

**Portage County Combined General Health District
Board Meeting Minutes
July 16, 2019 (6:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, July 16, 2019, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 6:04pm by Board President Howard.

Board Members in Attendance: Robert Howard, President
 Evelyn Cutlip, Vice President
 Dr. Howard Minott, Member
 James Bierlair, Member
 Amy Hammar, Member
 Dr. Megan Frank, Member

Board Members Absent: Charles Delaney, Member
 Lucy Ribelin, Member

Staff in Attendance: Joseph Diorio, Health Commissioner
 Mary Helen Smith, Director of Environmental
 Health
 Debra Stall, Director of Finance
 Rose Ferraro, Director of Nursing
 Becky Lehman, Director of Health Education and
 Promotion, Accreditation Coordinator
 Justin Rechichar, Supervisor
 Amos Sarfo, Supervisor
 Sarah Meduri, Personnel Officer
 Kari Jones, Registered Sanitarian

Advisory Council: Bruce Lange, Charlestown Township

Others:

Media Present:

II. APPROVAL OF MINUTES:

The Board of Health Meeting Minutes of May 21, 2019 were tabled as there was not a quorum of Board Members eligible to vote.

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Board of Health Meeting: June 18, 2019 – Board Member Hammar presented a motion to Accept the Board Meeting Minutes of the June 18, 2019, seconded by Board Member Minott. An “aye” vote was cast by all, motion carried.

Mr. Diorio introduced one the Health District’s new employees, Kari Jones. Ms. Jones came from Mahoning County Health Department and is a Registered Sanitarian in the Environmental Program. Ms. Jones will be working in private water, stormwater, schools, food and pools programs. She attended Ohio University studying environmental health and completed an internship with Columbus Public Health as well as worked at Hamilton County before transitioning to Mahoning County. Ms. Jones worked at Mahoning County for over six years, working primarily in the food, pools and campground programs and was vital in working on retail food standards. She is excited to bring her knowledge and expertise to Portage County.

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

IV. PUBLIC COMMENT – No public in attendance.

V. ACTION ITEMS

A.	Expenditure Ratifications	\$59,636.18
	Batch No. 2485	\$544.74
	Batch No. 2539	\$6,296.14
	Batch No. 2584	\$5,494.46
	Batch No. 2642	\$12,569.92
	Batch No. 2689	\$13,352.32
	Batch No. 2732	\$5,673.74
	Batch No. 2810	\$5,992.28
	Batch No. 2873	\$1,873.55
	Batch No. 2875	\$7,839.03

Board Member Bierlair presented a motion to accept the above Expenditures and Ratify these expenses, seconded by Board Member Frank.

Vote on the motion is as follows.

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Absent
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

B. Travel and Expenditures

1. Kari Jones, BS, RS, attended the NEHA Annual Education Conference.

Date:	July 8-12
Location:	Gaylord Opryland Resort and Convention Center Nashville, Tennessee
Mileage:	1044 miles @ 58¢ per mile = \$605.52
Parking:	\$128.00
Registration:	\$295.00
CEUs:	18
Meals:	5 Breakfasts, 5 Lunches, 3 Dinners
Meals Total:	\$185.00
Lodging:	Gaylord Opryland Resort and Convention Center
Nights:	4
Total Lodging Cost:	\$756.00
Fund Used:	45% Food, 15% Pools, 20% Private Water, 17% Stormwater, 3% General
Total for all expenditures:	\$1,969.52

2. Rose Ferraro, MSN, RN, attended the OPHA PHN Quarterly Meeting.

Date:	July 12, 2019
Location:	State Library of Ohio 274 E. First Ave. Columbus, Ohio 43201
Mileage:	287miles @ 58¢ per mile = \$166.46
Fund Used:	Nursing
Total for all expenditures:	\$166.46

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3. Chris Reese, BSN, RN, will attend the GV Grant IQIP Annual Training.

Date: July 31, 2019
Location: Ohio Department of Health
Columbus, Ohio 43215
Mileage: 288 miles @ 58¢ per mile =167.04
Parking: \$15.00
Meals: 1 lunch = \$15.00

Fund Used: GV Grant

Total for all expenditures: \$197.04

4. Kim Plough, Med, CHES, will attend the GV Grant IQIP Annual Training.

Date: July 31, 2019
Location: Ohio Department of Health
Columbus, Ohio 43215
Mileage: 288 miles @ 58¢ per mile =167.04
Parking: \$15.00
Meals: 1 lunch = \$15.00

Fund Used: GV Grant

Total for all expenditures: \$197.04

Mr. Diorio explained that travel was consolidated into one document for review.

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

Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Absent
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

C. Resolution #19- 49 Amendment to the 2019 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall explained Resolution #19-49 allows her to appropriate certified unappropriated money to get through the remainder of the year.

Board Member Cutlip presented a motion to Adopt Resolution #19-49 as stated above, seconded by Board Member Frank.

Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Absent
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

D. Resolution #19-50 A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District.

Ms. Stall explained that she made payments out of the General Fund because appropriations weren't in place at the time. Resolution #19-50 is to pay back the General Fund for monies paid out for supplies, travel and contracted services.

Board Member Bierlair presented a motion to Adopt Resolution #19-50 as stated above, seconded by Board Member Minott.

Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Absent
Board Member Minott	Yes	Board Member Frank	yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

E. Resolution #19-51 Authorizing the Portage County Combined General Health District to enter into an Agreement with Pag's Excavating Inc. for the 2018 Water Pollution Control Loan Fund Contract #201801

F. Resolution #19-52 Authorizing the Portage County Combined General Health District to enter into an Agreement with Pag's Excavating Inc. for the 2018 Water Pollution Control Loan Fund Contract #201802

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- G. Resolution #19-53 Authorizing the Portage County Combined General Health District to enter into an Agreement with Pag's Excavating Inc. for the 2018 Water Pollution Control Loan Fund Contract #201803
- H. Resolution #19-54 Authorizing the Portage County Combined General Health District to enter into an Agreement with Pag's Excavating Inc. for the 2018 Water Pollution Control Loan Fund Contract #201805
- I. Resolution #19-55 Authorizing the Portage County Combined General Health District to enter into an Agreement with Pag's Excavating Inc. for the 2018 Water Pollution Control Loan Fund Contract #201806
- J. Resolution #19-56 Authorizing the Portage County Combined General Health District to enter into an Agreement with Pag's Excavating Inc. for the 2018 Water Pollution Control Loan Fund Contract #201807
- K. Resolution #19-57 Authorizing the Portage County Combined General Health District to enter into an Agreement with Pag's Excavating Inc. for the 2018 Water Pollution Control Loan Fund Contract #201808
- L. Resolution #19-58 Authorizing the Portage County Combined General Health District to enter into an Agreement with Pag's Excavating Inc. for the 2018 Water Pollution Control Loan Fund Contract #201809
- M. Resolution #19-59 Authorizing the Portage County Combined General Health District to enter into an Agreement with Pag's Excavating Inc. for the 2018 Water Pollution Control Loan Fund Contract #201810
- N. Resolution #19-60 Authorizing the Portage County Combined General Health District to enter into an Agreement with Pag's Excavating Inc. for the 2018 Water Pollution Control Loan Fund Contract #201811
- O. Resolution #19-61 Authorizing the Portage County Combined General Health District to enter into an Agreement with Pag's Excavating Inc. for the 2018 Water Pollution Control Loan Fund Contract #201812
- P. Resolution #19-62 Authorizing the Portage County Combined General Health District to enter into an Agreement with Pag's Excavating Inc. for the 2018 Water Pollution Control Loan Fund Contract #201813
- Q. Resolution #19-63 Authorizing the Portage County Combined General Health District to enter into an Agreement with Pag's Excavating Inc. for the 2018 Water Pollution Control Loan Fund Contract #201814

- R. Resolution #19-64 Authorizing the Portage County Combined General Health District to enter into an Agreement with Pag's Excavating Inc. for the 2018 Water Pollution Control Loan Fund Contract #201816

Ms. Smith stated Resolutions #19-51 through Resolution #19-64 are for Water Pollution Control Loan Fund (WPCLF) contracts. The contracts were bid on by two contractors although seven contractors picked up the packets. Pag's Excavating Inc. won all the bids. Ms. Smith worked with Assistant Prosecutor, Allison Manayan to review the contracts and qualifications to ensure that they are able to get all of it completed. The Health District did not receive any bids for sanitary sewer. Ms. Hammar asked if any preferential treatment is given to company's located within Portage County. Ms. Smith replied that the Health District solicits bids from anyone registered and the lowest and best bid wins. Ms. Smith plans to apply for additional funding when available.

Board Member Minott presented a motion to Adopt Resolution #19-51 through 19-64 as stated above, seconded by Board Member Hammar.

Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Absent
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

- I. Resolution #19-65 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. 6295 Fifth Ave. Franklin Township

Mr. Sarfo received the nuisance complaint September of 2018. The system was dye tested and determined to be failing. Mr. Sarfo explained the environmental staff followed the process for complaints and gave 60 days' notice to the homeowner with no response. Staff reached out again and gave another 60 days' notice. The homeowner still hasn't brought the house compliant. Mr. Sarfo concluded that the staff reached out through different forms of communication multiple times with no success.

Board Member Cutlip presented a motion to Adopt Resolution #19-65 as stated above, seconded by Board Member Hammar.

Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Absent
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

VI. DISCUSSION REPORTS

A. Administration and Personnel:

Ms. Meduri updated the Board on the current job postings. There were 103 applicants for the part-time clerk position. The Wastewater Supervisor job opening has brought in 35 applicants, but so far none of them are Registered Sanitarians. The Health District received over 600 applicants for the WIC job postings. Mr. Diorio, Ms. Meduri, Ms. Lehman and Ms. Cooper will be conducting on site interviews at the Lisbon WIC location on July 18th and July 19th. They will also be conducting five days of interviews at the Health District on July 22nd, 24th, 25th, 29th and 30th. They plan to use the first two weeks of August for any second interviews and will have selections made to present to the Board for the August Board meeting.

Mr. Diorio informed the Board that Debbie Wine, Account Clerk, turned in a resignation notice and her last day with the Health District will be July 26, 2019. He explained that the Health District planned on hiring a part-time clerk to assist her and cross-train to learn how to receipt permits and licenses. As a result of Ms. Wine's resignation and the immediate need to fill her role with the ability to train with Ms. Wine during her last few days, Mr. Diorio asked the Board for permission to hire Maria Gill as a full-time Account Clerk. Ms. Gill applied for the part-time clerk position, can start immediately and has accounting background. Mr. Diorio stated the part-time clerk position would be re-posted. Ms. Stall, Director of Finance, stated that Ms. Wine is an exceptional employee and will be very missed. She explained Ms. Wine has had a dream of opening her own business and staff at the Health District wish her all the luck in the world.

Board Member Bierlair presented a motion to Accept the Resignation of Ms. Wine with regret, seconded by Board Member Minott. An "aye" vote was cast by all, motion carried.

Board Member Cutlip presented a motion to approve the hiring of Ms. Gill, seconded by Board Member Frank. An "aye" vote was cast by all, motion carried.

B. Fiscal and Accounting:

Ms. Stall reviewed the Cash Basis Report. The Health District received \$66,307.11 from the State Subsidy/Vital Statistics. She commented that the subsidy is quite a bit more than usual due to our achievement of Accreditation. Ms. Stall pointed out that Health Education, Nursing and CMH all received MAC money for time spent one week each quarter promoting Medicaid. Ms. Stall concluded that the Health District looks fiscally in good shape.

C. Nursing:

Ms. Ferraro reviewed the Communicable Disease Report. She stated over 643 doses of Hepatitis A was given free of charge to inmates and employees at the jail as well as to other areas of the community. There are 3,200 cases and 14 deaths associated with Hepatitis A. Currently, there is one case of measles in Ohio located in Stark County. Ms. Ferraro stated that in order for it to be considered an outbreak, Ohio would need three or more cases.

Ms. Ferraro and her staff transferred all vaccines located at the Health District to the UH Portage due to the air conditioning being broken at the Health District. The AC was down about three weeks and the refrigerator couldn't keep up. The clinic was closed during that time.

D. Environmental Division:

Ms. Smith stated the Grub Buddies which include staff members working in the food, pools and camps programs, improved the frequency of inspections. They completed round one inspections and will switch inspectors for round two. Ms. Smith and Mr. Rechichar are working with Nelson Ledges to attain compliancy. The environmental staff are working through board orders for housing complaints. Ms. Jones will be working on the national retail food standards which are voluntary standards to improve the food program which include: risk assessment, staffing, intervention strategies, partnering with industry and offering trainings.

E. Health Education and Promotion and Accreditation:

Ms. Lehman applied for a grant from the Ohio Department of Health and was awarded \$90,000 for Project Dawn. Ms. Lehman stated the IN20 allows us to receive an award of \$30,000 for Naloxone and the second part provides the Health District with 500 Project Dawn kits.

Ms. Lehman reminded the Board that the CHIP and CHA meetings are starting back up again. A flyer with the dates and times was sent out to stakeholders.

Ms. Lehman commended Ms. Plough for her work on worksite wellness along with the wellness team. The wellness team created fun ways to engage staff through destination themed meetings that included: Hahalulu, Lowback Texas and Las Vegas. Ms. Plough is conducting a poll to use these themes to incorporate at the fair building for fair week.

Ms. Lehman and Mr. Diorio thanked the Board for attending the Accreditation Celebration. Pictures from the celebration were included in the board packet.

F. Health Commissioner:

Mr. Diorio is continuing to work on relocating the Health District.

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

A. Accept Resignation Letter of Susan Forgacs, RN, BSN, Paramedic (Action)

Mr. Diorio stated Ms. Forgacs was an excellent Public Health Nurse and fantastic trainer. Ms. Ferraro also commented on Ms. Forgacs love of educating and is happy for her to continue educating in her new role. The Health District is sad to see Ms. Forgacs leave but will continue to work with her through community partnerships.

Board Member Bierlair presented a motion to accept with regret, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

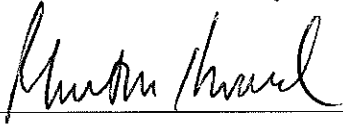
B. Permission to Post, Advertise and Hire One Full Time Nurse (Action)

A motion was presented by Board Member Frank for permission to hire one full time Nurse, seconded by Board Member Hammar. An “aye” vote was cast by all, motion carried.

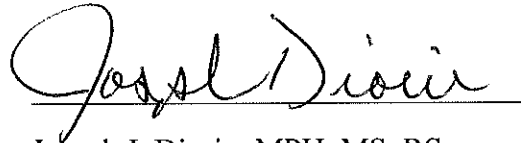
IX. BOARD ISSUES AND DISCUSSION:

X. EXECUTIVE SESSION:

Adjournment: The July 16, 2019 Board meeting was adjourned at 7:08pm. An “aye” vote was cast by all, motion carried.



Robert Howard
Board President



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