

PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT

BOARD MEETING MINUTES

November 15, 2016

The Portage County Combined General Health District Board of Health met on Tuesday, November 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; 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 J. 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:	Joe Bocchichio Self Willia Bonnes Kent State Student
Advisory Council:	James Deffenbaugh (Absent) Palmyra Township
Media Present:	None

I. APPROVAL OF BOARD OF HEALTH MEETING MINUTES:

Board of Health Meeting Minutes of October 18, 2016 - Board Member Hammar presented a motion to approve the Regular Board of Health Meeting Minutes of October 18, 2016, seconded by Board Member Bailey.

II. ADVISORY COUNCIL - Mr. James Deffenbaugh - (Absent)

III. PUBLIC COMMENT - None

M16-163

V. DISCUSSION REPORTS:

A. Director of Administration & Personnel -

Mrs. Dorothy Filing

1. Personnel Policy - Funeral and Bereavement Leave -

Mrs. Filing explained the change to the Funeral Leave. The Bereavement Leave is an addition to the Personnel Policy.

2. Personnel Policy - Ethics/Conflict of Interest -

Language was added to adopt the Public Health Code of Ethics from the Public Health Leadership Society: Principles of the Ethical Practice of Public Health.

M16-164

Board Member Howard presented a motion to adopt the revisions to the Portage County Health District Personnel Policy, seconded by Board Member Bailey.

Vote on the motion is as follows:

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

Motion carried.

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

1. Resolution #16-66 - Amendment to the 2016 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

M16-165

Board Member Hammar presented a motion to adopt Resolution #16-66 as stated above, seconded by Board Member Cutlip. Vote on the motion is as follows:

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

Motion carried.

2. Resolution #16-67 - A Journal Entry Reversal/ Expense Correction for the Portage County Combined General Health District

M16-166

Board Member Bierlair presented a motion to adopt Resolution #16-67 as stated above, seconded by Board Member Ribelin. Vote on the motion is as follows:

Poll:	Board Member Palmer	<u>Yes</u>	Board Member Cutlip	<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 Howard	<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 presented the revenue and expenditures for October, 2016.

2. Expenditure Report -

a. Ratification of October, 2016 Gas - Board Member Hammar presented a motion to ratify the October 2016 Gas in the amount of \$162.69, seconded by Board Member Howard. Vote on the motion is as follows:

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

M16-168

b. Expenditures - A motion was presented by Board Member Cutlip to pay Batch 4397 for \$24,365.75, Batch 4399 for \$21,681.21, and Batch 4450 for \$23,262.40 for a total amount of \$69,309.36, seconded by Board Member Bierlair. Vote on the motion is as follows:

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

PORTAGE COUNTY HEALTH DISTRICT FINANCIAL REPORT

DATE	DESCRIPTION	GENERAL 8900	GENERAL 6HIVP	GENERAL BODYA	GENERAL HB110	GENERAL HTHED	GENERAL IMMPR	GENERAL NURSE	GENERAL PLUMB	GENERAL POSAL	GENERAL STORM	PHEP 8901	PHEP EBOLA	POOLS 8902
9/30/16	Balance	\$1,478,738.91	(\$1,631.86)	\$487.03	\$81,879.44	\$18,086.38	\$6,984.08	(\$18,462.03)	\$17,419.26	\$13,937.88	\$456,002.30	\$17,881.26	(\$4,124.13)	\$21,943.01
	Revenue	\$5,717.68												
	RE Hinstd Rllbk	\$1,201.81	\$1,623.90		\$100.00	\$600.00		\$31,167.18	\$6,224.00	\$1,555.00		\$23,693.74		
	Tang Person Prop	\$68.01												
	Salaries	(\$47,716.32)	(\$460.80)	(\$22.51)	(\$2,897.00)	(\$754.80)								
	PERS	(\$6,680.33)	(\$64.52)	(\$3.16)	(\$405.59)	(\$105.68)		(\$9,349.98)	(\$3,536.84)	(\$758.00)	(\$10,817.22)	(\$5,603.96)	(\$858.96)	(\$668.80)
	Medicare	(\$663.54)	(\$6.36)	(\$0.30)	(\$39.87)	(\$10.95)		(\$1,309.02)	(\$495.14)	(\$106.12)	(\$1,514.42)	(\$784.54)	(\$120.24)	(\$93.64)
	W/C	(\$405.56)	(\$3.92)	(\$0.20)	(\$24.64)	(\$6.42)		(\$128.94)	(\$50.10)	(\$11.00)	(\$149.32)	(\$78.98)	(\$12.02)	(\$9.28)
	Health Benefits	(\$10,840.95)	(\$84.84)	(\$7.83)	(\$822.84)			(\$79.48)	(\$30.06)	(\$6.44)	(\$91.98)	(\$47.64)	(\$7.30)	(\$5.70)
	Appropriations	(\$11,025.08)	(\$1,735.60)		(\$40.00)			(\$2,538.80)	(\$553.84)		(\$1,420.90)	(\$1,254.44)	(\$179.92)	(\$132.04)
								(\$18,114.35)	(\$466.56)	(\$222.65)	(\$6,395.04)	(\$43.35)		(\$78.51)
10/31/16	Month End Balance	\$1,408,394.63	(\$2,364.00)	\$453.03	\$77,749.50	\$17,808.53	\$6,984.08	(\$18,815.42)	\$18,510.72	\$14,388.67	\$435,613.42	\$33,762.09	(\$5,302.46)	\$20,955.04

DATE	DESCRIPTION	FSD/FE 8903	PRIV WTR 8904	IAP 8905	PARK/CAMP 8906	WAST WTR 8907	MRC 8908	CMH 8910	MCH 8911	MTR CYCLE 8913	SAFE COM 8914	SOLW 8915	LINE TOTALS	MONTHLY TOTALS	YTD TOTALS
9/30/16	Balance	\$83,685.29	\$27,824.69	\$10,405.84	\$16,544.12	\$64,913.50	\$16,901.53	\$58,646.83	\$40,260.11	\$20,875.88	\$18,342.77	\$275.76			\$2,490,460.85
	Revenue	\$1,128.00	\$8,979.00			\$18,275.00					\$7,062.96	\$46,818.00	\$152,944.46		
	RE Hmstd Rllbk												\$1,201.81		
	Tang Person Prop												\$68.01	\$154,214.28	
	Salaries														
	PERS	(\$15,630.50)	(\$2,802.60)	(\$1,506.47)	(\$1,081.96)	(\$8,302.08)		(\$3,662.42)	(\$345.95)		(\$1,043.90)	(\$2,877.21)	(\$120,698.28)		
	Medicare	(\$2,188.25)	(\$392.34)	(\$210.90)	(\$151.46)	(\$1,162.30)		(\$512.74)	(\$48.43)		(\$146.15)	(\$402.82)	(\$16,897.79)		
	W/C	(\$213.42)	(\$39.62)	(\$20.12)	(\$14.94)	(\$117.68)		(\$51.86)	(\$9.01)		(\$14.78)	(\$39.42)	(\$1,677.51)		
	Health Benefits	(\$132.88)	(\$23.86)	(\$12.80)	(\$9.20)	(\$70.56)		(\$31.14)	(\$2.94)		(\$8.87)	(\$24.44)	(\$1,026.03)		
	Appropriations	(\$3,133.50)	(\$490.52)	(\$631.90)	(\$208.02)	(\$1,272.65)		(\$30.28)			(\$151.21)	(\$814.95)	(\$25,069.43)		
		(\$1,065.00)	(\$4,077.42)	(\$385.36)	(\$144.72)	(\$1,514.21)		(\$50.76)	(\$6,596.71)	(\$3,783.50)	(\$1,350.00)	(\$139.26)	(\$57,228.08)		
														(\$222,597.12)	
10/31/16	Month End Balance	\$62,449.74	\$28,977.33	\$7,638.29	\$14,933.82	\$70,749.01	\$16,901.53	\$53,807.63	\$33,261.07	\$17,092.38	\$22,690.82	\$42,795.66			\$2,422,109.11
	Total Revenue Monthly					\$154,214.28			Total Revenue YTD			\$2,754,656.69			
	Total Expense Monthly					(\$222,597.12)			Total Expense YTD			(\$2,276,740.40)			

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

a. Becky Lehman, M.P.H., will attend Future of
Vaccines.

Date: November 16, 2016

Location: 201 Park Center Drive
Wadsworth, OH

Mileage: 54 miles @ 54¢ per mile = \$29.16

Meals: 1 meal @ \$15.00 = \$15.00

Registration: \$75.00

Travel and expenditure not to exceed \$125.00.

b. Mary Helen Smith, M.P.H., will attend the OEHA
Monthly Executive Board meeting.

Date: November 17, 2016

Location: Franklin County Health District
280 East Broad Street
Columbus, OH

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

Meals: 1 meal @ \$10 = \$12.00 (+20% tip)

Travel and expenditures not to exceed \$185.50.

c. Rosemary Ferraro, M.S.N., will attend Answer to
Questions Regarding Children with Medical Handicaps
and Managed Care.

Date: November 21, 2016

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

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

Meals: 1 meal @ \$15.00 = \$15.00

Travel and expenditure not to exceed \$180.00.

- d. Kerry McKeen, R.N., will attend Answer to Questions Regarding Children with Medical Handicaps and Managed Care.

Date: November 21, 2016

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

Mileage: 16 miles @ 54¢ per mile = \$8.64

Meals: 1 meal @ \$15.00 = \$15.00

Travel and expenditure not to exceed \$30.00.

- e. Mary Helen Smith, M.P.H., will attend the OEHA Monthly Executive Board meeting.

Date: December 15, 2016

Location: Franklin County Health District
280 East Broad Street
Columbus, OH

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

Meals: 1 meal @ \$10 = \$12.00 (+20% tip)

Travel and expenditures not to exceed \$185.50.

116-169

A motion was presented by Board Member Hammar 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. Amos Sarfo, R.S., attended Leadership Essentials for Health District Success.

Date: October 18-19, 2016

Location: AOHC Office

110A Northwoods Blvd.

Columbus, OH

Mileage: 52 miles @ 54¢ per mile = \$28.08

Meals: 1 meal \$20.00 = \$20.00

Registration: \$285.00

Lodging: Sheraton Suites Columbus

201 Hutchinson Avenue

Columbus, OH

Lodging Cost: (Included in Registration)

Travel and expenditures not to exceed \$333.08.

- b. Mary Helen Smith, M.P.H., will attend the OEHA Monthly Executive Board meeting.

Date: October 20, 2016

Location: Franklin County Health District

280 East Broad Street

Columbus, OH

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

Meals: 1 meal @ \$10 = \$12.00 (+20% tip)

Travel and expenditures not to exceed \$185.50.

- c. Becky Lehman, M.P.H., attended MOBI/TIES Training.

Date: November 2, 2016

Location: 15471 Royalton Road

Strongsville, OH

Mileage: 78 miles @ 54¢ per mile = \$42.12

Travel and expenditures not to exceed \$45.00.

d. Sherry Halas, R.N., attended MOBI Regional Training-Reminder & Recall Intervention.

Date: November 2, 2016

Location: Holiday Inn

15471 Royalton Road

Strongsville, OH

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

Travel and expenditures not to exceed \$50.00.

e. Bridget Rinehart, Stormwater Clerk, attended AOHC New Employee training.

Date: November 4, 2016

Location: Delaware Cty Bd of Dev Disabilities

7991 Columbus Pike

Columbus, OH

Mileage: (Riding with Anne Adkins, R.N.)

Meals: 1 meal @ \$15.00 = \$15.00

Registration: \$75.00

Travel and expenditures not to exceed \$95.00.

M16-170

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

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

M16-171

5. Exhibit C - Filing System - Board Member Hammar presented a motion to approve the expense of \$1,496 for a filing system, seconded by Board Member Howard. Vote on the motion is as follows:

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

6. Salary Range - Mrs. Stall and Mr. Diorio reviewed the salary range from a year ago that included a revision and addition of two positions.

Board Member Bierlair presented a motion to adopt the revised Salary Range as presented, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

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

1. Communicable Disease Report - Mrs. Ferraro presented the monthly Report.

2. Nursing Division Monthly Report - Mrs. Ferraro gave updates on nursing grants and Quality Improvement teams.

3. Flu Clinics - Mrs. Ferraro reported they have given 826 flu shots.

4. Susie Forgacs, R.N., is a member of the Incident Response Team which was highlighted in the Mental Health and Recovery Board newsletter.

E. Health Education and Promotion Report -

Becky Lehman, M.P.H., Director

1. Health Education and Promotion Report - Mrs. Lehman informed the Board of activities for the month of October including Project Dawn, the Opioid Presentation, the Open House, and Performance Management.

2. Permission to Advertise and Hire a Full-time Health Educator - Board Member Bierlair presented a motion to Advertise and Hire a Full-time Health Educator at \$18/hour, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

M16-172

M16-173

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.

Mrs. Smith noted the Private Water, Waste Water and
Storm Water programs are as busy as ever.

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. The Report no longer
includes Aurora and Streetsboro.

6. Environmental Monthly Report - Mrs. Smith updated the
Board on Environmental activities.

a. Two sanitarians attended the 2016 NWOEHA Fall
Conference and provided a summary.

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

A. Staff Meeting Minutes October 20, 2016 - Minutes were
included in the Board packet for the Board's review.

VII. OLD BUSINESS:

A. First Reading - Tabled Resolution #16-64 - 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, 2017

M16-174 Board Member Howard presented a motion to Remove from the
Table Resolution #16-64, seconded by Board Member Ribelin.
An "aye" vote was cast by all, motion carried.

Mrs. Smith gave an in-depth review of the fee cost
methodology. The Public Hearing is scheduled for Friday,
December 16th in the first floor Community Room. Board
Members asked questions and discussed the fees.

M16-175 Board Member Howard presented a motion to Accept the First
Reading of Resolution #16-64 as presented above, seconded
by Board Member Bailey. An "aye" vote was cast by all,
motion carried.

VIII. NEW BUSINESS:

A. Health District Space - Mr. Diorio updated the Board on
options for future space usage by the Health District.

B. Auditor End-of-Year - Mrs. Stall informed the Board that
the last day for bills to be paid is December 19th which
is the day before our December Board meeting. Different
alternatives were discussed. Board Member Howard

M16-176 presented a motion to Authorize the Finance Director to
pay the bills on or before the Auditor End-of-Year and
said bills will be ratified at the December 20, 2016 Board
meeting, seconded by Board Member Cutlip. Vote on the
motion is as follows:

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

IX. BOARD ISSUES AND DISCUSSION: None


X. EXECUTIVE SESSION:

M16-177

ADJOURNMENT - A motion was presented by Board Member Bailey at 8:17 P.M. to adjourn the October 18, 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., M.S., R.S.
Health Commissioner

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