

**Portage County Combined General Health District
Board Meeting Minutes
November 21, 2017 (7:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, November 21, 2017, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:02pm by Board Vice President Cutlip.

Board Members in Attendance:	Evelyn Cutlip, Vice President Dr. Howard Minott, Member James Bierlair, Member Amy Hammar, Member Robert Howard, Member Marian Copley, Member
Board Members Absent:	Robert Palmer, President 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, Director of Administration & Personnel
Advisory Council:	James Deffenbaugh Bruce Lange, Advisory Council Chair
Others:	Susie Forgacs, BSN, RN Justin Rechichar, MPH, RS
Media Present:	None

II. APPROVAL OF MINUTES:

- A. Board of Health Meeting: October 17, 2017
Board Member Minott presented a motion to approve the Board of Health Meeting Minutes of October 17, 2017, seconded by Board Member Howard. 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-\$89,553.39

Board Member Copley presented a motion to ratify the October 2017 Gas for \$357.67, Batch #4069 for \$239.40, Batch #4107 for \$9,451.42, Batch #4221 for \$3,036.40, and Batch #4257 for \$172.20, Batch #4345 for \$65,009.04, and Batch #4483 for \$11,287.26 for a total of \$89,553.39, seconded by Board Member Bierlair.

Vote on the motion is as follows.

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

B. Expenditure Approvals-\$7,805.69

Board Member Hammar presented a motion to accept Batch #4523 for \$7,805.69, seconded by Board Member Minott.

Vote on the motion is as follows:

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

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

1. Stan Carlisle, RS, will attend testing for Pesticide Operation License.

Date: December 4, 2017

Location: 490 S. Broad St
Canfield, OH

Mileage: 62 miles @ 53.5¢ per mile = \$33.17

Travel and expenditures not to exceed \$36.50.

2. Rose Ferraro, MSN, will attend the OPHA PHN December Conference.

Dates: December 14 & 15, 2017
Location: Embassy Suites-Dublin
5100 Upper Metro Place
Dublin, OH
Mileage: 290 miles @ 53.5¢ per mile = \$155.15
Meals: 3 meals @ \$20.00 = \$60.00
Registration: \$180.00
Lodging: Embassy Suites Columbus-Dublin
5100 Upper Metro Place
Dublin, OH
Cost: 2 nights @ \$128 per night = \$256.00
CEUs: 11.25

Travel and expenditures not to exceed \$725.00.

3. Mary Helen Smith, MPH, will attend the Monthly OEHA Executive Board Meeting and 2016 Audit.

Date: December 21, 2017
Location: Franklin County Health District
280 East Broad St
Columbus, OH
Mileage: 290 miles @ 53.5¢ per mile = \$156.60
Meals: 1 meal @ \$10 = \$12.00 + 20% tip

Travel and expenditures not to exceed \$185.50.

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

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

1. Kat Holtz, BS, attended Trans in the CLE.

Date: October 14, 2017

Location: Cleveland Neighborhood Progress
11327 Shaker Blvd, #500W
Cleveland, OH

Mileage: 64 miles @ 53.5¢ = \$34.24

Travel and expenditures not to exceed \$38.00.

2. Marianne Kitakis, RN, attended Joint Criminal Epidemiological Investigation training.

Date: October 17, 2017

Location: PACCAR Medical Training Center
446 Hospital Rd
Chillicothe, OH

Mileage: 374 miles @ 53.5¢ = \$200.09

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

Travel and expenditures not to exceed \$220.00.

3. Mary Helen Smith, MPH, attended the Monthly OEHA Executive Board Meeting and 2016 Audit.

Date: October 19, 2017

Location: Franklin County Health District
280 East Broad St
Columbus, OH

Mileage: 290 miles @ 53.5¢ per mile = \$156.60

Meals: 1 meal @ \$10 = \$12.00 + 20% tip

Travel and expenditures not to exceed \$185.50.

4. Will Duck, SIT attended the 2017 Cuyahoga County Bed Bug Conference.
Date: November 2, 2017
Location: Grace Christian & Missionary Alliance Ch
7393 Pearl Road
Middleburg Heights, OH
Registration: \$15.00
CEUs: 5.5
Travel and expenditures not to exceed \$20.00.
5. Christine Reese, RN, attended Impact SIIS Training.
Date: November 6, 2017
Location: ODH Building
35 East Chestnut
Columbus, OH
Mileage: 288 miles @ 53.5¢ per mile = \$154.08
Travel and expenditures not to exceed \$175.00.
6. Rosemary Ferraro, MSN, attended the CMH Quarterly Medical Updates meeting.
Date: November 8, 2017
Location: 13430 Yarmouth Drive
Pickerington, OH
Mileage: 320 miles @ 53.5¢ per mile = \$171.20
Meals: 1 meal @ \$12 = \$12
Travel and expenditures not to exceed \$200.00.

Board of Health
Meeting Minutes
November 21, 2017

7. Kevin Watson, RS, attended the NE Ohio Accreditation Support System meeting.

Date: November 8, 2017

Location: Lake County Health District
5966 Heisley Rd
Mentor, OH

Mileage: 102 miles @ 53.5¢ per mile = \$54.57

Travel and expenditures not to exceed \$60.00.

8. Susan Forgacs, RN, attended the NE Ohio Accreditation Support System meeting.

Date: November 8, 2017

Location: Lake County Health District
5966 Heisley Rd
Mentor, OH

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

Travel and expenditures not to exceed \$20.00.

9. Will Duck, SIT, attended the NE Ohio Accreditation Support System meeting.

Date: November 8, 2017

Location: Lake County Health District
5966 Heisley Rd
Mentor, OH

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

Travel and expenditures not to exceed \$15.00.

Board of Health
Meeting Minutes
November 21, 2017

10. Lynette Blasiman, recorded Winter driving/Holiday safety PSAs at K105.

Date: November 14, 2017

Location: Cumulus Media, Inc.
4040 Simon Rd
Youngstown, OH

Mileage: 77.6 miles @ 53.5¢ per mile = \$41.52

Travel and expenditures not to exceed \$245.00.

11. Mary Helen Smith, MPH, attended the Monthly OEHA Executive Board Meeting and 2016 Audit.

Date: November 16, 2017

Location: Franklin County Health District
280 East Broad St
Columbus, OH

Mileage: 290 miles @ 53.5¢ per mile = \$156.60

Meals: 1 meal @ \$10 = \$12.00 + 20% tip

Travel and expenditures not to exceed \$185.50.

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

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

- E. Resolution #17-74 – The Portage County Combined General Health District Acceptance to Enter into Contract with the Portage County Solid Waste Management District to Perform Professional Services for the Year 2018 and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract

This contract is for a two-year period and indicates no increase. We have been talking with Solid Waste Management District about sharing the purchase of a vehicle to be used for solid waste program activities.

Board Member Howard presented a motion to Adopt Resolution #17-74 as stated above, seconded by Board Member Minott.

Vote on the motion is as follows:

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

VI. DISCUSSION REPORTS

- A. Administration and Personnel: None
- B. Fiscal and Accounting: Mrs. Stall reported fund balances are in very good shape. At the December meeting, she will report on cost savings that were initiated this year.
- C. Nursing: Mrs. Ferraro was on Sick Leave and was represented by Mrs. Susie Forgacs, BSN, RN. She reported the Communicable Disease Report had an uptick in Legionnaire Disease cases.
- D. Environmental Division:

Water Pollution Control Loan Program: Mrs. Smith notified the Board the WPCLF work for 2016 is winding down. Funds were used to replace approximately 23 household sewage treatments systems. There is approximately \$11,500 remaining that may be returned to the Ohio Environmental Protection Agency because the contractor(s) did not bid on the two soil-based sewage treatment contracts offered by the board. Normally, three to five contractors pick up the bidding packages however, because of the time of year the contractors indicated they have too much work and did not have enough time to install any on-lot systems.

The Board of Health received another \$300,000 for 2017. The environmental division submitted a grant application for an additional \$200,000 in 2018. The OEPA draft management plan is out for public comment and Portage County is listed to receive the maximum amount requested. Final decision will be sent by the end of December.

Customers are able to go to Regional Planning for help with the project balance through a lien program.

Townships were made aware of the WPCLF at various meetings. Some resistance has appeared from township road crews. There was some discussion about provide educational information to each township so homeowners can go to NDS and take advantage of the program.

Pool Program and Cost methodology: Mrs. Smith reported the Ohio Department of Health (ODH) Pool Program Survey was received and that the program remains in compliance. The last three years were spent fixing the deficiencies noted by ODH.

A cost methodology has not been done for nine years. Mrs. Smith and Justin Rechichar, Survey Programs Supervisor, worked with Carol Pillsbury, Account Clerk II on the Camp/Pool Cost Methodology. Mrs. Smith thanked Carol for her dedication to working thru the cost methodology.

It was expected that fees would go up because so much time was spent with getting the program in compliance, proving staff training as Certified Pool Operators, and undertaking a quality improvement project.

The spreadsheets included in the Board packet presented options for consideration by the Board members so direction may be given at the December meeting.

- Column 1 is the current 2017 fee.
- Column 2 (Option #1) indicates 100% of the 2018 cost split evenly between all types of pools.
- Column 3 (Option #2) is the same as Option #1 rounded down to the nearest dollar with a price break of \$30 for an additional license at the same location.
- Column 4 (Option #3) reflects no increase in fees.
- Column 5 (Option #4) proposes an increase of 25% incrementally over a four-year period.
- Column 6 (Option #5) proposes an increase of 33% incrementally over a three-year period.
- Column 7 (Option #6) proposes an increase of 50% incrementally over a two-year period.
- Column 8 (Option #7) proposes an increase of 25% incrementally over a four-year period while treating each pool type equally.
- Column 9 (Option #8) proposes an increase of 33% incrementally over a three-year period while treating each pool type equally.

- Column 10 (Option #9) proposes an increase of 50% incrementally over a two-year period while treating each pool type equally.

The rules allow giving a discount to school and government pools. Mrs. Smith recommended the Board include the discount for an additional pool at the same location and the government/school pools.

The process is the similar as the food program. The resolution will be read three times. After the first reading in December, a notice will be sent to all pool owners for the public hearing where the cost methodology will be explained. The Board's option choice would be needed by December. The Option selection can be modified depending on the public hearing.

In response to a board members question about time spent in the program, Mrs. Smith explained that the large amount of time spent getting the pool program compliant is similar to a bell curve. The time expenditure should level out with more efficient inspections and the number of inspectors.

Mrs. Smith recommended Option #3-an incremental approach to the total increase of 33% over three years. An incremental approach accounts for the time increase while keeping the program on track. She recommends doing a cost methodology every year or every two years.

Campground Program cost methodology: The Campground spreadsheet has a slightly different breakdown than the Pool.

- Column 1 is the current 2017 fee.
- Column 2 (Option #1) is the calculated fee.
- Column 3 (Option #2) is not to increase fees.
- Column 4 (Option #3) is to round down to the nearest dollar with a 25% increase
- Column 5 (Option #4) is to round down to the nearest dollar with a 33% increase
- Column 6 (Option #5) is to round down to the nearest dollar with a 50% increase
- Column 7 (Option #6) is to round down to the nearest dollar.

On top of this is a \$3 campsite fee for those campgrounds with over fifty sites which is recommended to remain at the current 2017 fee.

Campground inspections are now done twice per licensing period. Portage County licenses 33 campgrounds. Mrs. Smith would recommend an incremental increase.

Board Member Howard inquired about the percentages of increase. It was determined that the staff did not provide the percent change to the fees to then discuss the incremental implementation. Mr. Howard explained that with the levy coming up, the public will be more receptive to talk about a 6% increase versus a 25% increase spread out over three or four years. Mrs. Smith agree that staffed did not provide this important piece of information. Therefore, the spreadsheets will be revised to accurately reflect the total dollar and percentage of increase in the calculated fee and then provide options for an incremental increase over several years. These documents will be mailed or emailed to the Board.

E. Health Education and Promotion: In addition to the Board packet, Mrs. Lehman highlighted Yoga and Mindfulness classes led by Kim Plough, CHES, and Lynette Blasiman had recorded Public Service Announcements for radio station K105 for Safe Communities.

F. Health Commissioner: None

VII. OLD BUISINESS –

A. Signage – Mr. Diorio presented quotes, examples of work in Portage County, and samples of the two remaining companies under consideration. The proposal includes the following signs: 1-directory, 2-glass lettering, 1-directional, 1-PCHD 2nd floor, 13-ADA compliant rooms, 7-overheads, and 2-exterior. Advanced Display Systems, located in Kent, gave us a quote of \$3,939.52. Cicogna, located in Ashtabula, gave us a quote of \$3,964.80.

After discussion and review of the samples, Board Member Bierlair presented a motion to award the Signage Contract to Advanced Display Systems, seconded by Board Member Hammar. Vote on the motion is as follows:

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

- B. Accepting the Resignation of Christopher Novelli, RS, Supervisor – Mr. Novelli submitted his resignation after the October Board meeting. Board Member Howard presented a motion to accept Christopher Novelli, RS, Supervisor, resignation with regret, seconded by Board Member Minott. An “aye” vote was cast by all, motion carried.
- C. Ratification of Permission to Post the Job for the Supervisor Vacancy – Board Member Minott presented a motion Ratifying Permission by the Board to Post the Job for the Supervisor Vacancy, seconded by Board Member Hammar. Vote on the motion is as follows:

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

- D. Mrs. Smith informed the Board that none of the Supervisor applications/resumes received were qualified. Current staff and supervisors are working together to fill in the gap. Board Member Minott presented a motion to Post the vacancy as Registered Sanitarian/Sanitarian-in-Training, seconded by Board Member Bierlair. An “aye” vote was cast by all.
- E. Second 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.

Justin Rechichar, Survey Programs Supervisor, discussed the PowerPoint presentation for the Public Hearing. One Mobile operator was in attendance. She attends the Kent City Farmers Market and is required to get a Mobile license. The Food Code is up for review and she will receive information in order to comment on the rules.

Board Member Howard presented a Motion to Accept the Second Reading of Resolution #17-77 as presented above, seconded by Board Member Copley. An “aye” vote was cast by all, motion carried.

VIII. NEW BUSINESS –

- A. Personnel Policy 2.29-Continuing Education – Changes are listed as Transitional Education. This section will indicate what steps the Health Department is responsible for paying when a Sanitarian-in-Training is transitioning to a Registered Sanitarian. Also included was direction for a Certified Health Education Specialist (CHES).

Board Member Howard presented a motion to Adopt the Personnel Policy 2.29-Continuing Education, seconded by Board Member Bierlair. Vote on the motion is as follows:

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

- B. Language Change in the Personnel Policy from Director of Administration and Personnel to Personnel Officer – Mrs. Filing's position was changed because she no longer has personnel under her and to better reflect her job duties. She has indicated she will retire next year and the job description includes succession planning with HR experience.

Mr. Diorio indicated the title of Director of Administration and Personnel occurs fourteen times in the Personnel Policy. The language would be changed to Personnel Officer. Board Member Minott presented a motion to change the language in the Personnel Policy from Director of Administration and Personnel to Personnel Officer, seconded by Board Member Copley. Vote on the motion is as follows:

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

- C. Language Change in the Salary Range – In 2015, Mr. Diorio established a Salary Range for the Director of Administration and Personnel. The Salary Range will remain the same. The language will change to Personnel Officer. Board Member Minott presented a motion to change the language in the Salary Range from Director of Administration and Personnel to Personnel Officer, seconded by Board Member Howard. Vote on the motion is as follows:

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

- D. PHAB Support Letter – We are at the point in the Accreditation process to submit a letter of support from the Board. Mr. Diorio is asking for the Board's approval for Board President, Robert Palmer, to sign the Letter of Support to apply for PHAB. Mr. Diorio and Kevin Watson, Accreditation Coordinator, have completed their education requirements.

Board Member Hammar presented a motion to Approve Board President, Robert Palmer, to sign the PHAB Letter of Support, seconded by Board Member Minott. Vote on the motion is as follows:

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


- IX. **BOARD ISSUES AND DISCUSSION:** At the December Board meeting, Susie Forgacs, RN, will present Communicable Disease Investigation. The Education will start at 6:30pm.

X. **EXECUTIVE SESSION: Adjournment**

Adjournment: The meeting was adjourned at 8:32pm.



Evelyn Cutlip
Board Vice-President



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