

**Portage County Combined General Health District
Board Meeting Minutes
April 16, 2019 (7:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, April 16, 2019, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:02pm by Board President Howard.

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

Board Members Absent:	Evelyn Cutlip, Vice President
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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
	Sarah Meduri, Personnel Officer
Advisory Council:	Bruce Lange, Charlestown Township

Others:

Media Present:

II. APPROVAL OF MINUTES:

Board of Health Meeting: March 19, 2019 – Board Member Hammar presented a motion to Accept the Board Meeting Minutes of the March 19, 2019, seconded by Board Member Minott. An “aye” vote was cast by all, motion carried. Board Member Bierlair was not present during the vote.

III. INTRODUCTION OF NEW BOARD MEMBER

A. Introduction of New Board of Health Member- Charles Delaney

Mr. Howard welcomed Mr. Delaney to the Board of Health. He stated that being on the board has been a good experience for him, with strong staff and the Health District moving in the right direction. Mr. Delaney thanked the Board and introduced himself. He has been the Senior Minister at Mantua Center Christian Church for almost 12 years in August. He is happy to be on the Board of Health and learn more about the Health District.

IV. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)

Mr. Lange, Chairman of the District Advisory Council, stated he's sad to see Mr. Palmer leave but excited to have a Pastor on the Board of Health. He also welcomed Mr. Delaney.

V. PUBLIC COMMENT – No public in attendance.

VI. ACTION ITEMS

A. Expenditure Ratifications	\$100,497.01
Batch No. 1270	\$3,290.99
Batch No. 1280	\$16,962.89
Batch No. 1319	\$1,461.07
Batch No. 1341	\$43,034.50
Batch No. 1370	\$2,849.49
Batch No. 1463	\$2,192.71
Batch No. 1496	\$3,241.80
Batch No. 1568	\$15,545.03
Batch No. 1654	\$11,918.53

Ms. Stall went over the expenditure ratifications and stated that Batch Number 1341 included the purchase of the previously approved F150 truck. Ms. Ribelin asked Ms. Stall about registrations included in the batches that looked to be duplicated. Ms. Stall explained that the same purchase order was used for staff attending the Ohio Environmental Association Conference. She was able to do one purchase order to pay for registrations including four staff members including Ms. Smith, Mr. Rechichar, Ms. Lowry, and Mr. Bull. The registration was broken down partially out of 8902, 8903, 8904 and 8906. Since staff works in different areas of the Environmental Division, when they attend events it's broken out by percentages by how much time they spend in each program. This breakdown also applies to travel, salaries, or other expenditures.

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

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

1. Stan Carlisle, MPH, RS, will attend the Ethnic Retail Food Establishments training for education to learn how to communicate and inform ethnic owners of RFE's.

Date: May 2, 2019
Location: Summit County Public Health
1867 West Market St.
Akron, Ohio 44313
Mileage: 55 miles @58¢ per mile = \$31.90
CEUs: 2.5
Fund Grant Used: Food
Travel and expenditures not to exceed \$31.90

2. Becky Lehman, MPH, CHES will attend Health Equity; A Public Health Mission for Justice at the Ohio Public Health Combined Conference.

Date: May 14 & 15, 2019
Location: Double Tree by Hilton
175 Hutchinson Ave.
Columbus, Ohio 43235
Mileage: 245 miles @58¢ per mile = \$142.10
Meals: 1 meal @ \$20.00= \$20.00
Lodging: Double Tree by Hilton
175 Hutchinson Ave.
Columbus, Ohio 43235
Lodging Cost: 1 night @ \$115.00 = \$115.00
CEUs: 12
Fund Grant Used: GF

Travel and expenditures not to exceed \$535.00

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

Board of Health
Meeting Minutes
April 16, 2019

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

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

Date: March 19, 2019
Location: 3311 Perkins Avenue
Cleveland, Ohio 44114
Mileage: 84 miles @ 58¢ per mile = \$48.72
Fund Grant Used: Stormwater

Travel and expenditures not to exceed \$50.00

2. Mary Helen Smith, MPH, CPH, RS, REHS, attended the Ohio Environmental Health Association Board Meeting.

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

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

*When possible, she will carpool with other OEHA Board members from Northeast Ohio area. The meeting location is at Mansfield McDonalds. When carpooling the mileage cost will be approximately (168 miles) \$91.56

Travel and expenditures not to exceed \$185.00

Board of Health
Meeting Minutes
April 16, 2019

3. Jennifer Lowry, BSPH, RS, attended a Food Roundtable Meeting for collaboration of RS/SIT's to discuss the food service operation and retail food establishments.

Date: March 21, 2019
Location: Medina Health Department
4800 Ledgewood Dr.
Medina, Ohio 44256
Mileage: 0 miles @ 58¢ per mile = \$0.00
Meals: 1 meal @\$15.00 = \$15.00
Fund Grant Used: FSO/ RFE

Travel and expenditures not to exceed \$15.00

*Ms. Lowry rode with Mr. Carlisle to the meeting.

4. Mary Helen Smith, MPH, CPH, RS, REHS, attended Governor DeWine and Lt. Governor Husted's H2Ohio Water Quality Initiative. She received an invitation to have discussion as to how the Administration and stakeholders can work together to advance the language through legislature.

Date: April 1, 2019
Location: Riffe Center
77 South High Street
Columbus, Ohio 43215
Mileage: 288miles @ 58¢ per mile = \$167.04
Meals: 1 meal @ \$15.00= \$15.00
Parking: \$10.00

Fund Grant Used: Wastewater, Stormwater, Plumbing and Solid Waste

Travel and expenditures not to exceed \$211.00

5. Lynette Blasiman interviewed an inmate for None for Under 21. The prisoner that supposed to speak at the event was scheduled for early release.

Date: April 1, 2019
Location: Pre Release Center
2675 East 30th Street
Cleveland, Ohio 44115
Mileage: 25miles @ 58¢ per mile = \$14.50
Fund Grant Used: Safe Communities

Travel and expenditures not to exceed \$15.00

*Mileage only to Aurora Police Department to carpool with an officer to Cleveland.

Board of Health
Meeting Minutes
April 16, 2019

6. Becky Lehman, MPH, CHES, attended an Ohio Accreditation Learning Community Session.

Date: April 5, 2019
Location: 8995 East Main Street
Reynoldsburg, Ohio 43068
Mileage: 280 miles @ 58¢ per mile = \$162.40
Meals: 1 meal @ \$15.00 = \$15.00

Fund Grant Used: GF

Travel and expenditures not to exceed \$185.00

7. Mary Helen Smith, MPH, CPH, RS, REHS, attended OEHA Board Meeting and Annual Education Conference.

Date: April 10th & 11th, 2019
Location: Doubletree Hilton
175 Hutchinson Ave.
Columbus, Ohio 43235
Mileage: 272 miles @ 58¢ per mile = \$157.76
Meals: 1 lunch @ \$15.00 = \$15.00 1 dinner @ \$20.00 = \$20.00
Registration: \$50.00
Lodging Name: Doubletree Hilton

175 Hutchinson Ave.
Columbus, Ohio 43235
Lodging Cost: 1 night @ \$109.00 = \$109.00
CEUs: 6

Fund Grant Used: Food, Pools, Camps, PWS, Stormwater, Wastewater,
Plumbing, HB 110, Solid Waste

Travel and expenditures not to exceed \$387.00

Board of Health
Meeting Minutes
April 16, 2019

8. Justin Rechichar, MPH, RS, attended OEHA Board Meeting and Annual Education Conference.

Date: April 11th & 12th, 2019
Location: Doubletree Hilton
175 Hutchinson Ave.
Columbus, Ohio 43235
Mileage: 272miles @ 58¢ per mile = \$157.76
Meals: 1 dinner @ \$20.00 = \$20.00
Registration: \$165.00
Lodging Name: Doubletree Hilton
175 Hutchinson Ave.
Columbus, Ohio 43235
Lodging Cost: 1 night @ \$109.00 = \$109.00
CEUs: 12.5

Fund Grant Used: Food, Pools, Camps, Private Water

Travel and expenditures not to exceed \$467.00

9. Andrew Bull, MPH, SIT, attended OEHA Board Meeting and Annual Education Conference.

Date: April 11th & 12th, 2019
Location: Doubletree Hilton
175 Hutchinson Ave.
Columbus, Ohio 43235
Mileage: 0 miles @ 58¢ per mile = \$0
Meals: 1 dinner @ \$20.00 = \$20.00
Registration: \$250.00
Lodging Name: Doubletree Hilton
175 Hutchinson Ave.
Columbus, Ohio 43235
Lodging Cost: 1 night @ \$0.00 = \$0.00
CEUs: 12.5

Fund Grant Used: Food, Pools, Solid Waste

Travel and expenditures not to exceed \$270.00

*Mr. Bull rode and lodged with Mr. Rechichar.

Board of Health
Meeting Minutes
April 16, 2019

10. Jennifer Lowry, BSPH, RS, attended OEHA Board Meeting and Annual Education Conference.

Date: April 11th & 12th, 2019
Location: Doubletree Hilton
175 Hutchinson Ave.
Columbus, Ohio 43235
Mileage: 0 miles @ 58¢ per mile = \$0
Meals: 1 dinner @ \$20.00 = \$20.00
Registration: \$225.00
Lodging Name: Doubletree Hilton
175 Hutchinson Ave.
Columbus, Ohio 43235
Lodging Cost: 1 night @ \$109.00 = \$109.00
CEUs: 12.5

Fund Grant Used: Food, Pools, Camps

Travel and expenditures not to exceed \$354.00

*Ms. Lowry rode with Mr. Rechichar and Mr. Bull to the conference.

11. Rosemary Ferraro, MSN, RN, attended the OPHA PHN NE Regional Quarterly Meeting.

Date: April 12, 2019
Location: Mahoning County Health Department
50 Westchester Dr.
Youngstown, OH 44515

Travel and expenditures not to exceed \$0.00

*No cost but her time

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

Vote on the motion is as follows:

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

12. Resolution #19-32 Portage County Board of Health Authorization and Policy Relating to Delegation and Usage of Credit Cards

Mr. Diorio informed the Board that the Health District is now able to obtain a credit card. Senate Bill 229 passed by the Ohio General Assembly in December of 2018, included language that permits local health districts to obtain and use credit cards for business expenses. The bill went into effect March 22, 2019. A draft version of the Policy Relating to Delegation and Usage of Credit Cards for the Health District was approved by Assistant County Prosecutor Allison Manayan. Since the approval, AOHC provided reference documents for language to be included in the policy, so the policy was updated to include more stringent language. The revised policy is back with Ms. Manayan for further review.

Board Member Minott asked about the \$1,000 spending limit per user and what types of purchases the cards would be used for. Mr. Diorio explained the credit card would be used for conferences or hotels which could add up quickly for multiple employees. Ms. Stall further explained that we would have more options for vendor purchases by adding the option to pay with a credit card. She used Amazon as an example, where many items are cheaper. She explained that the Health District can't use them as a vendor currently, unless staff uses their own credit card, but then we must pay for taxes on the items. Another example she explained was an employee paying for software he needed out of his own pocket because the vendor would only accept payments online. He had to put it on his own credit card and wait to get reimbursed. Mr. Diorio further simplified that there are three different credit cards the Board has been recently discussing. He clarified that the three decisions were: approval of Jet Pay allowing the Health District the ability to soon be able to accept credit cards as a payment option, Fleet Gasoline Cards for the purchase of fuel and now the ability to obtain a credit card to make business purchases. Mr. Bierlair suggested an increased maximum limit for Mr. Diorio in the amount of \$2,000, as opposed to the same limit as the other approved users at \$1,000.

Board Member Minott presented a motion to Adopt Resolution #19-32 and approve the Authorization and Policy Relating to Delegation and Usage of Credit Cards pending approval from the Assistant County Prosecutor Allison Manayan and increase the Health Commissioner's spending limit to \$2,000, seconded by Board Member Frank.

Vote on the motion is as follows:

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

13. Resolution #19-33 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 1983 Cisar Drive, Streetsboro

Mr. Diorio stated that this nuisance is similar to previous Public Nuisances presented to the Board. He explained that the environmental staff conducts a dye test at the location. If staff observes dye in the yard or the discharge point, then they have evidence that the system is failing. Ms. Ribelin commended staff for their timeliness in addressing the nuisances.

Board Member Ribelin presented a motion to Adopt Resolution #19-33 as stated above, seconded by Board Member Hammar.

Vote on the motion is as follows:

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

14. Resolution #19-34 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.

Mr. Diorio explained last month the Board approved a resolution that allowed him to sign the agreement with Kent City Health Department to provide professional services for private water systems. Kent has now requested additional professional services to be completed by the Portage County Health District relating to household sewage treatment systems. Mr. Diorio stated Kent City Health Department doesn't have the staff, education or ability to handle these services that we can provide. We will charge our fees and if escalated enforcement is needed, we will charge \$33 per hour and work with the Kent City Law Director because we are in their jurisdiction. Mr. Howard noted that Kent City has been increasing the amount of services provided by us to their jurisdiction. Mr. Diorio explained to Mr. Delaney, the new board member, that the Health District provides services to Kent City already for the following: nursing, communicable disease, car seats, private water systems and now asking for professional services for household treatment systems. He further explained that Kent City Health Department environmental staff programs include: food, pools, housing, tobacco, tattoos, mosquito spraying and birth and death records for the entire county.

Board Member Bierlair presented a motion to Approve Resolutions #19-34 as stated above, seconded by Board Member Minott.

Vote on the motion is as follows:

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

VII. DISCUSSION REPORTS

A. Administration and Personnel:

B.

Ms. Meduri updated the Board of the two position openings at the Health District. The Registered Sanitarian/Sanitarian-in-training position currently has 28 applicants of which nine applicants have their RS/SIT license. The applicants included two students who will be graduating in May and two students who submitted for their SIT license also applied. The Seasonal Worker position only had 4 applicants of which included one of our interns Natalie Menke.

Ms. Meduri explained to the Board that job postings are posted in multiple areas, but one of our job posting pathways include Indeed.com. Ms. Meduri created a PCHD landing page which now includes a mobile landing page. This will be a useful resource going forward anytime we have multiple job postings at one time. This enables the user to access all PCHD job postings in one location and directs the user to our website for more information about the Health District.

Ms. Meduri updated the Board on a new Applicant Tracking system she created through Airtable. The tracking system is an interactive spreadsheet. She enters new applicants into and uploads documents such as applications, resumes, cover letters or licenses. The Director receives a private invitation link to access the spreadsheet and has access to review the documents, leave comments, and rank applicants to bring in for interviews. The spreadsheet updates in real time. The spreadsheet also allows for stages of process to be entered, dates of phone interviews, in person interviews, comments, links to who was included in each step and other custom fields. Ms. Meduri is looking at interactive spreadsheet options for the onboarding on new hires as well as future training and development for all staff. Alternative options are being reviewed prior to taking on WIC to help make the onboarding process a smoother transition.

The Portage County Health District Employment Application is now fillable and has a button included on the application that enables the applicant to submit by email by clicking the button. The application is then directly emailed to the Personnel Officer. Ms. Meduri explained to the Board that it makes the application process easier. The current process involves printing the application, completing it, scanning it, then uploading and attaching to an email or mailing it in. Applicants can now submit with a click and it emails directly to her. She then saves the document and uploads it to the new Applicant Tracking system. Ms. Meduri stated this button can be utilized on other forms as well.

Ms. Meduri met with Amy Cooper, Director of WIC and Ereka Johnson, Project Coordinator. They are working together to collaborate and create job descriptions for WIC staff. Ms. Meduri, Ms. Stall and Mr. Diorio will also be reviewing salary structures and identifying where WIC staff would fall within our salary ranges. They will be comparing the current salary structure to the AOHC Salary Survey as well.

Ms. Meduri and Ms. Speck of the Environmental Division attended the Kent State Public Health Career Fair on April 4th, 2019. They enjoyed meeting students eager to enter the public health field. Four students have already reached out for shadowing opportunities. Ms. Meduri is working with the students to set up these opportunities with staff.

C. Fiscal and Accounting:

Ms. Stall reviewed the Cash Basis Report with the Board. She further explained the breakdown of project codes and how staffs time is broken down into percentages of time spent on each program. Ms. Ribelin questioned the Nursing and Health Education budgets. Ms. Stall explained the divisions are funded out of the general fund and although it's showing negative, it is covered in 8900. The breakdown shows them how much they are spending. Mr. Diorio stated the report shows fiscal responsibility for all divisions. Though none of the divisions function the same, they are held to the same standards and framework to work under. Mr. Howard commented that the Health District is fiscally in good shape.

D. Nursing:

Ms. Ferraro updated the Board on the Hepatitis A outbreak. She has a meeting set with the UH Portage stabilization unit regarding taking in patients who want to get free from drugs. Ms. Ferraro offered to provide vaccines free of charge. UH needs to confirm with their attorneys as to whether she would be able to provide the vaccine as a non-employee. Currently, there are 2,077 cases of Hepatitis A in the state of Ohio made up of approximately 60% male cases and up 33 patients from last week. Ms. Ferraro ordered 250 more doses of the Hepatitis A vaccine as she wants to provide the vaccine to ER staff, nurses within the stabilization unit and high-risk individuals. Ms. Ferraro and the nursing staff are working with Ms. Lehman and Ms. Holtz for contact information for different facilities that have high risk individuals in Portage County.

Ms. Ferraro stated the flu cases are starting to slow down. She reviewed the Immunization rates included in the board packet. The Get Vaccinated Ohio Grant 24-35 months reflected 84% for the series. She stated the reminder cards, texting and phone reminders have helped with the increase from 2018 of 52% for the series. Ms. Ferraro reviewed the Comparison of PCHD Adolescent (13-17) Immunization Rates 2016-2019. The staff is trying to figure out how to get rates up higher and help educate family. Ms. Ferraro stated she provides reports for schools or doctors' offices as requested as well. Dr. Minott asked how Portage County has been able to remain off the list for measles cases. Ms. Ferraro explained that the Health District has a vaccination program in place and follows guidelines provided by the Ohio Department of Health. Mr. Delaney asked if the Health District knows what the percentage is for non-vaccinated individuals in Portage County. Ms. Ferraro responded stating that the Health District is looking to gather that information in the next Community Health Assessment (CHA).

E. Environmental Division:

Ms. Lehman reported for the Environmental Division. She pointed out the Breakfast and Learn PowerPoints inside the board packet. Ms. Lehman stated the staff provided educational opportunities for installers to obtain their CEU's. The educational sessions received positive feedback and good attendance.

Mr. Diorio presented the Stormwater Report for the year. The Report provides information regarding illicit discharge and the plan to eliminate it, as well as stats for the whole year.

The Environmental Division received an award from mosquito surveillance an Ohio EPA grant about \$23,000 for surveillance, educational opportunities and protective measures.

Mr. Diorio commended Mr. Rechichar for putting together a mobile rodeo which allowed mobile concession stands to come to the Health District during the pre-licensing period to ensure the basics are in place. This was the first year for it. Our inspectors were able to inspect the units, provide feedback and then the mobile unit could drive away. The process was held in an organized fashion like an assembly line.

Dr. Minott asked if the Health District has funds for mosquito spraying. Mr. Diorio stated the Health District has moved away from being a pesticide applicator. The Health District will continue to provide surveillance and education, but it is up to the individual to find a pesticide applicator for spraying. Mr. Diorio stated previous issues with wetlands and protected areas shifted the Health District away from the application process.

F. Health Education and Promotion and Accreditation:

Ms. Lehman stated Health Education was awarded \$7,000 for purchase of Narcan. The Board of Health approved the educational piece and the Mental Health and Recovery Board awarded the funds. She stated they haven't had to use the funds yet because she calls the state for more money when needed. The state stopped allowing the purchase of Naloxone and now requires the purchase that includes a new white pump for 2x the amount of money. Ms. Lehman stated one kit costs approximately \$72. She stated the kits are still helping the community as the Mantua Police Department just recently used it and saved a life.

The None for Under 21 event was held on April 16, 2019. The event was well orchestrated and took an incredible amount of planning by Lynette Blasiman and community partners. Over 2,000 students attended along with some of their families. The event covered underage drinking as well as distracted driving. Ms. Ribelin commented that she is interested to see if there are statistical changes we could see over the years by providing this event. Ms. Lehman stated for the year 2018 there were no teenage fatalities.

Ms. Lehman informed the Board that the Health District had a 3rd year medical student from NEOMED for 64 hours to obtain public health experience. His time here has been completed and we continue to welcome these types of opportunities to students.

Ms. Lehman stated that staff are currently working on Workforce Development Plans and are working to have them ready for the Board to review soon.

Ms. Lehman informed the Board that all 11 school districts have signed on to survey the schools for YRBSS. Currently, all but three schools are completed.

Ms. Ribelin attended a Ravenna City Council meeting and discussed the accreditation process the Health District went through. She received feedback that more information regarding the process was requested. Ms. Lehman and Ms. Ribelin were interviewed for an article that was posted in the Record Courier regarding the Health District and accreditation. Ms. Ribelin stated that she would like to educate the public further on the accreditation process and asked the Board to send a letter to the editor of the Record Courier from the Board of Health to provide more information than the article stated.

G. Health Commissioner:

Mr. Diorio informed the Board that the WIC grant is out and Amy Cooper, Director of WIC is working on the grant. WIC has combined services reaching Portage County and Columbiana County which is currently administered by the Portage County Commissioners. We are applying to administer the program. Ms. Lehman, Ms. Cooper and Ms. Miley are working together on the grant application. The notice of intent to apply was already sent to the state. The current plan is to leave WIC in their current locations at the Administration building and in the Columbiana location as it seems to be the best option rather than making them move twice, as well as transition into our Health District. We will allocate rent and utilities for those locations. There are currently 20 staff members which may be reduced depending on grant funding. Mr. Diorio talked with all 20 staff members and educated them on the Health District, our programs, services and answered questions they had. The County Commissioners will provide layoff notices to the WIC staff late summer. The job openings will be posted both internally and externally and WIC staff will have to apply for the position openings. Mr. Diorio stated that Health District staff is already reviewing job descriptions, salary structures, and the on-boarding process, so we can make the transition as smooth as possible.

VIII. OLD BUSINESS:

IX. NEW BUSINESS:

A. Ratify the hiring of the Seasonal Worker, Natalie Menke

Mr. Diorio informed the Board that Natalie Menke is currently one of our interns and is doing a great job for us as an intern. She will be continuing with us as a Seasonal Worker June through August for 24hrs a week at \$12.50 an hour for mosquito surveillance. Ms. Menke will trap mosquitos, package them and send them to the state as part of what our mosquito grant pays for.

Board Member Hammar presented a motion to Approve the hiring of Natalie Menke as stated above, seconded by Board Member Frank. An "aye" vote was cast by all, motion carried.


X. BOARD ISSUES AND DISCUSSION:

Mr. Howard asked the Board if there was any interest in changing the time of the Board meetings. He stated that many staff stay after several hours each month waiting for the meeting as they live too far to drive home and turn around and drive back again. He asked the Board to think on it and discussion will be held at the next Board meeting.

Ms. Hammar asked if there was a way to have a calendar added to the Health Districts website, a brief schedule for the month of activities or press releases. Mr. Diorio thanked her for her feedback and said we would work on adding these features.

XI. EXECUTIVE SESSION:

Adjournment: The April 16, 2019 Board meeting was adjourned at 8:52pm. An "aye" vote was cast by all, motion carried.



Evelyn Cutlip
Board -Vice President



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