PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT BOARD MEETING MINUTES

December 20, 2016

The Portage County Combined General Health District Board of Health met on Tuesday, December 20, 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. Ev	elyn Cutlip, Vice-
	President; Mr. James Bierlair, Membe	er; Ms. Amy Hammar,
•	Member; Mr. Robert Howard, Member;	Mrs. Lucy Ribelin,
•	Member	
Board Members Absent:	Ms. Bonnie Bailey, Member; 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, R	EHS
	Director of	Environmental Health
	Mrs. Becky Lehman, MPH Director	of Health Education
•	Mrs. Debra Stall	Director of Finance
•	Mrs. Dorothy Filing Director of Admini	stration & Personnel
Others:	Bridget Rinehart	PCHD Clerk
Advisory Council:	James Deffenbaugh	Palmyra Township
Media Present:	None	

M16-178

I. APPROVAL OF BOARD OF HEALTH MEETING MINUTES:

Board of Health Meeting Minutes of November 15, 2016 - Board

Member Howard presented a motion to approve the Regular Board

of Health Meeting Minutes of November 15, 2016, seconded by

Board Member Ribelin.

II. NEW EMPLOYEE: Bridget Rinehart, Clerk - Mrs. Dorothy Filing introduced Bridget to the Board. She started October 17, 2016 as a Clerk in Environmental. Bridget is from the Ravenna area and has medical billing/coding certification. She will be backup for the Environmental telephone calls. We are very happy with her work.

- III. ADVISORY COUNCIL Mr. James Deffenbaugh No report.
- IV. PUBLIC COMMENT None

Board of Health Meeting Minutes (Cont'd) December 20, 2016

		THE THE STATE OF T	2
	V.	DISCUSSION REPORTS:	3
		A. Director of Administration & Personnel -	4
		Mrs. Dorothy Filing 1. 2017 Board Meeting Calendar - Included in the Board	5
		packet was a calendar of scheduled Board meetings for	6
		2017. The May meeting has a conflict with the Spring	7
		AOHC Conference.	8
			9
		B. Accounting Report - Mrs. Debra Stall, Director of Finance	10
		1. Resolution #16-68 - Amendment to the 2016 Portage	11
		County Combined General Health District Annual	12
		Appropriations for Revenue Previously Certified	13
M16-179		Board Member Bierlair presented a motion to adopt	14
		Resolution #16-68 as stated above, seconded by Board	15
		Member Howard. Vote on the motion is as follows:	16
		Poll: Board Member Palmer Yes Board Member Cutlip Yes Board Member Bailey Absent Board Member Minott Absent	17
		Board Member Hammar Yes Board Member Bierlair Yes	18
		Board Member Howard Yes Board Member Ribelin Yes Motion carried.	19
			20
		C. Financial and Expenditure Reports - Mrs. Debra Stall,	21
		Director of Finance	22
		1. Financial Report - Mrs. Stall presented the revenue and	23
•		expenditures for November, 2010.	24
			25
		z. Daponardio report	
		and the matify Batch	26
M16-180		4750 for \$20,733,61. Batch 4850 for \$18,152,71 and	27
		Ratch 4857 for \$1.336.20 for a total amount of	28
		\$40,222.52, seconded by Board Member Cutlip. Vote	29
		on the motion is as follows:	30
		Poll: Board Member Palmer Yes Board Member Cutlip Yes	31
		Board Member Bailey Absent Board Member Minott Absent	32
		Board Member Hammar Yes Board Member Bierlair Yes Board Member Howard Yes Board Member Ribelin Yes Motion carried	

PORTAGE COUNTY HEALTH DISTRICT FINANCIAL REPORT

4.1

	GENERAL PHEP PHEP POOLS	EBOLA		\$435,613.42 \$33,762.09 (\$5,302.46) \$20,955.04	The state of the s	\$4,124.13		(\$12,058.01) (\$5,547.08) (\$838.91) (\$668.81	(\$1,688.13) (\$776.58) (\$117.45) (\$93.64)	(\$78.19) (\$11.75)	(Orio (A)	(\$102.51) (\$47.16) (\$7.13)	(\$2,374.23) (\$1,236.16) (\$173.52) (\$132.05)	(\$5,745.31) (\$5,113.26) (\$607.66)		5415,480.41 \$20,983.86 (\$2,37,10) \$19,437.90	Management of the Control of the Con	
	GENERAL	POSAL		\$14,388.67		00.880,14 ·		(\$758.00)	(\$106.12)	(\$11.00)		(56.44)		(\$426.58)	644 740 52	57.44,46.33		
	- GENERAL	PLUMB	\vdash	12) \$18,510.72		חחיכם איחדל זכ	1		22) (\$495.82)	30) (\$50.16)			30) (\$553.84)	39) (\$654.22)	ען טעע כנט (ענ	_		
	AL GENERAL	NURSE	200	08 (518,815.42)	¢4£ 004 E2	+000,CT¢	2000	(59,829.5	(\$1,376.22)	(\$135.90)	1000	C.Coc.)	(\$2,538.80)	(\$657.59)	(10 (27 812) 80			
F	VAL GENERAL	D IMMPR		8.33 \$6,984.08	57. 0									(\$63.99)	34 27 ¢6 984 08			
-	VERAL GENERAL	B110 HTHED	¢77 740 E0 ¢47 00	, 45.30 AL/, 808.33	\$7.010 \$7.010 73		(\$1 021 03)	241.05	408.96)	(\$40.23)	(\$74 8A)	(+0.500	(587778¢)	(\$6.	3.806.59 \$25 664 27			
	AL GENERAL GEN	BODYA HB	\$452.02.677	- 1			(47) (41)	(24) (27.224)	\$	(\$0.30)	1 (02.02)	1	(co./c)		\$419.03 \$73.			
CENEDA! CENEDA	9	6HIVP SOLW	(\$2.364.00)	12211 221	\$2,356.04		(\$460.80)	(664 65)	(75-405)	(56.36)	(\$3,92)	(\$84.84)	(+0.+0.+)	(5259.17)	(\$957.52)			
CENERAL	+	0068	\$1.408.394.63		\$22,573.93		(\$43.181.95)	(\$6.0AE A7)	(40,040,4)	(1)78654	(\$209.52)	(\$10.224.24)	(¢45 300 70)	(01.067,044)	\$1,325,409.89			
DESCRIPTION	ļ		10/31/16 Balance		Revenue		Salaries,	PERS	Medinara	injedicaje:	W/C	Health Benefits	Angropriations	2012	11/30/16 Month End Balance			
DATE			10/31/1												11/30/.			

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		The Aller and the man that Oggur After	2
	ibit A - Trav rd Meetings	rel and Expenditures that Occur After	3
воа а.		iman will attend OTSO Mandatory Safe	4
a.	Communities m		5
	Date:	January 11, 2017	6
	Location:	ODOT Central Location	7
		1980 W. Broad Street	8
		Columbus, OH	
	Mileage:	300 miles @ 54¢ per mile = \$162.00	9
	Travel and ex	penditure not to exceed \$170.00.	10
,			11
b.	Mary Helen	Smith, M.P.H., will attend the ODA	12
	Commercial Pe	sticide Recertification Conference.	13
	Date:	February 15, 2017	14
	Location:	John S. Knight Center	15
		77 East Mill Street	16
•		Akron, OH	17
	Mileage:	48 miles @ 54¢ per mile = \$25.92	
	Parking:	\$10.00	18
	Registration:	\$95.00	19
	CEUs:	5.0	20
	Travel and ex	penditures not to exceed \$144.01.	21
			22
c.		atson, B.S., will attend the ODA	23
	Commercial Pe	sticide Recertification Conference.	24
	Date:	February 15, 2017	25
	Location:	John S. Knight Center	26
		77 East Mill Street	27
		Akron, OH	
	Mileage:	14 miles @ 54¢ per mile = \$7.56	28
	Parking:	\$7.00	29
	Registration:		30
	CEUs:	5.5	31
	Travel and exp	penditures not to exceed \$120.00.	32

			Т.
416 101		A motion was presented by Board Member Howard to permit	2
116-181		said stated expenditures, seconded by Board Member	3
	•	Bierlair. An "aye" vote was cast by all, motion	4
		carried.	5
		· ·	6
	·4.	Exhibit B - Ratification of Travel & Expenditures that	7
		Occur Before the Board Meeting	8
		a. AMENDED - Mary Helen Smith, M.P.H., attended A	9
		Coordinated Response to Food Emergencies.	
		Date: April 11-12, 2016	10
	•	Location: Cuyahoga County Board of Health	11
		5550 Venture Drive	12
	•	Parma, OH	13
		Mileage: 86 miles @ 54¢ per mile = \$46.44	14
		AMENDED Mileage: 170 miles @ 54¢ per mile = \$91.80	15
,	•		16
		b. AMENDED - Mary Helen Smith, M.P.H., attended the	17
		OEHA Monthly Executive Board meeting.	18
		Date: April 18-20, 2016	19
		Location: Doubletree Hotel	
		175 Hutchinson Avenue	20
	•	Worthington, OH	21
		Mileage: 275 miles @ 54¢ per mile = \$148.50	22
		AMENDED Mileage: 544 miles @ 54¢ per mile = \$293.76	23
		a Mary Holen Smith M.P.H., attended Ohio	24
		C. Mary Heren Burren, 11.1.1.	25
		Ella Trolumonear rrococaron ragonal	26
		Financial Assistance.	27
		Date: November 21, 2016	28
		Location: OEPA Central Office 50 West Town Street Suite 700	29
	•		
		Columbus, OH	30

\$10.00

Travel and expenditures not to exceed \$200.00.

Mileage:

Parking:

300 miles @ 54¢ per mile = \$172.50

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		1 1 mm2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	2
d.		, attended World AIDS Day event.	3
•	Date:	December 1, 2016	4
	Location:	KSU Stark	5
		6000 Frank Avenue	
		N. Canton, OH	6
	Mileage:	70 miles @ 54¢ per mile = \$37.80	7
,	Travel and expen	nditures not to exceed \$45.00.	8
		The The Target Montality	9
e.		SPH, attended Ohio Infant Mortality	10
		iming for Equity.	11
	Date:	December 6, 2016 Huntington Convention Center-Clev	12
	Location:	300 Lakeside Avenue	13
		Cleveland, OH	14
	Milanna	39.6 miles @ 54¢ = \$21.38	
	Mileage:	nditures not to exceed \$32.00.	15
	Travel and expen	iditules not to exceed 4 <u>32.00</u> .	16
f.	Vorry McKeen	R.N., attended Infant Mortality	17
ь.	Summit 2016.	R.N., accorded miles in	18
•	Date:	December 6, 2016	19
	Location:	Huntington Convention Center-Clev	20
	2000020111	300 Lakeside Avenue	21
		Cleveland, OH	22
	Mileage:	(Riding with Anne Adkins)	23
	Travel and exper	nditures not to exceed \$0.00.	24
			25
g.	Lynette Blasima	n attended Safe Communities Holiday	
	Awareness.		26
	Date:	December 12, 2016	27
	Location:	4040 Simon Road	28
		Youngstown, OH	29
	Mileage:	(Carpooled with OSHP)	30
	Travel and exper	ditures not to exceed $\$0.00$.	31

Board of Health Meeting Minutes (Cont'd) December 20, 2016

h.	Rosemary Ferrar	co, M.S.N., attended the 2016 OPHA	
		Nursing Conference Public Health	3
		es, Challenges, and Opportunities.	. 4
	Dates:	December 12/13, 2016	5
	Location:	Embassy Suites Columbus-Dublin	6
		5100 Upper Metro Place	7
		Dublin, OH	8
	Mileage:	288 miles @ 54¢ per mile = \$155.52	9
	Meals:	2 meals @ \$20.00 = \$40.00	10
	Registration:	Paid by OPHA	
	Lodging:	Embassy Suites Columbus-Dublin	11
		5100 Upper Metro Place	12
		Dublin, OH	13
	Lodging Cost:	2 nights @ \$115.00 = \$230.00	14
	CEUs:	10.2	15
	Travel and expen	nditures not to exceed \$520.00.	16
4	Cuan Forance	R.N., attended the 2016 OPHA Public	17
i.	Health Nursing (18
	Dates:	December 12/13, 2016	19
	Location:	Embassy Suites Columbus-Dublin	20
	Hocacion.	5100 Upper Metro Place	21
		Dublin, OH	22
	Mileage:	300 miles @ 54¢ per mile = \$162.00	23
	Meals:	1 meal $0 $25.00 = 25.00	24
	Registration:	\$230.00	
	Lodging:	(Staying with Rose Ferraro)	25
	CEUs:	10.7	26
		nditures not to exceed \$450.00.	27
	-		28
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Board of Health Meeting Minutes (Cont'd) December 20, 2016

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2 j. Marianne Kitakis, R.N., attended the PHEP Epi 3 Quarterly meeting. 4 December 15, 2016 Date: 5 State of Ohio Lab Location: 274 East 1st Avenue #100 6 Columbus, OH 7 308 miles @ 54¢ per mile = \$166.32 Mileage: 8 1 meal @ \$15.00 = \$15.00Meals: 9 Travel and expenditures not to exceed \$191.32. 10 11 A motion was presented by Board Member Cutlip to permit said stated approved expenditures, seconded by Board 12 Vote on the motion is as follows: 13 Member Howard. Yes Board Member Cutlip 14 Yes Poll: Board Member Palmer Board Member Minott Absent Board Member Bailey Absent 15 Yes Board Member Bierlair Board Member Hammar Yes Board Member Ribelin Yes Board Member Howard Yes 16 Motion carried. 17 D. Nursing/Medical Director Report - Rosemary Ferraro, M.S.N., 18 R.N., Nursing Director 19 1. Communicable Disease Report - Mrs. Ferraro presented 20 the monthly Report. 21 22 Nursing Division Monthly Report - Mrs. Ferraro gave 2. 23 updates on immunization surveys and presentations. 24 Step-by-Step - Marguerite Outbreak Investigation: 3. 25 Summit County Public Health - Included in the 26 Board packet for their review. 27 Legionella pneumophila in Rainwater on Roads - Included 28 in the Board packet for their review. 29 30 31

Board of Health Meeting Minutes (Cont'd) December 20, 2016

ресе	mber 20, 2010	1
	E. Health Education and Promotion Report -	2
	E. Health Education and Promotion Report - Becky Lehman, M.P.H., Director	3
	1. Health Education and Promotion Report - Mrs. Lehman	4
	informed the Board of activities for the month of	5
	November highlighting Project Dawn and the car seat	6
	program.	7
		8
	2. Resolution #16-69 - The Portage County Board of Health	9
	Acceptance to Enter into a Purchase of Service	10
	Agreement Between the Portage County Combined General	11
	Health District and Summit County Public health for the	
	Purpose of Reducing the Spread of Babbands India,	12
	and vital hepasiess simulations	1.3
		14
	- the guille progented a motion to adopt	15
M16-183	Board Member Cutlip presented a motion to adopt Resolution #16-69 as stated above, seconded by Board	16
	Member Hammar. Vote on the motion is as follows:	17
	Donal Mamban Cutlin Yes	18
	Board Member Bailey Absent Board Member Minott Absent 1	L9
	Board Member Hammar Yes Board Member Bierlair Yes Board Member Howard Yes Board Member Ribelin Yes	20
	see the common and	21
	3. Resolution $\#1671$ - The Portage County Board of Health 2	22
	Acceptance to Enter into a Purchase of Service 2	23
	110001200000000000000000000000000000000	24
		25
	Through	26
	Counseling, Testing and Referral.	27
	$^{\circ}$	28
M16-184	Board Member Cutlip presented a motion to adopt	29
	Resolution #16-71 as stated above, seconded by Board	30
	Member Howard. Vote on the motion is as iditows:	31
	Poll: Board Member Palmer res Board Member Cutting Absent	
	Board Member Balley Board Member Hammar Yes Board Member Bierlair Board Member Howard Yes Board Member Ribelin Motion carried.	32

VI.

5L 2(1
	4	Health Education New Employee Update - Over 100	2
	4.	applications were received. We are down to five and	3
		planning to interview the first week of January.	4
			5
F.	Env	vironmental Reports - Mary Helen Smith, M.P.H., C.P.H.,	6
		R.S., R.E.H.S	7
		Director of Environment Health	8
	1.	Solid Waste Report - The Solid Waste Report was	9
		accepted as submitted.	10
		mb - Berinsmental Popert was	11
	2.	Environmental Report - The Environmental Report was	12
	,	accepted as submitted.	13
	3.	Stormwater Report - The Stormwater Report was accepted	14
		as submitted.	15
	.4.	Food Safety Program Report - The Food Safety Program	16
	,*I •	Report was accepted as submitted.	17
			18
	5.	Plumbing Inspections Report - The Plumbing Inspections	19
		Report was accepted as submitted.	20
	6.	Environmental Monthly Report - Mrs. Smith updated the	21
		Board on Environmental activities.	22
		a. Mary Helen Smith, Dan Robinson, and Lindsey Smith	23
		completed Geographic Information Systems (GIS)	24
		Mapping Fundamentals Training.	25
		b. Chinn Allotment E.Coli Sampling Data Draft	26
		c. Storm Water Program Annual Map Updatesd. OEPA 2017 WPCLF Fund Draft Management Plan	27
÷		d. OEPA 2017 WPCLF Fund Draft Management Flan Testimony	28
		e. Plumbing Contractors Notice	29
	•		
HEA	LTH	COMMISSIONER: Joseph Diorio, M.P.H., M.S., R.S.	30
		Health Commissioner	31
Α.	Sta	ff Meeting Minutes November 22, 2016 - Minutes were	32

included in the Board packet for the Board's review.

Board of Health Meeting Minutes (Cont'd) December 20, 2016

B. Dr. Raub, Medical Director, Intention to Retire - Mr. Diorio informed the Board of Dr. Raub's plan to retire at the end of January, 2017.

M16-185

C. Permission to Advertise and Contract for Medical Director
- Board Member Ribelin presented a motion granting
permission to Advertise and Contract for a Medical
Director, seconded by Board Member Cutlip. An "aye" vote
was cast by all, motion carried.

VII. OLD BUSINESS:

A. Second Reading - Resolution #16-64 - Revising the Food Service Operations and Food Establishment Operation Fees to Comply with Changes Required by Chapter 3717 of the Ohio Revised Code and Chapters 3701-21 and 901:3-4 of the Ohio Administrative Code. Fees to be Effective February 1, 2017

Mrs. Smith reviewed the Public Hearing that was held on December 16, 2016. She explained the Cost Methodology to those in attendance. Questions were asked about various programs and fees. After review, Mrs. Smith proposed two variations of Resolution #16-64 for Board discussion.

Resolution #16-64A adjusts the Mobile fee from \$279.26 to \$187.92. Resolution #16-64B includes the adjusted Mobile fee and adds a Non-Commercial category under Temporaries. The Temporary Commercial fee is \$214.47 and Temporary Non-Commercial fee is \$107.23.

Board Member Howard presented a motion to Accept the Second Reading of Resolution #16-64B as presented above, seconded by Board Member Hammar. An "aye" vote was cast by all, motion carried.

M16-186

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Board of Health Meeting Minutes (Cont'd) December 20, 2016 VIII. NEW BUSINESS: Resolution #16-70 - The Portage County Board of Health Acceptance to Enter into an Agreement Between the Portage Health District Ohio and Combined General County for of Agency the Purpose Protection Environmental Administering the 2016 Mosquito Control Grant Award Board Member Hammar presented a motion to adopt Resolution M16-187 #16-70 as stated above, seconded by Board Member Ribelin. 10 Vote on the motion is as follows: 11 Board Member Cutlip Yes Board Member Palmer Yes Poll: Board Member Minott Absent Absent Board Member Bailey 12 Yes Board Member Bierlair Board Member Hammar Yes Board Member Ribelin Yes 13 Yes Board Member Howard Motion carried. 14 Performance Management Plan - The Performance Management 15 Plan was presented to the Board. Board Member Bierlair 16 presented a motion to Adopt the Performance Management 17 M16 - 188Plan, seconded by Board Member Cutlip. Vote on the motion 18 is as follows: 19 Board Member Cutlip Yes Board Member Palmer Yes Poll: 20 Absent Board Member Minott Board Member Bailey Absent Yes Board Member Bierlair Yes Board Member Hammar 21 Board Member Ribelin Yes Yes Board Member Howard Motion carried. 22 23 2017 Portage County Solid Waste Transfer Station Facility 24 License Issuance - Board Member Howard presented a motion 25 to Issue the 2017 Solid Waste Transfer Facility License Without Terms or Conditions, seconded by Board Member 26

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

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BOARD ISSUES AND DISCUSSION: None TX.

> 30 31

Board of Health Meeting Minutes (Cont'd) December 20, 2016

X. EXECUTIVE SESSION:

M16-190

ADJOURNMENT - A motion was presented by Board Member Ribelin at 8:55 P.M. to adjourn the December 20, 2016 Regular Board of Health Meeting. An "aye" vote was cast by all, motion carried.

Robert Palmer Board President seph J. Diorio, M.P.H., M.S., R.S.

Health Commissioner

Df