

PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT

BOARD MEETING MINUTES

January 19, 2016

The Portage County Combined General Health District Board of Health met on Tuesday, January 19, 2016, at the Resources on Oakwood Campus (ROC), Room 201, 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. Bonnie Bailey, Member;
Mr. James Bierlair, Member; Ms. Amy Hammar, Member;
Mrs. Lucy Ribelin, Member

Board Members Absent: Mr. Robert Howard, Vice-President; Dr. Howard Minott,
Member; 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. APPROVAL OF BOARD OF HEALTH MEETING MINUTES:

Board of Health Meeting Minutes of December 15, 2015 - Board
Member Ribelin presented a motion to approve the Regular Board
of Health Meeting Minutes of December 15, 2015, seconded by
Board Member Bailey. An "aye" vote was cast by all, motion
carried.

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

III. PUBLIC COMMENT - None

IV. 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.

C. Financial and Expenditure Reports - Mrs. Debra Stall,

Director of Finance

1. Financial Report - Mrs. Stall explained the new format for reporting the revenue and expenditures.

2. Expenditure Report -

- a. Ratification of December Gasoline Payments - Board Member Bierlair presented a motion to ratify the December Gasoline expenses in the amount of \$198.60, seconded by Board Member Hammar. Vote on the motion is as follows:

Poll:	Board Member Palmer	<u>Yes</u>	Board Member Howard	<u>Absent</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>Absent</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

- b. Expenditures - A motion was presented by Board Member Hammar to pay Batch 110 for \$982.65 and Batch 125 for \$20,515.06 for a total amount of \$21,497.71, seconded by Board Member Bailey. Vote on the motion is as follows:

Poll:	Board Member Palmer	<u>Yes</u>	Board Member Howard	<u>Absent</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>Absent</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

PORTAGE COUNTY HEALTH DISTRICT FINANCIAL REPORT

DATE	DESCRIPTION	GENERAL 8900	GENERAL 6HIVP	GENERAL SOLW	GENERAL STORM	GENERAL HB110	GENERAL PLUMB	GENERAL IMMPR	GENERAL POSAL	GENERAL NURSE	GENERAL BODYA	PHEP 8901	PHEP EBOLA	POOLS 8902
11/30/2015	Balance	\$1,227,129.27		\$34,482.44	\$387,215.85	\$39,156.44	(\$6,820.53)	\$7,006.07				\$38,317.98	(\$4,356.48)	\$17,462.92
	Revenue	\$37,495.99		\$15,000.00	\$87,500.00	\$275.00	\$4,814.00		\$525.00	\$13,864.49				
	Reso 15-60			(\$40,000.00)										
	Salaries	\$76,860.56		\$3,989.53	\$19,752.45	\$6,591.61	\$3,177.20							
	PERS	\$10,723.11		\$556.02	\$2,508.46	\$918.63	\$444.81					\$8,353.72	\$1,229.77	\$1,838.67
	Medicare	\$1,262.25		\$55.42	\$275.90	\$94.51	\$45.19					\$1,163.59	\$171.30	\$256.31
	Health Benefits	\$11,926.79		\$877.92	\$2,490.91	\$447.74	\$535.23					\$118.93	\$17.27	\$25.71
	Appropriations	\$37,122.09		\$2,397.13	\$4,245.04	\$263.93	\$72.98					\$1,196.56	\$190.23	\$345.43
	Retirement	\$12,208.32										\$5,112.43	\$28.08	\$15.26
12/31/2015	Month End 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

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
\$119,409.57	\$16,255.46	\$17,018.77	\$9,599.05	\$16,322.18	\$7,521.86	\$56,003.68	\$29,709.82						\$2,011,434.35
\$1,320.87	\$3,424.00		\$135.00	\$3,365.00		\$3,570.00					\$171,289.35		
\$17,676.45	\$2,065.96	\$2,098.26	\$1,817.88	\$6,218.03	\$2,124.00	\$5,415.60	\$4,526.66			\$40,000.00	\$0.00	\$171,289.35	
\$2,286.97	\$287.71	\$292.29	\$253.82	\$866.87	\$295.68	\$753.99	\$631.69				\$163,736.35		
\$246.36	\$29.48	\$29.42	\$25.62	\$88.17	\$30.32	\$77.71	\$64.08				\$22,411.25		
\$2,264.96	\$214.10	\$464.36	\$191.02	\$666.50	\$197.12	\$492.82	\$614.05				\$2,486.34		
\$1,110.27	\$547.65			\$481.75	\$1.04	\$177.59	\$5,621.53				\$23,115.74		
\$97,145.43	\$17,082.21	\$13,586.79	\$7,445.71	\$11,365.86	\$4,873.70	\$52,655.97	\$18,251.81				\$57,196.77		
											\$12,208.32		
											\$281,154.77		
													\$1,901,568.93
	Total Revenue Monthly			\$171,289.15									\$2,953,004.94
	Total Expense Monthly			(\$281,154.77)									(\$2,618,329.43)

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

4. Resolution #16-04 - Authorizing Joseph J. Diorio, Health Commissioner, and Debra Stall, Director of Finance, to Sign a Then and Now Certificate up to \$3,000

M16-04

Board Member Hammar presented a motion to adopt Resolution #16-04 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>Absent</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>Absent</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

2. Resolution #16-02 - Acceptance of Then and Now Certifications for Payment

M16-05

Board Member Bierlair presented a motion to adopt Resolution #16-02 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>Absent</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>Absent</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

3. Resolution #16-03 - Acceptance of Then and Now Certifications for Payment

M16-06

Board Member Bierlair presented a motion to adopt Resolution #16-03 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>Absent</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>Absent</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

1. Resolution #16-01 - Amendment to the 2016 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

M16-07

Board Member Hammar presented a motion to adopt Resolution #16-01 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>Absent</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>Absent</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

5. 2017 Budget and Consumer Price Index (CPI) - Mrs. Stall confirmed the Board's Adoption of the 2016 Budget on March 17, 2015. The 2016 Budget included a 2% raise for employees effective the first pay date of 2016.

She then supplied estimated information for the 2017 Budget. Board members asked that figures be calculated at 1%, 2%, and 3% for salaries and also for a bonus or incentive.

- 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. Emergency Preparedness Report - Marianne Kitakis, R.N., B.S.N. - Mrs. Ferraro informed the Board that Ghanna has been Ebola free for 42 days. The Report was accepted as presented in the Board packet.
3. Nursing Monthly Report - The Report included activities for BCMH, Billing, Immunizations, and the Clerical staff. The 2010 and 2015 Kindergarten Retrospective Surveys were highlighted.

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4. Seminar Report - Building Our Team to Help Others -
Sherry Halas, B.S., R.N., Rose Ferraro, M.S.N., R.N. -
The Report was accepted as submitted. 4
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5. Seminar Report - Reducing Fatigue and Increasing Energy
- Kerry McKeen, B.S.N., R.N. - The Report was accepted
as submitted. 6
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- E. Health Education and Promotion Report -
Becky Lehman, M.P.H., Director 10
1. Health Education and Promotion Report - Mrs. Lehman
reviewed many of the projects the Health Education
Division is currently working on. Project DAWN has
started saving lives. December was a busy month for
car seats. The HIV Grant has received some funding. 11
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- F. Environmental Reports - Mary Helen Smith, M.P.H., C.P.H.,
R.S., R.E.H.S 17
- Director of Environment Health 18
1. Solid Waste Report - The Solid Waste Report was
accepted as submitted. 19
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2. Environmental Report - The Environmental Report was
accepted as submitted. 22
- 23
3. Stormwater Report - The Stormwater Report was accepted
as submitted. 24
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- 26
4. Food Safety Program Report - The Food Safety Program
Report was accepted as submitted. 27
- 28
5. Plumbing Inspections Report - The Plumbing Inspections
Report was accepted as submitted. 29
- 30
6. Environmental Monthly Report - Mrs. Smith updated the
Board on Environmental activities. 31
- 32

7. Food Defense - Special Events - Mrs. Smith informed the Board of activities for food safety during the Republican National Convention.

8. Water Pollution Control Loan Fund (WPCLF) Notice of Award - Mrs. Smith told the Board that the Health Department received \$300,000 in conjunction with the WPCLF.

9. ODH Food Safety Survey Letter for Years 2012, 2013, and 2014 - We were notified of our Provisional status for the Food Safety program.

10. Bonner Ohio Properties/Bluestone Lake Subdivision - Hearing Request Withdrawn - Mrs. Smith informed the Board that Bonner Ohio has withdrawn their request for a hearing. Environmental staff and the Portage County Prosecutors office worked out a mutual resolution with Mr. Bonner.

V. 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. Mary Helen Smith, M.P.H., will attend the Ohio Environmental Health Association Board meeting.

Date: January 21, 2016

Location: Doubletree Hotel

175 Hutchinson Avenue

Worthington, OH

Mileage: 275 miles @ 54¢ per mile = \$148.52

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

Travel and expenditures not to exceed \$174.35.

2. Debra Stall, Director of Finance, will attend the Fiscal Officer's Quarterly Meeting.
Date: February 5, 2016
Location: Stark County Health Department
3951 Convenience Circle NW
Canton, OH
Mileage: 71 miles @ 54¢ per mile = \$38.34
Travel and expenditures not to exceed \$45.00.
3. Kerry McKeen, R.N., will attend Lunch'n Learn Series: Trauma All Around Me: Understanding the Pain of Others While Caring for Myself.
Date: February 10, 2016
Location: Akron Children's Hospital
One Perkins Square
Akron, OH
Mileage: 44 miles @ 54¢ per mile = \$23.76
Registration: \$35.00
CEUs: 3.0
Travel and expenditures not to exceed \$65.00.
4. Richard Lashley, R.S., will attend Ohio Water Environment Association Industrial Wastes Seminar.
Date: February 18, 2016
Location: Days Inn & Suites
Richfield, OH
Mileage: 49 miles @ 54¢ per mile = \$26.46
Registration: \$55.00 (lunch included)
CEUs: 6.25 RS
6.25 Wastewater
Travel and expenditures not to exceed \$85.00.

5. Kerry McKeen, R.N., will attend New Ideas on a Serious Epidemic.

Date: March 18, 2016

Location: Holiday Inn

4073 Medina Road

Akron, OH

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

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

Registration: \$81.00

CEUs: 6.0

Travel and expenditures not to exceed \$130.00.

6. Mary Helen Smith, M.P.H., will attend the Council on Education (CEPH) University of Nevada, Reno.

Date: February 24-26, 2016

Location: University of Nevada, Reno

1664 North Virginia Street

Reno, NV

CEUs: 6.0

Travel and expenditures not to exceed \$0.00.

(This Exhibit was for approval for time off.)

M16-08

A motion was presented by Board Member Ribelin to permit said stated expenditures with the addition of #6, seconded by Board Member Bailey. An "aye" vote was cast by all, motion carried.

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

1. Jessica Offineer, R.S., attended the Food Service Operator/Retail Food Establishment Roundtable.

Date: December 17, 2015

Location: Medina County Health Department

4800 Ledgewood Drive

Medina, OH

Mileage: 0 (Riding with Stan Carlisle)

Travel and expenditures not to exceed \$0.00.

2. Stan Carlisle, R.S., attended the Food Service Operator/Retail Food Establishment Roundtable.

Date: December 17, 2015

Location: Medina County Health Department
4800 Ledgewood Drive
Medina, OH

Mileage: 86 miles @ 57.5¢ per mile = \$49.45

Travel and expenditures not to exceed \$55.00.

3. Mary Helen Smith, M.P.H., will attend the Ohio Department of Health Food Safety Workgroup to address concern about food defense during the Republican National Convention.

Date: January 7, 2016

Location: Independence, OH

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

Travel and expenditures not to exceed \$41.58.

M16-09

A motion was presented by Board Member Hammar 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>Absent</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>Absent</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

- C. Staff Meeting Minutes December 17, 2015 - The Minutes were included in the Board packet for the Board's review.

- D. Strategic Plan Update - At the January 5th meeting, the Mission Statement and Vision were worked on. The Internal and External Stakeholders Survey was discussed. Future meetings will deal with the Survey results and developing Goals and Objectives.

E. Plumbing Inspector - After conducting interviews for the Plumbing Inspector, Pat Timlin, our backup plumber, was recommended to be hired at a rate of \$19.14 an hour for 32 hours per week. The Rate of \$19.14 includes the 2% increase for 2016.

M16-10 Board Member Bierlair presented a motion to approve the hiring of Pat Timlin for the position of Plumbing Inspector at a rate of \$19.14, seconded by Board Member Bailey. An "aye" vote was cast by all, motion carried.

F. IRS Mileage Rate - The IRS Mileage Rate approved for reimbursement decreased from 57.5¢ to 54.0¢. Board Member Bierlair presented a motion to approve the new IRS Reimbursement Mileage Rate of 54.0¢, seconded by Board Member Ribelin. An "aye" vote was cast by all, motion carried.

M16-11

VI. OLD BUSINESS:

A. Third and Final Reading - Resolution #15-55b - Revising the Food Service Operations and Food Establishment Operation Fees to Comply with Changes Required by Chapter 3717 of the Ohio Revised Code and Chapters 3701-21 and 901:3-4 of the Ohio Administrative Code. Fees to be Effective February 1, 2016.

M16-12

Board Member Ribelin presented a motion to Accept the Third and Final Reading and adopt Resolution #15-55b, seconded by Board Member Bailey. Vote on the motion is as follows:

Poll:	Board Member Palmer	<u>Yes</u>	Board Member Howard	<u>Absent</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>Absent</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

VII. NEW BUSINESS: None

VIII. BOARD ISSUES AND DISCUSSION: None

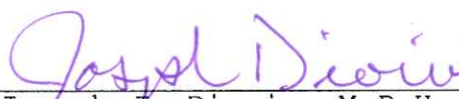
IX. EXECUTIVE SESSION:

M16-13

ADJOURNMENT - A motion was presented by Board Member Bierlair at 8:53 P.M. to adjourn the January 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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