

Ashland County-City Boards of Health Meeting Minutes
Tuesday, April 12, 2016
1763 State Route 60, Ashland, Ohio 44805

The Ashland County-City Boards of Health Meeting was called to order at 7:03pm by Dr. David Tomchak.

Those present:	City Board:	Larry Norris Mike Huber Dr. William Latham Charmaine Kaylor
	County Board:	Dr. David Tomchak Stan Kopp Jeff Hardman Ron Puglisi Dr. Rebecca Cawrse
	Staff:	Pat Donaldson, Acting Administrator, EH Director Ray Herbst, Emergency Preparedness Director Shirley Bixby, Nursing Director Tom Cassell, RS Environmental Health Gayle Lantz, Registrar/Administrative Assistant
	Guests :	Sarah Goodwill Humphrey, Holmes County HD Kristi Schweitzer, Ashland Times Gazette Reporter
	Absent:	Mayor Glen Stewart

1. Approval of March 8, 2016 Boards of Health Meeting Minutes:

Motion to approve the March 8, 2016 Boards of Health Meeting Minutes was made for the City by Larry Norris and seconded by Dr. Latham. Motion carried.

Motion to approve the March 8, 2016 Boards of Health Meeting Minutes was made for the County by Ron Puglisi and seconded by Stan Kopp. Motion carried.

2. Approval of March 29, 2016 Special Meeting Minutes:

Motion to approve the March 29, 2016 Special Meeting Minutes was made for the City by Mike Huber and seconded by Dr. Latham. Motion carried.

Motion to approve the March 29, 2016 Special Meeting Minutes was made for the County by Ron Puglisi and seconded by Jeff Hardman. Motion carried.

3. Motion to Approve Expenses:

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

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

4. Division Reports:

Acting Administrator, Pat Donaldson discussed with the Boards several invoices that needed paid. The Boards gave her the go ahead to take care of them.

Environmental Health Director, Pat Donaldson, discussed the recent food safety letter from the Ohio Department of Agriculture. Donaldson discussed with the boards what action would be taken to rectify the situation and reported that Tom Cassell, RS has scheduled some trainings to be taken in the next few months. Donaldson also reported that the Environmental Health Division is sponsoring food handler classes and other trainings in May, June, and August. Many licensees have already signed up.

Donaldson also informed the Boards that Food Service Licensing final date was March 1st and that everything went great. It was the first time for EH clerk, Leslie Sexton and RS, Tom Cassell to handle the processing and Donaldson was impressed at how smooth everything progressed. April will be the month that the EH division starts Campground and Swimming Pool applications.

Ray Herbst, Emergency Preparedness Director, reported that the ACCHD contributed to the 21st National Public Health Day celebration by video recording, editing, and publishing, "Victories in Public Health: Progress or Adaptation?" Symposium on Indifference, held on April 5th.

Herbst also reported that two persons have joined Medical Reserve Corps Unit 1181 this month and they are Char Patterson and Rebecca Ling. Herbst stated that staff and MRC volunteers participated in training on April 7th and he will be generating an After-Action Report as well as an Improvement Plan.

Herbst stated that an inventory of MARCS equipment was performed by ODH on March 23rd and that in the second quarter, 111 radon test kit coupons were distributed. Herbst reminded everyone to attend the Family Fun Day on May 7th, 2016.

Shirley Bixby, Director of Nursing, presented her report to the Boards and reported that the County is only allowed 5 pack and plays for the Cribs for Kids program. She has already had a call for one and will go pick it up for that person.

Bixby also reminded everyone to attend the Family Fun Day on May 7th, 2016 at the Ashland fairgrounds. It will be held in conjunction with the "Ring in Spring" with United Way of Ashland. It promises to be a fun time for all.

5. Old Business:

A. ACCHD Community-Wide Public Health Assessment Guide:

B. ACCHD Epidemiological Response Plan:

Motion was made to approve the ACCHD Community-Wide Public Health Assessment Guide and the ACCHD Epidemiological Response Plan for the City by Mike Huber and seconded by Larry Norris. Motion carried.

Motion was made to approve the ACCHD Community-Wide Public Health Assessment Guide and the ACCHD Epidemiological Response Plan for the County by Stan Kopp and seconded by Ron Puglisi. Motion carried.

C. Status of New Health Commissioner:

Dr Tomchak announced that the new Ashland County-City Health Commissioner is Sarah Goodwill Humphrey. Sarah will start her new position on Monday April 18, 2016.

6. New Business:

A. Matters related to a public employee:

Motion was made for the County to approve employees' transference of vacation or sick time to another employee in their time of need by Stan Kopp and seconded by Jeff Hardman. Motion carried.

Motion was made for the City to approve employees' transference of vacation or sick time to another employee in their time of need by Larry Norris and seconded by Dr. Latham. Motion carried.

B. Part time Public Health Nurse:

It was brought to the attention of the Boards that the Nursing Division is still on need of a part time Public Health Nurse. It was decided that HR would be notified of the urgency.

C. Damage to Employee Vehicle While on Duty:

The Boards gave Pat Donaldson the go ahead to reimburse Lisa Burgess for repairs to her tire incurred while at a home BCMH visit during working hours.

D. Election of New County Board President and President Pro Tem:

Motion was made for the County to appoint Stan Kopp as President and Ron Puglisi as President Pro Tem of the County Board of Health by Dr. Cawrse and seconded by Jeff Hardman. Motion carried.

7. New Business:

It was brought to the attention of the Boards that Jeff Hardman was once again elected to the County Board of Health at the March 31, 2016 District Advisory Council Meeting. Mr. Hardman will serve another 5 year term.

Newly hired Ashland County Health Commissioner, Sarah Goodwill Humphrey answered questions related to the accreditation of the ACCHD. Sarah also asked for the consent of the Boards for her attendance at the OPHA Accreditation Readiness Training in Columbus, Ohio on May 9th, 2016. She also asked for Shirley Bixby and Jennifer Helbert to attend the conference with her. Sarah also informed the Boards that there will be an accompanying conference from May 9th-11th for Health Commissioners that she would like to attend. Humphrey informed the Boards that she would also seek approval to attend an AOHC sponsored Health Commissioner University for a three day training session starting April 26th. The Boards of Health agreed to all requests.

8. Personal Privileges:

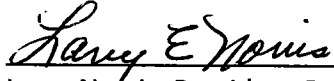
There were no Personal Privileges.


9. Next Meeting:

The next Boards of Health Meeting will be held on May 10th, 2016 at 7pm at the Service Center, 1763 State Route 60, Ashland, Ohio 44805.

10. Adjournment:

Motion was made by Dr. Cawrse to adjourn at 7:48pm. Motion carried.


Larry Norris, President Pro Tem
City Board of Health


Dr. David Tomchak, President
County Board of Health