

**Portage County Combined General Health District
Board Meeting Minutes
June 20, 2017 (7:00pm)**

I. ASSISTANT PROSECUTING ATTORNEY ALLISON MANAYAN

- a. Board of Health education-Campground Rules and Regulations (6:30pm)

II. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, June 20, 2017 at the Resources on Oakwood Campus, Room 204, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:24 pm by Board President Robert Palmer.

Board Members in Attendance:	Robert Palmer, President Amy Hammar, Member Evelyn Cutlip, Vice President James Bierlair, Member Lucy Ribelin, Member Robert Howard, Member Marian Copley, Member Dr. Howard Minott, Member
Board Members Absent:	none
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
Advisory Council:	James Deffenbaugh
Others:	Brian Kelley, Portage County IT
Media Present:	none

III. APPROVAL OF MINUTES:

- A. Board of Health meeting: May 18, 2017 (Action)
Board of Health Member Bob Howard presented a motion to approve the Board of Health Meeting Minutes of May 18, 2017, seconded by Board Member Dr. Howard Minott. An "aye" vote was cast by all, motion carried.

IV. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)

No comment.

V. PUBLIC COMMENT

None

VI. ACTION ITEMS

1. Expenditure Ratifications-\$24,082.05

Expenditure Ratifications: Board Member James Bierlair presented a motion to ratify May 2017 Batch #2017 in the amount of \$121.27 and Batch #2014 in the amount of \$9,829.81 and Batch #2023 in the amount of \$1,457.51 and Batch #2067 in the amount of \$4,904.90 and Batch #2257 in the amount of \$7,768.56, for a total of \$24,082.05 seconded by Board Member Evelyn Cutlip. Discussion: James Bierlair asked about the unemployment being paid out. Debbie responded it was for a former employer that left the health district for another job. She was then laid off. They went on us due to the fact that she didn't work enough at the other job.

Robert Palmer asked about a possible duplicate ratification of funds. It was found to be not a duplicate, but of two different months. Debbie will include the month on the ratifications to avoid confusion in the future.

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 Copley	Yes

2. Expenditure Approvals-\$25,393.60

Expenditure Approvals: Board Member Dr. Howard Minott presented a motion to accept Batch #2342 for \$7,672.94 and Batch #2351 in the amount of \$17,720.66, for a total of \$25,393.60 seconded by Board Member Amy Hammar. Discussion: No discussion

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 Copley	Yes

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

1. Marianne Kitakis, Emergency Preparedness Coordinator, will attend the EPI Statewide Meeting.

Date: June 28, 2017
Location: State Library of Ohio
274 E. First Avenue
Columbus, Ohio 43201
Mileage: 310 miles @ \$.535 = \$165.85
Meals: 1 meal @ \$15.00 = \$15.00

Travel and expenditures not to exceed \$180.85

2. Joseph Diorio, MPH, MS, RS, will attend the NAACHO Annual Conference.

Date: July 11 – 13, 2017
Location: Wyndham Grand Pittsburg Downtown
600 Commonwealth Pl
Pittsburg, Pa
Mileage: 103 miles @ \$.535 per mile = \$110.21
Meals: 2 meals @ \$20.00 = \$40.00
Lodging: 2 nights @ \$145.00 = \$290.00

Travel and expenditures not to exceed \$915.00

3. Rosemary Ferraro, Director of Nursing, will attend the Ohio Diabetes Prevention Summit

Date: July 18, 2017
Location: Ohio State University
Columbus, Ohio
Mileage: 284 miles @ \$.535 = \$151.94
Meals: 1 meal @ \$10.00 = \$10.00
Parking: \$15.00

Travel and expenditures not to exceed \$200.00

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

1. Lynette Blasiman, Health Educator, attended the 3rd Quarter OTSO Meeting.

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Date: April 5, 2017
Location: Kent State Trumbull Campus
4314 Mahoning Ave
Warren, Ohio 44483
Mileage: 61.8 Miles @ \$.535 per mile = \$33.06

Travel and Expenditures not to exceed \$50.00

2. Joseph Diorio, Health Commissioner, attended the AOHC Public Health Combined Conference

Date: May 15-17, 2017
Location: Doubletree Hotel
175 Hutchinson Avenue
Columbus, Ohio 43235
Mileage: 252 Miles @ \$.535 per mile = \$134.82
Registration: \$195.00
Lodging: 2 nights @ \$109.00 = \$218.00

Travel and Expenditures not to exceed \$392.00

3. Chris Novelli, Supervisor, attended Sewage Roundtable Meeting

Date: May 23, 2017
Location: Medina County Health Department
4800 Ledgewood Drive
Medina, Ohio 44256
Mileage: 76.8 miles @ \$.535 per mile = \$41.09

Travel and Expenditures not to exceed \$45.20

4. Marianne Kitakis, Emergency Preparedness Coordinator, attended Statewide Planners Meeting

Date: May 23, 2017
Location: Ohio Department of Agriculture
8995 E. Main Street
Columbus, Ohio
Mileage: 310 miles @ \$.535 per mile = \$165.85 (Revised)

Board of Health Member Amy Hammar presented a motion to approve the Workforce Development Plan, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

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5. Becky Lehman, Director of Health Education, attended the 2017 OPHA Accreditation Readiness Training

Date: May 31, 2017
Location: Columbus Public Health Auditorium
240 Parsons Avenue
Columbus, Ohio 43215
Mileage: Riding with Kevin Watson
Registration: \$45.00

Travel and Expenditures not to exceed \$55.00

6. Kevin Watson, Accreditation Coordinator, attended the 2017 OPHA Accreditation Readiness Training

Date: May 31, 2017
Location: Columbus Public Health Auditorium
240 Parsons Avenue
Columbus, Ohio 43215
Mileage: 262 Miles @ \$.535 per miles = \$140.17
Registration: \$45.00

Travel and Expenditures not to exceed \$204.00

7. Kat Holtz, Public Health Coordinator, attended NEORAG Meeting

Date: June 8, 2017
Location: Haven of Rest
175 E. Market Street
Akron, Ohio 44308
Mileage: 45 Miles @ \$.535 per mile = \$24.08

Travel and Expenditures not to exceed \$27.00

8. Justin Rechichar, Supervisor, attended Medina Health Department Round Table

Date: June 15, 2017
Location: Medina Health Department
4800 Ledgewood Drive

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Medina, Ohio 44256

Mileage: 88 miles @ \$.535 per mile = \$47.00
Meals: \$18.00

Travel and Expenditures not to exceed \$71.00

Board Member Dr. Minott presented a motion to adopt Resolution #17-43 as stated above, seconded by Board Member Copley. 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 Copley	Yes

5. Resolution #17-49: Motorcycle Instructor Contract

Board Member Amy Hammar presented a motion to adopt Resolution #17-43 as stated above, seconded by Board Member Dr. Minott. Discussion: No discussion
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 Copley	Yes

6. Approval to hire two (2) Sanitarians-in-Training

The recommendation for hire is Emily Voltz and Jennifer Lowry. A motion was presented by Board Member Bob Howard granting permission to hire Emily Voltz and Jennifer Lowry, seconded by Board Member Cutlip. Discussion: Total of 43 applications. Did a weighted ranking with 9 of them. Interviewed 6 of them. One of the applicants has experience in food, pools, and camps. Second one from Ravenna is a graduate of KSU.

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

7. Portage County Combined General Health District Quality Improvement Plan

Board of Health Member Bob Howard presented a motion to approve the Quality Improvement Plan, seconded by Board Member Evelyn Cutlip. An “aye” vote was cast by all, motion carried.

Discussion: Joe explained that this is an ongoing process for the Board to approve the updated QI plan. This past year, we did have 2 QI projects completed. All completed projects finalize with a Storyboard located toward the end of the QI plan. This will continue to be a part of health district even after accreditation. There will need to be a revision of date on page 12 (change 2017 training to 2016).

8. Portage County Combined General Health District Workforce Development Plan

Board of Health Member Cutlip presented a motion to approve the Workforce Development Plan, seconded by Board Member Riblin. Discussion: Joe reported out that the Workforce Development Plan (a major component of the accreditation process) shows how the agency invests into our staff for training to ensure they are competent in public health. He discussed the staff surveys (especially the core competencies survey). This plan will be reviewed annually.

Robert Palmer inquired about where we were on document collection. Joe reported that we are moving towards applying for accreditation by the end of the year or beginning of next year.

An “aye” vote was cast by all, motion carried.

VII. DISCUSSION REPORTS

- a. Administration and Personnel: Joe reported on Dorothy taking FMLA for care of her husband.
- b. Fiscal and Accounting: Debbie asked the Board to review the financials. Nothing unusual to report.
- c. Nursing: Christine Reese (new immunization nurse) will be introduced to the Board next month. Sherry is continuing taking over the CMH program. Nothing unusual to report.
- d. Environmental Division: Seasonal workers started. They were trained by Summit County Health District to set traps and conduct larval investigations. Jack Madved has assisted with finding and assessing trapping locations due to his vast knowledge of the county. The first set of mosquitoes caught in the traps were sent to the state. There are already positive WNV pools in the state (Summit County is

one of them). This is early to see in the summer. We ordered dunks out of the rest of the 2016 mosquito grant money. The emergency preparedness grant paid for Four Star dual action briquettes which need to be placed by or under an Ohio Department of Agriculture licensed pesticide operator. Currently, Mary Helen and Chris Novelli have this license. We have not had many complaints about mosquitoes at this time. Most residents are requesting nuisance control. Mary Helen talks to the residents who call about nuisance complaints and provides education information, prevention measures and personal property control such as fogging their own backyards using products readily available thru garden centers and retail stores. For larger nuisance problems, Mary Helen advises to hire a licensed pesticide operator to conduct adulticiding control (spraying).

Marian Copley asked about ticks. Prevention is key.

Mary Helen provided an update of the Water pollution Control Loan Program (WPCLF) household sewage treatment system replacement program. A summary of the applicants was provided and included: 21 applicants (two voluntarily withdrew from the program; 14 applications are slated for off-lot aeration sewage treatment systems; two are potentially soil based sewage treatment systems; and two are still under review. So far the participants are from the following townships: Atwater, Brimfield, Deerfield, Ravenna, Palmyra, Rootstown, Suffield, and Windham. Six contracts were put out to bid today with a bid opening date of July 7th. The Board will be asked to awards these contracts at the regularly scheduled July BOH meeting. The inspectors are undertaking efforts to find more applicants.

- e. Health Education and Promotion: Hosting many car seat check events this spring and summer. Becky got recertified as a car seat check today. Will be partnering with St. Joes in Randolph to hold a Project DAWN community event in June. PCHD partnered with Ravenna Elks Lodge to hold a bike rodeo which allowed us to give away bike helmets and education on bike safety. The next quarterly progress meetings for CHIP are July 18 and 19 and the Strategic Planning progress meeting on July 17th.
- f. Health Commissioner: Joe reported on the move towards opening a free medical clinic in Portage County (Windham Village). In March, Dr. Arredondo came aboard with a focus on serving the medically underserved. He reported on the resources of the medical school and public health/nursing programs here in Portage County. Joe and Dr. Arredondo started looking at AxxessPointe and/or

NEOMED expanding their services into the Windham area. Started talks including NEOMED, AxxessPointe, and UH Portage. NEOMED stated that they were not prepared to partner at this time due to opening a secondary clinic. They are open to providing medical students. Windham Mayor offered land, facilities, etc. in Windham for the clinic. AxxessPointe stated that they were not prepared at this time due to their own expansion. UH Portage stated that they were able to supply supplies at no or little cost. KSU stated that they were able to provide staff and/or students for no cost. Faithfull Servants (a free clinic in Tallmadge) discussed with their board the opportunity to move into Portage County. Dr. Sue Myer from Faithful Servants is proposing to open a free clinic by October 2017. KSU may be able help with costs of build out at the Windham Renaissance Center. United Way is also willing to provide some monies for this free clinic. Targeting for uninsured and under insured. Future is to include dental and mental health services as well.

VIII. OLD BUSINESS

Amy Hammar asked if the Board needed to write a letter to Nelson Ledges about the non compliance issues. Joe reported that they (PCHD staff and assistant prosecutor) have been in discussions with Nelson Ledges (staff and their attorney) about the non compliance. They are working towards getting into compliance. Nelson Ledges is working towards licensing 1100 camp sites with the state.

IX. NEW BUSINESS

1. Website: Brian Kelley, Portage County IT

Joe introduced Brian Kelley and gave explanation on the process of getting proposals for the health district to get their own website.

Joe and Directors met with multiple outside companies to get quotes on web designs. Joe then met with Brian Kelley about the upgrade of the county website.

Joe provided an overview of the proposals.

Brian: Reviewed and vetted the company (VTS) (sample site is Stanford University) for use with government agencies. The company would design the website for free (Brian won the free design at a conference last year). This design allows the “users” to post/change information on their own. This company only works with government agencies. They are section 508 compliant (deals with handicap accessibility). Will be working with a couple of individuals in the county to ensure usability for the handicap accessibility. The website will be based on citizen prospective. Annual maintenance will be covered by the county. Portage County received a \$50,000 grant

for branding and marketing of the county agencies. \$25,000 of that grant can be used for website design for branding purposes.

Live, work, play section to market Portage County. Will include pictures of county highlights. Each agency can post their own news events/posts. People can register to receive those posts. Provides a way to post emergency reports. Timeline for the roll out of the county updated website is July 26, 2017.

Agencies will be able to make own changes utilizing Droople. The health district will be part of the first round of training in early July 2017.

Discussion: Bob Howard asked about the prospect of future costs for the website. Brian replied that it would be a fraction of the \$4000 cost amongst all county agencies/officials-if ever required to pay for a portion of the website. Currently, there are no planned charge-backs to the Health District.

Board of Health Member James Bierlair presented a motion to approve the website re-design and new platform proposal from Portage County IT-Brian Kelley, seconded by Board Member Dr. Howard Minott. An “aye” vote was cast by all, motion carried

2. Signs: Joe wants to hold off discussion on the signs due to not getting enough quotes to bring to the Board.

X. BOARD ISSUES AND DISCUSSION

None

XI. EXECUTIVE SESSION

None needed

- XII. Adjournment:** A motion was presented by Board Member Bob Howard at 9:08 pm to adjourn the June 20, 2017 Regular Board of Health Meeting. An “aye” vote was cast by all, motion carried.

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Next Board Meeting: July 18, 2017

A handwritten signature in dark ink, appearing to read "Robert Palmer", written over a horizontal line.

Robert Palmer
Board President

A handwritten signature in dark ink, appearing to read "Joseph J. Diorio", written over a horizontal line.

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