



The Ashtabula County Board of Health met in regular session in the basement meeting room of the Ashtabula County Health Department, 12 West Jefferson Street, Jefferson, Ohio, on the above date at 6:00 P.M.

Answering roll call were:	Paul E. Thompson	“Yea”
	Kathleen E. Arilson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”

Dr. Wayne Kawalek, Medical Director, attended the meeting.

A quorum being present, the meeting was called to order by the President, Paul E. Thompson.

Robert Jelf III, Allie Peterson, Dave Shumate, Jennifer Cleveland, Randall Barnes from Ashtabula County Health Department attended the meeting. Tim Hayes 3090 Lampson Rd., Austinburg, Ohio 44010 also attended the meeting.

The motion was made by Dr. Harlan Waid Jr. and seconded by Kathleen E. Arilson to dispense with the reading of the minutes of the regular meeting of the Board of Health which was held on August 10, 2022. Since the minutes were reviewed by the Board Members, and there were no alterations or corrections, the minutes are approved as recorded.

Roll Call: The five members present voted “Yea” and the MOTION CARRIED.

The bills for the month of September 2022 and the salaries for the past month were read.

The motion was made by Kathleen E. Arilson and seconded by Rebecca Robinson that the bills and salaries be paid as read.

Roll Call: The five members present voted “Yea” and the MOTION CARRIED.

A motion was made by Dr. Harlan Waid Jr. and seconded by Bryce Heinbaugh that the Ashtabula County Board of Health approve the following travel requests and expenses to be paid for the same.

Terry Palmer, R.E.H.S., to attend the Northeast OEHA Fall Conference on October 11& 12, 2022 in Twinsburg, Ohio.

Jennifer Cleveland, Director of Quality & Performance, to attend the Lean Ohio Boot Camp (4 days), November 28 to December 6, 2022, in Warrensville Hts., Ohio 44128.

Jay Becker, Health Commissioner, to approve any out of district and/or any out of county travel for the Ashtabula County Health Department employees that he deems necessary and/or important to the Health Department during the following month, and that employee expenses be paid for such travel.

Jay Becker, Health Commissioner, to attend any out of district meeting and/or any other out of county travel that he deems necessary and/or important to the Health Department during the following month, and that his expenses be paid for such travel.

Roll Call:	Paul E. Thompson	“Yea”
	Kathleen E. Arilson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”

The motion carried.

The Board then reviewed the work summaries for the month of August 2022 for the registered environmental health specialists, plumbing inspector, and nurses.

The Board then reviewed the monthly nursing report for the month of August 2022 submitted by Dave Shumate, Director of Nursing. (report attached).

- a. Epidemiology Report
- b. COVID Report
- c. Nursing Department Activities
- d. Well Child Clinic

### **Old Business**

#### **Board of Health Order Updates (report attached)**

Submitted by Randall Barnes, Director of Environmental Health

### **Flexible Work Presentation**

The Flexible Work Findings Summary was introduced by Robert Jelf III. A report titled Findings of Ashtabula County Health Department Flexible Work Workgroup was presented to Board of Health Members. Dave Shumate, R.N., D.O.N., Jennifer Cleveland, Director of Quality/Performance, and Allie Peterson, Epidemiologist/PHEP Coordinator were present.

### **New Business** – Presented by Randall Barnes, Director of Environmental Health

The board examined a household sewage disposal system variance request pertaining to the property located at 3090 Lampson Rd., Austinburg Township, owned by Timothy Hayes, 5511 W. Heisley Rd., Mentor, Ohio 44060.

The home sewage disposal variance request pertains to parcel 07-013-00-006-00 which has 32 acres with 110 feet of road frontage. Mr. Hayes indicated that he plans to build the house 1,000 feet from the road and 1,000 feet from the nearest neighbor.

A field review of the home sewage disposal system variance request revealed that the lot is 32 acres, the septic system is an on-lot system, and the soil test was favorable. Although 200 feet of road frontage remains a standard requirement in Ashtabula County for the safe installation for most septic systems, the Board of Health recognizes it is not the main determining factor, Lot size, quality of soil and type of system also need to be considered.

A motion was made by Bryce Heinbaugh and seconded by Rebecca Robinson that the Ashtabula County Board of Health approve the home sewage disposal variance request pertaining to the property located at 3090 Lampson Rd., Austinburg Township, owned by Timothy Hayes, 5511 W. Heisley Rd., Mentor, Ohio 44060.

Roll Call:	Paul E. Thompson	“Yea”
	Kathleen E. Arilson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”

The motion carried.

The board examined a solid waste disposal complaint pertaining to the property located at 5918 Hillcrest Avenue, Ashtabula Township, owned by Donna Williams 5918 Hillcrest Avenue, Ashtabula, Ohio 44004.

Inspection of the property completed on September 16, 2022, revealed the presence of household garbage and miscellaneous solid waste accumulated on the property that can contribute to a rodent infestation and a mosquito public health nuisance. The debris can collect water and allow mosquitoes to breed. Mosquitoes can transmit West Nile Virus and Encephalitis.

This solid waste must be removed and disposed of in a licensed landfill. The improper disposal of solid waste is a public health nuisance and violates Ohio Solid Waste Disposal Regulations.

In view of these violations, a motion was made by Dr. Harlan Waid Jr. and seconded by Kathleen E. Arilson that the Ashtabula County Board of Health order Ms. Williams to: (1) remove and dispose of all solid waste at a licensed landfill by October 18, 2022; (2) submit receipts from a licensed landfill to confirm proper disposal of solid waste on or by October 18, 2022; (3) submit proof of weekly trash service to this address to the Ashtabula County Health Department by October 18, 2022.

Failure to comply with this order will result in this matter being referred to the Ashtabula County Prosecutor’s Office for enforcement action.

Roll Call:	Paul E. Thompson	“Yea”
	Kathleen E. Arilson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”

The motion carried.

The board examined a solid waste disposal complaint pertaining to the property located at 8158 Morris Road, Orwell Township, owned by Leroy & Laura Miller, 8158 Morris Road, Orwell, Ohio 44076.

Inspections completed on August 24, 2022, revealed the presence of roofing material and debris such as shingles being dumped and buried on the property as fill material. Only brick, concrete and block can be buried a fill material. The solid waste (roofing shingles) must be removed and disposed of in a licensed landfill.

The improper disposal of solid waste is a public health nuisance and violates Ohio Solid Waste Disposal Regulations.

In view of these violations, a motion was made by Bryce Heinbaugh and seconded by Rebecca Robinson that the Ashtabula County Board of Health order Leroy and Laura Miller to: (1) remove and dispose of all solid waste at a licensed landfill by October 11, 2022; (2) submit receipts from a licensed landfill to confirm proper disposal of solid waste on or by October 11, 2022.

Failure to comply with this order will result in this matter being referred to the Ashtabula County Prosecutor’s Office for enforcement action.

Roll Call:	Paul E. Thompson	“Yea”
	Kathleen E. Arilson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”

The motion carried.

The board examined sewage disposal, plumbing and private water system code violations pertaining to the property located at 3513 Mill Rd., Cherry Valley Township, owned by Elmer & Lucy Glick, 3513 Mill Rd., Dorset, Ohio 44032.

The violations are related to a valid complaint that Elmer and Lucy Glick are living in a manufactured home that was installed without permit approvals from the Ashtabula County Health Department. In addition, the septic system at this location is not functioning properly.

Inspection of these violations revealed that no permits were obtained for the private water system from the Ashtabula County Health Department. It was also determined that the current sewage system uses a required electrical aeration unit to properly treat sewage. Without electric this unit will not work, and the sewage will not be treated properly. There is no electrical service at this property.

In light of the home sewage treatment system and private water regulations and laws of the State of Ohio a motion was made by Kathleen E. Arilson and seconded by Dr. Harlan Waid Jr. that the Ashtabula County Board of Health order Elmer and Lucy Glick by October 18, 2022 to: (1) install an approved home sewage treatment system, or apply electric to your current system for it to work properly; (2) obtain necessary permit to install a private water system to the property; (3) install an approved private water system.

Failure to comply with this order will result in this matter being referred to the Ashtabula County Prosecutor's Office for enforcement action.

Roll Call:	Paul E. Thompson	"Yea"
	Kathleen E. Arilson	"Yea"
	Dr. Harlan Waid Jr.	"Yea"
	Rebecca Robinson	"Yea"
	Bryce Heinbaugh	"Yea"

The motion carried.

The Ashtabula County Board of Health on September 21 reviewed inspections completed on the property located on the corner of North Bend Rd. and Depot Road, Parcel Number 48-007-00-016-00, owned by Aaron Miller, 14380 Old State Rd., Middlefield, Ohio 44062.

Inspections revealed that plumbing and a septic tank have been installed at this property without plumbing or septic permits obtained from the Ashtabula County Health Department.

In light of the home sewage treatment system, plumbing and private water system violations, a motion was made by Kathleen E. Arilson and seconded by Dr. Harlan Waid Jr. that the Ashtabula County Board of Health order Aaron Miller by October 10, 2022 to: (1) obtain the proper permit to install an approved home sewage treatment system; (2) install an approved home sewage treatment system; (3) obtain necessary permit to install a private water system to the property; (4) install an approved private water system; (5) complete a residential plumbing plan review and obtain a plumbing permit from the Ashtabula County Health Department.

Failure to comply with this order will result in this matter being referred to the Ashtabula County Prosecutor's Office for enforcement action.

Roll Call:	Paul E. Thompson	"Yea"
	Kathleen E. Arilson	"Yea"
	Dr. Harlan Waid Jr.	"Yea"
	Rebecca Robinson	"Yea"
	Bryce Heinbaugh	"Yea"

The motion carried.

Food Service Cost Methodology - Randall Barnes, Director of Environmental Health.  
Proposed Food Service Fee Increases submitted to the Ashtabula County Board of Health.

A motion was made by Kathleen E. Arilson and seconded by Dr. Harlan Waid Jr., that the Ashtabula County Board of Health raise food service fees for 2023 after approval is received for the food service price increases from the Licensing Council.

Roll Call:	Paul E. Thompson	“Yea”
	Kathleen E. Arilson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”

The motion carried.

**Executive Session**

A motion was made by Kathleen E. Arilson and seconded by Dr. Harlan Waid Jr. that the Ashtabula County Board of Health adjourn into Executive Session for discussion of personnel.

Roll Call:	Paul E. Thompson	“Yea”
	Kathleen E. Arilson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”

The motion carried.

After deliberation in executive session, the board was called into open session by Board President, Paul Thompson.

A motion was made by Bryce Heinbaugh and seconded by Rebecca Robinson that the Ashtabula County Board of Health accept the resignation of Robert Jelf III, PHEP Coordinator.

Roll Call:	Paul E. Thompson	“Yea”
	Kathleen E. Arilson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”

The motion carried.

A motion was made by Bryce Heinbaugh and seconded by Dr. Harlan Waid Jr. that the Ashtabula County Board of Health hire Robert Jelf II as temporary PHEP Consultant.

Roll Call:	Paul E. Thompson	“Yea”
	Kathleen E. Arilson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”

The motion carried.

A motion was made by Bryce Heinbaugh and seconded by Kathleen E. Arilson that the Ashtabula County Board of Health hire Allie Peterson as PHEP Coordinator/Epidemiologist.

Roll Call:	Paul E. Thompson	“Yea”
	Kathleen E. Arilson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”

The motion carried.

A motion was made by Kathleen E. Arilson and seconded by Rebecca Robinson that the Ashtabula County Board of Health hire Kathleen Shontz as Contract Nurse Practitioner.

Roll Call:	Paul E. Thompson	“Yea”
	Kathleen E. Arilson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”

The motion carried.

The New World Contract with the County Commissioners was tabled until the next Board of Health Meeting.

The Board of Health requested that Mathew Hebebrand, Assistant Ashtabula County Prosecutor, attend the next Board of Health Meeting on October 12, 2022, to present and discuss the case of the Bureau of Workers Compensation overcharges from the County Commissioners with the Ashtabula County Board of Health.

#### **Administrative Report**

- a. Accreditation (updates)
  - i. CHIP Kickoff Meeting minutes September 7
  - ii. CHIP meeting September 21
  - iii. Accreditation Status
- b. HVAC Unit update
- c. TB Clinic Contract

The motion was made by Dr. Harlan Waid Jr. and seconded by Kathleen E. Arilson to adjourn the meeting since there was no further business at hand.

Roll Call:	Paul E. Thompson	“Yea”
	Kathleen E. Arilson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”

The motion carried unanimously.

The next meeting of the Board of Health will be October 12, 2022, at 6:00 p.m.

The meeting adjourned.



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Paul E. Thompson, F.N.P.  
President



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Jay Becker, M.P.H.  
Secretary