



October 9, 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 OH on the above date at 6:00 PM.

Answering roll call were:

- Dr. Harlan Waid "Yea"
- Rebecca Robinson "Yea"
- Duane Marcy "Yea"
- Robert Russell "Yea"
- Barbara Klingensmith "Yea"

A quorum being present, the meeting was called to order at 6:00 PM by the President, Dr. Harlan Waid Jr.

Medical Director, Dr. Pamela Lancaster was present.

Ben Lynch, Certified Plumbing Inspector was present.

Libby Holden, Epidemiology and Emergency Preparedness Coordinator was present.

The motion was made by Barbara Klingensmith and seconded by Rebecca Robinson to dispense with the reading of the minutes of the regular meeting of the Board of Health on August 14th, 2024, that the salaries be paid and to approve travel requests for staff for the month of September and expenses to be paid for the same. The bills were not approved at this time, as they were not provided for the Board of Health’s review. They will be revisited at November’s meeting.

Roll Call:

- Dr. Harlan Waid "Yea"
- Rebecca Robinson "Yea"
- Duane Marcy "Yea"
- Robert Russell "Yea"
- Barb Klingensmith "Yea"

The motion carried.

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

Open Forum (Public Comment)

No members of the public attended the October 9, 2024, meeting.

Nursing Report

Libby Holden, Epidemiology and Emergency Preparedness Coordinator discussed the September 2024 Nursing Report. The report included information on disease counts, total clinics held, Naloxone kits distributed, overdose reversals and fatalities, and general department updates.

Without further discussion, Libby Holden excused herself from the meeting.

Old Business



Discussion occurred regarding the state of the board orders, both new and ongoing. Many of the issues have since been abated and progress is being made. Calvin Nguyen, Assistant Prosecutor was not present at the September 2024 meeting to provide input from the Prosecutor’s office, but Randall Barnes, Director of Environmental Health states Calvin is doing a lot to push the orders along and produce results.

Jay Becker, Health Commissioner, provided an update on the department's Suicide and Overdose Fatality Review Committee. A work session was held on October 3rd, which lasted about three hours and covered four cases. The Committee is still working through troubleshooting with information sharing. The next meeting will be November 21st and will likely occur on a monthly basis until they are caught up on reviewing all of the cases.

Randall Barnes, Director of Environmental Health, was able to provide an update on the Committee to review and update the Ashtabula County Board of Health Environmental Regulations. He informed the Board of Health that he and Robert Russell will be attending the upcoming Ashtabula County Township Association meeting on October 17th to get feedback from the Township Trustees on proposed regulation updates.

Randall Barnes, Director of Environmental Health, also informed the Board of Health that he applied for and won a \$50,000 EPA-funded grant to use for community education. The project, Clean Water Ashtabula County, is set to begin in January. He will hold classes where community members can come into the health department and learn about water systems and sewage treatment systems, as well as test their own water, and receive a sewage treatment system inspection.

New Business

Jeremy Byler submitted an incomplete plumbing application in July of 2023. He did not include any zoning information or plumber information. At this point, all of the work has been completed without a permit or any inspections, and the application has expired. Attempts have been made to reach Mr. Byler to instruct him to obtain a plumbing permit and inspections to come into compliance with the Ohio Administrative Code. These attempts have been unsuccessful. Duane Marcy moved, and Rebecca Robinson seconded that a board order be obtained for this complaint.

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

The motion carried

The board then examined a complaint about a large brush pile covering construction debris on Richard Hulse’s property. The complaint was made by a neighbor due to concerns of safety for neighborhood children. Barbara Klingensmith moved, and Rebecca Robinson seconded that a board order be obtained for this complaint.

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

The motion carried.



The board then examined a complaint of raw sewage surfacing on the ground on Kris Tetric's property and running across a neighboring property. Robert Russell moved, and Rebecca Robinson seconded that a board order be obtained for this complaint.

Roll Call:

Barbara Klingensmith	"Yea"
Dr. Harlan Waid	"Yea"
Rebecca Robinson	"Yea"
Duane Marcy	"Yea"
Robert Russell	"Yea"

The motion carried.

Discussion concluded regarding new complaints and board orders, and Ben Lynch, Certified Plumbing inspector excused himself from the meeting.

Administrative Report

Allie Maraffi, Director of Quality & Performance, discussed the Cross Fund, Budget Performance and Earnings History Reports. A motion was made by Rebecca Robinson and seconded by Barbara Klingensmith to accept the resignation of Lindsay Pikor, Administrator.

Roll Call:

Rebecca Robinson	"Yea"
Duane Marcy	"Yea"
Robert Russell	"Yea"
Barb Klingensmith	"Yea"
Dr. Harlan Waid	"Yea"

The motion carried.

Discussion about restructuring of the Administrative Department took place. Jay Becker, Health Commissioner, brought forth the possibility of Allie Maraffi, Director of Quality & Performance, re-absorbing administrative duties. Moving forward, the intention would be to have Allie in control of all of the health department's financial functions, while Nicole Stewart, Administrative Assistant, takes a more supervisory role with the clerks in the office and handles the day-to-day in-person operations. With Allie and Nicole taking on additional responsibilities, a fourth, part-time clerk would be added back on staff.

Concern arose surrounding Allie and Nicole possibly becoming overwhelmed, as well as the optics of not having such a crucial role available in person on a daily basis. Jay, Randall, and Allie all assured the Board of Health that Allie is accessible at all times during the workday by phone call, text message, email, and Teams/Zoom calls. Also, at this time, there is a lack of panic surrounding the Reaccreditation process, as there is a team of staff working on the project, and they have reviewed approximately one quarter of it so far, and it is due at the end of 2027. A motion was made by Barbara Klingensmith and seconded by Robert Russell to approve the updated roles for Allie Maraffi and Nicole Stewart, accompanied by salary increases, as well as the addition of a new part-time clerk.

Roll Call:

Duane Marcy	"Yea"
Robert Russell	"Yea"
Barbara Klingensmith	"Yea"



Dr. Harlan Waid "Yea"
Rebecca Robinson "Yea"

The next meeting of the Board of Health will be November 13th at 6:00 PM, with continuing education starting at 5:30 PM.

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

Roll Call:

Robert Russell "Yea"
Barbara Klingensmith "Yea"
Dr. Harlan Waid "Yea"
Rebecca Robinson "Yea"
Duane Marcy "Yea"

The motion carried.

The meeting adjourned at 7:33 PM.

A handwritten signature in blue ink, appearing to read 'Harlan Waid, Jr.', written over a horizontal line.

Dr. Harlan Waid, Jr
President

A handwritten signature in blue ink, appearing to read 'Jay Becker', written over a horizontal line.

Jay Becker, M.P.H.
Secretary