

PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT

BOARD MEETING MINUTES

April 19, 2016

The Portage County Combined General Health District Board of Health met on Tuesday, April 19, 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; Mr. James Bierlair, Member; Ms. Amy Hammar, Member; Mr. Robert Howard, Member; Mrs. Lucy Ribelin, Member

Board Members Absent: Dr. Howard Minott, Member

Staff in Attendance: Mr. Joseph Diorio, MPH, MS, RS Health Commissioner
Mrs. Rose Ferraro, MSN, RN Director of Nursing
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: None

Advisory Council: James Deffenbaugh Palmyra Township

Media Present: None

I. NEW EMPLOYEE INTRODUCTION:

Mrs. Mary Helen Smith, Director of Environmental Health Introduced Justin Rechichar, S.I.T. - Justin attended Youngstown State and graduated with an Exercise Science degree. He currently attends the Master of Public Health program at NEOMED. His capstone project was a survey mailing to selected residents with septic systems. The average response rate is 16%. Justin's survey got 22%. He will graduate this May.

II. APPROVAL OF BOARD OF HEALTH MEETING MINUTES:

Board of Health Meeting Minutes of March 15, 2016 and Special Organization Meeting Minutes of March 16, 2016 - Board Member Ribelin presented a motion to approve the Regular Board of Health Meeting Minutes of March 15, 2016 and the Special Organization Meeting Minutes of March 16, 2016, seconded by Board Member Bailey. An "aye" vote was cast by all, motion carried.

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

1. The Portage County Health Department Personnel Manual had been mailed to the Board Members for their review. The revision process was started in October, 2015 with involvement of the staff, Workforce Development team, and the County Prosecutor.

M16-48

Board Member Cutlip presented a motion to adopt the Portage County Health Department Personnel Manual as revised, 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

Mrs. Filing asked the Board Members to please sign and date the Acknowledgement Statement indicating receipt of the Personnel Manual.

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

1. Resolution #16-13 - Amendment to the 2016 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

M16-49

Board Member Hammar presented a motion to adopt Resolution #16-13 as stated above, seconded by Board Member Bailey. 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

2. Resolution #16-14 - A Journal Entry Advance for the
Portage County Combined General Health District

M16-50 Board Member Howard presented a motion to adopt
Resolution #16-14 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

3. Resolution #16-15 - A Journal Entry Line Item Transfer
for the Portage County Combined General Health District

M16-51 Board Member Bierlair presented a motion to adopt
Resolution #16-15 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

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

M16-52 Board Member Howard presented a motion to adopt
Resolution #16-16 as stated above, seconded by Board
Member Hammar. 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</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 March, 2016.

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DATE	DESCRIPTION	GENERAL 8900	GENERAL 6HIVP	GENERAL SOLW	GENERAL BODYA	GENERAL HB110	GENERAL IMMPR	GENERAL NURSE	GENERAL PLUMB	GENERAL POSAL	GENERAL STORM	PHEP 8901	PHEP EBOLA	POOLS 8902	FSO/FE 8903
2/29/2016	Balance	\$949,849.94	(\$978.18)	(\$4,661.68)	\$43.97	\$16,953.67	\$6,984.08	\$17,903.35	(\$1,678.69)	\$3,637.00	\$412,913.22	\$32,421.91	(\$2,355.22)	\$11,197.01	\$180,262.58
	Revenue	\$6,895.36	\$978.18		\$595.00	\$77,724.99		\$21,896.02	\$9,201.00	\$3,258.00					\$65,637.67
	Tang Person Prop	\$15,731.62													
	Real Estate Tax	\$557,245.30													
	Manu Home Tax	\$5,279.64													
	Salaries	(\$37,378.84)	(\$460.80)	\$4,265.44	(\$22.67)	(\$5,514.00)		(\$18,921.15)	(\$2,489.03)	(\$379.00)	(\$12,598.27)	(\$6,502.67)	(\$865.73)	(\$1,182.55)	(\$12,761.95)
	PERS	(\$5,201.76)	(\$64.52)	\$594.88	(\$3.16)	(\$767.60)		(\$2,643.50)	(\$348.37)	(\$53.06)	(\$1,754.30)	(\$903.54)	(\$120.24)	(\$164.01)	(\$1,774.47)
	Medicare	(\$520.20)	(\$6.36)	\$58.22	(\$0.30)	(\$78.47)		(\$264.21)	(\$35.10)	(\$5.34)	(\$173.07)	(\$91.27)	(\$12.12)	(\$16.27)	(\$173.27)
	Health Benefits	(\$7,971.68)	(\$84.84)	\$1,293.07	(\$7.84)	(\$644.78)		(\$4,520.50)	(\$430.42)	(\$66.28)	(\$2,396.89)	(\$1,589.02)	(\$179.92)	(\$314.54)	(\$2,709.29)
	Appropriations	(\$25,865.47)	(\$22.36)	\$56.49		(\$162.54)		(\$5,335.16)	(\$1,345.16)	(\$140.00)	(\$767.59)	(\$2,586.26)		(\$6.24)	(\$10,961.59)
	Retirement														
	W/C	(\$7,266.43)									(\$1,625.73)	(\$723.23)		(\$136.12)	(\$1,227.83)
3/31/2016	Month End Balance	\$1,450,797.48	(\$638.88)	\$1,606.42	\$605.00	\$87,511.27	\$6,984.08	\$8,114.85	\$2,874.23	\$6,251.32	\$393,597.37	\$19,925.92	(\$3,533.23)	\$9,377.28	\$216,291.85

DATE	DESCRIPTION	PRIV WTR 8904	IAP 8905	PARK/CAMP 8906	WAST WTR 8907	MRC 8908	BCM ^H 8910	CFHS 8911	MTR CYCLE 8913	SAFE COM 8914	SOLW 8915	LINE TOTALS	MONTHLY TOTALS	YTD TOTALS
2/29/2016	Balance	\$17,968.56	\$11,756.17	\$2,012.66	\$28,712.93	\$2,057.03	\$49,233.85	\$7,913.26			\$37,795.07			\$1,822,371.49
	Revenue	\$5,142.00			\$10,950.00		\$6,682.80			\$3,826.60		\$212,787.62		
	Tang Person Prop											\$15,731.62		
	Real Estate Tax											\$557,245.30		
	Manu Home Tax											\$5,279.64		
													\$791,044.18	
	Salaries	(\$1,218.29)	(\$2,452.17)	(\$632.64)	(\$3,833.79)		(\$3,692.40)	(\$2,364.75)			(\$7,178.92)	(\$116,184.18)		
	PERS	(\$169.59)	(\$340.86)	(\$88.05)	(\$532.23)		(\$512.74)	(\$330.02)			(\$1,000.48)	(\$16,177.62)		
	Medicare	(\$17.27)	(\$33.42)	(\$8.69)	(\$54.49)		(\$52.29)	(\$33.34)			(\$98.14)	(\$1,615.40)		
	Health Benefits	(\$196.11)	(\$961.46)	(\$87.99)	(\$588.12)		(\$530.28)	(\$297.69)			(\$2,116.26)	(\$24,400.84)		
	Appropriations	(\$911.34)	(\$1,549.51)	(\$20.25)	(\$558.22)		(\$109.52)	(\$7,329.97)			(\$101.70)	(\$57,816.39)		
	Retirement													
	W/C	(\$178.86)	(\$161.73)	(\$111.35)	(\$540.03)	(\$82.09)	(\$394.18)	(\$336.82)				(\$12,784.40)		
													(\$228,978.83)	
3/31/2016	Month End Balance	\$20,419.10	\$6,257.02	\$1,063.69	\$33,556.05	\$1,974.94	\$50,625.24	(\$2,779.33)		\$3,826.60	\$27,299.57			\$2,384,467.84
	Total Revenue Monthly						\$791,044.18		Total Revenue YTD				\$1,026,961.15	
	Total Expense Monthly						(\$228,978.83)		Total Expense YTD				(\$586,472.02)	

2. Expenditure Report -

a. Ratification of March Gasoline Payments - Board Member Bierlair presented a motion to ratify the March Gasoline expenses in the amount of \$70.18, 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

b. Ratification of Hotel Expenses - Board Member Hammar presented a motion to ratify the Hotel Expenses of Batch 1385 in the amount of \$1,552.00, seconded by Board Member Ribelin. 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

c. Expenditures - A motion was presented by Board Member Cutlip to pay Batch 1360 for \$47,387.78 and Batch 1410 for \$3,033.37 for a total amount of \$50,421.15, seconded by Board Member Bierlair. 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

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

- a. Mary Helen Smith will attend the Ohio
Environmental Health Association meeting.

Date: April 19, 2016

Location: Doubletree Hotel

175 Hutchinson Avenue

Worthington, OH

Mileage: 275 miles @ 54¢ per mile = \$148.50

Travel and expenditures not to exceed \$160.00.

- b. Kevin Watson, Accreditation Coordinator, will
attend Investing in What Works: Evidence-Based
Policy Prescriptions to Improve Health Value.

Date: April 26, 2016

Location: OCLC Conference Center

6600 Kilgus Place

Dublin, OH

Mileage: 260 miles @ 54¢ per mile = \$140.40

Registration: \$40.00

Travel and expenditures not to exceed \$200.00.

- c. Rose Ferraro, R.N., will attend SIDS Risk &
Reduction & Infant Safe Sleep Educational
Workshop.

Date: May 3, 2016

Location: State Library of Ohio

274 E. First Street

Columbus, OH

Mileage: 286 miles @ 54¢ per mile = \$154.44

Meals: 1 meal @ \$10.00 = \$10.00

Travel and expenditures not to exceed \$185.00.

- d. Ali Mitchell, B.S.P.H., will attend SIDS Risk & Reduction & Infant Safe Sleep Educational Workshop.

Date: May 3, 2016

Location: State Library of Ohio
274 E. First Street
Columbus, OH

Mileage: (Riding with Becky Lehman)

Meals: 1 meal @ \$10.00 = \$10.00

Travel and expenditures not to exceed \$10.00.

- e. Becky Lehman, M.P.H., will attend SIDS Risk & Reduction & Infant Safe Sleep Educational Workshop.

Date: May 3, 2016

Location: State Library of Ohio
274 E. First Street
Columbus, OH

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

Meals: 1 meal @ \$10.00 = \$10.00

Travel and expenditures not to exceed \$175.00.

- f. Dan Robinson, Plumbing Inspector, will attend Plumbing Inspector Recertification.

Date: May 3-4, 2016

Location: Cleveland Plumbing Industry
950 Keynote Circle
Cleveland, OH

Mileage: 140 miles @ 54¢ per mile = \$76.00

Registration: \$50.00

Travel and expenditures not to exceed \$135.00.

- g. Joseph Diorio, M.P.H., will attend the Ohio Public Health Combined Conference.

Date: May 9-11, 2016

Location: Doubletree Hotel

175 Hutchinson Avenue

Worthington, OH

Mileage: 252 miles @ 54¢ per mile = \$136.08

Meals: 2 meals @ \$20.00 tip = \$40.00

Registration: \$195.00

Lodging: Doubletree Hotel

175 Hutchinson Avenue

Worthington, OH

Lodging Cost: 2 nights @ \$109.00 = \$218.00

CEUs: 8.75 RS

Travel and expenditures not to exceed \$589.08.

- h. Rosemary Ferraro, R.N., will attend the Ohio Public Health Combined Conference.

Date: May 9-11, 2016

Location: Doubletree Hotel

175 Hutchinson Avenue

Worthington, OH

Mileage: 281.06 miles @ 54¢ = \$151.08

Meals: 2 meals @ \$20.00 tip = \$40.00

Registration: \$195.00

Lodging: Doubletree Hotel

175 Hutchinson Avenue

Worthington, OH

Lodging Cost: 2 nights @ \$109.00 = \$218.00

CEUs: 12.0

Travel and expenditures not to exceed \$650.00.

- i. Melissa Stranathan, Clerk 1, will attend Lean Ohio Boot Camp.
- Dates: May 9-13, 2016
- Location: The University of Akron
UARF Building
495 Wolf Ledges Parkway
Akron, OH
- Mileage: 192 miles @ 54¢ per mile = \$103.69
- Registration: (Scholarship)
- Travel and expenditures not to exceed \$114.05.
- j. Judi Rettig, Account Clerk 1, will attend Lean Ohio Boot Camp.
- Date: May 16-18, 2016
May 23-24, 2016
- Location: Central Administration Building
1755 Town Park Blvd.
Green, OH
- Mileage: 168 miles @ 54¢ per mile = \$90.72
- Registration: (Scholarship)
- Travel and expenditures not to exceed \$100.00.
- k. Kevin Watson, Accreditation Coordinator, will attend Lean Ohio Boot Camp.
- Date: May 16-18, 2016
May 23-24, 2016
- Location: Central Administration Building
1755 Town Park Blvd.
Green, OH
- Mileage: 140 miles @ 54¢ per mile = \$75.60
- Registration: (Scholarship)
- Travel and expenditures not to exceed \$85.00.

1. Kevin Watson, Accreditation Coordinator, will attend 2016 Accreditation Readiness Training.

Date: May 19, 2016

Location: Doubletree Hotel

175 Hutchinson Avenue

Worthington, OH

Mileage: 245 miles @ 54¢ per mile = \$132.30

Registration: \$45.00

Travel and expenditures not to exceed \$195.00.

- m. Becky Lehman, M.P.H., will attend 2016 Accreditation Readiness Training.

Date: May 19, 2016

Location: Doubletree Hotel

175 Hutchinson Avenue

Worthington, OH

Mileage: (Riding with Kevin Watson)

Registration: \$45.00

Travel and expenditures not to exceed \$45.00.

- n. Mary Helen Smith, M.P.H., will attend the Northeast Ohio Four County (NEFCO) Regional Planning and Development Organization General Policy Steering Committee meeting.

Date: June 22, 2016

Location: 3838 Massillon Road

Uniontown, OH

Mileage: 55 miles @ 54¢ per mile = \$29.70

Travel and expenditures not to exceed \$32.00.

M16-56

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

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

a. Rosemary Ferraro, R.N., attended OPHA PHN Section
meeting.

Date: March 24, 2016

Location: State Library
274 E. 1st Street
Columbus, OH

Mileage: 286 miles @ 54¢ per mile = \$154.44

Meals: 1 meal @ \$7.00 = \$7.00

Travel and expenditures not to exceed \$170.00.

b. Mary Helen Smith, M.P.H., attended ICS-300
Emergency Response Training.

Date: April 4-6, 2016

Location: Trumbull County EMA
640 North River Road
Warren, OH

Mileage: 36 miles @ 54¢ per mile = \$19.44

Travel and expenditures not to exceed \$0.00.

c. Judi Rettig, Account Clerk 1, attended the
Quarterly OTSO meeting.

Date: April 7, 2016

Location: KSU Trumbull Campus
4314 Mahoning Avenue, NW
Warren, OH

Mileage: 68 miles @ 54¢ per mile = \$36.72

Registration: \$75.00

Travel and expenditures not to exceed \$50.00.

d. Mary Helen Smith, R.S., attended ODH Food Safety
Workgroup.

Date: April 7, 2016

Location: Independence, OH

Mileage: 70 miles @ 54¢ per mile = \$37.80

Travel and expenditures not to exceed \$41.58.

- e. Jack Madved, R.S., attended Tattoo & Body Piercing Safety.

Date: April 11, 2016

Location: Mahoning County Health Department
50 Westchester Drive
Youngstown, OH

Mileage: (Using County Vehicle)

Registration: \$75.00

Travel and expenditures not to exceed \$75.00.

- f. Mary Helen Smith, R.S., attended A Coordinated Response to Food Emergencies.

Date: April 11-12, 2016

Location: Cuyahoga County Board of Health
5550 Venture Drive
Parma, OH

Mileage: 172 miles @ 54¢ per mile = \$92.88

Meals: 2 meals @ \$10.00 = \$20.00

CEUs: 16.0

Travel and expenditures not to exceed \$120.00.

- g. Beth Ahrens, R.S., attended A Coordinated Response to Food Emergencies.

Date: April 11-12, 2016

Location: Cuyahoga County Board of Health
5550 Venture Drive
Parma, OH

Meals: 2 meals @ \$10.00 = \$20.00

CEUs: 16.0

Travel and expenditures not to exceed \$25.00.

- h. Stan Carlisle, M.P.H., attended A Coordinated
Response to Food Emergencies.
Date: April 11-12, 2016
Location: Cuyahoga County Board of Health
5550 Venture Drive
Parma, OH
Mileage: 168 miles @ 54¢ per mile = \$90.72
Meals: 2 meals @ \$10.00 = \$20.00
CEUs: 16.0
Travel and expenditures not to exceed \$120.00.
- i. Jessica Offineer, R.S., attended A Coordinated
Response to Food Emergencies.
Date: April 11-12, 2016
Location: Cuyahoga County Board of Health
5550 Venture Drive
Parma, OH
Mileage: 168 miles @ 54¢ per mile = \$90.72
Meals: 2 meals @ \$10.00 = \$20.00
CEUs: 16.0
Travel and expenditures not to exceed \$120.00.
- j. Justin Rechichar, S.I.T., attended A Coordinated
Response to Food Emergencies.
Date: April 11-12, 2016
Location: Cuyahoga County Board of Health
5550 Venture Drive
Parma, OH
Meals: 2 meals @ \$10.00 = \$20.00
CEUs: 16.0
Travel and expenditures not to exceed \$20.00.

k. Rosemary Ferraro, R.N., attended Social Determinants & Policy: Exploring Opportunities for Positive Impact on Health.

Date: April 13, 2016

Location: 240 Parsons Avenue
Columbus, OH

Mileage: 288 miles @ 54¢ per mile = \$155.52

Registration: \$70.00

Travel and expenditures not to exceed \$260.00.

l. Becky Lehman, M.P.H., attended a CFHS Project Directors meeting.

Date: April 14, 2016

Location: 8895 E. Main Street
Reynoldsburg, OH

Mileage: 310 miles @ 54¢ per mile = \$167.40

Meals: 1 meal @ \$10.00 = \$10.00

Travel and expenditures not to exceed \$190.00.

m. Kat Holtz, B.S., attended a NEORAG meeting.

Date: April 14, 2016

Location: Haven of Rest
175 E. Market Street
Akron, OH

Mileage: 45 miles @ 54¢ per mile = \$24.30

Travel and expenditures not to exceed \$27.00.

416-57

A motion was presented by Board Member Howard to permit said stated approved expenditures, seconded by Board Member Bierlair. 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

D. Nursing/Medical Director Report - Presented by
Rosemary Ferraro, R.N., M.S.N., Director of Nursing

1. Communicable Disease Report - Mrs. Ferraro informed the
Board that she cannot report the communicable diseases
as in the past due to the HIPAA Policy.

2. Health Insurance Portability and Accountability (HIPPA)
Privacy and Security Policies - The HIPAA Policies were
mailed earlier to the Board Members for their review.

Board Member Ribelin presented questions which
Mrs. Ferraro, HIPAA Privacy Officer, answered. Brian
Kelley, Portage County Chief Information Officer, is
the Security Officer for the HIPAA Policy.

M16-58

Board Member Hammar presented a motion to adopt the
HIPAA Privacy and Security Policies as presented,
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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

3. Shigella Outbreak in Windham Report - There were cases
of Shigella before Easter. The School District closed
for Spring Break early and thoroughly cleaned the
school buildings.

A couple of days after students returned to school, the
school nurse started sending elementary students home
with diarrhea. The Nursing Division started handing
out test kits, Environmental inspectors checked food
establishments, and Health Education staff distributed
hand outs. Testing is on-going.

4. Showcase of Excellence Award - Mrs. Ferraro informed the Board the Health Department was nominated for the Outstanding Community Partner Award for the Kent State POD exercise. The award ceremony is April 21st.

E. Health Education and Promotion Report -

Becky Lehman, M.P.H., Director

1. Health Education and Promotion Report - Mrs. Lehman reported on Project Dawn, Tobacco Cessation, and Motorcycle Ohio.

Mrs. Lehman also announced the Health Department was going to take part in an Open House for the ROC building sponsored by Family & Community Services. The date is Thursday, August 4th from 4:00pm to 7:00pm.

Also, Mrs. Lehman informed the Board of Community Awareness Heroin & Opiate Epidemic presentation that will occur on Saturday, May 14, 2016 from 10:00am to 12:00 Noon at Skeels Community Center.

2. Child and Family Health Services Grant Report for March 2016: Mid-Year Summary - 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. Home Sewage Treatment System Variance at 528 Hickory Grove, Deerfield Township - Mrs. Smith gave the background of the Variance request.

M16-59

Board Member Ribelin presented a motion to amend the Annual Renewal Application fee from \$175.00 to \$50.00, seconded by Board Member Hammar. 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

M16-60

Board Member Ribelin presented a motion to Grant the Variance at 528 Hickory Grove, Deerfield Township, 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

7. Environmental Monthly Report - Mrs. Smith updated the Board on Environmental activities.
 - a. Dan Robinson, Plumbing Inspector, and Craig Davis, S.I.T., attended the Association of Ohio Health Commissioners (AOHC) New Employee Training on March 8, 2016. They both enjoyed the program.
 - b. A "Meet & Greet" was held March 29, 2016 to introduce Dan Robinson, the new Plumbing Inspector, to the community. It was well received.

c. A Household Sewage Treatment Systems Contractor's meeting was held in collaboration with the Northeast Ohio Medical University (NEOMED) on March 31, 2016. There were 45 people in attendance. Contractors were eligible to earn 3.0 CEUs.

8. 2015 Stormwater Annual Report - The Report was prepared by Amos Sarfo, R.S. It was included in the Board packet for the Board's information.

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

A. Strategic Plan - After getting a good response from stakeholders with our survey, the next Planning meeting needs to be scheduled. A "Doodle", meeting time questionnaire, will be sent to arrange the best time.

B. Staff Meeting Minutes March 17, 2016 - The Minutes were included in the Board packet for the Board's review.

C. Dominic Taylor, S.I.T., Resignation Letter - Board Member Bierlair presented a motion to accept Dominic Taylor's Letter of Resignation, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

D. Ratification of Permission to Advertise and Hire Registered Sanitarian - With the resignation of Dominic Taylor, S.I.T., the Environmental Division is still in need of a Registered Sanitarian.

Board Member Bierlair presented a motion to Ratify the Advertising and Hiring of a Registered Sanitarian, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

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M16-61

M16-62

- E. Permission to Advertise and Hire for Environmental Division
Supervisor Positions for Stormwater and Survey Program -
This item was deferred to after the Executive Session.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- A. Resolution #16-17 - The Portage County Board of Health
Acceptance to Enter into Agreement Between the Portage
County Board of Commissioners and the Portage County
Combined General Health District for the Purpose of
Cooperation and Coordination as it related to the Execution
of the Responsibilities of the Portage County Storm Water
District

M16-63

Board Member Hammar presented a motion to adopt Resolution
#16-17 as presented above, seconded by Board Member Bailey.
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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

- B. Resolution #16-18 - A Resolution Authorizing the Portage
County Combined General Health District to Enter into the
2016 Water Pollution Control Loan Fund Agreement for the
Repair and/or Replacement of Household Sewage Treatment
Systems

M16-64

Board Member Bierlair presented a motion to adopt
Resolution #16-18 as stated above, seconded by Board Member
Hammar. 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

- C. 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

M16-65

Board Member Bierlair presented a motion to Table Resolution #16-19 until the May Board meeting, 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

- D. Resolution #16-20 - The Portage County Combined General Health District Acceptance to Enter into Contract with the Kent City Health Department to Provide Mosquito Control Services to Portage County and Permit Joseph J. Diorio, Health Commissioner, to Sign the Contract Pending Completion

Mrs. Smith informed the Board that there will be an EPA Grant to help funding for mosquito control due to the Zika virus. The Health Department will submit an application.

M16-66

Board Member Bierlair presented a motion to adopt Resolution #16-20 as stated above, seconded by Board Member Hammar. 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

- E. Resolution #16-21 - The Portage County Combined General Health District Acceptance to Enter into Contract with Coleman Data Solutions for Document Scanning and Imaging

M16-67

Board Member Bierlair presented a motion to adopt Resolution #16-21 as stated above, seconded by Board Member Hammar. 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
Motion carried.				

F. Resolution #16-22 - Accept and Enter into Agreement Between the Portage County Board of Health and the National Association of County and City Health Officials (NACCHO) to Provide Support and Build Capacity of the Local Medical Reserve Corps (MRC) and Grant Health Commissioner, Joseph J. Diorio, Permission to Sign the Agreement

M16-68

Board Member Hammar presented a motion to adopt Resolution #16-22 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
Motion carried.				

G. Conference Room - A Quotation from Ashton Sound & Communications, Inc. was submitted in the amount of \$5,683.55 for work to complete the move of the Conference Room from room 201 to room 204.

M16-69

Board Member Ribelin presented a motion to approve the Expenditure of \$5,683.55 to upgrade Conference Room 204, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

IX. BOARD ISSUES AND DISCUSSION:

A. Reception Area - The Health Department is looking to close off the Reception Area for after hours. Family & Community Services has a gate that might fit the space. We will follow up.

B. Streetsboro Mayor Meeting - Mr. Diorio and Mr. James Eskridge, District Advisory Council Chair, met with Streetsboro Mayor, Glenn Broska. The meeting went well and was very informative.

X. EXECUTIVE SESSION:

M16-70 At 9:30 P.M., Board Member Ribelin presented a motion to Exit from Regular Session and Enter into Executive Session for Personnel Matters, seconded by Board Member Bierlair. An "aye" vote was cast by all, motion carried.

M16-71 At 10:15 P.M., Board Member Bierlair presented a motion to Exit Executive Session and Return to Regular Session, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

M16-72 Board Member Bierlair presented a motion to hire a Working Supervisor for the Stormwater Program, a Working Supervisor for the Survey Programs (Food, Pools, & Camps), and a Stormwater Clerk, 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>Absent</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

ML6-73 ADJOURNMENT - A motion was presented by Board Member Bierlair
at 10:18 P.M. to adjourn the April 19, 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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