



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”

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

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

Allie Peterson, Epidemiologist/PHEP Coordinator, ACHD, and C.R. Fortunato, Ashtabula County Prosecutor’s Office, 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 October 12, 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 four members present voted “Yea” and the MOTION CARRIED.

The bills for the month of November 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 four members present voted “Yea” and the MOTION CARRIED.

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

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”

The motion carried.

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

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

- a. Epidemiology Report
- b. COVID Report
- c. Nursing Department Activities
- d. Well Child Clinic
- e. Lead Investigation Ashtabula Township

Assistant Ashtabula County Prosecutor, Chris Fortunato, newly assigned to the Ashtabula County Health Department was introduced to the Board of Health Members.

The Board examined the Remote Work Agreement submitted by Dave Shumate, Director of Nursing. A motion was made by Dr. Harlan Waid Jr. and seconded by Rebecca Robinson that the Ashtabula County Board of Health approve and adopt the Remote Work Policy & Agreement of the Ashtabula County Health Department.

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

The motion carried.

Old Business

Board of Health Order Updates (report attached)

Submitted by Randall Barnes, Director of Environmental Health

Ashtabula County Health Department Food Service Fee Increases beginning 2023, Open Public Hearing.

The board then examined Resolution 2022-5 to Revise Food Operation Fees in the Ashtabula County General Health District and Declaring an Emergency.

A motion was made by Dr. Harlan Waid Jr. and seconded by Kathleen E. Arilson that the Ashtabula County Board of Health of the Ashtabula County Combined Health District adopt Resolution 2022-5 to Revise Food Operation Fees and Declaring an Emergency in the Ashtabula County Combined Health District, Ashtabula County, Ohio, effective December 1, 2022.

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

The motion carried.

The Ashtabula County Health Department has not heard from Assistant Ashtabula County Prosecutor, Matthew Hebebrand, if the Ashtabula County Health Department can use a different provider for Bureau of Workers Compensation.

New Business

The board examined a solid waste and sewage complaint pertaining to the property located at 1000 Cemetery Rd., Pierpont Township, owned by Roy & Jade Knapp, 1000 Cemetery Road, Pierpont, Ohio 44082.

Inspections of the property revealed the presence of solid waste including bags of trash, scrap items, furniture, and other miscellaneous waste on the property. The amount of solid waste is significant and is creating a potentially serious public health nuisance.

In addition, the home sewage treatment system serving the dwelling has possibly failed and needs to be inspected as to whether it is functioning properly.

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 Roy & Jade Knapp to: (1) remove and dispose of all solid waste at a licensed landfill by December 5, 2022; (2) submit receipts from a licensed landfill to confirm proper disposal of solid waste on or by December 5, 2022; (3) if determined the septic system is not functional, install a approved home sewage treatment system by December 5, 2022.

Failure to comply with this order will result in the 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”

The motion carried.

A motion was made by Kathleen E. Arilson and seconded by Dr. Harlan Waid Jr. to contact Advisory Council President, Allen Slater, to coordinate and recruit five new nominating committee members by February 3, 2023, and to set up the first meeting by February 17, 2023. All nominees for the two Board of Health positions need to be received by the nominating committee March 17, 2023.

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

The motion carried.

A motion was made by Rebecca Robinson and seconded by Kathleen E. Arilson that the Ashtabula County Board of Health approve the hiring of Nicole Stewart as a full-time clerk for the Ashtabula County Health Department.

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

The motion carried

The board examined new and revised policies of the Ashtabula County Health Department.

Section 2.4A Credit Check – This policy has been tabled.

Section 5.7A Bereavement Leave

A motion was made by Dr. Harlan Waid Jr. and seconded by Rebecca Robinson that the Ashtabula County Board of Health approve the Bereavement Leave policy.

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

The motion carried.

Section 6.1 Performance Evaluations

A motion was made by Rebecca Robinson and seconded by Dr. Harlan Waid Jr. that the Ashtabula County Board of Health approve the Performance Evaluations policy.

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

The motion carried.

Section 8.19 Out of Office Procedure

A motion was made by Kathleen E. Arilson and seconded by Rebecca Robinson that the Ashtabula County Board of Health approve the Out of Office Procedure.

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

The motion carried.

Drug Free Workplace Policy

A motion was made by Dr. Harlan Waid Jr. and seconded by Kathleen E. Arilson that the Ashtabula County Board of Health approve the Drug Free Workplace Policy.

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

The motion carried.

Administrative Report

a. Accreditation Updates

- i. CHIP (Community Health Improvement Plan) will be completed by January 1, 2023, or sooner.
- ii. PHAB Board met November 4th to discuss our accreditation status – waiting for update.

b. Dr. Kawalek's Medical Director's Contract Review

A motion was made by Rebecca Robinson and seconded by Kathleen E. Arilson that the Ashtabula County Board of Health approve Dr. Kawalek's Medical Director Contract.

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

The motion carried

c. 2023 Budget Review

- i. Revenue-Grants-Fees-Tax Settlement
- ii. Expenses-Payroll-Benefits-Utilities-Supplies-Miscellaneous Bills
- iii. Salary Analysis

d. The Budget Commission of Ashtabula County submitted the Amended Official Certificate of Estimated Resources for the Ashtabula County Health District for the fiscal year beginning January 1, 2022.

A motion was made by Rebecca Robinson and seconded by Dr. Harlan Waid Jr. that the Board of Health approve the Amended Official Certificate of Estimated Resources for the Ashtabula County Health District for the fiscal year beginning January 1, 2022.

All board of health members in attendance are in agreement and the second amendment was approved.

e. Monthly Cross Fund Cash Report November 2022.

- f. Contract position for a full time/part time temporary Data Mapper was tabled.
- g. HVAC Project Status – Project has begun and is on schedule.
- h. Electronic Sign Status – Project has not begun, scheduled to be completed December 8th.

Open Forum

The next meeting of the Board of Health will be December 14, 2022, at 6:00 p.m.

The motion was made by Kathleen E. Arilson and seconded by Dr. Harlan Waid Jr. 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”

The motion carried unanimously.

The meeting adjourned.



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



 Jay Becker, M.P.H.
 Secretary