

**Portage County Combined General Health District
Board Meeting Minutes
September 24, 2019 (6:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, September 24, 2019, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 6:09pm by Board President Howard.

Board Members in Attendance: Robert Howard, President
James Bierlair, Member
Amy Hammar, Member
Lucy Ribelin, Member
Charles Delaney, Member

Board Members Absent: Dr. Megan Frank, Member
Dr. Howard Minott, Member
Evelyn Cutlip, Vice President

Staff in Attendance: Joseph Diorio, Health Commissioner
Dr. Mark Arredondo, Medical Director
Rosemary Ferraro, Director of Nursing
Debra Stall, Director of Finance
Becky Lehman, Director of Health Education and
Promotion, Accreditation Coordinator
Justin Rechichar, Supervisor
Amos Sarfo, Supervisor
Sarah Meduri, Personnel Officer
Advisory Council: Bruce Lange, Charlestown Township

Others:

Media Present:

II. APPROVAL OF MINUTES:

The Board of Health Meeting Minutes of May 21, 2019, July 16, 2019, August 20, 2019 and September 10, 2019 were tabled as there was not a quorum of eligible members to vote.

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

IV. PUBLIC COMMENT – No public in attendance.

V. ACTION ITEMS

A.	Expenditure Ratifications	\$ 85,715.52
	Batch No. 3404	\$12,095.15
	Batch No. 3478	\$1,065.14
	Batch No. 3534	\$3,697.61
	Batch No. 3555	\$9,741.92
	Batch No. 3651	\$305.00
	Batch No. 3633	\$1,160.16
	Batch No. 3700	\$14,178.33
	Batch No. 3736	\$30,323.19
	Batch No. 3790	\$2,959.24
	Batch No. 3830	\$10,189.78

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

B. Travel and Expenditures

1. Joseph Diorio, MPH, MS, RS attended a meeting at Columbiana County CAC.

Date:	August 19, 2019
Location:	16494 St. Clair Ave. East Liverpool, Ohio 43920
Mileage:	134 miles @ 58¢ per mile = \$77.72
Fund Used:	General Fund
Total for all expenditures:	\$77.72

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2. Kat Holtz, BS, attended a training at the Trans in CLE Conference.

Date: September 14, 2019
Location: 6705 Detroit Ave.
Cleveland, Ohio 44102
Mileage: 80 miles @ 58¢ per mile= \$46.40
Parking: \$10.00

Fund Used: General Fund

Total for all expenditures: \$56.40

3. Joseph Diorio, MPH, MS, RS attended the AOHC Fall Conference.

Date: September 16-18 2019
Location: 5100 Upper Metro Place
Dublin, Ohio 43017
Mileage: 268miles @ 58¢ per mile = \$155.44
Registration: \$330.00
Meals: 2 Dinners = \$40
Lodging: Embassy Suites by Hilton
5100 Upper Metro Place
Dublin, Ohio 43017
Total Lodging Cost: \$139.00

Fund Used: General Fund

Total for all expenditures: \$664.44

4. Mark Arredondo, MD, attended the AOHC Fall Conference.

Date: September 16-18 2019
Location: 5100 Upper Metro Place
Dublin, Ohio 43017
Mileage: 268miles @ 58¢ per mile = \$155.44
Registration: \$370.00
Meals: 2 Dinners = \$40
Lodging: Embassy Suites by Hilton
5100 Upper Metro Place
Dublin, Ohio 43017
Total Lodging Cost: \$139.00

Fund Used: General Fund

Total for all expenditures: \$704.44

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5. Mary Helen Smith, MPH, CPH, RS, REHS, attended the Ohio Environmental Association Board Meeting.

Date: September 19, 2019
Location: Franklin County Health District
280 East Broad St.
Columbus, Ohio 43215
Mileage: 290 miles @ 58¢ per mile = \$168.20
Meals: 1 lunch @ \$15.00 = \$15.00

Fund Used: Food, Pools, Camps, Storm water, Wastewater, Solid Waste, HB110

Total for all expenditures: \$183.20

6. Rosemary Ferraro, MSN, RN, attended the OPHA PHN NE Regional Meeting.

Date: September 20, 2019
Location: Geauga County Health Department
470 Center St.
Chardon, Ohio 44024
Mileage: 64 miles @ 58¢ per mile = \$37.12

Fund Used: Nursing

Total for all expenditures: \$37.12

*Marianne Kitakis will be riding with Ms. Ferraro

7. Marianne Kitakis, BSN, RN, attended the OPHA PHN NE Regional Meeting.

Date: September 20, 2019
Location: Geauga County Health Department
470 Center St.
Chardon, Ohio 44024
Meals: 1 lunch @ \$15.00

Fund Used: Nursing

Total for all expenditures: \$15.00

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8. Sarah Meduri, BSPH, will attend an OSHA Compliance 2020 training.

Date: October 3, 2019
Location: Radisson Hotel
200 Montrose W. Ave.
Akron, Ohio 44321
Mileage: 64 miles @ 58¢ per mile = \$37.12
Registration: \$0- Ms. Meduri has a Pryor+ Membership
Meals: 1 lunch @ \$15.00 = \$15.00
Fund Used: General Fund
Total for all expenditures: \$52.12

9. Mary Helen Smith, MPH, CPH, RS, REHS, attended the Ohio Environmental Association Board Meeting.

Date: October 17, 2019
Location: Franklin County Health District
280 East Broad St.
Columbus, Ohio 43215
Mileage: 290 miles @ 58¢ per mile = \$168.20
Meals: 1 lunch @ \$15.00 = \$15.00
Fund Used: Food, Pools, Camps, Storm water, Wastewater, Solid Waste, HB110
Total for all expenditures: \$183.20

10. Becky Lehman, MPH, CHES, will attend the Health Educator's Institute Conference.

Date: October 17-18, 2019
Location: Salt Fork Lodge and Conference Center
US RT 22 East
Cambridge, Ohio 43725
Mileage: 170 miles @ 58¢ per mile = \$98.60
Registration: \$185
CEUs: 7
Lodging: Salt Fork Lodge and Conference Center
1 night @ \$119.90
Fund Used: Health Education
Total for all expenditures: \$403.50

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11. Kimberly Plough, Med, CHES, will attend the Health Educator's Institute Conference.

Date: October 17-18, 2019
 Location: Salt Fork Lodge and Conference Center
 US RT 22 East
 Cambridge, Ohio 43725
 Mileage: 33 miles @ 58¢ per mile = \$19.14
 CEUs: 7
 Registration: \$185
 Lodging: Salt Fork Lodge and Conference Center
 1 night @ \$119.90
 Fund Used: Health Education
 Total for all expenditures: \$324.04

A motion was presented by Board Member Hammar to permit said stated travel and expenditures, seconded by Board Member Delaney.

Vote on the motion is as follows:

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

- C. Resolution #19-75 Amendment to the 2019 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Ms. Stall explained Resolution #19-75 covered revenue previously certified but not appropriated. The Resolution will allow Ms. Stall to appropriate monies for the new WIC fund for salaries, contracts, travel and supplies.

Board Member Bierlair presented a motion to Adopt Resolution #19-75 as stated above, seconded by Board Member Ribelin.

Vote on the motion is as follows:

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

D. Resolution #19-76 A Journal Entry Cash Advance for the Portage County Combined General Health District

Ms. Stall explained Resolution 19-76 will advance \$215,000 that was appropriated in the general fund to the 8916 WIC fund.

Board Member Hammar presented a motion to Adopt Resolution #19-76 as stated above, seconded by Board Member Bierlair.

Vote on the motion is as follows:

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

E. Resolution #19-77 A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District.

Ms. Stall explained that Resolution 19-77 covered a journal entry reversal for money that was paid out of body art for gas for the vehicle should have been paid out of mosquito. Each vehicle has a PO for gas which comes out of the fund the person driving it is working under. The Resolution also covers salaries from Motor Cycle Ohio that were approved last month but under an incorrect line item which Ms. Blasiman corrected.

Board Member Ribelin presented a motion to Approve Resolutions #19-77 as stated above, seconded by Board Member Delaney.

Vote on the motion is as follows:

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

F. Resolution #19-78 The Portage County Board of Health Acceptance to Allow Joseph Diorio, Health Commissioner, to sign the Professional Service Agreement with Quaker Cleaning Company for Cleaning Services at the Portage Columbiana WIC Clinic.

Ms. Stall explained Resolution 19-78 allows Mr. Diorio to sign a professional service agreement with Quaker Cleaning Company for cleaning services at the Lisbon WIC Clinic. The contract was reviewed by Ms. Cooper, Director of WIC and Quaker Cleaning Company has serviced WIC in the past.

Board Member Ribelin presented a motion to Approve Resolutions #19-78 as stated above, seconded by Board Member Bierlair.

Vote on the motion is as follows:

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

- G. Resolution #19-79 The Portage County Board of Health Acceptance to Allow Joseph Diorio, Health Commissioner, to sign the Agreement with Kent City Health Department for the Health District to Provide Tobacco Cessation Classes on Behalf of Kent City Health Department

Ms. Lehman clarified Resolution 19-79 is an agreement that the Health District staff will provide tobacco cessation classes on behalf of Kent City Health Department for a five-week period. Ms. Mitchell is a Certified Tobacco Treatment Specialist and will work with individuals on tobacco cessation on behalf of Kent City. Kent City will pay the Health District for the services provided. Ms. Mitchell currently provides tobacco cessation classes in partnership with University Hospitals every Thursday and is working to include vape education in schools.

Board Member Ribelin presented a motion to Approve Resolutions #19-79 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Absent
Board Member Bierlair	Yes	Board Member Delaney	Yes

- H. Resolution #19-80 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- 1923 Martin Road, Suffield Township

Mr. Sarfo stated the Health District received a nuisance complaint July of 2018 and investigated to confirm the septic system was failing at the residence on Martin Road in Suffield Township. Staff followed protocols to have the owner address the nuisance with no success. Mr. Sarfo asked the Board to declare a public nuisance and approve Resolution 19-80.

Board Member Beirlair presented a motion to Approve Resolutions #19- as stated above, seconded by Board Member Ribelin.

Vote on the motion is as follows:

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

VI. DISCUSSION REPORTS

A. Administration and Personnel:

Ms. Meduri informed the Board on personnel updates. The full-time Environmental Clerk job posting that was reposted brought in an additional 115 applicants. After reviewing the applications, 11 interviews were conducted, and an offer was extended. The applicant accepted the offer, but later declined to take the position due to personal reasons. Ms. Meduri is looking over the applicants again to conduct second interviews. The Wastewater Supervisor position is still open and accepting applications as none of the applicants have met the requirements or experience necessary. The Public Health Emergency Preparedness Coordinator position received 56 applicants in a few short days. The Health District is still accepting applications and will begin reviewing them soon.

Ms. Meduri is working on onboarding 17 new employees for the WIC program. A new employee Orientation Day will be held on October 1st which will also include the first agency-wide staff meeting inclusive of WIC, as well as a HIPAA training.

B. Fiscal and Accounting:

Ms. Stall reviewed the Cash Basis Report with the Board and stated the Health District is financially in good shape.

C. Nursing:

Ms. Ferraro stated there are 26 confirmed cases of Hepatitis A. The nursing staff are still going to the jail to vaccinate. She stated the cases are decreasing.

The nursing division is waiting on flu vaccines to come in. They plan to have several flu clinics once they have more vaccines on hand. A calendar will be available on the website when Ms. Ferraro receives confirmation of obtaining the vaccines.

D. Environmental Division:

Mr. Sarfo reviewed the Environmental Reports. He stated most of the WPCLF contracts have been completed.

Mr. Rechichar updated the Board on solid waste complaints.

E. Health Education and Promotion and Accreditation:

Ms. Lehman updated the Board on the recent Transportation Training Conference. The Health District worked with PARTA and Jobs and Family Services to provide a needs assessment for healthcare. The conference was well attended, well received and funded by managed care providers.

Ms. Lehman provided the Portage County Fair Report. She stated staff loved the new building and thanked the Board for their support. Mr. Diorio worked with Maplewood to create and build it. Mr. Robinson also helped work on the building and customize it to the needs of the Health District.

The 3rd CHIP meeting was held Tuesday, September 24th. The Health District is working with community partners on identified gaps based upon data and creating possible strategies. The final CHIP reporting meetings are coming up October 15 & 16th. A final report will be made for the last 3 years. The report will reflect some of the vast improvements made over the past few years. The continued participation and community engagement have helped contribute to the improvements and reflect the partnerships established over the years.

Ms. Lehman pointed out the Safe Communities Report prepared by Ms. Blasiman for the Chiefs meeting. She stated the report is a nice representation of her community engagement. Portage County Safe Communities Coalition is one of the strongest in the state. Ms. Blasiman will soon be preparing the yearend report and Ms. Lehman was proud to announce the number of people Ms. Blasiman and the Coalition have reached is astronomical.

F. Health Commissioner:

Mr. Diorio stated Assistant County Prosecutor, Allison Manayan will be at the October Board Meeting to discuss Nelson Ledges Quarry Park.

Assistant Prosecutor and Civil Division Chief, Chris Meduri, will present Board Education at the October Board Meeting.

Mr. Diorio thanked Medical Director, Mark Arredondo for attending the Board Meeting. He stated they both attended the fall AOHC Conference in Columbus. Dr. Arredondo attended Medical University at the AOHC Conference.

Mr. Diorio stated Quality IP has been working on multiple tasks between the phone and IT projects. He hopes to have Quality IP connected to our server soon and has a conference call scheduled to discuss the timeline.

Mr. Diorio is still exploring options to house the Health District.

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

A. Accept the Resignation of Chris Mundorf, Epidemiologist (Action)

Mr. Diorio informed the Board of Mr. Mundorf's resignation. He stated that he did a great job and even community partners recognized him for his hard work and collaboration. Mr. Mundorf is leaving to take a Director position at MetroHealth.

Board Member Ribelin presented a motion to Accept with Regret the Resignation of Chris Mundorf, seconded by Board Member Beirlair. An "aye" vote was cast by all, motion carried.

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

Mr. Diorio asked the Board for permission to post, advertise and hire one full-time Epidemiologist to replace Mr. Mundorf.

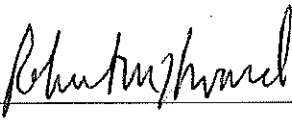
Board Member Bierlair presented a motion to grant Permission to Post, Advertise and Hire one Full-Time Epidemiologist, seconded by Board Member Delaney. An "aye" vote was cast by all, motion carried.

IX. BOARD ISSUES AND DISCUSSION:

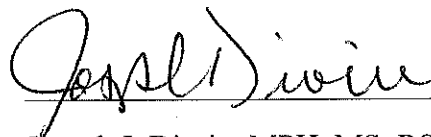
Board President Howard commented that he would like to see full attendance at the next Board Meeting.

X. EXECUTIVE SESSION:

Adjournment: The September 24, 2019 Board meeting was adjourned at 7:05pm. An “aye” vote was cast by all, motion carried.



Robert Howard
Board President



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