

PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT

BOARD MEETING MINUTES

April 18, 2017

IX. BOARD ISSUES AND DISCUSSION: 6:30 P.M.

A. Board Education - Performance Management - Kevin Watson - Accreditation Coordinator - Mr. Watson provided information regarding Performance Management and the Dashboard. Board Members were interested in the linking functionality and would like to have the Dashboard available to them.

The Portage County Combined General Health District Board of Health met on Tuesday, April 18, 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. Amy Hammar, Member; Mr. Robert Howard, Member; Mrs. Lucy Ribelin, Member; Ms. Marian Copley, Member

Board Members Absent: Dr. Howard Minott, Member; Mr. James Bierlair, 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: Kevin Watson PCHD Accreditation Coordinator
William Duck PCHD Sanitarian-in-Training
Jamie Farrah KSU Student
Katherine Heinkel KSU Student
Fahad Almajnoni KSU Student

Advisory Council: James Deffenbaugh Palmyra Township

Media Present: None

I. APPROVAL OF BOARD OF HEALTH MEETING MINUTES:

Board of Health Meeting Minutes of March 21, 2017 and Special Organization Meeting Minutes of March 22, 2017 -

M17-61

Board Member Cutlip presented a motion to approve the Board of Health Meeting Minutes of March 21, 2017 and the Special Organization Meeting Minutes of March 22, 2017, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

II. INTRODUCTION OF NEW EMPLOYEE: Will Duck, S.I.T. - Mrs. Smith introduced Will to the Board. Will has a Bachelors of Arts in Biology from Kent State University. He knows Beth Ahrens, R.S., who had encouraged him to go into Public Health. Will started on April 10, 2017 and feels very welcome.

III. ADVISORY COUNCIL - Mr. James Deffenbaugh - No Report

IV. PUBLIC COMMENT - Board President Palmer welcomed the Kent State University students present at the meeting.

IV. DISCUSSION REPORTS:

A. Director of Administration & Personnel -
Mrs. Dorothy Filing

1. May 2017 Board Meeting Date Change - Mrs. Filing reminded the Board of the date change for the May Board meeting from Tuesday, May 16th to Thursday, May 18th.

2. Board Signatures - Mrs. Filing informed the Board that the signatures section on resolutions was revised.

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

1. Resolution #17-39 - Amendment to the 2017 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

M 52

Board Member Ribelin presented a motion to adopt Resolution #17-39 as stated above, 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 Bierlair	<u>Absent</u>	Board Member Hammar	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Minott	<u>Absent</u>
	Board Member Ribelin	<u>Yes</u>	Board Member Copley	Yes

Motion carried.

2. Resolution #17-40 - It has Become Necessary to Rename Fund 8905 State Grants to Immunization Action Plan (IAP) and to Rename Fund 8911 Children & Family Health (CFHS) to Maternal Child Health (MCH)

M17-63

Board Member Hammar presented a motion to adopt Resolution #17-40 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 Bierlair	<u>Absent</u>	Board Member Hammar	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Minott	<u>Absent</u>
	Board Member Ribelin	<u>Yes</u>	Board Member Copley	Yes

Motion carried.

C. Financial and Expenditure Reports - Mrs. Debra Stall, Director of Finance

1. Financial Report - Mrs. Stall presented the revenue and expenditures for March, 2017. She explained the large revenue amount in the General Fund was due to receiving taxes.

2. Expenditure Report -

a. Ratification of March Expenditures - Board Member Howard presented a motion to ratify March 2017 Gas amount for \$147.28, Batch 1299 for \$11,399.73, and Batch 1478 for \$61,727.33 for a total amount of \$73,274.34, seconded by Board Member Cutlip. Vote on the motion is as follows:

M17-64

Poll:	Board Member Palmer	<u>Yes</u>	Board Member Cutlip	<u>Yes</u>
	Board Member Bierlair	<u>Absent</u>	Board Member Hammar	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Minott	<u>Absent</u>
	Board Member Ribelin	<u>Yes</u>	Board Member Copley	Yes

Motion carried.

Portage County Health District
Cash Reconciliation
March 2017

DESCRIPTION	GENERAL 8900	GENERAL HVP	GENERAL HVCB	GENERAL BODYA	GENERAL HB110	GENERAL HOTEL	GENERAL HTHEID	GENERAL MSQTO	GENERAL IMMPR	GENERAL NURSE	GENERAL PLUMB	GENERAL POSAL	GENERAL STORM	GENERAL WPCLF	GENERAL EBOLA	PHIP 8901
02/28/17 Beginning Cash Balance	\$1,001,690.03	(\$1,534.99)	(\$24.05)	\$888.80	\$59,529.80	(\$347.07)	\$15,997.51	\$0.00	\$5,984.08	(\$23,552.64)	\$18,755.33	\$15,793.57	\$514,995.32	\$0.00	(\$2,678.34)	\$24,187.16
RECEIPTS, ADVANCES AND TRANSFERS																
Revenue	\$668.34	\$1,316.43	\$24.05	\$200.00	\$73,500.00	\$0.00	\$5,433.32	\$28,700.00	\$0.00	\$8,795.41	\$8,725.00	\$1,775.00	\$0.00	\$0.00	\$0.00	\$0.00
Tangible Person Property	4,233.91															
Real Estate Tax	563,488.68															
Manufactured Home Tax	5,306.20															
TOTAL RECEIPTS, ADVANCES AND TRANSFERS	\$573,577.13	\$1,516.43	\$24.05	\$200.00	\$73,500.00	\$0.00	\$5,433.32	\$28,700.00	\$0.00	\$8,795.41	\$8,725.00	\$1,775.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENDITURES, ADVANCES AND TRANSFERS																
Salaries	\$26,757.29	\$1,372.41	\$89.51	\$22.96	\$2,720.89	\$521.75	\$9,856.44	\$0.00	\$0.00	\$16,196.86	\$3,275.14	\$758.00	\$13,529.73	\$0.00	\$0.00	\$5,160.19
Retirement	1,556.51	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	0.00
PERS	3,746.02	192.14	12.53	3.22	360.89	73.04	1,379.90	0.00	0.00	2,287.57	456.53	106.12	1,884.15	0.00	0.00	862.43
Medicare	394.12	18.77	1.22	0.30	37.40	7.10	136.13	0.00	0.00	226.52	46.11	10.66	186.89	0.00	0.00	86.09
Workers Compensation	481.35	23.34	1.52	0.40	46.26	8.88	167.55	0.00	0.00	275.36	55.67	12.88	229.99	0.00	0.00	104.72
Unemployment	1,147.77	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	0.00
Health Benefits	6,490.28	266.87	16.52	8.40	775.52	83.38	2,429.36	0.00	0.00	3,298.92	622.47	142.82	2,877.43	0.00	0.00	1,512.91
Appropriations	28,751.64	48.43	\$2.62	0.00	0.00	0.00	12,256.85	0.00	0.00	10,000.13	0.00	210.57	1,362.30	0.00	0.00	48.70
TOTAL EXPENDITURES, ADVANCES AND TRANSFERS	\$69,304.88	\$1,922.96	\$176.92	\$35.28	\$3,960.76	\$694.15	\$25,226.23	\$0.00	\$0.00	\$32,285.45	\$4,457.92	\$1,241.05	\$20,060.49	\$0.00	\$0.00	\$8,775.04
03/31/17 Month-End Cash Balance	\$1,505,952.28	(\$1,941.52)	(\$176.92)	\$1,053.52	\$129,069.04	(\$1,041.22)	(\$4,795.40)	\$28,700.00	\$5,984.08	(\$47,021.69)	\$23,022.41	\$16,327.52	\$494,914.83	\$0.00	(\$2,678.34)	\$15,412.12

DESCRIPTION	POOLS 8902	FSC/FE 8903	PRIV WTR 8904	JAP 8905	PARK/CAMP 8906	WAST WTR 8907	MRC 8908	CMH 8910	MCH 8911	INTR CYCLE 8913	SAFE COM 8914	SOLW 8915	LINE TOTALS	MONTHLY TOTALS	YTD TOTALS	
02/28/17 Beginning Cash Balance	\$15,397.92	\$203,070.58	\$31,161.72	\$22,130.48	\$7,166.93	\$83,866.56	\$16,901.63	\$52,971.70	\$36,925.78	\$34,891.59	\$18,840.94	\$39,324.36			\$2,193,414.60	
RECEIPTS, ADVANCES AND TRANSFERS																
Revenue	\$0.00	\$92,347.64	\$6,607.00	\$0.00	\$0.00	\$12,475.00	\$0.00	\$8,230.00	\$5,603.07	\$0.00	\$4,740.82	\$0.00	\$299,242.06			
Tangible Person Property																
Real Estate Tax																
Manufactured Home Tax																
TOTAL RECEIPTS, ADVANCES AND TRANSFERS	\$0.00	\$92,347.64	\$6,607.00	\$0.00	\$0.00	\$12,475.00	\$0.00	\$8,230.00	\$5,603.07	\$0.00	\$4,740.82	\$0.00	\$299,242.06	\$632,250.87	\$2,193,414.60	
EXPENDITURES, ADVANCES AND TRANSFERS																
Salaries	\$1,117.28	\$16,145.41	\$2,642.63	\$1,764.97	\$1,380.88	\$8,419.85	\$0.00	\$4,188.42	\$1,790.29	\$0.00	\$2,248.10	\$2,726.86	\$123,683.68			
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			
PERS	158.42	2,260.38	369.98	247.09	193.32	1,178.78	0.00	586.38	250.64	0.00	314.46	381.74	17,315.73			
Medicare	15.56	219.76	37.40	23.94	19.04	119.20	0.00	59.37	24.95	0.00	30.68	37.30	1,738.61			
Workers Compensation	19.00	274.44	44.90	30.01	23.48	143.16	0.00	71.21	30.43	0.00	35.19	46.36	2,129.10			
Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,147.77			
Health Benefits	194.15	3,395.91	439.77	652.50	248.90	1,371.00	0.00	618.54	382.05	0.00	741.20	789.16	27,361.06			
Appropriations	149.69	11,994.15	1,852.35	404.00	70.75	819.92	0.00	82.62	6,001.07	2,452.68	0.00	98.48	76,636.85			
TOTAL EXPENDITURES, ADVANCES AND TRANSFERS	\$1,652.10	\$34,290.05	\$5,397.03	\$3,122.51	\$1,936.37	\$12,050.91	\$0.00	\$5,806.54	\$8,479.43	\$2,452.68	\$3,370.63	\$4,079.92	\$251,569.31	\$632,250.87	\$2,193,414.60	
03/31/17 Month-End Cash Balance	\$13,745.82	\$291,128.17	\$32,381.69	\$19,007.97	\$5,230.66	\$84,380.65	\$16,901.63	\$55,595.16	\$34,049.42	\$32,428.91	\$20,211.13	\$35,244.44				\$2,774,096.16
Monthly Revenue																\$1,286,667.11
Monthly Expense																(\$756,163.29)

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M17-65

- b. Approval of March Expenditures - Board Member Cutlip presented a motion to accept Batch 1462 for \$2,021.96, 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 Bierlair	<u>Absent</u>	Board Member Hammar	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Minott	<u>Absent</u>
	Board Member Ribelin	<u>Yes</u>	Board Member Copley	Yes
	Motion carried.			

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

- a. Becky Lehman, M.P.H., will attend HIV/CBI Training - Say It Straight.

Date: May 15-17, 2017

Location: American Red Cross
501 W. Market Street
Akron, OH

Mileage: 78 miles @ 53.5¢ per mile = \$41.73

Meals: 3 meals @ \$10.00 = \$30.00

Registration: Paid by Summit County Public Health
Travel and expenditures not to exceed \$80.00.

- b. Ali Mitchell, BSPH, will attend HIV/CBI Training - Say It Straight.

Date: May 15-17, 2017

Location: American Red Cross
501 W. Market Street
Akron, OH

Mileage: 129.6 miles @ 53.5¢ per mile = \$69.34

Meals: 3 meals @ \$10.00 = \$30.00

Travel and expenditures not to exceed \$110.00.

c. Kat Holtz, B.S., will attend HIV/CBI Training - Say It Straight.

Date: May 15-17, 2017

Location: American Red Cross

501 W. Market Street

Akron, OH

Mileage: 90 miles @ 53.5¢ per mile = \$48.15

Meals: 3 meals @ \$10.00 = \$30.00

Registration: Paid by Summit County Public Health

Travel and expenditures not to exceed \$86.00.

d. Mary Helen Smith, R.S., will attend National Environmental Health Association ER 310: Food Safety Issues in the Event of Disasters: A Practical Application.

Date: May 16-17, 2017

Location: Ohio Department of Agriculture

Bromfield Auditorium

8995 East Main Street

Reynoldsburg, OH

Mileage: 314 miles @ 53.5¢ per mile = \$167.99

Meals: 4 meals = \$60.00 = \$72.00 (+20% tip)

Lodging: Hampton Inn

1890 Winderly Lane

Pickerington, OH

Lodging Cost: 1 night @ \$109.00 = \$109.00

CEUs: 13.25

Travel and expenditures not to exceed \$357.17.

M17-66

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

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

a. Joseph Diorio, M.P.H., met with Mark Arredondo, M.D., Medical Director.

Date: March 16, 2017

Location: St. Thomas Hospital

444 N. Main Street

Akron, OH

Mileage: 52 miles @ 53.5¢ per mile = \$27.82.

Travel and expenditures not to exceed \$27.82.

b. Becky Lehman, M.P.H., met with Mark Arredondo, M.D., Medical Director.

Date: March 16, 2017

Location: St. Thomas Hospital

444 N. Main Street

Akron, OH

Mileage: (Rode with Joseph Diorio)

Travel and expenditures not to exceed \$0.00.

c. Rose Ferraro, M.S.N., met with Mark Arredondo, M.D., Medical Director.

Date: March 16, 2017

Location: St. Thomas Hospital

444 N. Main Street

Akron, OH

Mileage: (Rode with Joseph Diorio).

Travel and expenditures not to exceed \$0.00.

d. Mary Helen Smith, M.P.H., attended the OEHA meeting as a Leadership Class Presentor: Fiscal Planning and Cost Methodology Requirements.

Date: March 16, 2017

Location: Franklin County Health District

280 East Broad Street

Columbus, OH

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

Travel and expenditures not to exceed \$171.60.

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3 e. Marianne Kitakis, R.N., attended a Tabletop
4 Exercise.
5 Date: March 17, 2017
6 Location: Medina County Health District
7 4800 Ledgewood Drive
8 Medina, OH
9 Mileage: 90 miles @ 53.5¢ per mile = \$48.15
10 Travel and expenditures not to exceed \$58.15.
11
12 f. Mary Helen Smith, M.P.H., attended Univar Vector
13 Workshop 2017.
14 Date: March 23, 2017
15 Location: Hampton Inn
16 5256 Broadmoor Circle NW
17 Canton, OH
18 Mileage: 72 miles @ 53.5¢ per mile = \$39.24
19 CEUs: 5.0
20 Travel and expenditures not to exceed \$43.16.
21
22 g. Justin Rechichar, S.I.T., took the Registered
23 Sanitarian Examination.
24 Date: April 10, 2017
25 Location: Youngstown State University
26 One University Plaza
27 Youngstown, OH
28 Registration: \$265.00
29 Travel and expenditures not to exceed \$265.00.
30
31 h. Rosemary Ferraro, M.S.N., met with the Ohio
32 Department of Health regarding Bureau of Children
with Medical Handicaps.
Date: April 10, 2017
Location: Ohio Department of Health
246 N. High Street
Columbus, OH
Mileage: 295 miles @ 53.5¢ per mile = \$157.82
Parking: \$15.00
Travel and expenditures not to exceed \$185.00.

- i. Sherry Halas, R.N., met with the Ohio Department of Health regarding Bureau of Children with Medical Handicaps.

Date: April 10, 2017

Location: Ohio Department of Health
246 N. High Street
Columbus, OH

Mileage: (Rode with Rose Ferraro)

Travel and expenditures not to exceed \$0.00.

- j. Ali Mitchell, BSPH, attended Ohio AAP Bike Helmet Distribution Day.

Date: April 13, 2017

Location: ODOT Office of Materials Management
1600 W. Broad Street
Columbus, OH

Mileage: 277 miles @ 53.5¢ per mile = \$148.20

Travel and expenditures not to exceed \$150.00.

- k. Kat Holtz, B.S., attended the NEORAG meeting.

Date: April 13, 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.

- l. Joseph Diorio, M.P.H., attended Lessons from Baltimore: The Intersection of Public Health & Physician Activism.

Date: April 14, 2017

Location: City Club of Cleveland
850 Euclid Avenue
Cleveland, OH

Mileage: 96 miles @ 53.5¢ per mile = \$51.36

Parking: \$20.00

Travel and expenditures not to exceed \$71.36.

M17-68

A motion was presented by Board Member Cutlip to permit said stated approved expenditures, 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 Bierlair	<u>Absent</u>	Board Member Hammar	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Minott	<u>Absent</u>
	Board Member Ribelin	<u>Yes</u>	Board Member Copley	<u>Yes</u>

Motion carried.

M17-69

5. Ratification of Revised Exhibit C - Vehicles for Environmental Division - Board Member Howard presented a motion to Ratify the Revised Exhibit C which was the purchase of two (2) Ford vehicles for the Environmental Division not to exceed \$45,000, 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 Bierlair	<u>Absent</u>	Board Member Hammar	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Minott	<u>Absent</u>
	Board Member Ribelin	<u>Yes</u>	Board Member Copley	<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 which was accepted as submitted.
 2. Nursing Division Monthly Report - Mrs. Ferraro gave updates on activities and presentations especially the CMH Program. The Report was accepted as submitted.
 3. Travel Clinic - Mrs. Ferraro informed the Board that the Nursing Division will no longer offer Travel Clinics due to cost and liability. There are pharmacies and clinics that offer these shots.
 4. Health & Human Services Workshop - Mrs. Ferraro announced the Workshop scheduled for Thursday, May 18, 2017 at the Ravenna Elks. Starting time is 8:00 am.

- E. Health Education and Promotion Report - 1
Becky Lehman, M.P.H., Director 2
- 1. Health Education and Promotion Report - Mrs. Lehman 3
reviewed program activities for the month of March. An 4
item of concern is the distribution of Baby Boxes. 5
Over 140,000 have been distributed even though there 6
are safety concerns and the product longevity is only 7
2-4 months. The Health Education Division will 8
continue to promote and supply Pack 'N Plays. The 9
Report was accepted as submitted. 10
- F. Environmental Reports - Mary Helen Smith, M.P.H., C.P.H., 11
R.S., R.E.H.S. 12
Director of Environment Health 13
- 1. Solid Waste Report - The Solid Waste Report was 14
accepted as submitted. 15
- 2. Environmental Report - The Environmental Report was 16
accepted as submitted. 17
- 3. Stormwater Report - The Stormwater Report was accepted 18
as submitted. 19
- 4. Food Safety Program Report - The Food Safety Program 20
Report was accepted as submitted. 21
- 5. Pool Program Report - The Pool Program Report was 22
accepted as submitted. 23
- 6. Plumbing Inspections Report - The Plumbing Inspections 24
Report was accepted as submitted. 25
- 7. Division Monthly Report 26
- a. Fiscal Planning & Budget Management - Mrs. Smith 27
included the PowerPoint that was presented to an 28
Ohio Environmental Health Association Leadership 29
Class. 30
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b. Serv Safe Level 2 Training was offered at the end of March.

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

A. Staff Meeting Minutes March 24, 2017 - Minutes were included in the Board packet for the Board's review.

B. Website - Mr. Diorio described the constraints of our current website and detailed what should be included in the website. Discussion topics included cost, vendors, training, and administration of the site. It was the consensus of the Board to move forward with the identification of a vendor for a new website.

C. Signage - Mr. Diorio has been looking into signage for the Health District. It was noted that we have been at this building for three and one-half years and the only sign is the 705 Oakwood on the building.

Correct signage would be both ADA and Accreditation compliant. These signs would include exterior, hallway rooms, and directional. Customers and visitors to the Health District would know where we are.

D. Permission to Hire Full-Time Health Educator - The recommendation for hire is Kimberly Plough. Board Member Howard presented a motion granting Permission to Hire Kimberly Plough as a Full-Time Health Educator, seconded by Board Member Hammar. An "aye" vote was cast by all, motion carried.

E. Permission to Advertise and Hire Two to Four (2-4) Seasonal Workers at \$10.50/Hour, 24Hours/Week for Mosquito Control Services. The number of Seasonal Workers hired is dependent on the Mosquito Control Grant Award from EPA.

M17-70

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M17-71

Board Member Hammar presented a motion granting permission to advertise and hire 2-4 Seasonal Workers as stated above, seconded by Board Member Ribelin. An "aye" vote was cast by all, motion carried.

F. Letter of Resignation of Craig Davis, S.I.T. - Mr. Diorio presented Craig Davis' Letter of Resignation. He asked the Board to Accept the Resignation with Regret.

M17-72

Board Member Howard presented a motion to Accept the Resignation Letter of Craig Davis with Regret, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

M17-73

G. Permission to Advertise and Hire a Registered Sanitarian - Board Member Cutlip presented a motion granting Permission to Advertise and Hire a Registered Sanitarian, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

VII. OLD BUSINESS:

A. Resolution #17-37 - The Portage County Board of Health Proposes to Revoke the Randolph Inn's Food Service License #357 - Mrs. Smith offered information that the owner is rectifying many of the violations at the Inn. She suggested allowing more time to correct the problems.

M17-74

Board Member Howard presented a motion to Table Resolution #17-37 as stated above until the May, 2017 Board meeting, seconded by Board Member Hammar. An "aye" vote was cast by all, motion carried.

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B. Resolution #17-38 - The Portage County Board of Health Acceptance to Enter into Agreement with NeoSoils, Inc for the 2016 Water Pollution Control Loan Fund Soil Scientist Services Contract. Mrs. Smith noted Resolution #17-38 now included the dollar amount.

117-75

Board Member Cutlip presented a motion to Remove from the Table and approve Resolution #17-38 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 Bierlair	<u>Absent</u>	Board Member Hammar	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Minott	<u>Absent</u>
	Board Member Ribelin	<u>Yes</u>	Board Member Copley	<u>Yes</u>

Motion carried.

VIII. NEW BUSINESS:

A. Chinn Allotment - Mrs. Smith informed the Board of the status and conditions in the Chinn Allotment which contains 215 properties. Originally an EPA complaint, the Health Department investigated the problems for over four months. Samples from sixteen culverts indicated results well over the e-coli threshold of 1030. We are now waiting to work with Water Resources, who will design and oversee a Sanitary Sewer Project. The report was accepted as presented.

B. Resolution #17-41 - The Portage County Board of Health Acceptance to Enter into Agreement of Mutual Aid Among Public Health Agencies in Northeast Central Ohio Region 5.

M17-76

Board Member Howard presented a motion to Adopt Resolution #17-41 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 Bierlair	<u>Absent</u>	Board Member Hammar	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Minott	<u>Absent</u>
	Board Member Ribelin	<u>Yes</u>	Board Member Copley	<u>Yes</u>

Motion carried.

C. Resolution #17-42 - The Portage County Board of Health
Acceptance of the Agreement for Income Qualification
Assistance Between the Portage County Combined General
Health District and Neighborhood Development Services,
Inc. (NDS)

M17-77

Board Member Hammar presented a motion to Adopt Resolution
#17-42 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 Bierlair	<u>Absent</u>	Board Member Hammar	<u>Yes</u>
	Board Member Howard	<u>Yes</u>	Board Member Minott	<u>Absent</u>
	Board Member Ribelin	<u>Yes</u>	Board Member Copley	<u>Yes</u>
	Motion carried.			

IX. BOARD ISSUES AND DISCUSSION:

B. Board Education - Performance Management - Kevin Watson -
Accreditation Coordinator - Given prior to the Board
meeting at 6:30 pm. Continuing Education Certificates are
located in the Board of Health files.

C. Roles and Responsibilities - The National Association of
Local Board of Health (NALBOH) publication "Being an
Effective Local Board of Health Member - Your Role in the
Local Public Health System" was distributed to the Board
Members.

D. PCHD Phone System - Debra Stall, Finance Director -
Mrs. Stall informed the Board of telephone expenses which
included local and long distance call and system
maintenance totaled over \$11,000 for the year 2016.

She has been looking into Spectrum, formerly Time Warner
our current cable provider. We would have 23 phone lines
available with 5,000 minutes/month. The one year contact
would cost \$345/month or \$4,140/year. The Board was
willing to move forward.

X. EXECUTIVE SESSION:

M17-78

ADJOURNMENT - A motion was presented by Board Member Howard at 9:10 P.M. to adjourn the April 18, 2017 Regular Board of Health Meeting. An "aye" vote was cast by all, motion carried.


Robert Palmer
Board President

yes


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

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