

Ashland County-City Boards of Health Meeting Minutes  
1763 State Route 60, Ashland, Ohio 44805  
October 11, 2016

Those present: County Board: Stan Kopp  
Jeff Hardman  
Dr. David Tomchak  
Ron Puglisi  
Dr. Rebecca Cawrse

City Board: Mayor Stewart  
Larry Norris  
Dr. William Latham  
Charmaine Kaylor  
Michael Dorr

Staff: Sarah Goodwill Humphrey, Health Commissioner  
Pat Donaldson, Environmental Health Director  
Shirley Bixby, Nursing Director

**1. Approval of Minutes:**

The minutes of the regular meeting held on August 9, 2016 were reviewed by the City and County Board members.

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

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

**2. Approval of Expenses:**

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

Motion to approve the County Expenses/Food Protection/PHEP (Public Health Emergency Preparedness) for the month of July was made for the County by Dr. Tomchak and seconded by Ron Puglisi. Motion carried.

### **3. Division Reports:**

Sarah Goodwill Humphrey, Health Commissioner, reported to the boards that the new credit card machine through Lexis Nexis is in operation and has provided increased customer service. The Health Commissioner attended AOHC Fall Conference, Sandusky Street Sewage meeting, FCFC meetings, VMSG Dashboard webinar and completed cost methodology for the 2017 proposed food fees. The Commissioner reported that an Accreditation Team has been formed, designating leaders for each of the twelve domains, a Leadership meeting was held with Division Directors to discuss FLSA and accreditation, and that the third of six scheduled Food Handler Level II trainings was held. Goodwill Humphrey presented at a Rotary Club meeting on the services that the ACCHD provides and she continues to monitor the County and city budgets.

Pat Donaldson, Director of Environmental Health, presented information to the Boards concerning the situation in Rowsburg. No action was taken by the boards. Donaldson also submitted a monthly report.

Shirley Bixby, Director of Nursing, reported to the Boards that the Nursing Division has been very busy with flu clinics, Cryptosporidium and Giardia cases. Bixby will be taking over the TAG Health and Wellness Group and submitted a monthly report.

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

There was no Old Business this month.

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

#### **A. Provider Contract with SummaCare, Inc:**

Motion was made for the City to approve the Provider Contract with SummaCare, Inc by Larry Norris and seconded by Michael Dorr. Motion carried.

Motion was made for the County to approve the Provider Contract with SummaCare, Inc by Dr. Tomchak and seconded by Dr. Cawrse. Motion carried.

**B. Maternity Licensure Application for University Hospital's Samaritan Medical Center:**

Motion was made to approve the Maternity Licensure Application for University Hospital's Samaritan Medical Center for the City by Mayor Stewart and seconded by Dr. Latham.

Roll Call Vote:

Mayor Stewart -Yes  
Larry Norris - Yes  
Dr. William Latham - Yes  
Charmaine Kaylor - Yes  
Michael Dorr – Yes

Motion carried.

Motion was made to approve the Maternity Licensure Application for University Hospital's Samaritan Medical Center for the County by Jeff Hardman and seconded by Dr. Tomchak.

Roll Call Vote:

Stan Kopp - Yes  
Jeff Hardman - Yes  
Dr. David Tomchak - Yes  
Ron Puglisi - Yes  
Dr. Rebecca Cawrse – Yes

Motion carried.

**C. Approval for Hire of PHN1- Jenna Wertz:**

Motion was made to approve the hiring of PHN1, Jenna Wertz, effective date 10-12-16 at a rate of \$17.25 per hour at 28 hours per week for the City by Dr. Latham and seconded by Michael Dorr. Motion carried.

Motion was made to approve the hiring of PHN1, Jenna Wertz, effective date 10-12-16 at a rate of \$17.25 per hour at 28 hours per week for the County by Dr. Cawrse and seconded by Dr. Tomchak. Motion carried.

**D. First Reading of 2017 Proposed Food Fees:**

Motion was made for the City to Approve the First Reading of the 2017 Proposed Food Fees by Dr. Latham and seconded by Larry Norris. Motion carried.

Motion was made for the County to Approve the First Reading of the 2017 Proposed Food Fees by Dr. Cawrse and seconded by Dr. Tomchak. Motion carried.

**E. Discussion: Clinic Space MOU**

Discussion was held regarding Clinic Space MOU with Ashland County Jail for Latent Follow ups. No action was taken.

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

There were none.

**7. Personal Privileges:**

There were none.

**8. Executive Session to Discuss FLSA Changes:**

Motion to enter Executive Session to Discuss FLSA Changes was made for the County by Dr. Tomchak and seconded by Ron Puglisi.

Roll Call Vote:

Stan Kopp - Yes  
Jeff Hardman - Yes  
Dr. David Tomchak - Yes  
Ron Puglisi - Yes  
Dr. Rebecca Cawrse – Yes

Motion carried.

Motion to enter Executive Session to Discuss FLSA Changes was made for the City by Mayor Stewart and seconded by Dr. Latham.

Roll Call Vote:

Mayor Stewart -Yes  
Larry Norris - Yes  
Dr. William Latham - Yes  
Charmaine Kaylor - Yes  
Michael Dorr – Yes

Motion carried.

The Boards entered Executive Session at 9:35pm.

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

Roll Call Vote:

Stan Kopp - Yes  
Jeff Hardman - Yes  
Dr. David Tomchak - Yes  
Ron Puglisi - Yes  
Dr. Rebecca Cawrse – Yes

Motion carried.

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

Roll Call Vote:

Mayor Stewart -Yes  
Larry Norris - Yes  
Dr. William Latham - Yes  
Charmaine Kaylor - Yes  
Michael Dorr – Yes

Motion carried.

The Boards left Executive Session at 9:50 pm.

**9. Motion to Make Salary Changes due to FLSA Changes:**

Motion was made for the County to convert AJ Sturgis and Ray Herbst current salaries to an equivalent hourly rate for compliance of the FLSA changes as well as increasing Shirley Bixby's County portion of her salary by \$58.55, going into effect by December 1<sup>st</sup>, 2016 by Dr. Cawrse and seconded by Jeff Hardman. Motion carried.


Motion was made for the City to increase Shirley Bixby's City portion of her salary by \$58.55 in order to comply with FLSA changes, going into effect by December 1<sup>st</sup>, 2016 by Mayor Stewart and seconded by Dr. Latham. Motion carried.


**10. Next Meeting:**

The next Ashland County-City Boards of Health meeting will be by November 8<sup>th</sup>, 2016 at 7:00pm at 1763 State Route 60, Ashland, Ohio 44805.

**11. Adjournment:**

Meeting adjourned at 9:55pm

  
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Larry Norris, President Pro Tem  
Ashland City Board

  
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Stan Kopp, President  
Ashland County Board

  
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Sarah Goodwill Humphrey  
Health Commissioner