

PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT

BOARD MEETING MINUTES

September 20, 2016

The Portage County Combined General Health District Board of Health met on Tuesday, September 20, 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; Dr. Howard Minott, Member; Mr. James Bierlair, Member; Mr. Robert Howard, Member; Mrs. Lucy Ribelin, Member
Board Members Absent:	Ms. Amy Hammar, 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:	Emily Eichhorn Kent State University Anne Adkins PH Nurse Julie Klusty PT Medical Biller
Advisory Council:	James Deffenbaugh Palmyra Township
Media Present:	None

I. APPROVAL OF BOARD OF HEALTH MEETING MINUTES:

Board of Health Meeting Minutes of August 16, 2016 - Board Member Howard noted that he abstained from approving the Board Meeting Minutes of July 19, 2016 as he was not in attendance at that meeting. Board Member Howard presented a motion to approve the Regular Board of Health Meeting Minutes of August 16, 2016 as corrected, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

II. NEW EMPLOYEE INTRODUCTIONS: Rose Ferraro, M.S.N., R.N., Director of Nursing

A. Anne Adkins, R.N. - Anne has worked for many years at UH Portage Medical Center before joining us. She lives in Ravenna.

- B. Julie Klusty, Part-time Medical Biller - Julie has experience in medical billing at various doctor offices. She lives in Atwater.

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

IV. PUBLIC COMMENT - None

V. DISCUSSION REPORTS:

- A. Director of Administration & Personnel -
Mrs. Dorothy Filing

1. New Employee Curriculum - Mrs. Filing discussed the background of the New Employee Orientation and passed around several documents given to new employees. Board members agreed the orientation was well done and requested copies be sent to the Board members.

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

1. Resolution #16-57 - Amendment to the 2016 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Board Member Ribelin presented a motion to adopt Resolution #16-57 as stated above, seconded by Board Member Bierlair. Vote on the motion is as follows:

Polli:	Board Member Palmer	<u>Yes</u>	Board Member Cutlip	<u>Yes</u>
	Board Member Bailey	<u>Yes</u>	Board Member Minott	<u>Yes</u>
	Board Member Hammar	<u>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

2. Resolution #16-58 - A Journal Entry Reversal/Correction for the Portage County Combined General Health District

M16-135

M16-136

Board Member Cutlip presented a motion to adopt Resolution #16-58 as stated above, seconded by Board Member Minott. 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>Yes</u>
	Board Member Hammar	<u>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

3. Board Discussion-2017 Budget - Mrs. Stall reminded the Board that we were to have a discussion regarding the 2017 Budget in November concerning employee raises. Because of the implementation of a salary range and the retirement of seasoned employees, there would be a \$10,443.36 savings at 1% for 2017. If the Board approved a 2% increase for 2017, the increased amount for salaries would be \$16,335.04.

M16-137

Board Member Howard presented a motion to increase the 2017 Budget line for employee salaries from 1% to 2%, seconded by Board Member Minott. 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>Yes</u>
	Board Member Hammar	<u>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

4. Resolution #16-59 - Resolution to Approve Legal Levels of Appropriation Authority for the Portage County Health Department 2017 Budget

5. Resolution #16-60 - Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

M16-138

Board Member Minott presented a motion to Table Resolutions #16-59 and #16-60 until the October 18, 2017 Board meeting, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

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

1. Financial Report - Mrs. Stall reviewed the revenue and expenditures for August, 2016. She also pointed out the Projects under the various Funds.

2. Expenditure Report -

a. Ratification of August Gasoline Payments - Board Member Bierlair presented a motion to ratify the August Gasoline expenses in the amount of \$262.48, 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>Yes</u>
	Board Member Hammar	<u>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

M16-140

b. Expenditures - A motion was presented by Board Member Ribelin to pay Batch 3525 for \$4,877.43, Batch 3567 for \$68,342.69, and Batch 3637 for \$5,851.24 for a total amount of \$79,071.36, 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>Yes</u>
	Board Member Hammar	<u>Absent</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 INMMPR	GENERAL NURSE	GENERAL PLUMB	GENERAL POSAL	GENERAL STORM	PHEP 8901	PHEP EBOLA	POOLS 8902	FSO/FE 8903
07/31/16	Balance	\$1,116,590.74	(\$1,013.86)	\$555.03	\$88,709.35		\$6,984.08	\$5,732.31	\$11,975.11	\$12,294.77	\$313,713.19	\$23,132.30	(\$1,767.48)	\$24,831.62	\$128,604.41
	Revenue	\$525.79	\$1,013.86			\$8,665.49		\$20,271.47	\$7,007.00	\$2,477.00	\$175,000.00				\$1,139.68
	RE Hmstd Rllbk	\$1,842.63													
	Manu Hmstd Rllbk														
	Tang Person Prop														
	Real Estate Tax	\$486,581.46													
	Manu Home Tax	\$2,314.52													
	State Subsidy														
	Revenue Correction	(\$7,970.89)				\$7,970.89									
	Cash Advance	(\$10,000.00)													
	Salaries	(\$43,482.55)	(\$460.80)	(\$22.52)	(\$2,897.00)			(\$8,488.12)	(\$3,536.83)	(\$758.00)	(\$11,563.35)	(\$5,603.96)	(\$858.86)	(\$1,031.23)	(\$15,630.50)
	PERS	(\$6,087.56)	(\$64.52)	(\$3.16)	(\$405.60)			(\$1,188.36)	(\$495.14)	(\$106.12)	(\$1,618.88)	(\$784.54)	(\$120.24)	(\$144.38)	(\$2,188.25)
	Medicare	(\$604.72)	(\$6.36)	(\$0.30)	(\$39.88)			(\$116.30)	(\$50.10)	(\$11.00)	(\$160.14)	(\$78.98)	(\$12.02)	(\$14.54)	(\$213.42)
	W/C	(\$369.55)	(\$3.92)	(\$0.20)	(\$24.64)			(\$72.16)	(\$30.06)	(\$6.44)	(\$98.32)	(\$47.64)	(\$7.30)	(\$8.78)	(\$132.88)
	Health Benefits	(\$9,794.18)	(\$84.84)	(\$7.84)	(\$822.83)			(\$2,596.32)	(\$553.84)		(\$1,420.89)	(\$1,254.44)	(\$179.92)	(\$132.04)	(\$3,135.50)
	Appropriations	(\$27,977.58)	(\$122.72)					(\$12,457.46)	(\$567.60)	(\$59.27)	(\$835.55)	(\$199.35)		(\$124.76)	(\$2,643.58)
	Retirement														
08/31/16	Month End Balance	\$1,501,568.11	(\$743.16)	\$521.01	\$84,519.40	\$16,636.38	\$6,984.08	\$1,085.06	\$13,748.54	\$13,830.94	\$473,016.05	\$15,163.39	(\$2,945.82)	\$23,375.89	\$105,801.96
DATE	DESCRIPTION	PRIV WTR 8904	IAP 8905	PARK/CAMP 8906	WAST WTR 8907	MRC 8908	BCMh 8910	CFHS 8911	MTR CYCLE 8913	SAFE COM 8914	SOLW 8915	LINE TOTALS	MONTHLY TOTALS	YTD TOTALS	
07/31/16	Balance	\$24,934.67	\$16,453.88	\$18,694.78	\$48,783.13	\$16,956.53	\$54,928.84	\$11,617.03	\$8,189.74	\$17,229.38	\$8,813.76			\$1,999,525.31	
	Revenue	\$6,156.00		\$500.00	\$19,375.00		\$2,849.39	\$39,437.35	\$13,086.69	\$7,804.57	\$100.00	\$305,409.29			
	RE Hmstd Rllbk											\$1,842.63			
	Manu Hmstd Rllbk											\$0.00			
	Tang Person Prop											\$0.00			
	Real Estate Tax											\$486,581.46			
	Manu Home Tax											\$2,314.52			
	State Subsidy											\$0.00			
	Revenue Correction											\$0.00			
	Cash Advance								\$10,000.00			\$0.00	\$796,147.90		
	Salaries	(\$2,802.61)	(\$1,412.64)	(\$1,081.95)	(\$8,302.08)		(\$3,662.41)	(\$3,209.85)	(\$85.80)	(\$2,631.20)	(\$2,877.21)	(\$120,399.47)			
	PERS	(\$392.36)	(\$197.76)	(\$151.46)	(\$1,162.30)		(\$512.74)	(\$449.38)	(\$12.01)	(\$368.38)	(\$402.83)	(\$16,855.97)			
	Medicare	(\$39.64)	(\$18.90)	(\$14.94)	(\$117.68)		(\$51.86)	(\$44.81)	(\$1.19)	(\$36.98)	(\$39.43)	(\$1,673.19)			
	W/C	(\$23.86)	(\$12.00)	(\$9.20)	(\$70.56)		(\$31.14)	(\$27.31)	(\$0.73)	(\$22.37)	(\$24.44)	(\$1,023.50)			
	Health Benefits	(\$490.52)	(\$574.38)	(\$208.02)	(\$1,272.66)		(\$530.28)	(\$676.00)	(\$24.86)	(\$497.13)	(\$814.95)	(\$25,068.44)			
	Appropriations	(\$683.22)	(\$209.82)	(\$25.65)	(\$326.88)		(\$70.20)	(\$2,752.26)	(\$6,094.05)	(\$146.30)	(\$258.96)	(\$55,610.21)			
	Retirement											\$0.00			
													(\$220,631.78)		
08/31/16	Month End Balance	\$26,658.46	\$14,028.38	\$17,703.56	\$56,905.97	\$16,901.53	\$52,919.60	\$43,894.77	\$25,057.79	\$21,331.59	\$4,495.94			\$2,575,072.43	
03/16	Month End Balance	\$26,658.46	\$14,028.38	\$17,703.56	\$56,905.97	\$16,901.53	\$52,919.60	\$43,894.77	\$25,057.79	\$21,331.59	\$4,495.94			\$2,575,072.43	
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03/16	Month End Balance	\$26,658.46	\$14,028.38	\$17,703.56	\$56,905.97	\$16,901.53	\$52,919.60	\$43,8							

M16-141

c. A motion was presented by Board Member Howard to pay Batch 3527 in the amount of \$532.00, seconded by Board Member Minott. 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>Yes</u>
	Board Member Hammar	<u>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

M16-142

d. A motion was presented by Board Member Bierlair to pay Batch 09202016 in the amount of \$2,163.96, seconded by Board Member Minott. 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>Yes</u>
	Board Member Hammar	<u>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

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

a. Mary Helen Smith, M.P.H., will attend the Northeast Ohio Four County (NEFCO) Regional Planning & Development Organization General Policy Steering Committee meeting.

Date: September 21, 2016

Location: 3838 Massillon Road
Uniontown, OH

Mileage: 55 miles @ 54¢ per mile =

Travel and expenditure not to exceed \$32.00.

- b. Joseph Diorio, Health Commissioner, will attend the
AOHC 2016 Fall Conference.

Date: September 21-23, 2016

Location: Embassy Suites

5100 Upper Metro Plaza

Dublin, OH

Mileage: 268 miles @ 54¢ per mile = \$144.72

Meals: 2 meals @ \$20.00 = \$40.00

Registration: \$330.00

Lodging: Embassy Suites-Columbus

5100 Upper Metro Plaza

Dublin, OH

Lodging Cost: 2 nights @ \$133.00 = \$266.00

CEUs: 11.75

Travel and expenditures not to exceed \$780.72.

- c. Daniel Raub, D.O., will attend the AOHC 2016 Fall
Conference.

Date: September 21-23, 2016

Location: Embassy Suites

5100 Upper Metro Plaza

Dublin, OH

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

Meals: 2 meals @ \$20.00 = \$40.00

Registration: \$330.00 + \$35.00 CME Fee = \$365.00

Lodging: Embassy Suites-Columbus

5100 Upper Metro Plaza

Dublin, OH

Lodging Cost: 2 nights @ \$133.00 = \$266.00

CEUs: 12.5

Travel and expenditures not to exceed \$833.00.

- d. Becky Lehman, M.P.H., will attend Accreditation Learning Community meeting.
Date: September 22, 2016
Location: Embassy Suites-Columbus
5100 Upper Metro
Dublin, OH
Mileage: (Riding with Kevin Watson)
Travel and expenditures not to exceed \$0.00.
- e. Kevin Watson, R.S., will attend Accreditation Learning Community meeting.
Date: September 22, 2016
Location: Embassy Suites-Columbus
5100 Upper Metro
Dublin, OH
Mileage: 260 miles @ 54¢ = \$140.40
Travel and expenditures not to exceed \$155.00.
- f. Ali Mitchell, BSPH, will attend the 2016 Tobacco Conference.
Date: September 29, 2016
Location: Quest Conference Center
8405 Pulsar Pl.
Columbus, OH
Mileage: 242 miles @ 54¢ per mile = \$131.22
Meals: 1 meal @ \$10.00 = \$10.00
Travel and expenditures not to exceed \$150.00.
- g. Daniel Raub, D.O., will attend Touchdown to CME 2016.
Date: October 8-9, 2016
Location: Pro Football Hall of Fame
Canton, OH
Mileage: 60 miles @ 4 trips @ 54¢ = \$129.60
Registration: \$350.00
CEUs: 16.0
Travel and expenditures not to exceed \$479.60.

- h. Becky Lehman, M.P.H., will attend the 2016 OSOPHE Conference.

Date: October 20-21, 2016

Location: Mohican State Park
1098 County Road 3006
Perrysville, OH

Mileage: 160 miles @ 54¢ = \$86.40

Registration: \$185.00

Lodging: Mohican Lodge & Conference Center
109 County Road 3006
Perrysville, OH

Lodging Cost: 1 night @ \$121.00 = \$121.00

CEUs: 11.0

Travel and expenditures not to exceed \$420.00.

- i. Alison Mitchell, BSPH, will attend the 2016 OSOPHE Conference.

Date: October 20-21, 2016

Location: Mohican State Park
1098 County Road 3006
Perrysville, OH

Mileage: (Riding with Becky Lehman)

Registration: \$185.00

Lodging: Mohican Lodge & Conference Center
109 County Road 3006
Perrysville, OH

Lodging Cost: (Staying with Becky Lehman)

CEUs: 11.0

Travel and expenditures not to exceed \$200.00.

j. Sherry Halas, R.N., will attend The Future of Vaccines.

Date: November 16, 2016

Location: Galaxy Banquet Center

201 Park Center Drive

Wadsworth, OH

Mileage: 67 miles @ 54¢ per mile = \$36.18

Registration: \$75.00

Travel and expenditures not to exceed \$125.00.

k. Susan Forgacs, R.N., will attend The Future of Vaccines.

Date: November 16, 2016

Location: Galaxy Banquet Center

201 Park Center Drive

Wadsworth, OH

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

Registration: \$75.00

CEUs: 3.5

Travel and expenditures not to exceed \$130.00.

l. Kerry McKeen, R.N., will attend The Future of Vaccines.

Date: November 16, 2016

Location: Galaxy Banquet Center

201 Park Center Drive

Wadsworth, OH

Mileage: 65 miles @ 54¢ per mile = \$35.10

Registration: \$75.00

Travel and expenditures not to exceed \$125.00.

M16-143

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

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

- a. Keith Riley, S.I.T., attended the Ohio
Environmental Health Association Fall Conference
Planning Committee meeting.

Date: August 10, 2016

Location: Galaxy Restaurant
Wadsworth, OH

Travel and expenditures not to exceed \$0.00.

- b. Mary Helen Smith, M.P.H., attended OEHA Executive
Board meeting.

Date: August 18, 2016

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

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

Meals: 1 meal @ \$10.00 = \$12.00 (+ 20% tip)

Travel and expenditures not to exceed \$185.50.

- c. Amos Sarfo, R.S., attended NEOEHA Fall Education
Conference.

Date: September 13-14, 2016

Location: Galaxy Restaurant
201 Park Center Drive
Wadsworth, OH

Mileage: 110 miles @ 54¢ per mile = \$59.40

Registration: \$210.00

CEUs: 11.5

Travel and expenditures not to exceed \$269.40.

- d. Chris Novelli, R.S., attended NEOEHA Fall Education Conference.

Date: September 13-14, 2016

Location: Galaxy Restaurant

201 Park Center Drive

Wadsworth, OH

Mileage: 98.8 miles @ 54¢ per mile = \$53.35

Registration: \$230.00

CEUs: 11.5

Travel and expenditures not to exceed \$311.00.

- e. Mary Helen Smith, M.P.H., attended OEHA Executive Board meeting.

Date: September 15, 2016

Location: Franklin County Health District

280 East Broad Street

Columbus, OH

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

Meals: 1 meal @ \$10.00 = \$12.00 (+ 20% tip)

Travel and expenditures not to exceed \$185.50.

M16-144

A motion was presented by Board Member Cutlip to permit said stated approved expenditures, 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>Yes</u>
	Board Member Hammar	<u>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Yes</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. She gave information on a suspected Tuberculosis case.

2. Nursing Division Monthly Report - Mrs. Ferraro said they had 636 immunizations and billed for \$23,000.

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 August. Health Educator, Alison Mitchell, will be on Grand Jury duty until the end of October.

2. Portage County Randolph Fair 2016 Report - Included in the Board packet for the Board's review. The bicycle was won by Rebecca Kline of Rootstown Township.

3. Resolution #16-61 - 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

Board Member Cutlip presented a motion to adopt Resolution #16-61 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>Yes</u>
	Board Member Hammar	<u>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

4. Resolution #16-62 - The Portage County Board of Health Acceptance to Enter into Agreement for Epidemiological Consulting Services for the Child and Family Health Services Grant Between Summit County Health District and the Portage County Health District

Board Member Bierlair presented a motion to adopt Resolution #16-62 as stated above, seconded by Board Member Minott. 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>Yes</u>
	Board Member Hammar	<u>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

M16-145

M16-146

5. Open House - Mrs. Lehman announced the Family Fun Fest scheduled for October 6th from 4:00pm to 7:00pm. This Open House will include all the agencies within the building.

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.
 - a. Randolph Fair packet - Handed out to food vendors at the Fair. Most were very appreciative.
 - b. 2017 WPCLF Grant Application - The Grant Application has been submitted.
 - c. Mogadore Dam Removal Project - The Project was supported.

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

Health Commissioner

- A. Leadership Portage County - Mr. Diorio thanked the Board for approving his participation in Leadership Portage County. The first session was last Thursday and Friday.

- B. Strategic Plan - Mr. Diorio presented the Strategic Plan to the Board. He also reviewed the Goals and Priorities templates. Strategic Plan Committee members were also thanked for their contributions and work involved for almost a year.

Board Member Howard presented a motion to adopt the Portage County Combined General Health District 2016-2019 Strategic Plan, 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>Yes</u>
	Board Member Hammar	<u>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>

Motion carried.

- C. Staff Meeting Minutes August 18, 2016 - The Minutes were included in the Board packet for the Board's review.

- D. Permission to Hire a Full-Time Stormwater Clerk - Interviews were held and Bridget Rinehart is recommended for the position at \$9.74/hour.

Board Member Howard presented a motion to approve the hiring of Bridget Rinehart as Stormwater Clerk at \$9.74/hour, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

- E. Moving Carol Pillsbury from Account Clerk I to Account Clerk II - Carol's duties have increased with the expansion of HDIS in the Environmental Department. We would like to move Carol from an Account Clerk I to an Account Clerk II with a \$1.00/hour increase.

Board Member Bierlair presented a motion approve the move from Account Clerk I to Account Clerk II for Carol Pillsbury with an increase of \$1.00/hour, 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>Yes</u>
	Board Member Hammar	<u>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

A. Permission to Advertise and Enter into Contract for Soil Scientists -

B. Permission to Advertise and Enter into Contract for Septic Designers -

M16-150 Board Member Bierlair presented a motion to Grant Permission to Advertise and Enter Contract for Soil Scientists and Septic Designers, 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>Yes</u>
	Board Member Hammar	<u>Absent</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Ribelin	<u>Yes</u>
	Motion carried.			

IX. BOARD ISSUES AND DISCUSSION: None

X. EXECUTIVE SESSION:

M16-151 ADJOURNMENT - A motion was presented by Board Member Howard at 8:50 P.M. to adjourn the September 20, 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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