



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

A quorum being present, the meeting was called to order by the Vice-President, Kathleen E. Arilson.

The motion was made by Bryce Heinbaugh and seconded by Rebecca Robinson to dispense with the reading of the minutes of the regular meeting of the Board of Health which was held on February 8, 2023. 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 March 2023 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 Bryce Heinbaugh that the Ashtabula County Board of Health approve the following travel requests and expenses to be paid for the same.

Darlene Dyer and Lori Johnston, Public Health Nurses, to attend the Tuberculosis Seminar in Columbus, Ohio on March 28, 2023.

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:	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 February 2023 for the registered environmental health specialists, plumbing inspectors, and nurses.

The Board then reviewed the monthly nursing report for the month of February 2023 submitted by David Shumate, Director of Nursing. (report attached).

- a. Epidemiology Report
- b. COVID/FLU/RSV 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

Licensing Council Meeting (Phase II) was scheduled for Thursday, February 23, 2023, to discuss raising environmental health fees for Tattoos, C&DD, Plumbing, and Pools for 2023.

- The Licensing Council approved all fee increases. Ashtabula County still has the lowest fees in Northeast Ohio. Bryce Heinbaugh requested a copy of the percentage increase on all fees.

Phase III and final Licensing County Meeting to address Water and Septic fees is planned for July 2023.

District Advising Council Nominating Committee Update.

- The Nominating Committee was not formed as only one person volunteered. Allen Slater, District Advisory Council Chairperson will ask that a nominating committee be created at the Annual Meeting March 23, 2023.

New Business

The Ashtabula County Director of Quality Improvement and Performance led the kickoff for the Healthy Ashtabula County 3 Health Priorities from the Community Health Improvement Plan that was scheduled for Wednesday February 22, 2023, 1 pm, at the Ashtabula County Health Department. Items discussed were (1) Access to Healthcare, (2) Obesity/Chronic Disease (Next meeting at 2 pm, Monday March 6th) and (3) Mental Health/Suicide/Overdoses.

New bylaws for the Ashtabula County Board of Health.

- The bylaws will be read by board members and any changes that would need to be made will be decided at the next board meeting. Bryce Heinbaugh requested that virtual attendance to meetings excluding voting be put in the bylaws.

BWC charges to the Ashtabula County Health Department.

- New invoice received for \$31,736.00. A motion was made by Bryce Heinbaugh and seconded by Dr. Harlan Waid Jr. to table this item as Christine Davis, Assistant Prosecutor, will be invited to attend the next board meeting.

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

The motion carried.

Administrative Report

A. Personnel Positions that are to be filled:

- Assistant to the Administrator – reopen for new applicants.
- PHEP/Epidemiologist – A motion was made by Dr. Harlan Waid Jr. and seconded by Rebecca Robinson that the Ashtabula County Board of Health approve the hiring of Libby Holden as the new PHEP Coordinator/Epidemiologist. Ms. Holden is a Public Health graduate from Kent State University and has recently been working part time with Ashtabula and Conneaut Cities. Fulltime start date will be March 9, 2023.

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

The motion carried.

- Staff Nurse for BCMH Program – accepting resumes and applications.
- Drug Free Workplace Policy Put on Hold. No motion was made. Should something be added so that employees are off work until their results come back if they were tested post-accident due to suspicion. Quantitative versus qualitative testing discussed. Will employees job be held if referred to treatment? Potential issues with verbiage around “cost sharing” in regard to treatment. The policy will be reviewed by the Prosecutor’s office.

B. Remote Work Report. Submitted by Jennifer Cleveland, Director of Quality & Performance. (report attached).

Financial Health March 2023

- Current Reports – Cross Fund Report for March 2022 and March 2023
- Budget Performance Report available for Board in 2023
- Increasing environmental health fees will add \$100,000.00 to the Health Department General Fund to counter cost of living increases. Fees have not been increased for over 10 years.

- Grants to Continue – Reapplied for PHEP, GVO, MOMS Quit for 2, Enhanced Operations. Current funding is budgeted for 2023. Total funding award is \$389,000 if all deliverables are met.
- Harm Reduction and Workforce Development Grant will add an additional \$150,000 annually to the budget for the next 4 years if both of these grants are secured this year.
- Additional Grants to be applied for in 2023 – Tuberculosis Grant and Maternal Child Health Grant.

Request to have cost analysis of staff using their own vehicles (mileage) versus the Ashtabula County Health Department owning a fleet of vehicles or mileage tracking software. Request to have financial reports emailed to board members ahead of meetings so that they can be further discussed at meetings.

Facility and Operations Health

- HVAC System Status – new heating and AC with protection of MERV13 Plus a new roof
- Server will need to be addressed
- Develop plan to minimize use of paper and commit to electronic files.

Open Forum

Our longstanding Board of Health Member and Vice President, Kathleen Arilson, is stepping down from the Board of Health after serving 38 years. Thank you for all you have done for the Ashtabula County Health Department.


The next meeting of the Board of Health will be April 12, 2023, at 6:00 p.m.

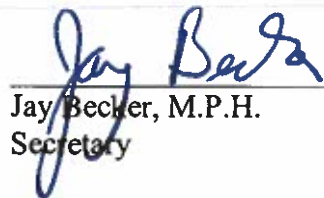
The motion was made by Bryce Heinbaugh and seconded by Dr. Harlan Waid Jr. to adjourn the meeting since there was no further business at hand.

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

The motion carried unanimously.

The meeting adjourned.


 Kathleen E. Arilson, R.N.
 Vice President


 Jay Becker, M.P.H.
 Secretary