

**Portage County Combined General Health District
Board Meeting Minutes
July 17, 2018 (7:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, July 17, 2018, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:06pm by Board President Palmer.

Board Members in Attendance:	Robert Palmer, President Evelyn Cutlip, Vice President James Bierlair, Member Amy Hammar, Member Marian Copley, Member
Board Members Absent:	Dr. Howard Minott, Member Robert Howard, Member Lucy Ribelin, Member
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, Personnel Officer Amos Sarfo, Supervisor Justin Rechichar, Supervisor William Duck Michael Spies
Advisory Council:	James Deffenbaugh, Palmyra Township
Others:	Tony Smith, 21 Cochran, Aurora Karin Smith, 21 Cochran, Aurora Robert Gentry, 21 Cochran, Aurora Patricia Gentry, 21 Cochran, Aurora Kate Berkey, 866 W Garfield Rd, Aurora Bret Berkey, 866 W Garfield Rd, Aurora Jim Fincham, 13915 Claridon Park Dr, Chardon Cheryl Andrews, 671 Parker, Aurora
Media Present:	

II. APPROVAL OF MINUTES:

Board of Health Meeting: June 19, 2018 – Board Member Hammar presented a motion to Accept the Board Meeting Minutes of June 19, 2018, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

III. INTRODUCTION OF NEW EMPLOYEE – Michael Spies, SIT

Mike is a graduate of Kent State University in 2013 with a Bachelor of Science in Public Health. He’s worked as a plumber for four years. He will be working in Point of Sale and Nuisance Complaints. He is happy to have a job in his degree.

IV. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) – No report.

V. PUBLIC COMMENT – None

VI. ACTION ITEMS

A. Expenditure Ratifications-\$65,359.79

Mrs. Stall presented the Expenditures to be Ratified. They include Batch #7420 for \$616.00, Batch #7468 for \$35,927.09, Batch #7501 for \$1,712.90, Batch 7565 for \$1,649.34, Batch #7597 for \$2,742.29, Batch #7624 for \$20,303.46, and Batch #7779 for \$2,408.71 for a total amount of \$65,359.79.

Board Member Copley presented a motion to accept the above Expenditures and Ratify these expenses, 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	Yes
Board Member Howard	Absent	Board Member Minott	Absent
Board Member Ribelin	Absent	Board Member Copley	Yes

B. Exhibit A: Travel and Expenditures that Occur after the Board Meeting

1. Rosemary Ferraro, MSN, will attend the OPHA PHN Section meeting.

Date: July 20, 2018

Location: State Library
274 E. First Avenue
Columbus, OH

Mileage: 286 miles @ 54.5¢ per mile = \$155.87

Fund/Grant Used: General-Nursing

Travel and expenditures not to exceed \$170.00

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2. Debra Stall, Director of Finance, will attend the Fiscal Quarterly meeting.
Date: July 20, 2018
Location: Medina County Health Department
4800 Ledgewood Drive
Medina, OH
Mileage: 84 miles @ 54.5¢ = \$45.78
Fund/Grant Used: General
Travel and Expenditures not to exceed \$50.00
3. Debra Stall, Director of Finance, will attend the Process Improvement 101 QI Training.
Date: July 25, 2018
Location: Canton Staybridge Suites
3879 Everhard Road NW
Canton, OH
Mileage: 46 miles @ 54.5¢ = \$25.07
Registration: \$199.00
Fund/Grant Used: General
Travel and Expenditures not to exceed \$230.00
4. Mary Helen Smith, MPH, will attend the Process Improvement 101 QI Training.
Date: July 25, 2018
Location: Canton Staybridge Suites
3879 Everhard Road NW
Canton, OH
Mileage: (Riding with Rosemary Ferraro)
Registration: \$199.00
Fund/Grant Used: General
Travel and Expenditures not to exceed \$225.00

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5. Becky Lehman, MPH, will attend the Process Improvement 101 QI Training.
Date: July 25, 2018
Location: Canton Staybridge Suites
3879 Everhard Road NW
Canton, OH
Mileage: 26 miles @ 54.5¢ = \$14.17
Registration: \$199.00
Fund/Grant Used: General
Travel and Expenditures not to exceed \$220.00
6. Rosemary Ferraro, MSN, will attend the Process Improvement 101 QI Training.
Date: July 25, 2018
Location: Canton Staybridge Suites
3879 Everhard Road NW
Canton, OH
Mileage: 76 miles @ 54.5¢ = \$41.42
Registration: \$199.00
Fund/Grant Used: General
Travel and Expenditures not to exceed \$260.00
7. Chris Reese, RN, will attend ODH Annual AFIX Training.
Date: July 26, 2018
Location: State Library of Ohio
274 East 1st Avenue #100
Columbus, OH
Mileage: 288 miles @ 54.5¢ per mile = \$154.08
Meals: 1 meal @ \$15.00 = \$15.00
Fund/Grant Used: GV Grant
Travel and expenditures not to exceed \$189.08
8. Lynette Blasiman, Grant Coordinator, will attend Safe Communities Training and Meeting.
Date: July 27, 2018
Location: 1980 W. Broad Street
Columbus, OH
Mileage: 300 miles @ 54.5¢ per mile = \$163.50
Fund/Grant Used: General
Travel and Expenditures not to exceed \$170.00

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

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

1. Mary Helen Smith, MPH, attended the NEFCO ERTAC Committee meeting.

Date: July 11, 2018
Location: Cascade Locks Park Association
Mustill Museum
57 West North Street
Akron, OH
Mileage: 44 miles @ 54.5¢ per mile = \$23.98
Fund/Grant Used: General
Travel and expenditures not to exceed \$28.00

A motion was presented by Board Member Cutlip to permit said stated approved expenditures, 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	Yes
Board Member Howard	Absent	Board Member Minott	Absent
Board Member Ribelin	Absent	Board Member Copley	Yes

D. Resolution #18-53 – A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District

Board Member Cutlip presented a motion to Adopt Resolution #18-53 as stated above, seconded by Board Member Hammar. Vote on the motion is as follows:

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

E. Resolution #18-54 – The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Sherri Prindle to Provide Motorcycle Classes

- F. Resolution #18-55 – The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Alan Feldman to Provide Motorcycle Classes

Board Member Bierlair presented a motion to Adopt Resolutions #18-54 and #18-55 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	Yes
Board Member Howard	Absent	Board Member Minott	Absent
Board Member Ribelin	Absent	Board Member Copley	Yes

- G. Resolution #18-56 – The Portage County Board of Health Acceptance to Enter into Agreement Between the Portage County Board of Commissioners and the Portage County Combined General Health District for the Purpose of Cooperation and Coordination as it Relates to the Execution of the Responsibilities of the Portage County Storm Water District

Board Member Cutlip presented a motion to Adopt Resolution #18-56 as stated above, seconded by Board Member Hammar. Vote on the motion is as follows:

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

- H. Resolution #18-57 - The Portage County Board of Health Acceptance of the Service Agreement Between Mental Health Recovery Board of Portage County (MHRB) and Portage County Combined General Health District (PCCGHD) for Services Related to Project DAWN

Board Member Hammar presented a motion to Adopt Resolution #18-57 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	Yes
Board Member Howard	Absent	Board Member Minott	Absent
Board Member Ribelin	Absent	Board Member Copley	Yes

- I. Resolution #18-58 – Declaring a Public Nuisance, Ordering Abatement of that Nuisance, and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems

The property at 33 Cochran Road, Aurora City is a sewage complaint. The property owner, William Consolo, has neglected all outreaches by the Health Department, hired an attorney and has failed to fix the situation. The Complaint Timeline, initiated in April 2017, was included with the Resolution. All contact between the parties failed to fix the septic. Aurora City officials are working with the Health Department to resolve the issue. Orders have been issued to connect to sanitary sewer and to allow an additional thirty days for an economic assessment. Mr. Consolo has done nothing to comply. Aurora City has agreed that Mr. Consolo has had every opportunity to connect to sanitary sewer.

The sewage effluent flows from Mr. Consolo's property onto the neighbors' property. Mr. Consolo's daughter is currently living in the house.

The staff is requesting in accordance to ORC Chapter 3718.09, that effective immediately upon receipt of the Board order that Mr. Consolo take any action necessary to eliminate the public health nuisance and give him thirty days to connect to sanitary sewer instead of the normal sixty days. If Mr. Consolo fails to do anything, the matter will be referred to the Assistant Prosecutor and Aurora City Law Director immediately.

The pictures shown are current and demonstrate the effluent flow onto the adjoining properties.

Board Member Bierlair presented a motion to Adopt Resolution #18-58 as stated above, seconded by Board Member Copley.

Mr. Bret and Mrs. Kate Berkey, 866 W Garfield Road, Aurora, are neighbors of 33 Cochran Road. Mrs. Berkey read from a prepared statement.

Mrs. Smith was in Columbus and met with the OhioEPA regarding the property. By issuing a thirty-day extension, it demonstrates to the court that we have given Mr Consolo every reasonable opportunity to abate the nuisance. Letters will be hand-delivered to the property and to Mr. Consolo's home address the next day.

Mr. Tony and Mrs. Karin Smith, 21 Cochran Road, Aurora, are also neighbors of Mr. Consolo's property. The Smiths bought their property in 2016 and the back part had a lot of trash and rubbish. They realized there was a problem with sewage even before their house was built. Health District personnel were allowed on the Smith's property to document the situation. Mr. Smith pleaded with the Health Department to stop this nuisance. He said that the MLS listing in 2010 for the Berkey's property indicated that the septic system need to be replaced.

Mrs. Smith repeated the steps that will be taken to deliver the Board order. She said that since the new Aurora City Service Director was hired they have been very responsive and helpful. Board Member Bierlair suggested that a Certified Letter be sent to satisfy the Court requirements. To clean up the damage caused by the nuisance, a Civil proceeding would be required.

Vote on the motion is as follows:

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

- K. Sewage Treatment System Variance Application – 671 Parker Road, Aurora City
- Was agreed to move to before J. because the property owner, designer, and soil scientist were present.

In the Household Sewage Treatment System Regulations, a local health department can set the seasonal water and vertical separation distances. Recently, there have been properties where the seasonal water level is 6". The health department could have chosen between 6"-18". Considering variances has been suggested to installers. There are two requirements to meet when asking for a variance: 1) that it does not defeat the intent and spirit of the rules and 2) that there is a practical difficulty, special condition or unusual hardship.

The variance request states the practical difficulty is that the Board of Health does not provide the variance that the lot is unbuildable. The property is an old farm with quite a bit of damaged area and foundations in the way. By allowing 6", the lot would be buildable. Working with the designer, terms and conditions were suggested that not only follow requirements of OAC 3701-29 and 3701-29-15(G) but also allows 8" for effluent treatment. The request states the homeowner must agree to maintain their annual operation permit and mound, agree for the Health

District to inspect the installation in spring and fall during the first year, and annual inspections for four more years.

The State defaulted to 8" and there is no real science behind 6". Board Member Cutlip added that Portage County chose 8" but other surrounding counties chose 6". The system designer has proposed an aerator pre-treatment unit so the effluent will be a better quality before it reaches the mound. The owner will also need a statement from the zoning board that it does not violate any zoning requirements.

The designer stated there are safety factors included in the design with minimum standards.

Board Member Bierlair presented a motion to Approve the Variance Request for 671 Parker Road, Aurora, 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	Yes
Board Member Howard	Absent	Board Member Minott	Absent
Board Member Ribelin	Absent	Board Member Copley	Yes

J. Sewage Treatment System Variance Application – 8531 Fisher Road, Palmyra Township

This Variance Application is a hardship case. We never received the original application for a site evaluation which caused a delay and some confusion. One test hole was 26" to bedrock but only 6" to seasonal water. The fourth point would work with an aerator system. The back limit includes the rest of the property. Both the owner and the builder pleaded to have the variance application on the agenda. The owner purchased the land and a mobile home without getting needed permits and information. There has been a lot of work involved with this site.

They have destroyed the soil by clearing the trees. Not only were the trees chopped down but the stumps were cleared thereby destroying the site. If you walk the site, the bedrock is visible on the surface in spots. Vegetation would have to be cleared to find a spot for two mounds. Getting everything together has been time consuming.

We have three options: 1) acting on the application would be a denial because of lack of support, 2) table the matter until next month, and 3) approve the variance application pending an approved design without the damaged lot. There was discussion over these options and many points that would be involved.

Board Member Bierlair presented a motion to Table the Variance Application for 8531 Fisher Road, Palmyra Township, seconded by Board Member Copley. An “aye” vote was cast by all, motion carried.

VII. DISCUSSION REPORTS

- A. Administration and Personnel: Mrs. Filing updated the Board on the two open job postings.

The Registered Sanitarian position was posted in April. There have been 47 applicants. We have interviewed 12 and hired 1. We have three interviews scheduled for next Thursday.

The Epidemiologist posting was approved in June. We have received 81 applicants. Mr. Diorio and Mrs. Ferraro have reviewed the resumes. Mr. Diorio conducted five short phone interviews. Mrs. Lehman needs to look at them yet.

- B. Fiscal and Accounting: Mrs. Stall commented that we are looking good for finishing the first half of the year.
- C. Nursing: Mrs. Ferraro reviewed the Communicable Disease Report. They are starting to get busy with back to school shots.
- D. Environmental Division: Justin Rechichar, Supervisor, and Amos Sarfo, Supervisor presented the Environmental statistics. Mosquito trapping is collecting a large number of mosquitos. All other programs are very busy. Nelson Ledges Campground has expanded from 180 to 856 sites. Complaint logs are ready but we have no responses.

Mrs. Smith handed out Board Orders Update 2018. This shows the status of Order Resolutions approved by the Board. An updated version will be included in the Board packet after the Environmental statistics.

She also presented information about harmful algal bloom. EPA has a website that's very helpful including sites in Portage County. Health departments are to work with private lake owners that contain harmful algal bloom because of communicable disease.

- E. Health Education and Promotion: Mrs. Lehman told the Board that Kim Plough wanted to thank the Board for allowing her to attend the trauma training last month. It has let her incorporate a different trauma training for the homeless shelter she works with. The County Fair is next month. There were no other questions.
- F. Health Commissioner: PHAB/Accreditation - Mr. Diorio sent out an e-mail with the potential site visitors asking if there is any conflict of interest. He has not had any responses yet and will wait a couple of weeks. PHAB will then choose three site visitors, let us know who they are, and they will begin reviewing our documents. Our site visit may be the end of 2018 or the beginning of 2019.

VIII. OLD BUSINESS –

- A. Chinn Allotment Public Meeting – Mr. Diorio, Mary Helen Smith, Amos Sarfo, and Kim Plough attended the meeting from the Health Department. About 1/3 of the homeowners were present. Water Resources has identified up to 305 properties that could be connected to sanitary sewer. The entire process will take approximately five years. Many people spoke about the horrible conditions in the Allotment. EPA initiated and investigated a home owner complaint process and their findings were exceptionally high and are protective of the effluent draining into the waters of the State.

IX. NEW BUSINESS –

- A. Accept Revised Salary Range – Mr. Diorio noted the Revised Salary Range includes the new Epidemiologist position. A line was added for the Environmental Program Supervisor. The rates between an RS III and a Program Supervisor remained the same. However, the Minimum Number of Years PH Experience were increased from five to ten for the RS-III, HE-III, and PHRN-III levels.

Board Member Bierlair presented a motion to Approve the Revised Salary Range, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.


- B. Discussion of Tattoo and Body Piercing Cost Methodology – Mrs. Smith presented the Cost Methodology for discussion. The current fee of \$200 (\$125 & \$75 for Plan Review) appeared in 2000 with no cost methodology to be found. The proposed fee for the annual renewal would go from \$125 to \$300. The proposed fee is not out of line in comparison to what surrounding counties charge. There are eight tattoo establishments in the County.

Board Member Hammar suggested increasing the fee in two steps. Mrs. Smith would like to present the resolution and first reading next month. She will come next month with a two-step increase.


X. BOARD ISSUES AND DISCUSSION –

XI. EXECUTIVE SESSION:

Adjournment: The July 17, 2018 Board meeting was adjourned at 9:06pm. An “aye” vote was cast by all, motion carried.



Robert Palmer
Board President



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