

**Portage County Combined General Health District
Board Meeting Minutes
October 17, 2017 (7:00pm)**

I. BOARD EDUCATION (6:30pm) – Project DAWN and GIS Project

II. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, September 19, 2017, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:12pm 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 Lucy Ribelin, Member Robert Howard, Member
Board Members Absent:	Marian Copley, 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

III. APPROVAL OF MINUTES:

- A. Board of Health meeting: September 19, 2017
Board Member Bierlair presented a motion to approve the Board of Health Meeting Minutes of September 19, 2017, seconded by Board Member Ribelin.
An “aye” vote was cast by all, motion carried.

IV. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)

No comment.

V. PUBLIC COMMENT - None

VI. ACTION ITEMS

A. Expenditure Ratifications-\$25,039.16

Board Member Howard presented a motion to ratify the September 2017 Gas for \$365.41, Batch #3621 for \$18,287.08, Batch #3691 for \$6,136.82, Batch #3692 for \$173.36, and Batch #3970 for \$76.49, 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	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Absent

B. Expenditure Approvals-\$33,631.72

Board Member Minott presented a motion to accept Batch #3988 for \$16,393.60 and Batch #3991 for \$17,238.12 for a total of \$33,631.72, seconded by Board Member Hammar.

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	Absent

C. Resolution #17-73 – Amendment to the 2017 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified – Board Member Cutlip presented a motion to Adopt Resolution #17-73 as stated above, 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	Absent

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

1. Kat Holtz, BS, will attend the Transforming Care: LGBTQ & HIV/AIDS Health Equity Conference.

Date: October 19 & 20, 2017

Location: Fawcett Event Center
2400 Olentangy River Rd
Columbus, OH

Mileage: 282 miles @ 53.5¢ per mile = \$150.87

Meals: 4 meals @ 2 breakfast/2 dinner = \$60.00

Registration: To be reimbursed

Lodging: Red Roof Inn
441 Ackerman Rd
Columbus, OH

Cost: 2 nights @ 76.49 = \$76.49
(One night free)

Travel and expenditures not to exceed \$400.00.

2. Justin Rechichar, MPH, will attend the 2017 Cuyahoga County Bed Bug Conference.

Date: November 2, 2017

Location: Grace Christian & Missionary Alliance Church
7393 Pearl Road
Middleburg Heights, OH

Mileage: 92 miles @ 53.5¢ per mile = \$49.22

Meals: 1 meal @ \$10 = \$10

Registration: \$15.00

Travel and expenditures not to exceed \$80.00.

3. Justin Rechichar, MPH, will attend AOHC Leadership Training.

Date: November 7 & 8, 2017
Location: Sheraton Suites
201 Hutchinson Avenue
Columbus, OH
Mileage: 272 miles @ 53.5¢ per mile = \$145.22
Meals: 1 meal @ \$20.00 + \$4 tip = \$24.00
Registration: \$285.00
Lodging: Sheraton Suites
201 Hutchinson Avenue
Columbus, OH

Travel and expenditures not to exceed \$480.00.

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

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

1. Tom Brannon, Environmental Technician, attended a deposition at Reminger & Reminger Law Offices.

Date: September 26, 2017
Location: Reminger & Reminger Law Offices
80 S. Summit St
Akron, OH
Parking: \$10.00

Travel and expenditures not to exceed \$20.00

2. Mary Helen Smith, MPH, attended the NEFCO Environmental Resource Technical Assistance Committee (ERTAC) Committee Meeting.

Date: October 4, 2017

Location: 12251 Rockhill Avenue, NE
Alliance, OH

Mileage: 40 miles @ 53.5¢ per mile = \$21.40

CEUs: 5.0

Travel and expenditures not to exceed \$25.00

3. Rose Ferraro, MSN, picked up surveys from Faithful Servants.

Date: October 6, 2017

Location: 65 Community Road, Suite F
Tallmadge, OH

Mileage: 24 miles @ 53.5¢ per mile = \$12.84

Travel and expenditures not to exceed \$12.84

4. Lynette Blasiman, attended the Safe Communities/OTSO District meeting.

Date: October 10, 2017

Location: KSU – Trumbull Campus
Warren, OH

Mileage: 61.8 miles @ 53.5¢ per mile = \$33.06

Travel and expenditures not to exceed \$40.00.

5. Mary Helen Smith, MPH, attended the Ohio Environmental Health Association Northeast District Fall Conference.

Date: October 10, 2017

Location: Galaxy Restaurant
201 Park Center Drive
Wadsworth, OH

Mileage: 68 miles @ 53.5¢ per mile = \$36.38

CEUs: 5.0

Travel and expenditures not to exceed \$40.00

6. Justin Rechichar, MPH, attended the Ohio Environmental Health Association Northeast District Fall Conference.

Date: October 10 & 11, 2017

Location: Galaxy Restaurant
201 Park Center Drive
Wadsworth, OH

Mileage: 68 miles @ 53.5¢ per mile = \$36.38

Meal: 1 meal @ \$20 + \$4 tip = \$24.00

Registration: \$115.00

Lodging: Comfort Inn
5 Park Center Drive
Wadsworth

Cost: 1 night @ \$106 per night = \$106

CEUs: 11.0

Travel and expenditures not to exceed \$291.00

7. Lindsey Smith, SIT, attended the Ohio Environmental Health Association Northeast District Fall Conference.

Date: October 10 & 11, 2017
Location: Galaxy Restaurant
201 Park Center Drive
Wadsworth, OH
Mileage: 68 miles @ 53.5¢ per mile = \$36.38
Meal: 1 meal @ \$20 + \$4 tip = \$24.00
Registration: \$115.00
Lodging: Comfort Inn
5 Park Center Drive
Wadsworth
Cost: 1 night @ \$106 per night = \$106
CEUs: 11.0
Travel and expenditures not to exceed \$245.00

8. Will Duck, SIT, attended the Ohio Environmental Health Association Northeast District Fall Conference.

Date: October 10 & 11, 2017
Location: Galaxy Restaurant
201 Park Center Drive
Wadsworth, OH
Meal: 1 meal @ \$20 + \$4 tip = \$24.00
Registration: \$175.00
Lodging: Comfort Inn
5 Park Center Drive
Wadsworth
Cost: 1 night @ \$106 per night = \$106
CEUs: 11.0
Travel and expenditures not to exceed \$305.00

9. Emily Volz, SIT, attended the Ohio Environmental Health Association Northeast District Fall Conference.

Date: October 10 & 11, 2017
Location: Galaxy Restaurant
201 Park Center Drive
Wadsworth, OH
Meal: 1 meal @ \$20 + \$4 tip = \$24.00
Registration: \$175.00
CEUs: 5.0

Travel and expenditures not to exceed \$258.76

10. Rose Ferraro, MSN, attended the Quarterly OPHA PHN meeting.

Date: October 13, 2017
Location: State Library
274 E. First Ave
Columbus, OH
Mileage: 285 miles @ 53.5¢ per mile = \$152.48

Travel and expenditures not to exceed \$185.00

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

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	Absent

- F. Resolution #17-76 – The Portage County Board of Health Authorizing the Adoption of the Ohio Board of Building Standards 2015 Ohio Plumbing Code and Subsequent Amendments for Non-Residential Buildings and One, Two, and Three Family Dwellings

The Code will be effective in the state November 1, 2017.

Board Member Cutlip presented a motion to Adopt Resolution #17-76 as stated above, seconded by Board Member Ribelin.

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	Absent

- G. First Reading – Resolution #17-77 – Revising the Food Service Operations and Retail Food Establishment Fees to Comply with the Ohio Revised Code Chapter 3717 and Ohio Administrative Code Chapters 3701-21 and 901:3-4. Fees to be Effective February 1, 2018.

The Resolution includes two options for discussion by the Board. Mrs. Smith thanked Carol Pillsbury, Account Clerk II, for the work done on the Cost Methodology. The Table displays the 2017 Fees, the calculated 2018 Fees, Option 1 rounding down to the closest cent, and Option 2 rounding down to the nearest dollar. Vending is dependent on the Consumer Price Index. Mobile and Temporary fees were recommended to remain the same. At fairs and festivals, we inspect both Portage County and out-of-county vendors but cannot claim time for those out-of-county. Option 2 was recommended to the Board. The Public Hearing is scheduled for November 14, 2017.

Board Member Minott presented a motion to Accept the First Reading of Resolution #17-77 Option 2 as stated above, seconded by Board Member Hammar. An “aye” vote was cast by all, motion carried.

- H. Resolution #17-78 – Declaring a Public Nuisance and Ordering Abatement of that Nuisance and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) 3707.01 Powers of Board-Abatement of Nuisances

This Resolution involves property in Suffield and the Township can take action. Much time and effort has been involved in this situation.

Board Member Cutlip presented a motion to Adopt Resolution #17-78 as stated above, seconded by Board Member Ribelin.

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	Absent

- I. Resolution #17-79 – 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 Administration Code (OAC) Chapter 3701-29 Sewage Treatment Systems

The owners of this property have refused to fix the septic system.

Board Member Howard presented a motion to Adopt Resolution #17-79 as stated above, seconded by Board Member Ribelin.

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	Absent

- J. Resolution #17-80 - A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2016 Water Pollution Control Loan Fund – Contract #15

The Contractor could not layout a trench system in the designated area.

Board Member Ribelin presented a motion to Adopt Resolution #17-80 as stated above, seconded by Board Member Bierlair.

Vote on the motion is as follows:

Board Member Palmer	No	Board Member Cutlip	No
Board Member Bierlair	No	Board Member Hammar	No
Board Member Howard	No	Board Member Minott	No
Board Member Ribelin	No	Board Member Copley	Absent

Resolution #17-80 was not adopted.

- K. Resolution #17-81 – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2016 Water Pollution Control Loan Fund – Contract #16

Board Member Minott presented a motion to Adopt Resolution #17-81 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	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Absent

VII. DISCUSSION REPORTS

- A. Administration and Personnel: None
- B. Fiscal and Accounting: Mrs. Stall reported fund balances are in very good shape.
- C. Nursing: Mrs. Ferraro reported the Nursing Division is busy with back-to-school immunization and flu shots. The MRC was involved with an exercise where former employee Kim Villers participated.
- D. Environmental Division: Mrs. Smith discussed the Draft of the Camp/Pool Cost Methodology. Any revisions would go into effect on March 1, 2018. We did pass the most recent survey.

Another HB110 workshop was held on October 17, 2017 with 78 in attendance. The room was at capacity and the most attendees at any workshop we had done in the past. Kim Plough, Health Educator, was thanked for her cooperation in working with Jack Madved to put on a quality presentation.

- E. Health Education and Promotion: In addition to the Board packet, Mrs. Lehman announced the Annual CHIP meeting for November 15, 2017 at the Elks, Ravenna.
- F. Health Commissioner: Mr. Diorio announced the Health District is on the “fast track” for getting our own web site. Work is being done on page templates and web site URLs were discussed with portagehealth.net being favored. One of the many things asked to populate the web site is the capability to handle credit card payments.

VIII. OLD BUSINESS –

- A. Signage – Mr. Diorio has been busy getting quotes from four sign companies. Temporary directional and room number signs were installed on a trial basis. Exterior signs will be Health District only. ADA compliance is required for Accreditation. Discussion with the Board members led to eliminating LAAD Graphic and Ellet Signs. Past work and mockups from the remaining companies, Advanced Display Systems and CiCogna, will be considered at the November meeting.
- B. Credit Cards – Mrs. Stall contacted US Bank and Portage Community Bank for credit card information. She also received the credit card policy from Stark County Health Department and forwarded it to Allison Manayan, Prosecutor, for review. The card would be kept in the safe and would not leave the premises. Board members discussed the topic with the suggestion to include a dollar limit. A resolution for approval to apply for a credit card will be considered at the November meeting.

IX. NEW BUSINESS –

- A. Retirement Letter of Anne Adkins, BSN, RN – Mrs. Adkins is a part-time nurse. Her last day will be November 30, 2017. She requested to be rehired.

Board Member Howard presented a motion to Accept Anne Adkins, BSN, RN, Letter of Retirement effective November 30, 2017 with regret, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

- X. BOARD ISSUES AND DISCUSSION –** Education on Project DAWN and GIS Mapping was held at 6:30pm.

XI. EXECUTIVE SESSION: Personnel Issues Regarding Employment

At 8:41pm, Board Member Ribelin presented a motion to Exit from Regular Session and Enter into Executive Session to discuss Personnel Issues Regarding Retirement. An “aye” vote was cast by all, motion carried.

At 8:55pm, Board Member Howard presented a motion to Exit from Executive Session and Return to Regular Session. An “aye” vote was cast by all, motion carried.

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Board Member Ribelin presented a motion to Accept the offer from Anne Adkins, BSN, RN, for rehire, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

Adjournment: The meeting was adjourned at 8:58pm.

ARSENT

Robert Palmer
Board President

Joseph J. Diorio

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

Everlyn Cutlip
Everlyn Cutlip
Vice President