

WAYNE COUNTY BOARD OF HEALTH MEETING MINUTES

December 12, 2024

Members Present: Brent Brown; Susan Buchwalter; Angie Chapman; Melissa Craemer Smith; Fred Finney; Jerry Herman; Carol McKiernan; Amanda Nelson; Marjorie Shamp; Robert Troutman

Staff Present: Nicholas V. Cascarelli, Health Commissioner; Theresa Schlauch, Director of Finance & Human Resources; Vaughn Anderson, Director of Environmental Health; Patty Reining, Director of Community Health; Wendy Anderson, Director of WIC

Guest(s) Present: Mike Ealy, Auditor from Perry & Associates

TOPIC	INFORMATION	BOARD ACTION
Call to Order	The meeting was called to order by Susan Buchwalter at 8:00 a.m.	No action needed
2022-2023 Audit	<p>Mike Ealy, The Auditor from Perry & Associates discussed the 2022 and 2023 Audit of the Financial Statements Report. In the Management Letter it was noted of Noncompliance for Outstanding Interfund Balances, Appropriations Exceeding Estimated Resources, and Actual Disbursements Exceeding Appropriations.</p> <p>Moving forward, it was discussed to better keep track of Cash Advances between the grant accounts and general fund. He also noted some issues we cannot change as it is how our County does Appropriations. However, there were no audit findings in the 2022 and 2023 Audit.</p> <p>*It was noted that Mike Ealy left at 8:25am.</p>	No action needed
Board of Health Meeting Minutes	The meeting minutes from November 21, 2024 were approved as presented.	Troutman/Brown All in favor

<p>Third Reading and Adoption Regulation 192</p>	<p>Dr. Buchwalter read the 3rd Reading and Adoption of Proposed Regulation 192.</p> <p>“A regulation establishing and revising license, permit and service fees in the Wayne County Combined General Health District to provide for the payment costs of providing Environmental Health Services and Inspections.”</p> <p>Motion to accept Regulation 192.</p>	<p>Craemer Smith/Troutman Roll Call: Brown; Troutman; Finney; Chapman; Nelson; McKiernan Abstains: Shamp as a food service operator</p>
<p>Financial Requests</p>	<p>Theresa Schlauch, Director of Finance and Human Resources, presented the Financial Overview for October.</p> <ul style="list-style-type: none"> • The Approval of Bills and Interagency Transactions were approved. • Travel and related expenses were approved. • The Amended Certificate Decreases and Appropriation Decreases to Expense accounts were approved. • The Amended Certificate Decreases and Appropriation Decreases to Revenue accounts were approved. • The Authorization to Transfer Appropriations was approved. 	<p>McKiernan/Shamp All in favor</p> <p>Herman/Troutman All in favor</p> <p>Troutman/Craemer Smith All in favor</p> <p>Troutman/Craemer Smith All in favor</p> <p>McKiernan/Nelson All in favor</p>

<p>Operations Sub-Committee & Environmental Meeting Minutes</p>	<p>The meeting minutes from December 6, 2024 were discussed:</p> <ul style="list-style-type: none"> • 2025 Pre-Authorized Bills- Motion to approve. • 2025 Revenue and Expense Budget-No action needed, bringing to BOH meeting. • 2025 Adjusted amount Salaries- Motion to approve the adjusted salary amounts for Wendy Anderson, Elesa Eaken, Colleen Dundon, Trevor Jones, Jason Murvine, and Karen Voorhes. • 2025 Salaries- The Committee recommended motion to bring to Board a 3% increase for 2025 for all employees for have worked longer than 90 days. Motion to approve. • The Committee also discussed Janet Rittenhouse being outside of the pay scale with proposed 3% increase. Nick Cascarelli requested an exception for Janet to go above pay scale with 3% raise. Motion to approve, and also this year to reevaluate pay scale. • 2025 Bonus- The Committee recommended motion to bring to Board a \$500 Bonus for Part-time employees, and a \$1,000 Bonus for Full-time employees that have worked longer than 90 days in 2024. The Board discussed and would like an amendment of including the 90 days employment, with also still being employed as of 1/1/25. Motion to approve with Amended addition. <p>Motion to approve minutes as presented.</p>	<p>Committee Recommendation All in favor</p> <p>No action needed</p> <p>Committee Recommendation All in favor</p> <p>Committee Recommendation All in favor</p> <p>Craemer Smith/Troutman All in favor</p> <p>Craemer Smith/Troutman Opposed: Herman; Brown; Nelson Motion passes</p> <p>Herman/Troutman All in favor</p>
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<p>Executive Session</p>	<p>Motion to enter into Executive Session to discuss Personnel at 9:04am.</p> <p>Motion to exit Executive Session.</p> <p>Motion to adopt Health Commissioner Agreement contract in good faith with intent to extend beyond 90 days.</p> <p>*It was noted Brent Brown left at 9:15am.</p>	<p>Craemer Smith/Troutman Roll Call: Brown; Chapman; Craemer Smith; Finney; Herman; McKiernan; Nelson; Shamp; Troutman</p> <p>Herman/Brown Roll Call: Brown; Chapman; Craemer Smith; Finney; Herman; McKiernan; Nelson; Shamp; Troutman</p> <p>Craemer Smith/Brown All in favor</p>
<p>Old Business Prosecutors Update</p>	<p>There was no one present from the Prosecutors Office today. Vaughn Anderson gave an update.</p> <ul style="list-style-type: none"> • Hunter Properties- 525 Markley Rd: Notice was posted in the Daily Record. The Sheriffs sale is December 18, 2024 at 10 am. The home appraised for 63k. • Johnson-2316 W. Pleasant Home Rd: Compliance letter was sent on November 15, 2024. It was sent back unclaimed. Compliance date is December 16, 2024. No contact from property owner. • Stahl-18575 Galehouse Rd: Compliance letter was sent December 10, 2024 with January 24, 2025 compliance deadline. 	<p>No action needed</p>

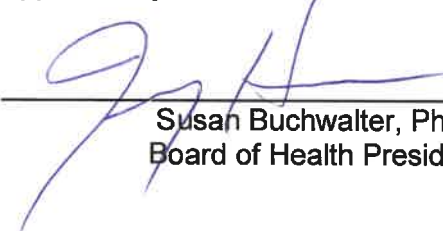
<p>New Business Administrative Items</p>	<p><u>Personnel</u> <u>Resignation</u></p> <ul style="list-style-type: none"> • Kayla Carpenter, Clerical Specialist, \$14.00/hr., Full-time, effective December 6, 2024. <p><u>Status Change</u></p> <ul style="list-style-type: none"> • Abby Perkins, Dietitian, \$24.00/hr., switching from Part-time to Full-time, effective December 31, 2024. <p><u>Retirement</u></p> <ul style="list-style-type: none"> • Ken Eng, Environmental Health Specialist, \$28.76/hr., Full-time, effective December 31, 2024. 	<p>Herman/Shamp All in favor</p>
<p>Well Variance</p>	<ul style="list-style-type: none"> • Schrock-9653 N. Elyria Rd: Request for a variance of OAC 3701-28-07 (D to have replacement well within 10' of dwelling. Staff did a site inspection and evaluation. There is enough room on property for a replacement well to not need a variance. Staff recommends disapproval. Motion made to deny variance. 	<p>McKiernan/Shamp All in favor</p>
<p>Termination of Bond Mt. Eaton C and DD</p>	<p>Vaughn Anderson discussed the Termination of Financial Assurance for the Mount Eaton Construction and Demolition Debris Landfill post closure. Staff recommends Board to allow the Health Commissioner to release the Performance Suety Bond and Rider due to meeting all post closure requirements. Motion to approve with attaching writer to bond.</p> <p>Motion to approve.</p>	<p>Craemer Smith/Finney Herman abstains as previous Operator All else in favor</p> <p>Cramer Smith/Chapman Herman abstains as previous Operator All else in favor</p>

<p>Medical Director Contract</p> <p>2025 Expense Budget</p> <p>2025 Revenue Budget</p>	<p>The 2025 Contract for Dr. Smith to continue as Medical Director was discussed. Motion to approve with increase to monthly salary.</p> <p>The 2025 Expense Budget was presented. And a motion to approve was made.</p> <p>The 2025 Revenue Budget was presented, and a motion to approve was made.</p>	<p>Troutman/Finney All in favor</p> <p>Shamp/Nelson All in favor</p> <p>Shamp/Nelson All in favor</p>
<p>Health Commissioner Update</p>	<p>Nicholas Cascarelli, Health Commissioner, gave an update.</p> <ul style="list-style-type: none"> • We served 170 families at the food pantry on December 10th. This was the most we ever served. We also had 6 volunteers and 4 staff. We did have traffic back up so we either need to consider switching venues or consult with Wooster Police for better traffic flow if we continue to conduct them here. We ran out of food by 12:15. • I am working on a budget revision for the Public Health Workforce Grant. We are receiving an additional \$50,000 from ODH payable through this grant for accreditation related activities. I am also evaluating what was spent versus what was budgeted. We may also be able to pay the staff bonuses entirely out of this grant. • I am also working on a budget revision on the Enhanced Operations grant. I am evaluating what we have spent versus what was budgeted. This grant and the Public Health Workforce Grant are multiple year grants so it becomes a little more time consuming. • As artificial intelligence (AI) is becoming more widely utilized in organizations, I am looking at other agencies' policies surrounding responsible usage of AI at the health department. 	<p>No action needed</p>


	<ul style="list-style-type: none"> • As we now have the Safe Communities Grant, one of the newer things we are monitoring is traffic accidents/fatalities. So far in 2024, we have had 10 traffic fatalities in Wayne County. We will be convening a traffic fatality review meeting next week for the recent fatalities. • I have submitted to IT our new configuration of network drives for the South St. Building. These new network drives are organized better to the way the health department units are structured now. I anticipate this will be complete in the first quarter of next year. Environmental Health network drives do not need reorganized at this time. 	No action needed
Environmental Health Unit Update	<p>Vaughn Anderson, Director of Environmental Health, gave an update.</p> <ul style="list-style-type: none"> • Food Standard 1 inspections – Staff completed by November 30st. As of the date of this meeting all of the food facilities needing a standard 1 inspection have been completed except 2 which will be done by end of month. Staff wanted Board to recognize staff for their hard work in getting them completed. • Food Program cost methodology has its own Publication and Reading requirements. This will save money and time. 	No action needed
Community Health Unit Update	<p>Patty Reining, Director of Community Health, gave an update.</p> <ul style="list-style-type: none"> • Numbers in the Clinic have been down recently. After the Holidays, Nursing will be focusing on reaching out to farms and the Farm Bureau. • COVID numbers are currently up at Retirement Facilities. • There is an increase in Syphilis and HIV currently. We will be starting a program to offer free Syphilis testing in the future. We are currently in the process to get a contract with a Lab. • The TB Case patient has been making an effort and we have been in contact most days currently. Treatment will continue until May 1, 2025. 	No action needed

WIC Unit Update	<p>Wendy Anderson, Director of WIC, gave an update.</p> <ul style="list-style-type: none"> • Our assigned case load is 1172, and we are at 92.41% of case load with 1083 Participants. We had 486 scheduled appointments and 355 attended, with 12 walk-ins. Our Show rate is currently 73.05%. • Our Intern from Kent State recently completed her rotation with us. • Wendy Anderson attended a Conference in Baltimore for Nutrition and Breastfeeding. • We continue to train our new Registered Dietitian, Marcy Hunter. 	No action needed
Administration Unit Update	<p>Theresa Schlauch, Director of Finance and Human Resources, gave an update.</p> <ul style="list-style-type: none"> • Vital numbers have been down for the year. • The Ohio Department of Health is starting a new system for Vital Statistics that will be starting in January and our staff is starting the training process. • Vital Statistics has an open position for Clerical Specialist. 	No action needed
Public Speaks	No public present.	No action needed
Future Meetings	<p>01/03/2025 Operations and Environmental Health Sub-Committee</p> <p>01/16/2025 Board of Health Meeting</p>	No action needed
Adjourn	The meeting was adjourned by consensus at 9:53 a.m.	No action needed

Approved by the Board of Health on this day, January 16, 2025.



 Susan Buchwalter, Ph.D.
 Board of Health President



 Nicholas Cascarelli, Ed.D.
 Health Commissioner