

**Portage County Combined General Health District  
Board Meeting Minutes  
September 19, 2017 (7:00pm)**

**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, September 19, 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 Evelyn Cutlip, Vice President James Bierlair, Member Lucy Ribelin, Member Marian Copley, Member Robert Howard, Member
Board Members Absent:	Amy Hammar, Member Dr. Howard Minott, Member
Staff in Attendance:	Joseph Diorio, Health Commissioner Rosemary Ferraro, Director of Nursing Debra Stall, Director of Finance Becky Lehman, Director of Health Education Dorothy Filing, Director of Administration & Personnel
Staff Absent:	Mary Helen Smith, Director of Environmental Health - Vacation
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.

Board Member Howard corrected the vote that he had abstained from approving the July 18, 2017 Minutes due to his absence at the meeting.

- B. Board of Health meeting: August 15, 2017

C. Special Board of Health meeting August 21, 2017:

Board Member Howard presented a motion to Approve the Board of Health meeting Minutes of July 18, 2017 with correction, August 15, 2017, and August 21, 2017, seconded by Board Member Ribelin. An "aye" vote was cast by all, motion carried.

**III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)**

No comment.

**IV. PUBLIC COMMENT - None**

**V. ACTION ITEMS**

A. Expenditure Ratifications-\$57,417.42

Board Member Howard questioned expenditures for Justin Rechichar and Lindsey Smith in both Batch #3237 and Batch #3320. The amounts are the same even though the invoice numbers are different. Mrs. Stall had no explanation but will look into the matter and report next meeting.

Board Member Howard presented a motion to ratify the August 2017 Gas for \$330.31, Portage County Water Resources for \$1,600.00, Batch #3226 for \$5,180.17, Batch #3237 for \$9,174.82, Batch #3320 for \$7,480.92, Batch #3417 for \$8,670.34, Batch #3469 for \$3,836.00, and Batch #3522 for \$21,144.86 for a total of \$57,417.42, seconded by Board Member Bierlair.

Vote on the motion is as follows.

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

B. Expenditure Approvals-\$2,217.67

Board Member Howard presented a motion to accept Batch #3593 for \$2,217.67 for a total of \$2,217.67, seconded by Board Member Bierlair.

Vote on the motion is as follows:

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

Board Members asked if there could be one signature page for each type of Expenditure instead of a signature page for each batch. Mrs. Stall said she would do that.

- C. Resolution #17-65 – Amendment to the 2017 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified – Board Member Ribelin presented a motion to Adopt Resolution #17-65 as stated above, seconded by Board Member Copley.

Vote on the motion is as follows:

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

- D. Resolution #17-66 – A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District – Board Member Howard presented a motion to Adopt Resolution #17-66 as stated above, seconded by Board Member Cutlip.

Vote on the motion is as follows:

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

- E. Resolution #17-67 – Resolution to Approve Legal Levels of Appropriation Authority for the Portage County Health Department 2018 Budget – Board Member Cutlip presented a motion to Adopt Resolution #17-67 as stated above, seconded by Board Member Ribelin.

Vote on the motion is as follows:

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

- F. Resolution #17-68 – 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 – Board Member Ribelin presented a motion to Adopt Resolution #17-68 as stated above, seconded by Board Member Howard.

Vote on the motion is as follows:

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

- G. Exhibit A: Travel and Expenditures that occur after the Board Meeting
- Lindsey Smith, SIT, will take the NEHA Registered Sanitarian Exam.

Date: September 20, 2017

Location: Community Technology Learning Center  
243 S. Prospect  
Ravenna, OH

Registration: \$265.00

Travel and expenditures not to exceed \$265.00.
  - Becky Lehman, MPH, will attend the PIO Symposium.

Date: September 22, 2017

Location: Ohio Department of Transportation  
1980 West Broad Street  
Columbus, OH

Mileage: 270 miles @ 53.5¢ per mile = \$144.45

Meals: 1 meal @ \$15 = \$15

Travel and expenditures not to exceed \$175.00.
  - Marianne Kitakis, RN, will attend the Epidemiologists Quarterly meeting.

Date: September 25, 2017

Location: Ohio Department of Transportation  
1980 West Broad Street  
Columbus, OH

Mileage: 296 miles @ 53.5¢ per mile = \$158.36

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

Travel and expenditures not to exceed \$178.36.

4. Joseph Diorio, MPH, Health Commissioner, will attend the AOHC Fall Conference.  
Date: September 25-27, 2017  
Location: Embassy Suites Dublin  
5100 Upper Metro Place  
Dublin, OH  
Mileage: 268 miles @ 53.5¢ per mile = \$143.38  
Meals: 2 meals @ \$20.00 = \$40.00  
Registration: \$330.00  
Lodging: Embassy Suites Dublin  
Lodging Cost: 2 nights @ \$137 per night = \$274  
CEUs: Yes  
Travel and expenditures not to exceed \$865.38.
5. Mark Arredondo, MD, Medical Director, will attend the AOHC Fall Conference.  
Date: September 25-27, 2017  
Location: Embassy Suites Dublin  
5100 Upper Metro Place  
Dublin, OH  
Mileage: 270 miles @ 53.5¢ per mile = \$144.45  
Meals: 2 meals @ \$20.00 = \$40.00  
Registration: \$365.00  
Lodging: Embassy Suites Dublin  
Lodging Cost: 2 nights @ \$137 per night = \$274  
CEUs: Yes  
Travel and expenditures not to exceed \$905.79.
6. Becky Lehman, MPH, will attend the Accreditation Learning Community.  
Date: September 26, 2017  
Location: Embassy Suites Dublin  
5100 Upper Metro Place  
Dublin, OH  
Mileage: 270 miles @ 53.5¢ per mile = \$144.45  
Travel and expenditures not to exceed \$170.00.

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7. Kevin Watson, RS, will attend the Accreditation Learning Community.  
Date: September 26, 2017  
Location: Embassy Suites Dublin  
5100 Upper Metro Place  
Dublin, OH  
Mileage: (Riding with Becky Lehman)  
Travel and expenditures not to exceed \$0.00.
8. Lynette Blasiman, will attend the Motorcycle Ohio Grantee meeting.  
Date: October 18, 2017  
Location: Shipley Bldg.  
1970 West Broad Street  
Columbus, OH  
Mileage: 300 miles @ 53.5¢ per mile = \$160.50  
(Mileage will be reimbursed out of 2018 grant)  
Travel and expenditures not to exceed \$170.00.
9. Becky Lehman, MPH, will attend the Ohio SOPHE Conference.  
Date: October 26-27, 2017  
Location: Maumee Bay State Park  
1750 State Park Road  
Oregon, OH  
Mileage: 290 miles @ 53.5¢ per mile = \$155.15  
Registration: \$175.00  
Lodging: Maumee Bay State Park  
Lodging Cost: 1 night @ \$107 = \$119.70  
CEUs: 10.0  
Travel and expenditures not to exceed \$475.00.
10. Ali Mitchell, BSPH, will attend the Ohio SOPHE Conference.  
Date: October 26-27, 2017  
Location: Maumee Bay State Park  
1750 State Park Road  
Oregon, OH  
Mileage: (Riding with Becky Lehman)  
Registration: \$175.00  
Lodging: Maumee Bay State Park  
Lodging Cost: 1 night @ \$107 = \$119.70  
CEUs: 10.0  
Travel and expenditures not to exceed \$310.00.

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11. Kim Plough, MEd, will attend the Ohio SOPHE Conference.

Date: October 26-27, 2017  
Location: Maumee Bay State Park  
1750 State Park Road  
Oregon, OH  
Mileage: (Riding with Becky Lehman)  
Registration: \$175.00  
Lodging: Maumee Bay State Park  
Lodging Cost: (Staying with Ali Mitchell)  
CEUs: 10.0  
Travel and expenditures not to exceed \$175.00.

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

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

1. Marianne Kitakis, RN, returned a sign and picked up the correct one.

Date: August 4, 2017  
Location: Fast Signs  
1783 Britain Rd  
Akron, OH  
Mileage: 28 miles @ 53.5¢ per mile = \$14.98  
Travel and expenditures not to exceed \$20.00

2. Rosemary Ferraro, MSN, attended a CMH meeting with State Representative Sarah LaTourette.

Date: August 30, 2017  
Location: Riffe Center, 13<sup>th</sup> Floor State House  
77 South High Street  
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. Christine Reese, RN, attended the MOBI Train the Trainers Workshop.

Date: September 13, 2017

Location: Ohio Chapter AAP  
94-A Northwoods Blvd.  
Columbus, OH

Mileage: 272 miles @ 53.5¢ per mile = \$145.52

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

Parking: \$10.00

CEUs: 4.5

Travel and expenditures not to exceed \$170.52

4. Justin Rechichar, MPH., attended the Food Round Table.

Date: September 14, 2018

Location: Medina County Health Department  
4800 Ledgewood Drive  
Medina, OH

Mileage: 88 miles @ 53.5¢ per mile = \$47.08

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

Travel and expenditures not to exceed \$67.00.

5. Christine Reese, RN, attended an AFIX Training.

Date: September 19, 2017

Location: Ohio Department of Health  
35 East Chestnut Street  
Columbus, OH

Mileage: 288 miles @ 53.5¢ per mile = \$154.08

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

Travel and expenditures not to exceed \$169.08

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

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

- I. Resolution #17-69 – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2016 Water Pollution Control Loan Fund – Contract #12



Two locations, both in Mogadore, are listed in the Resolution for Contract #12. Board Member Howard presented a motion to Adopt Resolution #17-69 as stated above, seconded by Board Member Cutlip.

Vote on the motion is as follows:

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

- J. Resolution #17-70 – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2016 Water Pollution Control Loan Fund – Contract #13

Two locations, one in Mogadore and one is Suffield, are listed in the Resolution for Contract #13. It was noted by Board Member Copley the Contract number in the body of the Resolution was 12 and should be 13. Board Member Cutlip presented a motion to Adopt Resolution #17-70 with the correction of the Contract number from 12 to 13 as stated above, seconded by Board Member Ribelin.

Vote on the motion is as follows:

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

- K. Resolution #17-71 – The Portage County Board of Health Acceptance to Enter into Agreement Between the City of Streetsboro and the Portage County Combined General Health District for the Portage County Health District to Perform Storm Water Outfall Points Visual Inspection and Testing Services

The City of Streetsboro has a total of 332 outfall points. We need to complete some of the inspections which is dry weather screening before the bad weather starts. Board Member Ribelin inquired as to what was an outfall point. Board Member Bierlair explained that an outfall point is where water is discharged from a storm water system into the waters of the state.

Board Member Ribelin presented a motion to Adopt Resolution #17-71 as stated above, seconded by Board Member Copley.

Vote on the motion is as follows:

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

- L. Resolution #17-72 – The Portage County Board of Health Acceptance of the Services Agreement Between Kent State University, School of Health Science, Center of Nutrition Outreach Program and Portage County Combined General Health District

This is part of the Maternal Child Health Grant (MCH). We have had this program for eight years but each new year things are changed or deleted. The State keeps decreasing the funds available so we need to do more with less. Mrs. Lehman will include reports of the Grant in the Health Education section of the Board packet. Board Member Cutlip presented a motion to Adopt Resolution #17-72 as stated above, seconded by Board Member Copley.

Vote on the motion is as follows:

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

## VI. DISCUSSION REPORTS

- A. Administration and Personnel: None
- B. Fiscal and Accounting: Mrs. Stall reported fund balances are in very good shape. The Storm Water fund has a balance of \$336,000. The Storm Water program had a slow start and personnel changes caused the balance to grow. She has increased the percentage of payroll for both Joe Diorio and herself out of Storm Water to help the General fund.
- C. Nursing: Mrs. Ferraro gave updates on a suspect TB case and two unrelated Legionnaires Disease. She also reported to the Board of a meeting with Rep. Sarah LaTourette concerning BCMH. They are working on getting flu clinics scheduled. The first Influenza A case is in the hospital.
- D. Environmental Division: None

- E. Health Education and Promotion: The Board packet details the activities of the Health Education Division which includes the Randolph Fair. Mrs. Lehman encouraged attendance at the upcoming Opiate Conference planned for Tuesday, October 31, 2017 at NEOMED.
- F. Health Commissioner: We are getting the second round of quotes for signs. Joe and Becky met with Brian Kelly who is leaving Portage County employment on September 22, 2017. The new website was to be rolled out on July 26<sup>th</sup> but there were issues with the website development company. The new roll out date is in November. Our web site will be a sub site of the main County site. We will have our own URL. This will be an opportune time for our levy. He attended a gala for Faithful Servants who are working to open a clinic in Windham.

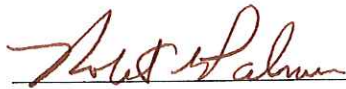
**VII. OLD BUSINESS - None**

**VIII. NEW BUSINESS - None**

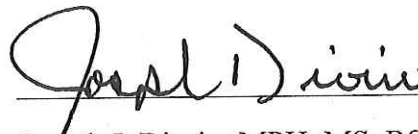
- IX. BOARD ISSUES AND DISCUSSION** – Education will be scheduled at 6:30pm for the October Board meeting. A possible topic is the opioid epidemic and the GIS project Joe is working on with Kent State.

- X. EXECUTIVE SESSION: None**

**Adjournment:** The meeting was adjourned at 8:07pm.



Robert Palmer  
Board President



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