

Ashland County-City Boards of Health Meeting Minutes  
1763 State Route 60, Ashland, Ohio 44805  
January 10, 2017

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

Those present:	County Board:	Stan Kopp Dr. David Tomchak Ron Puglisi Dr. Rebecca Cawrse Jeff Hardman
	City Board:	Mayor Stewart Dr. William Latham Charmaine Kaylor Michael Dorr
	Staff:	Sarah Goodwill Humphrey, Health Commissioner Pat Donaldson, Environmental Health Director Ray Herbst, Director of Emergency Preparedness Gayle Lantz, Registrar/Admin Asst
	Guests:	Mike Buettner, Times Gazette Duane Fishpaw, Incoming Mayor

**1. Approval of Minutes:**

The minutes of the regular meeting held on December 13, 2016 were reviewed by the City and County Board members.

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

Motion to approve the minutes was made for the County by Stan Kopp 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 Michael Dorr. Motion carried.

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

## **3. Division Reports:**

Sarah Goodwill Humphrey, Health Commissioner, reported to the Boards that the staff successfully concluded our second MAC Study for December 12-18<sup>th</sup>, 2016. The financials of the study are not quite finished due to staff vacations over the holiday. Goodwill-Humphrey met with Chris Barker, regarding compliance to the PHEP Ebola Supplemental contract between Ashland and Summit counties. She attended FCFC Planning, Executive, and regular council meetings and prepared a proposal for a grant covering Quality improvement planning that will provide training support to staff at no cost. This will help in achieving accreditation. The Health Commissioner began the process of preparing the annual financial reports for both the City and County and Enrolled in Foodborne Disease Centers for Outbreak Response Enhancement. She also met with a representative from the Local Public Health Services Collaborative to discuss billing, EMR, and Practice Mgmt. Finally, the Health Commissioner reviewed the FY18 PHEP Grant, reviewed Epidemiological requirements, and discussed submitting an application to become host site for CDC Public Health Associate for 2017.

Pat Donaldson, Environmental Health Director, reported that she attended Leadership meetings, Solid Waste District Advisory Committee Meetings, Subdivision Review Committee Meetings, and Accreditation meetings. Donaldson stated that the EH Division has been very busy with the Level II Food Training sessions being held at the Service Center. She also reported that EH Division held a Sewage Installers workshop to fulfill 6 hours of CEU's for Installers. Donaldson also stated that the Polk sewage orders have been mailed to the addresses affected and any complaints of non compliance will be filed with the prosecutor.

Ray Herbst, Director of Emergency Preparedness, thanked Mayor Stewart on his years of service with the Board of Health. Herbst reported that Denbow-Gasche and Wappner Funeral Homes have both agreed to cremate bodies that have been infected with Ebola virus to comply with the ACCHD Ebolavirus and Other Special Pathogens Plan. Herbst has submitted the Notice of Intent to Apply for Funding for the PHEP FY 18 cycle. He also received a \$6,127.00 opportunity to increase PHEP FY17 award to \$74,659.00 provided our budget and budget narrative are revised and uploaded by January 31, 2017. Herbst also provided his monthly report.

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

Mayor Stewart reported that the City is ready to bore under West Sandusky Street to allow effected properties to hook into the City Sewage System.

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

**A. Health Commissioner Goodwill Humphrey informed the Boards of the resignation of Danielle Allen, RN effective December 31, 2016.**

**B. Approval of Ashland County Health Improvement Plan (CHIP):**

Motion was made for the City to approve the Approval of Ashland County Health Improvement Plan (CHIP) by Michael Dorr and seconded by Dr. Latham. Motion carried.

Motion was made for the County to approve the Approval of Ashland County Health Improvement Plan (CHIP) by Stan Kopp and seconded by Ron Puglisi. Motion carried.

**C. 2017 Immunization Fees:**

Motion was made for the City to Approve the Updated Immunization Fees for 2017 by Dr. Latham and seconded by Michael Dorr. Motion carried.

Motion was made for the County to Approve the Updated Immunization Fees for 2017 by Dr. Tomchak and seconded by MichaRon Puglisi. Motion carried.

**D. Two Percent Pay Increase for Employees:**

Motion to approve a 2% pay increase for ACCHD employees was made for the City by Michael Dorr and seconded by Dr. Latham. Motion carried.

Motion to approve a 2% pay increase for ACCHD employees was made for the County by Dr. Cawrse and seconded by Stan Kopp. Motion carried.

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

Sarah Goodwill Humphrey thanked departing Mayor Stewart on his many years of service on the City Board of Health and welcomed incoming Mayor Duane Fishpaw. She also thanked the ACCHD staff for keeping afloat during the holiday season with a skeleton staff.

#### **7. Personal Privileges:**

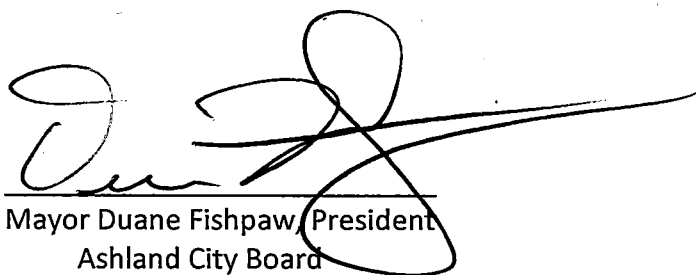
There were no personal privileges requested.

**8. Next Meeting:**

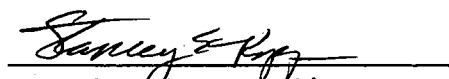
The next Boards of Health Meeting will be held on Tuesday, February 14, 2017 at 1763 State Route 60, Ashland, Ohio 44805.

**9. Adjournment:**

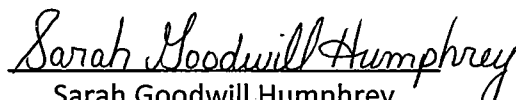
Meeting adjourned at 7:29pm.



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Mayor Duane Fishpaw, President  
Ashland City Board



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Stan Kopp, President  
Ashland County Board



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Sarah Goodwill Humphrey  
Health Commissioner