

Ashland County-City Health Department Meeting Minutes
Tuesday, June 14, 2016
1763 State Route 60, Ashland, Ohio 44805

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

Those present:	City Board:	Mayor Glen Stewart Dr. William Latham Larry Norris Mike Huber Charmaine Kaylor
	County Board;	Jeff Hardman Ron Puglisi Dr. David Tomchak Dr. Rebecca Cawrse
	Staff:	Sarah Goodwill Humphrey, Health Commissioner Pat Donaldson, Director of Environmental Health Shirley Bixby, Director of Nursing Ray Herbst, Director of Emergency Management
	Guest:	Mike Buettner, Times Gazette Reporter
	Absent:	Stan Kopp

1. Approval of May 10, 2016 Boards of Health Meeting Minutes:

Motion to approve the May 10, 2016 Boards of Health Meeting Minutes was made for the City by Dr. Latham and seconded by Larry Norris. Motion carried.

Motion to approve the May 10, 2016 Boards of Health Meeting Minutes was made for the County by Jeff Hardman and seconded by Dr. Tomchak. Motion carried.

2. Motion to Approve Expenses:

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

Motion was made to approve the County Expenses/Food Protection/PHEP for the County by Dr. Tomchak and seconded by Jeff Hardman. Motion carried.

3. Division Reports:

Health Commissioner, Sarah Humphrey reported to the Boards that the required Child Fatality Review Board meeting was held and thanked Dr. Tomchak for his attendance. The Health Commissioner and Shirley Bixby provided a ZIKA presentation to the Jeromesville Fire Department this month and Humphrey held a Strategic Planning meeting. Humphrey extended an invitation to Board members to attend the next meeting. The Health Commissioner also reviewed other her activities for the month which included: MAC coordination, FCFC Executive meeting, second of three Health Commissioner University meetings in Columbus, Health and Wellness Tag meeting, County Commissioner's meeting, and Leadership Team meeting.

Pat Donaldson, Environmental Health Director reported the Survey Results from ODA and gave the Boards details of the Level I and Level II Food Safety Certification courses that Tom Cassell has been attending. Donaldson also presented the boards with her monthly report, covering inspections, consultations, and presentations given in May.

Ray Herbst, Emergency Preparedness Director, delivered his monthly report to the Boards regarding plans for approval, new plans, and reported that LEPC will have a functional exercise on June 15, 2016.

Shirley Bixby, Director of Nursing, reported to the Boards that \$1960.00 has been approved for Ashland County to fund Project Dawn, which provides Narcan kits for first responders. Bixby reported that she is on the Opiate Committee, Amish Health and Safety Committee, Accreditation Committee and passed out her monthly report for May.

4. Old Business:

A. Motion to Approve ACCHD Continuity of Operations Plan:

Motion was made for the City by Mayor Stewart and seconded by Dr. Latham to approve the ACCHD Continuity of Operations Plan. Motion carried.

Motion was made for the County by Jeff Hardman and seconded by Dr. Tomchak to approve the ACCHD Continuity of Operations Plan. Motion carried.

B. Motion to Approve The ACCHD Volunteer Policy and Procedure:

Motion was made for the City by Larry Norris and seconded by Charmaine Kaylor to approve the ACCHD Volunteer Policy and Procedure. Motion carried.

Motion was made for the County by Jeff Hardman and seconded by Dr. Tomchak to approve the ACCHD Volunteer Policy and Procedure. Motion carried.

C. Motion to Approve the ACCHD Public Health Surveillance Forms and Processes in Mass Shelters and Ancillary Management of Public Health Needs in Mass Shelters:

Motion was made for the City by Dr. Latham and seconded by Mike Huber to approve the ACCHD Public Health Surveillance Forms and Processes in Mass Shelters and Ancillary Management of Public Health Needs in Mass Shelters. Motion carried.

Motion was made for the County by Jeff Hardman and seconded by Dr. Tomchak to approve the ACCHD Public Health Surveillance Forms and Processes in Mass Shelters and Ancillary Management of Public Health Needs in Mass Shelters. Motion carried.

5. New Business:

A. Motion to Approve Ebola virus and other Special Pathogens Plan:

Motion was made by Mayor Stewart for the City to table the Ebola virus and other Special Pathogens Plan until further review is done. The motion was seconded by Dr. Latham. Motion carried.

Motion was made by Dr. Tomchak for the County to table the Ebola virus and other Special Pathogens Plan until further review is done. The motion was seconded by Dr. Cawrse. Motion carried.

B. Motion to Approve Level II Food Safety Training Contract:

Motion was made for the City to approve the Level II Food Safety Training Contract by Larry Norris and seconded by Mayor Stewart. Motion carried.

Motion was made for the County to approve the Level II Food Safety Training Contract by Jeff Hardman and seconded by Dr. Tomchak. Motion carried.

C. Motion to Approve New Internet Provider:

Motion was made for the City by Mike Huber and seconded by Charmaine Kaylor to approve Armstrong Utilities as ACCHD Internet Provider at approximately \$30 per month due to the ODH grant ending on July 1, 2016. Motion carried.

Motion was made for the County by Jeff Hardman and seconded by Dr. Tomchak to approve Armstrong Utilities as ACCHD Internet Provider at approximately \$30 per month due to the ODH grant ending on July 1, 2016. Motion carried.

C. New Fees for PHAB, Public Health Accreditation Board:

Health Commissioner Humphrey informed the Boards that because the ACCHD is a multi-jurisdiction, there will be more hoops to hurdle and more documentation required in order to achieve accreditation through the state. Mayor Stewart commented that a new proposed City charter would have to be on the ballot by August to be changed for the November election. The Mayor recommended a realistic aim would be for the May election.

D. Credit Card Acceptance:

The Health Commissioner requested permission to explore options in finding a credit card company that could handle the needs of the ACCHD. The company would need to have an option that allows the ACCHD to split funds into City and County financial accounts. The Boards agreed to her request.

6. For The Good of the Department:

Health Commissioner Humphrey congratulated A.J. Sturgis on his 25 year anniversary of employment at the ACCHD and also to Shirley Bixby for 10 years. A potluck/cookout was held in honor of their achievements.

Sarah also thanked Tom Cassell on his efforts in pushing the educational aspects of the Food Protection Program and thanked Jennifer Helbert for her help assisting in getting Sarah acclimated to the finances of the ACCHD.

Ron Puglisi mentioned that he had checked into the repayment of the Drotleff bond and the Prosecutor confirmed his statements to the Mayor. The repayment has been made.

7. Next Board of Health Meeting:

The next monthly Boards of Health meeting will be held on July 12, 2016 at 7:00pm

8. Motion to Adjourn:

Motion was made by Larry Norris to adjourn. Meeting was adjourned at 8:07pm

Larry Norris, President Pro Tem
Ashland City Board

Stan Kopp, President
Ashland County Board

Sarah Goodwill Humphrey
Health Commissioner