

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

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

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

**1. Approval of Minutes:**

The minutes of the regular meeting held on June 14, 2016 were reviewed by the City and County Board members.

Motion to approve the minutes was made for the City by Mike Huber and seconded by Mayor Stewart. Motion carried.

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

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

Motion to approve the City Expenses/Food Protection was made by Mike Huber and seconded by Dr. Latham. Motion carried.

Motion to approve the County Expenses/Food Protection/PHEP was made by Stan Kopp and seconded by Dr. Cawrse. Motion carried.

## **3. Division Reports:**

Sarah Goodwill Humphrey, Health Commissioner, reported to the Board members, her activities for the month of June. Goodwill Humphrey attended the FCFC Executive Meeting, Ashland County Leaders' Solution Group on Heroin, ACCHD Strategic Planning Meetings, a Housing meeting, and the Health Commissioner University. She also held a staff meeting where surveys were passed out and accreditation and MAC were discussed. In addition, The Health Commissioner held interviews for the new PH Nurse.

In regards to the ISP transition, Sarah has been collaborating with Jim Storch, Steve Darling, from ODH, Patty Green, and Aaron Doerrer. A new 48 port switch is being configured for the project. After the ISP transition, MTBT will reset printers and provide training to staff. The ACCHD is still experiencing IT issues regarding user recognition, access to shared drives, blue screens, etc. Aaron has been working on addressing those areas.

Goodwill Humphrey informed the Board members that a Community Health Improvement grant is available and that she will be applying. The grant is for \$25,000 and will allow the the ACCHD to secure contracted services to complete this accreditation prerequisite. As part of the Strategic Planning, a staff survey was administered we are currently collecting data from customer service surveys from all programs. The Health Commissioner also informed the Board members that she will not be attendance at the August Board meeting.

Pat Donaldson, Director of Environmental Health reported that they are in full swing with summer. Sewage, septic, water samples, food inspections, and dog bites are numerous. Donaldson and staff covered the following events for June: ODA Food Safety Program Training, Leadership Meeting, OEPA Solid Waste Program survey, MWCD Campground Renovations meeting, Level One ServSafe Training, Subdivision Review meeting, and weekly Strategic Planning Committee meetings.

Ray Herbst, Director of Emergency Preparedness, reported that some of the ACCHD completed online training pertaining to the PHEP Core Grant and Hena Samdani will be attending the NSSE, as a volunteer, representing the ACCHD. Herbst also reported that he attended the NECO Region 5 Public Health Planning, Steering, and Healthcare Coalition meeting on June 23<sup>rd</sup>. Herbst informed the boards that the third quarter of the 26<sup>th</sup> State Indoor Radon Grant Program reports were completed and submitted to Seneca County

Health Department on time. A full report is available of the tasks achieved by Herbst and Samdami upon request.

Shirley Bixby, Director of Nursing reported that due to children going back to school, there will be extra immunization clinics held in July and August. Bixby also noted that the ACCHD will not be administering the flu mist this year, as studies have shown ineffectiveness in the past. Amish Health and Safety day will be held on August 23, 2016. A full nursing report is available upon request.

#### **4. Old Business:**

##### **A. Transition to New Internet Service Provider Update:**

The Health Commissioner informed the Board members that ODH has stopped being our internet provider. Until we are switched to Armstrong, they are being lenient on the charges to the ACCHD. Hopefully, the change will occur soon.

##### **B. Motion to Approve Point and Pay Credit Card Service:**

Motion to approve Point & Pay Credit Card Service was made for the City by Dr. Latham and seconded by Mayor Stewart. Motion carried.

Motion to approve Point & Pay Credit Card Service was made for the County by Stanley Kopp and seconded Dr. Tomchak. Motion carried.

#### **5. New Business:**

##### **A. Motion to Approve the Hiring of Part-time Public Health Nurse:**

Motion was made for the City by Charmaine Kaylor and seconded by Mike Huber to hire Jennifer Owen as part-time Public Health Nurse @28 hours per week at \$17.67 per hour. Jennifer's starting date will be August 8, 2016. Motion carried.

Motion was made for the County by Dr. Cawrse and seconded by Jeff Hardman to hire Jennifer Owen as part-time Public Health Nurse @28 hours per week at \$17.67 per hour. Jennifer's starting date will be August 8, 2016. Motion carried.

##### **B. Motion to Approve New Vision and Mission Statements:**

After much discussion and suggestions, Motion was made for the City by Mike Huber and seconded by Dr. Latham to approve the amended Vision and Mission Statements. Motion carried.

Motion was made for the County by Dr. Tomchak and seconded by Dr. Cawrse to approve the amended Vision and Mission Statements. Motion carried.

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

- A. Shirley Bixby invited Board Members to a baby shower for Hena Samdani on July 21<sup>st</sup>.
- B. Sarah Goodwill Humphrey commended Pat Donaldson for “winging’ a session on bed bugs at the Senior Citizen Center that was made by a former employee. Pat stepped up to the plate and delivered a winning speech.

**7. Personal Privileges:**

There were no personal privileges.

**8. Executive Session:**

Motion was made to enter Executive Session for Personnel Issues for the City by Charmaine Kaylor and seconded by Mayor Stewart.

Roll Call:	Mayor Stewart	Y
	Mike Huber	Y
	Larry Norris	Y
	Dr. Latham	Y
	Charmaine Kaylor	Y

Motion carried.

Motion was made to enter Executive Session for Personnel Issues for the County by Stan Kopp and seconded by Dr. Tomchak.

Roll Call:	Dr. Tomchak	Y
	Stan Kopp	Y
	Jeff Hardman	Y
	Dr. Cawrse	Y
	Ron Puglisi	Y

Motion carried.

Executive Session was entered at 7:55pm

Motion was made to leave Executive Session for the City by Mayor Stewart and seconded by Dr. Latham.

Roll Call:	Mayor Stewart	Y
	Mike Huber	Y
	Larry Norris	Y
	Dr. Latham	Y
	Charmaine Kaylor	Y

Motion carried.

Motion was made to leave Executive Session for the County by Dr. Cawrse and seconded by Dr. Tomchak.

Roll Call:	Dr. Tomchak	Y
	Stan Kopp	Y
	Jeff Hardman	Y
	Dr. Cawrse	Y
	Ron Puglisi	Y

Motion carried.

The Boards left Executive Session and entered Regular Session at 8:11pm

**9. Motion to Approve Full time Status of Employee:**

Motion was made to approve fulltime status for Jennifer Helbert starting August 1, 2016 pending review and approval by Board Presidents' of her job description for the City by Mike Huber and seconded by Dr. Latham. Motion carried.

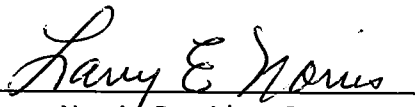
Motion was made to approve fulltime status for Jennifer Helbert starting August 1, 2016 pending review and approval by Board Presidents' of her job description for the County by Stan Kopp and seconded by Ron Puglisi. Motion carried.

**10. Next Board Meeting:**

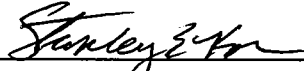
The next Board of Health Meeting will be August 9, 2016 at 7:00pm at 1763 State Route 60, Ashland, Ohio.

**11. Adjournment:**

The Board of Health Meeting was adjourned at 8:14pm



Larry Norris, President Pro Tem  
Ashland City Board



Stan Kopp, President  
Ashland County Board

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Sarah Goodwill Humphrey  
Health Commissioner