

PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT  
BOARD MEETING MINUTES  
February 21, 2017

The Portage County Combined General Health District Board of Health met on Tuesday, February 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; Dr. Howard Minott, Member; Mr. James Bierlair, Member; Ms. Amy Hammar, Member; Mr. Robert Howard, Member; Mrs. Lucy Ribelin, Member

Board Members Absent:

None

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  
Dr. Daniel Raub Medical Director

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 January 17, 2017 - Board Member Howard presented a motion to approve the Regular Board of Health Meeting Minutes of January 17, 2017, seconded by Board Member Minott.

II. ADVISORY COUNCIL - Mr. James Deffenbaugh - Mr. Deffenbaugh had questions regarding a copy of a school inspection he had received. Mary Helen Smith, Director of Environmental Health, gave information about the inspection.

III. PUBLIC COMMENT - Dr. Daniel Raub, retired Medical Director, came to say good-bye and thanked the Board for their support. He read a poem that expresses his feelings about this time in his life.

IV. DISCUSSION REPORTS:

A. Director of Administration & Personnel -

Mrs. Dorothy Filing

1. 2017 Annual District Advisory Council Dinner/Meeting is scheduled for March 22, 2017 at the Ravenna Elks. Registration begins at 6:00pm, Dinner at 6:30pm, and the Meeting at 7:00pm.

M17-21

Board Member Howard presented a motion that costs to attend the Annual District Advisory Council Dinner/Meeting for Health Department employees, Board Members and County officials should be covered to encourage and increase attendance, seconded by Board Member Bailey. An "aye" vote was cast by all, motion carried. Spouses and guests will need to pay.

2. May 2017 Board Meeting Date Change - The original meeting date of May 16<sup>th</sup> occurs during the AOHC Spring Conference. It was the consensus of the Board that Thursday, May 18, 2017 at 7:00pm would be the revised date.

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

1. Resolution #17-28 - Amendment to the 2017 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

M17-22

Board Member Minott presented a motion to adopt Resolution #17-28 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>Yes</u>
	Board Member Hammar	<u>Yes</u>	Board Member Bierlair	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Ribelin	Yes
	Motion carried.			

2. Resolution #17-29 - A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District

M17-23

Board Member Hammar presented a motion to adopt Resolution #17-29 as stated above, seconded by Board Member Minott. 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>Yes</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 January, 2017. There will be three more project codes included in next month's report.

2. Expenditure Report -

- a. Ratification of January Gas Expenditures - Board Member Ribelin presented a motion to ratify January 2017 Gas expenses of \$143.34, seconded by Board Member Minott. 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>Yes</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. Ratification of Batch 519 - Board Member Cutlip presented a motion to ratify Batch 519 in the amount of \$8,452.44, 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>Yes</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  
January 2017

DESCRIPTION	GENERAL 8900	GENERAL 7HVP	GENERAL BODYA	GENERAL HB110	GENERAL HTHED	GENERAL JMMPR	GENERAL NURSE	GENERAL PLUMB	GENERAL POSAL	GENERAL STORM	PHEP 8901	PHEP EBOLA	POOLS 8902	FSO/FE 8903
12/31/16 Beginning Cash Balance	\$1,206,299.77	(\$1,953.18)	\$1,118.00	\$67,493.73	\$25,864.27	\$6,984.08	(\$41,694.57)	\$23,484.87	\$14,328.73	\$562,590.51	\$9,241.00	(\$4,094.57)	\$18,016.14	\$5,945.52
<u>RECEIPTS, ADVANCES AND TRANSFERS</u>														
Revenue	\$2,812.48	\$1,945.22	\$0.00	\$0.00	\$0.00	\$0.00	\$15,979.21	\$3,935.00	\$1,040.00	\$0.00	\$32,334.00	\$3,480.62	\$445.00	\$2,122.63
Advance - Resolution # 17-05														70,000.00
Fund Transfer - Nursing							41,694.57							
<u>TOTAL RECEIPTS, ADVANCES AND TRANSFERS</u>	\$2,812.48	\$1,945.22	\$0.00	\$0.00	\$0.00	\$0.00	\$57,673.78	\$3,935.00	\$1,040.00	\$0.00	\$32,334.00	\$3,480.62	\$445.00	\$72,122.63
<u>EXPENDITURES, ADVANCES AND TRANSFERS</u>														
Salaries	\$28,736.93	\$470.02	\$126.25	\$2,720.66	\$11,244.16	\$0.00	\$16,517.13	\$3,562.78	\$758.01	\$13,625.59	\$5,716.12	\$0.00	\$1,117.31	\$16,187.13
PERS	4,023.15	65.80	17.68	380.90	1,574.18	0.00	2,312.40	498.78	106.12	1,907.57	800.26	0.00	156.42	2,266.22
Medicare	399.76	6.42	1.70	37.40	154.68	0.00	230.99	50.28	10.66	188.28	79.82	0.00	15.56	220.97
W/C	488.52	8.00	2.15	46.26	191.13	0.00	280.81	60.56	12.88	231.64	97.18	0.00	19.00	276.14
Health Benefits	6,614.05	91.40	45.14	775.52	2,910.12	0.00	3,413.60	622.47	142.82	2,877.41	1,443.66	0.00	194.16	3,401.62
Appropriations	8,200.61	417.49	0.00	0.00	0.00	0.00	3,093.66	304.15	27.20	4,598.10	243.55	0.00	0.00	1,372.03
Retirement	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
Advance - Resolution # 17-05	70,000.00													
Fund Transfer - Nursing	41,694.57													
<u>TOTAL EXPENDITURES, ADVANCES AND TRANSFERS</u>	\$160,157.59	\$1,059.13	\$193.92	\$3,960.74	\$18,074.27	\$0.00	\$25,848.59	\$5,099.02	\$1,057.69	\$23,428.59	\$8,380.59	\$0.00	\$1,502.45	\$23,723.11
01/31/17 Month-End Cash Balance	\$1,048,954.66	(\$1,067.09)	\$924.08	\$63,532.99	\$9,590.00	\$6,984.08	(\$9,869.38)	\$22,320.85	\$14,311.04	\$539,161.92	\$33,194.41	(\$613.95)	\$16,958.69	\$54,345.04

DESCRIPTION	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
12/31/16 Beginning Cash Balance	\$31,064.38	\$14,535.49	\$10,846.24	\$86,192.21	\$16,901.53	\$52,080.02	\$37,578.80	\$34,931.59	\$20,036.55	\$46,821.23			\$2,243,412.34
<u>RECEIPTS, ADVANCES AND TRANSFERS</u>													
Revenue	\$6,321.00	\$0.00	\$135.00	\$16,294.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,484.89	\$650.00	\$90,979.05		
Advance - Resolution # 17-05											70,000.00		
Fund Transfer - Nursing											41,694.57		
<u>TOTAL RECEIPTS, ADVANCES AND TRANSFERS</u>	\$6,321.00	\$0.00	\$135.00	\$16,294.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,484.89	\$650.00	\$202,673.62		
<u>EXPENDITURES, ADVANCES AND TRANSFERS</u>													
Salaries	\$2,642.63	\$1,544.35	\$1,380.86	\$8,419.86	\$0.00	\$3,736.00	\$1,687.63	\$0.00	\$2,012.74	\$2,726.85	\$124,933.01		
PERS	370.00	216.21	193.32	1,178.78	0.00	523.04	236.27	0.00	281.78	381.74	17,490.62		
Medicare	37.40	21.01	19.04	119.20	0.00	52.88	23.58	0.00	27.49	37.30	1,734.82		
W/C	44.90	26.25	23.48	143.16	0.00	63.52	28.70	0.00	34.22	46.37	2,123.87		
Health Benefits	439.78	544.60	248.91	1,371.00	0.00	571.24	199.21	0.00	654.20	789.15	27,361.06		
Appropriations	3,856.98	0.00	31.62	1,787.94	0.00	25.92	0.00	0.00	0.00	92.03	24,051.28		
Retirement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Advance - Resolution # 17-05											70,000.00		
Fund Transfer - Nursing											41,694.57		
<u>TOTAL EXPENDITURES, ADVANCES AND TRANSFERS</u>	\$7,391.69	\$2,352.42	\$1,897.23	\$13,019.94	\$0.00	\$4,972.60	\$2,175.79	\$0.00	\$3,020.43	\$4,073.44	\$309,389.23		
01/31/17 Month-End Cash Balance	\$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			\$2,136,696.73
Monthly Revenue				\$202,673.62									
Monthly Expense				(\$309,389.23)									

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M17-26

c. Expenditures - Board Member Minott presented a motion to accept the expenses in Batch 561 of \$3,441.19, Batch 614 of \$2,334.19, and Batch 659 of \$7,831.96 for a total of \$13,607.34, 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>Yes</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. Exhibit A - Travel and Expenditures that Occur After Board Meetings

a. Becky Lehman, M.P.H., will attend the 2017 NE Ohio Child Passenger Safety Conference.

Date: March 1, 2017

Location: IX Center

7230 Engle Rd

Middleburg Heights, OH

Mileage: 100 miles @ 53.5¢ per mile = \$53.50

Registration: \$60.00

CEUs: 6.0

Travel and expenditures not to exceed \$120.00.

b. Ali Mitchell, B.S.P.H., will attend the 2017 NE Ohio Child Passenger Safety Conference.

Date: March 1, 2017

Location: IX Center

7230 Engle Rd

Middleburg Heights, OH

Mileage: 47.8 miles @ 53.5¢ per mile = \$25.57

Registration: \$60.00

CEUs: 6.0

Travel and expenditures not to exceed \$90.00.

- c. Rosemary Ferraro, M.S.N., will attend the Quarterly PHN meeting.

Date: March 17, 2017

Location: State Library  
274 E. First Avenue  
Columbus, OH

Mileage: 286 miles @ 53.5¢ per mile = \$153.01

Travel and expenditures not to exceed \$160.00.

M17-27

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

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

- a. Anne Adkins, R.N., attended the Infant Mortality Summit.

Date: December 6, 2016

Location: Huntington Convention Center  
300 Lakeside Avenue  
Cleveland, OH

Mileage: 90 miles @ 54¢ per mile = \$48.60

Parking: \$6.25

Travel and expenditures not to exceed \$65.00.

- b. Mary Helen Smith, M.P.H., attended Ohio Environmental Health Association Executive Board meeting.

Date: January 18, 2017

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

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

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

Travel and expenditures not to exceed \$185.50.

- c. Jessica Offineer, R.S., attended Public Swimming Pool Rules-Public Comment meeting.  
Date: January 25, 2017  
Location: Richland Public Health  
555 Lexington Avenue  
Mansfield, OH  
Mileage: 149 miles @ 53.5¢ per mile = \$79.72  
Travel and expenditures not to exceed \$85.00.
- d. Judi Rettig, B.A., attended Fiscal Officers meeting.  
Date: January 27, 2017  
Location: Stark County Health Department  
3951 Convenience Circle, NW  
Canton, OH  
Mileage: (Rode with Debra Stall)  
Travel and expenditures not to exceed \$0.00.
- e. Kat Holtz, B.S., attended the NEORAG meeting.  
Date: February 9, 2017  
Location: Haven of Rest  
175 E. Market Street  
Akron, OH  
Mileage: 45 miles @ 53.5¢ per mile = \$24.08  
Travel and expenditures not to exceed \$27.00.
- f. Kerry McKeen, R.N., attended the Lunch-n-Learn series.  
Date: February 15, 2017  
Location: Akron Children's Medical Hospital  
One Perkins Square  
Akron, OH  
Mileage: 44 miles @ 53.5¢ per mile = \$23.54  
Registration: \$35.00  
CEUs: 3.0  
Travel and expenditures not to exceed \$65.00.

- g. Mary Helen Smith, M.P.H., attend the OEHA Monthly Executive Board meeting and Statewide EH Director meeting.

Date: February 16, 2017

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

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

Meals: 1 meal @ \$10 = \$12.00 (+ 20% tip)

Travel and expenditures not to exceed \$185.50.

- h. Jack Madved, R.S., attended Industrial Wastes Seminar.

Date: February 16, 2017

Location: Days Inn  
Richfield

Mileage: (Using County vehicle)

Registration: \$60.00

CEUs: 6.25

Travel and expenditures not to exceed \$60.00.

M17-28

A motion was presented by Board Member Cutlip to permit said stated approved expenditures, 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>Yes</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.

M17-29

5. Exhibit C - Vehicles for Environmental Division - Board Member Bierlair presented a motion to Table the Exhibit C until the April Board meeting, seconded by Board Member Howard. An "aye" vote was cast by all, 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 which included TB and Typhoid cases. They have more flu vaccine from the State.
2. Nursing Division Monthly Report - Mrs. Ferraro gave updates on activities and presentations.
3. Outbreak Reports - The reports were included in the Board packet for the Board's review.
4. Disease Surveillance Presentation - Marguerite Erme, Summit County Public Health - Included in the Board packet for their review.

E. Health Education and Promotion Report -  
Becky Lehman, M.P.H., Director

1. Health Education and Promotion Report - Mrs. Lehman informed the Board of activities for the month of January highlighting Project Dawn, the car seat program, Cribs for Kids/Safe Sleep Training, and Drug Take Back Box program.
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 Health District

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

3. Health Education Employee Update - Mrs. Lehman told the Board that the position was offered to two candidates who both declined. Phone interviews are being conducted with twelve candidates from the original applications.

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 Inspectors have completed all inspections two weeks before deadline.
5. Plumbing Inspections Report - The Plumbing Inspections Report was accepted as submitted.
6. Division Monthly Report
  - a. Storm Water Program 2016 Illicit Discharge Detection and Elimination Annual Report - The Report was given to the Board Members for their review.
  - b. WPCLF Household Sewage Treatment System Assistance Program - This flyer and WPCLF applications are available at the Health District office and the Portage County Health District website.

VI. HEALTH COMMISSIONER: Joseph Diorio, M.P.H., M.S., R.S.  
Health Commissioner

- A. Staff Meeting Minutes January 19, 2017 - Minutes were included in the Board packet for the Board's review.

- B. Permission to Contract for Medical Director Services -  
Mr. Diorio discussed the interview process and the five  
candidates' qualifications. He recommended Mark  
Arredondo, M.D. to the Board for Medical Director contract  
services.

M17-31

Board Member Howard presented a motion to offer a contract  
for Medical Director Services to Mark Arredondo, M.D.,  
seconded by Board Member Minott. An "aye" vote was cast  
by all, motion carried.

- C. Permission to Advertise and Hire a Full-Time Sanitarian -  
This position would fill a vacancy due to a retirement.  
Board Member Minott presented a motion granting permission  
to advertise and hire a full-time Sanitarian, seconded by  
Board Member Howard. An "aye" vote was cast by all,  
motion carried.

M17-32

- D. Strategic Plan Quarterly Progress Update - Mr. Diorio  
again commended the Board and employees who took part in  
developing the Strategic Plan. The Update included the  
first quarter of the Plan.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- A. 2018 Budget - Mrs. Stall, Director of Finance, presented a  
draft form of the 2018 Budget. Board Members were  
encouraged to review the Budget and submit any questions/  
comments to Mrs. Stall by March 10, 2017.
- B. Resolution #17-31 - The Portage County Board of Health  
Acceptance of the Agreement for Independent Contractor  
Services Between the Portage County Combined General Health  
District and Gregory J. Hohloch to Provide Motorcycle  
Classes.

M17-33

Board Member Ribelin presented a motion to adopt Resolution #17-31 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>Yes</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. Renewal Levy - Mrs. Stall informed the Board of additional expenses involved in putting an issue on the ballot during an odd numbered year. After discussion, Board Members asked for more information before deciding when to place the renewal levy on the ballot.

#### IX. BOARD ISSUES AND DISCUSSION:

A. Board Member Bonnie Bailey - Ms. Bailey was the only Board Member whose term was up this year. She has decided to "retire" after 18 years serving on the Board. Mr. Diorio has talked to Streetsboro Mayor Broska and supplied information about Health Board members.

B. Board Education - According to the Ohio Administrative Code, Board Members need two hours of continuing education units (CEUs) annually. Board Members expressed their enjoyment when programs were presented at the Board meetings. This practice will resume.

#### X. EXECUTIVE SESSION:

ADJOURNMENT - A motion was presented by Board Member Cutlip at 9:40 P.M. to adjourn the February 21, 2017 Regular Board of Health Meeting. An "aye" vote was cast by all, motion carried.

M17-34

  
Robert Palmer  
Board President

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