

**Portage County Combined General Health District  
Board Meeting Minutes  
December 19, 2017 (7:00pm)**

**I. BOARD EDUCATION (6:30pm) – Communicable Disease Investigation – Susan Forgacs, RN**

**II. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, December 19, 2017, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:04pm by Board President Palmer.

Board Members in Attendance:	Robert Palmer, President Evelyn Cutlip, Vice President James Bierlair, Member Robert Howard, Member (arrived 7:20pm) Lucy Ribelin, Member Marian Copley, Member
Board Members Absent:	Dr. Howard Minott, Member Amy Hammar, 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
Advisory Council:	James Deffenbaugh
Others:	Susie Forgacs, BSN, RN Justin Rechichar, MPH, RS Amos Sarfo, MS, RS
Media Present:	None

**III. APPROVAL OF MINUTES:**

**A. Board of Health Meeting: November 21, 2017**

A correction was noted that Rosemary Ferraro, Director of Nursing, was absent due to surgery. No action was taken on the Minutes as there was not a quorum of Board Members eligible to vote.

**IV. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)**

Mr. Deffenbaugh thanked the Health Department for the packet of information.

**V. PUBLIC COMMENT - None**

**VI. ACTION ITEMS**

**A. Expenditure Ratifications-\$321,485.07**

Mrs. Stall informed the Board the large Expenditure was because of the PHAB Accreditation Application and Water Pollution Control Loan Fund payments. Board Member Cutlip presented a motion to ratify the November 2017 Gas for \$298.48, Portage County Water Resources for \$1,844.00, Batch #4059 for \$41,941.92, Batch #4669 for \$70,189.76, Batch #4782 for \$3,114.67, Batch #4734 for \$140,899.89, Batch #4935 for \$26,785.45, Batch #4987 for \$31,410.90, and Batch #5038 for \$5,000.00 for a total of \$321,485.07, 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	Absent
Board Member Howard	Absent	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

**B. Resolution #17-75 – 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 #17-75 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	Absent
Board Member Howard	Absent	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

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

1. Justin Rechichar, RS, will attend It's a Temporary Thing.

Date: December 21, 2017

Location: Cuyahoga County Health Department  
55550 Venture Drive  
Parma, OH

Mileage: 84 miles @ 53.5¢ per mile = \$44.94

Meal: 1 meal @ \$15.00 + 20% = \$18.00

Travel and expenditures not to exceed \$68.00.

2. Jennifer Lowry, SIT, will attend It's a Temporary Thing.

Date: December 21, 2017

Location: Cuyahoga County Health Department  
55550 Venture Drive  
Parma, OH

Meal: 1 meal @ \$15.00 + 20% = \$18.00

Travel and expenditures not to exceed \$68.00.

3. Justin Rechichar, RS, will attend Microbreweries and Facility Plan Review Training.

Dates: January 18, 2018

Location: Columbiana County Health Department  
7360 SR 45  
Lisbon, OH

Mileage: 242 miles @ 53.5¢ per mile = \$22.47

Meals: 1 meal @ \$15.00 + 20% = \$18.00

CEUs: 5.5

Travel and expenditures not to exceed \$45.00.

4. Jennifer Lowry, SIT, will attend Microbreweries and Facility Plan Review Training.

Dates: January 18, 2018  
Location: Columbiana County Health Department  
7360 SR 45  
Lisbon, OH  
Mileage: 78 miles @ 53.5¢ per mile = \$41.73  
Meals: 1 meal @ \$15.00 + 20% = \$18.00  
CEUs: 5.5  
Travel and expenditures not to exceed \$65.00.

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

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

1. Susan Forgacs, RN, picked up respiratory swabs from Mahoning County Health Department to use for possible outbreak testing.

Date: November 15, 2017  
Location: Mahoning County Health Department  
50 Westchester Drive  
Youngstown, OH  
Mileage: 57 miles @ 53.5¢ = \$30.50  
Travel and expenditures not to exceed \$40.00.

2. Lynette Blasiman, attended the TZD Safety Network Award Presentation.

Date: December 6, 2017

Location: Lorain County Community College  
1005 N. Abbe Rd  
Elyria, OH

Travel and expenditures not to exceed \$0.00.

3. Marianne Kitakis, RN, attended the PHEP EPI Quarterly meeting.

Date: December 15, 2017

Location: Ohio Department of Agriculture  
8895 E. Main Street  
Reynoldsburg, OH

Mileage: 316 miles @ 53.5¢ = \$169.06

Meal: 1 meal @ \$10.00 = \$10.00

Travel and expenditures not to exceed \$189.06.

4. Justin Rechichar, RS, attended Meat Room Equipment and ROP Without Variance training.

Date: December 6, 2017

Location: Columbiana County Health Department  
7360 SR 45  
Lisbon, OH

Mileage: (Riding with Will Duck, SIT)

Meals: 1 meal @ \$15.00 + 20% = \$18.00

Travel and expenditures not to exceed \$18.00.

5. Will Duck, SIT, attended Meat Room Equipment and ROP Without Variance training.

Date: December 6, 2017  
Location: Columbiana County Health Department  
7360 SR 45  
Lisbon, OH  
Mileage: (Using Health Department vehicle)  
Meals: 1 meal @ \$15.00 + 20% = \$15.00  
CEUs: 5.0  
Travel and expenditures not to exceed \$20.00.

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

## VII. DISCUSSION REPORTS

- A. Personnel: Mrs. Filing distributed 2018 Board Meeting Calendars to the Board members.
- B. Fiscal and Accounting: Mrs. Stall reported fund balances are looking very good for the end of the year.

She presented information on cost savings by: 1) switching the telephone system from AT&T to Spectrum, 2) replacing the cell phone stipend with Trac phones and buying minutes, and 3) mileage savings due to purchasing two vehicles.

Board Member Ribelin was present when the State Auditors gave their final report for the Health District. She complimented Mrs. Stall on the work she does. Mrs. Stall commented she would like to have training on the reports. The Auditors corrected the Hinkle report and explained the changes to Mrs. Stall.

- C. Nursing: Mrs. Ferraro reported there are fourteen cases of hospitalized flu this season. Statistics on the Flu Clinics done was presented. Pertussis reports have increased. The Kent State exercise went very well. The Emergency Response Plan was submitted.
- D. Environmental Division: Mrs. Smith informed the Board the Health District is sponsoring a Certified Pool Operators training in January. The monthly statistics are being revamped and will soon return to the Board packet. There was discussion about restaurant and follow-up inspections for establishments not always compliant.
- E. Health Education and Promotion: In addition to the Board packet, Mrs. Lehman highlighted the PHAB Accreditation Application was submitted, nineteen car seats and education were provided, podcasts are being recorded for the F&CS Community Safety group, and an ODOT event was given an award.

Mrs. Lehman reported on an accident on SR 44 where a semi drove over a car which held a mother and two young children. The car was totaled. The children were in car seats and all victims walked away from the accident. The Highway State Patrol recommended the Health Department to the mother so she was able to get new car seats.

- F. Health Commissioner:
  - 1. Web Site – The web site is on hold after receiving a \$5,000 bill from the site developer. At the May Board meeting, Brian Kelley had said the web site would be at no cost. Mr. Diorio and Becky Lehman have spent several hours working on the site. He returned the bill to IT noting we were not to have any expenses. The documentation also lacked information regarding an annual fee. He was hoping to have everything done by the end of this year.
  - 2. Fiber Optic Connection to the County – County IT services are transmitted over a 100mb fiber connection between the County and the Health Department. Mr. Diorio was unaware of this until he recently received an e-mail from the County for \$8,000 for services from July 2015 plus \$540 for every month of August through November. He asked for options including disconnecting from the County. There should have been a service agreement when this was initiated. The County's bill is over \$300,000 because the account is all mixed up.

Board Member Bierlair reported that Portage County Soil and Water has their own server. It may not be instant but they are able to work in Munis. They also buy their own computer equipment. Discussion centered around updates on lines and computers.

3. Signage – Board President asked how the signs were coming. Mr. Diorio replied there are two exterior signs out front. He's hoping the remaining signs will be up by end of year.

#### **VIII. OLD BUSINESS –**

- A. Third and Final Reading – Resolution #17-77A – 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.

Board Member Bierlair presented a Motion to Accept the Third and Final Reading and Adopt Resolution #17-77A as presented 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	Absent
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

- B. Registered Sanitarian Job Posting Update – Mrs. Smith informed the Board we have three Registered Sanitarians and one Sanitarian-in-Training (SIT) interested in the position, eleven SITs had some experience, and ten applicants not SIT eligible. The Environmental Department will reorganize to have two working Supervisors covering the Survey and Stormwater/Wastewater Programs. The other programs will remain under Mrs. Smith. We have selected five applicants to interview in early January. There is an internal person interested in transferring over to the Wastewater program.

#### **IX. NEW BUSINESS –**

- A. Resolution #17-82 – The Portage County Board of Health Acceptance to Enter into a Services Agreement Between the Portage County Combined General Health District and Richardson Animal Hospital for the Purpose of Preparation of Animals for Rabies Testing



Mrs. Smith would like the Agreement to include shipping. It would be a time savings. Board Member Cutlip presented a motion to Adopt Resolution #17-82 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	Absent
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

- B. First Reading – Resolution #17-83 – Revising the Recreational Vehicle Parks, Recreation Camps, Combined and Temporary Park-Camp Fees to Comply with Ohio Revised Code 3729 and Ohio Administrative Code Chapter 3701-26. Fees to be Effective March 1, 2018

Mrs. Smith reviewed the fee tables presented at last month's Board meeting. The last methodology was done nine years ago. The Resolution has a different page 2 for each fee option to be selected. The additional site fee would remain at \$3.00. The Public Hearing is scheduled for Tuesday, January 16, 2018.

Board Member Howard presented a motion to select Option 4 – Incremental Change over Three Years, seconded by Board Member Copley. An "aye" vote was cast by all, motion to Select Option 4-Incremental Change over Three Years was carried.

Board Member Cutlip presented a motion to Accept the First Reading of Resolution #17-83 as stated above, seconded by Board Member Copley. An "aye" vote was cast by all, motion carried.

- C. First Reading – Resolution #17-84 – Revising the Public Swimming Pool and Spa Fees to Comply with Ohio Revised Code 3749 and Ohio Administrative Code Chapter 3701-31. Fees to be Effective March 1, 2018

Mrs. Smith reviewed the Pool fee table from last month and the additional handout. We are allowed to give a \$30 price break for an additional pool. Government pools are allowed a 50% fee decrease. The handout, Option 7, equalizes the fees to \$365 for all pools, spas, special use and government special use pools but includes the \$30 decrease for additional pools and the 50% decrease for special use government pools.

The long cost methodology was used to capture more of the costs. The Public Hearing, scheduled for January 16, 2018, will show the rate equalization and also the increases for the following years.

Board Member Ribelin presented a motion to select Option 7-Equalization Fee Schedule and Accept the First Reading of Resolution #17-84, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

D. 2018 Portage County Solid Waste Transfer Station Facility License Issuance – Board Member Ribelin presented a motion to Issue the 2018 Solid Waste Transfer Facility License Without Terms or Conditions, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

E. Acceptance of Retirement Letter of Tom Brannon, Environmental Technician – Board Member Bierlair presented a motion to accept Tom Brannon's Letter of Retirement with Regret, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried. Mrs. Stall is verifying with OPERS that Tom is eligible for retirement for Sick Time payout.

It was the consensus of the Board to hire a second Registered Sanitarian from the applications already available.

## **X. BOARD ISSUES AND DISCUSSION**

### **XI. EXECUTIVE SESSION: Matters Required to be Kept Confidential**

At 8:30pm, Board Member Howard presented a motion to Exit from Regular Session and go into Executive Session, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

At 9:28pm, Board Member Bierlair presented a motion to Exit from Executive Session and return to Regular Session, seconded by Board Member Howard. An "aye" vote was cast by all, motion carried.

**Adjournment:** The meeting was adjourned at 9:28pm.



Robert Palmer  
Board President



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