

**Portage County Combined General Health District
Board Meeting Minutes
September 18, 2018 (7:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, September 18, 2018, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:02pm by Board President Palmer.

Board Members in Attendance: Robert Palmer, President
James Bierlair, Member
Robert Howard, Member
Lucy Ribelin, Member
Marian Copley, Member
Evelyn Cutlip, Vice President
Amy Hammar, Member
Dr. Howard Minott, Member

Board Members Absent:

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 and
Promotion
Amos Sarfo, Supervisor
Justin Rechichar, Supervisor

Advisory Council: James Deffenbaugh, Palmyra Township

Others:

Media Present:

II. APPROVAL OF MINUTES:

Board of Health Meeting: July 17, 2018 – Board Member Bielair presented a motion to Accept the Board Meeting Minutes of July 21, 2018, seconded by Board Member Hammar. An “aye” vote was cast by all, motion carried.

Board of Health Meeting: August 21, 2018 – Board Member Ribelin presented a motion to Accept the Board Meeting Minutes of August 21, 2018, seconded by Board Member Copley. An “aye” vote was cast by all, motion carried.

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) – No comment.

IV. PUBLIC COMMENT – No public in attendance.

V. ACTION ITEMS

A. Expenditure Ratifications-\$35,631.55

Mrs. Stall presented the Expenditures to be Ratified. They include the August Gas for \$576.25, Batch #8312 for \$13,608.68, Batch #8336 for \$2,825.89, Batch #8408 for \$5,416.25, Batch #8526 for \$3,069.00, and Batch #8613 for \$10,135.48.

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

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

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

1. Justin Rechichar, MPH, RS, will attend OEHA Board Meeting.

Date: September 20, 2018

Location: Franklin County Health Department

280 East Broad Street

Columbus, OH

Mileage: Riding with Mary Helen Smith

Travel and expenditures not to exceed \$0.0

Board of Health
Meeting Minutes
September 18, 2018

2. Jack Madved, BS, RS, will attend the Northeast OEHA Fall Conference.
Date: October 9, 2018
Location: The Galaxy Restaurant
201 Park Centre Dr
Wadsworth, Ohio 44281
Mileage: Using County Truck
Registration: \$175.00
CEU's: 12
Fund/Grant Used: HB110, Solid Waste
Travel and expenditures not to exceed \$175.00
3. Mary Helen Smith, MPH, CPH, RS, REHS, will attend the Ohio Environmental Health Association Board Meeting.
Date: October 18, 2018
Location: Franklin County Health Department
280 East Broad Street
Columbus, Ohio 43215
Mileage: 290 miles @ \$.545 = \$158.00
Fund/Grant Used: General
Travel and expenditures not to exceed \$173.00
4. Susan Forgacs, BSN, RN, will attend International Tuberculosis Day.
Date: October 23, 2018
Location: Stark County Health Department
3951 Convenience Circle, NW
Canton, Ohio
Mileage: 70 miles @ 54.5¢ per mile = \$38.15
Meals: 1 meals @ \$10.00 = \$10.00
Fund/Grant Used: General
Travel and expenditures not to exceed \$55.00

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

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

1. Ali Mitchell, BSPH, attended Car Seat Checks.
Date: August 27, 2018
Location: Akron Children's Hospital
One Perkins Square
Akron OH
Mileage: 44.9 miles @ 54.5¢ per mile = \$24.47
Fund/Grant Used: General – Health Education
Travel and expenditures not to exceed \$30.00
2. Marianne Kitakis, BN, RN, attended PHEP Epidemiologists Meeting.
Date: September 6, 2018
Location: 1980 West Broad Street
Columbus, Ohio
Mileage: 20 miles @ 54.5¢ per mile = \$10.90
Riding with Mahoning County EPI
Meals: 1 meal @ \$15.00 = \$15.00
Fund/Grant Used: PHEP
Travel and expenditures not to exceed \$35.90
3. Kim Plough, Med, attended Sensible Salting Workshop
Date: September 11, 2018
Location: Centerville Mills Dining Hall
Crackle Road
Chagrin Falls, Ohio
Mileage: 31.6 miles @ 54.5¢ per mile = \$17.22
Fund/Grant Used: General-Health Education
Travel and expenditures not to exceed \$20.00
4. Jennifer Lowry, BSPH, attended Food Roundtable.
Date: September 13, 2018
Location: 4800 Ledgewood Drive
Medina, Ohio
Mileage: County Vehicle
Meals: 1 meal @ \$15.00 = \$15.00
Fund/Grant Used: Food
Travel and expenditures not to exceed \$15.00

Board of Health
Meeting Minutes
September 18, 2018

5. Justin Rechichar, MPH, RS, attended Food Round Table
 Date: September 13, 2018
 Location: 4800 Ledgewood Drive
 Medina, Ohio
 Mileage: Company Vehicle
 Meals: 1 meal @ \$15.00 = \$15.00
 Fund/Grant Used: Food
 Travel and Expenditures not to exceed \$15.00

6. Sherry Halas, BSN,RN, attended CMH PHN Sharing Days
 Date: September 14, 2018
 Location: Medina 4800 Ledgewood Dr.
 Medina, Ohio
 Mileage: 72 miles @ 54.5¢ per mile = \$39.24
 Meals: 1 meal @ 10.00 = \$10.00
 Fund/Grant Used: CMH
 Travel and expenditures not to exceed \$65.00

7. Ali Mitchell, BSPH, Car Seat Renewal Course
 Date: September 17, 2018
 Location: Toledo Fire Station #12
 3435 Chase Street
 Toledo, Ohio
 Mileage: 246 miles @ 54.5¢ per mile = \$134.07
 Registration: \$85.00
 Meals: 1 Meal @ \$15.00 = \$15.00
 Fund/Grant Used: General – Health Education
 Travel and expenditures not to exceed \$250.00

A motion was presented by Board Member Hammar 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	Yes
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 #18-66 – A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District.

Board Member Bierlair presented a motion to Adopt Resolution #18-66 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	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- E. Resolution #18-67 – Resolution to Approve Legal Levels of Appropriation Authority for the Portage County Combined General Health District 2019 Budget.

Board Member Ribelin presented a motion to Adopt Resolution #18-67 as stated above, seconded by Board Member Minott. 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	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- F. Resolution #18-72 – Acceptance of Then and Now Certificate for Payment.

Board Member Hammar presented a motion to Approve Resolution #18-72 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	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- G. Resolution #18-73 – WPCLF Contracts – A resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2018 Water Pollution Control Loan Fund Contract # 1724.

Board Member Bierlair presented a motion to Adopt Resolution #18-73 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	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- H. Resolution #18-74 – WPCLF Contracts – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Werab Enterprises, LLC for the 2018 Water Pollution Control Loan Fund Contract # 1725.

Board Member Bierlair presented a motion to Adopt Resolution #18-74 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	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- I. Resolution #18-75 – WPCLF Contracts – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2018 Water Pollution Control Loan Fund Contract # 1726.

Board Member Bierlair presented a motion to Adopt Resolution #18-75 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	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- J. Resolution #18-76 – WPCLF Contracts – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2018 Water Pollution Control Loan Fund Contract # 1717.

Board Member Bierlair presented a motion to Adopt Resolution #18-76 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	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- K. Resolution #18-77 – WPCLF Contracts – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2018 Water Pollution Control Loan Fund Contract # 1718.

Board Member Bierlair presented a motion to Adopt Resolution #18-77 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	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- L. Resolution #18-78 – WPCLF Contracts – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2018 Water Pollution Control Loan Fund Contract # 1719.

Board Member Bierlair presented a motion to Adopt Resolution #18-78 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	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- M. Resolution #18-79 – WPCLF Contracts – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2018 Water Pollution Control Loan Fund Contract # 1720.

Board Member Bierlair presented a motion to Adopt Resolution #18-79 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	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- N. Resolution #18-80 – WPCLF Contracts – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2018 Water Pollution Control Loan Fund Contract # 1721.

Board Member Bierlair presented a motion to Adopt Resolution #18-80 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	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- O. Resolution #18-81 – WPCLF Contracts – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2018 Water Pollution Control Loan Fund Contract # 1722.

Board Member Bierlair presented a motion to Adopt Resolution #18-81 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	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- P. Resolution #18-82 – WPCLF Contracts – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2018 Water Pollution Control Loan Fund Contract # 1723.

Board Member Bierlair presented a motion to Adopt Resolution #18-82 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	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

VI. DISCUSSION REPORTS

- A. Administration and Personnel:
- B. Fiscal and Accounting: Mrs. Stall presented the August Cash Basis Report. Second half taxes came in last month. Part of nursing revenue, there was a class action lawsuit against Stericycle for overcharging – we received a check for \$8,101 from that class action lawsuit.
- C. Nursing: Mrs. Ferraro reported that they have been busy with back to school clinics. Been doing some clinics in schools.

Chris Mundorf started this week. He will be at the next board meeting. He is currently working on communicable disease. The communicable report may be changing as he works with the report. He will be training with Summit County Public Health with their Epi.

Rose answered a question on what the AFIX was for our immunizations. BCMH was recognized for their program by Celebrate Portage. Flu vaccine is in.

- D. Environmental Division: Mrs. Smith reported that they have two court cases with Allison at this time. Trying to negotiate a reasonable solution. Issued 37 septic systems last month. Over 50% of townships are positive for West Nile Virus. Went to township trustee meetings and provided education and dunks. Prevention is the key message. Included in report is the Randolph Fair inspections. Only had an issue with one vendor. Lucy got a chance to do an inspection at the fair with Justin. She really enjoyed it and would recommend it to the rest of the board members. She commends Justin for a job well done.

Update for property in Aurora. The house is now vacated. They are working through the process to connect to sewer.

Main St. and Windham Village owner is trying to donate the house to the land bank.

Theo provided a resignation letter. He worked in the mosquito program for the summer.

- E. Health Education and Promotion: Mrs. Lehman reported that the car seat program and cribs for kids program is still going strong. By the end of September, 141 pack n' plays will be distributed since October 1, 2017. Project DAWN is still going, even though it has slowed down. Jenn and Kim worked the Farmers Market at UH Portage and they were well received by farmers and patrons. Health Ed (with Safe Communities) spent much of August preparing for the fair, working the fair, and recovering from the fair. A fair report is included.
- F. Health Commissioner - Mr. Diorio provided follow up on Mr. Hogan who attended last month's meeting. He worked for two weeks and talked with the agencies involved (County Recorder, Ravenna Trustee, County Engineer, Tax Map office). He also walked Mr. Hogan's property. The issue is that there is not an easement on his property. His property is the low point for two blocks. There is storm water that runs through his property. At the back of his property that is against his neighbor's property (farm and barn area). This is where the drainage is broke. Mr. Hogan is asking for someone to mitigate this issue. There was no easement on any Chinn Allotment plat. Thus recommended Mr Hogan work with his neighbor to put in a pipe so that it takes care of the situation until the sanitary sewer process gets put into place for the entire development. There is nothing the township or county engineer can do as there is no easement and it is private property; it is up to the neighbor to fix the issue.

PHAB update: Our three site visitors have been chosen. They do not have their domains chosen yet. One from a large city health department and two from county health departments (Texas, Jessamine County Kentucky and Lewis and Clark, MT). They are all three from out of state.

We have a 10-year lease. If we leave early, then we will pay a fee. Fee would drop proportionately each year. Joe looked at three buildings. First was Fortis College (behind Sheetz). Will be open October 1st. 20,600 square feet, own parking lot, bus line. \$1.6 million. Built 2011. Willing to do a lease option to buy. If interested in buying, he is willing to negotiate ~\$1.1 million. Second option is building across from the Elks on Freedom Str. 18,000 square feet. Built in 1956. Joe has not been able to get into the building. Asking \$699,000. It can be negotiated down. There is parking on the side and in the back of the building. The third property is Main Street in Ravenna (old grocery store). Found out that Job and Family Services is looking at this space. Right now, we have 8000 square feet. Any space extra that we would get could be rented out. The Chemical Bank next to Marcs will be going up for sale soon. Preliminary discussion is that it would be 1.6 million with the contingency that the bank would have to stay there. 9000 square feet per level (basement, 1st floor, 2nd floor).

Discussion if we need to stay in Ravenna. It makes sense to be located in the county seat, but there is no code that says that we need to be. Joe checked with Lake County (they just relocated their health department) about the process. Question was brought forward on how it would be paid for. Lake County added a capital improvement line item to their budget. They moved money into that line item and then bought the building (Lake County).

Discussion will need to be had with budget commission to see how we can start saving for the "new" building through a capital improvement line item.

Joe will set up a time the first week of October for the Board to see the Fortis College space.

VII. OLD BUSINESS –

- A. Second 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. Fees to be Effective November 1, 2018. Public hearing scheduled for October 16, 2018.

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

- B. Sewage Treatment System Variance Application – Laubert Road, Atwater Township – Tabled from August meeting – Board Member Bielair made motion to take the motion off the table, seconded by Board Member Howard. An “aye” vote was cast by all, motion carried.

Mrs. Smith recommended the Board approve the variance application.

Board Member Bielair presented a motion to Approve the Sewage Treatment System Variance Application for Laubert Raod, Atwater, 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	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

VIII. NEW BUSINESS –

- A. First Reading – Resolution #18-68 – Revising the Food Service Operations and Retail Food Establishment Fees to Comply with Ohio Revised Code Chapter 3717 and Ohio Administrative Code Chapters 3701-21 and 901:3-4. Fees to be Effective December 1, 2018.

Mr. Rechichar presented the Resolution and explained the cost methodologies (put together with Carols help). The only two categories to increase were level 3 and 4’s. These only affect the large (Walmart, Menards, etc.).

There was a large increase in the Mobiles. They are proposing that the fees stay the same. Looking at doing a “mobile rodeo” to have all the mobiles come at the same time for inspections. This would stream line the process and cut down on costs and travel. With QI project-new mobile packets-time spent went from 2 hours down to ~5 minutes.

Expedited plan review-some mobiles did not submit plans within the 30 days. Would like to put into place expedited plan review that would charge 45% increase. That would ensure that the plan would be reviewed within 3 days. Recommend to round the cost down to the nearest dollar for bookkeeping. Public hearing scheduled for October 16, 2018.

Board Member Cutlip presented a motion to Accept the First Reading of Resolution #18-68, seconded by Board Member Minott. An “aye” vote was cast by all, motion carried.

- B. First Reading – Resolution #18-69 – Revising the Public Swimming Pool and Spa Fees to Comply with Ohio Revised Code Chapter 3749 and Ohio Administrative Code Chapters 3701-31. Fees to be Effective February 1, 2019.

Mr. Rechichar presented the Resolution and explained fees. Working with Carol to show that the fees will drop due to more efficient work from staff. Public hearing scheduled for October 16, 2018.

Board Member Minott presented a motion to Accept the First Reading of Resolution #18-69, seconded by Board Member Howard. An “aye” vote was cast by all, motion carried.

- C. First Reading – Resolution #18-70 – Revising the Recreational Vehicle Parks, Recreation Camps, Combined and Temporary Park-Camp Fees to Comply with Ohio Revised Code Chapter 3729 and Ohio Administrative Code Chapters 3701-26. Fees to be Effective February 1, 2019.

Mr. Rechichar presented the Resolution and explained costs went down. Public hearing scheduled for October 16, 2018.

Board Member Bielair presented a motion to Accept the First Reading of Resolution #18-70, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

- D. Resolution #18-71 – Chinn Allotment Nuisance Declaration - Mrs. Smith presented the Resolution and explained the report on the Chinn Allotment. This is what the partners asked the health district to do. The Resolution is a summary of the process and the report is the recommendations. If Board declares it a public health nuisance, then it will go to the EPA-who can issue findings and orders.

Board Member Bielair presented a motion to Approve Resolution #18-71, 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	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

E. Sewage Treatment Variance Application – Yale Road, Deerfield Township

Mr. Sarfo presented the Resolution and explained the sewer treatment variance application. The applicant would like to split their lot into 2 lots. The vacant lot would have an area for a septic system. Recommends approval of variance. The other lot has a septic system already in place.

Board Member Bielair presented a motion to Approve the Variance Request for Yale Road, Deerfield Township, seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried.

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

F. Ratify the Hiring of Andrew Bull - Justin provided information on Andrew Bull. He is currently a SIT. He is currently working as a seasonal employee in the mosquito program. He will finish the mosquito work on start working October 9th in the food program.

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

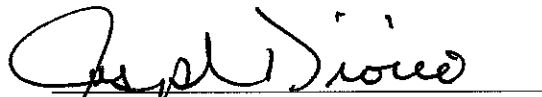
G. BOARD ISSUES AND DISCUSSION – none

H. EXECUTIVE SESSION: none needed

Adjournment: The September 18, 2018 Board meeting was adjourned at 8:53pm. An “aye” vote was cast by all, motion carried.



Robert Palmer
Board President



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