

PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT
BOARD MEETING MINUTES
February 16, 2016

The Portage County Combined General Health District Board of Health met on Tuesday, February 16, 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; Ms. Bonnie Bailey, Member; Dr. Howard Minott, Member; Mr. James Bierlair, Member; Ms. Amy Hammar, Member; Mrs. Lucy Ribelin, Member (arrived 7:45 P.M.)

Board Members Absent: Ms. Evelyn Cutlip, 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:

Lynnette Blasiman, Grant Coordinator, had a scheduling conflict and will be in attendance at the March Board meeting.

II. APPROVAL OF BOARD OF HEALTH MEETING MINUTES:

Board of Health Meeting Minutes of January 19, 2016 - Board Member Bierlair presented a motion to approve the Regular Board of Health Meeting Minutes of January 19, 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 at 7:00P.M.

M16-15 Board Member Hammar presented a motion that costs to attend the Annual District Advisory Council Dinner Meeting for Health Department employees, Board Members and County officials should be covered to encourage and increase attendance, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried. Spouses and guests will need to pay.

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

1. Resolution #16-05 - Amendment to the 2016 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

M16-16 Board Member Howard presented a motion to adopt Resolution #16-05 as stated above, seconded by Board Member Minott. 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>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Absent</u>	Board Member Ribelin	<u>Absent</u>

Motion carried.

2. Resolution #16-06 - Acceptance of Then and Now Certifications for Payment

M16-17 Board Member Minott presented a motion to adopt Resolution #16-06 as stated above, seconded by Board Member Hammar. Vote on the motion is as follows:

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

4. 2017 Budget - Mrs. Stall presented two versions of the 2017 Budget to the Board. One version included a 1% raise and the other included a 2% raise for employees.

Discussion followed regarding the cost of living, the number of years employees did not receive raises, and the increase in workload due to Accreditation. Board Member Minott felt a 2% increase would be appropriate.

116-18

Board Member Bierlair presented a motion to calculate a 1% increase for the 2017 Budget, seconded by Board Member Howard. Vote on the motion is as follows:

Poll: Board Member Palmer Yes Board Member Howard Yes
Board Member Bailey Yes Board Member Minott No
Board Member Hammar Yes Board Member Bierlair Yes
Board Member Cutlip Absent Board Member Ribelin Absent
Motion carried.

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

1. Financial Report - Mrs. Stall reviewed the revenue and expenditures.

Board Member Ribelin arrived at 7:45 P.M.

2. Expenditure Report -

- a. Ratification of January Gasoline Payments - Board Member Hammar presented a motion to ratify the January Gasoline expenses in the amount of \$80.22, seconded by Board Member Howard. Vote on the motion is as follows:

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PORTAGE COUNTY HEALTH DISTRICT FINANCIAL REPORT

DATE	DESCRIPTION	GENERAL 8900	GENERAL 6HVP	GENERAL SOLW	GENERAL STORM	GENERAL HB110	GENERAL PLUMB	GENERAL INMPR	GENERAL POSAL	GENERAL NURSE	GENERAL BODYA	PHEP 8901	PHEP EBOLA	POOLS 8902
12/31/2015	Balance	\$1,114,522.14		\$1,606.42	\$445,443.09	\$31,115.02	(\$6,281.94)	\$7,006.07	\$525.00	\$13,864.49		\$22,372.75	(\$5,993.13)	\$14,981.54
	Revenue	\$10,844.32				\$100.00	\$3,848.00		\$1,830.00	\$6,107.87		\$28,025.52		
	Salaries	\$53,270.43	\$230.40	\$2,817.48	\$11,321.66	\$5,009.12	\$110.76							
	PERS	\$7,422.85	\$32.26	\$392.15	\$1,575.59	\$696.91	\$15.42				\$11.63	\$6,114.28	\$854.73	\$1,259.27
	Medicare	\$741.39	\$3.18	\$38.38	\$155.33	\$71.33	\$1.55				\$1.61	\$849.15	\$118.71	\$174.66
	Health Benefits	\$12,193.23	\$42.42	\$881.69	\$1,963.38	\$562.20	\$19.27				\$0.16	\$85.98	\$11.87	\$17.27
	Appropriations	\$11,108.87			\$375.00	\$393.10				\$1,663.45	\$3.92	\$1,437.52	\$191.90	\$352.95
												\$354.39		\$100.00
1/31/2016	Month End Balance	\$1,040,629.69	(\$308.26)	(\$2,523.28)	\$430,052.13	\$24,482.36	(\$2,580.94)	\$7,006.07	\$2,355.00	\$18,308.91	(\$17.32)	\$41,556.95	(\$7,170.34)	\$13,077.39

FSO/FE	PRIV WTR	IAP	PARK/CAMP	WAST WTR	MRC	BCM	CFHS	MTR CYCLE	SAFE COM	SOLW	LINE	MONTHLY	YTD
8903	8904	8905	8906	8907	8908	8910	8911	8913	8914	8915	TOTALS	TOTALS	TOTALS
\$97,145.43	\$17,082.21	\$13,586.79	\$7,445.71	\$11,365.86	\$4,873.70	\$52,655.97	\$18,251.81			\$40,000.00	\$1,901,568.93		\$1,901,568.93
\$1,904.95	\$5,137.00		\$270.00	\$21,100.00		\$70.00					\$79,237.66		
												\$79,237.66	
\$12,008.88	\$1,301.84	\$997.44	\$954.37	\$4,067.85	\$1,448.16	\$3,692.40	\$3,683.83				\$109,154.53		
\$1,669.07	\$181.29	\$139.30	\$133.10	\$565.00	\$201.06	\$512.74	\$512.60				\$15,193.47		
\$163.10	\$18.49	\$13.68	\$13.16	\$57.51	\$20.50	\$52.30	\$51.25				\$1,516.43		
\$2,564.02	\$188.45	\$337.96	\$163.54	\$609.66	\$212.12	\$530.28	\$869.15				\$23,123.66		
\$3,451.99	\$3,548.21		\$16.04	\$321.27		\$159.15	\$6.24				\$21,497.71		
												\$170,485.80	
\$79,193.32	\$16,980.93	\$12,098.41	\$6,435.50	\$26,844.57	\$2,991.86	\$47,779.10	\$13,128.74			\$40,000.00			\$1,810,320.79
	Total Revenue Monthly			\$79,237.66									
	Total Expense Monthly			(\$170,485.80)									

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

M16-20

- b. Expenditures - A motion was presented by Board Member Howard to pay Batch 543 for \$34,273.70 and Batch 549 for \$301.12 for a total amount of \$34,574.82, seconded by Board Member Bierlair.

Vote on the motion is as follows:

Poll: Board Member Palmer Yes Board Member Howard Yes
Board Member Bailey Yes Board Member Minott Yes
Board Member Hammar Yes Board Member Bierlair Yes
Board Member Cutlip Absent 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.
2. Nursing Monthly Report - The Report included news of a Challenge Award Grant for a badging system.
3. Emergency Preparedness Report - Marianne Kitakis, R.N., B.S.N. -The Report was accepted as presented in the Board packet.
4. PCHD Zika Virus Press Release - The Press Release stated there are no reported cases of Zika in Portage County. Our efforts will be on prevention and education.
5. Ohio Department of Health Approved Means of Immunization - ODH has recommended an additional dose of Meningococcal vaccine for 12th graders.

E. Health Education and Promotion Report -

Becky Lehman, M.P.H., Director

1. Health Education and Promotion Report - Mrs. Lehman reported on many of the projects the Health Education Division is actively working on.

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. HDIS is being implemented to create daily and inspections logs. Preparation for the Republication National Convention for Food Borne illnesses is underway.

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. Joseph Diorio, M.P.H., will attend the AOHC District meeting.

Date: March 4, 2016

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

Mileage: 102 miles @ 54¢ per mile = \$55.08

Travel and expenditures not to exceed \$55.08.

2. Marianne Kitakis, R.N., will attend EMA-OH305 Radiation Ingestion Course.

Date: March 4, 2016

Location: Sandusky EMA
2323 Countryside Drive, Ste B
Freemont, OH

Mileage: 220 miles @ 54¢ per mile = \$118.80

Meals: 2 meals @ \$15.00 = \$30.00

Travel and expenditures not to exceed \$158.80.

3. Carol Pillsbury, Account Clerk 1, will attend Baldwin Group-HDIS Performance Management/Work Force Module Work Group.

Date: March 17, 2016

Location: Baldwin Group
7550 Lucerne Drive, Suite 306
Middleburg Heights, OH

Mileage: 71.7 miles @ 54¢ per mile = \$38.72

Parking: \$5.00

Ground Trans.: \$10.00

Travel and expenditures not to exceed \$60.00.

4. Dr. Daniel Raub, will attend the Ohio Osteopathic Symposium.

Date: April 20-24, 2016

Location: Hilton Columbus at Easton

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

Meals: 4 meals @ \$20.00 = \$80.00

Registration \$595.00

Lodging Cost: 4 nights @ \$173.00 per night =
\$692.00

CEUs: 32.0

Travel and expenditures not to exceed \$1,600.00.

M16-21

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

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

1. Joseph J. Diorio, M.P.H., attended What Will It Really Take to Improve Population Health?

Date: February 2, 2016

Location: City Club of Cleveland

850 Euclid Avenue

Cleveland, OH

Mileage: 80 miles @ 54¢ per mile = \$43.20

Parking: \$10.00

Registration: \$35.00

Travel and expenditures not to exceed \$98.20.

2. Rosemary Ferraro, R.N., attended What Will It Really Take to Improve Population Health?

Date: February 2, 2016

Location: City Club of Cleveland

850 Euclid Avenue

Cleveland, OH

Registration: \$35.00

Travel and expenditures not to exceed \$35.00.

3. Becky Lehman, M.P.H., attended What Will It Really Take
to Improve Population Health?
Date: February 2, 2016
Location: City Club of Cleveland
850 Euclid Avenue
Cleveland, OH
Registration: \$35.00
Travel and expenditures not to exceed \$35.00.
4. Joseph Diorio, M.P.H., attended the Drug Epidemic
Roundtable with Tim Ryan.
Date: February 9, 2016
Location: Akron-Summit County Public Library
60 S. High Street
Akron, OH
Mileage: 44 miles @ 54¢ per mile = \$23.76
Travel and expenditures not to exceed \$33.76.
5. Becky Lehman, M.P.H., attended the Drug Epidemic
Roundtable with Tim Ryan.
Date: February 9, 2016
Location: Akron-Summit County Public Library
60 S. High Street
Akron, OH
Mileage: (Rode with Joe Diorio)
Travel and expenditures not to exceed \$0.00.
6. Joseph Diorio, M.P.H., attended Ohio Child Fatality
Review Training.
Date: February 11, 2016
Location: State Library
Columbus, OH
Mileage: 272 miles @ 54¢ per mile = \$146.88
Travel and expenditures not to exceed \$156.88.

7. Kat Holtz, Health Educator, will attend the NEORAG meeting.

Date: February 11, 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.

M16-22

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	<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>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Cutlip	<u>Absent</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

C. Staff Meeting Minutes January 22, 2016 - The Minutes were included in the Board packet for the Board's review.

D. Strategic Plan Update - The Survey is ready. Approximately 600 internal and external stakeholders will receive an e-mail with a link to complete the survey. Future meetings will deal with the Survey results and developing Goals and Objectives.

E. Plumbing Inspector - After conducting second interviews for the Plumbing Inspector, Dan Robinson was recommended to be hired at a rate of \$23.50 an hour for 32 hours for Plumbing and 8 hours for Stormwater. The Rate of \$23.50 includes the 2% increase for 2016.

116-23

Board Member Howard presented a motion to approve the hiring of Dan Robinson for the position of Plumbing Inspector at a rate of \$23.50, seconded by Board Member Minott. An "aye" vote was cast by all, motion carried.

F. Wastewater Sanitarian and Stormwater Sanitarian - Interviews were conducted and Craig Davis, S.I.T., is recommended for the Stormwater Sanitarian and Dominic Taylor, S.I.T., is recommended for the Wastewater Sanitarian. Both positions would be for 40 hours per week at \$18.95 for the Sanitarian-in-Training job classification.

M16-24

Board Member Minott presented a motion to approve the hiring of Craig Davis, S.I.T., and Dominic Taylor, S.I.T., for the Stormwater Sanitarian and Wastewater Sanitarian positions respectively at 40 hours per week at \$18.95 per hour, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

A. Health Commissioner, Joe Diorio, informed the Board of an AOHC Regional meeting on March 4, 2016 at the Cuyahoga County Board of Health. The meeting is scheduled between 10:00 A.M. and 12:00 Noon. Director Hodges from the Ohio Department of Health will be present and will discuss Accreditation.

Mr. Diorio updated the Board on other meetings and events regarding Accreditation. Also discussed was the timing of Accreditation and how this could affect neighboring health districts. He asked that one of the Board Members accompany him to the meeting. Board Member Howard said he would go with Mr. Diorio.

IX. BOARD ISSUES AND DISCUSSION:

X. EXECUTIVE SESSION:

ML6-25

ADJOURNMENT - A motion was presented by Board Member Howard at 9:14 P.M. to adjourn the February 16, 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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