

**Portage County Combined General Health District
Board Meeting Minutes
February 18, 2020 (6:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, January 21, 2020, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 6:04 pm by Board President Howard.

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

Board Members Absent: Dr. Howard Minott, Member

Staff in Attendance: Joseph Diorio, Health Commissioner
 Mark Arredondo, Medical Director
 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
 Amy Cooper, Director of WIC

Advisory Council: Bruce Lange, Charlestown Township

Others: None

Media Present: None

II. APPROVAL OF MINUTES:

Board of Health Meeting: January 21, 2020 – Board Member Cutlip presented a motion to Accept the Board Meeting Minutes of the January 21, 2020, seconded by Board Member Dr. Frank. An “aye” vote was cast by all, motion carried.

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) – Mr. Lange reported the Annual Advisory Council meeting which will be held on March 18, 2020 at the Ravenna Elks.

IV. PUBLIC COMMENT – No public in attendance.

V. ACTION ITEMS

A. Expenditure Ratifications

Batch No. 5566	\$2,680.82
Batch No. 5593	\$2,939.65
Batch No. 5642	\$313.10
Batch No. 5643	\$4,096.55
Batch No. 5729	\$23,860.92
Batch No. 5743	\$2,777.87
Batch No. 5837	\$9,264.16
Batch No. 5846	\$6,529.79

Total Expenditures **\$52,462.86**

Journal Entry

Portage County Commissioners

WIC Phones \$325.13

Total Journal Entries **\$325.13**

Total Payments **\$52,787.99**

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

Vote on the motion is as follows:

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

B. Travel and Expenditures

1. Kim Plough, Med, CHES, attended the NEO- PIPE Meeting.

Date: January 14, 2020
Location: Perkins St.
Cleveland, Ohio 44115
Mileage: 84 miles @ .575¢ per mile = \$48.30
Fund Used: GF
Total for all expenditures: \$48.30

2. Lynette Blasiman attended the pre-release inmate interview for None 4 Under 21.

Date: January 22, 2020
Location: 2675 E. 30th St.
Cleveland, Ohio 44115
Fund Used: Safe Communities direct labor/ fringe
Other: Ms. Blasiman traveled with Lt. Jeff Greene, OSHP Ravenna
Post Commander
Total for all expenditures: \$0.00

3. Robert Walker, BA-Ed, attended the NECO Steering Committee Meeting.

Date: January 30, 2020
Location: 3200 West Market St.
Akron, Ohio 44333
Mileage: 58 miles @ .575¢ per mile = \$33.64
Fund Used: PHEP
Total for all expenditures: \$33.64

4. Marianne Kitakis, BSN, RN, attended the Wraparound Facilitator Training.

Date: January 30th & 31st, 2020
Location: Trumbull County Children's Services
2282 Reeves Road NE
Warren, Ohio 44483
Mileage: 140 miles @ .575¢ per mile = \$81.20
Meals: 2 lunches = \$30
Fund Used: GF
Total for all expenditures: \$111.20

Board of Health
Meeting Minutes
February 18, 2020

5. Stephanie Todd, AAB, attended Word Level 1 Training.

Date: February 4, 2020
Location: Solon Library
34125 Portz Pkway.
Solon, Ohio 44139
Mileage: 39 miles @ .575¢ per mile = \$22.43
Fund Used: Stormwater/ HB 110/ WW
Total expenditures: \$22.43

6. Marianne Kitakis, BSN, RN, attended the Wraparound Facilitator Training.

Date: February 6, 2020
Location: Trumbull County Children's Services
2282 Reeves Road NE
Warren, Ohio 44483
Mileage: 70 miles @ .575¢ per mile = \$40.60
Meals: 1 lunch = \$15
Fund Used: GF
Total for all expenditures: \$55.60

7. Joseph Diorio, MPH, MS, RS, attended the AOHC NE Meeting.

Date: February 7, 2020
Location: Twin Tavern
430 Applegrove St. NW
North Canton, OH 44720
Mileage: 50 miles @ .575¢ per mile = \$28.50
Fund Used: GF
Total for all expenditures: \$28.50

8. Rosemary Ferraro, MSN, RN, attended the HMG Home Visiting Program Meeting.

Date: February 7, 2020
Location: MCCTC
7300 N. Palymra Rd.
Canfield, Ohio 44406
Other: To learn about the HMG Home Visiting Program located in
Mahoning County.
Total expenditures: \$0.00

Board of Health
Meeting Minutes
February 18, 2020

9. Kim Plough, Med, CHES, attended the NEO- PIPE Meeting.

Date: February 11, 2020
Location: Perkins St.
Cleveland, Ohio 44115
Mileage: 84 miles @ .575¢ per mile = \$48.30
Fund Used: GF
Total for all expenditures: \$48.30

10. Emily Speck, BS, RS, attended the Northeast Ohio Environmental Association Committee Meeting.

Date: February 11, 2020
Location: 7235 Whipple Ave.
Canton, Ohio 44720
Mileage: 27.6 miles @ .575¢ per mile = 0
*Ms. Speck used BOH vehicle
Total for all expenditures: \$0.00

11. Kim Plough, Med, CHES, attended the NEO- PIPE Meeting.

Date: March 10, 2020
Location: Perkins St.
Cleveland, Ohio 44115
Mileage: 84 miles @ .575¢ per mile = \$48.30
Fund Used: GF
Total for all expenditures: \$48.30

12. Robert Walker, BA-Ed, will attend the AOHC New Employee Training.

Date: March 24, 2020
Location: Delaware County Board of Elections
2079 US Route 23 North
Delaware, Ohio 43015
Registration: \$75.00
Mileage: 300 miles @ .575¢ per mile = \$172.50
Meals: \$15.00
Fund Used: GF
Total for all expenditures: \$282.50

Board of Health
Meeting Minutes
February 18, 2020

13. Stephanie Todd, AAB, will attend the AOHC New Employee Training.

Date: March 24, 2020
Location: Delaware County Board of Elections
2079 US Route 23 North
Delaware, Ohio 43015
Registration: \$75.00
Mileage: Riding with Mr. Walker
Meals: \$15.00
Fund Used: GF
Total for all expenditures: \$90.00

14. Justin Rechichar, MPH, RS, will attend the Clarke Mosquito Conference.

Date: April 1, 2020
Location: 6001 Rockside Rd.
Independence, Ohio 44141
Mileage: Riding with coworker
CEUs: 3
Fund Used: Mosquito Control Grant
Total for all expenditures: \$0.00

15. Andy Bull, MPH, RS, will attend the Clarke Mosquito Conference.

Date: April 1, 2020
Location: 6001 Rockside Rd.
Independence, Ohio 44141
Mileage: 72 miles @ .575¢ per mile = \$41.40
CEUs: 3
Fund Used: Mosquito Control Grant
Total for all expenditures: \$41.40
*Will take PCHD vehicle if available.

16. Mary Helen Smith, MPH, CPH, RS, REHS, will attend the Clarke Mosquito Conference.

Date: April 1, 2020
Location: 6001 Rockside Rd.
Independence, Ohio 44141
Mileage: Riding with coworker
CEUs: 3
Fund Used: Mosquito Control Grant
Total for all expenditures: \$0.00

Board of Health
Meeting Minutes
February 18, 2020

17. Becky Lehman, MPH, CHES, will attend the 2020 Ohio Child Passenger Safety Conference.

Date: April 28, 2020
Location: 6500 Doubletree Ave.
Columbus, Ohio 43229
CEUs: 6
Mileage: 12 miles @ .575¢ per mile = \$6.90
Registration: \$95.00
Meals: 1 lunch @ \$15.00
Fund Used: GF
Total for all expenditures: \$116.90

*Ms. Lehman will ride with Ms. Plough after meeting at the Brimfield Walmart.

18. Kim Plough, Med, CHES, will attend the 2020 Ohio Child Passenger Safety Conference.

Date: April 28, 2020
Location: 6500 Doubletree Ave.
Columbus, Ohio 43229
CEUs: 6
Mileage: 284 miles @ .575¢ per mile = \$163.30
Registration: \$95.00
Meals: 1 lunch @ \$15.00
Parking: \$20.00
Fund Used: GF
Total for all expenditures: \$293.30

19. Ali Mitchell, BSPH, will attend the 2020 Ohio Child Passenger Safety Conference.

Date: April 28, 2020
Location: 6500 Doubletree Ave.
Columbus, Ohio 43229
CEUs: 6
Mileage: 51 miles @ .575¢ per mile = \$29.33
Registration: \$95.00
Meals: 1 lunch @ \$15.00
Fund Used: GF
Total for all expenditures: \$124.33

*Ms. Mitchell will drive from her home to Brimfield Walmart to meet Ms. Lehman and Ms. Plough and ride with them to Columbus.

Board of Health
 Meeting Minutes
 February 18, 2020

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

Vote on the motion is as follows:

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

- C. Resolution #20-20 Amendment to the 2020 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Board Member Hammar presented a motion to Adopt Resolution #20-20 as stated above, seconded by Board Member Ribelin.

Vote on the motion is as follows:

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

- D. Resolution #20-21 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 2020 & 2021 and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.

Board Member Hammar presented a motion to Adopt Resolution #20-21 as stated above, seconded by Board Member Cutlip.

Vote on the motion is as follows:

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

Board of Health
 Meeting Minutes
 February 18, 2020

- E. Resolution #20-22 A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement Between the County of Summit Department of Building Standards and the Portage County Combined General Health District for Backup Plumbing Inspection Services

Board Member Dr. Frank presented a motion to Approve Resolutions #20-22 as stated above, seconded by Board Member Bierlair.

Vote on the motion is as follows:

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

- F. Resolution #20-23 A Resolution Authorizing the Portage County Combined General Health District to Enter into the 2020 Water Pollution Control Loan Fund Agreement for the Repair and/or Replacement of Household Sewage Treatment Systems.

Board Member Cutlip presented a motion to Approve Resolutions #20-23 as stated above, seconded by Board Member Ribelin.

Vote on the motion is as follows:

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

VI. DISCUSSION REPORTS

- A. Administration and Personnel: Personnel and Administration report is available starting on page 69. Wastewater Supervisor position remains open as current applicants do not meet the minimum qualifications and there were no internal applicants. The position has been managed between the two supervisors and director.
- B. Fiscal and Accounting: Fiscal and Accounting report is available starting on page 73.
- C. Nursing: Nursing report is available starting on page 77. On page 82 is the PowerPoint that Chris Reece provides to schools to educate school nurses on immunizations.
Updates on influenza: 86 hospitalized flu and 6 flu-related deaths (all had underline medical conditions). State of Ohio has had 5457 hospitalized flu cases. So far in Ohio there have been 2 pediatric deaths; none in Portage County.
Updates on CoVid19: Worldwide-72,436 confirmed cases and 1367 deaths. In the US, there have been 15 confirmed cases. No cases in Ohio. There are residents in Portage County that are being monitored; self-isolated.
- Environmental Division: Environmental report is available starting on 103. Ms. Smith stated the food program is to be commended for finishing their goals one month early. This allowed for a cross check of the files. The Department of Agriculture will survey PCHD in April. Food program applied for and received food standard grant from CDC for \$14,000.
PCHD Certified Pool Operator sponsored course will be provided in April.
The annual wastewater meeting will be March 3, 2020.
- D. Health Education and Promotion and Accreditation: Health Education report is available starting on page 118. The new 2020 Strategic Plan is in the process of being written. Stakeholder questions have been emailed to all Strategic Planning members and the Board of Health, soliciting feedback within the week.
- E. Women, Infants and Children (WIC): WIC report is available on page 130. The new ODH WIC system has been implemented. Amy Cooper reported they are working out a few issues with the ODC-WIC system.

- F. Health Commissioner: Mr. Diorio reported that PCHD has been alerted by Quality IP that any computer with Windows 7 is no longer supported. PCHD currently has 32 computers that are Windows 7. Mr. Diorio is working on a plan for the replacement process that will include changing some staff computer system to be a surface pro laptop. This will allow staff to be able to provide services remotely when needed. The replacement plan will provide the process of replacement of computers in the future as well. Quality IP indicates life expectancy of newly purchased computers to be 3-5 years. No WIC computers need to be replaced-as Amy Cooper purchased 20 computers in the summer of 2019 prior to onboarding with PCHD. In the environmental division, computers with the GIS software are in the process of being replaced now because they are not currently working efficiently.

VII. OLD BUSINESS: No old business.

VIII. NEW BUSINESS:

- A. Permission to Advertise and Hire One Seasonal Worker at \$12.50/ Hour, 24 Hours/ Week for Mosquito Control Services **(Action)**
This is in anticipation of receiving the 2020 EPA mosquito grant funding.

Board Member Ribelin presented a motion to Grant Permission to Post, Advertise and Hire One Seasonal Worker, seconded by Board Member Hammar. An “aye” vote was cast by all, motion carried.

- B. Ratification of the Hiring of Penny Paxton, Epidemiologist **(Action)**

Board Member Ribelin presented a motion to Accept the hiring of Penny Paxton, Epidemiologist, seconded by Board Member Dr. Frank. An “aye” vote was cast by all, motion carried.

- C. Permission to Post, Advertise and Hire One Full-Time Account Clerk **(Action)**

Board Member Cutlip presented a motion to Grant Permission to Post, Advertise and Hire One Full Time Account Clerk, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

- D. Approve to pay for Annual Advisory Dinner for Township Trustees, Village Mayors, City Mayors, County Government Officials and staff. **(Action)**
Meeting will be held at the Ravenna Elks. The Board would like to invite Robert Palmer.

Board Member Ribelin presented a motion to Grant Permission to pay for the Annual Advisory Dinner for Township Trustees, Village Mayors, City Mayors, County Government Officials and staff, seconded by Board Member Hammar. An “aye” vote was cast by all, motion carried.

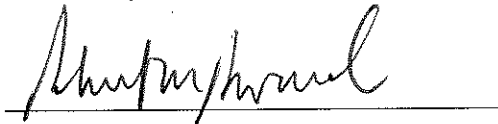
- IX. **BOARD ISSUES AND DISCUSSION:** Ms. Stall provided copies of the 2021 budget to the board of health. The final budget will go to the board on the March meeting. This budget goes to the budget commission in April. Comments/questions need to be provided to Ms. Stall by March 2, 2020.

X. **EXECUTIVE SESSION:**

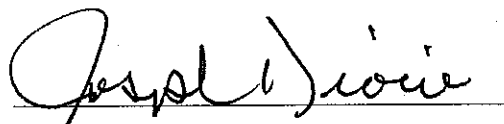
The Board entered executive session to discuss purchase/sale of property. Board Member Howard motioned for executive session and Board Member Ribelin seconded the motion.

Executive session began at 7:05pm and returned into open session at 8:08pm

Adjournment: The February 18, 2020 Board meeting was adjourned at 8:08 pm. An “aye” vote was cast by all, motion carried.



Robert Howard
Board President



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