

**Portage County Combined General Health District  
Board Meeting Minutes  
May 22, 2018 (7:00pm)**

**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, May 22, 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 James Bierlair, Member Amy Hammar, Member Marian Copley, Member
Board Members Absent:	Dr. Howard Minott, Member Robert Howard, 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 Dorothy Filing, Personnel Officer Amos Sarfo, Supervisor Justin Rechichar, Supervisor
Advisory Council:	James Deffenbaugh, Palmyra Township
Others:	Mr. Edward Spencer
Media Present:	

**II. APPROVAL OF MINUTES:**

Board of Health Meeting: April 17, 2018 – Board Member Cutlip presented a motion to Accept the Board Meeting Minutes of April 17, 2018, seconded by Board Member Copley. An “aye” vote was cast by all, motion carried.

**III. INTRODUCTION OF NEW EMPLOYEE:** Susan Friend, BS, RS – Justin Rechichar, Supervisor, introduced Susan Friend, RS, to the Board. She is working in the Food Program where she has experience from Elyria Board of Health and Cleveland City Health Department. She went into public health because she had shadowed Beth Ahrens, RS, and thought working at Portage County Health Department would be her dream job. She is very happy to be here.

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

**V. PUBLIC COMMENT –** Mr. Ed Spencer was present to discuss discharge points on properties. Mrs. Smith and Mr. Sarfo agreed to meet with him later as this topic did not include any Board action.

**VI. ACTION ITEMS**

**A. Expenditure Ratifications-\$38,185.95**

Mrs. Stall presented the Expenditures to be Ratified. They included the April Gas for \$438.39, a Journal Entry from Water Resources Lab Testing for \$1,500.00, Batch #6519 for \$5,692.14, Batch #6591 for \$1,426.00, Batch #6617 for \$8,203.88, Batch #6667 for \$2,664.52, Batch #6686 for \$1,530.00, Batch #6842 for \$6,796.82, Batch #6898 for \$4,774.70, Batch #6899 for \$3,005.50, Batch #6980 for \$2,154.00, for a total amount of \$38,185.95.

Board Member Bierlair presented a motion to accept the above Expenditures and Ratify these expenses, 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	Absent	Board Member Minott	Absent
Board Member Ribelin	Absent	Board Member Copley	Yes

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

1. Mary Helen Smith, MPH, will attend the OEPA 2018 Mosquito Control Grant Program Funding Announcement. (Did not Attend)

Date: May 24, 2018

Location: The Green Rooftop  
Lazarus Government Center  
50 West Town Street, Suite 700  
Columbus, OH

Mileage: 292 miles @ 54.5¢ per mile = \$159.14

Meal: 1 meal @ \$10.00 = \$12.00 w/tip

Parking: \$10.00

Fund/Grant Used: Mosquito Control Fund

Travel and expenditures not to exceed \$200.00

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2. Susan Forgacs, RN, will attend the Statewide MRC and CERT Leadership Conference.

Date: June 6, 2018  
Location: The Fawcett Event Center  
Ohio State University  
2400 Olentangy River Road  
Columbus, OH  
Mileage: 290 miles @ 54.5¢ = \$158.05  
Meals: 2 meals @ \$10 & \$15 = \$25.00  
Parking: \$20.00  
Fund/Grant Used: MRC  
Travel and Expenditures not to exceed \$225.00

3. Chris Reese, RN, will attend MOBI Train the Trainer.

Date: July 18, 2018  
Location: Mid-Ohio Foodbank  
3960 Brookham Drive  
Grove City, OH  
Mileage: 204 miles @ 54.5¢ per mile = \$165.68  
Meals: 1 meal @ \$15.00 = \$15.00  
Parking: \$15.00  
Fund/Grant Used: GV Grant  
Travel and expenditures not to exceed \$195.68

A motion was presented by Board Member Cutlip to permit said stated expenditures with the exception of #1 as it will not be attended, seconded by Board Member Hammar. 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 Annual Education Conference. (Revised)

Date: April 16-18, 2018

Location: Hilton Hotel & Conference Center  
175 Hutchinson Avenue  
Worthington, OH

Mileage (Original): 272 miles @ 54.5¢ per mile = \$148.24

(Revised) 542 miles @ 54.5¢ per mile = \$295.93

Meals (Original): 1 meal @ \$20.00 = \$24.00 w/tip

(Revised) 2 meals @ \$20.00 = \$48.00 w/tip

Registration: \$155.00

Lodging Cost: 2 nights @ \$106.00 = \$212.00

CEUs: 10.0

Fund/Grant Used: General

Travel and expenditures not to exceed \$550.00 (Original)

Travel and expenditures not to exceed \$725.00 (Revised)

2. Amos Sarfo, RS, attended Leadership Essentials for Health District Success. (Revised)

Date (Original): April 11-12, 2018

(Revised) April 24-25, 2018

Location: Sheraton Suites Columbus  
201 Hutchinson Avenue  
Columbus, OH

Mileage (Original): 0

(Revised) 235 miles @ 54.5¢ per mile = \$128.075

Meals: 1 meal @ \$20.00 = \$24.00 w/tip

Registration: \$285

Travel and expenditures not to exceed \$310.00 (Original)

Travel and expenditures not to exceed \$450.00 (Revised)

3. Joseph Diorio, MPH, attended Regional Approach to Data Collection for Health Assessments.  
Date: April 26, 2018  
Location: Cleveland Clinic-Independence  
Family Health Center  
Independence, OH  
Mileage: 64 miles @ 54.5¢ per mile = \$34.88  
Fund/Grant Used: General  
Travel and expenditures not to exceed \$34.88
4. Mary Helen Smith, MPH, attended Soil and Water Conservation District Enviro-thon Competition. (Revised)  
Date: April 26, 2018  
Location: Cuyahoga County Fairgrounds  
19201 East Bagely Road  
Middleburg Heights, OH  
Mileage (Original): (Using Stormwater vehicle)  
(Revised) 78 miles @ 54.5¢ = \$42.51  
Fund/Grant Used: Stormwater  
Travel and expenditures not to exceed \$0.00 (Original)  
Travel and expenditures not to exceed \$50.00 (Revised)
5. Ali Mitchell, BSPH, attended SIDS Risk Reduction & Infant Safe Sleep Educational Workshop. (Revised)  
Date: May 2, 2018  
Location: State Library of Ohio  
274 East 1<sup>st</sup> Street  
Columbus, OH  
Mileage (Original): 51.5 miles @ 54.5¢ per mile = \$28.07  
(Riding with Becky Lehman remainder)  
(Revised) 316 miles @ 54.5¢ = \$172.22  
Fund/Grant Used: General  
Travel and expenditures not to exceed \$30.00 (Original)  
Travel and expenditures not to exceed \$180.00 (Revised)

6. Lynette Blasiman, Program Coordinator, picked up Safe Communities Driving Simulator.  
Date: May 2, 2018  
Location: 2088 S. Arlington Rd  
Akron, OH  
Mileage: (Riding with Susie Forgacs)  
Fund/Grant Used: Safe Communities  
Travel and expenditures not to exceed \$0.00
7. Susan Forgacs, RN, picked up Safe Communities Driving Simulator.  
Date: May 2, 2018  
Location: 2088 S. Arlington Rd  
Akron, OH  
Mileage: 48 miles @ 54.5¢ per mile = \$26.26  
Fund/Grant Used: Safe Communities  
Travel and expenditures not to exceed \$30.00
8. Becky Lehman, MPH, attended ODH HIV Prevention Training. (Revised)  
Date: May 4, 2018  
Location: Ohio Center for Occupational Safety  
13430 Yarmouth Drive  
Columbus, OH  
Mileage (Original): (Riding with Ali Mitchell)  
(Revised) 280 miles @ 54.5¢ per mile = \$152.60  
Fund/Grant Used: HIV/CBI  
Travel and expenditures not to exceed \$0.00 (Original)  
Travel and expenditures not to exceed \$170.00 (Revised)
9. Susan Friend, RS, attended Seafood HACCP Training.  
Date: May 9, 2018  
Location: Mahoning County Health Department  
50 Westchester Drive  
Youngstown, OH  
Mileage: (Riding with Stan Carlisle)  
CEUs: 3.0  
Fund/Grant Used: Food  
Travel and expenditures not to exceed \$0.00

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10. Stan Carlisle, MPH, attended Seafood HACCP Training.  
Date: May 9, 2018  
Location: Mahoning County Health Department  
50 Westchester Drive  
Youngstown, OH  
Mileage: 74 miles @ 54.5¢ = \$40.33  
CEUs: 3.0  
Fund/Grant Used: Food  
Travel and expenditures not to exceed \$45.00
11. Julie Klusty, Billing Clerk, attended the Quadax 2018 Xpeditor User Conference. (Did not Attend)  
Date: May 15, 2018  
Location: The Westin-Cleveland Downtown  
777 St. Clair Avenue, NE  
Cleveland, OH  
Mileage: (Riding with Judi Rettig)  
Registration: \$150.00  
Fund/Grant Used: GRF  
Travel and expenditures not to exceed \$170.00
12. Judi Rettig, Grants Fiscal Manager, attended the Quadax 2018 Xpeditor User Conference. (Did not Attend)  
Date: May 15, 2018  
Location: The Westin-Cleveland Downtown  
777 St. Clair Avenue, NE  
Cleveland, OH  
Mileage: 85.6 miles @ 54.5¢ per mile = \$46.65  
Parking: \$20.00  
Registration: \$150.00  
Fund/Grant Used: GRF  
Travel and expenditures not to exceed \$230.00.

A motion was presented by Board Member Hammar to permit said stated approved expenditures with the exception of #11 and #12 as this conference was not attended, 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	Absent	Board Member Minott	Absent
Board Member Ribelin	Absent	Board Member Copley	Yes

- D. Resolution #18-38 – The Portage County Board of Health Acceptance to Enter into a Memorandum of Understanding Between the Portage County Combined General Health District and Portage County Job and Family Services for the Purpose of Obtaining Criminal Background Checks for Employment Purposes. Pre-employment drug screening is done before a new employee can start. The Criminal Background Check replaces the Motor Vehicle Abstract report.

Board Member Hammar presented a motion to Adopt Resolution #18-38 as stated above, seconded by Board Member Bierlair. 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	Absent	Board Member Minott	Absent
Board Member Ribelin	Absent	Board Member Copley	Yes

- E. Resolution #18-39 – The Portage County Combined General Health District Acceptance to Enter into Contract with the Ohio Environmental Protection Agency to Provide Mosquito Control Services within the Portage County Combined General Health District and Permit Joseph J. Diorio, Health Commissioner, to Sign the Contract Pending Completion

Board Member Bierlair presented a motion to Adopt Resolution #18-39 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	Absent	Board Member Minott	Absent
Board Member Ribelin	Absent	Board Member Copley	Yes

- F. Resolution #18-40 – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with NeoSoils, Inc. for the 2017 and 2018 Water Pollution Control Loan Fund Soil Scientist Services



Mrs. Smith referred to the WPCLF Soil Scientist Bid Solicitation & Award Table included in the Board packet. Fourteen information packets were sent out with one bid received.

Board Member Cutlip presented a motion to Adopt Resolution #18-40 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	Absent	Board Member Minott	Absent
Board Member Ribelin	Absent	Board Member Copley	Yes

Mrs. Smith presented information regarding the next five resolutions. Referring to the map that was distributed, four of the properties are owned by one person/company, are rental properties, and are all eligible for sewer hookup. The other property is also a rental and sewer hookup eligible. All are failing systems and have illicit discharge towards a creek.

- G. Resolution #18-41 – Declaring a Public Nuisance, 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
- H. Resolution #18-42 – Declaring a Public Nuisance, 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
- I. Resolution #18-43 – Declaring a Public Nuisance, 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
- J. Resolution #18-44 – Declaring a Public Nuisance, 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

- K. Resolution #18-45 – Declaring a Public Nuisance, 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

Board Member Copley presented a motion to Adopt Resolutions #18-41 through #18-45 as stated above, seconded by Board Member Bierlair. 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	Absent	Board Member Minott	Absent
Board Member Ribelin	Absent	Board Member Copley	Yes

- L. Resolution #18-46 – Declaring a Public Nuisance, 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 – Mrs. Smith explained that this property is a failing system and will need to install a replacement system to correct the nuisance.

Board Member Hammar presented a motion to Adopt Resolution #18-46 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	Absent	Board Member Minott	Absent
Board Member Ribelin	Absent	Board Member Copley	Yes

- M. Resolution #18-47 – Declaring a Public Nuisance, 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 nuisance was initiated by a complaint against the neighbor but upon investigation it was the resident's own septic system that was failing.

Board Member Hammar presented a motion to Adopt Resolution #18-47 as stated above, seconded by Board Member Bierlair. 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	Absent	Board Member Minott	Absent
Board Member Ribelin	Absent	Board Member Copley	Yes

- N. Resolution #18-48 – The Portage County Board of Health Acceptance to Enter into a Contract Between the Ohio Department of Health and the Portage County Combined General Health District for Participation in the Medicaid Administrative Claiming (MAC) Program

Board Member Copley presented a motion to Adopt Resolution #18-48 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	Absent	Board Member Minott	Absent
Board Member Ribelin	Absent	Board Member Copley	Yes

## VII. DISCUSSION REPORTS

- A. Administration and Personnel: Board Member Howard requested Mrs. Filing to relay a big 'Thank You' to all who worked on passing the Levy Renewal. A 'Gold Medal' goes to the staff for their efforts.

The levy funds are only one-third of our budget. It was also pointed out during staff outreach that the Health District does not receive funds from the County Commissioners.

- B. Fiscal and Accounting: Mrs. Stall reviewed the Carry/Over which includes all funds and projects. Many of the funds only come in once a year.
- C. Nursing: Mrs. Ferraro noted the flu season is winding up. There were 221 hospitalizations this season. There were two deaths who were elderly.

The Nursing staff is getting ready for back-to-school shots. Clinics are being held in and out of the schools during school hours and in the fall. Clerks have started getting cell phone numbers of patients and/or parents to text upcoming reminders.

Mrs. Ferraro offered the Board an opportunity to review the completed Emergency Response Plan.

- D. Environmental Division: Mrs. Smith reviewed the Environmental Health Program reports. She complimented Philesia Condor, Nursing Clerk, for her work with the animal bite program. Inspectors have begun the first round of food inspections.

Pictures from the Enviro-thon were included. Mrs. Smith enjoyed the event.

- E. Health Education and Promotion: Mrs. Lehman complimented Ali Mitchell and her work with the Car Seat Program and training the Child Protective Services. Kim Plough is active with the Worksite Wellness program. Lynette Blasiman held the Click It or Ticket event at Aurora Farms. A Bike Rodeo will be held on June 2<sup>nd</sup>. Accreditation document gathering is almost complete; only three more documents are needed. Kevin Watson and Susie Forgacs have been working hard. We may 'push the button' earlier than first thought.
- F. Health Commissioner: On June 5, 2018, Mr. Diorio has a meeting with the County Commissioners concerning the WIC Program. He feels the Commissioners are going to ask the Health District to take over WIC. Portage County is the only county in Ohio that the Health Department does not manage the WIC program. Our County is unique in that WIC is in Portage County and in Columbiana County.

Currently, there are twenty-two employees in WIC. The RFP has been completed for 2018/2019. The grant cycle is October 1 through September 30. The 2019/2020 RFP will be a competitive grant cycle and would be completed in May of 2019. These are federal monies that total over \$1 million. Mr. Diorio suspects that the Commissioners will ask us to contract and administer the grant.

#### **VIII. OLD BUSINESS –**

- A. Update on 2018-2019 Food Licensing Period Mail Issue – Mr. Rechichar informed the Board that affidavits were mailed to the entities effected by the missing mail. Once completed and returned to the Health District, the late fee refund can be issued. Mr. Diorio had reached out to the Ohio Department of Health and as long as we can prove extenuating circumstances and document via affidavits, refunds can be issued.

Mrs. Smith added that they used the new QI procedure of calling ahead of the deadline for the Pool program.

Board President Palmer asked if we were getting any closer to accepting credit cards. Mr. Diorio stated that three companies provided bids and we are reviewing them.

**IX. NEW BUSINESS –**

- A. Workforce Development Signature Page – The Workforce Development Plan was mailed along with the Board packet. It included a few minor updates. Board Member Cutlip presented a motion to approve the Workforce Development Plan, seconded by Board Member Copley. An “aye” vote was cast by all, motion carried.
- B. Emergency Response Plan Promulgation Statement – Mr. Diorio explained that the Agency has always had an Emergency Response Plan since 2002. The Ohio Department of Health came out with a template that all health departments were to follow in 2018 and were graded. Board Member Cutlip presented a motion granting permission for Health Commissioner, Joseph J. Diorio, to sign the Emergency Response Plan Promulgation Statement, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.
- C. Accept Recommendation to Hire for Seasonal Worker – Mrs. Smith is recommending Theodore Russell to be hired for the Seasonal Worker position. He would start on June 4, 2018. Board Member Bierlair presented a motion to accept the recommendation for Theodore Russell to be hired for the Seasonal Worker position, seconded by Board Member Copley. An “aye” vote was cast by all, motion carried.
- D. Permission to Advertise and Hire a Second Registered Sanitarian – Board Member Cutlip presented a motion granting Permission to Advertise and Hire a Second Registered Sanitarian in the Stormwater Wastewater Program, seconded by Board Member Hammar. An “aye” vote was cast by all, motion carried.

- E. Accept Resignation Letter of Judith Rettig, BA, Grants Fiscal Manager – Mr. Diorio presented the Resignation Letter of Grants Fiscal Manager, Judith Rettig, BA. She was with the Health Department for eighteen years. She accepted a job at Job and Family Services more in line with her advanced schooling. Board Member Copley presented a motion to Accept the Resignation Letter of Judith Rettig, BA, Grants Fiscal Manager, with Regret, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.
- F. Permission to Advertise and Hire a Grants Fiscal Manager – Board Member Bierlair presented a motion granting Permission to Advertise and Hire a Grants Fiscal Manager, seconded by Board Member Copley. An “aye” was cast by all, motion carried.

**X. BOARD ISSUES AND DISCUSSION –**

- A. Secretary Named for Advisory Council – Mr. Diorio informed the Board that Dorene Spicer, Paris Township Trustee, has accepted the position of Secretary for the Portage County Advisory Council at the Township Trustee Association meeting on Saturday, May 19th.

**XI. EXECUTIVE SESSION:**

**Adjournment:** The May 22, 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