

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.

II. APPROVAL OF BOARD OF HEALTH MEETING MINUTES:

M16-26 Board of Health Meeting Minutes of February 16, 2016 - Board Member Minott presented a motion to approve the Regular Board of Health Meeting Minutes of February 16, 2016, seconded by Board Member Hammar. 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 Annual District Advisory Council Dinner Meeting is scheduled for March 16, 2016 at the Ravenna Elks. Registration will begin at 6:00P.M., Dinner at 6:30P.M., and the Meeting following Dinner.

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

1. Resolution #16-07 - Amendment to the 2016 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

M16-27 Board Member Hammar presented a motion to adopt Resolution #16-07 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>Absent</u>	Board Member Minott	<u>Yes</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Absent</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

2. Resolution #16-08 - A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District

M16-28

Board Member Minott presented a motion to adopt Resolution #16-08 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>Absent</u>	Board Member Minott	<u>Yes</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Absent</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

3. Resolution #16-09 - Acceptance of Then and Now Certifications for Payment

M16-29

Board Member Howard presented a motion to adopt Resolution #16-09 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>Absent</u>	Board Member Minott	<u>Yes</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Absent</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 February, 2016.

2. Expenditure Report -

- a. Ratification of February Gasoline Payments - Board Member Minott presented a motion to ratify the February Gasoline expenses in the amount of \$151.02, 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>Absent</u>	Board Member Minott	<u>Yes</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Absent</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

PORTAGE COUNTY HEALTH DISTRICT FINANCIAL REPORT

DATE	DESCRIPTION	GENERAL 8900	GENERAL GHVP	GENERAL SOLW	GENERAL BODYA	GENERAL HB110	GENERAL IMIMPR	GENERAL NURSE	GENERAL PLUMB	GENERAL POSAL	GENERAL STQRM	PHEP 8901	PHEP EBOLA	POOLS 8902	F50/FE 8903
1/31/2016	Balance	\$1,040,629.69	(\$308.26)	(\$2,523.28)	(\$17.32)	\$24,482.36	\$7,006.07	\$18,308.91	(\$2,580.94)	\$2,355.00	\$429,971.91	\$41,556.95	(\$7,170.34)	\$13,077.39	\$79,193.32
	Revenue	\$815.00			\$104.00	\$275.00		\$6,999.17	\$3,333.00	\$1,303.00			\$5,993.13		\$119,905.24
	Salaries	\$51,794.92	\$460.80	\$1,447.96	\$22.66	\$5,519.19		\$3,815.19	\$248.64			\$6,502.67	\$865.73	\$1,273.07	\$12,761.97
	PERS	\$7,219.92	\$64.52	\$202.73	\$3.16	\$768.34		\$528.70	\$34.72			\$903.54	\$120.24	\$176.68	\$1,774.47
	Medicare	\$721.37	\$6.36	\$19.84	\$0.30	\$78.55		\$53.29	\$3.49			\$91.27	\$12.12	\$17.56	\$173.27
	Health Benefits	\$11,474.56	\$84.84	\$411.38	\$7.83	\$646.94		\$904.10	\$51.52			\$1,589.02	\$179.92	\$321.15	\$2,709.28
	Appropriations	\$20,383.98	\$53.40	\$56.49	\$8.76	\$790.67	\$21.99	\$2,103.45	\$2,092.38	\$21.00		\$48.54		\$91.92	\$1,416.99
2/29/2016	Month End Balance	\$949,849.94	(\$978.18)	(\$4,661.58)	\$43.97	\$16,953.67	\$6,984.08	\$17,903.35	(\$1,678.69)	\$3,637.00	\$412,913.22	\$3,242.91	(\$2,355.22)	\$11,197.01	\$180,262.58

DATE	DESCRIPTION	PRIV WTR 8904	IAP 8905	PARK/CAMP 8906	WAST WTR 8907	MRC 8908	BCM 8910	CFHS 8911	MTR CYCLE 8913	SAFE COM 8914	SOLW 8915	LINE TOTALS	MONTHLY TOTALS	YTD TOTALS
1/31/2016	Balance	\$16,980.93	\$12,098.41	\$6,435.50	\$26,844.57	\$2,991.86	\$47,779.10	\$13,128.74			\$40,000.00			\$1,810,240.57
	Revenue	\$2,735.00	\$1,276.77		\$7,700.00		\$6,270.00					\$156,709.31		
	Salaries	\$1,228.71	\$1,062.26	\$635.79	\$3,852.98	\$718.08	\$3,692.40	\$3,754.64			\$1,464.46	\$111,778.09		
	PERS	\$171.07	\$147.33	\$88.50	\$534.92	\$100.53	\$512.74	\$523.55			\$202.73	\$15,560.77		
	Medicare	\$17.43	\$14.52	\$8.73	\$54.77	\$10.16	\$52.29	\$52.24			\$20.08	\$1,553.89		
	Health Benefits	\$200.44	\$374.10	\$89.30	\$588.11	\$106.06	\$530.28	\$885.05			\$411.38	\$23,388.80		
	Appropriations	\$129.72	\$20.80	\$3,600.52	\$800.86		\$27.54				\$106.28	\$34,725.84		
2/29/2016	Month End 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			\$1,779,942.49
	Total Revenue Monthly						\$156,709.31		Total Revenue YTD			\$235,946.97		
	Total Expense Monthly						(\$187,007.39)		Total Expense YTD			(\$357,493.19)		

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M16-31

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:

Poll:	Board Member Palmer	<u>Yes</u>	Board Member Howard	<u>Yes</u>
	Board Member Bailey	<u>Absent</u>	Board Member Minott	<u>Yes</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Absent</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 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.

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.

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

Health Commissioner

A. Exhibit A - Travel and Expenditures that occur after Board Meetings

1. Rosemary Ferraro, R.N., will attend the OPHA PHN Section meeting.

Date: March 18, 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.

2. Chris Novelli, R.S., will attend Leadership Essentials for Health District Success.

Date: April 12-13, 2016

Location: AOHC Office
110A Northwoods Blvd.
Columbus, OH

Mileage: 254 miles @ 54¢ per mile = \$137.16

Meals: 1 meal @ \$20.00 = \$20.00

Registration: \$285.00

Lodging: (Included in Registration)

Travel and expenditures not to exceed \$464.27.

3. Mary Helen Smith, M.P.H., will attend Ohio
Environmental Health Association meeting.

Date: April 18-20, 2016

Location: Doubletree Hotel

175 Hutchinson Avenue

Worthington, OH

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

Meals: 1 meal @ \$20.00 + 20% tip = \$24.00

Registration: \$140.00

Lodging: Doubletree Hotel

175 Hutchinson Avenue

Worthington, OH

Lodging Cost: 2 nights @ \$106.00 = \$212.00

CEUs: 12.50

Travel and expenditures not to exceed \$576.95.

4. Keith Riley, S.I.T., will attend Ohio Environmental
Health Association Annual Education Conference.

Date: April 19-20, 2016

Location: Doubletree Hotel

175 Hutchinson Avenue

Worthington, OH

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

Meals: 1 meal @ \$20.00 + 20% tip = \$24.00

Registration: \$125.00

Lodging: Doubletree Hotel

175 Hutchinson Avenue

Worthington, OH

Lodging Cost: 2 nights @ \$106.00 = \$212.00

CEUs: 12.50 RS

7.0 WW

12.5 PE

Travel and expenditures not to exceed

5. Joseph Diorio, Health Commissioner, will attend Health Commissioner University.

Dates: April 26, May 24, & June 28, 2016

Location: AOHC Office
110A Northwoods Blvd.
Columbus, OH

Mileage: 762 miles @ 54¢ per mile = \$411.48
(254 miles Round Trip *3 = 762 Miles)

Registration: \$225.00

Travel and expenditures not to exceed \$636.48.

6. Kerry McKeen, R.N., will attend the BCMH Northeast PHN Sharing Day.

Date: May 20, 2016

Location: Goodwill Conference Center
408 Ninth Street SW
Canton, OH

Mileage: 62 miles @ 54¢ per mile = \$33.48

Travel and expenditures not to exceed \$40.00.

M16-34

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

- B. Exhibit B - Ratification of Travel & Expenditures that occur before Board Meetings

1. Keith Riley, S.I.T., attended Ohio Water Environment Association Industrial Wastes Seminar.

Date: February 18, 2016

Location: The Days Inn & Suites
Richfield, OH

Registration: \$40.00 (includes lunch)

CEUs: 6.25 RS Hours

6.25 WW Hours

6.25 PE Hours

Travel and expenditures not to exceed \$40.00.

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2. Rosemary Ferraro, R.N., attended Axess Pointe Community Health Centers "Partnering to Peak Northeast Ohio Healthcare".
Date: March 4, 2016
Location: Hilton Garden Inn Conference Center
1307 E. Market Street
Akron, OH
Mileage: 36 miles @ 54¢ per mile = \$19.44
Travel and expenditures not to exceed \$25.00.
3. Dan Robinson, Plumbing Inspector, attended New Employee Orientation.
Date: March 8, 2016
Location: Delaware County Bd. Dev. Disabilities
7991 Columbus Pike
Lewis Center, OH
Mileage: 250 miles @ 54¢ per mile = \$135.00
Registration: \$75.00
Travel and expenditures not to exceed \$231.00.
4. Craig Davis, S.I.T., attended New Employee Orientation.
Date: March 8, 2016
Location: Delaware County Bd. Dev. Disabilities
7991 Columbus Pike
Lewis Center, OH
Mileage: (Rode with Dan Robinson)
Registration: \$75.00
Travel and expenditures not to exceed \$75.00.

M16-35

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

Poll: Board Member Palmer Yes Board Member Howard Yes
Board Member Bailey Absent Board Member Minott Yes
Board Member Hammar Yes Board Member Bierlair Absent
Board Member Cutlip Yes Board Member Ribelin Yes
Motion carried.

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.

M16-36

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 Division.

Mary Helen Smith, Environmental Director, recommended 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.

M16-37

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.

M16-38

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- A. Resolution #16-10 - Adoption of the Portage County Combined General Health District Revenue Budget for 2017 in the Amount of \$2,936,156

M16-39

Board Member Cutlip presented a motion to adopt Resolution #16-10 as presented 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>Absent</u>	Board Member Minott	<u>Yes</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Absent</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

- B. Resolution #16-11 - Authorizing the Health Commissioner and/or a Registered Sanitarian as the Board of Health's Authorized Representative for Approval of Written Infection Prevention and Control Plans

M16-40

Board Member Hammar presented a motion to adopt Resolution #16-11 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>Absent</u>	Board Member Minott	<u>Yes</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Absent</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

- C. Resolution #16-12 - Authorizing the Certified Plumbing Inspector as the Health Commissioner's Authorized Representative

M16-41

Board Member Cutlip presented a motion to adopt Resolution #16-12 as stated above, 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>Absent</u>	Board Member Minott	<u>Yes</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Absent</u>
	Board Member Cutlip	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

IX. BOARD ISSUES AND DISCUSSION: None

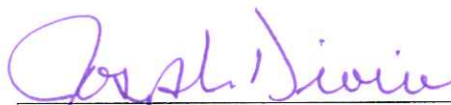
X. EXECUTIVE SESSION:

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 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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