

**Portage County Combined General Health District
Board Meeting Minutes
August 21, 2018 (7:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, August 21, 2018, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:05pm by Board President Palmer.

Board Members in Attendance:	Robert Palmer, President James Bierlair, Member Robert Howard, Member Lucy Ribelin, Member Marian Copley, Member
Board Members Absent:	Evelyn Cutlip, Vice President Dr. Howard Minott, Member Amy Hammar, 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 Lisa Miley, Grants Fiscal Manager
Advisory Council:	James Deffenbaugh, Palmyra Township
Others:	Gary Hogan Andrew Plaso Chet Clem Robert Kovacich
Media Present:	

II. APPROVAL OF MINUTES:

Board of Health Meeting: July 21, 2018 – No action was taken on the Minutes as there was not a quorum of Board Members eligible to vote.

III. INTRODUCTION OF NEW EMPLOYEE – Lisa Miley, Grants Fiscal Manager

Lisa worked at Summit County Health District doing grant accounting. She lives in Ravenna and is still getting used to the short driving distance to work.

IV. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) –

Mr. Deffenbaugh had mentioned a telephone issue with the Health Department's phone system not operating correctly. Derby Communications recently installed a new voice mail system which should have resolved the issues.

V. PUBLIC COMMENT – Mr. Gary Hogan – Chinn Allotment

Mr. Hogan has been dealing with raw sewage by his house since 1985. He passed pictures and documents around showing the situation. He is very frustrated and is asking for help with 60 feet of tile. Mr. Diorio offered to talk to the Ravenna Township Trustees and will follow up with Mr. Hogan.

VI. ACTION ITEMS

Items J. and K. were moved forward so the public in attendance would not have to wait.

I. Sewage Treatment System Variance Application – Ferguson Road, Streetsboro City

Will Duck, Sanitarian-in-Training, discussed the variance for Ferguson Road asking for 6" instead of 8" perch water table. The State of Ohio had approved the 6" limit but Portage County defaulted to 8".

Board Member Bierlair presented a motion to Approve the Variance Request for Ferguson Road, Streetsboro City, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

J. Sewage Treatment System Variance Application – Laubert Road, Atwater Township

There is concern about the new header line ending up under the living room. The existing tank is 40 years old and there is concern it should be replaced. Discussion followed regarding the property conditions and construction plans.

Board Member Howard presented a motion to Table the Variance Application for Laubert Road, Atwater Township, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

A. Expenditure Ratifications-\$81,832.25

Mrs. Stall presented the Expenditures to be Ratified. They include the June Gas for \$606.03, Water Resources for \$1,860.00, Batch #7829 for \$30,574.00, Batch #7892 for \$10,754.72, Batch #7929 for \$10,463.20, Batch 7980 for \$4,027.88, Batch #8038 for \$2,261.27, Batch #8140 for \$6,213.83, Batch #8234 for \$4,773.41, and Batch #8236 for \$10,297.91 for a total amount of \$81,832.25.

Board Member Ribelin presented a motion to accept the above Expenditures and Ratify these expenses, seconded by Board Member Copley. Vote on the motion is as follows.

Board Member Palmer	Yes	Board Member Cutlip	Absent
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. Exhibit A: Travel and Expenditures that Occur after the Board Meeting

1. Chris Reese, RN, will attend Train-the-Trainer Impact SIIS Training.

Date: September 5, 2018

Location: Ohio Department of Health
35 E. Chestnut Avenue
Columbus, OH

Mileage: 288 miles @ 54.5¢ per mile = \$156.96

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

Parking: \$15.00

Fund/Grant Used: Get Vaccinated

Travel and expenditures not to exceed \$200.00

2. Mary Helen Smith, MPH, will attend the Ohio Environmental Health Association Board meeting.

Date: September 20, 2018

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

Mileage: 290 miles @ 54.5¢ per mile = \$158.05

Fund/Grant Used: Food, Pools, Camp, Stormwater, Plumbing,
Wastewater, & Private Water

Travel and expenditures not to exceed \$173.00

3. Joseph Diorio, Health Commissioner, will attend the 2018 Fall AOHC Conference.

Date: September 26-28, 2018

Location: Marriot Northwest
5605 Blazer Parkway
Dublin, OH

Mileage: 268 miles @ 54.5¢ per mile = \$146.06

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

Registration: \$330.00

Lodging Cost: 2 nights @ \$137.00 per night = \$274.00

CEUs: ≈ 11-12

Fund/Grant Used: General

Travel and expenditures not to exceed \$800.00

4. Dr. Mark Arredondo, Medical Director, will attend the 2018 Fall AOHC Conference.

Date: September 26-28, 2018

Location: Marriot Northwest
5605 Blazer Parkway
Dublin, OH

Mileage: 275 miles @ 54.5¢ per mile = \$149.88

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

Registration: \$370.00

Lodging Cost: 2 nights @ \$137.00 per night = \$274.00

CEUs: Yes

Fund/Grant Used: General

Travel and expenditures not to exceed \$850.00

5. Susan Forgacs, RN, will attend a drive-through immunization clinic for observation purposes.

Date: October 4, 2018

Location: Carroll County Fairgrounds
160 Kensington Road NE
Carrollton, OH

Mileage: 96 miles @ 54.5¢ per mile = \$52.32

Fund/Grant Used: Get Vaccinated

Travel and expenditures not to exceed \$60.00

6. Kevin Watson, Accreditation Coordinator, will attend the Northeast OEHA Fall Educational Conference.

Date: October 9-10, 2018

Location: The Galaxy Restaurant
201 Park Center Drive
Wadsworth, OH

Mileage: 80 miles @ 54.5¢ = \$43.60

Registration: \$115.00

CEUs: 12

Fund/Grant Used: General

Travel and Expenditures not to exceed \$175.00

A motion was presented by Board Member Bierlair 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. Kim Plough, CHES, attended the Cuyahoga Soil and Water Conservation meeting.

Date: July 17, 2018

Location: Perkins Street
Cleveland, OH

Mileage: 42 miles @ 54.5¢ per mile = \$22.90

Fund/Grant Used: Stormwater

Travel and expenditures not to exceed \$23.00

2. Kim Plough, CHES, attended Train the Trainer, MOBI TIES.

Date: July 18, 2018

Location: Mid-Ohio Foodbank
3960 Brookham Drive
Grove City, OH

Mileage: 302 miles @ 54.5¢ per mile = \$164.59

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

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- Parking: \$20.00
Fund/Grant Used: Get Vaccinated
Travel and expenditures not to exceed \$220.00
3. Ali Mitchell, BSPH, attended Region 8 OBB Coordinators meeting.
Date: July 25, 2018
Location: 100 DeBartolo Place
Suite 115
Boardman, OH
Mileage: 86 miles @ 54.5¢ per mile = \$46.87
Fund/Grant Used: General-Health Education
Travel and expenditures not to exceed \$55.00
4. Susan Forgacs, RS, attended ODH Annual AFIX Training.
Date: July 26, 2018
Location: State Library of Ohio
274 East 1st Avenue
Columbus, OH
Mileage: 288 miles @ 54.5¢ per mile = \$154.08
Meals: 1 meal @ \$15.00 = \$15.00
Parking: \$15.00
Fund/Grant Used: Get Vaccinated
Travel and expenditures not to exceed \$200.00
5. Marianne Kitakis, RN, attended the POD Essentials Train-the-Trainer Course.
Date: August 7 & 8, 2018
Location: 740 E. 17th Avenue
Columbus, OH
Mileage: 300 miles @ 54.5¢ per mile = \$163.60
Meals: 2 meals @ \$15.00 = \$30.00
Lodging: Holiday Inn
175 E. Town Street
Columbus, OH
Lodging Cost: 1 night @ \$143.34 per night = \$143.34
Fund/Grant Used: PHEP
Travel and Expenditures not to Exceed \$350.00

6. Kim Plough, CHES, attended the Soil and Water Conservation meeting.

Date: August 14, 2018

Location: Perkins Street
Cleveland, OH

Mileage: 84 miles @ 54.5¢ per mile = \$45.78

Fund/Grant Used: Stormwater

Travel and expenditures not to exceed \$50.00

7. Mary Helen Smith, MPH, attended the Ohio Environmental Health Association Board meeting and Environmental Health & Legislative Statewide meeting.

Date: August 16, 2018

Location: Union County Health Department
940 London Avenue
Marysville, OH

Mileage: 294 miles @ 54.5¢ per mile = \$160.23

Fund/Grant Used: Food, Pools, Camp, Stormwater, Plumbing
Wastewater, Private Water

Travel and expenditures not to exceed \$176.00

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

- D. Resolution #18-59 – Amendment to the 2018 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Board Member Ribelin presented a motion to Adopt Resolution #18-59 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	Absent
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

- E. Resolution #18-60 – A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District

Board Member Howard presented a motion to Adopt Resolution #18-60 as stated above, seconded by Board Member Copley. Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Absent
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 #18-61 – The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Sherri Jeff Heimerman to Provide Motorcycle Classes

- G. Resolution #18-65 – The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Russell F. N. Nicholson to Provide Motorcycle Classes

Board Member Bierlair presented a motion to Adopt Resolutions #18-61 and #18-65 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	Absent
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

- H. Resolution #18-62 – 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

After several attempts to the homeowner to correct the situation, the nuisance is still present.

Board Member Bierlair presented a motion to Adopt Resolution #18-62 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	Absent
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

- I. Resolution #18-63 – 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 septic was found failing during a point of sale inspection. The system has not been fixed even though the property has transferred ownership.

Board Member Bierlair presented a motion to Adopt Resolution #18-63 as stated above, seconded by Board Member Copley. Vote on the motion is as follows:

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

VII. DISCUSSION REPORTS

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

The Registered Sanitarian position has received 52 applicants. We have interviewed 18 and hired 2.

The Epidemiologist posting has received 93 applicants. Mr. Diorio, Mrs. Ferraro, and Mrs. Lehman held 6 interviews. They are recommending one hire.

- B. Fiscal and Accounting: Mrs. Stall presented the July Cash Basis Report. There were no questions.
- C. Nursing: Mrs. Ferraro reviewed the 2017 Annual and July Communicable Disease Reports. They are starting to get busy with back to school shots and getting ready for flu. The nasal spray is coming back.

West Nile Virus questions were presented. 50% of Portage County townships are positive for WNV.

Nursing students combined efforts and developed a brochure for Gun Safety that was included in the Board packet. Gun locks were also given at the County Fair.

- D. Environmental Division: Mrs. Smith expressed how busy the Division is and everyone is working hard. She reviewed the status of the 2018 Board Orders. There will be at least ten WPCLF contracts to fix fifteen STS. Food inspections are going very well this year compared to last year for Fair vendors.
- E. Health Education and Promotion: Mrs. Lehman encouraged everyone to come and see them at the Fair.
- F. Health Commissioner - Mr. Diorio believes the site visitors for Accreditation have been selected. Our flu and pneumonia vaccines should arrive shortly. We have been working with the hospital and NEOMED Pharmacy students for additional clinics. This might include drive-thru clinics using steps or stations.

VIII. OLD BUSINESS –

- A. Sewage Treatment System Variance Application – 8531 Fisher Road, Palmyra Township (Tabled)

Board Member Howard presented a motion to remove the Tabled status for the Variance Application, seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried.

The septic design was changed to a spray and staff feel they can now recommend approval for the Variance.

Board Member Ribelin presented a motion to Approve the Variance Application for 8531 Fisher Road, Palmyra Township, seconded by Board Member Bierlair.

Vote on the motion is as follows:

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

IX. NEW BUSINESS –

- A. Solid & Infectious Waste Program and C&DD Program Placed on OEPA Director's Approved List – Included in the Board packet for the Board's review.
- B. First Reading – Resolution #18-64 – Revising the Tattoo and Body Piercing Services (Body Art) Fees to Comply with Ohio Revised Code (ORC) 3730 and Ohio Administrative Code (OAC) Chapter 3701-9

Mr. Rechichar presented the Resolution and explained the fee increase to go up 50% over two years. This is still well below surrounding counties.

Board Member Bierlair presented a motion to Accept the First Reading of Resolution #18-64, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

- C. Ratify the Dismissal of Susan Friend, RS

Board Member Howard presented a motion to Ratify the Dismissal of Susan Friend, RS, seconded by Board Member Ribelin. An "aye" vote was cast by all, motion carried.

- D. Permission to Advertise and Hire Registered Sanitarian/SIT

Board Member Howard presented a motion to allow Permission to Advertise and Hire a Registered Sanitarian/SIT, seconded by Board Member Ribelin. An "aye" vote was cast by all, motion carried.

- E. Ratify the Hiring of Lindsey Smith, SIT

Board Member Copley presented a motion to Ratify the hiring of Lindsey Smith, SIT, seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried.

F. Permission to Hire Christopher Mundorf, MPH, PhD for Epidemiologist

Board Member Howard presented a motion to allow the Hiring of Christopher Mundorf, MPH, PhD, as Epidemiologist, seconded by Board Member Copley. An “aye” vote was cast by all, motion carried.

G. Permission to Hire Andrew Bull as Seasonal Worker

Board Member Ribelin presented a motion to allow the Hiring of Andrew Bull as the Seasonal Worker, seconded by Board Member Copley. An “aye” vote was cast by all, motion carried.

H. Accept Notice of Retirement Letter for Dorothy Filing, Personnel Officer

Board Member Howard presented a motion to accept the Notice of Retirement Letter for Dorothy Filing with Regret and Thanks, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

I. Permission to Advertise and Hire Personnel Officer

Board Member Ribelin presented a motion to allow Permission to Advertise and Hire a Personnel Officer, seconded by Board Member Copley. An “aye” vote was cast by all, motion carried.

X. BOARD ISSUES AND DISCUSSION –

XI. EXECUTIVE SESSION:

At 8:43pm, Board Member Howard presented a motion to Exit Regular Session and Enter into Executive Session for Personnel Matters to Consider Appointment of the Health Commissioner, 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	Absent
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

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The Board Meeting returned to Regular Session at 9:01pm.

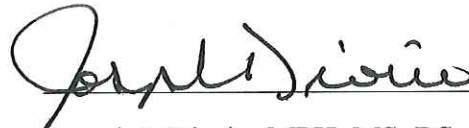
Board Member Ribelin presented a motion to Appoint Joseph Diorio, MPH, MS, as Health Commissioner for the Portage County Health District, seconded by Board Member Copley. Vote on the motion is as follows:

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

Adjournment: The August 21, 2018 Board meeting was adjourned at 9:02pm. An "aye" vote was cast by all, motion carried.



Robert Palmer
Board President



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