

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

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, February 19, 2019, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:03pm 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
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: Al Barber, Mental Health & Recovery Board

Media Present:

II. APPROVAL OF MINUTES:

Board of Health Meeting: December 11, 2018 – Board Member Howard presented a motion to Accept the Board Meeting Minutes of December 11, 2018, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried. Board Members Minott and Frank abstained from voting due being absent for December’s meeting.

Board of Health Meeting: January 15, 2019 – Board Member Hammar presented a motion to Accept the Board Meeting Minutes of January 15, 2019, seconded by Board Member Minott. An “aye” vote was cast by all, motion carried. Board Members Cutlip, Ribelin and Howard abstained from voting due to being absent for January’s meeting.

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

IV. PUBLIC COMMENT – No comment.

V. ACTION ITEMS

A.	Expenditure Ratifications	\$47,893.06
	Journal Entry	
	Portage County Water Resources	\$1,860.00
	Batch No.382	\$22,425.09
	Batch No.404	\$1,400.65
	Batch No.539	\$1,090.00
	Batch No.549	\$72.27
	Batch No.562	\$12,463.59
	Batch No. 632	\$4,824.47
	Batch No. 642	\$68.98
	Batch No. 716	\$409.42
	Batch No. 734	\$3,278.59
	Total Invoice Batch:	\$46,033.06

Ms. Stall commented in Batch Number 382, the payment in the amount of \$8,400 to PHAB for annual accreditation services, will be an annual payment going forward. She also explained the payments for Rite Express Financial Services are for our gas cards now that we no longer have the motor pool in operation.

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

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

1. Kim Plough, Med, CHES, will attend the Northeast Ohio Child Passenger Safety Conference.

Date: February 27, 2019
Location: Crowne Plaza Airport
7230 Engle Rd.
Middleburg Heights, Ohio 44130
Mileage: 44.8 miles @ 58¢ per mile = \$25.98
Registration: \$65.00
CEUs: 6

Fund Grant Used: General Fund- Health Ed.

Travel and expenditures not to exceed \$100.00

2. Ali Mitchell, BSPH, will attend the Northeast Ohio Child Passenger Safety Conference.

Date: February 27, 2019
Location: Crowne Plaza Airport
7230 Engle Rd.
Middleburg Heights, Ohio 44130
Mileage: 56.7 miles @ 58¢ per mile = \$32.89
Registration: \$65.00
CEUs: 6

Fund Grant Used: General Fund- Health Ed.

Travel and expenditures not to exceed \$100.00

3. Justin Rechichar, MPH, RS, will attend Clarke Mosquito a Mosquito Workshop.

Date: March 21, 2019
Location: 6001 Rockside Rd.
Independence, Ohio 44131
Mileage: 68 miles @ 58¢ per mile = \$39.44
Registration: \$0.00

Fund Grant Used: Mosquito

Travel and expenditures not to exceed \$42.00

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4. Andrew Bull, MPH, SIT, will attend Clarke Mosquito a Mosquito Workshop.

Date: March 21, 2019
Location: 6001 Rockside Rd.
Independence, Ohio 44131
Mileage: Mr. Bull will ride with Mr. Rechichar
Registration: \$0

Travel and expenditures not to exceed \$0

5. Sarah Meduri, BSPH, will attend a training on FMLA Compliance.

Date: April 18, 2019
Location: Radisson Hotel
200 Montrose West Ave.
Akron, OH 44321
Mileage: 36 miles @ 58¢ per mile = \$20.88
Registration: \$0 (Included in Ms. Meduri's Pryor + Membership)
CEUs: .6

Fund Grant Used: General Fund

Travel and expenditures not to exceed \$21.00

6. Sarah Meduri, BSPH, will attend The Essentials of HR Law.

Date: July 12, 2019
Location: Radisson Hotel
200 Montrose West Ave.
Akron, OH 44321
Mileage: 36 miles @ 58¢ per mile = \$20.88
Registration: \$0 (Included in Ms. Meduri's Pryor + Membership)
CEUs: .6

Fund Grant Used: General Fund

Travel and expenditures not to exceed \$21.00

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

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

1. Kim Plough, Med, CHES, attended the NEOPIPE meeting for stormwater education.

Date: January 15, 2019
Location: Cuyahoga Soil and Conservation District
3311 Perkins Ave.
Cleveland, OH 44114
Mileage: 84 miles @ 54.5¢ per mile = \$48.72
CEUs:
Fund/Grant Used: Stormwater

Travel and expenditures not to exceed \$50.00

2. Lynette Blasiman attended a None for Under 21 planning meeting.

Date: February 6, 2019
Location: Maplewood High School
2414 Greenville Rd.
Cortland, Ohio 44410
Mileage: Traveled with OSHP

Travel and expenditures not to exceed \$0.00

3. Kim Plough, Med, CHES, attended the NEOPIPE meeting for stormwater education.

Date: February 12, 2019
Location: Cuyahoga Soil and Conversation District
3311 Perkins Ave.
Cleveland, OH 44114
Mileage: 84 miles @ 54.5¢ per mile = \$48.72

Fund/Grant Used: Stormwater

Travel and expenditures not to exceed \$50.00

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4. Amos Sarfo, MS, RS, attended the 2019 Ohio EPA MS4 Permit Update Early Stakeholder Outreach Meeting.

Date: February 15, 2019
Location: Richfield OPOTA Auditorium
4055 Highlander Pkwy
Richfield, Ohio 44286
Mileage: 68 miles @ .58¢ per mile = \$39.44
Fund/Grant Used: Stormwater

Travel and expenditures not to exceed \$39.44

5. Joseph Diorio, MPH, MS, RS attended HPIO Innovations in Telehealth, Data Analytics and Transportation.

Date: February 19, 2019
Location: Fawcett Event Center
OSU Campus
2400 Olentangy River Rd.
Columbus, OH 43210
Mileage: 270 miles @ .58¢ per mile = \$156.60
Registration: \$65.00
Fund/Grant Used: General Fund

Travel and expenditures not to exceed \$230.00

6. Lisa Miley attended Safe Kids Summit County meeting.

Date: February 19, 2019
Location: Akron Children's Hospital
214 W. Bowery St.
Akron, OH 44308
Mileage: Ms. Miley rode with Ms. Mitchell

Travel and expenditures not to exceed \$0.00

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7. Ali Mitchell, BSPH, attended Safe Kids Summit County meeting.

Date: February 19, 2019
Location: Akron Children's Hospital
214 W. Bowery St.
Akron, OH 44308
Mileage: 44.2 miles @ .58¢ per mile = \$25.64
Fund/Grant Used: General Fund

Travel and expenditures not to exceed \$30.00

A motion was presented by Board Member Minott 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 Frank	Yes

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

Ms. Stall explained to the Board the Amendment would allow her to re-organize the appropriations into the correct line items.

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

E. Resolution #19-20 A Journal Entry Advance for the Portage County Combined General Health District.

Ms. Stall explained to the Board the resolution would allow her to advance monies from the General Fund to 8904 Private Water Systems and 8906 Parks and Camps. She clarified that the funds can't go into the red, so she needs to advance money now, to be used like a loan, and will reimburse the General Fund later in the year, when the money comes in.

Board Member Minott presented a motion to Adopt Resolution #19-20 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 #19-21 Establishing a Special Capital Improvement Fund by the County Auditor to account for the receipts and disbursements of the capital improvements of property to be owned by the Portage County Combined General Health District.

Ms. Stall explained the Portage County Auditor's Office requested to have specific language included in the resolution. She clarified to the Board that the resolution to establish a special capital improvement fund was already passed in November by the Board and paperwork was already sent to the state, but the Portage County Auditor's Office wanted language that included establishing a special capital improvement fund by the County Auditor.

Board Member Hammar presented a motion to Approve Resolutions #19-21 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

G. Resolution #19-22 The Portage County Board of Health Acceptance of the Contract for Medical Director Services Between the Portage County Combined General Health District and Mark Arredondo, M.D.

Mr. Diorio informed the Board of the contract for Dr. Mark Arredondo. He stated the contract does not include an increase in salary and that Dr. Arredondo will continue to work offsite, but Portage County Health District staff is able to contact him at any time. He enlightened the Board that Dr. Arredondo is the Medical Director for Kent State University on a part time basis, which allows more flexibility with us. Mr. Diorio stated he is looking to use his assistance to build relationships with the hospital for CHIP and CHA and plans to look further into readmission rates for the hospital in the future.

Board Member Bierlair presented a motion to Approve Resolutions #19-22 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

H. Resolution #19-23 The Portage County Board of Health Acceptance to Enter into a Services Agreement Between the Portage County Combined General Health District and Richardson Animal Hospital for the Purpose of Preparation of Animals for Rabies Testing.

Ms. Ferraro asked the Board to continue to work with Richardson Animal Hospital for preparation of animals for rabies testing.

Board Member Cutlip presented a motion to Approve Resolutions #19-23 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

I. Resolution #19-24 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

Mr. Sarfo explained the resolution is for Ralph Betz & Son's Excavating Company asking to waive the requirements of having to obtain the continuing education credit hours requirement in 2018 as the contractor was unable to do so, but has since completed the six hours in 2019. He explained that the contractor understood and acknowledged the requirement to obtain an additional six hours of continuing education to meet the 2020 contractor registration requirements.

Board Member Hammar presented a motion to Approve the Variance Request seconded by Board Member Bierlair.

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 -4014 Harner Road, Mantua

Mr. Sarfo explained the Variance Application is due to inclement weather and inability to complete installation. He asked the Board to allow the septic tanks to be used as holding tanks with terms and conditions as the homeowners are in need to move into the property.

Board Member Minott presented a motion to Approve the Variance Request for 4014 Harner Rd. with terms and conditions, seconded by Board Member Bierlair.

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 enlightened the Board to the updated staff boards and new additions to the hallway including the addition of Quality Improvement story boards, as well as an updated employment board and employment posters. The new story boards are located on the main hallway wall, across from the mail room and kitchen area. Staff have commented that they like the ability to see the full process and outcome of the Quality Improvement projects.

Ms. Meduri also educated the Board on a new software program she is using to update the Health District's inventory including: hardware, furniture and equipment. The program has an ability to tag each item in one of the three categories, create QR codes, barcodes, take pictures of each item, create custom information fields and the ability to sort and export data. The program is cloud based and has a mobile app for quick accessibility. Multiple level users may be assigned with specific security levels. She has worked with the IT Department to ensure the security of the program and the Finance Division to receive notification of new purchases need to be added to inventory, which will create better efficiency and accuracy of the inventory.

Ms. Meduri is working with PEP Ohio (Public Entities Pool of Ohio) to setup access to Boost Learning, a series of training modules. The trainings can be sent directly to staff and completion can be tracked and monitored through the system. The average trainings are short, 3-10 minutes and will be used as a quick, convenient and efficient way to educate staff without taking up a lot of time out of their day.

Ms. Meduri introduced E-vite through Punchbowl, a virtual invitation that can be used to send reminders for monthly board meetings and track attendance. The invitation can be sent through text or email and even send reminders if the invitee forgets to respond. The RSVP is sent automatically and can be used to verify a quorum for the meeting.

B. Fiscal and Accounting:

Ms. Stall went over the Cash Basis Report and further clarified the need for the advance for Resolution #19-20. She reviewed the funds and current balances.

Ms. Stall distributed a draft version of the 2020 budget and asked for guidance for percent of increases for staff salaries. A consensus of a 2% increase was recommended. She reminded the Board that the health district will be acquiring WIC in the fall and plans to review the salary structure for all employees again at that time.

C. Nursing:

Ms. Ferraro went over the Communicable Disease Report and informed the Board that the Hepatitis A outbreak is ongoing.

D. Environmental Division:

Mr. Rechichar reviewed the monthly Environmental Reports and acknowledged Christopher Mundorf, Epidemiologist, who assisted him with a food report that included a reportable communicable disease. The investigation was handled quickly and appropriately.

Mr. Sarfo pointed out the stormwater statistics report. He stated the staff is training during the slower season but are looking forward to when things pick up with the warmer weather.

E. Health Education and Promotion:

Ms. Lehman thanked the Board for purchasing 20 new Pack N' Plays. She stated that WIC picked 5 of them up the day they were delivered. Both programs are very thankful for the additional purchase of Pack N' Plays.

Ms. Lehman reminded the Board of upcoming events for Project DAWN, Car Seat Safety and None for Under 21. Crestwood Primary School will host a Project DAWN event Wednesday, February 27th from 6-8pm for the community. She noted that the Health District provided NARCAN to Brimfield law enforcement and it saved three lives. A Car Seat check event will be held at the Rootstown Fire Station from 10am- 12pm on Saturday, February 23. Hiram College will host the None for Under 21 event again this year on April 16th at 9am. The event is closed, and registration is required.

Ms. Lehman stated that Kat Holtz is working with the Nursing staff on chronic disease education. Kim Plough is working to expand the Employee Wellness Program and looking to advance partnerships with UH Portage.

F. Accreditation:

Ms. Lehman reminded the Board of the upcoming site visit for PHAB on March 6th and March 7th. There will be three site visitors and one coordinator. There will be 16 breakout sessions run concurrently. On Wednesday, March 6th there is an opportunity for community members and partners to participate. On Thursday, March 7th, three Board Members will be asked to participate in the Governing Entity Domain. Members were selected through participation in the Health District's CHIP, CHA, and Strategic Plan. Mr. Diorio explained that only during the two-day site visit can measures be reopened for additional documentation or clarification. He further clarified, upon completion of the visit, we will not know whether we will become accredited. The site visitors will put together a comprehensive report and submit it to the Public Health Accreditation Board for review. The Public Health Accreditation Board meets quarterly, so we will find out after their meeting after our site visit. Ms. Lehman and Mr. Diorio proceeded to present a slideshow presentation that will be shown to the site visitors at their arrival. The presentation included information about the agency, demographics, staff, board members, programs and our budget. Ms. Lehman exclaimed how excited and proud she is of all the hard work from all the staff and is very optimistic for the visit's outcome. Mr. Diorio also expressed his confidence going into the site visit in March.

G. Health Commissioner:

Mr. Diorio expressed to the Board his vision of partnering with University Hospitals to gain patient data for our Community Health Assessment and for it to be used to evaluate and decrease the readmission rate in Portage County. He is working with the President of UH Portage to corral information as to where the population are coming from for readmissions and to see if there is a high prevalence in specific areas. He would like to use evidence-based strategy to target those populations and work with the hospital to decrease the readmissions.

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Accept Notice of Retirement Letter of Jack Madved (Action)

Board Member Howard presented a motion to accept the Retirement Letter of Jack Madved with regret and thanks, seconded by Board Member Bierlair. An "aye" vote was cast by all, motion carried.

B. Permission to Advertise and Hire One Seasonal Worker at \$12.50/ Hour, 24 Hours/ Week for Mosquito Control Services (Action)

Mr. Rechichar expressed his confidence in utilizing one seasonal worker to cover Portage County adequately for mosquito surveillance and other environmental services.

Board Member Ribelin presented a motion to Grant Permission to Advertise and Hire One Seasonal Worker at \$12.50/Hour, 24 Hours/ Week, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

C. Approve to pay for Annual Advisory Dinner for Township Trustees, Village Mayors, City Mayors, County Government Officials and staff. (Action)

Mr. Palmer commented that he enjoys seeing the displays of program information and seeing the staff at the annual dinner.

Board Member Bierlair presented a motion to approve to pay for the Annual Advisory Dinner, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

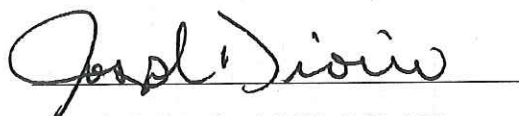
IX. BOARD ISSUES AND DISCUSSION –

X. EXECUTIVE SESSION:

Adjournment: The February 19, 2019 Board meeting was adjourned at 9:03pm. An "aye" vote was cast by all, motion carried.



Robert Palmer
Board President



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