

**Portage County Combined General Health District
Board Meeting Minutes
August 15, 2017 (7:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, July 18, 2017, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:00pm by Board President Palmer.

Board Members in Attendance:	Robert Palmer, President Amy Hammar, Member James Bierlair, Member Lucy Ribelin, Member Marian Copley, Member Dr. Howard Minott, Member Robert Howard, Member
Board Members Absent:	Evelyn Cutlip, Vice President
Staff in Attendance:	Joseph Diorio, Health Commissioner Rosemary Ferraro, Director of Nursing Mary Helen Smith, Director of Environmental Health Debra Stall, Director of Finance Becky Lehman, Director of Health Education Dorothy Filing, Director of Administration & Personnel
Advisory Council:	James Deffenbaugh
Others:	None
Media Present:	None

II. APPROVAL OF MINUTES:

A. Board of Health meeting: July 18, 2017

Board Member Ribelin presented a motion to approve the Board of Health Meeting Minutes of July 18, 2017, seconded by Board Member Minott. An “aye” vote was cast by all, motion carried.

III. INTRODUCTION OF NEW EMPLOYEES

- A. Jennifer Lowry, BSPH, SIT – Jennifer previously worked at the Holmes County Health Department for three years. She has five children and put herself through school. Jen will be busy with the Pools, Campgrounds, and Food programs.

- B. Emily Volz, BS, SIT – Emily just graduated from Kent State University. She comes from the Cincinnati area and lives in Akron. Emily will be in the Storm Water program.
- C. Christine Reese, BSN, RN – Christine started out in home health. She will work with the IAP grant and the school nurses.

IV. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)

No comment.

V. PUBLIC COMMENT - None

VI. ACTION ITEMS

- A. Expenditure Ratifications-\$37,465.90
Board Member Bierlair presented a motion to ratify the July 2017 Gas for \$391.05, Batch #2879 for \$1,230.91, Batch #2914 for \$21,129.31, and Batch #3044 for \$14,714.63 for a total of \$37,465.90, seconded by Board Member Howard.

Vote on the motion is as follows.

Board Member Palmer	Yes	Board Member Cutlip	Absent
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- B. Expenditure Approvals-\$11,108.02
Board Member Howard presented a motion to accept Batch #3119 for \$6,684.11 and Batch #3123 for \$4,423.91 for a total of \$11,108.02, seconded by Board Member Minott.

Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Absent
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- C. Resolution #17-58 – Amendment to the 2017 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified – Board Member Hammar presented a motion to Adopt Resolution #17-58 as stated above, seconded by Board Member Ribelin.

Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Absent
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- D. Resolution #17-59 – A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District – Board Member Minott presented a motion to Adopt Resolution #17-59 as stated above, seconded by Board Member Howard.

Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Absent
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- E. Exhibit A: Travel and Expenditures that occur after the Board Meeting

- Mary Helen Smith, RS, Environmental Health Director, will attend the Statewide Environmental Health Directors meeting.

Date: August 17, 2017

Location: Union County Health District
940 London Ave, Ste 1100
Marysville, OH

Mileage: 294 miles @ 53.5¢ per mile = \$157.29

Travel and expenditures not to exceed \$173.00
- Rosemary Ferraro, MSN, Nursing Director, will attend a CMH meeting with State Rep. Sarah LaTourette.

Date: August 30, 2017

Location: Riffe Center
77 S. High Street, 13th Flr
Columbus, OH

Mileage: 310 miles @ 53.5¢ per mile = \$165.85

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

Parking: \$15.00

Travel and expenditures not to exceed \$225.00

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3. Rosemary Ferraro, MSN, Nursing Director, will attend the OPHA Executive Board meeting.
Date: September 28, 2017
Location: OPHA Office
110A Northwoods Blvd.
Columbus, OH
Mileage: 270 miles @ 53.5¢ per mile = \$144.45
Meals: 1 meal @ \$10.00 = \$10.00
Travel and expenditures not to exceed \$175.00
4. Rosemary Ferraro, MSN, Nursing Director, will attend the OPHA Executive Board meeting.
Date: October 26, 2017
Location: OPHA Office
110A Northwoods Blvd.
Columbus, OH
Mileage: 270 miles @ 53.5¢ per mile = \$144.45
Meals: 1 meal @ \$10.00 = \$10.00
Travel and expenditures not to exceed \$175.00
5. Rosemary Ferraro, MSN, Nursing Director, will attend the OPHA Executive Board meeting.
Date: December 7, 2017
Location: OPHA Office
110A Northwoods Blvd.
Columbus, OH
Mileage: 270 miles @ 53.5¢ per mile = \$144.45
Meals: 1 meal @ \$10.00 = \$10.00
Travel and expenditures not to exceed \$175.00
6. Rosemary Ferraro, MSN, Nursing Director, will attend the OPHA Executive Board meeting.
Date: January 18, 2018
Location: OPHA Office
110A Northwoods Blvd.
Columbus, OH
Mileage: 270 miles @ 53.5¢ per mile = \$144.45
Meals: 1 meal @ \$10.00 = \$10.00
Travel and expenditures not to exceed \$175.00

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

F. Exhibit B: Ratification of Travel and Expenditures that occur before the Board Meeting

1. Emily Volz, SIT, attended AOHC New Employee Training.
Date: July 20, 2017
Location: Association of Ohio Health Commissioners
110A Northwoods Blvd.
Columbus, OH
Mileage: 73 miles @ 53.5¢ per mile = \$39.06
Registration: \$75.00
CEUs: 6.0 SIT
Travel and expenditures not to exceed \$120.00
2. Jennifer Lowry, SIT, attended AOHC New Employee Training.
Date: July 20, 2017
Location: Association of Ohio Health Commissioners
110A Northwoods Blvd.
Columbus, OH
Mileage: 65 miles @ 53.5¢ per mile = \$34.45
Registration: \$75.00
Travel and expenditures not to exceed \$120.00
3. Justin Rechichar, RS, attended Radon, Biohazards and Sanitation in Food Facilities.
Date: July 25, 2017
Location: Austintown Fitch High School
4560 Falcon Drive
Austintown, OH
Meals: 1 meal @ \$18.00 = \$18.00
CEUs: 5.0
Travel and expenditures not to exceed \$20.00
4. Will Duck, SIT, attended Radon, Biohazards and Sanitation in Food Facilities.
Date: July 25, 2017
Location: Austintown Fitch High School
4560 Falcon Drive
Austintown, OH
Mileage: 70 miles @ 53.5¢ per mile = \$37.45
Meals: 1 meal @ \$18.00 = \$18.00
CEUs: 5.0
Travel and expenditures not to exceed \$60.00

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5. Judi Rettig, BA, Grants Fiscal Manager, attended NHTSA/OTSO Warren Region 2017-Quarterly Mandatory meeting.
Date: July 26, 2017
Location: KSU Trumbull Campus
4314 Mahoning Ave, NW
Warren, OH
Mileage: 51.2 miles @ 53.5¢ per mile = \$27.39
Travel and expenditures not to exceed \$40.00

6. Debra Stall, Finance Director, attended Fiscal Quarterly meeting.
Date: July 27, 2017
Location: Stark County Health Department
3951 Convenience Circle, NW
Canton, OH
Mileage: 71 miles @ 53.5¢ per mile = 37.99
Travel and expenditures not to exceed \$40.00

7. Jennifer Lowry, SIT, completed the Registered Sanitarian Exam.
Date: July 28, 2017
Location: Ohio Ctr for Occupational Safety/Health
13430 Yarmouth Drive
Pickerington, OH
Mileage: 270 miles @ 53.5¢ per mile = \$144.45
Registration: 165.00
Travel and expenditures not to exceed \$340.45

8. Kat Holtz, BS, attended the NEORAG meeting.
Date: August 10, 2017
Location: Haven of Rest
175 E. Market St
Akron, OH
Mileage: 45 miles @ 53.5¢ per mile = \$24.08
Travel and Expenditures not to exceed \$27.00

A motion was presented by Board Member Hammar to permit said stated approved expenditures, seconded by Board Member Copley.

Board Member Palmer	Yes	Board Member Cutlip	Absent
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

9. Resolution #17-60 - The Portage County Board of Health Acceptance to Enter into Agreement for Epidemiological Consulting Services for the Public Health Emergency Preparedness Grant Between Summit County Health District and the Portage County Health District – Board Member Minott presented a motion to Adopt Resolution #17-60 as stated above with the correction of the date in the second paragraph, seconded by Board Member Hammar.

Discussion: Board Member Ribelin inquired what Summit County provides to the Health District. Mrs. Ferraro replied that we get the monthly and annual Communicable Disease Report. In the event of an outbreak, they come to verify incoming data be presented on spreadsheets and reports and train new/refresh current employees on outbreaks.

There had been previous discussion about getting our own epidemiologist. Mr. Diorio inserted that the \$10,000 we pay is far from what we would pay for a part-time person. The Public Health Emergency Preparedness Grant is currently paying for the contract. A full-time epidemiologist would start around \$40,000 but would offer services and data that all programs could utilize. He is working with Dr. Andrew Curtis, from Kent State, to work with mapping out Ravenna City in regards to the Opioid epidemic and Dr. Jacqueline Curtis, also from Kent State, is getting trend data from University Hospital-Portage dealing with infant mortality. An epidemiologist could assist in getting this data. Filling this position in the near future is not unreasonable.

Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Absent
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

VII. DISCUSSION REPORTS

- A. Administration and Personnel: Dorothy reminded the Board of the Special Board Meeting scheduled for Monday, August, 21, 2017 at 5:00pm. Notice of the meeting was in the July Board Meeting Minutes and was advertised in the Record Courier along with the Regular Board Meeting.
- B. Fiscal and Accounting: Debbie noted the fund balances and feels that we are in good shape.

Discussion: The upcoming Renewal Levy was discussed. Elections will be in March, May, and November of 2018. Committee formation, meetings, and the levy fund were addressed. Board Member Howard agreed to be Chairman of the Levy Committee. Mrs. Stall will remain as Treasurer. Joe Lehman, Becky's husband, is Co-Treasurer. It was noted that community outreach and the trustees backing was very helpful in passing the levy in 2013.

- C. Nursing: Rose reported on both the monthly and annual 2016 Communicable Disease Report. She also informed the Board of a meeting with Rep. Sarah LaTourette who is working to keep the CMH program with the Ohio Department of Health. The Clinic is getting busy with back-to-school shots.
- D. Environmental Division: Food staff will be out at the Randolph Fairgrounds during the week of the Fair doing inspections. Health Education helped prepare a packet of information for the food operators. The State is beginning the Oral Rabies Baiting program. They are extending the boundaries this year to all of Portage County due to positive results in Stark County. Feral cats in Ravenna City is a concern to a Council person. Regulations and locations for rabies shots for dogs and cats were discussed. Information on WPCLF bids, designer contracts, and awards was presented. The deadline for the 2016 awards is November. Four positive non-human West Nile Virus pools have been reported in Portage County. We can provide education and dunks but do not spray.

The newly hired Environmental Clerk left after 3 ½ days. Many people tried to help but he was overwhelmed and had no office experience. Second interviews were held with two other applicants. One had ten years office experience with knowledge of Excel and Word. She is looking for full-time with benefits but was asking a higher salary amount than the proposed \$11.00/hour. We suggested to offer \$12.00/hour.

The Board of Health recommended to go back and review the applications that had been submitted. There is a chance someone could be hired while continuing to look for a higher paying position. They could leave and put us back at square one.

- E. Health Education and Promotion: The Board packet details the activities of the Health Education Division. They are busy getting ready for the Randolph Fair. We partner with Emergency Management and Mental Health and Recovery for the space. Staff members have volunteered and there will be many activities. New this year will be a phone charging station. Becky handed out more Fair freebies.
- F. Health Commissioner: The Board was updated about the Health District website. IT is running a little behind. Joe thought the rollout of the website which will include our services would go good with promotion of the levy.

The new room number signs were made and replaced the old slate ones. Joe is still working with three vendors. He will present the bids at a later Board meeting.

VIII. OLD BUSINESS - None

IX. NEW BUSINESS - None

X. BOARD ISSUES AND DISCUSSION - None

XI. EXECUTIVE SESSION: None

Adjournment: The meeting was adjourned at 8:00pm.



Robert Palmer
Board President



Joseph J. Diorio, MPH, MS, RS
Health Commissioner