

**Portage County Combined General Health District
Board Meeting Minutes
March 19, 2019 (7:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, March 19, 2019, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:01pm by Board President Palmer.

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

Board Members Absent:

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: February 19, 2019 – Board Member Ribelin presented a motion to Accept the Board Meeting Minutes of the February 19, 2019, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council):

Mr. Lange expressed his gratitude towards Mr. Palmer and commented that he will be very missed on the Board.

IV. PUBLIC COMMENT – No public in attendance.

V. ACTION ITEMS

A.	Expenditure Ratifications	\$136,889.16
	Batch No. 632	\$1,246.99
	Batch No. 863	\$73.49
	Batch No. 942	\$7,105.67
	Batch No. 944	\$994.69
	Batch No. 1041	\$1,864.17
	Batch No. 1067	\$106,708.86
	Batch No. 1107	\$650.75
	Batch No. 1150	\$16,803.4
	Batch No. 1173	\$1,441.11

Ms. Stall went over the expenditures for the month. She explained Batch No. 1067 included the purchase of the 2019 Chevy Colorado in the total amount of \$30,001.20. The batch also included the invoice for the Portage County Community Assessment in the amount of \$75,375.00. She also pointed out in Batch No. 1150 a payment of \$8,212.00 was sent to the Ohio Department of Health because we took in over 500 Food Service licenses. Ms. Stall commended her Account Clerk Debbie Wine for handling all the licenses.

Board Member Bierliar presented a motion to accept the above Expenditures and Ratify these expenses, 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 Frank	Yes

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

1. Stan Carlisle, MPH, RS, will attend the Medina Food Roundtable for food education with other health districts.

Date: March 21, 2019
Location: 4800 Ledgewood Dr.
Medina, OH 44256
Mileage: 82 miles @58¢ per mile = \$47.56
Meals: 1 meal @ \$15.00 = \$15.00

Fund Grant Used: FSO

Travel and expenditures not to exceed \$65.00

2. Justin Rechichar, MPH, RS, will attend the Clarke Mosquito Workshop for mosquito training.

Date: March 21, 2019
Location: Holiday Inn
6001 Rockside Rd.
Independence, Ohio 44131
Mileage: 66 miles @58¢ per mile = \$38.28
CEUs: 4

Fund Grant Used: Mosquito Grant

Travel and expenditures not to exceed \$41.00

3. Andrew Bull, MPH, SIT, will attend the Clarke Mosquito Workshop for mosquito training.

Date: March 21, 2019
Location: Holiday Inn
6001 Rockside Rd.
Independence, Ohio 44131
Mileage: Riding with Justin
CEUs: 4

Fund Grant Used: Mosquito Grant

Travel and expenditures not to exceed \$0.00

Board of Health
Meeting Minutes
March 19, 2019

4. Mary Helen Smith, MPH, CPH, RS, REHS, will attend the Ohio Department of Health Midwest Workshop for harmful algal bloom and legionella investigations and protocols.

Date: March 25 & 26th 2019
Location: Quest Business Center
8405 Pulsar Dr.
Columbus, OH 43240
Mileage: 262 miles @ 58¢ per mile = \$151.96
Meals: 2 lunches/ 1 dinner @ \$15.00 lunch / \$20.00 dinner
= \$50 + tips = \$60.00 meals
Registration: \$40.00
Lodging: Four Points Sheraton
8505 Pulsar Drive
Columbus, OH 43240
1 night @ \$99.00
CEUs: 9
Fund Grant Used: Stormwater & Private Water Systems

Travel and expenditures not to exceed \$386.00

5. Justin Rechichar, MPH, RS, will attend the Ohio Department of Health Midwest Workshop for harmful algal bloom and legionella investigations and protocols.

Date: March 25 & 26th 2019
Location: Quest Business Center
8405 Pulsar Dr.
Columbus, OH 43240
Mileage: Carpooling with Ms. Smith
Meals: 2 lunches/ 1 dinner @ \$15.00 lunch / \$20.00 dinner
= \$50 + tips = \$60.00 meals
Registration: \$40.00
Lodging: Four Points Sheraton
8505 Pulsar Drive
Columbus, OH 43240
1 night @ \$99.00
CEUs: 9
Fund Grant Used: Stormwater & Private Water Systems

Travel and expenditures not to exceed \$220.00

Board of Health
Meeting Minutes
March 19, 2019

6. Andrew Bull, MPH, SIT, will attend the Ohio Department of Health Midwest Workshop for harmful algal bloom and legionella investigations and protocols.

Date: March 25 & 26th 2019
Location: Quest Business Center
8405 Pulsar Dr.
Columbus, OH 43240
Mileage: Carpooling with Ms. Smith
Meals: 2 lunches/ 1 dinner @ \$15.00 lunch / \$20.00 dinner
= \$50 + tips = \$60.00 meals
Registration: \$40.00
Lodging: Four Points Sheraton
8505 Pulsar Drive
Columbus, OH 43240
1 night @ \$99.00
CEUs: 9
Fund Grant Used: Stormwater & Private Water Systems

Travel and expenditures not to exceed \$220.00

7. Marianne Kitakis, BSN, RN, will attend World TB Day Conference 2019.

Date: March 26, 2019
Location: Ohio Department of Transportation
1980 West Broad St.
Columbus, OH 43223
Mileage: 316 miles @ 58¢ per mile = \$183.28
Meals: 1 lunch @ 15.00 = \$15.00
Fund Grant Used: General Fund

Travel and expenditures not to exceed \$220.00

Board of Health
Meeting Minutes
March 19, 2019

8. Rosemary Ferraro, MSN, RN, will attend World TB Day Conference 2019.

Date: March 26, 2019
Location: Ohio Department of Transportation
1980 West Broad St.
Columbus, OH 43223
Mileage: 310 miles @58¢ per mile = \$179.80
Meals: 1 lunch @ 15.00 = \$15.00

Fund Grant Used: General Fund

Travel and expenditures not to exceed \$220.00

9. Amos Sarfo, MS, RS, will attend the Ohio Department of Health Midwest Workshop for training in PWS and HSTS programs.

Date: March 26-28, 2019
Location: Quest Business Center
8405 Pulsar Drive
Columbus, Ohio 43240
Mileage: 0 miles @58¢ per mile = \$0
Meals: 2 lunches / 2 dinners @ \$15.00 lunch & \$20.00 dinner
=\$70.00 + \$14.00 tips = \$84.00 meals
Registration: \$40.00
Lodging: Four Points Sheraton
8505 Pulsar Drive
Columbus, Ohio 43240
Lodging Cost: 2 nights @ \$99.00 per night =\$198.00
CEUs: 12

Fund Grant Used: Wastewater & Private Water
*Carpooling with co-workers in BOH vehicle. Total estimated mileage 270.
Travel and expenditures not to exceed \$354.00

Board of Health
Meeting Minutes
March 19, 2019

10. Emily Speck, BS, SIT, will attend the Ohio Department of Health Midwest Workshop for training in PWS and HSTS programs.

Date: March 26- 28, 2019
Location: Quest Business Center
8405 Pulsar Drive
Columbus, Ohio 43240
Mileage: 0 miles @58¢ per mile = \$0
Meals: 2 lunches / 2 dinners @ \$15.00 lunch & \$20.00 dinner
=\$70.00 + \$14.00 tips = \$84.00 meals
Registration: \$40.00
Lodging: Four Points Sheraton
8505 Pulsar Drive
Columbus, Ohio 43240
Lodging Cost: 2 nights @ \$99.00 per night = \$198.00
CEUs: 12

Fund Grant Used: Wastewater, Private Water and Stormwater
*Carpooling with co-workers in BOH vehicle. Total estimated mileage 270. Sharing room with Lindsey Smith.
Travel and expenditures not to exceed \$136.40

11. Lindsey Smith, BS, SIT, will attend the Ohio Department of Health Midwest Workshop for training in PWS and HSTS programs.

Date: March 26- 28, 2019
Location: Quest Business Center
8405 Pulsar Drive
Columbus, Ohio 43240
Mileage: 0 miles @58¢ per mile = \$0
Meals: 2 lunches / 2 dinners @ \$15.00 lunch & \$20.00 dinner
=\$70.00 + \$14.00 tips = \$84.00 meals
Registration: \$40.00
Lodging: Four Points Sheraton
8505 Pulsar Drive
Columbus, Ohio 43240
Lodging Cost: 2 nights @ \$99.00 per night = \$198.00
CEUs: 12

Fund Grant Used: Wastewater & Private Water
*Carpooling with co-workers in BOH vehicle. Total estimated mileage 270. Sharing room with Emily Speck.
Travel and expenditures not to exceed \$354.00

Board of Health
Meeting Minutes
March 19, 2019

12. Mike Spies, BS, SIT, will attend the Ohio Department of Health Midwest Workshop for training in PWS and HSTS programs.

Date: March 26- 28, 2019
Location: Quest Business Center
8405 Pulsar Drive
Columbus, Ohio 43240
Mileage: 0 miles @58¢ per mile = \$0
Meals: 2 lunches / 2 dinners @ \$15.00 lunch & \$20.00 dinner
=\$70.00 + \$14.00 tips = \$84.00 meals
Registration: \$40.00
Lodging: Four Points Sheraton
8505 Pulsar Drive
Columbus, Ohio 43240
Lodging Cost: 2 nights @ \$99.00 per night = \$198.00
CEUs: 12

Fund Grant Used: Wastewater & Private Water
*Carpooling with co-workers in BOH vehicle. Total estimated mileage 270. Sharing room with William Duck.
Travel and expenditures not to exceed \$136.40

13. William Duck, BA, SIT, will attend the Ohio Department of Health Midwest Workshop for training in PWS and HSTS programs.

Date: March 26-28, 2019
Location: Quest Business Center
8405 Pulsar Drive
Columbus, Ohio 43240
Mileage: 0 miles @58¢ per mile = \$0
Meals: 2 lunches / 2 dinners @ \$15.00 lunch & \$20.00 dinner
=\$70.00 + \$14.00 tips = \$84.00 meals
Registration: \$40.00
Lodging: Four Points Sheraton
8505 Pulsar Drive
Columbus, Ohio 43240
Lodging Cost: 2 nights @ \$99.00 per night = \$198.00
CEUs: 12

Fund Grant Used: Wastewater & Private Water
*Carpooling with co-workers in BOH vehicle. Total estimated mileage 270. Sharing room with Mike Spies.
Travel and expenditures not to exceed \$354.00

Board of Health
Meeting Minutes
March 19, 2019

14. Sherry Halas, BSN, RN, will attend CMH PHN Sharing Days for CMH updates and education.

Date: April 12, 2019
Location: Medina County Health Department
4800 Ledgewood Dr.
Medina, OH 44256
Mileage: 72 miles @ 58¢ per mile = \$41.76
Meals: 1 lunch @ 15.00 = \$15.00
Registration: \$10.00
CEUs: 4.3
Fund Grant Used: General Fund

Travel and expenditures not to exceed \$75.00

15. Mary Helen Smith, MPH, CPH, RS, REHS, will attend the 2019 National Association of County and City Health Officials (NACCHO) Vector Summit for Mosquito and tick education to increase capacity of local health districts to detect, prevent, prepare for and respond to vector-borne disease.

Date: April 16-18, 2019
Location: Sheraton Pittsburgh Hotel
300 West Station Square Drive
Pittsburgh, PA 15219
Mileage: 179 miles @ 58¢ per mile = \$103.82
Meals: NACCHO rate 2 breakfast @ \$13.00, 3 lunches @ \$20.00
2 dinners @ 32 each = \$150.00 + \$18.00 incidentals = \$168.00
Parking: \$25-day x 3 days = \$75.00
Registration: \$0.00
Lodging: Sheraton Pittsburgh Hotel
300 West Station Square Drive
Pittsburgh, PA 15219
Lodging Cost: 2 nights @ \$125.00 = \$250.00 Transportation/ Tolls: \$5.50
CEUs: 18
Fund Grant Used: NACCHO Scholarship

Travel and expenditures not to exceed: \$625.00

*Received \$1,400 NACCHO Scholarship to be shared between employees.

Board of Health
Meeting Minutes
March 19, 2019

16. Justin Rechichar, MPH, RS, will attend the 2019 National Association of County and City Health Officials (NACCHO) Vector Summit for Mosquito and tick education to increase capacity of local health districts to detect, prevent, prepare for and respond to vector-borne disease.

Date: April 16-18, 2019
Location: Sheraton Pittsburgh Hotel
300 West Station Square Drive
Pittsburgh, PA 15219
Mileage: 137 miles @ 58¢ per mile = \$79.46
Meals: NACCHO rate 2 breakfast @ \$13.00, 3 lunches @ \$20.00
2 dinners @ 32 each = \$150.00+ \$18.00 incidentals= \$168.00
Parking: \$25-day x 3 days= \$75.00
Registration: \$0.00
Lodging: Sheraton Pittsburgh Hotel
300 West Station Square Drive
Pittsburgh, PA 15219
Lodging Cost: 2 nights @ \$125.00 = \$250.00
Transportation/ Tolls: \$5.50
CEUs: 18
Fund Grant Used: NACCHO Scholarship

Travel and expenditures not to exceed: \$600.00

*Received \$1,400 NACCHO Scholarship to be shared between employees.

17. Andrew Bull, MPH, SIT, will attend the 2019 National Association of County and City Health Officials (NACCHO) Vector Summit for Mosquito and tick education to increase capacity of local health districts to detect, prevent, prepare for and respond to vector-borne disease.

Date: April 16-18, 2019
Location: Sheraton Pittsburgh Hotel
300 West Station Square Drive
Pittsburgh, PA 15219
Mileage: 137 miles @ 58¢ per mile = \$0.00
Meals: NACCHO rate 2 breakfast @ \$13.00, 3 lunches @ \$20.00
2 dinners @ 32 each = \$150.00 + \$18.00 incidentals = \$168.00
Lodging: Sheraton Pittsburgh Hotel
300 West Station Square Drive
Pittsburgh, PA 15219
Transportation/ Tolls: \$5.50
CEUs: 18
Fund Grant Used: NACCHO Scholarship

Travel and expenditures not to exceed: \$200.00

*Received \$1,400 NACCHO Scholarship to be shared between employees. Andrew Bull will be carpooling with Justin and sharing a hotel room with him as well.

Board of Health
Meeting Minutes
March 19, 2019

18. Dan Robinson, CPI, will attend the 2019 Ohio Stormwater Conference for stormwater education for best management practices, regulatory updates regarding illicit discharge identification and total maximum daily load.

Date: May 7-10, 2019
Location: Sharonville Convention Center
11355 Chester Road
Cincinnati, Ohio 45246
Mileage: 482 miles @ 58¢ per mile = \$0 (BOH Vehicle)
Meals: 3 dinners @ \$20 / 1 breakfast @ \$10 / 1 lunch @ \$15 = \$85.00
+ tips \$17.00 = \$102.00
Registration: \$255.00
Lodging: Hyatt Place Sharonville Convention Center
11355 Chester Road
Cincinnati, Ohio 45246
Lodging Cost: 3 nights @ \$94.00 per night = \$339.00
CEUs: 12
Fund Grant Used: Stormwater

Travel and expenditures not to exceed \$800.00

*Using Stormwater vehicle and traveling with Emily Speck; increased cost to cover cost of convention center housing if available.

19. Emily Speck, BS, RS, will attend the 2019 Ohio Stormwater Conference for stormwater education for best management practices, regulatory updates regarding illicit discharge identification and total maximum daily load.

Date: May 7-10, 2019
Location: Sharonville Convention Center
11355 Chester Road
Cincinnati, Ohio 45246
Mileage: 482 miles @ 58¢ per mile = \$0 (BOH Vehicle)
Meals: 3 dinners @ \$20 / 1 breakfast @ \$10 / 1 lunch @ \$15 = \$85.00
+ tips \$17.00 = \$102.00
Registration: \$255.00
Lodging: Hyatt Place Sharonville Convention Center
11355 Chester Road
Cincinnati, Ohio 45246
Lodging Cost: 3 nights @ \$94.00 per night = \$339.00
CEUs: 12
Fund Grant Used: Stormwater

Travel and expenditures not to exceed \$800.00

*Using Stormwater vehicle and traveling with Dan Robinson; increased cost to cover cost of convention center housing if available.

Board of Health
Meeting Minutes
March 19, 2019

20. Amos Sarfo, MS, RS, will attend the 2019 Ohio Stormwater Conference for stormwater education for best management practices, regulatory updates regarding illicit discharge identification and total maximum daily load.

Date: May 7-10, 2019
Location: Sharonville Convention Center
11355 Chester Road
Cincinnati, Ohio 45246
Mileage: 482 miles @ 58¢ per mile = \$0 (BOH Vehicle)
Meals: 3 dinners @ \$20 / 1 breakfast @ \$10 / 1 lunch @ \$15 = \$85.00
+ tips \$17.00 = \$102.00
Registration: \$255.00
Lodging: Hyatt Place Sharonville Convention Center
11355 Chester Road
Cincinnati, Ohio 45246
Lodging Cost: 3 nights @ \$94.00 per night = \$339.00
CEUs: 12
Fund Grant Used: Stormwater

Travel and expenditures not to exceed \$800.00

*Using Stormwater vehicle and traveling with Mary Helen Smith; increased cost to cover cost of convention center housing if available.

21. Mary Helen Smith, MPH, CPH, RS, REHS, will attend the 2019 Ohio Stormwater Conference for stormwater education for best management practices, regulatory updates regarding illicit discharge identification and total maximum daily load.

Date: May 7-10, 2019
Location: Sharonville Convention Center
11355 Chester Road
Cincinnati, Ohio 45246
Mileage: 482 miles @ 58¢ per mile = \$0 (BOH Vehicle)
Meals: 3 dinners @ \$20 / 1 breakfast @ \$10 / 1 lunch @ \$15 = \$85.00
+ tips \$17.00 = \$102.00
Registration: \$255.00
Lodging: Hyatt Place Sharonville Convention Center
11355 Chester Road
Cincinnati, Ohio 45246
Lodging Cost: 3 nights @ \$94.00 per night = \$339.00
CEUs: 12
Fund Grant Used: Stormwater

Travel and expenditures not to exceed \$800.00

*Using Stormwater vehicle and traveling with Amos Sarfo; increased cost to cover cost of convention center housing if available.

Board of Health
Meeting Minutes
March 19, 2019

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

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

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

Date: February 27, 2019
Location: Union County Health Department
940 London Avenue
Maysville, Ohio 43040
Mileage: 294 miles @ 58¢ per mile = \$170.52
Fund Grant Used: Food, Pools, Camps, Stormwater, Wastewater, Plumbing and Private Water

Travel and expenditures not to exceed \$185.00

2. Chris Mundorf, MPH, PhD, attended the AOHC New Employee Training.

Date: March 14, 2019
Location: 151 E. Orange Rd.
Columbus, Ohio 43035
Mileage: 264 miles @ .58¢ per mile = \$153.12
Registration: \$75.00

Fund/Grant Used: General Fund

Travel and expenditures not to exceed \$250.00

3. Sarah Meduri, BSPH, attended the AOHC New Employee Training.

Date: March 14, 2019
Location: 151 E. Orange Rd.
Columbus, Ohio 43035
Mileage: 264 miles @ .58¢ per mile = \$153.12
Registration: \$75.00
Fund/Grant Used: General Fund

Travel and expenditures not to exceed \$250.00

Board of Health
Meeting Minutes
March 19, 2019

4. Rosemary Ferraro, MSN, RN, attended the OPHA PHN quarterly meeting.

Date: March 15, 2019
Location: 274 E. First Ave.
Columbus, Ohio
Mileage: 288 miles @ .58¢ per mile = \$167.04
Fund/Grant Used: General Fund

Travel and expenditures not to exceed \$170.00

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 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 Frank	Yes

- D. Resolution #19-25 Amendment to the 2019 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall explained 8905 and 8911 are grants that needed their appropriations amended. She further clarified that she breaks the appropriations out line by line whereas, the Auditors Offices defines them by category.

Board Member Ribelin presented a motion to Adopt Resolution #19-25 as stated above, seconded by Board Member Hammar.

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 Frank	Yes

- E. Resolution #19-26 The Portage County Board of Health Acceptance to Allow Joseph Diorio, Health Commissioner, to sign the Neopost Leasing Agreement for Mailing Solutions and Shipping Software.

Board Member Cutlip presented a motion to Adopt Resolution #19-26 as stated above, 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 Frank	Yes

- F. Resolution #19-31 Adoption of the Portage County Combined General Health District Revenue Budget for 2020 in the amount of \$3,165,478.00

Ms. Stall went over the budget for 2020 and noted that she is continuously refining our budget as it's difficult to budget now for next year, which is primarily why she requests budget revisions at the beginning of the year. Our budget must be sent to the Budget Commission by April 1st of each year. Dr. Minott asked if the budget included money from the tax levy and Ms. Stall replied yes and pointed out the proposed taxes included in the prepared document. She further clarified that the Health District usually receives the money from the tax levies in March and August.

Board Member Ribelin presented a motion to Adopt Resolution #19-31 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 Frank	Yes

- G. Resolution #19-27 The Portage County Board of Health Acceptance to allow Joseph Diorio to sign the Letter of Agreement and Promulgation Statement for The Portage County Combined General Health District Emergency Response Plan.

Resolution #19-28 The Portage County Board of Health Acceptance to allow Joseph Diorio to sign the Letter of Agreement and Promulgation Statement for the Portage County Combined General Health District Mass Fatality Response Annex.

Ms. Ferraro explained the Resolutions #19-27 and #19-28 are for the Emergency Response Plan and Mass Fatality Response Annex. Kent City Health Department signed the Promulgation Statement and Letter of Agreement last week and now the Portage County Health District is asking permission to sign so we can provide it to the state. Mr. Howard asked what the Plans allow, and Ms. Ferraro explained that the Plans provide a unified response that tells us what to do step by step. Mr. Diorio also commented that the Response Plans solidifies and creates an agreement between us and Kent City Health Department to ensure we're all on the same page and respond unified accordingly.

Board Member Howard presented a motion to Approve Resolutions #19-27 and #19-28 as stated above, seconded by Board Member Hammar.

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 Frank	Yes

- H. Resolution #19- 29 The Portage County Board of Health Acceptance to Enter into Agreement Between the Portage County Board of Commissioners and the Portage County Combined General Health District for The Purpose of Cooperation and Coordination as it Relates to the Execution of the Responsibilities of the Portage County Storm Water District.

Board Member Hammar presented a motion to Approve Resolutions #19-29 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 Frank	Yes

- I. Variance Application- 961 Industry Road, Randolph Township
Variance Application- 8141 Limeridge Road, Freedom Township
Variance Application- 4007 Lake Rockwell Road, Shalersville Township
Variance Application- 5315 Sapphire Lane, Rootstown Township

Mr. Sarfo stated the Variance Applications for 961 Industry Road, 8141 Limeridge Road, 4007 Lake Rockwell Road and 5315 Sapphire Lane are requesting to use septic tanks and holding tanks due to inclement weather. He asked the Board to approve the Variance Applications together and with the terms and conditions associated.

Board Member Bierlair presented a motion to Approve the Variance Applications for 961 Industry Road, 8141 Limeridge Road, 4007 Lake Rockwell Road and 5315 Sapphire Lane with terms and conditions as stated above, seconded by Board Member Hammar.

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 Frank	Yes

- J. Variance Application- 6636 Streeter Road, Freedom Township

Mr. Sarfo stated that the Variance Application for 6636 Streeter Road is also requesting to use septic tanks as holding tanks and should have been included in last month's Board packet, but it was too late to add it. He asked to ratify the Variance Application.

Board Member Minott presented a motion to ratify Variance Application for 6636 Streeter Road as stated above, seconded by Board Member Frank.

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 Frank	Yes

K. Variance Application- 4933 Waterloo Road, Atwater, OH

Mr. Sarfo explained Variance Application 4933 Waterloo Road is different than the others as this application is due to the contractor failing to obtain the continuing education requirements in 2018 to be registered for 2019. Mr. Sarfo stated he will need to complete an additional 6 hours of continuing education for 2019. The contractor originally didn't provide the documents, but we now have the certificate for continuing education, copy of his bond with appropriate amount and was able to verify his company. Mr. Sarfo asked the Board to approve the requested Variance with terms and conditions.

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

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 Frank	Yes

L. Resolution #19-30 The Portage County Combined General Health District Acceptance to Enter into Contract with the Kent City Health Department to Perform Professional Services for the Year 2019 and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.

Ms. Smith stated Kent City Health Department reached out for assistance to manage and conduct the Private Water Systems Program. She requested permission to enter into agreement with Kent City Health Department to perform professional services and stated she had Ms. Manayan, Assistant County Prosecutor review the agreement as well. Ms. Smith stated Portage County Health District will do the work associated with the program at our cost of fees and we will charge \$33 an hour if we need to do enforcement action. She asked the Board to approve the Agreement to begin in March and will renew at the beginning of the year.

Board Member Cutlip presented a motion to Approve Resolutions #19-30 as stated above, 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 Frank	Yes

VI. DISCUSSION REPORTS

A. Administration and Personnel:

Ms. Meduri asked the Board for feedback on Punchbowl E-Vite, a free invitation website that sends invitations electronically via text message or email and tracks attendance. The Board was receptive of the new communication alternative for tracking of a quorum for meetings and attendance.

Ms. Meduri informed the Board that the Records Retention Commission met February 27th, which included Mr. Manayan, Ms. Stall, Mr. Diorio and Ms. Meduri. No changes were made to the Records Retention Schedule, but a meeting will be held in the fall to review again at that time due to the onboarding of WIC.

Ms. Meduri also informed the Board of IT updates that required IT staff to physically touch and update every single computer, laptop or electronic. The updates included: installation of new antivirus, applying new policies for performance, updated our printers and prepared a guest wireless network.

B. Fiscal and Accounting:

Ms. Stall pointed out the Cash Basis Report to the Board. She commended Ms. Wine for her hard work in taking in \$197,994.54 in Food Service Licenses (8903). She is optimistic for the future and the ability to accept credit cards.

C. Nursing:

Ms. Ferraro provided the Board with an update on the Hepatitis A outbreak. There are now 11 cases in Portage County, 1,931 in the state of Ohio. She stated she has reached out to the hospital and offered to administer the vaccine, to help combat the outbreak for high risk patients. The vaccine would be provided for free and paperwork associated would be added to the patient's chart.

D. Environmental Division:

Ms. Smith thanked Mr. Madved for completing all school inspections in the 1st quarter for 2019, prior to his retirement. They will not need to be completed again until the fall.

Mr. Rechichar revised the sanitarian map which now will help aid in the cross training of employees.

Ms. Smith thanked staff in the Grub Buddy” group of the Food Service Program for successfully completing all inspections by the end of the licensing year.

Ms. Smith updated the Board that we already have 15 applicants for the WPLCF Program.

Ms. Smith thanked Ms. Plough of Health Education and Promotion, for making fact sheets for the Environmental Division to educate the public on the different kinds of septic systems. The information was gathered from ODH. Ms. Smith stated the fact sheets made the local realtors happy.

Ms. Smith pointed out the PowerPoint Presentations in the Board packet which provided education on Point of Sale Program Policies for the Portage County Realtors Association, PCHD Wastewater Program Updates and a presentation on Point of Sale Program Policies and How It Effects Contractors. The Environmental Division provided 3 hours of continuing education.

Ms. Smith also thanked Ms. Wine for all her hard work in taking in all the money for the food licenses. The Environmental Division ran a report for anyone that was left to still obtain a food license and called all 200 remaining. From the 200, only about 30 were still left to obtain a license. Letters were sent to the remaining facilities not licensed.

Ms. Smith stated the State Pool Survey will be coming at the end of April. She also reminded the Board she will be taking over the Solid Waste Survey that Mr. Madved was completing.

Ms. Smith announced to the Board that Portage County Health District was selected by NEHA, for a CDC Intern. The intern will be with us for about 40 hours a week and NEHA will pay her salary. She is very excited to be selected for a CDC Intern and hopes to have more information on the designated intern soon.

Ms. Smith commended Mr. Bull on his assistance in PCHD being awarded the NACCHO Grant. Portage County Health District received \$1,400 in the grant which will be used to send selected employees to attend the National Mosquito Summit in April.

E. Health Education and Promotion and Accreditation:

Ms. Lehman thanked The Elks for being awarded a \$2,000 grant which enabled Health Education and Promotion to purchase 34 car seats. Portage County Health District held an event at the Rootstown Fire Department on February 23rd for Car Seat Safety. Staff checked 6 car seats, of which 4 were installed incorrectly.

Ms. Lehman informed the Board that Portage County Health District will now have a non-permanent, permanent building for the Randolph Fair this year. Mr. Diorio is working with the Superintendent from Maplewood Schools to have the building built by students. The building will be approximately 10 feet wide by 15 feet long with a 4-foot front porch. Mr. Diorio and Ms. Lehman are working with the Fair Board to get approval for everything that we are doing.

Ms. Lehman let the Board know of two upcoming Project DAWN events. One will be held on Wednesday, March 27th at 6pm at Windham Schools and the other will be on May 4th at NEOMED from 9am-12pm.

Ms. Lehman reminded the Board of Ms. Holtz's transition from HIV testing to purely HIV education. Ms. Holtz is working with Hiram College training RA's on sexually transmitted infections to help address the high rates of STDs.

Ms. Lehman reminded the Board on the None for Under 21 event coming up at Hiram College on April 16th doors open at 9am. She asked if anyone is interested in attending the event to contact Ms. Blasiman to be added to the guest list.

Ms. Lehman informed the Board that all 11 school districts will be participating in the YRBSS Survey. She commended Mr. Diorio for his work in attaining full participation.

Ms. Lehman informed the Board of the next Strategic Planning meeting on April 15th at 9am in room 205 as well as the next CHIP Substance Abuse meeting on April 17th at 9am and CHIP Mental Health meeting at 10:30am.

F. Health Commissioner:

Mr. Diorio updated the Board on the PHAB site visit on March 6th and 7th. He believed it went fantastic and explained that it was the site visitors first site visit as well. Mr. Diorio explained that the sessions were broken into 12 Domains and meetings were run concurrently. He expressed his gratitude towards Ms. Lehman and her organizational skills that enabled a smooth, positive and very prepared site visit. Mr. Diorio stated PCHD had tremendous community support with a full house of 20 representatives for our Community Partners Domain. The site visitors were pleased with our community engagement. The Board of Health representatives, Ms. Ribelin, Mr. Howard and Mr. Palmer met with the site visitors on March 7th in the Governance Domain. The Board members also felt that it went very well. The site visitors are working on putting together a comprehensive report that will be available to us 6-8 weeks from the site visit. The PHAB Board will review the report on June 11th and we will receive official notification of the outcome within two weeks of the meeting. Ms. Lehman stated about 20 staff members were involved in the domain meetings. She felt the meetings went very well and is optimistic for the outcome. She is working to put together notes on the site visit itself. She received compliments from staff that were not part of the domain meetings, that everything seemed very well organized and calm. She felt that was a huge compliment and goes to show how prepared PCHD was for the site visit.

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

A. Permission to Advertise and Hire One Registered Sanitarian

Mr. Diorio explained the position will replace Mr. Madved who is retiring at the end of March.

Board Member Howard presented a motion to Grant Permission to Advertise and Hire One Registered Sanitarian, seconded by Board Member Cutlip.

An "aye" vote was cast by all, motion carried.

B. Election of Officers for the Board of Health for President and Vice President

Mr. Diorio thanked Mr. Palmer for serving 50 years on the Board of Health, a tremendous amount of time spent serving on the Board and advocating for Public Health.

Mr. Diorio stated the Election of Officers has been routinely completed following the District Advisory Council Meeting and Dinner and because of that, he would like to formalize the process to be included within a regular Board Meeting, and have it held in January going forward each year.

Board Member Minott nominated Board Member Howard to serve as President of the Portage County Board of Health, seconded by Board Member Hammar.

An "aye" vote was cast by all, motion carried.

Board Member Bierlair nominated Board Member Cutlip to serve as Vice-President of the Portage County Board of Health, seconded by Board Member Howard.

An "aye" vote was cast by all, motion carried.

Mr. Diorio informed the Board of an applicant to fill the vacancy on the Board of Health.

Mr. Chad Delaney sent a formal letter of interest to Mr. Bruce Lange, Chairman of the District Advisory Council. Mr. Diorio informed the Board that the District Advisory Council will vote on the new member tomorrow evening at the District Advisory Council Meeting. Ms. Ribelin asked if the vacancy was advertised and Mr. Palmer explained that it's up to the Township Trustees to promote and advertise this specific vacancy. Since the opening is for a member appointed by District Advisory Council, they will vote to appoint the new member on the Board of Health at the District Advisory Council Meeting on Wednesday March 20, 2019.

IX. BOARD ISSUES AND DISCUSSION:

X. EXECUTIVE SESSION:

Adjournment: The March 19, 2019 Board meeting was adjourned at 8:21pm. An "aye" vote was cast by all, motion carried.



Robert Howard
Board President



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