

Ashland County-City Boards of Health Meeting Minutes  
1763 State Route 60, Ashland, Ohio 44805  
May 9, 2017

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

|                |               |                                                                                                                                                                                                                                                                                |
|----------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Those present: | County Board: | Jeff Hardman<br>Dr. David Tomchak<br>Ron Puglisi<br>Dr. Rebecca Cawrse                                                                                                                                                                                                         |
|                | City Board:   | Mayor Duane Fishpaw<br>Dr. William Latham<br>Michael Dorr<br>Charmaine Kaylor                                                                                                                                                                                                  |
|                | Staff:        | Sarah Goodwill Humphrey, Health Commissioner<br>Pat Donaldson, Environmental Health Director<br>Gayle Lantz, Registrar/Administrative Assistant<br>Ray Herbst, Director of Emergency Preparedness<br>Shirley Bixby, Director of Nursing<br>A.J. Sturgis, Registered Sanitarian |
|                | Guests:       | Mike Buettner, TG Reporter<br>Jerrod M. Stewart<br>Shawn J. Landoll<br>Andrea Landoll                                                                                                                                                                                          |

### **1. Approval of Minutes:**

The minutes of the regular meeting held on April 11, 2017 were reviewed by the City and County Board members.

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

Motion to approve the minutes was made for the County by Jeff Hardman 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 Michael Dorr and seconded by Mayor Fishpaw. Motion carried.

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

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

Health Commissioner Goodwill Humphrey reported her monthly activities to the Boards of Health:

- ACCHD was awarded \$42,000 Mosquito Control Grant from the Ohio EPA for surveillance of larvicide, adulticide, education and breeding source reduction.
- Public Health Day 2017 with Speaker Dr. Melissa Thomas "Relating to the Amish in a Culturally Sensitive Way"
- Presentation to Ashland County Council of Social Services including an overview of the services provided by the ACCHD
- Lunch and Learn on April 4<sup>th</sup>, "Methods of Assuring Quality Communication"
- Ashland County Health and Wellness Fair-April 5<sup>th</sup>
- BCMH Informational Program with Partners -April 10<sup>th</sup>
- Attended Nurses Staff Meeting on April 10<sup>th</sup>
- Interviewed applicants for the Environmental Health Registered Sanitarian position- April 18<sup>th</sup> & 19<sup>th</sup>

- Attended the Ashland University College of Nursing Community Partner Appreciation Luncheon –April 12<sup>th</sup>
- NECO Region Functional Exercise pre meeting –April 18<sup>th</sup>
- All Staff Meeting-April 24<sup>th</sup>: Topic-Continuous Quality Improvement
- NECO Region Functional Exercise-Mass Fatality and Mass Sheltering-April 27<sup>th</sup>-8-12:30
- Submitted Accreditation Work plan to OSU College of Public Health- April 30<sup>th</sup>
- Received PEP Grant for Workplace Safety for \$492

Regular Monthly Meetings Attended:

- FCFC-Full council, executive, Planning and Transition AD hoc
- Accreditation Team and Domain Meetings-Fridays
- Weekly ODH/LHD calls: Every Wednesday at 11am
- Monthly Management Team Meeting-Last Wednesday of each month @8:30am
- All Staff Meetings held once every other month-next mtg- June 14<sup>th</sup>-ALICE training

Upcoming events:

- Charles Harris Audit for years 2015-16: Submission week of June 12<sup>th</sup> due June 30<sup>th</sup>
- AOHC Spring Conference- May 15<sup>th</sup>-17<sup>th</sup>

Emergency Preparedness Director, Ray Herbst, reported to the Boards that he has created four videos from the National Preparedness Summit that are available for viewing and in his submitted report, Herbst shows his receipt of 2.20 CEU credits. Herbst reported that he is attending a two day course in Wooster with other Emergency Management Agencies on Mass Fatalities and learning the needed resources for just such an event. He submitted his monthly report for board members to peruse.

Pat Donaldson, Director of Environmental Health, relayed to the Boards that she and Tom Cassell participated in the ODH Food Survey and will know the results at a later date. Donaldson reported an increase in tick related calls/complaints and informed the boards of a company in California that will test ticks for free since the State of Ohio has cut the funds to that program here. She also informed the boards that she and the Health Commissioner were involved in interviewing applicants for the Registered Sanitarian position and are presenting their recommendation this evening.

Shirley Bixby, Director of Nursing reported that the kickoff for the Baby Boxes was a success and that the Times Gazette wrote a front page article on the program. The ACCHD, along with Community Partner Agencies will be holding a "Baby Shower" for new mother's to get the word out on the new Safe Sleeping designed box. Bixby also reported that the "Family Fun Day" held in conjunction with Ring in Spring generated approximately 600 people to the ACCHD area. Amish Health and Safety Day will be held on September 5<sup>th</sup> at the hay auction

site off of Route 250 and will include information on SIDS, BCMH, and BP/Stroke to name a few. Bixby is also working with Amish midwives to inform them of the Baby Box program.

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

There was no old business to address.

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

##### **A. Motion to Approve Sewage Variance:**

Motion was made for the County to grant a variance to Shawn Landoll at 519 Township Road 3352, Loudonville, Ohio 44805 to install a holding tank, contingent upon the property not being a permanent residence, business, or rental and also contingent on change of ownership. Motion was made by Jeff Hardman and seconded by Dr. Cawrse. Motion carried.

##### **B. Motion to Hire Registered Sanitarian:**

Motion was made for the County to hire Mia Kruggle, RS as fulltime Sanitarian/Generalist at 35 hours per week @ \$17.25 per hour starting date, May 10, 2017 by Ron Puglisi and seconded by Dr. Tomchak. Motion carried.

##### **C. Motion to Approve Food Protection Program Policies:**

Motion was made for the City to approve the updated Food Embargo and the updated FSO/RFE Violation Enforcement Policies by Michael Dorr and seconded by Mayor Fishpaw. Motion carried.

Motion was made for the County to approve the updated Food Embargo and the updated FSO/RFE Violation Enforcement Policies by Dr. Tomchak and seconded by Dr. Cawrse. Motion carried.

##### **D. Motion to Approve the following Public Health Emergency Plans:**

- ACCHD Comprehensive Hazard Analysis Risk Assessment
- North East Central Ohio Region 5 Ohio Homeland Security Public Health Mutual Aid Agreement 2017
- NECO Ebola and Other Special Pathogen Plan 2017 Revision 6
- Ashland County Medical Surge Alternate Care Site Standard Operating Procedure

Motion was made to approve the above plans for the City by Mayor Fishpaw and seconded by Michael Dorr. Motion carried.

Motion was made to approve the above plans for the County by Jeff Hardman and seconded by Dr. Tomchak. Motion carried.

**6. Personal Privileges:**

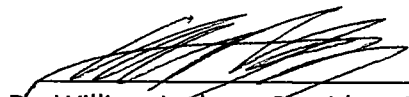
There were no Personal Privileges requested.

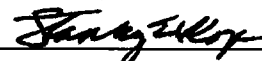
**7. Next Meeting:**

The next Ashland County-City Boards of Health Meeting will be June 13, 2017 at 7:00 pm at 1763 State Route 60, Ashland, Ohio 44805

**8. Adjournment:**

Meeting adjourned at 7:58 pm.

  
\_\_\_\_\_  
Dr. William Latham, President Pro-Tem  
Ashland City Board

  
\_\_\_\_\_  
Stan Kopp, President  
Ashland County Board

  
\_\_\_\_\_  
Sarah Goodwill Humphrey  
Health Commissioner