PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT BOARD MEETING MINUTES March 15, 2016

The Portage County Combined General Health District Board of Health met on Tuesday, March 15, 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; Mr. Robert Howard, Vice-
	President; Dr. Howard Minott, Member; Ms. Amy Hammar,
	Member; Ms. Evelyn Cutlip, Member; Mrs. Lucy Ribelin,
	Member
Board Members Absent:	Ms. Bonnie Bailey, Member; Mr. James Bierlair, 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:

- A. Lynnette Blasiman, Grant Coordinator Ms. Blasiman had a scheduling conflict and will be at the District Advisory Council Dinner Meeting.
- B. Dan Robinson, Certified Plumbing Inspector Dan has ten years inspecting experience. He lives in Hartville.
- C. Craig Davis, Sanitarian-in-Training Craig was in the National Guard and graduated from Kent State with a Bachelor of Science in Public Health. He lives in Stow.
- D. Dominic Taylor, Sanitarian-in-Training Dominic also received a Bachelor of Science in Public Health from Kent State. He lives in Niles.

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	TT.	APPROVAL OF BOARD OF HEALTH MEETING MINUTES:	2
		Board of Health Meeting Minutes of February 16, 2016 - Board	3
MJ.6-26		Member Minott presented a motion to approve the Regular Board	4
		of Health Meeting Minutes of February 16, 2016, seconded by	5
		Board Member Hammar. An "aye" vote was cast by all, motion carried.	6
		÷	7
	III.	ADVISORY COUNCIL - Mr. James Deffenbaugh - Mr. Deffenbaugh had	8
		no report.	9
	IV.	PUBLIC COMMENT - None	10
	5.7	DIGGUEGION DEDODUC.	11
	V.	DISCUSSION REPORTS: A. Director of Administration & Personnel -	12
		Mrs. Dorothy Filing	13
		1. The Annual District Advisory Council Dinner Meeting is	14
		scheduled for March 16, 2016 at the Ravenna Elks.	15
		Registration will begin at 6:00P.M., Dinner at	16
		6:30P.M., and the Meeting following Dinner.	17
			18
		B. Accounting Report - Mrs. Debra Stall, Director of Finance	19
		1. Resolution #16-07 - Amendment to the 2016 Portage County Combined General Health District Annual	20
		Appropriations for Revenue Previously Certified	21
			22
116-27		Board Member Hammar presented a motion to adopt	23
		Resolution #16-07 as stated above, seconded by Board	24
		Member Howard. Vote on the motion is as follows:	25
		Poll: Board Member Palmer Yes Board Member Howard Yes Board Member Bailey Absent Board Member Minott Yes	26
		Board Member Hammar Yes Board Member Bierlair Absent	27
		Board Member Cutlip $\underline{\underline{Yes}}$ Board Member Ribelin $\underline{\underline{Yes}}$ Motion carried.	28
		0 D 3 L 1	29
		2. Resolution #16-08 - A Journal Entry Reversal/Expense Correction for the Portage County Combined General	30
		Health District	31
			32

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M16-28		Board Member Minott presented a motion to adopt Resolution #16-08 as stated above, seconded by Board	2				
		Member Cutlip. Vote on the motion is as follows:	4				
	Poll:	Board Member Palmer Yes Board Member Howard Yes	5				
		Board Member Bailey Absent Board Member Minott Yes Board Member Bierlair Absent	6				
÷		Board Member Cutlip Yes Board Member Ribelin Yes . Motion carried.	7				
			8				
	3.	Resolution #16-09 - Acceptance of Then and Now Certifications for Payment	9				
		Certifications for rayment	10				
M16-29		Board Member Howard presented a motion to adopt	11 12				
		Resolution #16-09 as stated above, seconded by Board	13				
		Member Hammar. Vote on the motion is as follows:	14				
	Poll:	Board Member Palmer Yes Board Member Howard Yes Board Member Bailey Absent Board Member Minott Yes	15				
		Board Member Hammar Yes Board Member Bierlair Absent	16				
	,	Board Member Cutlip <u>Yes</u> Board Member Ribelin <u>Yes</u> Motion carried.	17				
	C Fir	nancial and Expenditure Reports - Mrs. Debra Stall,	18				
	O. 111	Director of Finance	19				
	1.	Financial Report - Mrs. Stall reviewed the revenue and	20				
		expenditures for February, 2016.	21				
			22				
	2.	Expenditure Report -	23				
		a. Ratification of February Gasoline Payments - Boa					
M16-30		Member Minott presented a motion to ratify the	25				
		February Gasoline expenses in the amount of \$151.02, seconded by Board Member Howard. Vote on	26				
		the motion is as follows:	27				
	Poll:	Board Member Palmer Yes Board Member Howard Yes	28				
	. C 4	Board Member Bailey Absent Board Member Minott Yes	29				
		Board Member Cutlip Yes Board Member Ribelin Yes	30				
		Motion carried.	31				

PORTAGE COUNTY HEALTH DISTRICT FINANCIAL REPORT

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		PHEP	8001	1000		\$41,556.95					\$6.502.67	40,00	\$903.54	\$91.27		\$1,589.02	\$48.54		\$3,242.91		
		GENERAL	STORM			\$429,971.91					\$10,655.97		\$1,482.38	\$146.25		\$1,823.54	\$2,950.55		\$412,913.22		
		GENERAL	POSAI	!		\$2,355.00		\$1,303.00									\$21.00		\$3,637.00		
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	DESCRIPTION				1/31/2016 Balance		Revenue	1,11		Salaries	PERC	5.50	Medicare	Health Benefits	CHOING INCOM	Appropriations		2/29/2016 Month End Balance			
	DAIE			14/1	1/31													2/29			

8905 8906 8907 8908 8910 8914 8915 TOTALS	ALE DESCRIPTION	PRIV WTR	IAP	PARK/CAMP WAST WTR	WAST WTR	MRC	BCMH	CFHS	MTR CYCLE	SAFFCOM	Wick	- FARE	E	1
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			lotal expens	e Monthly		(\$187,	307,39)		Total Exnense	U.E.		(6967)	700	

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b. Expenditures - A motion was presented by Board Member Minott to pay Batch 890 for \$34,784.19 and Batch 927 for \$12,633.09 for a total amount of \$47,417.28, seconded by Board Member Cutlip. Vote on the motion is as follows:

Board Member Howard Yes Poll: Board Member Palmer Yes Board Member Bailey Board Member Minott Yes Absent Board Member Hammar Yes Board Member Bierlair Absent Board Member Cutlip Yes Board Member Ribelin Yes 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 reported on a number of communicable diseases including an adult RSV at Hattie Larlham.
 - 2. Emergency Preparedness Report Marianne Kitakis, R.N., B.S.N. -The Report was accepted as presented in the Board packet.
 - 3. Nursing Monthly Report The Report was accepted as presented in the Board packet.
 - 4. Seminar Report Trauma All Around Me: Understanding the Pain of Others While Caring for Myself Kerry McKeen, B.S.N., R.N. The Report was accepted as submitted.

PUBLIC HEARING: 2017 Budget

M16-32 At 7:35 P.M., Board Member Howard presented a motion to Exit from Regular Session and Enter a Public Hearing for the 2017 Budget, seconded by Board Member Ribelin. An "aye" vote was cast by all, motion carried.

No public was in attendance and no questions were asked.

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M16-33	At 7:37 P.M.,	Board Member Howard presented	a motion to Exit
	Public Hearing	and Return to Regular Session,	seconded by Board
	Member Cutlip.	An "aye" vote was cast by all,	motion carried.

- E. Health Education and Promotion Report Becky Lehman, M.P.H., Director
 - 1. Health Education and Promotion Report Mrs. Lehman reported on car seats, Project Dawn, Tobacco Cessation, and HIV testing.

As part of the Strategic Planning, 615 e-mails received notification of the Stakeholder Survey. We received 176 responses. This information will be used to determine strategic priorities.

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. Mary Helen explained the different format of the statistical report.

- 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. HDIS is being implemented to create daily and inspections logs. Work for the Republication National Convention for Food Borne illnesses is ongoing.

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T.T	13177	וזייה די	COMMISSIONER: Jo	oseph Diorio, M.P.H., M.S., R.S.	2
VI.	пь	7TT II		Wealth Commissioner	3
	Α.	문호		and Expenditures that occur after Board	4
	2.3.		etings		5
		1.	-	o, R.N., will attend the OPHA PHN	6
			Section meeting.	, , , , , ,	7
			Date:	March 18, 2016	8
			Location:	State Library	9
				274 E. 1 st Street	
				Columbus, OH	10
			Mileage:	286 miles @ 54¢ per mile = \$154.44	11
			Meals:	1 meal 0 $$7.00 = 7.00	12
			Travel and expend	ditures not to exceed \$170.00.	13
					14
		2.		C.S., will attend Leadership Essentials	15
			for Health Distr		16
			Date:	April 12-13, 2016	17
			Location:	AOHC Office	18
				110A Northwoods Blvd.	19
			Milozgo	Columbus, OH 254 miles @ 54¢ per mile = \$137.16	20
			Mileage: Meals:	1 meal 0 $$20.00 = 20.00	21
			Registration:	\$285.00	
			Lodging:	(Included in Registration)	22
				,, ,	23
			Travel and expend	litures not to exceed \$464.27.	24
			_		25
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3.	Mary Helen	Smith, M.P.H., will attend Ohio	3
	Environmental He	ealth Association meeting.	
	Date:	April 18-20, 2016	4
	Location:	Doubletree Hotel	5
		175 Hutchinson Avenue	6
		Worthington, OH	7
	Mileage:	275 miles @ 54¢ per mile = \$148.50	8
	Meals:	1 meal @ $$20.00 + 20$ % tip = $$24.00$	9
	Registration:	\$140.00	10
	Lodging:	Doubletree Hotel	
		175 Hutchinson Avenue	11
		Worthington, OH	12
	Lodging Cost:	2 nights @ \$106.00 = \$212.00	13
	CEUs:	12.50	14
	Travel and expen	ditures not to exceed \$576.95.	15
			16
4.		I.T., will attend Ohio Environmental	17
	Health Associati	on Annual Education Conference.	18
	Date:	April 19-20, 2016	
	Location:	Doubletree Hotel	19
		175 Hutchinson Avenue	20
		Worthington, OH	21
	Mileage:	225 miles @ 54¢ per mile = \$121.50	22
	Meals:	1 meal @ $$20.00 + 20$ % tip = $$24.00$	23
	Registration:	\$125.00	24
	Lodging:	Doubletree Hotel	25
		175 Hutchinson Avenue	26
		Worthington, OH	27
	Lodging Cost:	2 nights @ \$106.00 = \$212.00	
	CEUs:	12.50 RS	28
		7.0 WW	29
		12.5 PE	30
	Travel and expend	ditures not to exceed	31
			32

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	5. Joseph Dio	rio, Health Commissioner, will attend Health	3
	Commission	er University.	
	Dates:	April 26, May 24, & June 28, 2016	4
	Location:	AOHC Office	5
		110A Northwoods Blvd.	6
		Columbus, OH	7
	Mileage:	762 miles @ 54 ¢ per mile = \$411.48	8
		(254 miles Round Trip *3 = 762 Miles)	9
	Registratio	on: \$225.00	
	Travel and	expenditures not to exceed $$636.48$.	10
			11
	6. Kerry McKe	en, R.N., will attend the BCMH Northeast PHN	12
	Sharing Day		13
	Date:	May 20, 2016	14
	Location:	Goodwill Conference Center	15
		408 Ninth Street SW	16
		Canton, OH	17
	Mileage:	62 miles @ 54¢ per mile = \$33.48	18
	Travel and	expenditures not to exceed \$40.00.	19
	7 matian was	areasented by Reard Member Ribelin to permit	20
M16-34		presented by Board Member Ribelin to permit penditures, seconded by Board Member Cutlip.	
			21
	An "aye" vote v	was cast by all, motion carried.	22
В.	Exhibit B - R	atification of Travel & Expenditures that	23
٠.	occur before Bo		24
		y, S.I.T., attended Ohio Water Environment	25
		Industrial Wastes Seminar.	26
	Date:	February 18, 2016	27
	Location:	The Days Inn & Suites	28
		Richfield, OH	29
	Registratio	n: \$40.00 (includes lunch)	30
	CEUs:	6.25 RS Hours	31
		6.25 WW Hours	32
		6.25 PE Hours	24
	Travel and	expenditures not to exceed \$40.00.	

M16-35

			1
2	Dogomowy Eowaya	o, R.N., attended Axess Pointe Community	2
2.	Health Centers		3
	Healthcare".	ratemeting to reak Nottheast Onto	4
	Date:	March 4, 2016	5
	Location:	Hilton Garden Inn Conference Center	6
	HOCKETOII.	1307 E. Market Street	-
		Akron, OH	7
	Mileage:	36 miles @ 54¢ per mile = \$19.44	8
	-	ditures not to exceed \$25.00.	9
	.	4	10
3.	Dan Robinson, Pl	umbing Inspector, attended New Employee	11
	Orientation.	•	12
	Date:	March 8, 2016	13
	Location:	Delaware County Bd. Dev. Disabilities	14
		7991 Columbus Pike	15
		Lewis Center, OH	16
	Mileage:	250 miles @ 54¢ per mile = \$135.00	17
	Registration:	\$75.00	
	Travel and expend	ditures not to exceed $$231.00$.	18
			19
4.	Craig Davis, S.I	.T., attended New Employee Orientation.	20
	Date:	March 8, 2016	21
	Location:	Delaware County Bd. Dev. Disabilities	22
		7991 Columbus Pike	23
	4-7	Lewis Center, OH	24
	Mileage:	(Rode with Dan Robinson)	25
	Registration:	\$75.00	26
	Travel and expend	ditures not to exceed $\frac{75.00}{}$.	27
7\ n	otion was presen	ted by Board Member Howard to permit	28
sai	-	ed expenditures, seconded by Board	29
		on the motion is as follows:	
Poll			30
LOLL	Board Member Baile	ey Absent Board Member Minott Yes	31
	Board Member Hamma Board Member Cutli Motion carried.		32

Board of Health Meeting Minutes (Cont'd) March 15, 2016

C. Staff Meeting Minutes February 18, 2016 - The Minutes were included in the Board packet for the Board's review.

D. Richard Lashley, R.S. Retirement Letter - Mr. Lashley was employed by the Health Department on August 22, 1994. He has worked with the HB110 program from its inception. His last day will be April 30, 2016. Board Member Ribelin presented a motion to accept Richard Lashley's Retirement Letter with Regret, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

E. Permission to Hire Registered Sanitarian - With the retirement of Richard Lashley, the current Solid Waste Sanitarian, Jack Madved, has expressed interest in assuming the HB110 program along with some of his current duties. This creates an opening in the Environmental

duties. This creates an opening in the Environmental Division.

Mary Helen Smith, Environmental Director, recommended hiring Justin Rechichar as a Sanitarian-in-Training. He interviewed for the Wastewater/Stormwater position and will

hiring Justin Rechichar as a Sanitarian-in-Training. He interviewed for the Wastewater/Stormwater position and will graduate soon with his Masters of Public Health. Board Member Howard presented a motion to hire a Sanitarian-in-Training, Justin Rechichar, to fill the opening in the Environmental Division, seconded by Board Member Ribelin. An "aye" vote was cast by all, motion carried.

F. Permission to Advertise and Hire a Part-Time Public Health Nurse 1 - The position would include Epidemiology duties and assist with the Public Health Emergency Preparedness Grant. Board Member Ribelin presented a motion granting permission to advertise and hire a Part-Time Public Health Nurse, seconded by Board Member Minott. An "aye" vote was cast by all, motion carried.

VII. OLD BUSINESS: None

M16-37

M16 - 36

M16 - 38

	March 1	ĺ5, 2	2016		
					1
	VIII.	NEW	BUSIN	ESS:	2
	V	Α.		ation #16-10 - Adoption of the Portage County Combined	3
				al Health District Revenue Budget for 2017 in the	4
			Amount	of \$2,936,156	5
					6
M16-39			Board	Member Cutlip presented a motion to adopt Resolution	7
			#16-10	as presented above, seconded by Board Member Howard.	8
			Vote c	on the motion is as follows:	9
			Poll:	Board Member Palmer Yes Board Member Howard Yes Board Member Bailey Absent Board Member Minott Yes	10
				Board Member Hammar Yes Board Member Bierlair Absent	11
				Board Member Cutlip Yes Board Member Ribelin Yes Motion carried.	12
					13
		В.		tion #16-11 - Authorizing the Health Commissioner	14
				a Registered Sanitarian as the Board of Health's	15
				ized Representative for Approval of Written Infection	
			Preven	tion and Control Plans	16
w1 <i>C</i> 40			Poard	Member Hammar presented a motion to adopt Resolution	17
M16-40				as stated above, seconded by Board Member Cutlip.	18
				n the motion is as follows:	19
			Poll:	Board Member Palmer Yes Board Member Howard Yes	20
				Board Member Bailey Absent Board Member Minott Yes	21
				Board Member Cutlip Yes Board Member Ribelin Yes	22
				Motion carried.	23
		C.	Resolu	tion #16-12 - Authorizing the Certified Plumbing	24
			Inspec		25
			Repres	entative	26
					27
M16-41			Board 1	Member Cutlip presented a motion to adopt Resolution	28
			#16-12	as stated above, seconded by Board Member Ribelin.	29
			Vote o	n the motion is as follows:	30
			Poll:	Board Member Palmer Yes Board Member Howard Yes Board Member Bailey Absent Board Member Minott Yes	31
				Board Member Hammar Yes Board Member Bierlair Absent Board Member Cutlip Yes Board Member Ribelin Yes Motion carried	32

Motion carried.

IX. BOARD ISSUES AND DISCUSSION: None

Χ. EXECUTIVE SESSION:

M16 - 42

ADJOURNMENT - A motion was presented by Board Member Howard at 8:45 P.M. to adjourn the March 15, 2016 Regular Board of An "aye" vote was cast by all, motion Health Meeting. carried.

Board President

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

Health Commissioner

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