

**WAYNE COUNTY BOARD OF HEALTH MEETING MINUTES**

February 13, 2020

**Members Present:** Brent Brown; Carl Forrer; Rick Hanlon; Jerry Herman; Ella Kick; Robert Lindsay; Marjorie Shamp; Anne Wiseman

**Staff Present:** Nicholas V. Cascarelli, Health Commissioner; Vaughn Anderson, Director of Environmental Health; Chrystal Marcum, Director of Finance and Human Resources; Beth Amstutz-Archer

**Guest(s) Present:** Barbara Biro, Prosecutor's Office

TOPIC	INFORMATION	BOARD ACTION
Call to Order	The meeting was called to order by Jerry Herman at 8:06a.m.	No action needed
Health Commissioner Update	<p>Health Commissioner Cascarelli shared his report for February 2020:</p> <ul style="list-style-type: none"> <li>• Accreditation Site Visit planning                             <ul style="list-style-type: none"> <li>○ Reviewed 2 of 12 domains for site visit. Each item we submitted is reviewed and we role play as site visitors.</li> <li>○ Drafted document for community members that will be attending the site visit to help prepare them for site visit</li> <li>○ Working on similar to prepare Board members for the site visit.</li> <li>○ Have received contact from site visit team which documents they would like more information.</li> </ul> </li> <li>• Participated in a Hazardous Materials Functional Exercise with Wayne County EMA February 5th.                             <ul style="list-style-type: none"> <li>○ Testing the function of the Emergency Operation Center, notification of support agencies, resource management and public information.</li> <li>○ Health Department served in a support capacity for this exercise</li> </ul> </li> <li>• The Bargain Hunter has agreed to publish stories from the Health Department.</li> </ul>	No action needed


	<ul style="list-style-type: none"> <li>The 2020 District Health Advisory Council Meeting will be Monday March 2nd at 8AM in the Commissioners' Meeting room. Dr. Lindsay's and Dr. Buchwalter's terms are up and both are interested in continuing to serve. They will be up for reappointment.</li> </ul> <p>Nick reminded the Board that the Operations Sub-Committee serves as a nominating committee for the Board President and Board Vice President. Nominations will be accepted until the next Operations meeting, which is Friday, February 28, 2020.</p>	
<p>Environmental Health Meeting Minutes</p>	<p>Dr. Lindsay discussed the minutes from Environmental Health Meeting, January 28, 2020.</p> <p><b><u>Well Isolation Variance</u></b></p> <ol style="list-style-type: none"> <li><u>Mathew Bowling</u>, 5456 N. Crown Hill Rd., Orrville, OH 44667. Requesting Variance for OAC 3701-28-07 (D) to add a new bedroom within 3 feet of an existing well. Staff recommends approval.</li> </ol> <p><b><u>Well Flood Plain Variance</u></b></p> <ol style="list-style-type: none"> <li><u>Duane Ours</u>, 3570 W. Smithville Western Rd., Wooster, OH 44691. Requesting a variance for OAC 3701-28-07 (E) to keep an "Agricultural Well" in a flood plain and use as a private water well. Staff recommends approval.</li> </ol> <p><b><u>Revised Rabies Regulation 177</u></b></p> <ol style="list-style-type: none"> <li>This Regulation will be called 177R. Will include 3 Public Readings and a Public Hearing before final approval. Proposed Regulation 177R was discussed by Vaughn Anderson, Director of Environmental Health. Please note there was a wording correction to sentence 5.3., with removal of duplicate sentence.</li> </ol> <p><b><u>Ashland County Plumbing Contract</u></b></p> <ol style="list-style-type: none"> <li>Contract is dated 1-1-2020 to 12-31-2020. Staff recommends approval</li> </ol>	<ol style="list-style-type: none"> <li>Recommendation from the Committee All in favor</li> <li>Recommendation from the Committee All in favor</li> <li>Brown/Wiseman All in favor</li> <li>Forrer/Wiseman All in favor</li> </ol>

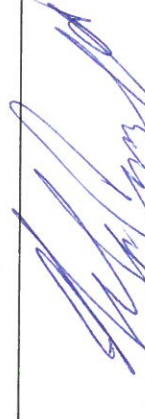
	<p><b><u>Leach Well Action Plan</u></b></p> <p>5. It comes as a recommendation from the EH Committee to accept the Leach Well Policy.</p> <p><b><u>Proposed License Suspension for a Retail Food Establishment</u></b></p> <p>6. Circle K #4705441, 134 Main St., Creston, OH 44217. The next standard inspection will be 1<sup>st</sup> week of March, 2020, prior to the March BOH meeting. Proposed license suspension will be presented on March 12, 2020 if there is significant failure to maintain, repeat or critical violations observed as determined by the inspecting sanitarian. Ms. Lancaster, from Circle K, has requested to obtain copies of past facility inspections to assist them in not having failing to maintain violations. There was a motion to approve a compliance plan.</p> <p><b><u>Clerk staffing Succession Plan</u></b></p> <p>7. Vaughn discussed his needs for Clerk Succession planning. One full-time clerk has announced she will retire in March, 2020. The other full-time clerk will be moving into a new position at EH. The Committee approved making the part-time position a full-time position for up to one year to allow for adequate training time.</p> <p>The minutes were approved as mailed, with one correction.</p>	<p>5. Kick/Shamp All in favor</p> <p>6. Kick/Shamp All in favor</p> <p>7. Recommendation from the Committee/Wiseman All in favor</p> <p>Wiseman/Shamp All in favor</p>
Environmental Health Update	There was not an Environmental Health Update.	No action needed
Board of Health Minutes	The Minutes from January 16, 2020 were approved as presented.	Lindsay/Shamp All in favor
Operations Sub Committee Meeting Minutes	There was no Operations Sub Committee Meeting.	No action needed

<p>Financial Requests</p>	<p>Director of Finance and Human Resources, Chrystal Marcum shared the Financial Requests with the Board.</p> <ol style="list-style-type: none"> <li>1. The Approval of Bills and Interagency Transactions was approved.</li> <li>2. The Authorization to Transfer Funds was approved.</li> <li>3. The Authorization to Transfer Appropriations was approved.</li> <li>4. The Approval of Travel and Related Expenses was approved.</li> </ol>	<ol style="list-style-type: none"> <li>1. Kick/Hanlon All in favor</li> <li>2. Kick/Forrer All in favor</li> <li>3. Kick/Forrer All in favor</li> <li>4. Brown/Shamp All in favor</li> </ol>
<p>Receipts &amp; Expenses</p>	<p>The Receipts and Expenses through January 2020 were reviewed.</p>	<p>No action needed</p>
<p>Patient Care Update</p>	<p>Dr. Cascarelli discussed the Patient Care Update in the absence of Susan Varnes, Director of Patient Care:</p> <p><b>Coronavirus</b> The Ohio Department of Health is providing the WCHD with direction. There have been 14 cases in the United States, with no cases in Ohio. The Board will continue to receive Health Alert email updates from Laura Cerrito, PHEP Coordinator.</p> <p><b>WIC</b> Clinic has been busy with 3 Walk-In days.</p>	<p>No action needed</p>

Administrative Board Items	There were no Administrative Board Items to discuss.	No action needed
Old Business	There was no Old Business to discuss.	No action needed
New Business	There was no New Business to discuss.	No action needed
Public Speaks	There were no members of the Public present.	No action needed
Future Meetings	02/25/2020 Environmental Health Sub Committee *Vaughn noted there is no agenda at this time. 02/28/2020 Operations Sub Committee 03/12/2020 Board of Health	No action needed
Adjourn	The meeting was adjourned at 8:40am.	No action needed

Approved by the Board of Health on this day, March 12, 2020.

  
 Jerry Herman  
 President, Board of Health

  
 Nicholas Cascarelli, Ed.D.  
 Health Commissioner

