

Ashland County-City Board of Health Meeting Minutes
Tuesday, March 8, 2016
1763 State Route 60, Ashland, Ohio 44805

The Ashland county-City Board of Health Meeting was called to order at 7:01pm by Larry Norris.

Those present:	City Board:	Mayor Glen Stewart Larry Norris Mike Huber Dr. William Latham
	County Board:	Dr. David Tomchak Stan Kopp Jeff Hardman Ron Puglisi
	Staff:	Pat Donaldson, Acting Administrator, EH Director Ray Herbst, Emergency Preparedness Director Shirley Bixby, Nursing Director A.J. Sturgis, Environmental Health Gayle Lantz, Registrar/Administrative Assistant
	Guests:	Callie Minnich, Nursing Student Sarah Humphrey, Holmes County Health Dept Lorie Hardman Emmett Justice, Hayesville Mr. Kevin Keiper Mr. Reginald Fletcher
	Absent:	Dr. Rebecca Cawrse Charmaine Kaylor

1. Approval of February 9, 2016 Board of Health Meeting Minutes:

Motion to approve the February 9, 2016 Board of Health meeting minutes was made for the City by Dr. Latham and seconded by Mayor Stewart. Motion carried.

Motion to approve the February 9, 2016 Board of Health meeting minutes was made for the County by Stan Kopp and seconded by Ron Puglisi. 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 Mike Huber. Motion carried.

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

3. Division Reports:

Pat Donaldson, Acting Administrator and Environmental Health Director, reported to the Boards that the reports due March 1st to ODH are complete. With the help of Larry Paxton, City Finance, Ray Herbst, and Shirley Bixby, everything was submitted.

Donaldson also stated that our subsidy hinges on completing all of the food licenses. At the time of the meeting, thirteen licenses were still unpaid. Donaldson praised Leslie Sexton and Tom Cassell for a job well done. For their first time handling the job, things went very smoothly.

Donaldson commented that the E.H. Division just went through the Ohio Department of Agriculture's Retail Food Establishment Survey and will know the results soon.

Donaldson reminded the Boards that the District Advisory Council Meeting will be held at the Service Center on March 31, 2016 at 6:00pm. County Board member Jeff Hardman is up for reappointment at that time.

Ray Herbst, Emergency Preparedness Director reported that he sent email copies to board members of plans that need approval and that PHEP requirements had been achieved.

Herbst informed the Boards that the MRC was nominated for the National Championship Award. The results will be known in a couple of months. Herbst stated to the Boards that there will be a functional exercise on April 7th and he is looking for volunteers, controllers, and evaluators.

Shirley Bixby, Director of Nursing, reported that the Influenza A is on increase, which is not uncommon. There is also a spike in Hepatitis C. Bixby has been in close contact with Beth Armstrong and Keith Evans from Richland County Public Health Nursing Division.

Dyslexia Training and Simulation will be held Wednesday March 9, 2016 at the Middle School. Our Public Health Nurse, Lisa Burgess, will be involved. Bixby attended recertification for the as a car seat technician for the Car Seat Program. Accreditation Committee will meet again on May 9th in Columbus. Bixby and Jennifer Helbert will be attending at a cost of \$45 each.

Bixby reported that Danielle Allen is doing a great job and has been working in the Clinic now.

4. Old Business:

A. Motion to Approve:

1. Annual Review of Ashland County Emergency Response Function #8
2. Annual Review of the ACCHD Community Reception Center Suggested Operating Guide (SOG)
3. Annual Review of the ACCHD Isolation and Quarantine Plan
4. Annual Review of the "Processing The FEMA incident Action Forms for a Specific Incident Procedure" Plan
5. ACCHD Fundtion Access (Special Needs) Plan

Motion was made for the City by Mike Huber and seconded by Dr. Latham to approve:

1. Annual Review of Ashland County Emergency Response Function #8
2. Annual Review of the ACCHD Community Reception Center Suggested Operating Guide (SOG)
3. Annual Review of the ACCHD Isolation and Quarantine Plan
4. Annual Review of the "Processing The FEMA incident Action Forms for a Specific Incident Procedure" Plan
5. ACCHD Fundtion Access (Special Needs) Plan

Motion carried.

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

1. Annual Review of Ashland County Emergency Response Function #8
2. Annual Review of the ACCHD Community Reception Center Suggested Operating Guide (SOG)
3. Annual Review of the ACCHD Isolation and Quarantine Plan
4. Annual Review of the "Processing The FEMA incident Action Forms for a Specific Incident Procedure" Plan
5. ACCHD Fundtion Access (Special Needs) Plan

Motion carried.

B. Status of New Health Commissioner Search:

Mayor Stewart reported that 10 applications and resumes had been received for the Health Commissioner postion. The Mayor passed out resumes from three possible candidates to the Board Members.

5. New Business:

A. Motion to Accept Memorandum of Understanding with Dale-Roy School for Vision Screening:

Motion was made for the City by Mayor Stewart and seconded by Dr. Latham to approve the Memorandum of Understanding with Dale-Roy School for Vision Screening. Motion carried.

Motion was made for the County by Stan Kopp and seconded by Jeff Hardman to approve the Memorandum of Understanding with Dale-Roy School for Vision Screening. Motion carried.

B. Sewage Variance Request for John Boyer, DBA Honey Haven Farm, Milton Twp; Holding Tank:

Motion was made for the County by Jeff Hardman and seconded by Ron Puglisi to approve a sewage variance request for John Boyer, DBA Honey Haven Farm, Milton Twp for a holding tank with a minimum size of 1000 gallons. Motion carried.

C. Sewage Variance Request for Keiper Excavating/Fletcher Property, Sullivan Twp; Isolation Distance:

Motion was made for the County by Stan Kopp and seconded by Dr. Tomchak to approve Sewage Variance Request for Keiper Excavating/Fletcher Property, Sullivan Twp; Isolation Distance. Motion carried.

D. Sewage program Enforcement Action, Orange Twp; Feldick:

Motion was made for the County by Stan Kopp and seconded by Dr. Tomchak to enforce an order to eliminate the Public Health nuisance at 808 Township Road 851 by June 1st, 2016. Motion carried.

6. For The Good of the Department:

Mayor Stewart welcomed visitors, Sarah Humphrey and Nursing Student, Callie Minnich.

7. Personal Privileges:

Hayesville Mayor Emmett Justice and County Commissioner Candidate attended the Board of Health Meeting to observe and encourage everyone to vote on March 15, 2015.

8. Next Board of Health Meeting:

The next Board of Health meeting will be held on April 12, 2016 at 7pm at the Service Center, 1763 State Route 60, Ashland, Ohio 44805

9. Executive Session:

Motion was made to enter Executive Session to discuss matters related to public employees, officials, licensees, or regulated individuals for the City by Mike Huber and seconded by Dr. Latham.

Roll Call: Mayor Glen Stewart- Yes
Larry Norris- Yes
Mike Huber- Yes
Dr. William Latham- Yes

Motion carried.

Motion was made to enter Executive Session to discuss matters related to public employees, officials, licensees, or regulated individuals for the County by Stan Kopp and seconded by Dr. Tomchak.

Roll Call: Dr. David Tomchak-Yes
Stan Kopp-Yes
Jeff Hardman-Yes
Ron Puglisi-Yes

Motion carried.

Executive Session started at 8:08pm.

Motion was made to exit Executive Session for the City by Dr. Latham and seconded by Mike Huber.

Roll Call: Mayor Glen Stewart- Yes
Larry Norris- Yes
Mike Huber- Yes
Dr. William Latham- Yes

Motion carried.

Motion was made to exit Executive Session for the County by Jeff Hardman and seconded by Ron Puglisi.

Roll Call: Dr. David Tomchak-Yes
 Stan Kopp-Yes
 Jeff Hardman-Yes
 Ron Puglisi-Yes

Motion carried.

Executive Session ended at 8:52pm and regular session started.

10. Adjournment:

Motion was made to adjourn at 8:52pm.

Larry Norris, President Pro Tem
City Board of Health

David Tomchak, MD, President
County Board of Health