

**Portage County Combined General Health District
Board Meeting Minutes
April 17, 2018 (7:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, April 17, 2018, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:01pm by Board President Palmer.

Board Members in Attendance:	Robert Palmer, President Evelyn Cutlip, Vice President Dr. Howard Minott, Member James Bierlair, Member Amy Hammar, Member Robert Howard, Member Lucy Ribelin, Member Marian Copley, Member
Board Members Absent:	None
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:	James Deffenbaugh, Palmyra Township
Others:	Dr. Albert Barber
Media Present:	

II. APPROVAL OF MINUTES:

- A. Board of Health Meeting: March 20, 2018 – Board Member Copley presented a motion to Accept the Board Meeting Minutes of March 20, 2018, seconded by Board Member Howard. An “aye” vote was cast by all, motion carried.
- B. Special Organization Meeting: March 21, 2018 – Board Member Copley presented a motion to Accept the Special Organization Meeting Minutes of March 21, 2018, seconded by Board Member Howard. An “aye” vote was cast by all, motion carried.

III. INTRODUCTION OF NEW EMPLOYEE: Susan Friend, BS, RS – Susan was unable to attend this Board meeting but will attend the May Board meeting.

IV. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) – No report.

V. PUBLIC COMMENT - None

VI. ACTION ITEMS

A. Expenditure Ratifications-\$64,080.02

Mrs. Stall presented the Expenditures to be Ratified. They included the March Gas for \$324.66, Batch #6125 for \$2,198.46, Batch #6251 for \$13,983.57, Batch #6284 for \$1,326.00, Batch #6329 for \$20,029.19, Batch #6493 for \$1,968.00, and Batch #6504 for \$24,250.14, for a total amount of \$64,080.02. Motorcycle contracts are two of the batches, another batch includes the AT&T bill which is our portion for the Opt-E-Man line, and another batch is rent and remit-to-state.

Board Member Copley noted the number of Motorcycle classes and asked if they were full. Mrs. Lehman responded the classes are all full and fill up fast.

Board Member Howard inquired about the service provided by the Opt-E-Man line. He remembers how slow the internet was when we moved to this building. Mr. Diorio explained that it was not only internet services but we have a dedicated line going to the County IT department. The main emphasis is that we are on a virtual server that is housed at the County IT and backed up at a different location.

Board Member Ribelin asked what the vaccines are used for that we purchased. Mrs. Ferraro explained that many of the vaccines listed are newer or combinations or both.

Board Member Howard presented a motion to accept the above Expenditures and Ratify these expenses, seconded by Board Member Minott. 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	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

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

1. Joseph Diorio, MPH, will attend HPIO Innovative Approaches to Financing Population Health.

Date: April 18, 2018
Location: OU-Dublin Education Center
6805 Bobcat Way
Dublin, OH
Mileage: 270 miles @ 54.5¢ per mile = \$147.15
Registration: \$75.00
Fund/Grant Used: General
Travel and expenditures not to exceed \$222.15.

2. Kat Holtz, BS, will attend TransOhio Symposium.

Dates: April 27-29, 2018
Location: Ohio State University Student Union
1739 North High Street
Columbus, OH
Mileage: 310 miles @ 54.5¢ per mile = \$169.00
Meals: 4 dinners @ \$20 and 1 breakfast @ \$10
plus tips = \$108
Parking: \$30.00
Lodging: Red Roof Inn-Columbus
The Ohio State University
441 Ackerman Road
Columbus, OH
Lodging Cost: 3 nights @ \$109.40 = \$328.21
Fund/Grant Used: General-HIV
Travel and expenditures not to exceed \$668.00.

3. Dan Robinson, CPI, will attend the CPI Plumbing Inspector Recertification.

Date: May 1 & 2, 2018
Location: Plumbers Local 55 Training Center
980 Keynote Circle
Brooklyn Heights, OH
Mileage: (Using PCHD vehicle)
Registration: \$50.00
CEUs: 10.0
Fund/Grant: General-Plumbing
Travel and expenditures not to exceed \$50.00.

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4. Ali Mitchell, BSPH, will attend SIDS Risk Reduction & Infant Safe Sleep Educational Workshop.
Date: May 2, 2018
Location: State Library
274 East 1st Avenue
Columbus, OH
Mileage: 51.5 miles @ 54.5¢ per mile = \$28.07
(Riding with Becky Lehman remainder)
Fund/Grant Used: General
Travel and expenditures not to exceed \$30.00.
5. Karen Towne, MSN, will attend SIDS Risk Reduction & Infant Safe Sleep Educational Workshop.
Date: May 2, 2018
Location: State Library
274 East 1st Avenue
Columbus, OH
Mileage: (Riding with Becky Lehman)
Meals: 1 meal @ \$15.00 = \$15.00
CEUs: 3.0
Fund/Grant Used: General
Travel and expenditures not to exceed \$18.00.
6. Becky Lehman, MPH, will attend ODH HIV Prevention Training.
Date: May 4, 2018
Location: Ohio Center for Occupational Safety
13430 Yarmouth Drive
Columbus, OH
Mileage: (Riding with Ali Mitchell)
Fund/Grant Used: General-HIV
Travel and expenditures not to exceed \$0.00.
7. Ali Mitchell, BSPH, will attend ODH HIV Prevention Training.
Date: May 4, 2018
Location: Ohio Center for Occupational Safety
13430 Yarmouth Drive
Columbus, OH
Mileage: 289 miles @ 54.5¢ = \$157.51
Fund/Grant Used: General-HIV
Travel and expenditures no to exceed \$165.00.

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8. Emily Volz, SIT, will attend the 2018 Ohio Stormwater Conference.
Date: May 9-11, 2018
Location: Kalahari Resort & Conference Center
7000 Kalahari Drive
Sandusky, OH
Mileage: (Using PCHD vehicle)
Meals: 1 meal @ \$20.00 = \$24.00 inc/tip
Registration: \$290.00
Lodging Cost: 2 nights @ \$124.00 = \$248.00
CEUs: 13.0
Fund/Grant Used: Stormwater
Travel and expenditures not to exceed \$590.00.
9. Dan Robinson, CPI, will attend the 2018 Ohio Stormwater Conference.
Date: May 9-11, 2018
Location: Kalahari Resort & Conference Center
7000 Kalahari Drive
Sandusky, OH
Mileage: (Using PCHD vehicle)
Meals: 1 meal @ \$20.00 = \$24.00 inc/tip
Registration: \$290.00
Lodging Cost: 2 nights @ \$124.00 = \$248.00
CEUs: 13.0
Fund/Grant Used: Stormwater
Travel and expenditures not to exceed \$590.00.
10. Mary Helen Smith, MPH, will attend the Ohio Environmental Health Association Board meeting.
Date: May 17, 2018
Location: Franklin County Health District
280 East Broad Street
Columbus, OH
Mileage: 290 miles @ 54.5¢ per mile = \$158.05
Fund/Grant Used: General
Travel and expenditures not to exceed \$173.00.

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.

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

1. Mary Helen Smith, MPH, attended the Ohio Environmental Health Association Board meeting.

Date: March 15, 2018
Location: Franklin County Health District
280 East Broad Street
Columbus, OH
Mileage: 166 miles @ 54.5¢ per mile = \$90.47
Fund/Grant Used: General
Travel and expenditures not to exceed \$90.47.

2. Mary Helen Smith, MPH, attended the Ohio Department of Health Midwest Workshop. (Revised from March, 2018 meeting)

Date: March 28-29, 2018
Location: Quest Business & Conference Center
8405 Pulsar Place
Columbus, OH
Mileage: (Using PCHD vehicle)
Meals: 2 lunches @ \$15.00 = \$36.00 inc/tip
2 dinners @ \$20.00 = \$48.00 inc/tip
Registration: \$40.00
Lodging: Four Points by Sheraton
8505 Pulsar Place
Columbus, OH
Lodging Cost: 2 nights @ \$98.10 = \$196.20
CEUs: 12.00
Fund/Grant Used: Private Water and Wastewater
Travel and expenditures not to exceed \$384.00.

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3. Will Duck, SIT, attended the Ohio Department of Health Midwest Workshop.
- Date: March 28-29, 2018
- Location: Quest Business & Conference Center
8405 Pulsar Place
Columbus, OH
- Mileage: (Using PCHD vehicle)
- Meals: 2 lunches @ \$15.00 = \$36.00 inc/tip
2 dinners @ \$20.00 = \$48.00 inc/tip
- Registration: \$40.00
- Lodging: Four Points by Sheraton
8505 Pulsar Place
Columbus, OH
- Lodging Cost: 2 nights @ \$111.00 = \$222.00
- CEUs: 12.00
- Fund/Grant Used: Private Water and Wastewater
- Travel and expenditures not to exceed \$360.00.
4. Becky Lehman, MPH, attended the SOPHE Health Education Conference.
(Revised from February, 2018 meeting)
- Date: April 4-6, 2018
- Location: Hyatt Regency
350 N. High Street
Columbus, OH
- Mileage: 260 miles @ 54.5¢ per mile = \$141.70
- Meals: 2 breakfasts @ \$10.00 = \$20.00
3 lunches @ \$15.00 = \$45.00
2 dinners @ \$20.00 = \$40.00
- Parking: \$60.00
- Registration: \$495
- Lodging Cost: 2 nights @ \$150.00 = \$300.00
- Fund/Grant Used: General-Health Education
- Travel and expenditures not to exceed \$1160.00.

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5. Kevin Watson, RS, attended the Accreditation Learning Community meeting.
 Date: April 6, 2018
 Location: Ohio Department of Agriculture
 8995 E. Main Street
 Reynoldsburg, OH
 Mileage: 284 miles @ 54.5¢ per mile = \$154.78
 Fund/Grant Used: General
 Travel and expenditures not to exceed \$170.00.

6. Lindsey Smith, SIT, attended Norweco factory training school.
 Date: April 12, 2018
 Location: Norweco
 220 Republic Street
 Norwalk, OH
 Mileage: (Using PCHD vehicle)
 Meals: 1 meal @ \$15.00 = \$18.00 inc/tip
 Fund/Grant Used: Wastewater
 Travel and expenditures not to exceed \$20.00.

7. Will Duck, SIT, attended Norweco factory training school.
 Date: April 12, 2018
 Location: Norweco
 220 Republic Street
 Norwalk, OH
 Mileage: (Using PCHD vehicle)
 Meals: 1 meal @ \$15.00 = \$18.00 inc/tip
 Tolls: \$20.00
 Fund/Grant Used: Wastewater
 Travel and expenditures not to exceed \$42.00.

A motion was presented by Board Member Bierlair to permit said stated approved expenditures, 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	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

D. Resolution #18-36 – A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District

Mrs. Stall discussed the Hinkle report and how it affects the State Audit. She also explained payroll percentages.

Board Member Hammar presented a motion to Adopt Resolution #18-36 as stated above, seconded by Board Member Minott. 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	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

E. Resolution #18-34 – Declaring a Public Nuisance, and Ordering Abatement of that Nuisance and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems

Mr. Sarfo detailed the history of the nuisance complaint which was initiated by a neighbor of the property in July 2016. Sanitary sewer is available but they have not hooked up. In 2017, Mr. Sarfo saw pipes in the homeowner's yard and was told they were ready to connect. However, there had been a delay in getting the permit from Portage County Water Resources. The permit from Water Resources was finally issued in January 2018 but the owners have not connected to the sanitary sewer as of this date.

Mrs. Smith explained there is language in the Resolution for the Board to order compliance and gives them thirty days to do so. If the owners have not demonstrated or begun compliance after the thirty day deadline, the issue is turned over to the County Prosecutor.

The Environmental staff is making a concerted effort to clean up the nuisances.

Board Member Hammar presented a motion to Adopt Resolution #18-34 as stated above, seconded by Board Member Minott. 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	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

Board Members inquired about the status of the Nuisance Complaints that were voted on last month. Inspections are scheduled with enforcement being handled by the Prosecutors Office.

- F. Resolution #18-35 – 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)

Board Member Bierlair presented a motion to Adopt Resolution #18-35 as stated above, seconded by Board Member Minott. 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	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

VII. DISCUSSION REPORTS

- A. Personnel: Mrs. Filing reminded the Board the May Board meeting was moved to the following Tuesday, May 22, 2018 because of the AOHC Conference.

She then passed around information packets for the Board members to review the Ohio Public Health Combined Conference on May 14-16, 2018 and the NALBOH 2018 Annual Conference on August 8-10, 2018.

- B. Fiscal and Accounting: Mrs. Stall reviewed the Cash Basis Report for March. We received our semi-annual Real Estate taxes which is based on last year.
- C. Nursing: Mrs. Ferraro noted the number of reported Influenza A cases is down, however, Influenza B is increasing.

The Emergency Response Plan was graded and returned by ODH. Our grade was 184 points out of a total of 224 points and 3 extra points that had been overlooked. PCHD needs to meet the recommended guidelines that are necessary to have our BOH members sign a promulgation letter for Portage County. The ERP had enough of points to get the deliverable paid, however, more items needed to be completed before we had approval to have the BOH sign the promulgation letter.

- D. Environmental Division: Mrs. Smith reviewed the Environmental Health Program reports.

She noted the Stormwater Annual Report was included in the Board packet mailing. It's due the first quarter. Board Members complimented Mr. Sarfo on the putting the Report together.

The other enclosure with the Board packet mailing was the presentation materials given at the Wastewater Contractors meeting held on April 10, 2018. Fifteen contractors had registered and forty-two showed up. Board President Palmer added that he received positive feedback about the meeting.

- E. Health Education and Promotion: Mrs. Lehman informed the Board the Health Educators have been busy with Project Dawn, quarterly CHIP meetings, and a Family Conference about substance abuse at NEOMED. She wanted to highlight Lynette Blasiman's None for Under 21 that was held this week with thirteen school districts in attendance.
- F. Health Commissioner: Earlier this week, the first quarter 2018 Strategy meeting was held. We have made significant strides especially with the addition of the new web site.

VIII. OLD BUSINESS – None

IX. NEW BUSINESS –

- A. 2018-2019 Licensing Period Mail Issue – Justin Rechichar explained the background and events that occurred involving late Food applications. Many of the operations affected are school districts and vending companies with total late fees amounting to \$4,814.80. The issue seems to revolve around February 16-19 which was Presidents Day weekend. The Ohio Revised Code stipulates that if a food application is not received by March 1, a late fee of 25% of the initial fee is assessed.

The Ravenna and Cleveland post offices were contacted. Mr. Diorio filed an official complaint with the postal inspector and sent supporting documentation. We were told that the mail could not be traced because the envelopes did not have tracking. The postal inspector said they were not going to do anything because none of the checks had been cashed.

Most of the operations have reissued a check including the late fee and put a stop payment on the missing check. If the missing mail shows up, we will issue reimbursement for the late fee.

Mr. Diorio has also contacted the head of the Environmental Program at the Ohio Department of Health concerning the matter. Mr. Diorio feels that considering all factors this situation should be extenuating circumstances and these operations should not be charged a late fee. ODH suggested contacting the Prosecutor. If the Prosecutor agrees to extenuating circumstances, we need to document everything in order to reimburse the late fee. At the next food survey, ODH will see what we did.

Mr. Diorio visited the Aurora school district and discussed with the Field school district explaining the situation to the officials. We can't issue their food license because they were late. Thus, a late fee would be required prior to issuance.

We are also changing the process for next year. Vendors would receive a letter suggesting they send their application and check using some way of tracking. Another step would be to contact the outstanding vendors a week before the deadline to confirm they still need to pay.

Mr. Diorio will keep the Board up-to-date. He strongly feels that this situation is extenuating circumstances. The County has sent out bids for us to use credit cards which may help. Mr. Rechichar complimented Debbie Wine, Account Clerk 1, who receives application and checks and sends out the licenses.

- B. Accept Resignation Letter of Lindsey Smith, SIT – Lindsey Smith, SIT, submitted her resignation letter with her last day at the Health District being April 25, 2018. She started in the Stormwater Program and later moved to Wastewater. Board Member Howard presented a motion to accept the Resignation Letter of Lindsey Smith, SIT, with Regret, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.
- C. Permission to Advertise and Hire a Registered Sanitarian in the Stormwater/ Wastewater Program – Board Member Bierlair presented a motion to Grant Permission to Advertise and Hire a Registered Sanitarian in the Stormwater Wastewater Program, seconded by Board Member Minott. An “aye” vote was cast by all, motion carried.

- D. Resolution #18-37 – The Portage County Board of Health Acceptance of the Agreement to Perform Professional Consulting Services for Wastewater and Stormwater Technical Assistance and Training – Mrs. Smith reviewed the supplemental information provided for the Board’s review. The proposal is for 20 hours/week for five weeks and includes deliverables to be completed by conclusion of the contract.


Board Member Bierlair presented a motion to Adopt Resolution #18-37 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	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes


X. BOARD ISSUES AND DISCUSSION – None

XI. EXECUTIVE SESSION:

Adjournment: The April 17, 2018 Board meeting was adjourned at 8:38pm. An “aye” vote was cast by all, motion carried.



Robert Palmer
Board President



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