

WAYNE COUNTY BOARD OF HEALTH MEETING MINUTES
April 14, 2016

Members Present: Ella Kick, PhD., RN; Marjorie Shamp, Anne Wiseman, RN, BSN.; Robert Lindsay, DO; Carl E. Forrer; Jerry Herman; Rick Hanlon; Brent Brown; Bob Troutman; Dennis Tafoya; Jack Miller

Staff Present: Nicholas V. Cascarelli, MHHS., Health Commissioner; Vaughn Anderson, RS; Susan Varnes, RN; Tara McCulloch, MAP, PHR, SHRM-CP; Beth Arnstutz; Janet Rittenhouse; Steve Rich

Guest(s) Present: Andrea Uhler, Probation Office; Bobby Warren, The Daily Record

| TOPIC | INFORMATION | BOARD ACTION |
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| Call to Order | The meeting was called to order at 8:00 a.m. by Anne Wiseman as a quorum was met. | No action needed. |
| Update Board of Health Information | Anne Wiseman handed out the current copy of the Board of Health contact information sheet and asked that all members verify that their information is current. | Updated list will be sent out to all Board Members. |
| Continuing Education | Janet Rittenhouse, Environmental Health Supervisor, presented how the Food Program works and updated the Board on current Food Program numbers. | No action needed. |
| Health Commissioner Update Nicholas Cascarelli, M.H.H.S. | <p>Health Commissioner Nicholas Cascarelli said congratulations to the WIC staff for their breastfeeding-support success. For FY 2015, our WIC rated 6th in the state for moms that breastfed and 3rd in the state for the number of infants that were breastfed. There are 75 WIC programs in Ohio.</p> <p>Health Commissioner Nicholas Cascarelli congratulated the Communicable Disease nurses for our most recent statewide preparedness exercise. Susan Varnes, RN, Director of Patient Care was the Public Information Officer for the exercise. ODH will recommend other health districts follow our practice because of thoroughness.</p> <p>Health Commissioner Nicholas Cascarelli congratulated the Water Program. Nick and Vaughn, Director of Environment Health, met with ODH</p> | No action needed. |

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| | <p>Representatives on April 12, 2016 to survey the program. Nick was told by the ODH sanitarian that did the audit, "Wayne County is one of the best water programs that he has surveyed."</p> <p>Health Commissioner Nicholas Cascarelli gave an update of his recent activities as follows:</p> <p>A. Commissioner Cascarelli attended the Quarterly Township association meeting on March 16, 2016. The topic of conversation was pipelines. Nick plans to continue to attend the meetings.</p> <p>B. Commissioner Cascarelli attended the Family and Children First Council Planning Meeting on March 24, 2016. The Community Health Assessment will be completed by June 2016.</p> <p>C. Health Commissioner Nicholas Cascarelli explained that we have finished our five year goals and objectives for work plan to be included in the strategic plan. The document had prior been shared at Operations and was mailed in the Board of Health packet.</p> | <p>No action needed.</p> |
| <p>Environmental Health Agenda</p> <p>A-D: New Items</p> | <p>Environmental Health Director Vaughn Anderson presented the following Environmental Health agenda items:</p> <p>A. 2nd Dwelling Medical Variance Renew:</p> <p><u>Jon Tobias, 5438 Pleasant Home Rd., Sterling OH 44276. Milton Township. Passed compliance inspection 3/30/16 by Trevor Jones, RS.</u></p> <p><u>Alfred A. Schlabach, 9089 E. Lincolnway Orrville OH 44667. East Union Township. Passed compliance 3/21/16 by Bob Hempel, RS. Melvin Yoder, 17341 Harrison Rd. Navarre, OH 44662. Paint Township. Passed compliance inspection 4/1/16 by Trevor Jones, RS.</u></p> <p>B. <u>Burkey Excavating, Jim Frizell, 5690 N. Gevers Chapel Rd., Smithville OH 44667, requests variance to use 2016 CEU's for 2016 Registration. Variance for 3701-29-03 (C) (5)</u></p> <p>C. Well or Septic Variance: None</p> | <p>A. Approved per policy. No Action needed.</p> <p>B. Herman/Brown All</p> <p>C. No action needed.</p> |

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| <p>E: Board Orders Previously Issued/Tabled</p> | <p>D. Unlicensed FSO/RFE Operations: <u>Andy Keim, Creekside Grocery Store, 10778 S. Apple Creek Rd., Fredericksburg, OH.</u> Business was closed and is now operating exempted and verified. Health Department will continue to monitor. The Board approved immediate referral to the Prosecutor's Office without prior Board approval. Carl Forrer, BOH Member asked that the WCCHD notify Andy Keim that per the BOH he will be charged.</p> <p>E. Solid Waste Nuisance: <u>DJR Farmland LLC, 7447 Fox Lake Rd, Sterling, OH 44276.</u> Tabled until May 2016. Progress observed. <u>Jonnie Bond, 8251 Newkirk Rd., Shreve OH 44676.</u> Complaint #20150150. Per Prosecutor letter she has until April 18, 2016. Staff will perform inspection after that date. <u>Phillip Cehrs, 34412 Lattasburg Rd., Wooster OH 44691.</u> Chester Township. Complaint # 2130048. Per the court orders, Mr. Cehrs has until April 19, 2016 to have property abated. Inspection update at today's meeting. Item tabled.</p> | <p>D. Brown/Herman All</p> <p>E. No Action needed</p> |
| <p>Environmental Health Sub-Committee March 29, 2016 Minutes</p> | <p>The Board will review at the next meeting, minutes tabled.</p> | <p>Review at next meeting</p> |
| <p>Board of Health Minutes March 10, 2016</p> | <p>The Board approved the minutes of the Board of Health meeting March 10, 2016, as there were no changes or corrections.</p> | <p>Troutman/Herman All</p> |
| <p>Operations Sub-Committee Meeting Minutes April 1, 2016</p> | <p>The Board approved the minutes of the Operations Sub-Committee Meeting April 1, 2016. Operations had recommended Board approval for \$300 to be taken out of the general fund to pay for food, and approval for the WCCHD to be closed for 3 hours.</p> | <p>Herman/Kick All</p> |
| <p>Payment of Bills</p> | <p>The Board approved the payment of bills in the amount of \$2,124.61 to be generated on April 10, 2016 (preauthorized) and bills in the amount of \$73,497.18 to be generated for payment on April 21, 2016. Vital Stats and CD&D Fees were both paid in March, which added to the</p> | <p>Troutman/Kick All</p> |

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| | | expense total. | |
| Interagency Transactions Out-of-Town Travel Reimbursements | | The Board approved interagency transaction/payments in the amount of \$3,771.56. The Board also approved out-of-town travel reimbursements totaling \$735.00 | Kick/Herman All |
| Authorization to Transfer Appropriations | | The Board approved an Authorization to Transfer Appropriations in the amount of \$30,000.00 from the General Fund Advances out 875.6600.05.6120 to Workers Comp 875.6600.05.5013 | Hanlon/Kick All |
| Receipts & Expenses March 2016 | | The Board reviewed the Revenue and Expense reports for March. Vaughn, Director of Environmental Health, noticed an error on the Receipt report. \$1651.88 YTD total listed for Solid Waste will need to be credited to the General Fund. Tara, Director of Administration will follow up. Corrections will be made in April and reviewed with the April Receipt report. | No action needed. |
| Administrative Items | | The Board approved hiring of the following new employees: Dennis Archer, Administrative/Fiscal Clerk 1, part time. \$9.68/hour, effective June 6, 2016. | Kick/Brown All |
| Patient Care Update | | Director of Patient Care Susan Varnes gave an update regarding the Patient Care Division as follows: A. Monthly Statistical Report was through February 2016. B. Susan reported that Patient Care has been preparing for the NECO preparedness exercise required for the PHEP grant. C. WIC launched a Facebook page, listed under Wayne County Health Department WIC. D. The Nursing Unit has been updating and designing a new brochure that highlights services offered by Nursing. E. Both WIC and Nursing had representation and information at the Week of the Young Child event geared toward Wayne County families. | No action needed |

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| | <p>F. WIC participated in the Family Health Fair hosted by Community Action Wayne Medina.</p> <p>G. Nursing staff will have a booth at the County Line 5K and Family Fair.</p> <p>H. Susan also reported that Zika management and education continues.</p> | |
| Public Speaks | No one from the public spoke. | No action needed. |
| Old Business | Ella Kick was pre-approved as the Vice President of the Board. | No action needed. |
| New Business | Health Commissioner, Nicholas Cascarelli reviewed the Strategic Goals and Objectives. | No action needed. |
| | Nick thanked the Operations Committee for suggesting we use the General Fund to cover costs of the Staff Appreciation Luncheon, and also for allowing us to close during the luncheon. | |
| | Nick and Tara met with The Budget Commission in April, the 2% increase was approved. | |
| Future Meetings | <p>April 26, 2016</p> <p>April 22, 2106</p> <p>May 12, 2016</p> <p>Environmental Health Sub-Committee</p> <p>Operations Sub-Committee</p> <p>Board of Health Meeting</p> | No action needed. |
| Adjournment | The meeting was adjourned as there was no more business. | No action needed. |

Approved by the Board of Health on this 12th day of May, 2016


 Susan Buchwalter, Ph.D.
 President, Board of Health


 Nicholas Cascarelli, M.H.H.S.
 Health Commissioner