

PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT

BOARD MEETING MINUTES

July 19, 2016

The Portage County Combined General Health District Board of Health met on Tuesday, July 19, 2016, 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; Dr. Howard Minott, Member; Mr. James Bierlair, Member; Ms. Amy Hammar, Member

Board Members Absent: Ms. Bonnie Bailey, Member; Mr. Robert Howard, Member; Mrs. Lucy Ribelin, 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 Palmyra Township

Media Present: None

I. APPROVAL OF BOARD OF HEALTH MEETING MINUTES:

Board of Health Meeting Minutes of June 21, 2016 - Board Member Cutlip presented a motion to approve the Regular Board of Health Meeting Minutes of June 21, 2016, seconded by Board Member Minott. An "aye" vote was cast by all, motion carried.

II. ADVISORY COUNCIL - Mr. James Deffenbaugh - Mr. Deffenbaugh informed the Board of an article about local health departments in the *Ohio Township* magazine.

III. PUBLIC COMMENT - None

V. DISCUSSION REPORTS:

A. Director of Administration & Personnel -
Mrs. Dorothy Filing - None

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

1. Resolution #16-43 - Amendment to the 2016 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

M16-105

Board Member Hammar presented a motion to adopt Resolution #16-43 as stated above, seconded by Board Member Cutlip. Vote on the motion is as follows:

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

2. Resolution #16-44 - A Journal Entry Reversal/Correction for the Portage County Combined General Health District

M16-106

Board Member Bierlair presented a motion to adopt Resolution #16-44 as stated above, seconded by Board Member Minott. Vote on the motion is as follows:

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

3. Resolution #16-45 - A Journal Entry Cash Advance for the Portage County Combined General Health District

M16-107

Board Member Cutlip presented a motion to adopt Resolution #16-45 as stated above, seconded by Board Member Bierlair. . Vote on the motion is as follows:

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

4. Motion to Pay Motorcycle Instructors - Mrs. Stall explained the delay in paying motorcycle instructors. She has an Invoice of \$7,442.11 ready for payment. In most cases, the time frame for payment exceeds a month. Other counties have a quicker turnaround time for paying the instructors.

M16-108

Board Member Bierlair presented a motion authorizing the Financial Director to pay the Invoice in the amount of \$7,442.11, seconded by Board Member Cutlip. Vote on the motion is as follows:

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

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

1. Financial Report - Mrs. Stall reviewed the revenue and expenditures for June, 2016.

2. Expenditure Report -

- a. Ratification of June Gasoline Payments - Board Member Bierlair presented a motion to ratify the June Gasoline expenses in the amount of \$221.28, seconded by Board Member Minott. Vote on the motion is as follows:

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

M16-110

- b. Expenditures - A motion was presented by Board Member Minott to pay Batch 2651 for \$7,833.57, Batch 2689 for \$46,397.14, and Batch 2765 for \$25,111.44 for a total amount of \$79,342.15, seconded by Board Member Cutlip. Vote on the motion is as follows:

PORTAGE COUNTY HEALTH DISTRICT FINANCIAL REPORT

DATE	DESCRIPTION	GENERAL 8900	GENERAL 6HIVP	GENERAL BODYA	GENERAL HB110	GENERAL IMMPR	GENERAL NURSE	GENERAL PLUMB	GENERAL POSAL	GENERAL STORM	PHEP 8901	PHEP EBOLA	POOLS 8902	FSO/FE 8903
5/31/16	Balance	\$1,290,365.13	(\$1,270.57)	\$641.10	\$95,607.20	\$6,984.08	\$15,013.84	\$5,691.78	\$9,449.58	\$358,129.96	\$50,986.16	(\$2,356.02)	\$34,201.96	\$182,115.63
	Revenue	\$9,623.80	\$681.52											
	State Subsidy	\$2,080.91			\$2,975.00		\$17,191.97	\$10,898.00	\$3,940.00					\$3,061.25
	Salaries	(\$33,406.58)	(\$460.80)	(\$22.67)	(\$2,784.46)		(\$7,540.76)	(\$3,235.67)	(\$758.00)	(\$11,632.93)	(\$4,826.63)	(\$865.74)	(\$919.86)	(\$15,412.32)
	PERS	(\$4,646.38)	(\$64.52)	(\$3.16)	(\$388.02)		(\$994.84)	(\$452.90)	(\$106.12)	(\$1,621.27)	(\$667.45)	(\$120.24)	(\$128.07)	(\$2,145.51)
	Medicare	(\$457.46)	(\$6.36)	(\$0.30)	(\$38.31)		(\$104.74)	(\$45.92)	(\$10.68)	(\$159.90)	(\$68.35)	(\$12.12)	(\$12.96)	(\$210.27)
	W/C	(\$2,543.86)	(\$20.96)	(\$1.07)	(\$264.69)		(\$387.99)	(\$107.01)	(\$22.55)	(\$955.77)	(\$290.04)	(\$44.06)	(\$51.50)	(\$695.75)
	Health Benefits	(\$8,685.39)	(\$84.84)	(\$7.84)	(\$776.40)		(\$1,739.44)	(\$429.36)	(\$132.57)	(\$2,049.55)	(\$985.44)	(\$179.92)	(\$107.36)	(\$3,125.55)
	Appropriations	(\$16,382.66)	(\$65.00)				(\$2,968.86)	(\$586.62)	(\$21.33)	(\$830.81)	(\$8,314.89)	(\$3,715.34)	(\$449.42)	(\$2,345.80)
6/30/16	Month End Balance	\$1,235,947.51	(\$1,291.53)	\$606.06	\$94,330.32	\$6,984.08	\$18,469.18	\$11,732.30	\$12,338.33	\$341,239.73	\$35,833.36	(\$7,293.44)	\$32,532.79	\$161,241.68

DATE	DESCRIPTION	PRIV WTR 8904	IAP 8905	PARK/CAMP 8906	WAST WTR 8907	MRC 8908	BCM ^H 8910	CFHS 8911	MTR CYCLE 8913	SAFE COM 8914	SOLW 8915	LINE TOTALS	MONTHLY TOTALS	YTD TOTALS
5/31/16	Balance	\$21,070.42	\$13,120.89	\$24,891.39	\$38,851.75	\$16,974.94	\$61,208.81	\$29,263.20	\$11,233.35	\$31,216.24	\$19,948.97			\$2,355,860.79
	Revenue													
	State Subsidy	\$11,443.00			\$21,100.00		\$3,770.00		\$50.00	\$4,432.06		\$89,166.60		
												\$2,080.91		
													\$91,247.51	
	Salaries	(\$1,998.11)	(\$1,470.64)	(\$827.13)	(\$5,924.47)		(\$3,692.40)	(\$3,296.86)	(\$1,415.70)	(\$13,492.05)	(\$2,910.79)	(\$116,894.57)		
	PERS	(\$277.93)	(\$198.02)	(\$114.87)	(\$822.71)		(\$512.74)	(\$459.46)	(\$198.20)	(\$1,888.89)	(\$405.23)	(\$16,216.53)		
	Medicare	(\$28.35)	(\$19.83)	(\$11.39)	(\$84.20)		(\$52.29)	(\$46.02)	(\$20.49)	(\$194.79)	(\$39.90)	(\$1,624.63)		
	W/C	(\$83.19)	(\$76.69)	(\$36.72)	(\$250.98)	(\$18.41)	(\$188.32)	(\$167.22)	(\$0.73)	(\$21.28)	(\$147.72)	(\$6,016.51)		
	Health Benefits	(\$299.52)	(\$543.38)	(\$134.61)	(\$848.44)		(\$530.28)	(\$889.28)	(\$18.65)	(\$1,993.75)	(\$822.65)	(\$24,184.22)		
	Appropriations	(\$71.60)	(\$110.76)	(\$113.00)	(\$1,013.92)		(\$270.44)	(\$6,210.80)	(\$8,617.94)		(\$95.45)	(\$52,184.64)		
													(\$217,121.10)	
6/30/16	Month End Balance	\$29,754.72	\$10,701.57	\$23,653.67	\$51,007.03	\$16,956.53	\$59,732.34	\$18,393.56	\$1,011.64	\$18,057.54	\$15,527.23			\$2,230,017.20
			Total Revenue Monthly				\$91,247.51		Total Revenue YTD				\$1,543,313.99	
			Total Expense Monthly				(\$217,121.10)		Total Expense YTD				(\$1,257,366.51)	

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

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

a. Marianne Kitakis, R.N., will attend CDC's Public Health Emergency Law.

Date: August 3, 2016

Location: 35 E. Chestnut Street
Columbus, OH

Mileage: 298 miles @ 54¢ per mile = \$160.92

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

Parking: \$10.00

Travel and expenditures not to exceed \$195.00.

b. Jessica Offineer, R.S., will attend the NEOEHA Fall Educational Conference.

Date: September 13-14, 2016

Location: The Galaxy Restaurant
201 Park Center Drive
Wadsworth, OH

Mileage: 89 miles @ 54¢ per miles = \$48.06

Registration: \$150.00

CEUs: 11.5

Travel and expenditures not to exceed \$278.06.

c. Rosemary Ferraro, R.N., will attend The Skilled Facilitator: Technique & Tool.

Date: September 22, 2016

Location: 4-H Building, Room 110
2201 Fred Taylor Drive
Columbus, OH

Mileage: 289 miles @ 54¢ per mile = \$156.06

Meals: 1 meal @ \$10.00 = \$10.00

Parking: \$20.00

Registration: \$150.00 (2 registrations: R.Ferraro & S.Forgacs)

Travel and expenditures not to exceed \$375.00.

M16-111

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

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

a. Rose Ferraro, R.S., attended OPHA PHN Section Quarterly meeting.

Date: July 8, 2016

Location: State Library

274 East First Avenue

Columbus, OH

Mileage: 288 miles @ 54¢ per mile = \$155.52

Meals: 1 meal @ \$10.00 = \$10.00

Travel and expenditures not to exceed \$190.00.

b. Kevin Watson, Accreditation Coordinator, attended Accreditation Learning Community meeting.

Date: July 14, 2016

Location: Ohio Department of Agriculture

8995 E. Main Street

Reynoldsburg, OH

Mileage: 280 miles @ 54¢ per mile = \$151.20

Travel and expenditures not to exceed \$165.00.

M16-112

A motion was presented by Board Member Minott to permit said stated approved expenditures, seconded by Board Member Hammar. Vote on the motion is as follows:

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

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- D. Nursing/Medical Director Report - Presented by
Marianne Kitakis, B.S.N., R.N., PH Nurse 2
1. Communicable Disease Report - Mrs. Ferraro presented the monthly Report.
 2. 2014 Annual Summary of Communicable Diseases - Included in the Board packet for the Board's review. The 2015 report is being worked on.
 3. Nursing Division Monthly Report - Mrs. Ferraro spoke about various activities in the Nursing Division.
 4. Seminar Report - Naloxone Training Saves Lives: Addressing Heroin Overdoses in Portage County, Ohio - Susie Forgacs, B.S.N., R.N. The Report will be published in the Association of Ohio Health Commissioners (AOHC) newsletter.
 5. Public Health Response to Infectious Diseases - Workshop held June 3, 2016 at Ravenna Elks.
 6. Resolution #16-46 - The Portage County Board of Health Acceptance to Enter into Agreement for Epidemiological Consulting Services for the Public Health Emergency Preparedness Grant Between Summit County Health District and the Portage County Health District
- Board Member Bierlair presented a motion to adopt Resolution #16-46 as stated above, seconded by Board Member Minott. Vote on the motion is as follows:
- | | | | | |
|-------|---------------------|---------------|-----------------------|---------------|
| Poll: | Board Member Palmer | <u>Yes</u> | Board Member Howard | <u>Absent</u> |
| | Board Member Bailey | <u>Absent</u> | Board Member Minott | <u>Yes</u> |
| | Board Member Hammar | <u>Yes</u> | Board Member Bierlair | <u>Yes</u> |
| | Board Member Cutlip | <u>Yes</u> | Board Member Ribelin | <u>Absent</u> |
| | Motion carried. | | | |

M16-113

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- E. Health Education and Promotion Report -
Becky Lehman, M.P.H., Director
1. Health Education and Promotion Report - Mrs. Lehman informed the Board of some of the activities for the month of June.
 2. Health Education Training Evaluation Forms - Included in the Board packet for the Board's review.
- 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.
 5. Plumbing Inspections Report - The Plumbing Inspections Report was accepted as submitted.
 6. Environmental Monthly Report - Mrs. Smith updated the Board on Environmental activities.
 - a. Nelson Ledges Quarry Park Campground Project
- VI. HEALTH COMMISSIONER: Joseph Diorio, M.P.H., M.S., R.S.
Health Commissioner
- A. Strategic Plan - Mr. Diorio reminded the Strategic Plan Committee members of the July 28, 2016 meeting. We will work on goals and objectives.

B. Staff Meeting Minutes July 21, 2016 - The Minutes were included in the Board packet for the Board's review.

C. Leadership Portage County - Mr. Diorio has been invited to participate in Leadership Portage County. The program consists of eight monthly meetings. Registration cost is \$1,750. Discussion was held by Board members.

M16-114 Board Member Minott presented a motion to approve Health Commissioner, Joseph J. Diorio, M.P.H., M.S., R.S., to attend the Leadership Portage County program and to pay the registration fee of \$1,750, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

M16-115 D. Permission to Advertise and Hire a Storm Water Clerk - The Clerk would be full-time at \$9.74/hour. Board Member Bierlair presented a motion granting permission to Advertise and Hire a Full-time Storm Water Clerk, seconded by Board Member Minott. An "aye" vote was cast by all, motion carried.

E. Streetsboro City, Aurora City, and Ravenna City Visits - Mr. Diorio and Directors Rose Ferraro, Mary Helen Smith, and Becky Lehman have scheduled to attend city council meetings. The Contract for Services will be discussed at the Streetsboro City meeting.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

A. Resolution #16-48 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Timothy Jon Graichen to Provide Motorcycle Classes

B. Resolution #16-49 - The Portage County Board of Health
Acceptance of the Agreement for Independent Contractor
Services Between the Portage County Combined General
Health District and Dominic DeSantis to Provide Motorcycle
Classes

M16-116

Board Member Bierlair presented a motion to Adopt the
Motorcycle Resolutions #16-48 and #16-49 as stated above,
seconded by Board Member Hammar. Vote on the motion is as
follows:

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

IX. BOARD ISSUES AND DISCUSSION: None

X. EXECUTIVE SESSION:

M16-117

ADJOURNMENT - A motion was presented by Board Member Howard at
8:15 P.M. to adjourn the July 19, 2016 Regular Board of Health
Meeting. An "aye" vote was cast by all, motion carried.


Robert Palmer
Board President


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

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