

**Portage County Combined General Health District
Board Meeting Minutes
June 19, 2018 (7:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, June 19, 2018, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:00pm by Board President Palmer.

Board Members in Attendance:	Robert Palmer, President Evelyn Cutlip, Vice President Dr. Howard Minott, Member James Bierlair, Member Amy Hammar, Member Robert Howard, Member Lucy Ribelin, Member Marian Copley, Member
Board Members Absent:	
Staff in Attendance:	Joseph Diorio, Health Commissioner Rosemary Ferraro, Director of Nursing Mary Helen Smith, Director of Environmental Health (Vacation) Debra Stall, Director of Finance Becky Lehman, Director of Health Education Dorothy Filing, Personnel Officer Amos Sarfo, Supervisor Justin Rechichar, Supervisor
Advisory Council:	James Deffenbaugh, Palmyra Township
Others:	
Media Present:	

II. APPROVAL OF MINUTES:

Board of Health Meeting: May 22, 2018 – Board Member Copley presented a motion to Accept the Board Meeting Minutes of May 22, 2018, seconded by Board Member Hammar. An “aye” vote was cast by all, motion carried.

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

IV. PUBLIC COMMENT – None

V. ACTION ITEMS

A. Expenditure Ratifications-\$7,542.54

Mrs. Stall presented the Expenditures to be Ratified. They include the May Gas for \$433.87 and Batch #7218 for \$7,108.67 for a total amount of \$7,542.54.

Board Member Ribelin presented a motion to accept the above Expenditures and Ratify these expenses, 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

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

1. Justin Rechichar, MPH, attended the AOHC Leadership Essentials for Health District Success training. (Revised)

Date (Original): April 11 & 12, 2018

Date (Revised): April 24 & 25, 2018

Location: Sheraton Suites Columbus
201 Hutchinson Avenue
Columbus, OH

Mileage: 272 miles @ 54.5¢ per mile = \$148.24

Meals: 1 meal @ \$20.00 = \$24.00 w/tip

Registration: \$286.00

Fund/Grant Used: Food

Travel and expenditures not to exceed \$470.00

2. Joseph Diorio, MPH, attended Regional Approach to Data Collection for Health Assessments.

Date: April 26, 2018

Location: Cleveland Clinic Independence
Family Health Center
Independence, OH

Mileage: 64 miles @ 54.5¢ per mile = \$34.88

Fund/Grant Used: General

Travel and expenditures not to exceed \$34.88

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3. Joseph Diorio, MPH, attended the Ohio Public Health Combined Conference.
Date: May 14-16, 2018
Location: Doubletree Hotel
Columbus, OH
Mileage: 252 miles @ 54.5¢ per mile = \$137.34
Meals: 2 meals @ \$20.00 = \$40.00
Registration: \$200.00
Lodging Cost: 2 nights @ \$115.00 per night = \$230.00
CEUs: 12.5
Fund/Grant Used: General
Travel and expenditures not to exceed \$650.00
4. Marianne Kitakis, RN, attended the PHEP Planners meeting.
Date: May 24, 2018
Location: 8995 E. Main Street
Reynoldsburg, OH
Mileage: 320 miles @ 54.5¢ per mile = \$174.40
Meals: 1 meal @ \$15.00 = \$15.00
Fund/Grant Used: PHEP
Travel and expenditures not to exceed \$189.40
5. Marianne Kitakis, RN, attended the PHEP EPI Meeting
Date: June 7, 2018
Location: Ohio Dept. of Transportation
1980 W. Broad Street
Columbus, OH
Mileage: 306 miles @ 54.5¢ per mile = \$166.77
Meals: 1 meal @ \$15.00 = \$15.00
Fund/Grant Used: PHEP
Travel and expenditures not to exceed \$191.77
6. Joseph Diorio, MPH, attended AOHC Public Health Policy.
Date: June 8, 2018
Location: AOHC Office
110A Northwoods Blvd.
Columbus, OH
Mileage: 256 miles @ 54.5¢ per mile = \$139.52
Fund/Grant Used: General
Travel and expenditures not to exceed \$139.52

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7. Justin Rechichar, MPH, attended the Food Roundtable.
 Date: June 14, 2018
 Location: Medina County Health Department
 4800 Ledgewood Drive
 Medina, OH
 Mileage: 84 miles @ 54.5¢ per mile = \$45.78
 Meals: 1 meal @ \$15.00 = \$18.00 w/tip
 CEUs: 3.0
 Fund/Grant Used: Food
 Travel and expenditures not to exceed \$68.00

8. Stan Carlisle, MPH, attended the Food Roundtable.
 Date: June 14, 2018
 Location: Medina County Health Department
 4800 Ledgewood Drive
 Medina, OH
 Mileage: 84 miles @ 54.5¢ per mile = \$45.78
 Meals: 1 meal @ \$15.00 = \$15.00
 CEUs: 3.0
 Fund/Grant Used: Food
 Travel and expenditures not to exceed \$65.00

9. Joseph Diorio, MPH, attended a mandatory meeting for the Mosquito Control Grant.
 Date: June 15, 2018
 Location: Ohio Dept. of Administrative Services
 Columbus, OH
 Travel and expenditures not to exceed \$0.00
 (No expenses involved – traveling with Trumbull County)

A motion was presented by Board Member Bierlair 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

- C. Resolution #18-49 – Amendment to the 2018 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Board Member Hammar presented a motion to Adopt Resolution #18-49 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

- D. Resolution #18-50 – A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District

Board Member Cutlip presented a motion to Adopt Resolution #18-50 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

- E. Resolution #18-51 – 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

A nuisance complaint was received regarding a property in Rootstown Township that was not hooked up to the sewer. Water Resources has confirmed that sewer is available. The homeowners have not complied to our letters for hooking up to the sewer. Financing assistance information has been sent to the residents

Board Member Bierlair presented a motion to Adopt Resolution #18-51 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 #18-52 – Variances and More Stringent Standards from the Requirements of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems

A former septic installer is requesting a variance to become an installer again. Continuing Education Units were obtained for 2018 and he is qualified to install septic systems.

Board Member Bierlair presented a motion to Adopt Resolution #18-52 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

VI. DISCUSSION REPORTS

- A. Administration and Personnel: None
- B. Fiscal and Accounting: Mrs. Stall commented that we are looking good. The balances shown are for the end of May.
- C. Nursing: Mrs. Ferraro reviewed the Communicable Disease Report.

The flu season this year will see the return of the flu mist.

- D. Environmental Division: In Mrs. Smith's absence, Justin Rechichar, Supervisor, and Amos Sarfo, Supervisor presented the food statistics. The food mobiles program is quite busy. Board Member Ribelin was concerned about a ribs cooker that she sees frequently around Ravenna. Mr. Rechichar has looked into the business and will investigate further.

Mr. Sarfo informed the Board that this is the time of year we do outfall inspections. Point of Sale and Wastewater are busy.

- E. Health Education and Promotion: Mrs. Lehman highlighted that we did submit all of our 328 documents to PHAB on June 13, 2018. It is a big accomplishment.
- F. Health Commissioner: Accreditation - Mr. Diorio added that the documents submitted to PHAB are now frozen in time. PHAB will perform a completeness review and verify all the documents in the next four to six weeks. We will get feedback to modify our submission. The site visitation is the next step. Mr. Diorio anticipates that the site visit will not happen until early 2019. The visitors cannot be from Ohio.

Once we become accredited, we must pay a fee on an annual basis for five years. An annual report, which is two-fold, must also be submitted. The first part of the report allows us to demonstrate our progress on items that were graded lower. The second part is all Quality Improvement to show how our agency has improved. Then we must reapply after five years, hopefully, on a less stringent process.

WIC - On June 5, 2018, Mr. Diorio had a meeting with the County Commissioners concerning the WIC Program. The WIC grant is a continuation cycle for now. The 2019/2020 RFP will be a competitive grant cycle. Our agency would apply as early as March or April 2019. The grant would start in October 1, 2019.

Building matters were also discussed. The Portage County Commissioners own two sites for the WIC program: Portage County and Columbiana County. We would need facilities in both locations. Mr. Diorio would like the WIC program at this building and we would use the entire second floor. We are communicating with the Commissioners and with WIC to make a smooth transition. Mr. Diorio has talked with State officials and they are very happy we are applying for the grant and encourage keeping both Counties.

Chinn Allotment – This area of Ravenna Township has numerous malfunctioning septic systems with common collection tiles. About a year and a half ago, a study was completed and presented to the County Commissioners that showed numerous failing systems and small lots that would indicate a sewer system be installed. Water Resources and EPA concur that a sewer system is needed and would be complete by 2023. This large project covers 250-260 properties.

Based on previous projects' timetables, Water Resources wanted to expedite this sewer project. They approached the County Commissioners who are requesting the Portage County Health District, according to Ohio Revised Code 6117.34 Complaint of Unsanitary Conditions, to create a Board Order. The Board Order, if approved, goes to OhioEPA substantiating the conditions in the Chin Allotment. Upon review and agreement, the OhioEPA issues an order to the County Commissioners that sanitary sewers are the only option. Once ordered, the sewer project can proceed without objection or efforts from the residents. Hopefully, this process will get started in the next few months.

Mr. Diorio has included the Ravenna Township Trustees during this whole time so everyone is on the same page.

Public meetings will be held for residents for informational purposes. There will be additional costs besides the installation price. Grant fundings are possible as a result of the OhioEPA findings and orders to the Board of Commissioners.

VII. OLD BUSINESS – None

VIII. NEW BUSINESS –

- A. Quality Improvement Plan Signature Page – The revised Quality Improvement Plan was mailed to the Board members along with the packet. Several QI projects such as telephone training and Temporary food licenses streamlining are included in the Plan.

Board Member Minott presented a motion to approve the updated Quality Improvement Plan, seconded by Board Member Hammar. An “aye” vote was cast by all, motion carried.

- B. Accept Recommendation to Hire for Grants Fiscal Manager – We had forty applicants and interviewed four. Mrs. Stall is recommending Lisa Miley to be hired for the Grants Fiscal Manager position. She will start on July 16, 2018. Lisa has worked with grants at Summit County Health District.

Board Member Bierlair presented a motion to accept the recommendation for Lisa Miley to be hired for the Grants Fiscal Manager position, seconded by Board Member Howard. An “aye” vote was cast by all, motion carried.

- C. Ratify Hiring of Registered Sanitarian/SIT – Mrs. Filing reported the open position had over forty applicants. We have held ten interviews and would like to recommend Michael Spies for the position. He has a Bachelor of Science and is a Sanitarian-in-Training. Mike currently works for a plumber and has experience with gas lines, customer service, and codes. His first day is scheduled to start on Monday, June 25, 2018.

Board Member Minott presented a motion Approving the Hire of Michael Spies as a Sanitarian-in-Training in the Stormwater Wastewater Program, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

- D. Job Description for Epidemiologist – Mr. Diorio presented the detailed Job Description for a full-time Epidemiologist. This shows the scope of duties and responsibilities this job will provide.

- E. Permission to Advertise and Hire an Epidemiologist – The salary range is \$22-\$26 for the position after consulting the AOHC salary survey. Mr. Diorio will present a revised PCHD Salary Range next month to include the Epidemiologist. We currently pay Summit County Health District \$10,000 for them to provide Epidemiologist services. Additional Maternal Child Health (MCH) grants have been applied for to offset these costs. This position has been included in the last two annual budgets.

Board Member Howard presented a motion granting Permission to Advertise and Hire an Epidemiologist, seconded by Board Member Copley. An “aye” was cast by all, motion carried.

IX. BOARD ISSUES AND DISCUSSION –

X. EXECUTIVE SESSION:

At 8:10pm, Board Member Bierlair presented a motion to Exit Regular Session and Enter Executive Session for certain personnel matters, seconded by Board Member Minott. An “aye” vote was cast by all, motion carried.

At 8:42pm, Board Member Howard presented a motion to Exit Executive Session and Return to Regular Session, seconded by Board Member Ribelin. An “aye” vote was cast by all motion carried.

Adjournment: The June 19, 2018 Board meeting was adjourned at 8:42pm. An “aye” vote was cast by all, motion carried.



Robert Palmer
Board President



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