

**Portage County Combined General Health District
Board Meeting Minutes
March 20, 2018 (7:00pm)**

I. BOARD EDUCATION: Levy Financial and Program Education

II. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, March 20, 2018, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:02pm by Board President Palmer.

Board Members in Attendance:	Robert Palmer, President Evelyn Cutlip, Vice President James Bierlair, Member Amy Hammar, Member Robert Howard, Member Lucy Ribelin, Member Marian Copley, Member
Board Members Absent:	Dr. Howard Minott, Member
Staff in Attendance:	Joseph Diorio, Health Commissioner Rosemary Ferraro, Director of Nursing Mary Helen Smith, Director of Environmental Health Debra Stall, Director of Finance Becky Lehman, Director of Health Education Dorothy Filing, Personnel Officer Amos Sarfo, Supervisor Justin Rechichar, Supervisor
Advisory Council:	Bruce Lange, Chairman, Charlestown Township James Deffenbaugh, Palmyra Township
Others:	Karyn Hall, Mental Health Victor Grimm, Trustee, Mantua Township Pete Tosi, Zoning, Mantua Township
Media Present:	

III. APPROVAL OF MINUTES:

Board of Health Meeting: February 20, 2018 – Board Member Bierlair presented a motion to Accept the Board Meeting Minutes of February 20, 2018, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

IV. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) – The Palmyra Township Trustees appreciated the Health District employees who attended a Trustees' meeting.

V. PUBLIC COMMENT - None

VI. ACTION ITEMS

A. Expenditure Ratifications-\$40,927.92

Mrs. Stall presented the Expenditures to be Ratified. They included the February Gas for \$370.66, Batch #5729 for \$5,017.78, Batch #5823 for \$17,822.88, Batch #5830 for \$3,633.09, Batch #5994 for \$2,415.98, Batch #6099 for \$11,667.53 for a total amount of \$40,927.92.

Board Member Hammar presented a motion to accept the above Expenditures and Ratify these expenses, seconded by Board Member Ribelin. Vote on the motion is as follows.

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

B. Exhibit A: Travel and Expenditures that occur after the Board Meeting

1. Justin Rechichar, MPH, will attend Tattoo & Body Art.

Date: March 22, 2018

Location: Mahoning County Board of Health
50 Westchester Drive
Youngstown, OH

Mileage: 10 miles @ 54.5¢ per mile = \$5.45

Meals: 1 meal @ \$15 + \$3 tip = \$18.00

Registration: \$75.00

Fund/Grant Used: General-Body Art

Travel and expenditures not to exceed \$100.00.

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2. Jennifer Lowry, SIT, will attend the Food Roundtable.
Date: March 22, 2018
Location: Medina County Health Department
4800 Ledgewood Drive
Medina, OH
Mileage: 90 miles @ 54.5¢ per mile = \$49.05
Meals: 1 meal @ \$15.00 = \$15.00
Fund/Grant Used: Food
Travel and expenditures not to exceed \$70.00.

3. Mary Helen Smith, MPH, will attend the Ohio Department of Health Midwest Workshop.
Date: March 28-29, 2018
Location: Four Points by Sheraton
8505 Pulsar Place
Columbus, OH
Meals: 2 lunches @ \$15.00 = \$36.00 w/tip
1 dinner @ \$20.00 = \$24.00 w/tip
Registration: \$40.00
Lodging Cost: 1 night @ \$98.10 per night = \$98.10
CEUs: 12.0
Fund/Grant Used: Private Water and Wastewater
Travel and expenditures not to exceed \$200.00.

4. Stan Carlisle, MPH, will attend Food Defense and Foodborne Illness and Food Defense Preparedness and Response.
Date: April 9, 2018
Location: Summit County Public Health
1867 West Market Street
Akron, OH
CEUs: 3.0 have been requested
Fund/Grant Used: Food
Travel and expenditures not to exceed \$30.00.

5. Mary Helen Smith, MPH, will attend the Ohio Environmental Health Association Annual Educational Conference.

Dates: April 16-18-2018
Location: Hilton Hotel & Conference Center
175 Hutchinson Avenue
Worthington, OH
Mileage: 272 miles @ 54.5¢ per mile = \$148.24
Meal: 1 meal @ \$20.00 = \$24.00 w/tip
Registration: \$155.00
Lodging Cost: 2 nights @ \$106.00 per night = \$212.00
CEUs: 10.0
Fund/Grant Used: General
Travel and expenditures not to exceed \$550.00.

6. Mary Helen Smith, MPH, will attend Soil and Water Conservation District Enviro-thon Competition.

Date: April 26, 2018
Location: Cuyahoga County Fairgrounds
19201 East Bagely Road
Middleburg Heights, OH
Mileage: (Using Stormwater vehicle)
Travel and expenditures not to exceed \$0.00.

7. Amos Sarfo, MS, will attend Soil and Water Conservation District Enviro-thon Competition.

Date: April 26, 2018
Location: Cuyahoga County Fairgrounds
19201 East Bagely Road
Middleburg Heights, OH
Mileage: (Using Stormwater vehicle)
Travel and expenditures not to exceed \$0.00.

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8. James D. Markijohn, Jr., SIT, will attend the AOHC New Hire Training.
Date: May 3, 2018
Location: Delaware County Board of Development
151 East Orange Road
Lewis Center, OH
Mileage: 268 miles @ 54.5¢ per mile = \$146.06
Registration: \$75.00
Fund/Grant Used: PWS/Wastewater
Travel and expenditures not to exceed \$236.00
9. Susan Friend, RS, will attend the AOHC New Hire Training.
Date: May 3, 2018
Location: Delaware County Board of Development
151 East Orange Road
Lewis Center, OH
Registration: \$75.00
Fund/Grant Used: Food
Travel and expenditures not to exceed \$75.00
10. Mary Helen Smith, MPH, will attend the 2018 Ohio Stormwater Conference.
Dates: May 9-11, 2018
Location: Kalaharie Resort and Conference Center
7000 Kalaharie Drive
Sandusky, OH
Mileage: (Using PCHD vehicle)
Meals: 1 meal @ \$20.00 = \$24.00 w/tip
Tolls: \$13.00
Registration: \$290.00
Lodging Cost: 2 nights @ \$124.00 per night = \$248.00
CEUS: 13.00
Fund/Grant Used: Stormwater
Travel and expenditures not to exceed \$600.00.

11. Amos Sarfo, MS, will attend the 2018 Ohio Stormwater Conference.
Dates: May 9-11, 2018
Location: Kalaharie Resort and Conference Center
7000 Kalaharie Drive
Sandusky, OH
Mileage: (Using PCHD vehicle)
Meals: 1 meal @ \$20.00 = \$24.00 w/tip
Registration: \$290.00
Lodging Cost: 2 nights @ \$124.00 per night = \$248.00
CEUS: 13.00
Fund/Grant Used: Stormwater
Travel and expenditures not to exceed \$575.00.

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

C. Exhibit B: Ratification of Travel and Expenditures that occur before the Board Meeting

1. Amos Sarfo, MS, attended STS Design & Soil Evaluation Training.
(Revised from February, 2018 meeting)
Date: January 12 & 19, 2018
Location: Stark County Health Department
3951 Convenience Circle, NW
Canton, OH
Mileage: 68 miles @ 54.5¢ per mile = \$37.06
Meals: 1 meals @ \$15.00 = \$15.00
Fund/Grant Used: Stormwater
Travel and expenditures not to exceed \$52.06.
2. Kevin Watson, RS, attended the Northeast Ohio Accreditation Support System meeting.
Date: March 14, 2018
Location: Geauga County Health District
470 Center Street, Bldg 8
Chardon, OH
Mileage: 68 miles @ 54.5¢ per mile = \$37.06
Meals: 1 meal @ \$11.00 = \$11.00
Fund/Grant Used: General
Travel and expenditures not to exceed \$53.00.

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3. Rosemary Ferraro, MSN, attended Nurses Day at the State House.
 Date: March 14, 2018
 Location: Ohio State House
 51 State House
 Columbus, OH
 Mileage: 250 miles @ 54.5¢ per mile = \$136.25
 Parking: \$20.00
 Fund/Grant Used: General-Nursing
 Travel and expenditures not to exceed \$175.00

4. Rosemary Ferraro, MSN, attended OPHA OHN quarterly meeting.
 Date: March 16, 2018
 Location: State Library
 274 E. 1st Street
 Columbus, OH
 Mileage: 286 miles @ 54.5¢ per mile = \$155.87
 Fund/Grant Used: General-Nursing
 Travel and expenditures not to exceed \$175.00.

5. Anne Adkins, RN, attended World TB Day 2018.
 Date: March 20, 2018
 Location: Ohio Department of Agriculture
 Bromfield Administration Bldg.
 8995 E. Main Street
 Reynoldsburg, OH
 Mileage: 290 miles @ 54.5¢ per mile = \$158.05
 Meals: 1 meal @ \$12.00 = \$12.00
 CEUs: 5.25
 Travel and expenditures not to exceed \$190.00.

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

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

- D. Resolution #18-25 – Amendment to the 2018 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Board Member Cutlip presented a motion to Adopt Resolution #18-25 as stated above, seconded by Board Member Howard. Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

- E. Resolution #18-26 – A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District

Board Member Bierlair presented a motion to Adopt Resolution #18-26 as stated above, seconded by Board Member Hammar. Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

- F. Resolution #18-27 – Declaring a Public Nuisance, and Ordering Abatement of that Nuisance and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) 3707.01 Powers of Board-Abatement of Nuisances

Supporting documentation including pictures and complaint timeline were included in the Board packet. Mrs. Smith explained the Ohio Revised Codes (ORC) pertaining to this nuisance, the actions taken by the Health District, and what steps may occur. This is a complaint that was received by both Ms. Smith and Mr. Diorio. The Board questioned the ability to secure the property. Mrs. Smith explained that no one had the authority to undertake these actions at this time. It was discussed that any potential action will be undertaken by Franklin Township since Brady Lake Village is no longer a political subdivision. Finally, there was discussion that the townships and Board of Health's designated assistant prosecutors work together to decide who will move forward with enforcement if necessary. This is typically based on the townships availability to funding to abate the nuisance.

Board Member Bierlair presented a motion to Adopt Resolution #18-27 as stated above, seconded by Board Member Hammar. Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Abstain	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

- G. Resolution #18-28 – Declaring a Public Nuisance, and Ordering Abatement of that Nuisance and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) 3707.01 Powers of Board-Abatement of Nuisances

Supporting documentation including pictures and complaint timeline were included in the Board packet. Mrs. Smith explained the Ohio Revised Codes (ORC) pertaining to this nuisance, the actions taken by the Health District, and what steps may occur going forward. Ms. Smith indicated that there was a shed that was occupied originally but that the structure had been removed. Mrs. Smith indicated that Tom Smith, Paris Township Trustee requested that the Board be informed of the township's support for taking action to declare this property a nuisance.

Board Member Ribelin presented a motion to Adopt Resolution #18-28 as stated above, seconded by Board Member Cutlip. Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

PUBLIC HEARING – 2019 Budget

At 7:40 p.m., Board President Palmer asked to start the Public Hearing for the 2019 Budget. No public was in attendance. The Board Members did not have questions. At 7:41p.m., the Board meeting returned to Regular Session.

- H. Resolution #18-29 – Declaring a Public Nuisance, and Ordering Abatement of that Nuisance and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) 3707.01 Powers of Board-Abatement of Nuisances

Mantua Township Trustee Victor Grimm and Zoning Inspector Pete Tosi were present to substantiate the nuisance conditions and indicated that the Township initiated the complaint via an Administrative Search Warrant (ASW). Board Member Ribelin questioned the background of an Administration Search Warrant. It was explained that an ASW was initiated by the township official based on probable cause rather than a citizen complaint.

Supporting documentation including pictures and complaint timeline were included in the Board packet. Mrs. Smith discussed the (ORC) pertaining to this nuisance, the actions taken by the Health District, and what steps may occur.

Board Member Ribelin presented a motion to Adopt Resolution #18-29 as stated above, seconded by Board Member Copley. Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

- I. Resolution #18-30 - Declaring a Public Nuisance, and Ordering Abatement of that Nuisance and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) 3707.01 Powers of Board-Abatement of Nuisances

This property is in the same neighborhood as Resolution #18-29. There was additional discussion between the Mantua Township officials and the Board Members.

Supporting documentation including pictures and complaint timeline were included in the Board packet. Mrs. Smith discussed the (ORC) pertaining to this nuisance, the actions taken by the Health District, and what steps may occur.

Board Member Ribelin presented a motion to Adopt Resolution #18-30 as stated above, seconded by Board Member Cutlip. Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

- J. Resolution #18-31 - Declaring a Public Nuisance, and Ordering Abatement of that Nuisance and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems – This Resolution is for a failing septic system. Mr. Sarfo indicated that this was originally a point-of-sale real estate inspection where the sewage treatment system was found malfunctioning. The property transferred without being repaired but the buyer never fixed the sewage treatment system.

Board Member Copley presented a motion to Adopt Resolution #18-31 as stated above, seconded by Board Member Howard. Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

- K. Resolution #18-32 – Variances and More Stringent Standards from the Requirements of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems

The home has a set of French doors that are not usable because there is no safe means of egress. The homeowner would like to build a wooden deck rather than just a set of steps. The distance between the deck and septic system would be under the ten feet minimum allowed and cover the building sewer. The homeowner is requesting a variance to the minimum required distance of ten (10 feet). A drawing is included in the packet that contains a signed statement from the homeowner that the deck can be removed if they need to access the building sewer. The staff indicated their support for the variance request.

Board Member Bierlair presented a motion to Adopt Resolution #18-32 as stated above, seconded by Board Member Howard. Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

VII. DISCUSSION REPORTS

- A. Personnel: Mrs. Filing informed the Board the AOHC Spring Conference is scheduled for May 14-16 which overlaps the date for the Board meeting. After discussion, it was the consensus of the Board to have the Board meeting the following Tuesday, May 22, 2018.
- B. Fiscal and Accounting: Mrs. Stall reported fund balances are looking very good for the beginning of year 2018.
- C. Nursing: Mrs. Ferraro noted the number of reported flu cases is decreasing. She attended Nurses Days at the State House where she discussed public health nursing.

The number of patients seen at the new Windham Clinic is low but will hopefully improve with the addition of signs and exterior lighting.

- D. Environmental Division: Mrs. Smith reviewed the statistical reports. Mr. Palmer noted the Plumbing Report was missing. Mrs. Smith will include the February Report in the next Board packet.

Mrs. Smith and Emily Volz, SIT, attended a Career Fair at Maplewood Career Center. Approximately 750 students attended. Mr. Justin Rechichar, MPH, gave Food Safety and Hand Hygiene presentations to the Streetsboro City School system lunch ladies. The Certified Pool Operator training was held at Maplewood Career Center on February 8-9 with eighteen operators in attendance.

Also included was a Quality Improvement (QI) storyboard for the Chatty Cathy's QI Team. This team's mission was to determine the functionality of our phone system and develop phone training for staff. A phone procedure and manual were created along with trainings held in December 2017.

- E. Health Education and Promotion: Mrs. Lehman informed the Board the Health Educators have been busy scheduling fairs and activities for the warmer months, our progress with Accreditation, and the activities going on with the Branding Strategy.

- F. Health Commissioner:
Web Site – The website is up and running. Mr. Diorio has spent many hours inputting material and documents. He will present the website at the Annual Advisory meeting. The URL address is portagehealth.net.

Signage – Signs are up and include exterior signs at the parking lot entrance, exterior door signs, overhead signs, new directory signs, and ADA compliant room signs.

VIII. OLD BUSINESS –

- A. Ratification of Registered Sanitarian Recommendation for Susan Friend, R.S., to be Hired – Board Member Howard presented a motion to Ratify the Hiring of Susan Friend, R.S., as Registered Sanitarian, seconded by Board Member Cutlip. Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

IX. NEW BUSINESS –

- A. Resolution #18-33 – Adoption of the Portage County Combined General Health District Revenue Budget for 2019 in the Amount of \$3,144,066 – Board Member Howard presented a motion to Adopt Resolution #18-33 as stated above, seconded by Board Member Cutlip. Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

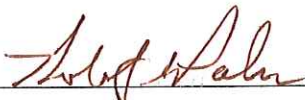
- B. Permission to Advertise and Hire One Seasonal Worker at \$10.50/Hour, 24 Hours/Week for Mosquito Control Services – Mrs. Smith presented a summary of the 2018 Mosquito Program and costs incurred for the 2017 Mosquito Program.

Board Member Ribelin presented a motion to Grant Permission to Advertise and Hire One Seasonal Worker at \$10.50/Hour, 24 Hours/Week, seconded by Board Member Copley. An “aye” vote was cast by all, motion carried.

- X. BOARD ISSUES AND DISCUSSION** – Education on Levy Financials and Programs was held at 6:30p.m.

XI. EXECUTIVE SESSION:

Adjournment: The March 20, 2018 Board meeting was adjourned at 8:30pm. An “aye” vote was cast by all, motion carried.



Robert Palmer
Board President



Joseph J. Diorio, MPH, MS, RS
Health Commissioner