

PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT

BOARD MEETING MINUTES

October 18, 2016

The Portage County Combined General Health District Board of Health met on Tuesday, October 18, 2016, at the Resources on Oakwood Campus (ROC), Room 204, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:03 P.M. by Board President, Robert Palmer.

Board Members in Attendance:	Mr. Robert Palmer, President; Ms. Bonnie Bailey, Member;
	Mr. James Bierlair, Member; Ms. Amy Hammar, Member;
	Mr. Robert Howard, Member
Board Members Absent:	Ms. Evelyn Cutlip, Vice-President; Dr. Howard Minott, 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 September 20, 2016 - Board Member Howard presented a motion to approve the Regular Board of Health Meeting Minutes of September 20, 2016, seconded by Board Member Bailey. Board Member Hammar abstained due to not being in attendance at that meeting. An "aye" vote was cast by all, motion carried.

II. ADVISORY COUNCIL - Mr. James Deffenbaugh - No report

III. PUBLIC COMMENT - None

V. DISCUSSION REPORTS:

A. Director of Administration & Personnel -

Mrs. Dorothy Filing

1. Record Retention Schedule - Mrs. Filing announced the acceptance of a new Record Retention Schedule by the Ohio History Connection. The last Schedule had been dated 2008. This will allow the Health Department to organize documents from multiple locations and dispose of paperwork according to a set timeframe.

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

1. Resolution #16-63 - 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 #16-63 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>Absent</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>Absent</u>
	Motion carried.			

2. Resolution #16-65 - 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 #16-65 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>Absent</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>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 September, 2016.

2. Expenditure Report -

a. Ratification of Batch 3923-Transportation Line Item Expenses - Board Member Hammar presented a motion to ratify Batch 3923-Transportation Line Item expenses in the amount of \$332.99, seconded by Board Member Howard. Vote on the motion is as follows:

Poll:	Board Member Palmer	<u>Yes</u>	Board Member Cutlip	<u>Absent</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>Absent</u>

Motion carried.

b. Expenditures - A motion was presented by Board Member Hammar to pay Batch 3927 for \$12,595.26, Batch 3945 for \$39,718.72, Batch 4055 for \$2,007.39, and Batch 10-01 for \$1,759.99 for a total amount of \$56,081.36, seconded by Board Member Bierlair. Vote on the motion is as follows:

Poll:	Board Member Palmer	<u>Yes</u>	Board Member Cutlip	<u>Absent</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>Absent</u>

Motion carried.

PORTAGE COUNTY HEALTH DISTRICT FINANCIAL REPORT

DATE	DESCRIPTION	GENERAL 8900	GENERAL GHVP	GENERAL BODYA	GENERAL HB110	GENERAL HTHED	GENERAL IMMPR	GENERAL NURSE	GENERAL PLUMB	GENERAL POSAL	GENERAL STORM	PHEP 8901	PHEP EBOLA	POOLS 8902
8/31/16	Balance	\$1,501,568.11	(\$743.16)	\$521.01	\$84,519.40	\$16,636.38	\$6,984.08	\$1,085.06	\$13,748.54	\$13,830.94	\$473,016.06	\$15,163.39	(\$2,945.82)	\$23,375.89
	Revenue	\$1,373.20	\$743.16		\$1,550.00	\$1,450.00		\$18,982.54	\$8,901.00	\$1,751.00		\$10,629.78		
	RE Hmstd Rllbk	\$69,778.03												
	Tang Person Prop	\$4,233.91												
	Salaries	(\$44,735.63)	(\$460.80)	(\$22.50)	(\$2,897.00)			(\$8,725.98)	(\$3,536.84)	(\$758.00)	(\$11,460.55)	(\$5,603.97)	(\$858.83)	(\$981.29)
	PERS	(\$6,176.73)	(\$64.52)	(\$3.16)	(\$405.60)			(\$1,221.66)	(\$495.14)	(\$106.12)	(\$1,604.48)	(\$784.54)	(\$120.24)	(\$137.38)
	Medicare	(\$617.63)	(\$6.36)	(\$0.30)	(\$39.88)			(\$119.89)	(\$50.10)	(\$11.00)	(\$158.65)	(\$78.98)	(\$12.02)	(\$13.81)
	W/C	(\$377.40)	(\$3.92)	(\$0.20)	(\$24.64)			(\$74.18)	(\$30.06)	(\$6.44)	(\$97.45)	(\$47.64)	(\$7.30)	(\$8.36)
	Health Benefits	(\$9,911.00)	(\$84.84)	(\$7.82)	(\$822.84)			(\$2,538.80)	(\$553.84)		(\$1,420.90)	(\$1,254.43)	(\$179.92)	(\$132.04)
	Appropriations	(\$36,395.95)	(\$1,011.42)					(\$25,849.12)	(\$564.30)	(\$762.50)	(\$2,271.73)	(\$142.35)		(\$160.00)
9/30/16	Month End Balance	\$1,478,738.91	(\$1,631.86)	\$487.03	\$81,879.44	\$18,086.38	\$6,984.08	(\$18,462.03)	\$17,419.26	\$13,937.88	\$456,002.30	\$17,881.26	(\$4,124.13)	\$21,943.01

DATE	DESCRIPTION	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
8/31/16	Balance	\$105,801.96	\$26,658.46	\$14,028.38	\$17,703.56	\$56,905.97	\$16,901.53	\$52,919.60	\$43,894.77	\$25,057.79	\$21,331.59	\$4,495.94			\$2,575,072.43
	Revenue	\$820.69	\$6,024.00		\$500.00	\$19,700.00		\$10,620.00			\$2,571.73		\$85,617.10		
	RE Hmstd Rllbk												\$69,778.03		
	Tang Person Prop												\$4,233.91		
														\$159,629.04	
	Salaries	(\$15,630.49)	(\$2,802.60)	(\$1,506.48)	(\$1,081.96)	(\$8,302.08)		(\$3,662.41)	(\$2,849.85)	(\$57.20)	(\$4,168.45)	(\$2,877.20)	(\$122,980.11)		
	PERS	(\$2,188.25)	(\$392.36)	(\$210.90)	(\$151.46)	(\$1,162.30)		(\$512.74)	(\$107.02)	(\$8.01)	(\$583.58)	(\$402.82)	(\$16,839.01)		
	Medicare	(\$213.42)	(\$39.64)	(\$20.12)	(\$14.94)	(\$117.68)		(\$51.86)	(\$43.82)	(\$0.82)	(\$59.46)	(\$39.42)	(\$1,709.80)		
	W/C	(\$132.88)	(\$23.86)	(\$12.80)	(\$9.20)	(\$70.56)		(\$31.14)	(\$24.26)	(\$0.49)	(\$35.43)	(\$24.44)	(\$1,042.65)		
	Health Benefits	(\$3,133.50)	(\$490.52)	(\$631.90)	(\$208.02)	(\$1,272.66)		(\$583.32)	(\$609.71)	(\$4.79)	(\$413.63)	(\$814.96)	(\$25,069.44)		
	Appropriations	(\$1,638.82)	(\$1,108.79)	(\$1,240.34)	(\$193.86)	(\$767.19)		(\$51.30)		(\$4,110.60)	(\$300.00)	(\$61.34)	(\$76,629.61)		
														(\$244,270.62)	
9/30/16	Month End Balance	\$83,685.29	\$27,824.69	\$10,405.84	\$16,544.12	\$64,913.50	\$16,901.53	\$58,646.83	\$40,260.11	\$20,875.88	\$18,342.77	\$275.76			\$2,490,460.85
	Total Revenue Monthly						\$159,629.04						\$2,600,442.41		
	Total Expense Monthly						(\$244,270.62)						(\$2,054,143.28)		

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

a. Jessica Offineer, R.S., will attend Leadership
Essentials for Health District Success.

Date: October 18 & 19, 2016

Location: AOHC Office
110A Northwoods Blvd.
Columbus, OH

Mileage: 236 miles @ 54¢ per mile = \$127.44

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

Registration: \$285.00

Lodging: Sheraton Suites Columbus
201 Hutchinson Avenue
Columbus, OH

Lodging Cost: (Included in Registration)

Travel and expenditure not to exceed \$460.00.

b. Kat Holtz, B.S., will attend the Transforming Care
Conference.

Date: October 19-21, 2016

Location: Ohio State University
Fawcett Center
2400 Olentangy River Road
Columbus, OH

Mileage: 320 miles @ 54¢ per mile = \$172.80

Meals: 6 meals @ 2- $\$10/4$ - $\$15$ = \$80.00

Registration: \$45.00

Lodging: Red Roof Inn
Ackerman Road
Columbus, OH

Lodging Cost: 1 night @ \$94.99 = \$94.99

1 night @ \$0.00

Travel and expenditures not to exceed \$330.00.

- c. Lynette Blasiman, will attend the 2017 Grantee meeting and system training.
Date: October 26, 2016
Location: Ohio Department of Public Safety
1970 W. Broad Street
Columbus, OH
Mileage: 300 miles @ 52¢ per mile = \$162.00
(Reimbursed by Grant @ .52¢/mile)
- d. Debra Stall, Finance Director, will attend the Public Health Fiscal Officers meeting.
Date: October 28, 2016
Location: Summit County Health Department
1867 W. Market Street
Akron, OH
Mileage: 54.2 miles @ 54¢ per mile = \$29.27
Travel and expenditures not to exceed \$35.00.
- e. Annie Adkins, R.N., will attend New Employee Training.
Date: November 4, 2016
Location: Delaware City Board of DD
7991 Columbus Pike
Mileage: 270 miles @ 54¢ = \$145.80
Meals: 1 meal @ \$15.00 = \$15.00
Registration: \$75.00
Travel and expenditures not to exceed \$260.00.
- f. Anne Adkins, R.N., will attend Ohio Child Fatality Review New Board Chair/Coordinator Orientation.
Date: November 17, 2016
Location: State Library
274 E. First Avenue
Columbus, OH
Mileage: 270 miles @ 54¢ per mile = \$145.80
Meals: 1 meal @ \$15.00 = \$15.00
Travel and expenditures not to exceed \$260.00.

M16-157

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

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

a. Mary Helen Smith, M.P.H., attended ICS 400 Training.

Date: April 4-6, 2016

Location: Public Safety Training Center
Western Campus-Cuyahoga Comm College
11000 Pleasant Valley Road
Parma, OH

Mileage: 148 miles @ 54¢ per mile = \$79.92

Meals: 2 meals \$10.00 = \$24.00 (with tip)

Travel and expenditures not to exceed \$123.25

b. Rosemary Ferraro, M.S.N., attended The Skilled Facilitator: Techniques and Tools.

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

Registration: \$380.00 (also paid for S. Forgacs)

Travel and expenditures not to exceed \$600.00.

- c. Susan Forgacs, R.N., attended The Skilled Facilitator: Techniques and Tools. 1
Date: September 22, 2016 2
Location: 4-H Building, Room 110 3
2201 Fred Taylor Drive 4
Columbus, OH 5
Mileage: (Riding with Rose Ferraro) 6
Meals: 1 meal @ \$10.00 = \$10.00 7
Registration: \$380.00 (paid by Rose Ferraro) 8
Travel and expenditures not to exceed \$10.00. 9
10
- d. Lynette Blasiman attended Driving Behavioral Change in Traffic Safety. 11
Date: September 27, 2016 12
Location: OSHP Academy 13
740 E. 17th Avenue 14
Columbus, OH 15
Mileage: 300 miles @ 54¢ per mile = \$162.00 16
Meals: 1 meal @ \$8.00 = \$8.00 17
Travel and expenditures not to exceed \$170.00. 18
19
- e. Jessica Offineer, R.S., attended Roundtable: Food Safety. 20
Date: October 6, 2016 21
Location: Medina County Health Department 22
4800 Ledgewood Drive 23
Medina, OH 24
Travel and expenditures not to exceed \$0.00. 25
26
- f. Stan Carlisle, M.P.H., attended Roundtable: Food Safety. 27
Date: October 6, 2016 28
Location: Medina County Health Department 29
4800 Ledgewood Drive 30
Medina, OH 31
Mileage: 84 miles @ 54¢ per mile = \$43.36 32
Travel and expenditures not to exceed \$45.00.

- g. Rosemary Ferraro, M.S.N., attended OPHA DON
Quarterly meeting.

Date: October 13, 2016

Location: State Library

274 E. First Street

Columbus, OH

Mileage: 286 miles @ 54¢ per mile = \$154.44

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

Travel and expenditures not to exceed \$175.00.

- h. Craig Davis, S.I.T., attended NWOEHA Fall
Educational Conference.

Date: October 13-14, 2016

Location: Conference Center at Kalahari

7000 Kalahari Drive

Sandusky, OH

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

Registration: \$110.00

\$60.00 OEHA Membership Fee

Lodging: Kalahari Resort

7000 Kalahari Drive

Sandusky, OH

Lodging Cost: 1 night @ \$135.36 per night = \$135.36

CEUs: 11.0

Travel and expenditures not to exceed \$357.90.

- i. Lindsey Smith, S.I.T., attended NWOEHA Fall Educational Conference.
- Date: October 13-14, 2016
- Location: Conference Center at Kalahari
7000 Kalahari Drive
Sandusky, OH
- Mileage: 165.2 miles @ 54¢ per mile = \$89.21
- Tolls: \$10.00
- Meals: 1 meal @ \$20.00 = \$20.00
- Registration: \$110.00
\$60.00 OEHA Membership Fee
- Lodging: Kalahari Resort
7000 Kalahari Drive
Sandusky, OH
- Lodging Cost: 1 night @ \$135.36 per night = \$135.36
- CEUs: 11.0
- Travel and expenditures not to exceed \$467.03.
- j. Lynette Blasiman attended NHTSA/OTSO Warren Region 2017 Quarterly Mandatory meeting.
- Date: October 17, 2016
- Location: 4314 Mahoning Avenue
Warren, OH
- Mileage: 61.8 miles @ 54¢ per mile = \$33.37
- Parking: \$5.00
- Travel and expenditures not to exceed \$50.00.
- k. Lynette Blasiman attended Arrive Alive planning.
- Date: October 18, 2016
- Location: University of Mt. Union
Clark Street
Alliance, OH
- Mileage: 22.3 miles @ 54¢ per mile = \$12.04
- Travel and expenditures not to exceed \$15.00.

M16-158

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

Poll:	Board Member Palmer	<u>Yes</u>	Board Member Cutlip	<u>Absent</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>Absent</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. She gave information on a confirmed Tuberculosis case.

2. Nursing Division Monthly Report - Mrs. Ferraro said they have been very busy with all the clinics.

3. Flu Clinics - Mrs. Ferraro reported they have given 532 flu shots and 30 pneumonia vaccines.

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 September. Health Educator, Alison Mitchell, will be on Grand Jury duty until the end of October. Mrs. Lehman will report on the Opioid Conference and Family Fun Fest next month.

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. Mrs. Smith noted the cover page for the Food Safety Report was revised.
 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. Pool Program - A letter from the Ohio Department of Health was received notifying the Health Department that they are in Substantial Compliance for the Pool Program.
 - b. Food Safety Program - The letter from the Ohio Department of Health is being revised and resent.
- VI. HEALTH COMMISSIONER: Joseph Diorio, M.P.H., M.S., R.S.
Health Commissioner
- A. Staff Meeting Minutes September 22, 2016 - Minutes were included in the Board packet for the Board's review.
 - B. Mental Health & Recovery Letter of Support - Mr. Diorio received a letter from the Board of Mental Health & Recovery for Supporting their Levy. He wanted to bring it before the Board for their consideration. It was the consensus of the Board that Mr. Diorio, Board Members, and Health Department staff could sign the Support letter.
- VII. OLD BUSINESS:
- A. Tabled Resolution #16-59 - Resolution to Approve Legal Levels of Appropriation Authority for the Portage County Health Department 2017 Budget

- B. Tabled Resolution #16-60 - Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

M16-159

Board Member Bierlair presented a motion to Remove from the Table Resolutions #16-59 and #16-60, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

M16-160

Board Member Howard presented a motion to Adopt Resolutions #16-59 and #16-60 as presented above, seconded by Board Member Bailey. Vote on the motion is as follows:

Poll:	Board Member Palmer	<u>Yes</u>	Board Member Cutlip	<u>Absent</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>Absent</u>

Motion carried.

VIII. NEW BUSINESS:

- A. First 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 relayed to the Board that the Cost Methodology is very detailed and taking longer to complete than anticipated. All deadlines for the three readings and publication can be met if the Board would table Resolution #16-64 until the November, 2016 meeting.

M16-161

Board Member Bierlair presented a motion to Table Resolution #16-64 until the November, 2016 Board Meeting, seconded by Board Member Howard. Vote on the motion is as follows:

Poll:	Board Member Palmer	<u>Yes</u>	Board Member Cutlip	<u>Absent</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>Absent</u>
	Motion carried.			


IX. BOARD ISSUES AND DISCUSSION:

A. Levy Renewal - The first time the Levy Renewal can be placed on the ballot is the general election in November, 2017. Discussion followed about committee formation and ideas for publicity.

X. EXECUTIVE SESSION:

M16-162

ADJOURNMENT - A motion was presented by Board Member Bailey at 8:17 P.M. to adjourn the October 18, 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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