

**Portage County Combined General Health District  
Board Meeting Minutes  
November 19, 2019 (6:00pm)**

**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, November 19, 2019, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 6:03pm by Board President Howard.

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

Board Members Absent:

Staff in Attendance:                Joseph Diorio, Health Commissioner  
   Mark Arredondo, Medical Director  
   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, 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:**

Board of Health Meeting: July 16, 2019 – Board Member Hammar presented a motion to Accept the Board Meeting Minutes of the July 16, 2019, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

Board of Health Meeting: August 20, 2019 – Board Member Bierlair presented a motion to Accept the Board Meeting Minutes of the August 20, 2019, seconded by Board Member Cutlip. Board Member Hammar abstained from voting. An “aye” vote was cast by all but Board Member Hammar, motion carried.

Board of Health Meeting: September 10, 2019 – Board Member Ribelin presented a motion to Accept the Board Meeting Minutes of the September 10, 2019, seconded by Board Member Delaney. Board Member Hammar abstained from voting. An “aye” vote was cast by all but Board Member Hammar, motion carried.

Board of Health Meeting: September 24, 2019 – Board Member Delaney presented a motion to Accept the Board Meeting Minutes of the September 24, 2019, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

Board of Health Meeting: October 15, 2019 – Board Member Ribelin presented a motion to Accept the Board Meeting Minutes of the October 15, 2019, seconded by Board Member Hammar. Board Member Bierlair abstained from voting. An “aye” vote was cast by all but Board Member Bierlair, motion carried.

### **III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) –**

Bruce Lange of Charlestown Township and District Advisory Council President commented there will be a new President and Vice-President for the Township Association starting in 2020. Nick Coia and Ed Dean will be the new representatives. Mr. Lange stated he will still be present at the Board Meetings.

### **IV. PUBLIC COMMENT – No public in attendance.**

### **V. ACTION ITEMS**

A.	Expenditure Ratifications	<b>\$ 174,593.41</b>
	Batch No.4186	\$3,745.05
	Batch No.4225	\$13,505.88
	Batch No.4321	\$75,784.00
	Batch No.4344	\$5,402.57
	Batch No.4365	\$57,671.11
	Batch No.4433	\$1,434.72
	Batch No.4474	\$7,093.97
	Batch No.4541	\$397.57
	Batch No.4642	\$6,018.32
	Batch No.4668	\$3,540.22

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Journal Entry	
Water Resources	\$1,816.00
Mental Health & Recovery	\$500.00
Total Journal Entries	<b>\$2,316.00</b>

Total Payments **\$176,909.41**

Board Member Ribelin 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	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

B. Travel and Expenditures

1. Carley Buzzard attended the Tri-County Breastfeeding Connections Coalition Meeting.

Date: October 23, 2019  
 Location: St. Elizabeth Boardman Hospital  
 8401 Market St.  
 Boardman, Ohio 44512  
 Mileage: 36 miles @ 58¢ per mile = \$20.88  
 Fund Used: WIC  
 Total for all expenditures: \$20.88

2. Maria Gill attended the AOHC New Employee Training.

Date: October 24, 2019  
 Location: 151 East Orange Rd.  
 Lewis Center, Ohio 43035  
 Mileage: 270 miles @ 58¢ per mile = 156.60  
 Registration: \$75.00  
 Fund Used: GF  
 Total for all expenditures: \$231.60

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3. Sarah Meduri, BSPH, attended the Innovation and Design Thinking Workshop.

Date: October 29, 2019  
Location: Ohio Department of Health  
246 North High Street  
Columbus, Ohio 43215  
Mileage: 284 miles @ 58¢ per mile = \$164.72  
Parking: \$12.00  
  
Fund Used: GF  
  
Total for all expenditures: \$176.72

4. Becky Lehman, MPH, CHES, attended the OIPP Quarterly Meeting.

Date: November 1, 2019  
Location: 6805 Bobcat Way  
Dublin, Ohio 43016  
Mileage: 265 @ 58¢ per mile = \$153.70  
Meals: 1 lunch @ \$15.00  
  
Fund Used: IN21  
  
Total for all expenditures: \$168.70

5. Amy Cooper, BSND, RD, LD attended the WIC Directors Meeting.

Date: November 6-7, 2019  
Location: Ohio University Dublin Campus  
6805 Bobcat Way  
Dublin, Ohio 43016  
Mileage: \$0.00 traveled with Ereka Johnson  
Meals: 1 Breakfast, 1 Lunch and 1 Dinner = \$45.00  
Lodging: Courtyard by Marriott  
Dublin, Ohio 43017  
1 night @ \$122.00  
  
Fund Used: \$WIC  
  
Total for all expenditures: \$167.00

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6. Ereka Johnson, BSND, RD, LD, CLC, attended the WIC Directors Meeting.

Date: November 6-7, 2019  
Location: Ohio University Dublin Campus  
6805 Bobcat Way  
Dublin, Ohio 43016  
Mileage: 322 miles @ 58¢ per mile = \$186.76  
Meals: 1 Breakfast, 1 Lunch and 1 Dinner = \$45.00  
  
Fund Used: \$WIC  
  
Total for all expenditures: \$231.76

7. Lynette Blasiman attended the Cumulus Broadcasting record PSA's and Forum.

Date: November 13, 2019  
Location: 4040 Simon Rd.  
Youngstown, Ohio 44512  
Mileage: 77.4 miles @58¢ per mile = \$44.89  
  
Fund Used: Safe Communities/ GF  
  
Total for all expenditures: \$44.89

8. Carley Buzzard will attend the Tri-County Breastfeeding Connections Coalition Meeting.

Date: November 20, 2019  
Location: Mahoning County WIC  
50 Westchester Dr.  
Austintown, Ohio 44515  
Mileage: 48 miles @ 58¢ per mile = \$27.84  
  
Fund Used: WIC  
  
Total for all expenditures: \$27.84

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

Vote on the motion is as follows:

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

- C. Resolution #19-91 Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor

Board Member Minott presented a motion to Adopt Resolution #19-91 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	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

- D. Resolution #19-92 Amendment to the 2019 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall explained the breakdown of the appropriations in that 3's represents salaries and benefits, 4's represents contracts, 5's represents supplies and equipment, 6's represents equipment over \$5,000 and 7's represents reimbursements and payments to the state. Ms. Stall explained that the Resolutions are broken down into categories and line items for the Budget Commission and Auditors Office. Money can be moved within the specific category, but if Ms. Stall needs to move supplies for example to travel, then she needs approval by the Board.

Board Member Minott presented a motion to Adopt Resolution #19-92 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	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

- E. Resolution #19-93 Establishing Fund 8917 by the County Auditor to account for the receipts and disbursements of the Reproductive Health and Wellness Grant awarded to the Portage County Combined General Health District.

Ms. Stall explained the Health District was awarded a new grant for Reproductive Health and Wellness. Ms. Stall has to setup a new fund to cover the grant monies. Ms. Ferraro explained the Health District will work with Axxess Pointe for the reproductive

health and wellness portion and the Health Education staff at the Health District will do the health education and promotion portion of the grant.

Board Member Cutlip presented a motion to Approve Resolutions #19-93 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	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

F. Resolution #19-94 Amendment to the 2019 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified. (8917)

Board Member Bierlair presented a motion to Approve Resolutions #19-94 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	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

G. Resolution #19-95 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- 3722 Ranfield Rd. Brimfield Township

Mr. Sarfo stated the Health District received complaints for the property located at 3722 Ranfield Rd. Brimfield Township in July of 2018. The Health District completed a dye test which indicated two failing systems for both houses located on the property. One was replaced in November of 2018, but the other still has not been replaced. Several notices of violations have been sent. Mr. Sarfo asked the Board to declare a public nuisance and approve Resolution #19-95.

Board Member Ribelin presented a motion to Approve Resolutions #19-95 as stated above, 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	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

## VI. DISCUSSION REPORTS

### A. Administration and Personnel:

Ms. Meduri updated the Board on the current job postings for the Health District. The Public Health Emergency Preparedness Coordinator opening brought in over 140 applicants. Mr. Diorio, Ms. Lehman and Ms. Meduri conducted 6 interviews and offered the position to Robert Walker. He accepted and will start on December 2<sup>nd</sup>, 2019. He spent two years working under Portage County as an inspector and safety trainer and 16 years as the EMS Coordinator for Portage Medical Center of University Hospitals. He has vast experience with outreach, education, emergency preparedness as well as strong relationships with community partners. He will be a great bridge between Health Education and the Nursing Division.

Ms. Meduri updated the Board on the full-time Environmental Clerk opening. The position has been vacant for several months and offered 5 times in which the Health District was unable to obtain any of potential candidates. Over the course of the posting period over 200 applicants applied. Ms. Meduri was excited to announce a Portage County employee who applied for the position, Stephanie Todd. Stephanie Todd currently works for Portage County as the Deputy Bailiff and Assignment Commissioner under Judge Barbara Oswick. Ms. Todd has worked as an assignment commissioner for 3 years and as a specialized clerk for Adult Probation for 16 years. Ms. Meduri stated Ms. Todd is very happy to be continuing employment within Portage County and Health District staff are very excited to be filling our FT Environmental Clerk position! Ms. Meduri thanked Debbie Wine, who graciously has been working extra hours to assist the Environmental Division while she has been trying to fill this opening the past few months. Ms. Wine is always willing to help, never complains and will help train Stephanie during her onboarding.

The Epidemiologist opening has attracted over 60 applicants. Mr. Diorio, Ms. Ferraro and Ms. Meduri conducted 7 interviews and have one more scheduled for next week. Mr. Meduri commented that they hope to finalize their decision after the interview next week.

Ms. Meduri and Ms. Mitchell visited WIC staff to check-in and see how onboarding is going as well as review Quality Improvement and the New Employee



Curriculum. Ms. Meduri reviewed the Curriculum, assigned new tasks, reviewed the Public Health Core Competencies as it relates to each staff member, their job description and evaluation. WIC staff will be completing their mid-evaluations at the end of the month. Ms. Meduri and Ms. Mitchell educated staff on the Health District Plans and are working to recruit new team members. Ms. Meduri commented to the Board that the Health District staff is trying to be inclusive of the new WIC staff at both locations to incorporate everyone in trainings, plans and committees going forward.

Ms. Meduri updated the Board on the progress with Quality IP. The Health District contracts with Quality IP for phone and IT services. Ms. Meduri and Mr. Diorio established a Health District phone team to assist with phone setup and configuration. The phone team comprised of Mr. Diorio, Ms. Meduri, Ms. Lehman, Ms. Mitchell, Ms. Wine, Ms. Condor, Ms. Johnson and Ms. Cooper. Staff members were selected who have high phone usage and represent each of the divisions among all three Health District locations. The team met with Quality IP on November 6<sup>th</sup> and again on November 13<sup>th</sup> to conduct a site survey, create standardized messaging and determine settings. The Lisbon WIC Clinic will convert to the new phone system first on Thursday, December 5<sup>th</sup> and then the Ravenna WIC Clinic will convert on Friday, December 6<sup>th</sup>. Health District Staff located at the main campus will have phone trainings on December 9<sup>th</sup> in preparation for the cutover on December 10<sup>th</sup>. The Health District will be all be interconnected on December 10<sup>th</sup>.

Health District staff are now able to put in individual HelpDesk tickets for IT through Quality IP's HelpDesk portal. Ms. Meduri commented on the quick response from Quality IP and the better functionality using the portal for all staff rather than all tickets filtering through three staff members. The Health District will soon be converting emails from @portageco.com to @portagehealth.net which will match the Health District's website. The phone, email and IT advancements will be major upgrades for the WIC division as not all staff have emails or phones or the ability to receive voicemails.

The next Quarterly Staff Meeting will be held on December 10<sup>th</sup> from 12:00pm to 4:00pm at Deerfield Town Hall. The meeting will comprise of a potluck holiday lunch, agency-wide staff meeting, and cultural competency training led by Mary Snyder from Children's Advantage.

B. Fiscal and Accounting:

Ms. Stall reviewed the Cash Basis Report and advised the Board that the Health District is continuing to look good financially.

C. Nursing:

Ms. Ferraro stated the Nursing Division has been quieting down from the clinics. There is one confirmed TB case. Ms. Ferraro is working with Dr. Arredondo and the family through daily observation and watching the patient take their medication.

D. Environmental Division:

Ms. Smith pointed out PowerPoint presentations included in the Board packets. The presentations were conducted by Mr. Rechichar at Portage County schools for their in-service education. The education included new legislation information that allows dogs on patios and how operators should handle it.

Ms. Smith stated that there are many septic systems getting installed using the WPCLF funds and she thanked Ms. Pillsbury for working on reconciling the reports.

E. Health Education and Promotion and Accreditation:

Ms. Lehman recognized Ms. Holtz for her work on sexuality education around the county. Ms. Holtz assisted with counseling, education and support for the Root House, a halfway house for men in Portage County.

Ms. Lehman thanked Ms. Ribelin for attending the Strategic Planning Meeting. The Health District is embarking on a new Strategic Plan. Ms. Lehman stated the Community Health Assessment will be released for public comment in the next few weeks. Ms. Lehman asked the Board to review the CHA and provide comments. Ms. Lehman stated the Community Health Improvement Plan is in the final stages. New priorities have been identified with cross cutting factors. Ms. Lehman commented we have many new agencies to include as the Health District has established more community partners over the years.

There are upcoming trainings on Clear Impact for performance management for the Health District on December 12<sup>th</sup> and 19<sup>th</sup>. Ms. Lehman commented that staff are thrilled at the prospect of a new Performance Management System. Ms. Towne is currently working in the PMS and is very enthusiastic about the new system and already working with staff on the new 2020 measures.

F. Women, Infants and Children (WIC):

Ms. Cooper stated staff are still getting acclimated with the Health District. She met with Ms. Towne for the PMS process and is excited for the goals they've set for 2020. Employees are working on their new employee curriculum and adjusting to new staffing levels.

Ms. Cooper educated the Board on the WIC program. WIC is a supplemental nutrition program for women, infants, and children. WIC serves women who are pregnant, those that recently had a baby, breastfeeding mothers, infants and children up to age five. The mission of WIC is to prevent nutrition-related illness and improve overall health outcomes. The WIC program is administered by the USDA Food and Nutrition Services. Funds are distributed to each state. Ohio Department of Health administers the program in Ohio, and local entities apply for funding annually. Portage and Columbiana's funding level for fiscal year 2020 is \$1,021,325. Portage and Columbiana's caseload for FY 2020 is 3,962. WIC is currently serving 3,792 participants (96%). Potentially eligible estimates from 2017 indicate that WIC is serving approximately 51% of those potentially eligible for WIC services. Caseload is a large determinant of future funding levels. To qualify for WIC, applicants must live in Ohio, meet income guidelines (185% of Federal Poverty Level) and have certain nutritional or health risks. Those that receive Medicaid or SNAP meet WIC income requirements. Nutrition education is performed at each visit. WIC Registered Dietitians provide individualized nutrition counseling during certification. Nutrition education also contains group activities such as cooking demonstrations, interactive nutrition activities and self-directed modules. Breastfeeding education and support is performed by Breastfeeding Peer Helpers, Dietitians and Certified Lactation Counselors. Education begins during pregnancy to explore barriers and build rapport with WIC mothers and continues throughout the mother and baby's breastfeeding journey. Peer Helpers provide education and support during clinic visits, on the telephone and via text messaging. WIC's role is to help mother and baby to meet their personal breastfeeding goals.

G. Health Commissioner:

Mr. Diorio is working to expand the Health District's website. He is working with Ms. Cooper to include WIC. He also encouraged the Board members to attend the Strategic Planning meetings. The Health District is embarking on a new Strategic Plan. We will take what we have learned over the last 3-year cycle and revise and update the plan as needed. The Community Health Assessment and Community Health Improvement Plan also feeds into the Strategic Plan and provides us direction as an agency. Ms. Ribelin commented that the meetings and Strategic Plan give a great picture on what's going on at the Health District. She finds the meetings very helpful and valuable.

**VII. OLD BUSINESS:**

**VIII. NEW BUSINESS:**

- A. **First Reading** Resolution #19-96 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 January 22, 2020

Mr. Rechichar stated the Board will have three successive readings for review of fees. The first two provide an opportunity to ask questions and the third reading will encompass the vote. There is a public hearing scheduled for all operators to attend to review the fees. Mr. Rechichar presented the recommended fees for the food program. Mr. Rechichar and Environmental staff pull together data and create a spreadsheet that allows them to calculate the fees. They review and compare what they are allowed to charge according to the state. Mr. Rechichar explained the Health District used the quality improvement process to create a small team of employees called the "Small Potatoes" which focused on internal processes for temporary permits. The Quality Improvement process allowed them to streamline their processes which resulted in a reduction of costs from \$214 to \$75. Mr. Rechichar plans to continue to use the quality improvement process in other areas.

- B. **First Reading** Resolution #19-97 Revising the Public Swimming Pool and Spa Fees to Comply with Ohio Revised Code 3749 and Administrative Code Chapter 3701-31 Fees to be Effective February 28, 2020

Ms. Smith presented the recommended Public Swimming Pool and Spa fees to the Board. She stated the Ohio Department of Agriculture and Ohio Department of Health cost methodologies are very detailed. The methodologies capture both

direct and indirect costs. Ms. Smith commented that the Environmental staff have worked hard over the years to standardize rates.

- C. **First Reading** Resolution #19-98 Revising the Recreational Vehicle Parks, Recreation Camps, Combined and Temporary Park-Camp Fees to Comply with Ohio Revised Code 3729 and Ohio Administrative Code Chapter 3701-26 Fees to be Effective February 28, 2020

D. Revised Salary Ranges (**Action**)

Mr. Howard asked the Board to move Revised Salary Range discussion to last on the agenda.

Board Member Ribelin made a motion to move to executive session to discuss personnel and salaries, seconded by Board Cutlip at 7:38PM. An “aye” vote was cast by all and the Board entered executive session.

Board Member Ribelin made a motion to enter back into regular session, seconded by Board Member Minott at 8:03PM. An “aye” vote was cast, and the Board entered into regular session.

Board Member Cutlip presented a motion to Adopt the Revised Salary Ranges and the adjustment of raises for identified individuals, seconded by Board Member Minott. An “aye” vote was cast by all, motion carried.

Board Member Minott presented a motion to approve 3% salary increases for all current staff and include the 3% increase for the identified individuals on top of the adjustment raises starting the pay period beginning December 16<sup>th</sup> for payment on January 10th, seconded by Board Member Hammar. An “aye” vote was cast by all, motion carried.

- E. Accept the hiring of Robert Walker, Public Health Emergency Preparedness Coordinator (PHEP) (**Action**)

Ms. Lehman asked the Board to approve the hiring of Robert Walker as the new Public Health Emergency Preparedness Coordinator. She stated that Mr. Walker has an expansive background and strong community partnerships. Ms. Lehman commended Ms. Kitakis for doing a great job and meeting all the deliverables. The PHEP Coordinator position is moving from the Nursing Division to the Health Education and Promotion Division.

Board Member Bierlair presented a motion to Accept the Hiring of Robert Walker, seconded by Board Member Minott. An "aye" vote was cast by all, motion carried.

F. Accept the hiring of Stephanie Todd, FT Environmental Clerk (**Action**)

Ms. Meduri asked the Board to approve the hiring of Stephanie Todd as full-time Environmental Clerk. She has 15 years specialized clerk experience as well as working as the Deputy Bailiff and Assignment Commissioner for 3 years for Portage County.

Board Member Hammar presented a motion to Accept the Hiring of Stephanie Todd, seconded by Board Member Frank. An "aye" vote was cast by all, motion carried.

G. Accept Resignation of Deborah Stitzel, Clinic Assistant WIC Ravenna (**Action**)

H. Permission to Post, Advertise and Hire one FT Clinic Assistant (**Action**)

Mr. Meduri received the retirement notice this morning and has added it to the Agenda. Mr. Diorio thanked Ms. Stitzel for her years with WIC and wished her well. Mr. Diorio asked the Board to accept the resignation of Deborah Stitzel and grant permission to post, advertise and hire one full-time Clinic Assistant.

Board Member Ribelin presented a motion to Accept the Resignation of Deborah Stitzel with Regret and Grant Permission to Post, Advertise and Hire One Full-Time Clinic Assistant, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

## **IX. BOARD ISSUES AND DISCUSSION:**

## **X. EXECUTIVE SESSION:**

**Adjournment:** The November 19, 2019 Board meeting was adjourned at 8:04 pm. An "aye" vote was cast by all, motion carried.



Robert Howard  
Board President



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