



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:	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Duane Marcy	“Yea”
	Robert Russell	“Yea”

A quorum being present, the meeting was called to order by the President, Dr. Harlan Waid Jr.

Welcome to Dr. Pamela Lancaster, the new Medical Director for the Ashtabula County Health Department.

The motion was made by Robert Russell 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 January 10, 2024. Since the minutes were reviewed by the Board Members, and there were no alterations or corrections, the minutes are approved as recorded.

Roll Call:	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Duane Marcy	“Yea”
	Robert Russell	“Yea”

The motion carried.

The motion was made by Rebecca Robinson and seconded by Duane Marcy that the bills and salaries be paid and to approve travel requests for staff for the month of February 2024 and expenses to be paid for the same.

Travel for PHEP/Epidemiology Coordinator, Libby Holden, to attend the 2024 Preparedness Summit in Cleveland, Ohio including mileage, hotel, food, and registration.

Roll Call:	Rebecca Robinson	“Yea”
	Duane Marcy	“Yea”
	Robert Russell	“Yea”
	Dr. Harlan Waid Jr.	“Yea”

The motion carried.

Dr. Waid requested that Libby Holden give a report at April’s meeting on what she learned at the Summit.

The Board then reviewed the work summaries for the month of January 2024 for the registered environmental health specialists, plumbing inspectors, and nurses.

Open Forum (Public Comment

Nursing Report: Dave Shumate, BSN, RN, Director of Nursing

- a. Epidemiology Report (including COVID/Flu/RSV)
- b. Nursing Department Activities
- c. Well Child Clinic
- d. Medical Director Status

Old Business: Randall Barnes, Director of Environmental Health

- a. Board of Health Order Updates
- b. Variance – Frontage reduced to 190 ft. from 200 ft. on 3-acre parcel
Owner: Erin Fetters
2252 Larchmont Dr.
Wickliffe, OH 44092
Parcel #53-007-00-043-00

The board initially reviewed the request to reduce the frontage of the lot to 190 ft. from 200 ft. on a 3 acre parcel on November 8, 2023. As per protocol, the Sheffield Zoning Department was contacted. Sheffield Zoning had not received nor approved a required zoning variance for the property (lot 53-007-00-043-00) which is required before the Ashtabula County Board of Health would be able to review the variance request.

Without further information about the status of this variance, a motion was made by Robert Russell and seconded by Duane Marcy that the Ashtabula County Board of Health disapprove the Variance Request of Erin Fetters to reduce the frontage to 190 ft. from 200 ft. on the 3-acre parcel (Parcel #53-007-00-043-00).

If Mr. Fetters would choose to pursue this variance in the future, the board of health would need to receive the variance approval from Sheffield Township Zoning before approval from the Board of Health can be given.

Roll Call:	Rebecca Robinson	“Yea”
	Duane Marcy	“Yea”
	Robert Russell	“Yea”
	Dr. Harlan Waid Jr.	“Yea”

The motion carried.

- c. Reminder: District Advisory Meeting Thursday, March 28, 2024, at 7 pm. Notify Jay Becker or Allie Maraffi if you have a Board of Health candidate to present to the District Advisory Council at the meeting. All nominees need to complete and submit a candidate application to the District Advisory Council Chairman, Allen Slater. The Board seat expires March 2028. There is a candidate possibly interested, she is the new Jefferson Village Library Director, Karen Pierce who lives in Jefferson Village.

d. Discussion about the Licensing Council Status for Ashtabula County.

A motion made by Robert Russell and seconded by Rebecca Robinson to dissolve the Ashtabula County Licensing Council.

Roll Call:	Duane Marcy	“Yea”
	Robert Russell	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”

The motion carried.

New Business:

a) Motion made by Robert Russell and seconded by Rebecca Robinson to accept the contract for Dr. Pamela Lancaster as the Medical Director for the Ashtabula County Health Department.

Roll Call:	Robert Russell	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Duane Marcy	“Yea”

The motion carried.

b) 2024 Annual Meeting is scheduled for Thursday March 28, 2024, at 7 PM at the Ashtabula County Health Department Basement Conference Room. Election for Board of Health Member Duane Marcy 5 year term and replacement for former Board of Health Member Bryce Heinbaugh 4 year term.

- i. For the first time the Annual Report will be presented fully electronic to the District Advisory Council Membership. All District Advisory Council members will be informed ahead of time that they can print off their own copy of the Annual Report from the Ashtabula County Health Department website. Jay Becker, Health Commissioner, will have the Annual Report displayed on the screen in the Basement Conference Room during the meeting.
- ii. Allen Slater, Chairman of the District Advisory Council will present new bylaws to the District Advisory Council Membership.

c) The Board examined solid waste disposal violations pertaining to the property located at 6202 Jefferson Rd., Ashtabula Township, owned by Jeff Lindberg, 3797 Silver Fox Dr., Austinburg, Ohio 44010.

Inspections of the property revealed the presence of trash on the porch and tires in the front yard. The 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. The presence of miscellaneous debris and waste on the property will contribute to rodent infestation and a mosquito public health nuisance.

A motion as made by Duane Marcy and seconded by Robert Russell to order Jeff Lindberg to: (1) remove and dispose of all solid waste at a licensed landfill by March 18, 2024; (2) submit receipts from a licensed landfill to confirm proper disposal of solid waste on or by March 18, 2024; (3) submit proof that there is weekly trash service for this address to the Ashtabula County Health Department by March 18, 2024

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:	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Duane Marcy	“Yea”
	Robert Russell	“Yea”

The motion carried.

- d) The Board examined solid waste violations pertaining to the property located at 6144 Jefferson Rd., Ashtabula Township, owned by Russell Forbes and Christina Hippely 6144 Jefferson Rd., Ashtabula Ohio 44004. Inspections of the property revealed the presence of trash and a large amount of solid waste on the porch and strewn throughout the property.

The 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. The presence of miscellaneous debris and waste on the property will contribute to rodent infestation and a mosquito public health nuisance.

A motion was made by Duane Marcy and seconded by Robert Russell to order Russell Forbes and Christina Hippely to: (1) remove and dispose of all solid waste at a licensed landfill by March 18, 2024; (2) submit receipts from a licensed landfill to confirm proper disposal of solid waste on or by March 18, 2024; (3) submit proof that there is weekly trash service for this address to the Ashtabula County Health Department by March 18, 2024.

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:	Rebecca Robinson	“Yea”
	Duane Marcy	“Yea”
	Robert Russell	“Yea”
	Dr. Harlan Waid Jr.	“Yea”

The motion carried.

- e. The board examined a complaint that plumbing installation was completed without a plumbing permit from the Ashtabula County Health Department pertaining to the property located at 5147 New Lake Rd., Geneva on the Lake Village, owned by Richard and David Maiella, 512 West Neshannock Ave., New Wilmington, PA 16142.

All newly installed plumbing must be inspected by the Ashtabula County Health Department and found to be in compliance with Chapter 4103:3-1 to 4101: 3-13 of the Ohio Administrative Code. A plumbing permit must be obtained prior to installing plumbing in the Ashtabula County Health District. No part of any plumbing or drainage system shall be covered until it as been inspected, tested, and approved in compliance with Chapter 3 section 312.12 of the 2017 Ohio Plumbing Code.

A motion was made by Robert Russell and seconded by Rebecca Robinson that the Ashtabula County Board of Health order Richard and David Maiella to: (1) Obtain the proper plumbing permit from the Ashtabula County Health Department by March 18, 2024; (2) Schedule a plumbing inspector from the Ashtabula County Health Department to inspect the plumbing work that has been completed on the property at 5147 New Lake Road, Geneva on the Lake Village by March 18, 2024.

Failure to comply with these conditions will result in the matter being forwarded to the Ashtabula County Prosecutor's office for enforcement action.

In addition, Richard and David Maiella will need to obtain permits to install an approved private water system and household sewage treatment system before obtaining the occupancy permit for this property.

Roll Call:	Duane Marcy	"Yea"
	Robert Russell	"Yea"
	Dr. Harlan Waid Jr.	"Yea"
	Rebecca Robinson	"Yea"

The motion carried.

Administrative Report

a. Financial Health

- i. Cross Fund Reports for February 2023 and February 2024
- ii. Current Budget Performance Report
- iii. Snow plowing service update
- iv. Credit card policy
- v. Explore using a pre-paid Visa or other gift card in place of credit card.

b. Personnel Updates

- i. A motion was made by Rebecca Robinson and seconded by Robert Russell to accept the resignation of Jennifer Cleveland, Director of Quality & Performance.

Roll Call:	Robert Russell	"Yea"
	Dr. Harlan Waid Jr.	"Yea"
	Rebecca Robinson	"Yea"
	Duane Marcy	"Yea"

The motion carried.

- ii. A motion was made by Duane Marcy and seconded by Rebecca Robinson to accept the retirement of Dr. Wayne Kawalek as Medical Director.

Roll Call:	Dr. Harlan Waid Jr.	"Yea"
	Rebecca Robinson	"Yea"
	Duane Marcy	"Yea"
	Robert Russell	"Yea"

The motion carried.

- iii. Status of Quality Improvement/Performance Management Job Position.
The Ashtabula County Health Department has three candidates and should be making an offer for the position next week.

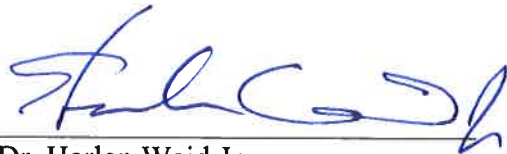
The next meeting of the Board of Health will be March 13, 2024, at 6:00 p.m.

The motion was made by Robert Russell and seconded by Rebecca Robinson to adjourn the meeting since there was no further business at hand.

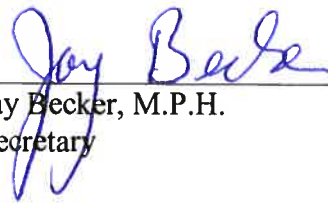
Roll Call:	Rebecca Robinson	"Yea"
	Duane Marcy	"Yea"
	Robert Russell	"Yea"
	Dr. Harlan Waid Jr.	"Yea"

The motion carried unanimously.

The meeting adjourned.



Dr. Harlan Waid Jr.
President



Jay Becker, M.P.H.
Secretary