

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

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, July 18, 2017, Main Conference Room, Room 2054, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:00pm by Board President Palmer.

Board Members in Attendance:	Robert Palmer, President Evelyn Cutlip, Vice President Amy Hammar, Member Lucy Ribelin, Member Marian Copley, Member Dr. Howard Minott, Member
Board Members Absent:	James Bierlair, Member Robert Howard, 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, Director of Administration & Personnel
Advisory Council:	James Deffenbaugh
Others:	None
Media Present:	None

II. APPROVAL OF MINUTES:

A. Board of Health meeting: June 20, 2017

Board Member Ribelin presented a motion to approve the Board of Health Meeting Minutes of June 20, 2017, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)

No comment.

IV. PUBLIC COMMENT - None

V. ACTION ITEMS

A. Expenditure Ratifications-\$31,277.69

Board Member Ribelin presented a motion to ratify the June 2017 Gas for \$236.07, Batch #2507 for \$2,582.38, Batch #2525 for \$13,533.50, Batch #2563 for \$9,665.37, and Batch #2646 for \$5,260.37 for a total of \$31,277.69, seconded by Board Member Cutlip.

Vote on the motion is as follows.

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

B. Expenditure Approvals-\$45,292.98

Board Member Hammar presented a motion to accept Batch #2700 for \$34,621.28 and Batch #2752 for \$10,671.70 for a total of \$45,292.98, seconded by Board Member Ribelin.

Vote on the motion is as follows:

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

C. Resolution #17-47 – Amendment to the 2017 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified – Board Member Ribelin presented a motion to Adopt Resolution #17-47 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	Absent	Board Member Hammar	Yes
Board Member Howard	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

D. Resolution #17-48 – A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District – Board Member Minott presented a motion to Adopt Resolution #17-48 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	Absent	Board Member Hammar	Yes
Board Member Howard	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

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

1. Marianne Kitakis, RN, Emergency Preparedness Coordinator, will attend the EPI Statewide Meeting.
 Date: June 28, 2017
 Location: State Library of Ohio
 274 E. First Avenue
 Columbus, OH
 Mileage: 310 miles @ \$.535 per mile = \$165.85
 Meals: 1 meal @ \$15.00 = \$15.00
 Travel and expenditures not to exceed \$180.85

2. Joseph Diorio, MPH, MS, RS, Health Commissioner, will attend the NACCHO Annual Conference.
 Date: July 11 – 13, 2017
 Location: Wyndham Grand Pittsburg Downtown
 600 Commonwealth Pl
 Pittsburg, PA
 Mileage: 103 miles @ \$.535 per mile = \$110.21
 Meals: 2 meals @ \$20.00 = \$40.00
 Lodging: 2 nights @ \$145.00 = \$290.00
 Travel and expenditures not to exceed \$915.00

3. Rosemary Ferraro, MSN, Director of Nursing, will attend the Ohio Diabetes Prevention Summit.
 Date: July 18, 2017
 Location: Ohio State University
 Columbus, Ohio
 Mileage: 284 miles @ \$.535 per mile = \$151.94
 Meals: 1 meal @ \$10.00 = \$10.00
 Parking: \$15.00
 Travel and expenditures not to exceed \$200.00

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

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

1. Lynette Blasiman, Health Educator, attended the 3rd Quarter OTSO Meeting.
Date: April 5, 2017
Location: Kent State Trumbull Campus
4314 Mahoning Ave
Warren, OH
Mileage: 61.8 miles @ \$.535 per mile = \$33.06
Travel and Expenditures not to exceed \$50.00
2. Joseph Diorio, MPH, MS, RS, Health Commissioner, attended the AOHC Public Health Combined Conference.
Date: May 15-17, 2017
Location: Doubletree Hotel
175 Hutchinson Avenue
Columbus, OH
Mileage: 252 miles @ \$.535 per mile = \$134.82
Registration: \$195.00
Lodging: 2 nights @ \$109.00 = \$218.00
Travel and Expenditures not to exceed \$392.00
3. Chris Novelli, RS, Supervisor, attended Sewage Roundtable Meeting.
Date: May 23, 2017
Location: Medina County Health Department
4800 Ledgewood Drive
Medina, OH
Mileage: 76.8 miles @ \$.535 per mile = \$41.09
Travel and Expenditures not to exceed \$45.20
4. Marianne Kitakis, RN, Emergency Preparedness Coordinator, attended Statewide Planners Meeting.
Date: May 23, 2017
Location: Ohio Department of Agriculture
8995 E. Main Street
Columbus, OH
Mileage: 310 miles @ \$.535 per mile=\$165.85 (Revised)

Board of Health
Meeting Minutes
July 18, 2017

5. Becky Lehman, MPH, Director of Health Education, attended the 2017 OPHA Accreditation Readiness Training.
 Date: May 31, 2017
 Location: Columbus Public Health Auditorium
 240 Parsons Avenue
 Columbus, OH
 Mileage: Riding with Kevin Watson
 Registration: \$45.00
 Travel and Expenditures not to exceed \$55.00

6. Kevin Watson, RS, Accreditation Coordinator, attended the 2017 OPHA Accreditation Readiness Training.
 Date: May 31, 2017
 Location: Columbus Public Health Auditorium
 240 Parsons Avenue
 Columbus, OH
 Mileage: 262 miles @ \$.535 per mile = \$140.17
 Registration: \$45.00
 Travel and Expenditures not to exceed \$204.00

7. Kat Holtz, BS, Public Health Coordinator, attended NEORAG Meeting.
 Date: June 8, 2017
 Location: Haven of Rest
 175 E. Market Street
 Akron, OH
 Mileage: 45 miles @ \$.535 per mile = \$24.08
 Travel and Expenditures not to exceed \$27.00

8. Justin Rechichar, RS, Supervisor, attended Medina Health Department Round Table.
 Date: June 15, 2017
 Location: Medina Health Department
 4800 Ledgewood Drive
 Medina, OH
 Mileage: 88 miles @ \$.535 per mile = \$47.00
 Meals: \$18.00
 Travel and Expenditures not to exceed \$71.00

A motion was presented by Board Member Hammar to permit said stated approved expenditures, seconded by Board Member Copley.

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

- G. Resolution #17-50 - The Portage County Board of Health Acceptance to Enter into Agreement Between the Portage County Board of Commissioners and the Portage County Combined General Health District for the Purpose of Cooperation and Coordination as it Relates to the Execution of the Responsibilities of the Portage County Storm Water District – Board Member Cutlip presented a motion to Adopt Resolution #17-50 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	Absent	Board Member Hammar	Yes
Board Member Howard	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- H. Resolution #17-51 – The Portage County Board of Health Acceptance of the Service Agreement Between Mental Health Recovery Board of Portage County (MHRB) and Portage County Combined General Health District (PCCGHD) for Services Related to Project Dawn - Board Member Hammar presented a motion to Adopt Resolution #17-51 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	Absent	Board Member Hammar	Yes
Board Member Howard	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- I. Resolution #17-52 – The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and James Taylor to Provide Motorcycle Classes – Board Member Hammar presented a motion to Adopt Resolution #17-52 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	Absent	Board Member Hammar	Yes
Board Member Howard	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

Discussion: Mary Helen Smith, Director of Environmental Health, presented information about the Water Pollution Control Loan Fund (WPCLF) bidding process and contract awards before adoption of the Resolutions. All Health District registered septic installers were notified of the bidding process. Ten installers picked up bidding packets with four (4) installers returning bids. The five (5) contracts were awarded between two (2) installers. Mrs. Smith explained the reasons why some bids were rejected.

The next Bidding presentation is Wednesday, July 19, 2017. Seven systems will be up for bid. The deadline to return bids is 11:30am on Wednesday, August 16, 2017. This date is the day after the August Board Meeting. Not to hold work up and to give Chris Novelli, R.S. time to review the bids, Mrs. Smith suggested a Special Board Meeting the week after the regular August Board Meeting. It was the consensus of the Board to hold a Special Meeting for the WPCLF Contracts on Monday, August 21, 2017 at 5:00pm. The Special Meeting will be published in the local newspaper.

- J. Resolution #17-53 – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Act Excavating, LLC for the Water Pollution Control Loan Fund Contract #02 – Board Member Hammar presented a motion to Adopt Resolution #17-53 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	Absent	Board Member Hammar	Yes
Board Member Howard	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- K. Resolution #17-54 – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Act Excavating, LLC for the Water Pollution Control Loan Fund Contract #03 – Board Member Minott presented a motion to Adopt Resolution #17-54 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	Absent	Board Member Hammar	Yes
Board Member Howard	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- L. Resolution #17-55 – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Hirst Construction for the Water Pollution Control Loan Fund Contract #04 – Board Member Hammar presented a motion to Adopt Resolution #17-55 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	Absent	Board Member Hammar	Yes
Board Member Howard	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- M. Resolution #17-56 – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Act Excavating, LLC for the Water Pollution Control Loan Fund Contract #06 – Board Member Cutlip presented a motion to Adopt Resolution #17-56 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	Absent	Board Member Hammar	Yes
Board Member Howard	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- N. Resolution #17-57 – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Hirst Construction for the Water Pollution Control Loan Fund Contract #07 – Board Member Minott presented a motion to Adopt Resolution #17-57 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	Absent	Board Member Hammar	Yes
Board Member Howard	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

O. Approval to Hire Clerk

The recommendation for hire is Benjamin Smith. A motion was presented by Board Member Minott granting permission to hire Benjamin Smith, seconded by Board Member Copley.

Discussion: Mrs. Filing reported there were 185 applications. Mr. Diorio had e-mailed questionnaires to nine (9) of the finalists. Six (6) interviews were held. An "aye" vote was cast by all, motion carried.

VI. DISCUSSION REPORTS

- A. Administration and Personnel: Dorothy returned to work and thanked everyone who helped in her absence.
- B. Fiscal and Accounting: Debbie noted the number of funds that were added this year. She also met with Brent Christman from the Kent State School of Public Health. He works in Finance and Budget Forecasting. Brent is working with Debbie to convert Munis reports to Excel which will allow ease of budget forecasting.
- C. Nursing: Rose told the Board of a very unusual case of TB located in the eye and knee. Sherry is doing very well with the CMH program. Rose also informed the Board of a state nurses meeting with Rep. Sarah LaTourette. They discussed the CMH program with the Ohio Department of Health versus going to Medicaid.
- D. Environmental Division: Reporting of Environmental statistics is being reformatted. Jack Madved, RS, e-mailed a very complimentary thank you to the Health Education Division (Ali Mitchell and Kim Plough) for their assistance in setting up a HB110 conference. More questions and points about campground non/under-compliance issues were discussed.
- E. Health Education and Promotion: Becky handed out fair freebies to those present. Car seat check events and distributions are busy. Project DAWN community events are scheduled. Ali started a 5-week Tobacco Cessation program through UH Portage and at PARTA. Becky and Debbie Stall attended Facilitator Training. The Transportation Needs Assessment developed and sent out seven surveys. The assessment will be complete by November 1, 2017. PHAB documentation collection for Accreditation is at 50% and is on-track to be completed by year end.

- F. Health Commissioner: Joe reported on the Strategic Plan Quarterly Update meeting of July 17th. The New Employee Curriculum was discussed. Because the Curriculum covers a year, the suggestion was made to spread things out and not have information overload.

Discussion: Lucy suggested PHAB and the Quarterly Reports could be used to promote the Health District for the levy.

VII. OLD BUSINESS - None

VIII. NEW BUSINESS

- A. Signs – Joe has met with four vendors and has information and costs for signage. He spent over ten hours with just one of the vendors. Joe distributed samples and reminded the Board that we have plenty of time to make a decision. Joe went over the four quotes.

Vendor		Interior	Exterior
ARNOLD DESIGN: part of branding strategy ADA-not compliant	1-48x36 5-9x28 7-10x13	\$5,424	\$7,706 2-Outside logo
ELLET SIGN ADA compliant	21-8x8 4-34x18 5-9x48	\$4,886	\$4,422 2- Panel Lighted 36x66
CICOGNA ADA compliant	8-8x8 2-18x48	\$1,636	\$19,440 2-Lighted 6'x12'
GRAPHIC EXPRESSIONS ADA compliant	2-8x8 6-8x8 13-5x8 1-8x17 2-12x17 2-20x17 2-26x17	\$4,045	\$6,168 2-East, West, Handicap Awning 48x96

IX. BOARD ISSUES AND DISCUSSION - None

X. EXECUTIVE SESSION: None

Adjournment: A motion was presented by Board Member Cutlip at 9:19 pm to adjourn the July 18, 2017 Regular Board of Health Meeting. An “aye” vote was cast by all, motion carried.

Board of Health
Meeting Minutes
July 18, 2017

Next Board Meeting: August 15, 2017



Robert Palmer
Board President



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