

Ashland County-City Health Department Meeting Minutes
Tuesday May 10, 2016
1763 State Route 60, Ashland , Ohio 44805

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

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

1. Approval of April 12, 2016 Boards of Health Meeting Minutes:

Motion to approve the April 12, 2016 Boards of Health Meeting Minutes was made for the City by Mike Huber and seconded by Dr. Latham. Motion carried.

Motion to approve the April 12, 2016 Boards of Health Meeting Minutes was made for the County by Dr. Cawrse 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 Dr. Latham and seconded by Mayor Stewart. 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.

3. Division Reports:

Sarah Goodwill Humphrey, Health Commissioner, recounted her activities of her first three weeks as Ashland Health Commissioner to the Boards. The Commissioner attended the The Health and Wellness Target Action Group, The Loudonville Health Fair, Family Fun Day, OPHA Accreditation Readiness Training and the AOHC Spring Conference.

Sarah also held meetings for the Ohio Public Entities Pool Liability Assessment and the P4 Agreement with 179th Airlift Wing Medical Group.

In regards to Agency Operations and Planning, the Health Commissioner has accomplished Personnel Policy Updates, completed the 2017 Estimated Budget, scheduled the Child Fatality Review Board Meeting and continues to oversee the Accreditation Planning.

The Health Commissioner relayed to the Boards that the Health Department experienced IT issues on the 9th and 10th with connectivity to the ODH system. She plans to explore options on achieving a continuous “flow” in the future and is researching a Rural Healthcare Communications Grant that could possibly pay for any upgrades.

Pat Donaldson, Director of Environmental Health reported that her department is back to “normal”. Donaldson met with Ohio Department of Health representative for a Water Program Survey and the consensus was good. Donaldson, Goodwill Humphrey, and several Board members are scheduled to meet with the ODA on Friday May 13th, 2016 to discuss some aspects that need addressed. A plan of action is being generated at this time.

Donaldson also reported to the Boards that the EH Division held their first ODA training session for local Health Departments. Eight to ten sanitarians attended this informative meeting and Donaldson conveyed to the Boards that two more training events are scheduled at the Service Center for this year.

Ray Herbst, Director of Emergency Preparedness, reported to the Boards that he has an Memorandum of Understanding with Ritzman Pharmacy to be signed by Board Presidents. The ACCHD Call Down Grid has been updated and the latest standing orders from ODH have been incorporated. Herbst also reported that the new directions for the CDC Inventory Management and Tracking System version 1.8 have been incorporated and the new Ohio Search and Rescue MOU has been integrated.

Shirley Bixby, Director of Nursing, informed the Boards that she would be attending the Project Dawn – Training the Trainer on May 12th. This training session will be for the proper distribution of Narcan by First Responders. She is currently checking on more grant dollars to fund additional Narcan through the Tri-County region. Bixby also reported to the boards that the Health Fair/Family Fun Day was well attended.

4. Old Business:

Motion was made for the City by Mayor Stewart and seconded by Dr. Latham to approve the ACCHD Emergency Response Plan and the ACCHD SNS Plan Countermeasure Preparedness Action Plan. Motion carried.

Motion was made for the County by Ron Puglisi and seconded by Dr. Tomchak to approve the ACCHD Emergency Response Plan and the ACCHD SNS Plan Countermeasure Preparedness Action Plan. Motion carried.

5. New Business:

- A. The ACCHD Continuity of Operations Plan:
- B. The ACCHD Volunteer Policy and Procedure:
- C. The ACCHD Management of Medication Needs at Congregate Shelter Location Plan
- D. The ACCHD Mass Care Surveillance Forms and Processes Plan:

Ray Herbst reviewed the above plans with the Boards. No action was taken at this time.

- E. Discussion of Matters related to public employees, officials, licensees, or regulated individuals regarding City pay raises for ACCHD employees:

Health Commissioner Goodwill Humphrey and Board members discussed pay raises for City ACCHD employees. No action was taken.

F. Policy Revisions:

1. Distracted Driving policy

Motion was made for the City by Mike Huber and seconded by Dr. Latham to adopt the Distracted Driving policy with revisions to the ACCHD Personnel Manual. Motion carried.

Motion was made for the County by Jeff Hardman and seconded by Dr. Cawrse to adopt the Distracted Driving policy with revisions to the ACCHD Personnel Manual. Motion carried.

2. Revision to Existing Travel/Meal Reimbursement Policy:

Motion was made for the City to adopt the Revision to Existing Travel/Meal Reimbursement Policy to the ACCHD Personnel Manual by Mayor Stewart and seconded by Dr. Latham. Motion carried.

Motion was made for the County to adopt the Revision to Existing Travel/Meal Reimbursement Policy to the ACCHD Personnel Manual by Dr. Cawrse and seconded by Dr. Tomchak. Motion carried.

G. Repayment of Bond for Restitution Case:

Discussion was made in regards to repayment of \$5000 bond for restitution case. No action was taken at this time.

6. For the Good of the Department:

Health Commissioner Goodwill Humphrey commended the staff at ACCHD for their help making her introduction to the Health Department an easy transition. The Health Commissioner stated that the staff is informative, shows high levels of competency and has a positive outlook, which she greatly appreciates.

7. Personal Privileges:

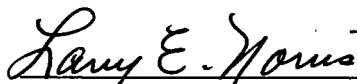
There were no personal privileges

8. Next Board of Health Meeting:

The next Board of Health meeting will be held on June 14, 2015 at 7pm at the Service Center 1763 State Route 60, Ashland, Ohio 44805

9. Adjournment:

Motion was made by Mayor Stewart to adjourn at 8:03 pm



Larry Norris, President Pro Tem

Stan Kopp, President

Sarah Goodwill Humphrey
Health Commissioner