.

Nursing Director, Shirley Bixby, reviewed her immunization report to the Boards for January. She also informed the Boards that Public Health Nurse, Lisa Burgess is continuing her work with The Strength in Numbers Support Group. Dyslexia training will be held February 10th and March 9, 2016.

Bixby also stated that she had been approached by Ev DeVaul and it has been decided that "Family Fun Day" will take place together with United Way's "Ring in Spring". The combined events will be held at the Ashland fairgrounds. "Happy Days" will be the theme of the day with a "Back to Basics/Focus on Family" basis.

Mrs. Bixby informed the Boards that she is compiling statistics of pay ranges in the surrounding area for comparison of existing pay scale for the ACCHD public health nurses. Bixby stated that one nurse is seeking other employment because of the pay. She will present the stats when completed to the Boards at a later date.

Ray Herbst, Emergency Preparedness Director, thanked County Board member, Ron Puglisi and other volunteers for their help in the alternate care facility training that was held January 29th & 30th. Beds were moved to the Career Center and then to the Service Center as practice in case of an emergency situation. Herbst was very pleased with the results of the drill.

Herbst reported that February 16, 2016, Samaritan on Main will host the Medical Surge Tabletop Exercise from 9-1pm. Herbst also informed the Boards that a "Lunch and Learn" was held on February 12, 2016 with the Nursing Department regarding adverse reporting system. This is part of the PHEP grant requirement.

6. Old Business:

A. Approval of ACCHD Functional Access (Special Needs) Plan:

The approval of ACCHD Functional Access (Special Needs) Plan was tabled.

7. New Business:

A. Discussion of Former Employee Vacation Payout Balance:

Motion was made for the City to Approve the Payout of former employee Jelayne Roberts for vacation pay accrued by Mayor Stewart and seconded by Dr. Latham. Motion carried.

Motion was made for the County to Approve the Payout of former employee Jelayne Roberts for vacation pay accrued by Stan Kopp and seconded by Ron Puglisi. Motion carried.

B. Motion to Accept Memorandum of Understanding with Montessori Good Shepherd at Trinity Lutheran for Vision Screening:

Motion was made for the City to Approve the Memorandum of Understanding with Montessori Good Shepherd at Trinity Lutheran for Vision Screening by Mike Huber and seconded by Charmaine Kaylor. Motion carried.

Motion was made for the County to Approve the Memorandum of Understanding with Montessori Good Shepherd at Trinity Lutheran for Vision Screening by Ron Puglisi and seconded by CharStan Kopp. Motion carried.

C. ACCHD Community Wide Public Health Assessment Guide:

The ACCHD Community Wide Public Health Assessment Guide was tabled at this time.

D. Annual Review of Ashland County Emergency Response Function #8:

The Annual Review of Ashland County Emergency Response Function #8 was tabled at this time.

E. Annual Review of the ACCHD Emergency Operations Plan:

The Annual Review of the ACCHD Emergency Operations Plan was tabled at this time.

F. Annual Review of the ACCHD SNS Plan Countermeasure Preparedness Action Plan:

The Annual Review of the ACCHD SNS Plan Countermeasure Preparedness Action Plan was tabled at this time.

G. Annual Review of the ACCHD Community Reception Center Suggested Operating Guide (SOG):

The Annual Review of the ACCHD Community Reception Center Suggested Operating Guide (SOG) was tabled at this time.

H. Annual Review of the ACCHD Isolation and Quarantine Plan:

The Annual Review of the ACCHD Isolation and Quarantine Plan was tabled at this time.

I. Annual Review of ACCHD Epidemiological Response Plan:

The Annual Review of ACCHD Epidemiological Response Plan was tabled at this time.

J. Annual Review of the “Processing The FEMA Incident Action Forms for a Specific Incident Procedure” Plan:

The Annual Review of the “Processing The FEMA Incident Action Forms for a Specific Incident Procedure” Plan was tabled at this time.

K. Discussion of Commissioner/CEO Job Description:

Motion was made for the City to use the Commissioner/CEO job description with additions by Mayor Stewart and seconded by Dr. Latham. Motion carried.

Motion was made for the County to use the Commissioner/CEO job description with additions by Stan Kopp and seconded by Ron Puglisi. Motion carried.

L. Discussion of Signature Documents Requiring Commissioner’s Signature:

It was decided that Mayor Stewart will sign for the City and Dr. Tomchak will sign for the County on documents requiring a signature from the Health Commissioner until a new Commissioner is hired.

M. Consideration of Hiring on a Contract Basis, a Tier 2 Epidemiologist, on an “As Needed” Basis to Conform to the State of Ohio Requirements for Submission of Documents, Including Grant Applications:

Motion was made for the City by Dr. Latham and seconded by Mayor Stewart to hire Sarah Humphrey, on a Contract Basis, as a Tier 2 Epidemiologist, on an “As Needed” Basis to Conform to the State of Ohio Requirements for Submission of Documents, Including Grant Applications. Motion carried.

Motion was made for the County by Ron Puglisi and seconded by Stan Kopp to hire Sarah Humphrey, on a Contract Basis, as a Tier 2 Epidemiologist, on an “As Needed” Basis to Conform to the State of Ohio Requirements for Submission of Documents, Including Grant Applications. Motion carried.

8. For The Good of the Department:

Mayor Stewart informed the Boards that he had received a letter of resignation from City Board Member Janice Fridline, effective immediately. The Mayor told the Boards that a new board member will be appointed with concurrence of City Council to fulfill Mrs. Fridline’s term which ends December 31, 2017.

9. Personal Privileges:

There were no personal privileges requested.

10. Next Board of Health Meeting:

The next Board of Health meeting will be held March 8, 2016 at 7:30pm at The Service Center, 1763 State Route 60, Ashland, Ohio 44805.

11. Executive Session:

Motion was made to enter Executive Session to discuss matters related to public employees, officials, licensees, or regulated individuals by Mike Huber and seconded by Mayor Stewart for the City.

Roll Call:	Mayor Glen Stewart	Yes
	Larry Norris	Yes
	Mike Huber	Yes
	Dr. William Latham	Yes
	Charmaine Kaylor	Yes

Motion carried.

Motion was made to enter Executive Session to discuss matters related to public employees, officials, licensees, or regulated individuals by Stan Kopp and seconded by Ron Puglisi for the County.

Roll Call:	Dr. David Tomchak	Yes
	Stan Kopp	Yes
	Ron Puglisi	Yes

Motion Carried.

Executive Session Started at 8:12pm.

Motion was made to exit Executive Session and enter Regular Session by Dr. Latham and seconded by Charmaine Kaylor for the City.

Roll Call:	Mayor Glen Stewart	Yes
	Larry Norris	Yes
	Mike Huber	Yes
	Dr. William Latham	Yes
	Charmaine Kaylor	Yes

Motion carried.

Motion was made to exit Executive Session and enter Regular Session by Ron Puglisi and seconded by Stan Kopp for the County.

Roll Call:	Dr. David Tomchak	Yes
	Stan Kopp	Yes
	Ron Puglisi	Yes

Motion carried.

Executive Session ended at 8:36pm and regular session began.

12. Stipend for Acting Administrator:

Motion was made by Mayor Stewart and seconded by Mike Huber for the City to extend a Stipend of \$1000.00 per month prorated per diem to Pat Donaldson, Acting Administrator.

Roll Call:	Mayor Glen Stewart	Yes
	Larry Norris	Yes
	Mike Huber	Yes
	Dr. William Latham	Yes
	Charmaine Kaylor	Yes

Motion carried.

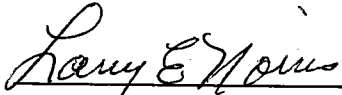
Motion was made by Stan Kopp and seconded by Ron Puglisi for the County to extend a Stipend of \$1000.00 per month prorated per diem to Pat Donaldson, Acting Administrator.

Roll Call:	Dr. David Tomchak	Yes
	Stan Kopp	Yes
	Ron Puglisi	Yes

Motion carried.

13. Adjournment:

Motion was made to adjourn at 8:38pm



Larry Norris, President Pro Tem
City Board of Health



David Tomchak, MD, President
County Board of Health