

**Portage County Combined General Health District
Board Meeting Minutes
January 15, 2019 (7:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, January 15, 2019, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:09pm by Board President Palmer.

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

Board Members Absent: Robert Howard, Member
Lucy Ribelin, Member
Evelyn Cutlip, Vice President

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, 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: December 11, 2018 – No action was taken on the minutes as there was not a quorum of eligible Board Members to vote.

III. INTRODUCTION OF NEW BOARD MEMBER

Dr. Frank is a resident of Streetsboro and was appointed by Mayor Broska on December 11, 2018 as the Streetsboro City Representative. She will complete the remainder of Marion Copley's term. Dr. Frank has been a resident of Streetsboro for two years and is an Assistant Professor at Baldwin Wallace University. She is very excited to be on the Portage County Board of Health.

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

V. PUBLIC COMMENT – No public in attendance.

VI. ACTION ITEMS

A. Expenditure Ratifications- **\$170,178.92**

Journal Entry-12-671

89009104 412000 Advertising \$113.90

Journal Entry 12-681

890009105 596410 Office 365 \$7,944.84

Batch No. 9970 \$4,370.80

Batch No. 9979 \$14,372.03

Batch No. 144 \$120,926.73

Batch No. 147 \$1,619.00

Batch No. 263 \$20,664.00

Batch No. 267 \$167.62

Ms. Stall explained Journal Entry 12-671 for Advertising in the amount of \$113.90 was for the advertisement for credit cards. She further clarified that Journal Entry 12-681 in the amount of \$7,944.84 was for our share of Office 365. Dr. Minott inquired about condoms purchased in Batch No. 9979 in the amount of \$1,054. Ms. Lehman explained the condoms were purchased with the remainder of Maternal Child Health Grant money for 2018. Ms. Lehman explained of the \$12,000 grant money issued, about \$3,000 is for material goods. Health Education needed to spend the money by the end of the year. Ms. Lehman concluded that since we are longer eligible for the grant, the purchase should be enough condoms to get through Health Education for 2019.

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

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

1. Mary Helen Smith, MPH, CPH, RS, REHS, will attend Ohio Environmental Health Association Board Meeting.

Date: January 17, 2019
Location: Franklin County Health Department
280 East Broad Street
Columbus, OH 43215
Mileage: 290 miles @ 58¢ per mile = \$168.20

Fund Grant Used: Food, Pools, Camp, Stormwater, Wastewater, Plumbing and Private Water

Travel and expenditures not to exceed \$185.00

2. Sarah Meduri, BSPH, will attend Human Resources for Anyone with Newly Assigned HR Responsibilities.

Date: January 25, 2019
Location: Double Tree Hotel
3150 W. Market Street
Akron, OH 44333
Mileage: 33.4 miles @ 58¢ per mile = \$19.37
Registration: \$149.00

Fund Grant Used: General Fund

Travel and expenditures not to exceed \$168.37

3. Mary Helen Smith, MPH, CPH, RS, REHS, will attend Ohio Environmental Health Association Board Meeting.

Date: February 21, 2019
Location: Franklin County Health Department
280 East Broad Street
Columbus, OH 43215
Mileage: 290 miles @ 58¢ per mile = \$168.20

Fund Grant Used: Food, Pools, Camp, Stormwater, Wastewater, Plumbing and Private Water

Travel and expenditures not to exceed \$185.00

Board of Health
Meeting Minutes
January 15, 2019

4. Becky Lehman, MPH, CHES, will attend Child Passenger Safety Conference.

Date: February 27, 2019
Location: Crowne Plaza
7230 Engle Rd.
Middleburg Heights, OH 44130
Mileage: 100 miles @ 58¢ per mile = \$58.00
Registration: \$65.00
CEUs: 6

Fund Grant Used: Health Education

Travel and expenditures not to exceed \$140.00

5. Sarah Meduri, BSPH, will attend AOHC New Employee Training.

Date: March 14, 2019
Location: 151 East Orange Rd.
Lewis Center, OH 43035
Mileage: 135 Miles @ 58¢ per mile = \$78.30
Registration: \$75.00
Fund/Grant Used: General Fund

Travel and expenditures not to exceed \$153.30

6. Joseph Diorio, MPH, MS, RS, will attend Quality Improvement and Innovation in Public Health.

Date: March 27-29, 2019
Location: Philadelphia, PA
Hilton @ Penn's Landing
Mileage: 42 Miles @ 58¢ per mile = \$24.36
Meals: 4 meals @ \$20 / 15 = \$70.00
Registration: \$300.00
Lodging: Hilton @ Penn's Landing
201 South Columbus Blvd.
Philadelphia, PA
Lodging Cost: 2 nights @ \$189 = \$378
Airfare: \$348.51
Ground Transportation: \$60 (\$30 each way)
Fund/Grant Used: General Fund

Travel and expenditures not to exceed \$1,180.87

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

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

1. Kim Plough, Med, CHES, attended the Dominion Grant Ceremony.

Date: October 3, 2018
Location: WRLC
3850 Chagrin River Rd.
Moreland Hills, Ohio 44022
Mileage: 63.4 miles @ 54.5¢ per mile = \$34.55
CEUs:
Fund/Grant Used: Storm water

Travel and expenditures not to exceed \$34.55

2. Justin Rechichar, MPH, attended a roundtable meeting for food safety.

Date: December 13, 2018
Location: Medina County Health Department
4800 Ledgewood Dr.
Medina, Ohio 44256
Mileage: 92 miles @ 54.5¢ per mile = \$50.14
Meals: 1 meal @ 15.00 = \$15.00
CEUs:
Fund/Grant Used: Food, Pools, Camp

Travel and expenditures not to exceed \$70.00

3. Andre Bull, BS, MPH, attended a roundtable meeting for food safety. Mr. Bull rode with Justin Rechichar.

Date: December 13, 2018
Location: Medina County Health Department
4800 Ledgewood Dr.
Medina, Ohio 44256
Meals: 1 meal @ 15.00 = \$15.00
CEUs:
Fund/Grant Used: Food, Pools, Camp

Travel and expenditures not to exceed \$15.00

Board of Health
Meeting Minutes
January 15, 2019

4. Jennifer Lowry, BSPH, also attended a roundtable meeting for food safety and rode with Justin Rechichar.

Date: December 13, 2018
Location: Medina County Health Department
4800 Ledgewood Dr.
Medina, Ohio 44256
Meals: 1 meal @ 15.00 = \$15.00
CEUs:
Fund/Grant Used: Food, Pools, Camp

Travel and expenditures not to exceed \$15.00

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

Vote on the motion is as follows:

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

- D. Resolution #19- 01 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Donald B. Calvert to Provide Motorcycle Classes.
- E. Resolution #19-02 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Joseph Boal to Provide Motorcycle Classes.
- F. Resolution #19- 03 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Ken Rayl to Provide Motorcycle Classes.
- G. Resolution #19- 04 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and James D. Dawson to Provide Motorcycle Classes.
- H. Resolution #19-05 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and James Kestel to Provide Motorcycle Classes.

Board of Health
Meeting Minutes
January 15, 2019

- I. Resolution #19-06 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Alan D. Feldman to Provide Motorcycle Classes.
- J. Resolution #19- 07 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Kenneth Hudnall to Provide Motorcycle Classes.
- K. Resolution #19- 08 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Josee Boal to Provide Motorcycle Classes.
- L. Resolution #19-09 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Dale Crutchman to Provide Motorcycle Classes.
- M. Resolution #19-10 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Russ Nicholson to Provide Motorcycle Classes.
- N. Resolution #19-11 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Nicole Waldren to Provide Motorcycle Classes.
- O. Resolution #19-12 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Jeff Heimerman to Provide Motorcycle Classes.
- P. Resolution #19-13 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Denise Taylor to Provide Motorcycle Classes.
- Q. Resolution #19-14 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Gary Klann to Provide Motorcycle Classes.

Board Member Bierlair presented a motion to Adopt Resolutions #19-01 through #19-14 as presented, seconded by Board Member Minott.

Vote on the motion is as follows.

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

- R. Resolution #19-15 A Resolution Authorizing the Portage County Combined General Health District to Enter into the 2019 Water Pollution Control Loan Fund Agreement for the Repair and/or Replacement of Household Sewage Treatment Systems.

Ms. Smith explained this resolution is to accept an award for \$150,000 for 2019 funds. This would be an addition to the \$200,000 we already have, totaling \$350,000 in funds.

Board Member Bierlair presented a motion to Approve Resolutions #19-15 as stated above, seconded by Board Member Minott.

Vote on the motion is as follows:

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

- S. Resolution #19-16 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 Winchell Road, Hiram Township

Mr. Sarfo asked the board to declare a public nuisance for failure to abate that nuisance. He stated Portage County Health District exhausted all mechanisms to obtain compliance and did not receive a response from the owner.

Board Member Bierlair presented a motion to Approve Resolutions #19-16 as stated above, seconded by Board Member Minott.

Vote on the motion is as follows:

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

T. Resolution #19-17 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 Wheeler Road, Hiram Township.

Mr. Sarfo explained that Portage County Health District exhausted all measures to obtain compliance to abate the nuisance and asked the board to declare a public nuisance.

Board Member Minott presented a motion to Approve Resolutions #19-17 as stated above, seconded by Board Member Bierlair

Vote on the motion is as follows:

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

U. Resolution #19-18 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. Randolph Road, Suffield Township

Mr. Sarfo concluded the issue is an easy fix and isn't a huge expense, nor should take a lengthy period of time to correct. Despite all measures taken to address it, the owner has refused to abate the nuisance.

Board Member Bierlair presented a motion to Approve Resolutions #19-18 as stated above, seconded by Board Member Minott.

Vote on the motion is as follows:

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

V. IRS Standard Mileage Rate Change for 2019 at .58¢ from 2018 at .545¢ per mile.

Board Member Hammar presented a motion to Adopt the IRS Mileage Reimbursement Rate Change for 2019 at .58¢ per mile, seconded by Board Member Bierlair. An "aye" vote was cast by all, motion carried.

VII. DISCUSSION REPORTS

A. Administration and Personnel:

Ms. Meduri informed the Board that staff are completing their performance evaluations for 2018. Ms. Meduri and Mr. Diorio are working on restructuring the new employee grids. The updated grid will now instruct new employees to different areas of the Portage County Health District's website, instead of various websites with the same information. Obsolete trainings and website links have been replaced with new, current versions. The Employment Application has also been updated and added to the website.

Ms. Meduri, Mr. Diorio and Ms. Stall met with Amy Cooper, the Director of Women, Infants and Children (WIC) to begin discussions on the transition to the Health District. Position descriptions, salary structures, and the onboarding process including; the change in physical location of WIC, are all matters to be addressed in the coming weeks. WIC currently has 20 employees in its division, of which 11 are full-time. Ms. Meduri and Mr. Diorio stated they will keep the board apprised of new information.

B. Fiscal and Accounting:

Ms. Stall reviewed the Cash Basis Report and stated Portage County Health District is fiscally in good shape. Though, we do not have certified numbers from the auditors yet, we balance monthly, so she is confident in the report.

C. Nursing:

Ms. Ferraro updated the Board on the statewide Hepatitis A outbreak. She informed the board that the Centers for Disease Control and Prevention (CDC) dropped 31,000 doses of the Hepatitis A Vaccine to the state. Nursing concluded the first round of vaccinations at the Portage County Jail.

Ms. Ferraro stated the flu is on the rise as the numbers of hospitalizations due to the flu have increased. Nursing homes are beginning to put notices on their doors, asking visitors to stay home if they are feeling ill. Other states are starting to see and increase in the flu, but Ms. Ferraro has confidence the Flu Vaccine has aided in prevention.

The Nursing Division staff are working on the Communicable Disease Report. The updated report will be in a different format with more data. Ms. Ferraro applauded our Epidemiologist Christopher Mundorf, for being instrumental in the change.

D. Environmental Division:

Ms. Smith updated the Board on the CHIN allotment nuisance declaration. She spoke with Ohio EPA, who stated we did everything correctly on our end and they are not coming out to duplicate anything. She commended Mr. Robinson, Ms. Smith, and Ms. Volz for doing a great job and putting the information together. It will now be a required action by EPA and become an assessment project.

E. Health Education and Promotion:

Ms. Lehman highlighted Project Dawn's Community Event on February 27th at 5pm at Crestwood Primary School. She stated there has been an increase of law enforcement using Project Dawn. Ms. Lehman reminded the board that Health Education is no longer offering HIV or Hepatitis C testing and offered other resources for testing including: Planned Parenthood, AxessPointe or their health care provider.

Ms. Blaisman, who works with Safe Communities Grant, updated Ms. Lehman to annual numbers. Portage County had 7 traffic fatalities, of which the youngest individual was 52 years of age.

Ms. Plough continues to work on fact sheets for septic systems with the Stormwater and Wastewater Programs.

Ms. Lehman updated the Board on Accreditation. Five Community Health Improvement Plan meetings were held this week. The Public Health Accreditation Board (PHAB) site visit is scheduled for March 6th and 7th 2019. We have three site visitors assigned to us. The tentative agenda for the PHAB visit with the Board of Health is March 7th at 9:30am. Only two to four board members will be permitted at the visit, as we are not allowed to have a quorum present. Almost 400 documents were submitted and only 36 documents were probed for additional information.

Mr. Bierlair asked Ms. Lehman for an update on the Cribs for Kids Program. Ms. Lehman informed the board that only 3 Pack N' Plays are left from the 20 purchased a few weeks ago. She stated, Portage County no longer receives funding as our numbers are not "bad" enough. The Pack N' Plays are given out by appointment only. At the appointment the individual receiving the Pack N' Play is educated on safe sleep with Ms. Lehman or Ms. Mitchell. Portage County Health District also educates on car seat safety which is often paired with safe sleep education. Portage County Health District partners with Children's Services and WIC to provide consistent messaging as well as trains their staff on safe sleep

and car seat education. Portage County Health District has provided these partners with training tools and Pack N' Plays to give out at their locations as well.

Board Member Bierlair presented a motion to purchase 20 more Pack N' Plays, seconded by Board Member Minott. An "aye" vote was cast by all, motion carried.

F. Health Commissioner:

Mr. Diorio updated the Board on the bid on 653 Enterprise Parkway, Ravenna, Ohio. We were not able to negotiate a better price as they have signed another offer. They have until the end of the month to fulfil their contractual negotiation. Mr. Diorio stated our agents have been contacting him with alternative options and asked the Board if there is interest in buying property and building brand new. The Board responded unanimously, that they are interested in both building new and looking at other available buildings. Mr. Diorio will explore all options and keep the Board informed.

VIII. OLD BUSINESS –

IX. NEW BUSINESS –

X. BOARD ISSUES AND DISCUSSION –

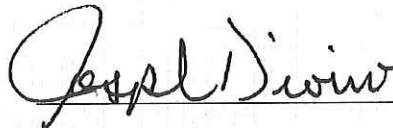
A. Next Board Meeting February 19, 2019.

XI. EXECUTIVE SESSION:

Adjournment: The January 15, 2019 Board meeting was adjourned at 8:04pm. An "aye" vote was cast by all, motion carried.



Robert Palmer
Board President



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