



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, Jennifer Cleveland, Director of Quality & Performance, Allie Peterson, Epidemiologist & PHEP Coordinator, Randall Barnes Environmental Director, and Health Commissioner Jay Becker attended the meeting.

The motion was made by Kathleen E. Arilson and seconded by Dr. Harlan Waid Jr. to dispense with the reading of the minutes of the regular meeting of the Board of Health which was held on November 9, 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 December 2022 and the salaries for the past month were read.

The motion was made by Dr. Harlan Waid Jr. 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 November 2022 for the registered environmental health specialists, plumbing inspectors, and nurses.

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

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

Flexible Work Next Steps – Allie Peterson, Epidemiologist and Emergency Preparedness Coordinator, discussed working remotely for one day in November 2022, once VPN was connected, Allie did not have any issues. Director of Nursing, Dave Shumate will continue working with very specific staff on this task and reporting advances to the board.

Old Business

Board of Health Order Updates (report attached)

Submitted by Randall Barnes, Director of Environmental Health

Nominating Committee – Advisory Council President, Allen Slater to coordinate and recruit five new nominating committee members by February 3, 2023, 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. Jay Becker, Health Commissioner, will work with Mr. Slater to develop a letter to send out to the District Advisory Council members as the next step.

New Business

The board and Randall Barnes, Environmental Director, examined a home sewage treatment complaint pertaining to the property located at 2583 US Route 322, Orwell, Ohio 44076, owned by Amedeo and Maria DiFranco, 6816 Hickory Hill Dr., Mayfield Village, Ohio 44143.

Inspections revealed that the household sewage treatment system located on the property has failed and will need to be replaced by a qualified installer. In addition, upon inspection the plumbing inside this home does not meet the Ohio State Plumbing Code. It has been reported that the plumbing work was completed by unlicensed individuals. It is required that all plumbing is completed by a licensed plumber and the work must be inspected by the Ashtabula County Health Department.

A motion was made by Dr. Harlan Waid Jr. and seconded by Kathleen E. Arilson that in light of the said home sewage disposal system regulations and violations, the Ashtabula County Board of Health order Amedeo and Maria DiFranco to abate the sewage disposal system violations by obtaining a home sewage treatment system permit and installing an approved home sewage treatment system by January 6, 2023. In addition, Amedeo and Maria DiFranco are ordered to have a licensed plumber complete and or fix all interior plumbing issues by January 6, 2023.

Failure to comply with this order will result in the matter being referred to the Ashtabula County Prosecutor's Office for further 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 Rebecca Robinson that the Ashtabula County Board of Health adjourn into Executive Session to discuss personnel matters.

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

The motion carried.

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

Kim Marcy, Administrator and Registrar of Vital Statistics, resigned her position with the Ashtabula County Health Department on December 6, 2022. A motion was made by Dr. Harlan Waid Jr. and seconded by Rebecca Robinson that the Ashtabula County Board of Health accept the resignation of Kim Marcy

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

The motion carried.

Laura Steigerwald, Administrative Assistant and Deputy Registrar resigned her position with the Ashtabula County Health Department effective December 23, 2022. A motion was made by Dr. Harlan Waid Jr. and seconded by Rebecca Robinson that the Ashtabula County Board of Health accept the resignation of Laura Steigerwald

| | | |
|------------|---------------------|-------|
| 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. that the Ashtabula County Board of Health name full time staff member, Andrea Elliott, as the Registrar of Vital Statistics 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.

A motion was made by Kathleen E. Arilson and seconded by Dr. Harlan Waid Jr. that the Ashtabula County Board of Health name full time staff member, Rhonda Krieg, as the Deputy Registrar of Vital Statistics 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 then examined the new Administrator Job Description. A motion was made by Kathleen E. Arilson and seconded by Rebecca Robinson that the Ashtabula County Board of Health approve the new Administrator Job Description.

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

The motion carried.

The Board then examined the new Assistant to the Administrator Job Description. A motion was made by Kathleen E. Arilson and seconded by Rebecca Robinson that the Ashtabula County Board of Health approve the new Assistant to the Administrator Job Description.

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

The motion carried.

Administration Report:

A. Accreditation: After nearly 10 years of work the Ashtabula County Health Department is Accredited by PHAB. Everyone in the agency, past and present staff, Board of Health Members, Health Commissioners and Community Health partners deserve the credit. This was a true collaboration to get the Ashtabula County Health Department to this point. The Ashtabula County Health Department will need to continue going forward to meet the future standards to maintain accreditation.

B. The board examined the 2023 Revenue Budget for the Ashtabula County Health Department. A motion was made by Dr. Harlan Waid and seconded by Kathleen E. Arilson that the Board of Health approve the 2023 Revenue Budget.

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

The motion carried.

C. The board examined the 2023 Appropriation Budget for the Ashtabula County Health Department. A motion was made by Dr. Harlan Waid and seconded by Kathleen E. Arilson that the Board of Health approve the 2023 Appropriation Budget.

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

The motion carried.

D. A motion was made by Dr. Harlan Waid Jr. and seconded by Kathleen E. Arilson that the Ashtabula County Board of Health approve wage increases for staff employees in 2023 that range between 0% and 3%. Wage increases are to be administered by the Health Commissioner and Administrator following personnel evaluations.

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

The motion carried.

E. A motion was made by Rebecca Robinson and seconded by Kathleen E. Arilson to maintain the current gas mileage rate of .62 cents per mile for staff.

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

The motion carried.

F. The board then examined the Official Certificate of Estimated Resources 3rd Amendment.

Open Forum:

Staff member, Ian Elliott, Health Educator, was recognized by the Ohio Department of Health for his great work in the Ashtabula County Naloxone Program.

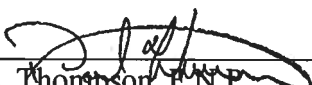
The next meeting of the Board of Health will be January 11, 2023, at 6:00 p.m.

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.

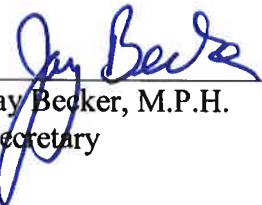
| | | |
|------------|---------------------|-------|
| Roll Call: | Paul E. Thompson | “Yea” |
| | Kathleen E. Arilson | “Yea” |
| | Dr. Harlan Waid Jr. | “Yea” |
| | Rebecca Robinson | “Yea” |

The motion carried unanimously.

The meeting adjourned.



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



 Jay Becker, M.P.H.
 Secretary