

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. Evelyn Cutlip, Vice-President; Mr. James Bierlair, Member; 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, 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: Bridget Rinehart PCHD Clerk

Advisory Council: James Deffenbaugh Palmyra Township

Media Present: None

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

V. DISCUSSION REPORTS:

A. Director of Administration & Personnel -

Mrs. Dorothy Filing

1. 2017 Board Meeting Calendar - Included in the Board packet was a calendar of scheduled Board meetings for 2017. The May meeting has a conflict with the Spring AOHC Conference.

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

1. Resolution #16-68 - Amendment to the 2016 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Board Member Bierlair presented a motion to adopt Resolution #16-68 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>Absent</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 November, 2016.

2. Expenditure Report -

- a. Ratification of November Expenditures - Board Member Ribelin presented a motion to ratify Batch 4750 for \$20,733.61, Batch 4850 for \$18,152.71 and Batch 4857 for \$1,336.20 for a total amount of \$40,222.52, 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>Absent</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.

M16-179

M16-180

PORTAGE COUNTY HEALTH DISTRICT FINANCIAL REPORT

[illegible][illegible]

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

- a. Lynette Blasiman will attend OTSO Mandatory Safe
Communities meeting.

Date: January 11, 2017

Location: ODOT Central Location
1980 W. Broad Street
Columbus, OH

Mileage: 300 miles @ 54¢ per mile = \$162.00

Travel and expenditure not to exceed \$170.00.

- b. Mary Helen Smith, M.P.H., will attend the ODA
Commercial Pesticide Recertification Conference.

Date: February 15, 2017

Location: John S. Knight Center
77 East Mill Street
Akron, OH

Mileage: 48 miles @ 54¢ per mile = \$25.92

Parking: \$10.00

Registration: \$95.00

CEUs: 5.0

Travel and expenditures not to exceed \$144.01.

- c. Kevin J. Watson, B.S., will attend the ODA
Commercial Pesticide Recertification Conference.

Date: February 15, 2017

Location: John S. Knight Center
77 East Mill Street
Akron, OH

Mileage: 14 miles @ 54¢ per mile = \$7.56

Parking: \$7.00

Registration: \$95.00

CEUs: 5.5

Travel and expenditures not to exceed \$120.00.

M16-181

A motion was presented by Board Member Howard 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. AMENDED - Mary Helen Smith, M.P.H., attended A Coordinated Response to Food Emergencies.

Date: April 11-12, 2016

Location: Cuyahoga County Board of Health
5550 Venture Drive
Parma, OH

Mileage: 86 miles @ 54¢ per mile = \$46.44

AMENDED Mileage: 170 miles @ 54¢ per mile = \$91.80

b. AMENDED - Mary Helen Smith, M.P.H., attended the OEHA Monthly Executive Board meeting.

Date: April 18-20, 2016

Location: Doubletree Hotel
175 Hutchinson Avenue
Worthington, OH

Mileage: 275 miles @ 54¢ per mile = \$148.50

AMENDED Mileage: 544 miles @ 54¢ per mile = \$293.76

c. Mary Helen Smith, M.P.H., attended Ohio Environmental Protection Agency Division of Financial Assistance.

Date: November 21, 2016

Location: OEPA Central Office
50 West Town Street Suite 700
Columbus, OH

Mileage: 300 miles @ 54¢ per mile = \$172.50

Parking: \$10.00

Travel and expenditures not to exceed \$200.00.

- d. Kat Holtz, B.S., attended World AIDS Day event.
Date: December 1, 2016
Location: KSU Stark
6000 Frank Avenue
N. Canton, OH
Mileage: 70 miles @ 54¢ per mile = \$37.80
Travel and expenditures not to exceed \$45.00.
- e. Ali Mitchell, BSPH, attended Ohio Infant Mortality Summit-2016: Aiming for Equity.
Date: December 6, 2016
Location: Huntington Convention Center-Clev
300 Lakeside Avenue
Cleveland, OH
Mileage: 39.6 miles @ 54¢ = \$21.38
Travel and expenditures not to exceed \$32.00.
- f. Kerry McKeen, R.N., attended Infant Mortality Summit 2016.
Date: December 6, 2016
Location: Huntington Convention Center-Clev
300 Lakeside Avenue
Cleveland, OH
Mileage: (Riding with Anne Adkins)
Travel and expenditures not to exceed \$0.00.
- g. Lynette Blasiman attended Safe Communities Holiday Awareness.
Date: December 12, 2016
Location: 4040 Simon Road
Youngstown, OH
Mileage: (Carpooled with OSHP)
Travel and expenditures not to exceed \$0.00.

- h. Rosemary Ferraro, M.S.N., attended the 2016 OPHA Public Health Nursing Conference Public Health Practice: Changes, Challenges, and Opportunities.

Dates: December 12/13, 2016
Location: Embassy Suites Columbus-Dublin
5100 Upper Metro Place
Dublin, OH
Mileage: 288 miles @ 54¢ per mile = \$155.52
Meals: 2 meals @ \$20.00 = \$40.00
Registration: Paid by OPHA
Lodging: Embassy Suites Columbus-Dublin
5100 Upper Metro Place
Dublin, OH
Lodging Cost: 2 nights @ \$115.00 = \$230.00
CEUs: 10.2
Travel and expenditures not to exceed \$520.00.

- i. Susan Forgacs, R.N., attended the 2016 OPHA Public Health Nursing Conference.

Dates: December 12/13, 2016
Location: Embassy Suites Columbus-Dublin
5100 Upper Metro Place
Dublin, OH
Mileage: 300 miles @ 54¢ per mile = \$162.00
Meals: 1 meal @ \$25.00 = \$25.00
Registration: \$230.00
Lodging: (Staying with Rose Ferraro)
CEUs: 10.7
Travel and expenditures not to exceed \$450.00.

j. Marianne Kitakis, R.N., attended the PHEP Epi
Quarterly meeting.

Date: December 15, 2016

Location: State of Ohio Lab

274 East 1st Avenue #100
Columbus, OH

Mileage: 308 miles @ 54¢ per mile = \$166.32

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

Travel and expenditures not to exceed \$191.32.

M16-182

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

2. Nursing Division Monthly Report - Mrs. Ferraro gave
updates on immunization surveys and presentations.

3. Outbreak Investigation: Step-by-Step - Marguerite
Erme, Summit County Public Health - Included in the
Board packet for their review.

4. *Legionella pneumophila* in Rainwater on Roads - 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 November highlighting Project Dawn and the car seat program.

2. Resolution #16-69 - The Portage County Board of Health Acceptance to Enter into a Purchase of Service Agreement Between the Portage County Combined General Health District and Summit County Public Health for the Purpose of Reducing the Spread of Substance Abuse, HIV, and Viral Hepatitis Through HIV and HCV Testing Counseling.

Board Member Cutlip presented a motion to adopt Resolution #16-69 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>Absent</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 #16-71 - The Portage County Board of Health Acceptance to Enter into a Purchase of Service Agreement Between the Portage County Combined General Health District and Summit County Public Health for the Purpose of Reducing the Spread of HIV Through Counseling, Testing and Referral.

Board Member Cutlip presented a motion to adopt Resolution #16-71 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>Absent</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 New Employee Update - Over 100 applications were received. We are down to five and planning to interview the first week of January.
- 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. Mary Helen Smith, Dan Robinson, and Lindsey Smith completed Geographic Information Systems (GIS) Mapping Fundamentals Training.
 - b. Chinn Allotment E.Coli Sampling Data Draft
 - c. Storm Water Program Annual Map Updates
 - d. OEPA 2017 WPCLF Fund Draft Management Plan Testimony
 - e. Plumbing Contractors Notice
- VI. HEALTH COMMISSIONER: Joseph Diorio, M.P.H., M.S., R.S.
Health Commissioner
 - A. Staff Meeting Minutes November 22, 2016 - Minutes were included in the Board packet for the Board's review.

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.

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.

M16-185

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.

M16-186

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.

VIII. NEW BUSINESS:

- A. Resolution #16-70 - The Portage County Board of Health Acceptance to Enter into an Agreement Between the Portage County Combined General Health District and Ohio Environmental Protection Agency for the Purpose of Administering the 2016 Mosquito Control Grant Award

M16-187 Board Member Hammar presented a motion to adopt Resolution #16-70 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>Absent</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. Performance Management Plan - The Performance Management Plan was presented to the Board. Board Member Bierlair presented a motion to Adopt the Performance Management Plan, 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>Absent</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. 2017 Portage County Solid Waste Transfer Station Facility License Issuance - Board Member Howard presented a motion to Issue the 2017 Solid Waste Transfer Facility License Without Terms or Conditions, seconded by Board Member Bierlair. An "aye" vote was cast by all, motion carried.

IX. BOARD ISSUES AND DISCUSSION: None

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


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

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