

**WAYNE COUNTY BOARD OF HEALTH MEETING MINUTES**

December 08, 2016

Members Present: Anne Wiseman, RN, BSN.; Robert Lindsay, DO; Carl E. Forrer; Jerry Herman; Susan Buchwalter, PhD.; Bob Troutman; Jack Miller; Brent Brown; Rick Hanlon; Marjorie Shamp (alternate)

Staff Present: Nicholas V. Cascarelli, Ed.D., Health Commissioner; Vaughn Anderson, RS; Tara McCulloch, MAP, PHR, SHRM-CP; Susan Varnes, RN; Steve Rich, RS; Beth Amstutz-Archer

Guest(s) Present: Andrea Uhler, Prosecutor's Office; Linda Hall, The Daily Record.

TOPIC	INFORMATION	BOARD ACTION
Call to Order	The meeting was called to order at 8:00 a.m. by Susan Buchwalter as a quorum was met.	No action needed.
Health Commissioner Update Nicholas Cascarelli, Ed.D.	<p>Nick worked on and submitted special conditions for the Maternal and Child Health Grant. He also has been putting together reports to be submitted to ODH for reimbursement for our Community Health Improvement Planning.</p> <p>Meetings convened:</p> <ul style="list-style-type: none"> <li>○ Wayne County Community Health improvement Steering Committee on November 28th. Leaders from Social service agencies and hospital systems were invited and attended. Nick led the group through SWOT analysis to determine what things were going into the community that might influence what is prioritized for the Community Health Improvement Plan</li> <li>○ Wayne County FCF Planning Committee. Target Action Group subcommittees reported their progress. Discussed the importance of each subcommittee developing SMART goals. Some of the work done at the subcommittee level will help inform goals and objectives for the Community Health Improvement Plan.</li> </ul>	No action needed.

	<p>Meetings Nick attended</p> <ul style="list-style-type: none"> <li>○ Opiate Task Force general meeting on December 2nd with Susan. Each of the committees reported out progress on their goals and objectives.</li> <li>○ Family and Children First General Meeting on December 5th. Was officially elected Vice Chair of FCFC for 2017.</li> <li>○ Wayne County Transportation Coalition on November 30th. Putting a transportation plan together.</li> <li>○ Wayne County Family Service Planning Committee meeting on December 5th This committee works with DJFS (Department of Job and Family Services) decide priorities for putting together Wayne County's social services plan. This helps them prioritize some of their federal dollars.</li> </ul>	<p>No action needed.</p>
<p>Environmental Health Agenda</p>	<p>Environmental Health Director Vaughn Anderson presented the following Environmental Health agenda items:</p> <p>A. Solid Waste Nuisance</p> <p>Mary &amp; Dan Giffin, 7188 Eby Rd. Smithville OH 44677. Green Township.</p> <p>Mary is the property owner but her son is handling the cleanup. Complaint verified by Bob Hempel on 4/29/16. Violation of Regulation 98. Orders to abate delivered 5/2/16. 5/27/16 re-inspection showed some progress. Extended 30 days. 6/23/16 Dan called Vaughn. A verbal compliance plan was agreed. He is to have the solid waste violation corrected no later than 7/31/16. Final staff extension. 8/12/16 re-inspection and no progress. Hand delivered NOV with referral letter to come to EH Sub-Committee meeting. Dan also called and Vaughn explained the issue and procedure. Pictures were included. EH Sub-Committee meeting on 8/23/16, Carl Forrer abstained from any discussion on this matter. Dan was at the meeting. Vaughn stated he has spoken to Dan Giffin. Most of the waste appears to be from prior tenant and Dan is cleaning up. Vaughn wants a final date so it doesn't drag on. Dan says he is trying but his mom's health has delayed clean up. Also, he has found so many tires it is becoming difficult. Vaughn gave him some contractors that can help. Vaughn recommended issue be</p>	<p>A. Motion to table until the next BOH meeting: Brown 2<sup>nd</sup>: Troutman</p> <p>All in favor</p> <p>Carl Forrer abstained from voting</p>

referred to the 10/13/16 Board of Health meeting for enforcement. Thus allowing his some extra time to clean up since he is making an effort. This is a final extension. Dan stated he understood and will have cleaned up including the "sewage barrel" under trailer. A progress inspection will occur on or before 9/8/16 with a final deadline to abate before 10/13/16. Rick Hanon made a motion to refer case to Board of Health on 10/13/16 and if not abated declare a public health nuisance. Dr. Lindsay seconded and with all members in attendance agreeing. Letter hand delivered to both addresses by staff of 8/31/16 and 9/12/16. Compliance inspection completed the morning of 10/13/16, Vaughn Anderson presented pictures to the Board to show the Giffins are sorting through the garbage and separating out the recyclables. Because they are sorting, it is taking longer to clean up. Motion to declare a public health nuisance and order to have it cleaned up prior to 11/10/2016. Vaughn inspected the property on 11/09/16 and states the property is 90% cleaned up Vaughn showed pictures of the progress. Vaughn inspected the property again before the Board meeting. He showed pictures, Vaughn recommended tabling until next board meeting due to there being only three small areas that still need to be cleaned up. The Board of Health motioned to defer until the next Board of Health meeting because of the clean-up progression.

B. Solid Waste Nuisance

Phillip Cehrs, 3442 Lattasburg Rd Wooster OH 44691.

Steve Rich, Registered Sanitarian from The Environmental Division of the Wayne County Health Department went to court on behalf of the Health Department.

Prosecutor update, Andrea Uhler is no longer handling the Cehr's case, John Hammers is now handling it.

The property is listed for Sheriff's Sale on 12-21-16. Several potential new owners have asked Vaughn how long the Board of Health will give them to clean up the property; Vaughn has recommended giving any new owner a 4-6 month time frame, so that the property would be cleaned up by summer time. Because it is not before the Board for a decision, there is no Board of Health recommendation.

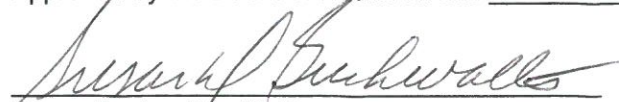
B. No action needed


Environmental Health Sub-Committee	There was not a November meeting.	No action needed
Proposed Regulation 182 Third and Final Reading and Adoption	A regulation establishing and revising license, permit, and service fees in the Wayne County Combined General Health District to provide for the payment toward costs of providing environmental health services and inspections.  Accepted and carried forward. No public comment for public hearing. Also, Jack Miller and Bob Troutman vote was abstained from vote. Effective January 1, 2017.	Wiseman/Lindsey All  Individual Votes all Yes  Troutman, Miller abstained from voting
Board of Health Minutes	Board of Health meeting minutes, from November 10, 2016, were accepted. Rick Hanlon abstained from voting.	Herman/Brown All  Rick Hanlon abstained
Operations Sub-Committee	The Board approved the minutes of the Operations Sub-Committee Meeting November 18, 2016.	Forrer/Wiseman All
Financial Requests	The Board approved the payment of bills in the amount of \$1621.20.00 to be generated on December 8, 2016 (preauthorized) and bills in the amount of \$79,333.68 to be generated for payment on December 15, 2016. The Board approved interagency transaction/payments in the amount of \$8,063.01. The Board approved Expenditure Reimbursements in the amount of \$8,072.52.  The Board authorized advance of funds from PHEP into General Fund.  The Board approved Amended Certificate Decrease to decrease projected revenue to match receipts through December 6, 2016.  The Board authorized a reduction in appropriations due to reduced revenue received through December 6, 2016.	Troutman/Wiseman All   Wiseman/Brown All  Wiseman/Forrer All  Wiseman/Forrer All

Out-of-Town Travel Reimbursements	The Board approved out-of-town travel.	Wiseman/Troutman All
Water Pollution Control Loan Fund	The Board approved a Water Pollution Control Loan Fund payment to Wooster Dirt works in the amount of \$8,915.65.  The Board approved a Water Pollution Control Loan Fund payment to Fryburg Excavating in the amount of \$37,725.00.	Herman/Troutman All  Herman/Troutman All
Receipts & Expenses	The Board reviewed the Revenue and Expense reports for November 2016.	No action needed.
Patient Care Update	Director of Patient Care Susan Varnes presented the monthly Patient Care statistical report. She noted a drop off in Walk-In Clinic likely due to the back-to-school rush and flu-vaccine rush being over.  Susan acknowledged Beth Westfall for her hard work on the Health Department's website and her willingness to take on extra duties.	No action needed.
Administrative Board Item	Tara asked that the date of Cortney Ardrey's change from part-time to full-time be effective December 26, 2016 to correlate with pay period dates, previously approved effective January 2, 2017.	Wiseman/Forrer All
Old Business	No old business was discussed.	No action needed.
New Business	2017 Contract for, Kathryn Helmuth, Medical Director. Contract includes an adjustment of approximately 2% increase for monthly compensation.  2017 Contract for, Amy Jolliff, Associate Medical Director. Contract includes an adjustment of approximately 2% increase for yearly compensation.  The staff Holiday Party will be December 9, 2016.	Forrer/Herman All
Public Speaks	No one from the public spoke.	No action needed.

Executive Session: Personnel	Motion to go into Executive Session to discuss personnel.	Brown/Wiseman Individual votes all yes
End Executive Session:	Motion to end Executive Session and return to regular session.	Herman/Forrer All
Compensation:	The Board approved an amended budget to include 2.5% increase for pay for all employees excluding the Health Commissioner.	Forrer/Troutman All
Health Commissioner Contract	Motion to continue Nicholas Cascarelli's contract at a rate of \$86,600.00 for a one year term, effective January 1, 2017.  The Board asks for the content of the Health Commissioner report to reflect progress towards goals and accreditation. The Board also requests a summary of services to be provided to the cities, villages, and townships at the District Health Advisory Council meeting.	Forrer/Wiseman All
Future Meetings	No agenda December 16, 2016 January 12, 2017  Environmental Health Sub-Committee Operations Sub-Committee Board of Health Meeting	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 12<sup>th</sup> day of January, 2017.

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

  
 Nicholas Cascarelli, Ed.D.  
 Health Commissioner