

January 10, 2024



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”
	Robert Russell	“Yea”

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

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

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 December 13, 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:	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Robert Russell	“Yea”

The motion carried.

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

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

The motion carried.

The Board then reviewed the work summaries for the month of December 2023 for the registered environmental health specialists, plumbing inspectors, and nurses.

Open Forum (Public Comment)

Nursing Report:

The Board then reviewed the nursing report for the month of December 2023 submitted by David Shumate, BSN, RN, Director of Nursing.

- a. Epidemiology Report (Including COVID/Flu/RSV)
- b. Nursing Department Activities
  - i. The Board requested that David Shumate track all expenses related to the county's active tuberculosis case.
- c. Well Child Clinic

Old Business: Randall Barnes, Director of Environmental Health

- a. Board of Health Order Updates
- b. Variance -Frontage reduced to 190 feet from 200 feet with 3 acre parcel.

Owner: Erin Fetters  
2252 Larchmont Dr.  
Wickliffe, Ohio 44092  
Parcel #53-007-00-043-00

Update: Erin Fetters has not submitted variance paperwork to the Sheffield Township Trustees. A trustees meeting will be scheduled once the paperwork is received.

- c. Reminder: District Advisory Council Meeting Thursday March 28, 2024, at 7 pm. All Board of Health candidates need to contact District Advisory Council Chairman Allen Slater with the proper nominee application. Candidates should also contact Township Trustee.

New Business:

- a. Healthy Ashtabula County - Website, Instagram, and YouTube – Informational Only
- b. Potential Funding Opportunities for the Ashtabula County Health Department – Informational Only

Randall Barnes, Director of Environmental Health, is currently working on applying for a grant with the Ohio Environmental Education Fund. His plan, if awarded, would be to work on education with the public on sewage systems – pumping, replacing, financial requirements, inspections etc.

- c. Improving Rural Maternal Care Federal Office of Rural Health Policy – Informational Only
- d. Licensing Council Status – To keep intact or disband the Licensing Council

Jay Becker, Health Commissioner, explained the history of the Licensing Council, the irregularities of the Council including the lack of structure, bylaws, officers, representation etc.

The health department's Licensing Council was only typically used to aid in adjusting fees. The Board of Health members brought about the question of would we be able to dissolve the Licensing Council. Confirmation was requested from the Prosecutor's Office that the Board of Health would be able to make a motion and vote on dissolving the Licensing Council.

Administrative Report January 2024:

a. Financial Health

- i. Cross Fund Reports for January 2023 and January 2024
- ii. Current Budget Performance Report  
The Board requested budget report as of December 31, 2023
- iii. Snowplow service update
  - a. It was agreed that the best option to proceed with would be to continue using the Ashtabula County Engineer's office who charges \$50 per push.
- iv. Credit Card Policy  
Next step: Creation of health department credit card policy
- v. Expense Reimbursement Policy

A motion was made by Robert Russell and seconded by Rebecca Robinson that the Ashtabula County Board of Health approve mileage reimbursement of .62 cents per mile and that the maximum meal reimbursement be increased for breakfast \$10.00; lunch \$20.00; and dinner \$30.00.

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

The motion carried.

Next Meeting: Scheduled for February 14, 2024, at 6 pm.

A motion was made by Rebecca Robinson and seconded by Robert Russell that the Ashtabula County Board of Health move next month's meeting to February 21, 2024, at 6 pm.

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

The motion carried.

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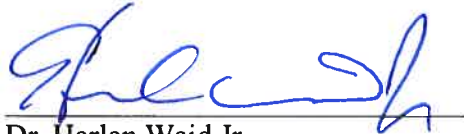
The Board discussed the desire to revisit the date/times of meeting during the April 2024 meeting once the new cycle starts.

The motion was made by Robert Russell and seconded by Rebecca Robinson to adjourn the meeting (7:48 pm) since there was no further business at hand.


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

The motion carried.

The meeting adjourned.



Dr. Harlan Waid Jr.  
President



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Jay Becker, M.P.H.  
Secretary