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
• _	Willa Bonnes Kent State Student
Advisory Council:	James Deffenbaugh (Absent) Palmyra Township
Media Present:	None
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M16-163

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

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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.

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:

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

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	Yes	Board Member Cutlip	Yes
	Board Member Bailey	Yes	Board Member Minott	<u>Absent</u>
,	Board Member Hammar	Yes	Board Member Bierlair	<u>Yes</u>
	Board Member Howard Motion carried.	Yes	Board Member Ribelin	Yes

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

M16 - 164

M16 - 165

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

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M16-166	J	Board Member Bierlair presented a motion to adopt	2
110 100		Resolution #16-67 as stated above, seconded by Board	3
		Member Ribelin. Vote on the motion is as follows:	4
	Poll: B	oard Member Palmer Yes Board Member Cutlip Yes and Member Bailey Yes Board Member Minott Absent	5 6
	• . В	oard Member Hammar Yes Board Member Bierlair Yes	
		oard Member Howard $\underline{ ext{Yes}}$ Board Member Ribelin Yes otion carried.	7
			8
	C. Fina	ncial and Expenditure Reports - Mrs. Debra Stall,	9
	••	Director of Finance	10
	1. I	Financial Report - Mrs. Stall presented the revenue and	11
	•	expenditures for October, 2016.	12
	•		13
	.2. I	Expenditure Report -	14
	ć	a. Ratification of October, 2016 Gas - Board Member	15
M16-167		Hammar presented a motion to ratify the October	
		2016 Gas in the amount of \$162.69, seconded by	16
	**************************************	Board Member Howard. Vote on the motion is as	17
	•	follows:	18
		oard Member Palmer Yes Board Member Cutlip Yes oard Member Bailey Yes Board Member Minott Absent	19
		oard Member Hammar Yes Board Member Bierlair Yes	20
		oard Member Howard Yes Board Member Ribelin Yes	21
			22
M16-168	ŀ	. Expenditures - A motion was presented by Board	23
.110 100		Member Cutlip to pay Batch 4397 for \$24,365.75,	24
		Batch ,4399 for \$21,681.21, and Batch 4450 for	25
	• •	\$23,262.40 for a total amount of \$69,309.36,	
	•	seconded by Board Member Bierlair. Vote on the	26
	***	motion is as follows:	27
	Poll: Bo	pard Member Palmer Yes Board Member Cutlip Yes Pard Member Bailey Yes Board Member Minott Absent	28
		pard Member Hammar Yes Board Member Bierlair Yes	29
	Во	pard Member Howard Yes Board Member Ribelin Yes	30
	IMC		31
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PORTAGE COUNTY HEALTH DISTRICT FINANCIAL REPORT

DATE DE	DESCRIPTION	GENERAL	GENERAL	GENERAL	GENERAL	GENERA!	CENICOAI	1407180	100000					,
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			DUINE	BUDYA	HB110	нтнер	IMMPR	NURSE	PLUMB	POSAL	STORM.	8901	FROI A	COBX
										-				700
9/30/16 Balance	alance	\$1,478,738,91	(\$1.631.86)	\$487 D3	\$21 970 AA	00.000	0000							
			(222-22(-1)	20:101	***:0/20¢	5±6,080.38	\$6,984.08	(518,462.03)	\$17,419.26	\$13,937.88	\$456,002.30	\$17,881.26	(\$4,124.13)	\$21,943.01
10	-				•			•					-	
ž.	nevenue :	\$5,717.68	\$1,623.90	,.	\$100.00	\$600.00		421 157 19	\$6 224 DO	200				
RE	RE Hmstd Rllbk	\$1,201.81						מדייותולדה ה	50,474.00	00.255,1¢	•	\$23,693.74	-	
Ta	Tang Person Prop	\$68.01										-		-
					-		.							
												-		
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1.1	CUT	(\$6,080,33)	(\$64.52)	(\$3.16)	(\$405.59)	(\$105.68)		(\$1 309 02)	(לעסב זעו)	(640640)	160 600	(4	(2000 t)	(2000)
Σ	Medicare	(\$663,54)	(\$6.36)	(40.30)	1620 071	(640 05)		(70.00.07)	(+1-00+4)	(7T'00T¢)	(57,514.42)	(\$784.54)	(\$120.24)	(\$93.64)
*	W/C	(\$406 56)	(60.04)	L	(403.07)	(\$70.95)		(\$128.94)	(\$50.10)	(\$11.00)	(\$149.32)	(\$78.98)	(\$12.02)	(\$9.28)
Ĭ	Haplth Repofits	(00.00-4)		(20.20)	(\$24.64)	(\$6.42)		(\$79.48)	(\$30.06)	(\$6.44)	(\$91.98)	(\$47.64)	(\$7,30)	(\$5.70)
		(CE'0+0'0"+)	(584.84)	(57.83)	(\$822.84)			(\$2,538.80)	(\$553,84)		(\$1,420,90)	(\$1.250.00)	(¢170 02)	(00 (043)
Ā	Appropriations	(\$11,025.08)	(\$1,735.60)		(\$40.00)			(\$18.114.25)	(בעפט בפו	(4000 000)	(00.001,01)	(4-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	(25.575)	(3727.04)
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1 2 / 2 / 2	יים יים אין המוסוורב	7T,400,334.53	(\$4,364.00)	\$453.03	577,749.50	\$17,808.53	\$6,984.08	(\$18.815.42)	\$18,510.77	\$14 388 67	\$435 613 A2	\$22.767.00	(26 202 32)	200000
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	Y.'. YTD	TOTALS		\$2 AQD AGD OF	44,400,400.00	•			,	28									12)	144)	\$2 422 100 11	TT-60+'77+'75			
	MONTHLY	TOTALS								\$154,214.28									(4222 507 12)	100000000000000000000000000000000000000					
1	LINE	TOTALS					\$152,944.46	\$1,201.81	\$68.01			(\$120,698.28)	(\$16.897.79)	(ביייייייייייייייייייייייייייייייייייי	(\$1,677.51)	(\$1,026.03)	(\$75,050,72)	(\$57.728.08)	(2000-1004)					52,/54,656.69	(\$2.276.740.40)
741.00	SOLW	8915		\$275.76			\$46,818.00					(\$2,877.21)	(\$402.82)	(400 - 41)	(\$39.42)	(\$24.44)	(\$814 95)	(\$139.26)			\$42,795.66		1	\$2,754	152 276
CACT TORA	SAFE COIVI	8914		\$18,342.77		,	\$7,062.96		•			(51,043.90)	(\$146,15)	104 6 200)	(\$14.78)	(\$8.87)	(\$151.21)	50			\$22,690.82				
MTR CVCI E	יאווי כוכויו	8913		\$20,875.88														(\$3,783.50)			\$17,092.38		OTV of	20.0	ie YTD
MOM	5	8911	_	\$40,260.11				- Indian				(55.545.55)	(\$48.43)	(\$2.04)	(10.00)	(\$2.94)		(\$6,596.71)			\$33,261.07		Total Percent	ו סרמז ועם אבו ו	Total Expense YTD
CMH	4500	8910		\$58,646,83					, ,		(42 552 42)	(24,200,04)	(\$512.74)	(\$51.86)	(00:704)	(\$31.14)	(\$530.28)	(\$50.76)			\$53,807.63				17.
MRC	0000	8908		\$16,901.53																	\$16,901.53		214.28	100	(71.16
WAST WTR	2007	/050		\$64,913.50		\$18 275 00	חיים אימיה				(\$8.302.08)		2	(\$117.68)		:	(\$1,272.65)	(\$1,514.21)			\$70,749.01		\$154.7	, 4400	(5777)
PARK/CAMP	8908	3	L	\$16,544.12							(\$1,081.96)	<u>_</u>		(\$14.94)		3	(\$208.02)	(\$144.72)			\$14,933.82				
IAP	8905			\$10,405.84		٠.					 (\$1,506.47)	(4210.00)	(DEIOTZE)	(\$20.12)	(\$17.80)	יליכים מסיילי	(DETEQS)	(\$385.36)			\$7,638.29		e Monthly	a Monthly	C III CIIII A
PRIV WTR	8904		401	\$27,824.69		\$8,979.00					(\$15,630.50) (\$2,802.60)	(4397 21)	(+0.2004)	(539.62)	(\$23.86)	(6400 00)	(70.004-6)	(\$4,077.42)			528,977.33		Total Revenue Monthly	Total Expense Monthly	
FSO/FE	8903		00 000	565,085.29		\$1,128.00					(\$15,630.50)	(\$2.188.25)	(40,40	(57.73.42)	(\$132.88)	(\$3 133 EN)	יייי ייייייייייייייייייייייייייייייייי	(00.co0,±¢)		1 200	\$52,449.74				
DATE DESCRIPTION			9/30/16 Balanca			Revenue :	RE Hmstd Rllbk	Tang Person Prop			Salaries :	PERS	Madibara		W/C	Health Benefits	1400000	SILO IN INCIDA		10/31/16 Month Ford Page	ביל ביל דה ואוסוותו בוום פמשטכה				

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

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à.	Exl	nibit A - Tra	vel and Expenditures that Occur After	2 3
	Воа	ard Meetings		
	a.	Becky Lehma	n, M.P.H., will attend Future of	4
		Vaccines.		5
		Date:	November 16, 2016	6
		Location:	201 Park Center Drive	7
ē			Wadsworth, OH	8
		Mileage:	54 miles @ 54¢ per mile = \$29.16	9
	2	Meals:	1 meal 0 $$15.00 = 15.00	10
		Registration		11
		Travel and ex	spenditure not to exceed \$125.00.	12
,.	b.	e la companya di managana di m	Smith, M.P.H., will attend the OEHA	13
			itive Board meeting.	14
		Date:	November 17, 2016	15
		Location:	Franklin County Health District	16
			280 East Broad Street	17
			Columbus, OH	18
		Mileage:	290 miles @ 54¢ per mile = \$156.60	19
		Meals:	1 meal @ \$10 = \$12.00 (+20% tip)	20
		Travel and ex	spenditures not to exceed \$185.50.	21
		В	M.C.N. will attend Answer to	
	c.		raro, M.S.N., will attend Answer to garding Children with Medical Handicaps	22
21				23
		and Managed C	November 21, 2016	24
		Location:	State Library	25
· .		HOCACION.	274 E. 1 st Street	26
			Columbus, OH	27
		Mileage:	286 miles @ 54¢ per mile = \$154.44	28
÷ '		Meals:	1 meal $@$ \$15.00 = \$15.00	29
		•	penditure not to exceed \$180.00.	30
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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.

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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.

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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.

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4. Exhibit B - Ratification of Travel & Expenditures that Occur Before the Board Meeting

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416-169

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	Amos Carfo	R.S., attended Leadership Essentials	2
а.		strict Success.	3
	Date:	October 18-19, 2016	4
	Location:	AOHC Office	5
		110A Northwoods Blvd.	6
:		Columubus, OH	7
	Mileage:	52 miles @ 54¢ per mile = \$28.08	8
	Meals:	1 meal $$20.00 = 20.00	9
	Registration:	\$285.00	10
	Lodging:	Sheraton Suites Columbus	11
		201 Hutchinson Avenue	
. :		Columbus, OH	12
	- -	(Included in Registration)	13
	Travel and ex	penditures not to exceed \$333.08.	14
		THE STATE OF THE S	15
b.	• • •	Smith, M.P.H., will attend the OEHA	16
		tive Board meeting.	17
;	Date:	October 20, 2016 Franklin County Health District	18
	Location:	280 East Broad Street	19
		Columbus, OH	20
	Mileage:	290 miles @ 54¢ per mile = \$156.60	21
	Meals:	1 meal @ \$10 = \$12.00 (+20% tip)	22
:		penditures not to exceed \$185.50.	23
		•	24
c.	Becky Lehman,	M.P.H., attended MOBI/TIES Training.	
	Date:	November 2, 2016	25
	Loçation:	15471 Royalton Road	26
		Strongsville, OH	27
	Mileage:	78 miles @ 54¢ per mile = \$42.12	28
	Travel and exp	penditures not to exceed $$45.00$.	29
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<u>Yes</u>

Board Member Ribelin

Board of Health Meeting Minutes (Cont'd) November 15, 2016	
NOVEMBEL 13, 2010	1
d. Sherry Halas, R.N., attended MOBI Regional	2
d. Sherry Halas, R.N., attended MOBI Regional Training-Reminder & Recall Intervention.	3
Date: November 2, 2016	4
Location: Holiday Inn	5
15471 Royalton Road	6
Strongsville, OH	7
Mileage: 68 miles @ 54¢ per mile = \$36.72	8
	9
Travel and expenditures not to exceed $$50.00$.	10
e. Bridget Rinehart, Stormwater Clerk, attended AOHC	11
e. Bridget Rinenart, Stormwater Crerk, attended None New Employee training.	12
Date: November 4, 2016	13
Location: Delaware Cty Bd of Dev Disabilities	14
7991 Columbus Pike	15
Columbus, OH	16
Mileage: (Riding with Anne Adkins, R.N.)	17
Meals: 1 meal @ $$15.00 = 15.00	18
Registration: \$75.00	19
Travel and expenditures not to exceed \$95.00.	20
Daniel Mambar Bierlair to	21
A motion was presented by Board Member Bierlair to permit said stated approved expenditures, seconded by	22
Board Member Cutlip. Vote on the motion is as follows:	23
Poll: Board Member Palmer Yes Board Member Cutlip Yes	24
Board Member Bailey Yes Board Member Minott Absent Board Member Hammar Yes Board Member Bierlair Yes	25
Board Member Howard Yes Board Member Ribelin Yes Motion carried.	26
PROCEOU CAREFOCA.	27
5. Exhibit C - Filing System - Board Member Hammar	28
presented a motion to approve the expense of \$1,496	29
for a filing system, seconded by Board Member Howard.	30
Vote on the motion is as follows:	
Poll: Board Member Palmer Yes Board Member Cutlip Yes Board Member Bailey Yes Board Member Minott Absent Board Member Hammar Yes Board Member Bierlair Yes Board Member Hammar Yes Board Member Bierlair Yes Board Member Bierlair Yes	31 32

Yes

Board Member Howard Motion carried.

M16-170

416-171

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

> 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.

M16 - 172

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
 - Health Education and Promotion Report Mrs. Lehman ·1. informed the Board of activities for the month of Opioid Project Dawn, the including October Performance 0pen House, and the Presentation, 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.

116-173

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February 1, 2017

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	F.	Environmental Reports - Mary Helen Smith, M.P.H., C.P.H.,	2
		R.S., R.E.H.S	3
		Director of Environment Health	4
		1. Solid Waste Report - The Solid Waste Report was	5
		accepted as submitted.	6
		The Environmental Report Was	7
		2. Environmental Report - The Environmental Report was	
		accepted as submitted.	8
		3. Stormwater Report - The Stormwater Report was accepted	9
		as submitted.	10
		Mrs. Smith noted the Private Water, Waste Water and	11
		Storm Water programs are as busy as ever.	12
		Storm water programs are as sas, as over	13
		4. Food Safety Program Report - The Food Safety Program	14
		Report was accepted as submitted.	15
		5. Plumbing Inspections Report - The Plumbing Inspections	16
		Report was accepted as submitted. The Report no longer	17
	-	includes Aurora and Streetsboro.	18
			19
	•	6. Environmental Monthly Report - Mrs. Smith updated the	20
	,	Board on Environmental activities.	21
		a. Two sanitarians attended the 2016 NWOEHA Fall Conference and provided a summary.	22
		Conference and provided a summary.	23
VI.	неа	LTH COMMISSIONER: Joseph Diorio, M.P.H., M.S., R.S.	24
V 1 •		Health Commissioner	25
	Α.	Staff Meeting Minutes October 20, 2016 - Minutes were	26
		included in the Board packet for the Board's review.	27
			28
VII.	OLD	BUSINESS:	29
	Α.	First Reading - Tabled Resolution #16-64 - Revising the	30
		Food Service Operations and Food Establishment Operation	
		Fees to Comply with Changes Required by Chapter 3717 of	31
		the Ohio Revised Code and Chapters 3701-21 and 901:3-4 of	32
		the Ohio Administrative Code. Fees to be Effective	

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

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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.

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

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M16 - 175

116-176

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.

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VIII. NEW BUSINESS:

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

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

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motion is as follows:

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Poll:	Board Member					Cutlip Minott	Absent Absent
	Board Member Board Member	Hammar	Yes	Board	Member	Bierlair Ribelin	<u>Yes</u> Absent

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Motion carried.

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BOARD ISSUES AND DISCUSSION: None IX.

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

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 oseph J. Diorio, M.P.H., M.S., R.S.

Health Commissioner

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