

PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT

BOARD MEETING MINUTES

January 17, 2017

The Portage County Combined General Health District Board of Health met on Tuesday, January 17, 2017, 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; Mrs. Lucy Ribelin, Member

Board Members Absent: Dr. Howard Minott, Member; Ms. Amy Hammar, Member; Mr. Robert Howard, 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: Bridget Rinehart PCHD Clerk

Advisory Council: James Deffenbaugh Palmyra Township

Media Present: None

I. APPROVAL OF BOARD OF HEALTH MEETING MINUTES:

Board of Health Meeting Minutes of December 20, 2016 - Board Member Ribelin presented a motion to approve the Regular Board of Health Meeting Minutes of December 20, 2016, seconded by Board Member Cutlip.

II. ADVISORY COUNCIL - Mr. James Deffenbaugh - No report.

III. PUBLIC COMMENT - None

IV. DISCUSSION REPORTS:

A. Director of Administration & Personnel -

Mrs. Dorothy Filing

1. 2017 IRS Mileage Reimbursement Rate - Mrs. Filing informed the Board that the IRS lowered the 2017 mileage reimbursement rate to 53.5¢ from 54¢ in 2016.

M17-02

Board Member Bierlair presented a motion to adopt the IRS 2017 Mileage Reimbursement Rate of 53.5¢, seconded by Board Member Bailey. An "aye" vote was cast by all, motion carried.

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

1. Resolution #17-01 - Acceptance of Then and Now Certifications for Payment

2. Resolution #17-02 - Acceptance of Then and Now Certifications for Payment

M17-03

Board Member Ribelin presented a motion to adopt Resolutions #17-01 and #17-02 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>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Absent</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

3. Resolution #17-03 - Amendment to the 2017 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

M17-04

Board Member Cutlip presented a motion to adopt Resolution #17-03 as stated above, 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>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Absent</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

4. Resolution #17-04 - A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District

M17-05

Board Member Cutlip presented a motion to adopt Resolution #17-04 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>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Absent</u>	Board Member Ribelin	Yes

Motion carried.

5. Resolution #17-05 - A Journal Entry Cash Advance for the Portage County Combined General Health District

M17-06

Board Member Bierlair presented a motion to adopt Resolution #17-05 as stated above, 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>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Absent</u>	Board Member Ribelin	Yes

Motion carried.

6. Resolution #17-06 - The Board of Health of the Portage County Combined General Health District Gives the Health Commissioner Authority to Approve Payment of Normal Monthly Expenditures and Such Action Shall be Ratified by the Board of Health at the Next Regular Board of Health Meeting

M17-07

Board Member Bierlair presented a motion to adopt Resolution #17-06 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>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Absent</u>	Board Member Ribelin	Yes

Motion carried.

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

1. Financial Report - Mrs. Stall presented the revenue and expenditures for December, 2016. The carryover for 2016 is \$2,243,412.30.

2. Expenditure Report -

a. Ratification of January Expenditures - Board Member Cutlip presented a motion to ratify Batch 74 for \$1,666.42 and Batch 75 for \$22,289.48 for a total amount of \$23,955.90, 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>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Absent</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

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

a. Becky Lehman, M.P.H., will attend Community Strategic Planning & Preparing for Normal & Crisis.

Date: January 20, 2017

Location: Franklin County

855 W. Mound Street

Columbus, OH

Mileage: 265 miles @ 53.5¢ per mile = \$141.78

Registration: \$75.00

Travel and expenditure not to exceed \$230.00.

b. Debra Stall, will attend the Fiscal Officers meeting.

Date: January 27, 2017

Location: Stark County Health District

3951 Convenience Circle NW

Canton, OH

Mileage: 71 miles @ 53.5¢ per mile = \$37.99

Travel and expenditures not to exceed \$45.00.

M17-08

- c. Dan Robinson, Plumbing Inspector, will attend Ohio Association of Plumbing Inspectors.

Date: March 5-8, 2017

Location: Embassy Suites

5100 Upper Metro Place

Dublin, OH

Mileage: 284 miles @ 53.5¢ per mile = \$151.94

Meals: 3 meals @ \$20.00 = \$60.00

Registration: \$250.00

Lodging: Embassy Suites

5100 Upper Metro Place

Dublin, OH

Lodging Cost: 2 nights @ \$122 per night = \$244.00

CEUs: 15.0

Travel and expenditures not to exceed \$776.53.

M17-09

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

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

- a. Jessica Offineer, R.S., attended Food Safety Roundtable-Ethnic Food Training.

Date: December 15, 2016

Location: Medina County Board of Health

4800 Ledgewood Drive

Medina, OH

Mileage: 85 miles @ 54¢ per mile = \$45.90

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

CEUs: 2.5

Travel and expenditures not to exceed \$70.00.

- b. Justin Rechichar, M.P.H., attended Food Safety Roundtable-Ethnic Food Training.

Date: December 15, 2016
Location: Medina County Board of Health
4800 Ledgewood Drive
Medina, OH

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

CEUs: 2.5

Travel and expenditures not to exceed \$15.00.

- c. Ali Mitchell returned car seat tent to Rainbow Babies Hospital.

Date: January 6, 2017
Location: UH Rainbow Babies Hospital
2121 Adelbert Road
Cleveland, OH

Mileage: 59.6 miles @ 54¢ per mile = \$32.18

Travel and expenditures not to exceed \$35.00.

M17-10

A motion was presented by Board Member Ribelin 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 Cutlip	<u>Yes</u>
	Board Member Bailey	<u>Yes</u>	Board Member Minott	<u>Absent</u>
	Board Member Hammar	<u>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Absent</u>	Board Member Ribelin	<u>Yes</u>
	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. There has been an increase in flu cases.

2. Nursing Division Monthly Report - Mrs. Ferraro gave updates on meetings and presentations especially the Introduction to Descriptive Epidemiology and Outbreak Investigation Report which follows.

3. Introduction to Descriptive Epidemiology - Marguerite Erme, Summit County Public Health - Included in the Board packet for their review.
 4. Outbreak Investigation Report - Included in the Board packet for their review.
 5. OPHA Public Health Nurse Conference - December 12 & 13, 2016 - Rose Ferraro, M.S.N., R.N., and Susie Forgacs, B.S.N., R.N. - Included in the Board packet for their review.
- 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 December highlighting Project Dawn, the car seat program, HTV, Access to Care, and Safe Communities.
 2. Health Education New Employee Update - We received 104 applications for the position. Interviews were held the first two weeks of January. Mrs. Lehman recommended Elissa Praser to be offered the Health Educator position.
- Board Member Ribelin presented a motion to accept Elissa Praser as the candidate to be offered the Health Educator position, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.
- At this time, Board Member Ribelin asked questions about an Epidemiologist and Food Inspections. Discussion regarding the topics followed.

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. Mrs. Smith commented that the sanitarians have received positive feedback from the Customer Feedback Survey.
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.

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

- A. Staff Meeting Minutes December 22, 2016 - Minutes were included in the Board packet for the Board's review.
- B. Retirement Letter of Dr. Raub, Medical Director - Mr. Diorio informed the Board that three resumes had been received, with the deadline being January 20th. All resumes will be transmitted to the Board members for their review. Dr. Raub has expressed his willingness to be available for Medical Director consultation pending the new Medical Director placement.

M17-12

Board Member Ribelin presented a motion to accept with regret the Retirement of Dr. Raub, Medical Director, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

VII. OLD BUSINESS:

- A. Third and Final Reading - Resolution #16-64B - 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

M17-13

Board Member Cutlip presented a motion to Accept the Third and Final Reading and adopt Resolution #16-64B as presented above, 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>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Absent</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

- B. Resolution #17-07 - A Resolution Authorizing the Portage County Combined General Health District to Enter into the 2017 Water Pollution Control Loan Fund Agreement for the Repair and/or Replacement of Household Sewage Treatment Systems

M17-14

Board Member Cutlip presented a motion to adopt Resolution #17-07 as stated above, 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>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Absent</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

VIII. NEW BUSINESS:

- A. Resolution #17-08 - The Portage County Board of Health Acceptance to Enter into a Service Agreement Between the Portage County Combined General Health District and Richardson Animal Hospital for the Purpose of Preparation of Animals for Rabies Testing

M17-15

Board Member Bierlair presented a motion to adopt Resolution #17-08 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>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Absent</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

- B. Resolution #17-09 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Don Calvert to Provide Motorcycle Classes.
- C. Resolution #17-10 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Sheri Richards to Provide Motorcycle Classes.
- D. Resolution #17-11 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Joseph Boal to Provide Motorcycle Classes.
- E. Resolution #17-12 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Ken Rayl to Provide Motorcycle Classes.
- F. Resolution #17-13 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Mike Costello to Provide Motorcycle Classes.
- G. Resolution #17-14 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and James D. Dawson to Provide Motorcycle Classes.

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- H. Resolution #17-15 - The Portage County Board of Health
Acceptance of the Agreement for Independent Contractor
Services Between the Portage County Combined General Health
District and Jim Kestel to Provide Motorcycle Classes.
- I. Resolution #17-16 - The Portage County Board of Health
Acceptance of the Agreement for Independent Contractor
Services Between the Portage County Combined General Health
District and Cathy Gustafson to Provide Motorcycle Classes.
- J. Resolution #17-17 - The Portage County Board of Health
Acceptance of the Agreement for Independent Contractor
Services Between the Portage County Combined General Health
District and Marybeth Sullivan to Provide Motorcycle
Classes.
- K. Resolution #17-18 - The Portage County Board of Health
Acceptance of the Agreement for Independent Contractor
Services Between the Portage County Combined General Health
District and Kenneth Hudnall to Provide Motorcycle Classes.
- L. Resolution #17-19 - The Portage County Board of Health
Acceptance of the Agreement for Independent Contractor
Services Between the Portage County Combined General Health
District and Matt Noll to Provide Motorcycle Classes.
- M. Resolution #17-20 - The Portage County Board of Health
Acceptance of the Agreement for Independent Contractor
Services Between the Portage County Combined General Health
District and Josee Boal to Provide Motorcycle Classes.
- N. Resolution #17-21 - The Portage County Board of Health
Acceptance of the Agreement for Independent Contractor
Services Between the Portage County Combined General Health
District and Dale Crutchman to Provide Motorcycle Classes.

O. Resolution #17-22 - The Portage County Board of Health
Acceptance of the Agreement for Independent Contractor
Services Between the Portage County Combined General Health
District and Sherry L. Hill to Provide Motorcycle Classes.

P. Resolution #17-23 - The Portage County Board of Health
Acceptance of the Agreement for Independent Contractor
Services Between the Portage County Combined General Health
District and Tim Graichen to Provide Motorcycle Classes.

Q. Resolution #17-24 - The Portage County Board of Health
Acceptance of the Agreement for Independent Contractor
Services Between the Portage County Combined General Health
District and MaryKaye Speckhart to Provide Motorcycle
Classes.

R. Resolution #17-25 - The Portage County Board of Health
Acceptance of the Agreement for Independent Contractor
Services Between the Portage County Combined General Health
District and Nicole Waldren to Provide Motorcycle Classes.

M17-16

Board Member Cutlip presented a motion to adopt Resolution
#17-09-#17-25 as stated above, 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>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Absent</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

S. Resolution #17-26 - The Portage County Board of Health
Acceptance of the Services Agreement Between Kent State
University Nutrition Outreach Program/Natalie Caine-Bish,
Ph.D., Associate Professor, and the Portage County
Combined General Health District

M17-17

Board Member Bierlair presented a motion to adopt Resolution #17-26 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>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Absent</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

T. Resolution #17-27 - The Portage County Board of Health Acceptance to Enter into Agreement for Consulting Services for the Child and Family Health Services Grant Between Summit County Health District and the Portage County Health District

M17-18

Board Member Ribelin presented a motion to adopt Resolution #17-27 as stated above, 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>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Absent</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

IX. BOARD ISSUES AND DISCUSSION: None

X. EXECUTIVE SESSION:

M17-19

ADJOURNMENT - A motion was presented by Board Member Cutlip at 8:30 P.M. to adjourn the January 17, 2017 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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