

**Portage County Combined General Health District
Board Meeting Minutes
May 18, 2017 (7:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Thursday, May 18, 2017 at the Resources on Oakwood Campus, Room 204, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:00 pm by Board President Robert Palmer.

Board Members in Attendance:	Robert Palmer, President Amy Hammar, Member Dr. Howard Minott, Member Robert Howard, Member Marian Copley, Member
Board Members Absent:	Evelyn Cutlip, Vice President James Bierlair, Member Lucy Ribelin, 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
Advisory Council:	James Deffenbaugh No comment tonight.
Others:	Kimberly Plough, Health Educator Justin Rechichar, RS
Media Present:	none

II. APPROVAL OF MINUTES:

- A. Board of Health meeting: April 18, 2017 (Action)
Board of Health Member Amy Hammar presented a motion to approve the Board of Health Meeting Minutes of April 18, 2017, seconded by Board Member Bob Howard. An "aye" vote was cast by all, motion carried.

III. INTRODUCTION OF NEW EMPLOYEE

Kimberly Plough, M.Ed., CHES, was introduced to the Board. Masters degree in Education and she has her CHES. She attended a "Say it Straight" training this week intended to teach children how to say NO. It was Bully prevention training.

IV. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)

No comment.

V. PUBLIC COMMENT

None

VI. ACTION ITEMS

1. Resolution #17-43: Amendment to the 2017 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Amendment to the 2017 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified. Board Member Bob Howard presented a motion to adopt Resolution #17-43 as stated above, seconded by Board Member Dr. Minott. Vote on the motion is as follows.

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

2. Expenditure Ratifications: Board Member Amy Hammar presented a motion to ratify April 2017 Batch #1614 in the amount of \$6,062.14 and Batch #1689 in the amount of \$14,249.04 and Batch #1762 in the amount of \$8,849.21 and Batch #1837 in the amount of \$12,717.55, for a total of \$41,877.94 seconded by Board Member Dr. Minott. Vote on the motion is as follows.

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

Board of Health
Meeting Minutes
May 18, 2017

Dr. Minott presented a motion to ratify April 2017 Gas amount \$234.62. Marian Copley seconded the motion. Discussion: Amy Hammar asked if this new system has made it easier on a daily basis. Deb explained hard at first, but now it is getting easier. Vote on the motion is as follows:

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

Expenditure Approvals: Board Member Amy Hammar presented a motion to accept Batch #1871 for \$1,468.07, seconded by Board Member Dr. Minott. Vote on the motion is as follows: Additional batch #1894 for \$9749.33 and water resources journal entry \$800 for a total of \$12017.40. Discussion: Amy Hammar asked how long we have to turn in mileage. Joe answered that they have 3 days in the next month to turn in mileage. Vote on the motion is as follows:

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

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

1. Marianne Kitakis, R.N., will attend 2017 Statewide Planner's meeting.

Date: May 23, 2017
Location: Ohio Department of Agriculture
Bromfield Auditorium, Conf Room B
8995 E. Main Street
Reynoldsburg, OH
Mileage: 154 miles @ 53.5¢ per mile = \$82.39
Meals: 1 meal @ \$15.00 = \$15.00

Travel and expenditures not to exceed \$117.39.

2. Becky Lehman, M.P.H., will attend HPIO Forum Roadmap to Equity.

Date: May 24, 2017
Location: Cuyahoga Community College
2500 East 22nd Street

Board of Health
Meeting Minutes
May 18, 2017

Cleveland, OH
Mileage: 85 miles @ 53.5¢ per mile = \$45.48

Travel and expenditures not to exceed \$50.00.

3. Kevin Watson, R.S., will attend HPIO Forum Roadmap to Equity.

Date: May 24, 2017
Location: Cuyahoga Community College
2500 East 22nd Street
Cleveland, OH
Mileage: 82 miles @ 53.5¢ per mile = \$43.87
Parking: \$4.00

Travel and expenditures not to exceed \$53.00.

4. Susan Forgacs, R.N., will attend Statewide MRC/CERT Leadership Conference.

Date: June 9, 2017
Location: Columbus Zoo & Aquarium
4850 W. Powell Road
Powell, OH
Mileage: 290 miles @ 53.5¢ per mile = \$155.15
Parking: \$20.00

Travel and expenditures not to exceed \$190.00.

A motion was presented by Board Member Dr. Minott to permit said stated expenditures, seconded by Board Member Marian Copley. An “aye” vote was cast by all, motion carried.

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

1. Kat Holtz, Health Educator, attended TransOhio Symposium

Date: April 26 – 30, 2017
Location: Ohio State University Student Union
1739 N. High Street
Columbus, Ohio 43210
Mileage: 311 Miles @ 53.5¢ per mile = \$166.12
Meals: 5 meals - \$108.00
Parking: \$30.00
Lodging: \$378.22

Travel and expenditures not to exceed \$716.00

Board of Health
Meeting Minutes
May 18, 2017

2. Dan Robinson, Chief Plumbing Inspector, attended Plumbing Recertification.

Date: May 2/3, 2017
Location: Cleveland Plumbing Industry
950 Keynote Circle
Cleveland, OH
Mileage: 134 miles @ 53.5¢ per mile = \$71.69
Registration: \$50.00
CEUs: 10.0

Travel and expenditures not to exceed \$121.69.

3. Becky Lehman, M.P.H., attended 2017 ASAP Drug Summit.

Date: May 5, 2017
Location: KSU Trumbull
4314 Mahoning Avenue
Warren, OH
Mileage: (Rode with Kat Holtz)
Registration: \$45.00

Travel and expenditures not to exceed \$45.00.

4. Kat Holtz, B.S., attended 2017 ASAP Drug Summit.

Date: May 5, 2017
Location: KSU Trumbull
4314 Mahoning Avenue
Warren, OH
Mileage: 51 miles @ 53.5¢ per mile = \$29.29

Travel and expenditures not to exceed \$35.00.

5. Marianne Kitakis, R.N., attended OH-197 Planning for Functional Needs

Date: May 10/11, 2017
Location: Ohio Emergency Management Agency
2855 W. Dublin-Granville Road
Columbus, OH
Mileage: 280 miles @ 53.5¢ per mile = \$149.80
Meals: 5 meals (4@\$10 & 1@\$20) = \$60.00
Lodging: Homewood Suites Worthington/Columbus
115 Hutchinson Avenue

Board of Health
Meeting Minutes
May 18, 2017

Columbus, OH
Lodging Cost: 1 night @ \$0.00 = \$0.00

Travel and expenditures not to exceed \$229.80

6. Becky Lehman, M.P.H., attended 2017 OPHA Accreditation Readiness Training.

Date: May 15, 2017
Location: Doubletree Hilton
175 Hutchinson Avenue
Columbus, OH
Mileage: (Riding with Kevin Watson)
Registration: \$45.00
CEUs: 3.0

Travel and expenditures not to exceed \$45.00.

7. Kevin Watson, R.S., attended 2017 OPHA Accreditation Readiness Training.

Date: May 15, 2017
Location: Doubletree Hilton
175 Hutchinson Avenue
Columbus, OH
Mileage: 245 miles @ 53.5¢ per mile = \$132.30
Registration: \$45.00
CEUs: 3.8

Travel and expenditures not to exceed \$195.00.

8. Rosemary Ferraro Nursing Director, attended Public Health Combined Conference

Date: May 15 – 17, 2017
Location: Double Tree Hilton
175 Hutchinson Avenue
Columbus, Ohio
Mileage: 272 miles @ 53.5¢ per mile = \$145.52
Meals: 2 meals - \$40.00
Lodging: \$218.00

Travel and expenditures not to exceed \$475.00

9. Kimberly Plough, Health Educator, attended Say it Straight Training

Board of Health
Meeting Minutes
May 18, 2017

Date: May 15 – 17, 2018
Location: 501 W. Market Street
Akron, Ohio 44303
Mileage: 127.2 miles @ 53.5¢ per mile = \$68.05
Meals: 3 meals - \$30.00

Travel and expenditures not to exceed \$120.00

Justin Rechichar, SIT attended Food Safety Issues

Date: May 16-17, 2017
Location: 8895 E. Main Street
Reynoldsburg, Ohio 43068
Meals: 2 meals = \$49.00
Lodging: \$119.00

Travel and expenditures not to exceed \$168.00

A motion was presented by Board Member Bob Howard to permit said stated approved expenditures, seconded by Board Member Dr. Minott. Vote on the motion is as follows:

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

3. Permission to Hire Part-Time Nurse:

The recommendation for hire is Christine Reese. A motion was presented by Board Member Amy Hammar granting permission to hire Christine Reese, seconded by Board Member Dr. Minott. An “aye” vote was cast by all, motion carried.

Discussion: Rosemary Ferraro mentioned she wants to work part time. Her husband is semi-retired. Has experience with worksite wellness. Experience in giving adult shots. Experience is in the hospital. The part time nurse will work solely in the IAP grant.

4. Permission to Hire Survey Programs Supervisor:

The recommendation for internal hire is Justin Rechichar. A motion was presented by Board Member Dr. Minott granting permission to hire/promote Justin Rechichar, seconded by Board Member M. Copley. An “aye” vote was cast by all, motion

carried.

Discussion: Mary Helen would like to promote from within. Justin is already trained in pools, camp grounds, and food. He has a master's degree in public health. He also passed his RS and officially given a number by the RS board yesterday. Will need to replace Justin's position.

Motion made to replace Justin's position in the food, pools and camps programs. An "aye" vote was cast by all, motion carried.

5. Permission to Hire Two Seasonal Workers at \$10.50/hour, 24 hours/week for Mosquito Control services:

Mary Helen Smith provided recommendation for hire is Curtis Burns (Youngstown State junior) and Surjit Dawar (working on MPH from Kent-possible future practicum project in the future). A motion was presented by Board Member Bob Howard granting permission to hire Curtis Burns and Surjit Dawar, seconded by Board Member Amy Hammar. An "aye" vote was cast by all, motion carried.

Discussion: Mary Helen explained that we received funding in 2016. We will purchase education, dunks, and equipment with that money. We applied in 2017 but did not get funded. Youngstown City and Kent City did get the award. We do have the money in the line item to hire 2 part time seasonal workers to respond to complaints. We are pursuing what we will do if we get a Zika positive. Because we did not receive additional funding, we only want to hire 2 with money received last year.

Bob Howard questioned why we didn't get the funding. Mary Helen explained that agencies in the south seemed to get the funding. She will request more information from EPA regarding decline of funding.

Joe added that he spoke to Dr. Curtis from KSU (upon Bob Howard's suggestion). He is in the GIS department. He will map the data that we collect in the mosquito program. Dr. Curtis specialized in mosquitoes in Texas. So he understands the program.

6. Letter of Resignation of Melissa Stranathan, Clerk

Mr. Diorio presented Melissa Stranathan's letter of resignation. He asked the Board to accept the resignation with regret.

Board Member Dr. Minott presented a motion to accept the resignation letter of Melissa Stranathan with regret, seconded by Board Member Amy Hammar. An “aye” vote was cast by all, motion carried.

7. Permission to Advertise and Hire a Clerk:

A motion was presented by Board Member Bob Howard to grant permission to advertise and hire a clerk, seconded by Board Member Dr. Minott. An “aye” vote was cast by all, motion carried.

8. Mental Health and Recovery Board Addendum for the Project DAWN program for the purchase of kits.

Discussion: Increase the current contract by \$3,000 from \$34,000 to \$37,000.

A motion was presented by Board Member Bob Howard to permit said stated expenditures, seconded by Board Member Amy Hammar. An “aye” vote was cast by all, motion carried.

9. Resolution #17-44: Journal Entry Advance for the Portage County Combined General Health District

Board Member Bob Howard presented a motion to adopt Resolution #17-44 as stated above, seconded by Board Member Amy Hammar. Vote on the motion is as follows.

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

10. Resolution #17-46: Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District

Board Member Dr. Minott presented a motion to adopt Resolution #17-46 as stated above, seconded by Board Member Bob Howard. Vote on the motion is as follows.

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

Discussion: Amy Hammar: Question asked how we will make sure monies are in the right project code next year. Debbie explained the date changes of when the IAP grant ended and when the new grant started; which is different this FY. Rose explained the new grant cycle for the IAP grant. Project code deadline was missed for this year's IAP grant (April 1, 2017 to June 30, 2018).

VII. DISCUSSION REPORTS

- a. Administration and Personnel:
- b. Fiscal and Accounting: Page 64. Discussion: Bob Howard asked what the Real Estate Homestead Rollback is state funds. The report was accepted as submitted. The report was accepted as submitted.
- c. Nursing: Page 67. Confirmed mumps case. Had 2 suspect cases since then. One had strep throat. Still waiting on her labs. Because of the increase of mumps cases, all suspect case labs are going to state to be tested. Possible 3rd case still pending. All had MMR's, at the correct time. Update on CMH program: Patient advocate testified yesterday. Rose is staying in constant contact with her for updates. Columbus News broke the story on CMH in Columbus and received an award for this effort. Rose is asking the DON's to write to their political parties to advocate for CMH program. The report was accepted as submitted.
- d. Environmental Division (Page 76):
 - a. Justin will continue to provide reports on the food inspections by types of inspections and level of facilities. Staff is beginning the first round of swimming pools and camp ground inspections. This information will be reported in a manner similar to food report.
 - b. Jack, Chris, and Mary Helen attended mosquito training sponsored by the Ohio Department of Health. The workshop focused on statewide mosquito surveillance activities for the 2017 season
 - c. Mary Helen and Justin attended a national disaster training focused on food emergency response. The workshop was sponsored by the Ohio Department of Health and conducted by a national team from the National Environmental Health Association. National emergency response tools were provided to use in creating a local emergency response plan for the food program.
- d. Water Pollution Control Loan Program (WPCLF) program update: 19 applications have been income qualified by Neighborhood Development Services. NDS is working with 2 – 4 additional applicants to determine if they are qualified. Amy Hammar asked if they are scattered across the county. Mary Helen indicated the list is by address and not political subdivision. Joe stated that we will get that to the board next meeting. Wastewater Program staff are working to

get contracts out for June meeting. It may be difficult to make it for that meeting due to the time needed for the contractors to visit the properties and submit the bids. Mary Helen requested if the board would like to have a special meeting at the end of June? Amy Hammar stated that it may be good to give the contractors the extra weeks. The board will approve the contractor and whatever system the contractor designs in that "package". Board will accept the lowest and best bid. Mary Helen talked about the spray irrigation system and explained that this is still an experimental technology and that she would talk with the home owners about the other options available. Robert Palmer asked about the Boards liability if picking the choice of the contractor. Mary Helen stated that the liability piece is built into the program. Amy Hammar asked if we were giving any preferential treatment to in-county installers? Mary Helen answered no because, Ohio Environmental Protection Agency requires a bid solicitation process that can not restrict participation in the project or awards.

- e. Mary Helen asked Justin to provide information on the issue with Nelson's Ledges Quarry Park campground located in Nelson Township. Mary Helen gave information on efforts taken last year to work with the facility operator to bring them back into compliance with the temporary camping events. The campground is not compliance and the staff issues notices of violation during both the standard campground inspections and the temporary camping event inspections.

The operator continues to submit temporary campground plans that are deficient. Primarily, the temporary campground map depicting the ~ 1008 sites is not completely accurate so staff continues to conduct pre-licensing inspections and note deficiencies and restrict areas where the roads are not passable, sites are not properly drained, etc. The facility held their first concert several weekends ago. There are still violations within the park even though the staff has spent considerable time at the facility and meeting with the operator to ensure compliance.

Staff would like guidance from the Board members about how the Board would like to proceed. Justin provided pictures to demonstrate some of the violations: electrical violations; unapproved pavilion; poisonous plant (poison ivy/oak) on a campsite that covered the campsite number), unmarked campsite in the middle of the woods (not identifiable for emergency purposes); open burning sites, overfilled porta-potties, concerns about sufficient bathroom facilities for a mass gathering event within the campground; ponding on camp sites; roads that are not passable and denied during the pre-licensing but still utilized by the operator (if the roads are not passable then the camp sites beyond are not approvable and

questionable whether safety and fire could respond); tent spacing on campsites is not adequate. Mary Helen is in constant contact with the trustees to keep them informed of our activities at the park. Two overdoses and a death in the park so far this year. Amy Hammar asked what the plan of action would be if there is an emergency situation like a fire to get the people out during one of their events. That is exactly why Mary Helen and Justin were bringing this to the Board tonight. We randomly go through and ask for a list of people who are renting the campsite.

Joretta Frohing is the staturity agent. Joe Purtz manages the park. Temperary permits allows for 21 days a year. No more than 7 consecutive days. There is an event this weekend (Hookahville), they are not going to apply for a temporary permit for this event. Concerned they will be out of days for temporary permits by July 4th.

The ask is what the Board needs to do. Joe stated he talked with Joretta. He reassured her that we are not changing rules, we are just following the Ohio Revised Code. Joe told her that he is recommended that there is a discussion between us and them (including their attorney) to make sure they understand what they need to do to operate the park. Nelson Township Trustees repeatedly have thanked us for our involvement to improve the safety of the park.

Discussion included that the park is making improvements. It is much safer since we have been working with them last year. They have a license for 180 sites.

Bob Howard and Marian Copley suggested that we create a priority order for the park that they need to do for safety. As well as make it clear to their attorney that we have means to do action. He also suggests working with other county agencies including the Sheriff's Department more. Suggest putting together a plan that is a county wide government plan to address the issues.

Mary Helen suggested working with Alison (our prosecutor) what our liability is before the next board meeting.

Board of Health requested that Allison from the Portage County Prosecutor's office to come to the next meeting to discuss campground rules and enforcement- the next BOH meeting at 6:30 and will be a CEU opportunity. The report was accepted as submitted.

- e. Health Education and Promotion: Page 89. Click it or Ticket event this weekend at Aurora Farms. Bike Rodeo is this Saturday as well. We are at 30% for document collection for accreditation. On target for 90% by November. The report was accepted as submitted.
- f. Health Commissioner:
 - a. Staff Meeting Minutes for April 20, 2017 – Minutes included in the Board Packet for the Board's review.
 - b. Joe reported that we are getting quotes for the website rebuild and new signage. He will have something to the board next month.
 - c. Phones to be switched by June 8, 2017 (Spectrum)

VIII. OLD BUSINESS

- A. Resolution #17-37: The Portage County Combined General Health District proposes to revoke the Randolph Inn's Food Service License #357 (Tabled)

Discussion:

The facility has made substantial progress and made many improvements. Justin performed an inspection today. He determined that food safety has improved and that the facility is safer than before escalated enforcement started. They still have not hung up hand washing signs; however, they were provided again. Justin provided templates for the required policies, such as ill-health, fecal-vomit response, and food safety training. Staff will continue to work with the operator to put the policies into effect.

Based on the improved compliance, Board Member Bob Howard presented a motion to remove the resolution from the floor and dismiss it; seconded by Board Member Copley.

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

IX. NEW BUSINESS

- A. Resolution #17-45 : The Portage County Combined General Health District contractual agreement with Safe Kids Coalition (Action)

Board Member Dr. Minott presented a motion to enter into a contractual agreement with Safe Kids Coalition, seconded by Board Member Bob Howard. Vote on the motion is as follows:

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

X. BOARD ISSUES AND DISCUSSION

XI. EXECUTIVE SESSION

- XII. Adjournment:** A motion was presented by Board Member Bob Howard at 9:22 pm to adjourn the May 18, 2017 Regular Board of Health Meeting. An “aye” vote was cast by all, motion carried.

Next Board Meeting: June 20, 2017



Robert Palmer
Board President



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