

PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT

BOARD MEETING MINUTES

March 21, 2017

The Portage County Combined General Health District Board of Health met on Tuesday, March 21, 2017, at the Resources on Oakwood Campus (ROC), Room 204, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:00 P.M. by Board President, Robert Palmer.

Board Members in Attendance: Mr. Robert Palmer, President; Ms. Evelyn Cutlip, Vice-President; Ms. Bonnie Bailey, Member; Mr. James Bierlair, Member; Ms. Amy Hammar, Member; Mr. Robert Howard, Member; Mrs. Lucy Ribelin, Member

Board Members Absent: Dr. Howard Minott, Member

Staff in Attendance: Mr. Joseph J. Diorio, MPH, MS, RS Health Commissioner
Mrs. Rose Ferraro, MSN, RN Director of Nursing
Mrs. Mary Helen Smith, MPH, CPH, RS, REHS

Director of Environmental Health

Mrs. Becky Lehman, MPH Director of Health Education

Mrs. Debra Stall Director of Finance

Mrs. Dorothy Filing Director of Administration & Personnel

Others: None

Advisory Council: James Deffenbaugh (Absent) Palmyra Township

Media Present: None

I. APPROVAL OF BOARD OF HEALTH MEETING MINUTES:

A. Board of Health Meeting Minutes of January 17, 2017 - The Minutes of the January 17, 2017 were approved at the February 21, 2017 Board meeting however, the motion to approve the January 17, 2017 Minutes was made and seconded by Board members who were not present.

M17-35

Board Member Ribelin presented a motion to approve the Regular Board of Health Meeting Minutes of January 17, 2017, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

B. Board of Health Meeting Minutes of February 21, 2017 - The Minutes of the February 21, 2107 were corrected to indicate the change of acceptance of the January 17, 2017 Minutes. Board Member Ribelin presented a motion to accept the February 21, 2017 Minutes as Corrected, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

M17-36

II. ADVISORY COUNCIL - Mr. James Deffenbaugh - (Absent)

III. PUBLIC COMMENT - None

IV. DISCUSSION REPORTS:

A. Director of Administration & Personnel -
Mrs. Dorothy Filing

1. 2017 Annual District Advisory Council Dinner/Meeting -
Mrs. Filing reminded Board Members of the Annual Advisory Dinner/Meeting scheduled for March 22, 2017 at the Ravenna Elks. Registration begins at 6:00 P.M., Dinner at 6:30 P.M., and the Meeting at 7:00 P.M.

2. May 2017 Board Meeting Date Change - Included in the Board packet was the revised Board Meeting Calendar reflecting the change in date of the May Board meeting from Tuesday, May 16th to Thursday, May 18th.

B. Accounting Report - Mrs. Debra Stall, Director of Finance

1. Resolution #17-32 - Amendment to the 2017 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

M17-37

Board Member Bierlair presented a motion to adopt Resolution #17-32 as stated above, seconded by Board Member Bailey. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Cutlip | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Absent</u> |
| | Board Member Hammar | <u>Yes</u> | Board Member Bierlair | <u>Yes</u> |
| | Board Member Howard | <u>Yes</u> | Board Member Ribelin | <u>Yes</u> |

Motion carried.

C. Financial and Expenditure Reports - Mrs. Debra Stall,
Director of Finance

1. Financial Report - Mrs. Stall presented the revenue and expenditures for February, 2017. She explained the Project Codes in the General Fund.

2. Expenditure Report -

a. Ratification of February Expenditures - Board Member Howard presented a motion to ratify February 2017 Gas amount for \$199.71, Batch 909 for \$26,668.91, Batch 1011 for \$26,382.33, and Batch 1044 for \$3,339.25 for a total amount of \$56,590.20, seconded by Board Member Bailey. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Cutlip | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Absent</u> |
| | Board Member Hammar | <u>Yes</u> | Board Member Bierlair | <u>Yes</u> |
| | Board Member Howard | <u>Yes</u> | Board Member Ribelin | <u>Yes</u> |
| | Motion carried. | | | |

b. February Expenditures - Board Member Cutlip presented a motion to accept the February Water Resources expense for \$772.00 and Batch 1052 for \$3,441.19 for a total in the amount of \$4,213.19, seconded by Board Member Bierlair. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Cutlip | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Absent</u> |
| | Board Member Hammar | <u>Yes</u> | Board Member Bierlair | <u>Yes</u> |
| | Board Member Howard | <u>Yes</u> | Board Member Ribelin | <u>Yes</u> |
| | Motion carried. | | | |

Portage County Health District
Cash Reconciliation
February 2017

| DESCRIPTION | GENERAL 8900 | GENERAL HVCB | GENERAL HVP | GENERAL BODYA | GENERAL HB110 | GENERAL HOTEL | GENERAL HTHED | GENERAL MSQTO | GENERAL IMMPR | GENERAL NURSE | GENERAL PLUMB | GENERAL POSAL | GENERAL STORM | GENERAL WPCLF | PHEP 8901 | PHEP EBOLA |
|--|-----------------|-----------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------|---------------|
| 01/31/17 Beginning Cash Balance | \$1,048,964.66 | \$0.00 | (\$1,067.09) | \$924.08 | \$63,532.99 | \$0.00 | \$9,590.00 | \$0.00 | \$6,984.08 | (\$9,889.38) | \$22,320.85 | \$14,311.04 | \$539,161.92 | \$0.00 | \$33,184.41 | (\$613.95) |
| RECEIPTS, ADVANCES AND TRANSFERS | | | | | | | | | | | | | | | | |
| Revenue | \$1,867.24 | \$0.00 | \$727.71 | \$0.00 | \$0.00 | \$0.00 | \$16,503.39 | \$0.00 | \$0.00 | \$11,285.01 | \$2,014.00 | \$2,530.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Correction | (2,812.48) | \$0.00 | \$727.71 | \$0.00 | \$0.00 | \$0.00 | 2,812.48 | \$0.00 | \$0.00 | \$11,285.01 | \$2,014.00 | \$2,530.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL RECEIPTS, ADVANCES AND TRANSFERS | (\$945.24) | \$0.00 | \$727.71 | \$0.00 | \$0.00 | \$0.00 | \$19,315.87 | \$0.00 | \$0.00 | \$11,285.01 | \$2,014.00 | \$2,530.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| EXPENDITURES, ADVANCES AND TRANSFERS | | | | | | | | | | | | | | | | |
| Salaries | \$27,897.29 | \$16.07 | \$840.89 | \$22.96 | \$2,710.05 | \$280.87 | \$9,081.35 | \$0.00 | \$0.00 | \$16,471.07 | \$3,546.87 | \$768.00 | \$13,699.86 | \$0.00 | \$6,177.35 | \$0.00 |
| PERS | 3,905.61 | 2.25 | 117.72 | 3.22 | 378.42 | 36.52 | 1,288.60 | \$0.00 | \$0.00 | 2,305.96 | 496.55 | 106.12 | 1,917.97 | \$0.00 | \$64.83 | \$0.00 |
| Medicare | 388.15 | 0.22 | 11.50 | 0.30 | 37.26 | 3.55 | 124.73 | \$0.00 | \$0.00 | 230.51 | 50.08 | 10.66 | 189.31 | \$0.00 | \$6.19 | \$0.00 |
| W/C | 474.27 | 0.27 | 14.30 | 0.40 | 46.03 | 4.44 | 154.03 | \$0.00 | \$0.00 | 280.03 | 60.29 | 12.88 | 232.90 | \$0.00 | \$105.01 | \$0.00 |
| Unemployment | 1,137.15 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | \$0.00 | \$0.00 |
| Health Benefits | 8,402.85 | 5.24 | 163.52 | 8.40 | 770.38 | 41.99 | 2,299.65 | \$0.00 | \$0.00 | 3,338.81 | 614.76 | 142.82 | 2,913.41 | \$0.00 | \$1,589.72 | \$0.00 |
| Appropriations | 6,114.07 | 0.00 | 47.68 | 0.00 | 60.00 | 0.00 | 0.00 | \$0.00 | \$0.00 | 2,341.79 | \$10.99 | 16.99 | 5,213.15 | \$0.00 | \$84.15 | \$2,064.39 |
| TOTAL EXPENDITURES, ADVANCES AND TRANSFERS | \$46,319.38 | \$24.05 | \$1,195.61 | \$35.28 | \$4,003.19 | \$347.07 | \$12,908.36 | \$0.00 | \$0.00 | \$24,968.27 | \$5,578.52 | \$1,047.47 | \$24,166.60 | \$0.00 | \$9,007.26 | \$2,064.39 |
| 02/28/17 Month-End Cash Balance | \$1,001,690.03 | (\$24.05) | (\$1,534.99) | \$888.80 | \$69,529.80 | (\$347.07) | \$15,997.51 | \$0.00 | \$6,984.08 | (\$23,652.64) | \$18,755.33 | \$15,793.57 | \$514,985.32 | \$0.00 | \$24,187.16 | (\$2,678.34) |

| DESCRIPTION | POOLS 8902 | FSO/FE 8903 | PRIV WTR 8904 | IAP 8905 | PARK/CAMP 8906 | WAST WTR 8907 | MRC 8908 | CMH 8910 | MCH 8911 | MTR CYCLE 8913 | SAFE COM 8914 | SOLW 8915 | LINE TOTALS | MONTHLY TOTALS | YTD TOTALS |
|--|---------------|----------------|------------------|-------------|-------------------|------------------|-------------|-------------|-------------|-------------------|------------------|--------------|----------------|-------------------|----------------|
| 01/31/17 Beginning Cash Balance | \$16,958.69 | \$54,345.04 | \$29,993.69 | \$12,183.07 | \$9,084.01 | \$88,466.27 | \$16,901.53 | \$47,107.42 | \$35,403.01 | \$34,931.59 | \$20,501.01 | \$43,397.79 | | | \$2,135,695.73 |
| RECEIPTS, ADVANCES AND TRANSFERS | | | | | | | | | | | | | | | |
| Revenue | \$0.00 | \$172,257.04 | \$4,981.00 | \$12,699.66 | \$0.00 | \$7,682.00 | \$0.00 | \$10,856.44 | \$5,333.78 | \$0.00 | \$3,205.35 | \$0.00 | \$251,942.82 | | |
| Correction | \$0.00 | \$172,257.04 | \$4,981.00 | \$12,699.66 | \$0.00 | \$7,682.00 | \$0.00 | \$10,856.44 | \$5,333.78 | \$0.00 | \$3,205.35 | \$0.00 | \$251,942.82 | | |
| TOTAL RECEIPTS, ADVANCES AND TRANSFERS | \$0.00 | \$172,257.04 | \$4,981.00 | \$12,699.66 | \$0.00 | \$7,682.00 | \$0.00 | \$10,856.44 | \$5,333.78 | \$0.00 | \$3,205.35 | \$0.00 | \$251,942.82 | | |
| EXPENDITURES, ADVANCES AND TRANSFERS | | | | | | | | | | | | | | | |
| Salaries | \$1,117.30 | \$16,150.35 | \$2,637.35 | \$1,788.32 | \$1,378.77 | \$8,419.84 | \$0.00 | \$3,736.00 | \$2,749.07 | \$0.00 | \$2,785.74 | \$2,726.86 | \$124,952.23 | | |
| PERS | 155.42 | 2,261.07 | 389.25 | 250.36 | 183.02 | 1,178.78 | \$0.00 | 523.04 | 384.87 | \$0.00 | 390.00 | 381.74 | 17,493.32 | | |
| Medicare | 15.58 | 219.82 | 37.32 | 24.26 | 19.01 | 119.20 | \$0.00 | 52.88 | 38.60 | \$0.00 | 38.05 | 37.30 | 1,784.44 | | |
| W/C | 19.00 | 274.52 | 44.81 | 30.39 | 23.44 | 143.16 | \$0.00 | 53.52 | 46.75 | \$0.00 | 47.36 | 46.36 | 2,124.21 | | |
| Unemployment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 | 0.00 | 0.00 | \$0.00 | 0.00 | 0.00 | 1,137.15 | | |
| Health Benefits | 194.16 | 3,361.05 | 437.22 | 688.92 | 247.88 | 1,370.99 | \$0.00 | 571.24 | 489.83 | \$0.00 | 919.27 | 789.15 | 27,381.06 | | |
| Appropriations | 58.33 | 1,234.69 | 287.02 | 0.00 | 54.96 | 959.74 | \$0.00 | 45.48 | 101.89 | \$0.00 | 685.00 | 92.02 | 20,422.34 | | |
| TOTAL EXPENDITURES, ADVANCES AND TRANSFERS | \$1,560.77 | \$23,531.50 | \$3,812.97 | \$2,752.25 | \$1,917.08 | \$12,191.71 | \$0.00 | \$4,992.16 | \$3,811.01 | \$50.00 | \$4,865.42 | \$4,073.43 | | \$186,224.75 | |
| 02/28/17 Month-End Cash Balance | \$15,397.92 | \$203,070.58 | \$31,161.72 | \$22,130.48 | \$7,166.93 | \$83,956.56 | \$16,901.53 | \$52,971.70 | \$36,925.78 | \$34,851.59 | \$18,840.94 | \$39,324.36 | | | \$2,193,414.50 |
| Monthly Revenue | | | | | | \$251,942.82 | | | Revenue YTD | | | | | | |
| Monthly Expense | | | | | | (\$195,224.75) | | | Expense YTD | | | | | | |

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3. Exhibit A - Travel and Expenditures that Occur After
Board Meetings

- a. Mary Helen Smith, M.P.H., will attend the OEHA
Monthly Executive Board meeting.

Date: April 5-7, 2017

Location: Doubletree Hilton Hotel
175 Hutchinson Avenue
Worthington, OH

Mileage: 272 miles @ 53.5¢ per mile = \$154.52

Meals: 2 meals @ \$20.00 = \$48.00 (+ 20% tip)

Registration: \$150.00

Lodging: Doubletree Hilton Hotel
175 Hutchinson Avenue
Worthington, OH

Lodging Cost: 2 nights @ \$106.00 = \$212.00

CEUs: 12.50

Travel and expenditures not to exceed \$620.97.

- b. Justin Rechichar, S.I.T., will attend the OEHA
Conference.

Date: April 6 & 7, 2017

Location: Doubletree Hotel-Columbus/Worthington
175 Hutchinson Avenue
Columbus, OH

Mileage: 300 miles @ 53.5¢ per mile = \$160.50

Meals: 1 meal @ \$20.00 = \$20.00

Registration: \$235.00

Lodging: Doubletree Hotel-Columbus/Worthington
175 Hutchinson Avenue
Columbus, OH

Lodging Cost: 1 night @ \$106.00 = \$106.00

CEUs: 12.5

Travel and expenditures not to exceed \$562.00.

- c. Craig Davis, S.I.T., will attend the OEHA 71st Annual Education Conference.

Date: April 6 & 7, 2017

Location: Doubletree Hotel-Columbus/Worthington
175 Hutchinson Avenue
Columbus, OH

Meals: 1 meal @ \$20.00 = \$20.00

Registration: \$175.00

Lodging: Doubletree Hotel-Columbus/Worthington
175 Hutchinson Avenue
Columbus, OH

CEUs: 12.5

Travel and expenditures not to exceed \$214.50.

- d. Lindsey Smith, S.I.T., will attend the OEHA Conference.

Date: April 6 & 7, 2017

Location: Doubletree Hotel-Columbus/Worthington
175 Hutchinson Avenue
Columbus, OH

Meals: 1 meal @ \$20.00 = \$20.00

Registration: \$175.00

Lodging: Doubletree Hotel-Columbus/Worthington
175 Hutchinson Avenue
Columbus, OH

Lodging Cost: 1 night @ \$106.00 = \$106.00

CEUs: 12.5

Travel and expenditures not to exceed \$315.00.

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3 e. Mary Helen Smith, M.P.H., will attend ICS 400-
4 Advanced ICS for Command and General Staff.
5 Date: May 3-4, 2017
6 Location: Mahoning County EMA
7 700 Industrial Road
8 Youngstown, OH
9 Mileage: 46 miles @ 53.5¢ per mile = \$24.61
10 Meals: 1 meal @ \$15.00 = \$18.00 (+ tip)
11 CEUs: 12.0
12 Travel and expenditures not to exceed \$47.00.
13
14 f. Marianne Kitakis, R.N., will attend ICS 400-
15 Advanced ICS for Command and General Staff.
16 Date: May 3-4, 2017
17 Location: Mahoning County EMA
18 700 Industrial Road
19 Youngstown, OH
20 Mileage: 140 miles @ 53.5¢ per mile = \$74.90
21 Meals: 2 meals @ \$10.00 = \$20.00
22 Travel and expenditures not to exceed \$100.00.
23
24 g. Debra Stall, Finance Director, will attend Skilled
25 Facilitator Training.
26 Date: June 29, 2017
27 Location: 2201 Fred Taylor Drive
28 Columbus, OH
29 Mileage: (Riding with Becky Lehman)
30 Meals: 1 meal @ \$15.00 = \$15.00
31 Registration: \$190.00
32 Travel and expenditures not to exceed \$215.00.

h. Becky Lehman, M.P.H., will attend Skilled Facilitator Training.

Date: June 29, 2017

Location: 2201 Fred Taylor Drive
Columbus, OH

Mileage: 260 miles @ 53.5¢ per mile = \$139.10

Meals: 1 meal @ \$15.00 = \$15.00

Parking: \$10.00

Registration: 190.00

Travel and expenditures not to exceed \$375.00.

M17-40

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

4. Exhibit B - Ratification of Travel & Expenditures that Occur Before the Board Meeting

a. Jessica Offineer, R.S., attended the Food Safety Roundtable.

Date: March 9, 2017

Location: Medina County Health Department
4800 Ledgewood Road
Medina, OH

Mileage: 80 miles @ 53.5¢ per mile = \$42.80

Travel and expenditures not to exceed \$50.00.

b. Mary Helen Smith, M.P.H., attended the Public Health Mosquito Control Workshop sponsored by Clarke.

Date: March 15, 2017

Location: Holiday Inn
6001 Rockside Road
Independence, OH

Mileage: 70 miles @ 53.5¢ per mile = \$37.45

CEUs: 4.0

Travel and expenditures not to exceed \$40.00.

- c. Mary Helen Smith, M.P.H., attended the OEHA Monthly Executive Board Meeting and 2016 Audit.

Date: March 16, 2017

Location: Franklin County Health District
280 E. Broad Street
Columbus, OH

Mileage: 290 miles @ 53.5¢ per mile = \$156.60

Meals: 1 meal @ \$10.00 = \$12.00 (+20% tip)

Travel and expenditures not to exceed \$185.50.

- d. Rosemary Ferraro, M.S.N., attended Nurses Day at the State House.

Date: March 22, 2017

Location: 51 State House
Columbus, OH

Mileage: 304 miles @ 53.5¢ per mile = \$162.64

Parking: \$15.00

Travel and expenditures not to exceed \$200.00.

M17-41

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:

| | | | | |
|-------|---------------------|------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Cutlip | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Absent</u> |
| | Board Member Hammar | <u>Yes</u> | Board Member Bierlair | <u>Yes</u> |
| | Board Member Howard | <u>Yes</u> | Board Member Ribelin | <u>Yes</u> |
| | Motion carried. | | | |

5. Exhibit C - Vehicles for Environmental Division (Tabled) - After discussion, Board President Palmer asked for a Motion to Remove Exhibit C from the Table, no Motion was made. Board President Palmer asked for a Motion to Remove Exhibit C from the Table, no Motion was made. Board President Palmer asked for a Motion to Remove Exhibit C from the Table, no Motion was made. The Exhibit C - Vehicles for Environmental Division is Dead.

M17-42

Board Member Ribelin presented a motion to move forward with the purchase of two (2) Ford vehicles for the Environmental Division not to exceed \$45,000, seconded by Board member Hammar. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Cutlip | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Absent</u> |
| | Board Member Hammar | <u>Yes</u> | Board Member Bierlair | <u>Yes</u> |
| | Board Member Howard | <u>Yes</u> | Board Member Ribelin | <u>Yes</u> |
| | Motion carried. | | | |

- D. Nursing/Medical Director Report - Rosemary Ferraro, M.S.N., R.N., Nursing Director
1. Communicable Disease Report - Mrs. Ferraro presented the monthly Report and was accepted as submitted.
 2. Nursing Division Monthly Report - Mrs. Ferraro gave updates on activities and presentations especially the CMH Program. The Report was accepted as submitted.
 3. 2015 Annual Summary of Communicable Diseases - The report was included in the Board packet for the Board's review. The Report was accepted as submitted.
 4. MOBI Trainers Flyers - Sherry Halas, B.S.N., R.N., was quoted on the Flyer. The Flyer was included in the Board packet for the Board's review.
 5. Resolution #17-33 - The Portage County Board of Health Acceptance to Enter into Agreement Between Kent City Health Department and the Portage County Combined General Health District for Communicable Disease Management for Year 2017. Kent City Health Department Cost Shall not Exceed \$44,718.60 Annually

M17-43

Board Member Bierlair presented a motion to adopt Resolution #17-33 as stated above, seconded by Board Member Bailey. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Cutlip | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Absent</u> |
| | Board Member Hammar | <u>Yes</u> | Board Member Bierlair | <u>Yes</u> |
| | Board Member Howard | <u>Yes</u> | Board Member Ribelin | <u>Yes</u> |
| | Motion carried. | | | |

E. Health Education and Promotion Report -

Becky Lehman, M.P.H., Director

1. Health Education and Promotion Report - Mrs. Lehman informed the Board of program activities for the month of February:

- HIV and sex education
- Transportation Needs survey
- Safe Sleep
- Safe Communities
- Motorcycle Ohio
- CHIP quarterly meetings
- Accreditation - collected 20% of the documents needed in the first 20% of the year.

The Report was accepted as submitted.

2. Resolution #17-30 - The Portage County Board of Health Acceptance to Enter into Agreement with Cribs for Kids, Inc. for the Child and Family Health Services Grant Between Cribs for Kids, Inc. and the Portage County Combined General Health District (Tabled)

M17-44

Board Member Bierlair presented a motion to Remove Resolution #17-30 from the Table, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

M17-45

Board Member Cutlip presented a Motion to adopt Resolution #17-30 as stated above, seconded by Board Member Howard. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Cutlip | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Absent</u> |
| | Board Member Hammar | <u>Yes</u> | Board Member Bierlair | <u>Yes</u> |
| | Board Member Howard | <u>Yes</u> | Board Member Ribelin | <u>Yes</u> |
| | Motion carried. | | | |

3. Resolution #17-34 - The Portage County Board of Health Acceptance of the Service Agreement Between Mental Health Recovery Board of Portage County (MHRB) and Portage County Combined General Health District (PCCGHD) for Services Related to Project DAWN

M17-46

Board Member Bierlair presented a motion to adopt Resolution #17-34 as stated above, seconded by Board Member Hammar. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Cutlip | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Absent</u> |
| | Board Member Hammar | <u>Yes</u> | Board Member Bierlair | <u>Yes</u> |
| | Board Member Howard | <u>Yes</u> | Board Member Ribelin | <u>Yes</u> |
| | Motion carried. | | | |

4. Health Education Employee Update - Mrs. Lehman informed the Board that three applicants from the original posting were scheduled for interviews.

F. Environmental Reports - Mary Helen Smith, M.P.H., C.P.H.,
R.S., R.E.H.S
Director of Environment Health

1. Solid Waste Report - The Solid Waste Report was accepted as submitted.
2. Environmental Report - The Environmental Report was accepted as submitted.
3. Stormwater Report - The Stormwater Report was accepted as submitted.

4. Food Safety Program Report - The Food Safety Program Report was accepted as submitted. The types and quantities of inspections are now explained before the listing of inspections.
 5. Pool Program Report - New this month, the Report describes the different categories and includes inspection numbers.
 6. Plumbing Inspections Report - The Plumbing Inspections Report was accepted as submitted.
 7. Division Monthly Report
 - a. Water Pollution Control Loan Fund Soil Scientist & Designer Informational Meeting and Bid Release - Included in the Board packet for the Board's review.
 - b. Ohio Commercial Pesticide Applicator Recertification Conference. Mrs. Smith attended the Recertification Conference.
- VI. HEALTH COMMISSIONER: Joseph Diorio, M.P.H., M.S., R.S.
Health Commissioner
- A. Staff Meeting Minutes February 23, 2017 - Minutes were included in the Board packet for the Board's review.
 - B. Kerry McKeen, R.N., BCMH Nurse Letter of Resignation - Mr. Diorio informed the Board of Ms. McKeen's resignation and asked the Board for a motion to accept the resignation with regret.
- Board Member Bierlair presented a motion to Accept the Resignation of Kerry McKeen, R.N., with Regret, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

- C. Permission to Advertise and Hire a Part-Time Nurse for the IAP Grant - With Kerry McKeen's resignation, Sherry Halas, B.S.N., R.N., has assumed the CMH duties. This position would assist with the IAP Grant duties.

M17-48

Board Member Ribelin presented a motion to Grant Permission to Advertise and Hire for a Part-Time Nurse for the IAP Grant, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

M17-49

- D. Jessica Offineer, R.S., Supervisor-Survey Programs, Letter of Resignation - Board Member Howard presented a motion to Accept the Resignation Letter of Jessica Offineer, R.S., with Regret, seconded by Board Member Ribelin. An "aye" vote was cast by all, motion carried.

M17-50

- E. Permission to Advertise and Hire a Full-Time Sanitarian/Supervisor - This position is to fill the vacant Supervisor position. Board Member Cutlip presented a motion granting permission to advertise and hire a full-time Sanitarian/Supervisor, seconded by Board Member Bierlair. An "aye" vote was cast by all, motion carried.

- F. Resolution #17-35 - 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.

M17-51

Board Member Bierlair presented a motion to Adopt Resolution #17-35 as stated above, seconded by Board Member Cutlip. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Cutlip | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Absent</u> |
| | Board Member Hammar | <u>Yes</u> | Board Member Bierlair | <u>Yes</u> |
| | Board Member Howard | <u>Yes</u> | Board Member Ribelin | <u>Yes</u> |
| | Motion carried. | | | |

G. Permission to Hire Full-Time Sanitarian - Interviews were held and the recommendation for hire is William Duck, S.I.T. Board Member Howard presented a motion granting Permission to Hire William Duck, S.I.T., as a Full-Time Sanitarian, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

M17-52

VII. OLD BUSINESS: None

PUBLIC HEARING - 2018 Budget

At 8:27 P.M., Board Member Ribelin presented a motion to Exit Regular Session and Enter a Public Hearing for the 2018 Budget, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

M17-53

No public was present.

Board Members discussed revenue and expenditures and how they will affect future budgets.

At 8:50 P.M., Board Member Howard presented a motion to Exit the Public Hearing and Return to Regular Session, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

M17-54

VIII. NEW BUSINESS:

A. Resolution #17-36 - Adoption of the Portage County Combined General Health District Revenue Budget for 2018 in the Amount of \$3,194,460

M17-55

Board Member Bierlair presented a motion to Adopt Resolution #17-36 as stated above, seconded by Board Member Ribelin. Vote on the motion is as follows:

| | | | | |
|-------|---------------------|------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Cutlip | <u>Yes</u> |
| | Board Member Bailey | <u>Yes</u> | Board Member Minott | <u>Absent</u> |
| | Board Member Hammar | <u>Yes</u> | Board Member Bierlair | <u>Yes</u> |
| | Board Member Howard | <u>Yes</u> | Board Member Ribelin | <u>Yes</u> |

Motion carried.

- B. Resolution #17-37 - The Portage County Board of Health
Proposes to Revoke the Randolph Inn's Food Service License
#357

After discussion, Board Member Cutlip presented a motion
to Table Resolution #17-37 as stated above until the
April, 2017 Board meeting, seconded by Board Member
Howard. An "aye" vote was cast by all, motion carried.

- C. Resolution #17-38 - The Portage County Board of Health
Acceptance to Enter into Agreement with NeoSoils, Inc for
the 2016 Water Pollution Control Loan Fund Soil Scientist
Services Contract

After discussion, Board Member Ribelin presented a motion
to Table Resolution #17-38 as stated above until the
April, 2017 Board meeting, seconded by Board Member
Howard. An "aye" vote was cast by all, motion carried.

- D. Ohio Department of Health Director, Richard Hodges,
Resigns - Mr. Diorio informed the Board that Director
Hodges has submitted his resignation effective March 31,
2017. Governor Kasich named Lance Himes as Acting
Director.

IX. BOARD ISSUES AND DISCUSSION:

- A. Board Education - At the April, 2017 Board meeting, a
presentation on Performance Management will be given. It
was the consensus of the Board that the Board meetings
could start at 6:30 P.M. instead of 7:00 P.M. at those
meetings when Education is given. These sessions will
occur every other month.

B. Roles and Responsibilities - The National Association of Local Board of Health (NALBOH) publication "Being an Effective Local Board of Health Member - Your Role in the Local Public Health System" will be available at the April, 2017 meeting.

C. Levy - Mrs. Stall had more information for the Board in regards to costs involved with putting an issue on the ballot. Board Members discussed the options and needed more time to make a decision.

D. Board Member Bonnie Bailey - "Friend of Public Health Award" - This meeting is Ms. Bailey's final Board meeting. She is unable to attend the District Advisory Council Dinner/Meeting tomorrow evening where the annual "Friend of Public Health Award" would be given.

Mr. Diorio, presented the "Friend of Public Health Award" to Ms. Bailey in recognition of her eighteen years of service on the Board of Health. He thanked Ms. Bailey for her commitment and dedication to public health.

X. EXECUTIVE SESSION:

At 9:20 P.M., Board President Palmer called for an Executive Session for Personnel Matters. Board Member Howard presented a motion to Exit Regular Session and Enter Executive Session for Personnel Matters, seconded by Board Member Bierlair.

At 10:25 P.M., Board Member Howard made a motion to Exit from Executive Session and return to Regular Session, seconded by Board Member Bierlair.

M17-60

ADJOURNMENT - A motion was presented by Board Member Bailey at 10:25 P.M. to adjourn the March 21, 2017 Regular Board of Health Meeting. An "aye" vote was cast by all, motion carried.



Robert Palmer
Board President



Joseph J. Diorio, M.P.H., M.S., R.S.
Health Commissioner

Df