

PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT

BOARD MEETING MINUTES

June 21, 2016

The Portage County Combined General Health District Board of Health met on Tuesday, June 21, 2016, at the Resources on Oakwood Campus (ROC), Room 204, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:00 P.M. by Board President, Robert Palmer.

Board Members in Attendance: Mr. Robert Palmer, President; Ms. Evelyn Cutlip, Vice-President; Ms. Bonnie Bailey, Member; Dr. Howard Minott, Member; Mr. Robert Howard, Member

Board Members Absent: Mr. James Bierlair, Member; Ms. Amy Hammar, Member; Mrs. Lucy Ribelin, Member

Staff in Attendance: Mr. Joseph Diorio, MPH, MS, RS Health Commissioner
Mrs. Rose Ferraro, MSN, RN Director of Nursing
(Absent-Vacation)
Mrs. Mary Helen Smith, MPH, CPH, RS, REHS
Director of Environmental Health

Mrs. Becky Lehman, MPH Director of Health Education

Mrs. Debra Stall Director of Finance

Mrs. Dorothy Filing Director of Administration & Personnel

Others: Ms. Marianne Kitakis PH Nurse 2

Advisory Council: James Deffenbaugh Palmyra Township

Media Present: None

I. APPROVAL OF BOARD OF HEALTH MEETING MINUTES:

Board of Health Meeting Minutes of May 17, 2016 - Board Member Cutlip presented a motion to approve the Regular Board of Health Meeting Minutes of May 17, 2016, seconded by Board Member Minott. An "aye" vote was cast by all, motion carried.

II. INTRODUCTION OF NEW EMPLOYEE:

Mrs. Mary Helen Smith, Director of Environmental Health, introduced Lindsey Smith, Sanitarian-in-Training, to the Board. Lindsey has a Bachelor of Science degree in Geology from Youngstown State. She has GIS and Stormwater experience. The Board welcomed Lindsey to the Health Department.

III. ADVISORY COUNCIL - Mr. James Deffenbaugh - Mr. Deffenbaugh had no report.

IV. PUBLIC COMMENT - None

V. DISCUSSION REPORTS:

A. Director of Administration & Personnel -

Mrs. Dorothy Filing

B. Accounting Report - Mrs. Debra Stall, Director of Finance

1. Resolution #16-39 - Amendment to the 2016 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

M16-91

Board Member Howard presented a motion to adopt Resolution #16-39 as stated above, seconded by Board Member Cutlip. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|---------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Howard | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Yes</u> |
| | Board Member Hammar | <u>Absent</u> | Board Member Bierlair | <u>Absent</u> |
| | Board Member Cutlip | <u>Yes</u> | Board Member Ribelin | <u>Absent</u> |
| | Motion carried. | | | |

2. Resolution #16-40 - A Journal Entry Reversal/Correction for the Portage County Combined General Health District

M16-92

Board Member Cutlip presented a motion to adopt Resolution #16-40 as stated above, seconded by Board Member Howard. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|---------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Howard | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Yes</u> |
| | Board Member Hammar | <u>Absent</u> | Board Member Bierlair | <u>Absent</u> |
| | Board Member Cutlip | <u>Yes</u> | Board Member Ribelin | <u>Absent</u> |
| | Motion carried. | | | |

C. Financial and Expenditure Reports - Mrs. Debra Stall,
Director of Finance

1. Financial Report - Mrs. Stall reviewed the revenue and expenditures for May, 2016.

PORTAGE COUNTY HEALTH DISTRICT FINANCIAL REPORT

| DATE | DESCRIPTION | GENERAL 8900 | GENERAL 6HIVP | GENERAL BODYA | GENERAL HB110 | GENERAL IMIMPR | GENERAL NURSE | GENERAL PLUMB | GENERAL POSAL | GENERAL STORM | PHEP 8901 | PHEP EBOLA | POOLS 8902 | FSO/FE 8903 |
|---------|-------------------|-----------------|------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|--------------|---------------|---------------|----------------|
| 4/30/16 | Balance | \$1,369,317.30 | (\$1,320.40) | \$675.05 | \$92,547.59 | \$6,984.08 | \$15,694.94 | \$4,858.57 | \$8,147.96 | \$373,756.46 | \$24,593.25 | (\$4,711.24) | \$30,556.93 | \$201,239.42 |
| | Revenue | \$15,825.09 | \$638.88 | | \$11,225.00 | | \$17,920.00 | \$5,895.00 | \$3,222.00 | | \$34,463.70 | \$3,533.23 | \$4,782.50 | \$3,655.86 |
| | Tang Person Prop | \$7.40 | | | | | | | | | | | | |
| | State Subsidy | \$33,707.32 | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | Salaries | \$47,960.96 | (\$391.68) | (\$22.66) | (\$5,799.43) | | (\$7,777.81) | (\$3,256.64) | (\$758.01) | (\$11,541.52) | (\$5,670.55) | (\$865.73) | (\$854.67) | (\$15,187.56) |
| | PERS | (\$6,683.57) | (\$54.84) | (\$3.16) | (\$805.91) | | (\$1,083.04) | (\$455.84) | (\$106.12) | (\$1,608.46) | (\$788.85) | (\$120.24) | (\$118.95) | (\$2,114.04) |
| | Medicare | (\$859.86) | (\$5.41) | (\$0.30) | (\$81.79) | | (\$108.55) | (\$46.21) | (\$10.68) | (\$158.56) | (\$79.88) | (\$12.12) | (\$12.01) | (\$206.99) |
| | Health Benefits | (\$10,867.51) | (\$72.12) | (\$7.83) | (\$906.80) | | (\$1,886.50) | (\$436.92) | (\$132.57) | (\$2,052.47) | (\$1,293.86) | (\$179.92) | (\$108.66) | (\$3,133.50) |
| | Appropriations | (\$48,827.71) | (\$65.00) | | (\$571.46) | | (\$7,745.20) | (\$866.18) | (\$913.00) | (\$265.49) | (\$237.65) | | (\$43.18) | (\$2,137.56) |
| | Retirement | (\$13,292.37) | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| 5/31/16 | Month End Balance | \$1,290,365.13 | (\$1,270.57) | \$641.10 | \$95,607.20 | \$6,984.08 | \$15,013.84 | \$5,691.78 | \$9,449.58 | \$358,129.96 | \$50,986.16 | (\$2,356.02) | \$34,201.96 | \$182,115.63 |

| DATE | DESCRIPTION | PRIV WTR 8904 | IAP 8905 | PARK/CAMP 8906 | WAST-WTR 8907 | MRC 8908 | BCM ^H 8910 | CFHS 8911 | MTR CYC 8913 | SAFE COM 8914 | SOLW 8915 | LINE TOTALS | MONTHLY TOTALS | YTD TOTALS |
|----------|-------------------|------------------|-----------------------|-------------------|------------------|----------------|--------------------------|--------------|-------------------|------------------|--------------|------------------|-------------------|----------------|
| 4/30/'16 | Balance | \$19,395.49 | \$9,474.54 | \$21,175.93 | \$38,328.23 | \$1,974.94 | \$52,620.90 | \$3,725.90 | \$11,480.00 | \$27,621.02 | \$24,216.88 | | | \$2,374,843.74 |
| | Revenue | \$5,195.00 | \$6,133.57 | \$4,559.50 | \$10,350.00 | \$15,000.00 | \$13,456.08 | \$30,000.00 | \$50.00 | \$3,970.22 | | \$189,875.63 | | |
| | Tang Person Prop | | | | | | | | | | | \$7.40 | | |
| | State Subsidy | | | | | | | | | | | \$33,707.32 | | |
| | | | | | | | | | | | | | \$223,590.35 | |
| | Salaries | (\$2,021.91) | (\$1,520.07) | (\$635.80) | (\$5,924.48) | | (\$3,692.40) | (\$3,275.24) | | | (\$2,912.42) | (\$120,069.54) | | |
| | PERS | (\$281.26) | (\$211.42) | (\$88.50) | (\$822.72) | | (\$512.74) | (\$456.44) | | | (\$405.46) | (\$16,721.56) | | |
| | Medicare | (\$28.68) | (\$20.74) | (\$8.73) | (\$84.20) | | (\$52.29) | (\$45.73) | | | (\$39.92) | (\$1,862.65) | | |
| | Health Benefits | (\$306.50) | (\$569.89) | (\$89.30) | (\$848.44) | | (\$530.28) | (\$685.29) | | | (\$822.76) | (\$24,931.12) | | |
| | Appropriations | (\$881.72) | (\$165.10) | (\$21.71) | (\$2,146.64) | | (\$80.46) | | (\$296.65) | (\$375.00) | (\$87.35) | (\$65,727.06) | | |
| | Retirement | | | | | | | | | | | (\$13,292.37) | | |
| | | | | | | | | | | | | | (\$242,604.30) | |
| 5/31/'16 | Month End Balance | \$21,070.42 | \$13,120.89 | \$24,891.39 | \$38,851.75 | \$16,974.94 | \$61,208.81 | \$29,263.20 | \$11,233.35 | \$31,216.24 | \$19,948.97 | | | \$2,355,860.79 |
| | | | Total Revenue Monthly | | | \$223,590.35 | | | Total Revenue YTD | | | \$1,452,065.48 | | |
| | | | Total Expense Monthly | | | (\$242,604.30) | | | Total Expense YTD | | | (\$1,040,245.41) | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|----|----|----|----|----|----|----|----|----|--|
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | |
| | | | | | | | | | | | | | | | | | | | | | | Tb-CaZrO ₄ /Tb ₂ O ₃ | | | | | | | | | | |

2. Expenditure Report -

- a. Ratification of May Gasoline Payments - Board Member Minott presented a motion to ratify the May Gasoline expenses in the amount of \$208.28, seconded by Board Member Howard. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|---------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Howard | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Yes</u> |
| | Board Member Hammar | <u>Absent</u> | Board Member Bierlair | <u>Absent</u> |
| | Board Member Cutlip | <u>Yes</u> | Board Member Ribelin | <u>Absent</u> |

Motion carried.

- b. Expenditures - A motion was presented by Board Member Howard to pay Batch 2273 for \$13,817.06, Batch 2304 for \$30,337.38, and a Batch for \$4,913.54 for a total amount of \$49,067.98, seconded by Board Member Cutlip. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|---------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Howard | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Yes</u> |
| | Board Member Hammar | <u>Absent</u> | Board Member Bierlair | <u>Absent</u> |
| | Board Member Cutlip | <u>Yes</u> | Board Member Ribelin | <u>Absent</u> |

Motion carried.

3. Exhibit A - Travel and Expenditures that Occur After Board Meetings

- a. Susan Forgacs, R.N., will attend the PHEP Epidemiologist meeting.

Date: July 7, 2016

Location: Ohio Department of Health
35 E. Chestnut Street
Columbus, OH

Mileage: 300 miles @ 54¢ per miles = \$162.00

Meals: 2 meals @ \$10.00 = \$10.00

Parking: \$10.00

Travel and expenditures not to exceed \$210.00.

- b. Justin Rechichar, SIT, will attend AOHC New Hire Training.

Date: July 26, 2016

Location: Delaware County Bd Dev Disabilities
151 E. Orange Road
Lewis Center, OH

Mileage: 346 miles @ 54¢ per mile = \$186.84

Registration: \$75.00

Travel and expenditures not to exceed \$288.03.

- c. Lindsey Smith, SIT, will attend AOHC New Hire Training.

Date: July 26, 2016

Location: Delaware County Bd Dev Disabilities
151 E. Orange Road
Lewis Center, OH

Mileage: (Riding with Justin Rechichar)

Registration: \$75.00

Travel and expenditures not to exceed \$75.00.

M16-95

A motion was presented by Board Member Howard to permit said stated expenditures, seconded by Board Member Minott. An "aye" vote was cast by all, motion carried.

4. Exhibit B - Ratification of Travel & Expenditures that
Occur Before the Board Meeting

a. Keith Riley, SIT, attended Ohio Environmental
Health Association Annual Education Conference.

Date: April 19-20, 2016

Location: Worthington DoubleTree Hotel
175 Hutchinson Avenue
Columbus, OH

Mileage: 225 miles @ 54¢ per mile = \$121.50

Meals: 1 meal @ \$20 = \$20 + \$4 tip

Registration: \$125.00

Lodging: Worthington DoubleTree Hotel
175 Hutchinson Avenue
Columbus, OH

Cost: 2 nights @ \$106 = \$212

CEUs: 12.5 RS

7.0 WW Operator

12.5 PE

Travel and expenditures not to exceed \$492.50.

b. Marianne Kitakis, R.N., attended RNC Outbreak
Response.

Date: May 10, 2016

Location: Cleveland Department of Health
Cleveland Clinic Campus
25875 Science Park Drive
Cleveland, OH

Mileage: 60 miles @ 54¢ per mile = \$32.40

Travel and expenditures not to exceed \$32.40.

- c. Joe Diorio, MPH, MS, RS, attended Branding education.
Date: May 13, 2016
Location: Cuyahoga County Health District
5550 Venture Drive
Parma, OH
Mileage: 82 miles @ 54¢ per mile = \$44.28
Travel and expenditures not to exceed \$44.28.
- d. Mary Helen Smith, M.P.H., attended RNC Food Defense.
Dates: June 2, 3, & 4, 2016
Location: Summit County Health Department
1867 W. Market Street
Akron, OH
Meals: 3 meals @ \$10.00 = \$30.00
Travel and expenditures not to exceed \$30.00.
- e. Jessica Offineer, R.S., attended RNC Food Defense.
Dates: June 2, 3, & 4, 2016
Location: Summit County Health Department
1867 W. Market Street
Akron, OH
Meals: 3 meals @ \$10.00 = \$30.00
Travel and expenditures not to exceed \$30.00.
- f. Justin Rechichar, SIT, attended RNC Food Defense.
Dates: June 2, 3, & 4, 2016
Location: Summit County Health Department
1867 W. Market Street
Akron, OH
Meals: 3 meals @ \$10.00 = \$30.00
Travel and expenditures not to exceed \$30.00.

- g. Kat Holtz, B.S., attended the NEORAG meeting.
Date: June 9, 2016
Location: Haven of Rest
175 E. Market Street
Akron, OH
Mileage: 45 miles @ 54¢ per miles = \$24.30
Travel and expenditures not to exceed \$27.00.
- h. Jessica Offineer, R.S., attended the Roundtable Food Meeting.
Date: June 10, 2016
Location: Medina County Health Department
4800 Ledgewood Drive
Medina, OH
Mileage: 86 miles @ 54¢ = \$46.44
Travel and expenditures not to exceed \$50.00.
- i. Justin Rechichar, SIT, attended the Roundtable Food Meeting.
Date: June 10, 2016
Location: Medina County Health Department
4800 Ledgewood Drive
Medina, OH
Mileage: (Rode with Jessica Offineer)
Travel and expenditures not to exceed \$0.00.
- j. Jessica Offineer, R.S., attended Pool Training.
Date: June 15, 2016
Location: Residence Inn
5555 Youngstown-Warren Road
Niles, OH
Mileage: 57 miles = \$30.78
Meals: 1 meal @ \$15.00 = \$15.00
Travel and expenditures not to exceed \$50.00.

k. Justin Rechichar, SIT, attended Pool Training.

Date: June 15, 2016

Location: Residence Inn

5555 Youngstown-Warren Road

Niles, OH

Mileage: 38 miles = \$20.52

Meals: 1 meal @ \$15.00 = \$15.00

Travel and expenditures not to exceed \$35.52.

l. Mary Helen Smith, M.P.H., attend the Ohio
Environmental Health Association Monthly Executive
Board meeting.

Date: June 16, 2016

Location: Franklin County Health District

280 East Broad Street

Columbus, OH

Mileage: 290 miles @ 54¢ per mile = \$156.60

Meals: 1 meal @ \$10.00 = \$10 + 20% tip.

Travel and expenditures not to exceed \$185.50.

415-96

A motion was presented by Board Member Minott to permit
said stated approved expenditures, seconded by Board
Member Howard. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|---------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Howard | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Yes</u> |
| | Board Member Hammar | <u>Absent</u> | Board Member Bierlair | <u>Absent</u> |
| | Board Member Cutlip | <u>Yes</u> | Board Member Ribelin | <u>Absent</u> |
| | Motion carried. | | | |

D. Nursing/Medical Director Report - Presented by
Marianne Kitakis, B.S.N., R.N., PH Nurse 2

1. Communicable Disease Report - Mrs. Ferraro updated the
Board that the Shigella cases are almost done. Flu
season seems to be longer than average.

2. Nursing Division Monthly Report - Mrs. Ferraro spoke about the RNC preparation, \$15,000 award for the Medical Reserve Corps, and the Regional Tabletop Exercise at Summit County.
 3. Nursing Training Evaluation Forms - Included in the Board packet for the Board's review.
 4. Naloxone/Narcan Administration Presentation - Susan Forgacs, B.S.N., R.N. - Included in the Board packet for the Board's review.
- E. Health Education and Promotion Report -
Becky Lehman, M.P.H., Director
1. Health Education and Promotion Report - Mrs. Lehman informed the Board of some of the activities for the month of May. They include: 33 Dawn kits distributed, 105 bicycle helmets given out at the Bike Safety event, Safe Community events, and media exposure.
 2. Seminar Report - Cisgender Allies-What Can They Do? - Kat Holtz, B.S., Health Educator - Included in the Board packet for the Board's review.
 3. Seminar Report - Transgender 101-Why is This So Confusing? - Kat Holtz, B.S., Health Educator - Included in the Board packet for the Board's review.
- Ms. Holtz gave two presentations at the 8th Annual TransOhio Trans and Ally Symposium in Columbus, OH on May 13-15, 2016.
4. Health Education Training Evaluation Forms - Included in the Board packet for the Board's review.

F. Environmental Reports - Mary Helen Smith, M.P.H., C.P.H.,
R.S., R.E.H.S

Director of Environment Health

1. Solid Waste Report - The Solid Waste Report was
accepted as submitted.

2. Environmental Report - The Environmental Report was
accepted as submitted.

3. Stormwater Report - The Stormwater Report was accepted
as submitted.

4. Food Safety Program Report - The Food Safety Program
Report was accepted as submitted.

5. Plumbing Inspections Report - The Plumbing Inspections
Report was accepted as submitted.

6. Environmental Monthly Report - Mrs. Smith updated the
Board on Environmental activities.

a. Sewage Treatment Systems Presentation

b. Busy with the RNC Coordinated Response to Food
Emergencies.

VI. HEALTH COMMISSIONER: Joseph Diorio, M.P.H., M.S., R.S.

Health Commissioner

A. Strategic Plan - Mr. Diorio discussed Strategic Plan
Priorities that were chosen at the May meeting. They
overlap many of the CHIP priorities. He reminded the
Strategic Plan Committee members of the homework for the
July meeting.

B. Staff Meeting Minutes May 19, 2016 - The Minutes were
included in the Board packet for the Board's review.

C. Permission to Hire Stormwater Supervisor - Interviews were held with the recommendation of Amos Sarfo, R.S., to be hired as the Stormwater Supervisor at \$26.00/hour. Board Member Minott presented a motion to hire Amos Sarfo, R.S., as Stormwater Supervisor at \$26.00/hour, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

M16-97

D. Permission to Hire FT Nursing Clerk - With the resignation of the Nursing Clerk, Philesia Condor, Part-time Billing Clerk, expressed an interest in the position and was interviewed. Her rate of pay would decrease from \$13.00/hour to \$11.73/hour.

M16-98

Board Member Howard presented a motion to Hire Philesia Condor as Full-time Nursing Clerk at the rate of \$11.73/hour, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

E. Permission to Hire Part-time Nurse - Interviews were conducted over a period of time with the recommendation to hire Anne Adkins, R.N. as a Part-time Nurse at the rate of \$20.00/hour. Board Member Minott presented a motion to hire Anne Adkins, R.N., for the part-time nurse position at a rate of \$20.00/hour, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

M16-99

F. Permission to Advertise and Hire a Part-time Medical Billing Clerk - With Philesia Condor becoming Full-time Nursing Clerk, the Part-time Billing Clerk position is vacant. Board Member Cutlip presented a motion granting permission to Advertise and Hire for a Part-time Medical Billing Clerk, seconded by Board Member Bailey. An "aye" vote was cast by all, motion carried.

M16-100

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VII. OLD BUSINESS:

- A. Resolution #16-19 - The Portage County Combined General Health District Acceptance to Enter into Contract with the Portage County Solid Waste Management District to Perform Professional Services for the Year 2016 and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion (Tabled from April 19, 2016 meeting)

M16-101

Board Member Cutlip presented a motion to Adopt Resolution #16-19 as stated above, seconded by Board Member Howard. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|---------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Howard | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Yes</u> |
| | Board Member Hammar | <u>Absent</u> | Board Member Bierlair | <u>Absent</u> |
| | Board Member Cutlip | <u>Yes</u> | Board Member Ribelin | <u>Absent</u> |
| | Motion carried. | | | |

VIII. NEW BUSINESS:

- A. Resolution #16-41 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Dale Crutchman to Provide Motorcycle Classes
- B. Resolution #16-42 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Sherry L. Hill to Provide Motorcycle Classes

M16-102

Board Member Howard presented a motion to Adopt the Motorcycle Resolutions #16-41 and #16-42 as stated above, seconded by Board Member Cutlip. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|---------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Howard | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Yes</u> |
| | Board Member Hammar | <u>Absent</u> | Board Member Bierlair | <u>Absent</u> |
| | Board Member Cutlip | <u>Yes</u> | Board Member Ribelin | <u>Absent</u> |
| | Motion carried. | | | |

IX. BOARD ISSUES AND DISCUSSION: None

X. EXECUTIVE SESSION:

M16-103

ADJOURNMENT - A motion was presented by Board Member Howard at 7:45 P.M. to adjourn the June 21, 2016 Regular Board of Health Meeting. An "aye" vote was cast by all, motion carried.



Robert Palmer
Board President



Joseph J. Diorio, M.P.H.,
Health Commissioner

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