WAYNE COUNTY BOARD OF HEALTH MEETING MINUTES  
May 10, 2018

Members Present: Susan Buchwalter, PhD; Jerry Herman; Brent Brown; Carl E. Forrer; Ella Kick, PhD; Robert Lindsay, DO; Rick Hanlon; Anne Wiseman; Robert Troutman; Jack Miller

Staff Present: Nicholas V. Cascarelli Ed D., Health Commissioner; Vaughn Anderson, Director of Environmental Health; Tara McCulloch, Director of Finance and Human Resources; Susan Varnes, Director of Patient Care; Steve Rich; Danielle Sharpe

Guest(s) Present: Nathan Shaker; Prosecutor

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<tr>
<th>TOPIC</th>
<th>INFORMATION</th>
<th>BOARD ACTION</th>
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<tbody>
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<td>Call to Order</td>
<td>The meeting was called to order at 8:02 a.m. by Dr. Buchwalter as a quorum was met.</td>
<td>No action needed.</td>
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<td>Health Commissioner Update</td>
<td>Applied for the Maternal and Child Health grant. No longer a multicounty application. We applied for $122,600. Will be contracting out to A Whole Community, Inc. for a nutrition piece in Head Start programs in Wayne County. We are collecting a 10% admin fee. Will be contracting out a piece to the Family and Children First Council working on a promoting resiliency in adolescent. We are collecting a 10% admin fee. The nursing staff will be doing a piece on preconception health for women using worksites with less than 50 employees as sites. Applied to continue to do the Cribs for Kids© program and will serve Holmes and Wayne. The amount we applied for and eligible for is $30,000.</td>
<td>No action needed.</td>
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Accreditation

Directors have completed working on a few small items and additional needed documentation and to plan to address anything left to do.

Workforce Development and Performance Management - Will be reviewing and revising by end of July

Community Health Improvement Planning – In the process of assessing progress toward objectives listed on the work plan.

Significant Meetings

Attend Farm Bureau policy breakfast and started a workgroup in conjunction with the Sheriff and Farm Bureau staff and members to plan farm safety awareness and events.

Facilities Committee

Jerry, Brent and I met with Sue Smail and Patrick Herron regarding a new location. They indicated they did not have anything on the size we were looking at, but they will keep us in mind.

No action needed.

No action needed.

No action needed.
Accreditation

Directors have completed working on a few small items and additional needed documentation and to plan to address anything left to do.

The Board will be approving payment today. Once our payment is received we will in full compliance with ORC mandate to apply for accreditation by July 1, 2018. Cortney and Tara will be going to training in August to begin uploading documents into PHAB’s online database.

Workforce Development – Will be reviewing and revising in the next month

Performance Management – Will be reviewing later this month to begin to look at possible future QI initiatives.

Community Health Improvement Planning – Will be assessing progress toward objectives listed on the work plan in the next month.

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<th>Environmental Health Agenda</th>
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**Second Dwelling or Medical Variance Renewal**
Mervin D. Yoder, 17341 Harrison Rd., Navarre, Ohio, 44662. Paint TWP. Mother moved into home with them. Medical variance no longer required. Manufactured home disconnected and being sold. 5/7/2018

**Septic Variance Walk-In**
Jon Keim, 6821 Mt. Hope Rd., Apple Creek Ohio, 44606. Salt Creek TWP. Variance for OAC 3701-29-18 (C). Due to weather leach lines not installed. Septic tank installed and owner want to move into home and use as holding tank until leach lines installed. Max is 6 months. Tank to be pumped periodically. Staff recommends approval.

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<th>Remove from Medical Variance.</th>
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<th>Approved per policy.</th>
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Septic Variance
Mr. Mills and Thomas Lyons, 4545 Clear Creek Valley Rd., Wooster, Ohio, 44691. Wayne TWP. Existing parcel created prior to 2007. Due to proximity of cut bank of creek leach lines are not preferred by staff and can’t meet sq ft policy requirement. Due to existing lot size, configuration, contours and creek a split mound is best practice over off-lot discharge. Policy of Board of Health has been to keep systems on-lot at all possible under staff recommendations. If a variance is required for distance to utility easement (10ft), distance to cut bank (50ft) and location (stacking 50ft) of mounds staff recommends approval.

Well Variance
Tom Buch, 4406 Fulton Rd., Smithville, Ohio, 44677. Canaan TWP.
Variance request to have steel conductor casing not grouted due to conditions preventing the temporary casing from being removed. Not possible to grout after the fact. Consultation with ODH stated a variance is required instead of drilling a new well. This was already a replacement well. Drilling another well is not prudent when this well is adequate. Water sample was acceptable and all other portions of well construction completed subject to final approval. Variance for 3701-28-10 Well construction, alteration and maintenance (10) (E) All annular spaces shall be grouted in accordance with the following requirements...

Solid Waste Nuisance
Carol and Greg Rose, 101 Eastern Dr., Shreve, Ohio, 44676. Clinton TWP.
Complaint #20180021. Repeat Enforcement for individual. We have cleaned up their property in May 2015. Violation of Regulation 98 and open dumping of trash, solid waste and tires OAC 3745-27-05 + 60. Pictures included. Orders to correct violations hand delivered and posted at property on March 1, 2018. Re-inspections scheduled on or after March 31, 2018. Due to repeat offense staff recommends no extension if not abated by staff deadline. Pending re-inspection staff recommends refer to BOH and declare public health nuisance ORC 3707.01. Inspected by Ken Eng on 4/2/18. Little to no progress and more parcels involved. Staff not sure if Carol is living there or another family. Initial violation orders posted on door. Ken Eng inspected May 2 and observed significant progress. However issue is still being referred to the prosecutor. Even though referred to prosecutor, Ken inspected 5/9/18 and observed no violations. Abated. Case withdrawn.

EH Sub-Committee recommends approval.
Troutman/Herman
All in favor

CH Sub-Committee recommends approval.
Wiseman/Hanlon
All in favor

EH-Sub-Committee recommends BOH Declare a PHN with Cleanup 10 days or be referred to Prosecutor. ABATED.
Solid Waste Nuisance
Jonnie Bond, 1245 Jentes Rd., Wooster, Ohio, 44691. Wayne TWP.
Complaint #20170151. Repeat Enforcement for individual but different
property. We have cleaned up 2 of her properties in the past that she owned
or otherwise controlled. Violation of Regulation 98 and open dumping of
trash and solid waste OAC 3745-27-05 + 60 and ORC 3734.03. Orders to
correct violations mailed, hand delivered or discussed with owner and/or her
attorney 8/29/17, 8/30/17, 9/27/17, 9/28/17, 10/4/17 and 10/5/17. Re-
inspections showed limited to no progress on 10/5/2017. Pictures and
complaint summary included. One extension was requested by her attorney
and granted. Due to no further progress and repeat offender staff
recommends refer to BOH and declare public health nuisance ORC
3707.01. No progress observed 10/23/2017. Jonnie and her attorney came
to EH-Subcom to explain why issue has not been addressed. They stated
money still tied up in litigation. No plan or time schedule to cleanup property
was proposed by them. See EH-Subcom minutes for more detailed
discussion. Staff recommended EH Subcom refer to BOH and declare
public health nuisance. Re-inspection update to be given at meeting. Mailed
Board Order 11/10/2017 and emailed letter to attorney 11/13/2017 with read
receipt and reply email on 11/13/2017. Re-inspection to be completed
12/13/2017 with update to Board. If not abated, refer to prosecutor.
12/13/2017 Steve Rich inspected and showed no progress. Referred to
prosecutor 12/14/2017. No contact from owner/Lawyer at the time of
agenda mailing. Vaughn received call from neighbor wanting update and
stated she was moving more items onto property. No contact from
owner/lawyer. Prosecutor stated they were trying to reach out to her
attorney regarding the case. No letter had been sent out yet. No contact
from owner/Lawyer. Neighbor called again stating more items and new
vehicles including an old ambulance and wanted update. Steve will do a
follow-up inspection prior to Board meeting for update. Inspection 2/1/2018
showed no progress and expansion of the nuisance. No contact from
property owner at the time of mailing. Neighbors called asking for update.
Trash is blowing on their property. No Contact from Bond. Subpoena
received 5/1/2018 for court hearing on 5/14/2018. Nathan stated he may
file continuance due to no appointed attorney.

| Environmental Health Sub-Committee | Minutes from April 24, 2018 were accepted. | Kick/Forrer
| All in favor |
| Board of Health Minutes | Minutes from April 12, 2018 were accepted. | Forrer/Kick
| All in favor |
| Operations Sub-Committee | Minutes from April 27, 2018 were accepted.  
2019 WCHD Budget  
Staff Appreciation/In-Service Luncheon  
Operations Sub-Committee reviewed and motioned to approve the 2019 WCHD budget.  
Operations Sub-Committee reviewed and motioned to approve a Staff Appreciation/In-Service Luncheon on Friday, July 13, 2018 and to close the building from 11:00 a.m.-1:30 p.m. In addition, $300.00 would be allocated for expenses. | Forrer/Herman  
All in favor  
Operations Sub-Committee/Herman  
All in favor  
Operations Sub-Committee/Kick  
All in favor |
| --- | --- | --- |
| Financial Requests | The Board approved the payment of bills in the amount of $2,459.38 to be generated on May 10, 2018 (preauthorized) and bills in the amount of $43,890.45 to be generated for payment on May 17, 2018.  
The Board approved Interagency Transactions in the amount of $2,593.55 and Expenditure Reimbursements in the amount of $8,020.41.  
The Board approved Travel and related expenses. | Kick/Wiseman  
All in favor  
Herman/Brown  
All in favor  
Herman/Wiseman  
All in favor |
<p>| Receipts &amp; Expenses | Revenue and Expense reports for April 2018 were reviewed. | No action needed. |
| Patient Care Update | Susan Varnes, Director of Patient Care reported on the first quarter 2018 statistics for the Patient Care Unit. Communicable disease reports are up significantly, a trend we continue to follow. She also related that the WIC grant has been submitted and our new assigned caseload number is 1520. The first of two Back to School clinics will be held this evening form 5-7:30 at the Wayne County Career Center and another on Saturday, July 28th for 8 am to 12 noon. | No action needed. |</p>
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<th>Administrative Board Item (s)</th>
<th>Tara McCulloch resigned from her position as Director of Finance and Human Resources with the Health Department effective Friday, June 8, 2018.</th>
<th>Brown/Forrer All in favor</th>
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<tr>
<td>Old Business</td>
<td>There was no Old Business to discuss.</td>
<td>No action needed.</td>
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<tr>
<td>New Business</td>
<td>There was no New Business to discuss.</td>
<td>No action needed.</td>
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<td>Public Speaks</td>
<td>No one from the public spoke.</td>
<td>No action needed.</td>
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<td>Future Meetings</td>
<td>May 25, 2018 Operations Sub-Committee</td>
<td>No action needed.</td>
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<td>June 14, 2018 Board of Health Meeting</td>
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<td>May 22, 2018 Environmental Health Sub-Committee</td>
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<td>Adjournment</td>
<td>The meeting was adjourned at 8:37 a.m.</td>
<td>No action needed.</td>
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Approved by the Board of Health on this June 14, 2018.

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

Nicholas Cascarelli, Ed.D.
Health Commissioner