

**Portage County Combined General Health District
Board Meeting Minutes
January 16, 2018 (7:00pm)**

I. BOARD EDUCATION (6:30pm) – Child Fatality Review Report 2010-2015 – Lorriane Odhiambo

II. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, January 16, 2018, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:08pm by Board Vice-President Cutlip.

Board Members in Attendance:	Evelyn Cutlip, Vice President Dr. Howard Minott, Member James Bierlair, Member Amy Hammar, Member Lucy Ribelin, Member Marian Copley, Member
Board Members Absent:	Robert Palmer, President 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, Personnel Officer Amos Sarfo, Supervisor Justin Rechichar, Supervisor
Advisory Council:	James Deffenbaugh
Others:	Lorriane Odhiambo Tom Brett, Windham Village Al Barber, Franklin Township
Media Present:	None

III. APPROVAL OF MINUTES:

- A. Board of Health Meeting: November 21, 2017 – Board Member Bierlair presented a motion to Accept the Board Meeting Minutes of November 21, 2017, seconded by Board Member Minott. An “aye” vote was cast by all, motion carried.

- B. Board of Health Meeting: December 19, 2017 - 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) – No report.

V. PUBLIC COMMENT - None

VI. ACTION ITEMS

It was the consensus of the Board to move Resolution #18-17 forward to be the first item in the Action Items

- T. Resolution #18-17 - Declaring a Public Nuisance, Ordering Abatement of that Nuisance, and Approving the Civil Prosecution for Violation of Ohio Revised Code (ORC) 3707.01 Powers of Board – Abatement of Nuisance

Mary Helen Smith introduced Tom Brett, Windham Village Zoning Inspector, who was present to discuss the Nuisance at 9116 North Main Street, Windham Village.

Mrs. Smith distributed revised Resolution #18-17a. The original #18-17 included language regarding Public Nuisances and that the Village could have prosecuted under Title 715-Municipal Corporations. The Portage County Assistant Prosecutor is recommending that the above two references are removed. The Prosecutor cannot bring those forward on the Board's behalf. Also removed was the language for injunctive relief. The Assistant Prosecutor suggests we move forward and declare the property a public nuisance but not seek injunctive relief. We want to be supportive that the property is unfit for human habitation and is a public health nuisance.

The property had a fire in 2014. Included with the Resolution were pictures of the house. As of today, the house is in the same condition. There are many instances that make the house uninhabitable.

Mr. Brett handed out more documentation on the condition of the house. The first page shows a timeline of the property and various actions. The photos provided are in a then and now format and those taken on January 15, 2018. His recommendation is to declare the property a Public Nuisance and order it to be razed.

Mrs. Smith said that if the property is boarded up and no longer is a Public Health Nuisance, the other parties involved determine the outcome. The Village Mayor would like the Board of Health to move forward due to funds located in the Lean Ohio Program and Land Bank Program.

Board Member Ribelin presented a motion to Adopt Resolution #18-17a as stated above, 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	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

It was the consensus of the Board to begin with the first item in the Action Items.

A. Expenditure Ratifications-\$322.55

Board Member Minott presented a motion to ratify the December 2017 Gas for \$322.55, 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	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

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

1. Mary Helen Smith, MPH, will attend the Ohio Environmental Health Association Board Meeting.

Date: January 18, 2018

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

Mileage: 290 miles @ 54.5¢ per mile = \$158.05

Travel and expenditures not to exceed \$173.00.

2. Kim Plough, CHES, will attend LeanOhio Bootcamp for QI Training.
Date: January 30 & 31, 2018
February 6 & 7, 2018
Location: Cleveland State
1717 Euclid Avenue
Cleveland, OH
Mileage: 311.2 miles @ 54.5¢ per mile = \$169.60
Meals: 4 meals @ \$15.00 = \$60.00
Parking: \$10.00 @ 4 days = \$40.00
CEUs: 24.00
Travel and expenditures not to exceed \$289.00.
3. Mary Helen Smith, MPH, will attend the Ohio Environmental Health Association Board Meeting and Statewide Environmental Health Directors Legislative Update.
Date: February 22, 2018
Location: Union County Health District
940 London Ave, Ste 1100
Marysville, OH
Mileage: 300 miles @ 54.5¢ per mile = \$163.50
Travel and expenditures not to exceed \$180.00.
4. Kim Plough, CHES, will attend Trauma-Informed Yoga Training through Street Yoga.
Dates: March 9-11, 2018
Location: Centerpeace Yoga & Wellness
1951 SR 59
Kent, OH
Mileage: 8.4 miles @ 54.5¢ @ 3 days = \$13.48
Registration: \$300.00
Travel and expenditures not to exceed \$320.00.

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

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

1. Amos Sarfo, RS, attended the Ohio GIS User Group meeting.
 Date: December 15, 2017
 Location: Northeast Ohio Medical University
 New Center
 4209 St Rt 44
 Rootstown, OH
 Mileage: 10 miles @ 53.5¢ per mile = \$5.35
 Meals: 1 meal @ \$10.00 = \$10.00
 Travel and expenditures not to exceed \$15.35.

2. Mary Helen Smith, MPH, attended 2018 OEPA Mosquito Control Grant (MCG) Program Informational Meeting.
 Date: January 10, 2018
 Location: Ohio Department of Transportation
 1980 West Broad Street
 Columbus, OH
 Mileage: 300 miles @ 54.5¢ = \$163.50
 Meals: 1 meal @ \$10.00 + tip = \$12.00
 Travel and expenditures not to exceed \$193.00.

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

- D. Resolution #18-01 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Don Calvert to Provide Motorcycle Classes

- E. Resolution #18-02 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Joseph Boal to Provide Motorcycle Classes

- F. Resolution #18-03 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Ken Rayl to Provide Motorcycle Classes
- G. Resolution #18-04 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and James D. Dawson to Provide Motorcycle Classes
- H. Resolution #18-05 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Jim Kestel to Provide Motorcycle Classes
- I. Resolution #18-06 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Marybeth Sullivan to Provide Motorcycle Classes
- J. Resolution #18-07 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Kenneth Hudnall to Provide Motorcycle Classes
- K. Resolution #18-08 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Josee Boal to Provide Motorcycle Classes
- L. Resolution #18-09 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Dale Crutchman to Provide Motorcycle Classes
- M. Resolution #18-10 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Tim Graichen to Provide Motorcycle Classes

- N. Resolution #18-11 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Nicole Waldren to Provide Motorcycle Classes
- O. Resolution #18-12 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Jeff Russo to Provide Motorcycle Classes
- P. Resolution #18-13 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Kenneth Weissman to Provide Motorcycle Classes
- Q. Resolution #18-14 - The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Robert Zaugg, Jr. to Provide Motorcycle Classes

Board Member Minott presented a motion to Adopt Resolutions #18-01-#18-14 as presented above, 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	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- R. Resolution #18-15 – To Declare the Necessity to Levy a Tax in Excess of the Ten-Mill Limitation and Place on the Ballot at the May 8, 2018 Primary Election a Renewal of Four-tenths (0.4) of a Mill for the Benefit of the Portage County Combined General Health District

Mrs. Stall explained the Ten-Mill Limitation covers the whole County and the Health District is part of that. The Resolution is for a Renewal.

Board Member Minott presented a motion to Adopt Resolution #18-15 as presented above, 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	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- S. Resolution #18-16 – Amendment to the 2018 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Board Member Ribelin presented a motion to Adopt Resolution #18-16 as stated above, 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	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- T. Resolution #18-17 – Declaring a Public Nuisance, Ordering Abatement of that Nuisance, and Approving the Civil Prosecution for Violation of Ohio Revised Code (ORC) 3707.01 Powers of Board – Abatement of Nuisance

Resolution #18-17 was moved to the beginning of the Action Items.

- U. Resolution #18-18 – A Resolution Authorizing the Portage County Combined General Health District to Enter into the 2018 Water Pollution Control Loan Fund Agreement for the Repair and/or Replacement of Household Sewage Treatment Systems – The amount allocated is \$200,000

Board Member Minott presented a motion to Adopt Resolution #18-18 as stated above, 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	Absent	Board Member Minott	Yes
Board Member Ribelin	Yes	Board Member Copley	Yes

- V. IRS Mileage Reimbursement Rate Change for 2018 at .545¢ from 2017 at .535¢ per mile – Board Member Minott presented a motion to Adopt the IRS Mileage Reimbursement Rate Change for 2018 at .545¢ per mile, seconded by Board Member Copley. An “aye” vote was cast by all, motion carried.

VII. DISCUSSION REPORTS

A. Personnel: No report

B. Fiscal and Accounting: Mrs. Stall reported fund balances are looking very good for the end of the year. Our end-of-year and carryover balance is \$2,566,082. Of that amount \$1,262,591 is in the General Fund. Grants and Special Funds total \$1,303,491 and basically take care of themselves. The first quarter of 2018 requires \$520,000 for payroll and benefits which the carryover is used. Savings during 2017 helped the bottom line. Many of the grants are the same ones applied for every year.

Mrs. Stall discussed the 2019 Budget. We are required to have our budget presented by April 1st. A Payroll spreadsheet was distributed to the Board. She is looking for direction to calculate the pay increase for 2019. The Consumer Price Index shows a 2% cost of living for the year. Questions were posed from the Board Members and discussion followed. Board Members directed Mrs. Stall to calculate a 2% salary increase for the 2019 Budget to be reviewed again in November, 2018. She will have a rough draft of the budget at the February Board meeting with final approval for the March meeting.

C. Nursing: Mrs. Ferraro reported there are 79 cases hospitalized flu this season which starts in October. Two of cases are children. She recommended good hand hygiene.

Board Member Ribelin inquired about a food recall with lettuce. Justin Rechichar, Survey Programs Supervisor, heard about a recall for romaine lettuce with e-coli.

Mrs. Ferraro presented the Return on Investment for the Flu Clinics outside the Health District. With the increase if flu cases, we are still giving flu shots. There is a net profit of 19% between cost of the vaccine and what is charged.

D. Environmental Division: Both the December and Annual statistics are included in the Board packet. The report formats are evolving to make better use of the information provided. Mrs. Smith discussed different program inspections requirements.

A Certified Pool Operator course will be held in February, 2018 at Maplewood.

A final report on the \$300,000 funded for the 2016 WPCLF was included in the Board packet. The table showed the number of systems per township. Mrs. Smith reported from the Stormwater Taskforce meeting that seven installations were able to get additional funding through the Portage County Commissioners and Regional Funding.

- E. Health Education and Promotion: In addition to the Board packet, Mrs. Lehman highlighted the PHAB Accreditation. Performance Management and the Strategic Plan is completed for the first year. The Community Health Improvement Plan for the first year is near completion.

Mrs. Lehman handed out brochures about yoga. Kim Plough, Health Educator, will attend a training to present yoga for people experiencing trauma. She has been doing classes at many agencies.

- F. Health Commissioner:
1. Web Site – The web site is back on track. The County paid the outstanding bill. We hope to have something to show the Board at the February meeting.
 2. Signage – The interior room signs are almost ready. They will be installed after the hallway painting project is completed.

VIII. OLD BUSINESS –

- A. Second 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

The Public Hearing was held this morning. The invitation letter, PowerPoint presentation, sign-in sheet, and minutes were handed out. No public attended.

- B. Second 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

The Public Hearing was held this morning. The invitation letter, PowerPoint presentation, sign-in sheet, and minutes were handed out. No public attended.

One phone call was received prompted by the invitation letter. Mr. Rechichar explained the letter and fee cost methodology.

Board Member Minott presented a motion to Accept the Second Reading of Resolution #17-83 and Resolution #17-84 as stated above, seconded by Board Member Ribelin. An "aye" vote was cast by all, motion carried.

IX. NEW BUSINESS –

- A. Registered Sanitarian New Hire Recommendation for James Markijohn – This will fill the vacant wastewater position. There were 28 applications with three of them being Registered Sanitarians. He is a current Portage County employee. He lives near Beth Ahrens, RS. After talking with Beth, he completed classes and applied for his SIT registration.

After Tom Brannon retired, Will Duck, SIT, moved from Food inspections to Wastewater. None of the current applicants had experience in food inspections. We are posting the Food position and hope to have a recommendation in February.

Board Member Bierlair presented a motion to Accept James Markijohn as the candidate to hire for the Wastewater Sanitarian position, seconded by Board Member Minott. An "aye" vote was cast by all, motion carried.

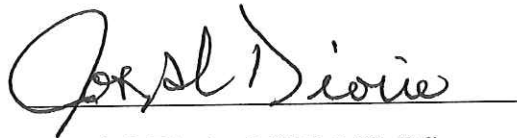
- X. BOARD ISSUES AND DISCUSSION –** The Portage County Child Fatality Report for 2010-2015 by Lorriane Odhiambo was given at 6:30pm.

XI. EXECUTIVE SESSION:

Adjournment: Board Member Ribelin presented a motion to adjourn the January 16, 2018 Board meeting at 8:30pm. An "aye" vote was cast by all, motion carried.



Evelyn Cutlip
Board Vice-President



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