

**Portage County Combined General Health District
Board Meeting Minutes
October 15, 2019 (6:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, October 15, 2019, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 6:03pm by Board President Howard.

Board Members in Attendance: Robert Howard, President
 Evelyn Cutlip, Vice President
 Amy Hammar, Member
 Lucy Ribelin, Member
 Charles Delaney, Member
 Dr. Megan Frank, Member

Board Members Absent: Dr. Howard Minott, Member
 James Bierlair, Member

Staff in Attendance: Joseph Diorio, Health Commissioner
 Mark Arredondo, Medical Director
 Rosemary Ferraro, Director of Nursing
 Mary Helen Smith, Director of Environmental
 Health
 Debra Stall, Director of Finance
 Becky Lehman, Director of Health Education and
 Promotion, Accreditation Coordinator
 Justin Rechichar, Supervisor
 Amos Sarfo, Supervisor
 Sarah Meduri, Personnel Officer

Advisory Council: Bruce Lange, Charlestown Township

Others: Allison Manayan, Assistant County Prosecutor

Media Present:

II. APPROVAL OF MINUTES:

Board of Health Meeting: May 21, 2019 – Board Member Hammar presented a motion to Accept the Board Meeting Minutes of the May 21, 2019, seconded by Board Member Frank. An “aye” vote was cast by all, motion carried. Board Member Howard abstained due to his absence at the May meeting.

The Board of Health Meeting Minutes of July 16, 2019, August 20, 2019, September 10, 2019 and September 24, 2019 were tabled as there was not a quorum of eligible members to vote.

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) – No comment.

IV. PUBLIC COMMENT – No public in attendance.

V. ACTION ITEMS

A.	Expenditure Ratifications	\$ 35,794.46
	Batch No.3876	\$7,119.62
	Batch No.3926	\$16,945.72
	Batch No.3987	\$2,631.62
	Batch No.4112	\$1,544.04
	Batch No.4130	\$7,553.46

Board Member Ribelin presented a motion to accept the above Expenditures and Ratify these expenses, seconded by Board Member Delaney.

Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

B. Travel and Expenditures

1. Chris Mundorf, MPH, PhD, attended the PHEP Epidemiology Meeting.

Date:	September 26, 2019
Location:	1980 West Broad St. Columbus, Ohio 43223
Mileage:	298 miles @ 58¢ per mile = \$172.84
Fund Used:	Nursing
Total for all expenditures:	\$172.84

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2. Rosemary Ferraro, MSN, RN, attended the OPHA PHN Quarterly Meeting.

Date: October 4, 2019
Location: Franklin County Public Health
280E. Broad St.
Columbus, Ohio 43215
Mileage: 245 miles @ 58¢ per mile = \$142.10
Meals: 1 lunch @ \$15.00 = \$15.00

Fund Used: Nursing

Total for all expenditures: \$157.10

3. Ali Mitchell, BSPH, attended the Ohio AAP Adolescent Vaping Training.

Date: October 11, 2019
Location: 215 West Bowery St.
Akron, Ohio 44308
Mileage: 44 miles @ 58¢ per mile = \$25.52
Parking: \$5.00

Fund Used: Health Education

Total for all expenditures: \$30.52

4. Emily Speck, BS, RS, attended the Ohio Environmental Health Association Northeast District Conference.

Date: October 15, 2019
Location: Hilton Garden Inn
8971 Wilcox Drive
Twinsburg, Ohio 44087
CEUs: 6
Mileage: 30 miles @ 58¢ per mile = \$17.40
Registration: \$65.00
Meals: 1 dinner = \$20.00

Fund Used: Stormwater

Total for all expenditures: \$102.40

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5. Justin Rechichar, MPH, RS, attended the Ohio Environmental Health Association Northeast District Conference.

Date: October 15, 2019
Location: Hilton Garden Inn
8971 Wilcox Drive
Twinsburg, Ohio 44087
CEUs: 6
Mileage: 30 miles @58¢ per mile = \$17.40
Registration: \$65.00
Fund Used: Food, Pools, Camps, PWS
Total for all expenditures: \$82.40

6. Mary Helen Smith, MPH, CPH, RS, REHS, will attend the Ohio Environmental Health Association Northeast District Conference.

Date: October 16, 2019
Location: Hilton Garden Inn
8971 Wilcox Drive
Twinsburg, Ohio 44087
CEUs: 6
Mileage: 30 miles @58¢ per mile = \$17.40
Registration: \$65.00
Fund Used: Stormwater, Solid Waste, HB110
Total for all expenditures: \$82.40

7. Lynette Blasiman will attend the Warren District 4 Quarterly Regional Meeting.

Date: October 17, 2019
Location: KSU Technology
4314 Mahoning Avenue
NW Warren, Ohio 44483
Mileage: 51.2 miles @ 58¢ per mile = \$29.70
Fund Used: General Fund
Total expenditures: \$29.70
Other: Mandatory Safe Communities meeting

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8. Carley Buzzard will attend the Tri County Breastfeeding Conference.

Date: October 18, 2019
Location: Holiday Inn
7410 South Ave.
Youngstown, Ohio 44512
Mileage: 42 miles @ 58¢ per mile = \$24.36
CEUs: 6
Registration: Registration fee covered by Tri County Breastfeeding
Connections

Fund Used: WIC

Total for all expenditures: \$24.36

9. Ereka Johnson, BSND, RD, LD, CLC, will attend the Tri County Breastfeeding Conference.

Date: October 18, 2019
Location: Holiday Inn
7410 South Ave.
Youngstown, Ohio 44512
Mileage: 0 miles @ 58¢ per mile = \$0.00
CEUs: 6
Registration: \$115.00
Fund Used: WIC

Total for all expenditures: \$115.00

10. Maria Constantino, BSND, RD, LD, will attend the Tri County Breastfeeding Conference.

Date: October 18, 2019
Location: Holiday Inn
7410 South Ave.
Youngstown, Ohio 44512
Mileage: 0 miles @ 58¢ per mile = \$0.00
CEUs: 6
Registration: \$115.00
Fund Used: WIC

Total for all expenditures: \$115.00

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11. Rachael Stratton, BA, CLC, will attend the Tri County Breastfeeding Conference.

Date: October 18, 2019
Location: Holiday Inn
7410 South Ave.
Youngstown, Ohio 44512
Mileage: 84 miles @ 58¢ per mile = \$48.72
CEUs: 6
Registration: \$115.00

Fund Used: WIC

Total for all expenditures: \$163.72

12. Becky Chonko, BSND, RD, LD, will attend the Tri County Breastfeeding Conference.

Date: October 18, 2019
Location: Holiday Inn
7410 South Ave.
Youngstown, Ohio 44512
Mileage: 0 miles @ 58¢ per mile = \$0.00
CEUs: 6
Registration: \$115.00

Fund Used: WIC

Total for all expenditures: \$115.00

- Ms. Chonko will ride with Ms. Stratton to the Conference.

13. Lindy Goist, BSAS, RD, LD, CLC, will attend the Tri County Breastfeeding Conference.

Date: October 18, 2019
Location: Holiday Inn
7410 South Ave.
Youngstown, Ohio 44512
Mileage: 0 miles @ 58¢ per mile = \$0.00
CEUs: 6
Registration: \$115.00

Fund Used: WIC

Total for all expenditures: \$115.00

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14. Kelly Rambo, BSND, CLC, will attend the Tri County Breastfeeding Conference.

Date: October 18, 2019
Location: Holiday Inn
7410 South Ave.
Youngstown, Ohio 44512
Mileage: 0 miles @ 58¢ per mile = \$0.00
CEUs: 6
Registration: \$115.00

Fund Used: WIC

Total for all expenditures: \$115.00

15. Julie Seifert, BHE, CLC, will attend the Tri County Breastfeeding Conference.

Date: October 18, 2019
Location: Holiday Inn
7410 South Ave.
Youngstown, Ohio 44512
Mileage: 0 miles @ 58¢ per mile = \$0.00
CEUs: 6
Registration: \$115.00

Fund Used: WIC

Total for all expenditures: \$115.00

16. Marianne Kitakis, BSN, RN will attend CMH PHN Sharing days.

Date: October 25, 2019
Location: 616 Roswell Road
NW Carrollton, Ohio
Mileage: 102 miles @ 58¢ per mile = \$59.16
Meals: 1 lunch - \$15.00

Fund Used: Nursing

Total for all expenditures: \$74.16

17. Chris Reese, BSN, RN, will attend the 14th Statewide Immunization Conference.

Date: November 6, 2019
Location: The Galaxy
201 Park Center Dr.
Wadsworth, Ohio 44281
CEUs: 4
Mileage: 67 miles @ 58¢ per mile = \$38.86
Meals: 1 lunch = \$15.00
Fund Used: Nursing
Total for all expenditures: \$128.86

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

Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

- C. Resolution #19-81 Resolution to Approve Legal Levels of Appropriation Authority for the Portage County Health Department 2020 Budget.

Ms. Stall explained the Portage County Combined General Health District 2020 Budget was approved in March of 2019. The 2020 Budget does not include WIC as they were not part of the Health District at that time. She plans to have a budget revision in January of 2020 to include WIC.

Board Member Ribelin presented a motion to Adopt Resolution #19-81 as stated above, seconded by Board Member Frank.

Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

- D. Resolution #19-82 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- Congress Lake Rd.

Ms. Smith stated the owner has not tried to abate the nuisance and asked the Board to approve Resolution 19-82 to declare it a public nuisance.

Board Member Hammar presented a motion to Adopt Resolution #19-82 as stated above, seconded by Board Member Ribelin.

Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

- E. Resolution #19-83 A Resolution Authorizing the Portage County Combined General Health District to enter into an Agreement with Werab Enterprise LLC for the 2019 Water Pollution Control Loan Fund Contract #201906

Board Member Hammar presented a motion to Approve Resolution #19-83 as stated above, seconded by Board Member Delaney.

Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

- F. Resolution #19-84 A Resolution Authorizing the Portage County Combined General Health District to enter into an Agreement with Werab Enterprise LLC for the 2019 Water Pollution Control Loan Fund Contract #201907

Board Member Frank presented a motion to Approve Resolution #19-84 as stated above, seconded by Board Member Hammar.

Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

- G. Resolution #19-85 The Portage County Combined General Health District Acceptance to Enter into Contract with Akron Metro/SARTA/PARTA to Provide Advertising Services for the 2019 & 2020 Portage County Storm Water Management Program (SWMP) and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.
- H. Resolution #19-86 The Portage County Combined General Health District Acceptance to Enter into Contract with Lamar Advertising to Provide Advertising Services for the 2019 & 2020 Portage County Storm Water Management Program (SWMP) and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.
- I. Resolution #19-87 The Portage County Combined General Health District Acceptance to Enter into Contract with National Outdoor Media to Provide Advertising Services for the 2019 & 2020 Portage County Storm Water Management Program (SWMP) and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.
- J. Resolution #19-88 The Portage County Combined General Health District Acceptance to Enter into Contract with Genesis Outdoor Advertising to Provide Advertising Services for the 2019 & 2020 Portage County Storm Water Management Program (SWMP) and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.

Ms. Lehman presented Resolutions 19-85 through 19-88. Ms. Plough put together a comprehensive marketing campaign for the 2019 and 2020 Portage County Storm Water Management Program that provides consistent messaging for stormwater education. The campaign includes marketing on local billboards, busses, and bookmarks that are spread across the county and tied back to the Portage County Health District's website. Staff are able to track how many people see the advertisements by viewing the statistics of the website pages. All funding is paid out of the Storm Water Program.

Board Member Ribelin presented a motion to Approve Resolutions #19-85 through Resolution #19-88 as stated above, seconded by Board Member Cutlip.

Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

- K. Resolution #19-89 The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign Lease Agreement Between Portage County Health District and the Portage County Board of Commissioners for the Portage County Administration Building WIC Annex.
- L. Resolution #19-90 The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign Lease Agreement Between Portage County Health District and the Portage County Board of Commissioners for the Columbiana County WIC Building

Mr. Diorio informed the Board that Resolutions #19-89 and #19-90 are to contract the spaces for both of the WIC sites with the Portage County Board of Commissioners.

Board Member Hammar presented a motion to Approve Resolutions #19-89 and Resolution #19-90 as stated above, seconded by Board Member Delaney.

Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

VI. DISCUSSION REPORTS

A. Administration and Personnel:

Ms. Meduri updated the Board of the current Health District job postings. Ms. Meduri, Ms. Smith, Mr. Rechichar and Mr. Sarfo conducted three second interviews for the full-time Environmental Clerk position. Ms. Meduri extended an offer to Amy Marker who accepted and will tentatively start October 22nd. The opening for the PHEP Coordinator position has brought in over 130 applicants. Ms. Meduri has pre-screened the applications for further review.

Ms. Meduri will be sending out the Portage County Health District's Third Quarter Report by the end of the week.

Ms. Meduri updated the Board on the IT conversion. Both Portage County IT and Quality IP have been working through IT issues over the past week. Some staff

experienced their computers working more slowly than normal and a few computers went completely down. There was a mix-up with Portage County IT and Quality IP anti-viruses attempting to attack each other causing the performance issues. Those issues have since been addressed and a solution has been created. The server transfer is tentatively scheduled for October 22nd. Ms. Meduri and Mr. Diorio are working with both Portage County IT and Quality IP to confirm the date and time as well as tasks associated. While the transfer takes place, employees will not have access to their computers at all, nor will be able to use the email or faxing features of the Ricoh copy machines.

Ms. Meduri organized the first agency-wide quarterly staff meeting inclusive of the new WIC staff and held an Orientation Day for the new staff on October 1, 2019. The meeting also encompassed employees annual HIPAA training provided by Ms. Ferraro, Director Nursing as well as Mr. Cecil from Quality IP. The WIC staff were well received, and the onboarding process has been going well.

B. Fiscal and Accounting:

Ms. Stall reviewed the Cash Basis Report and stated the Health District is fiscally in good shape.

C. Nursing:

Ms. Ferraro stated the Nursing Division is very busy with clinics and flu season. Staff have provided over 300 flu vaccinations and held 7 clinics with 7 more clinics scheduled. The nurses provided over 700 immunizations through back to school clinics. There are currently no reported cases of flu.

D. Environmental Division:

Ms. Smith stated the Health District applied for the WPCLF program again and is slighted to receive \$150,000 in 2020. She stated the program is first come first serve and assists low to moderate income home owners with residential septic problems.

Ms. Smith confirmed two positive cases of Eastern Equine Encephalitis (EEE) in Portage County. The cases are part of a larger outbreak.

Ms. Jones submitted for three grants for the National Retail Food Standards which include training, mentoring and self- assessments.

E. Health Education and Promotion and Accreditation:

Ms. Lehman pointed out the Safe Communities Report provided by Ms. Blasiman. The new grant started October 1, 2019.

The final CHIP meeting will be held on October 29th at the Ravenna Elks from 11am- 3pm. The Hospital Council of Northwest Ohio (HCNO) will present their version of the completed CHIP. Ms. Lehman commented that the meeting is very important and tied to the next three years. The new CHIP priorities are Mental Health and Substance Abuse, Chronic Disease and Infant and Child Health with a focus on Social Determinants, Health Equity and Access to Care.

F. Women, Infants and Children (WIC):

Ms. Cooper thanked the Board for taking on the WIC program into the Health District. She stated staff are adapting to the change and new staffing levels. Employees are doing well, and the two new staff are catching on quickly and counseling on their own already.

USDA approved the new WIC computer system. Northeast Ohio will be the first to rollout the new system. Ms. Cooper is hoping the system will be in place by the end of the year. The new system would allow for mobile recertifications which would be instrumental in attaining and retaining WIC participants.

G. Health Commissioner:

Mr. Diorio updated the Board on the inquiry for a stand-alone website for the Health District. The website would cost \$7,500. Mr. Diorio stated he will continue to keep the website connect to Portage County.

Mr. Diorio updated the Board on the Quality IP phone and IT upgrades. The IT line was installed at the Health District and the Lisbon WIC location, but couldn't be put in yet at the Ravenna WIC location. Once installed at the Ravenna WIC location, the Health District can rollout the phone and email updates. Mr. Diorio emphasized that the Health District is working through one project at a time to ensure staff can plan accordingly and have less disruption of services.

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

A. Assistant County Prosecutor, Allison Manayan- Nelson Ledges Quarry Park

Mr. Howard introduced Allison Manayan, Assistant County Prosecutor for Portage County. Ms. Manayan was asked to attend the meeting to discuss options for Portage County Health District for the enforcement of codes pertaining to Nelson Ledges Quarry Park. Nelson Ledges Quarry Park is a park offering swimming, hiking, fishing, camping and music festivals for over the past fifty years located in Garrettsville, Ohio.

Mr. Diorio, Ms. Smith and Mr. Rechichar have been working diligently over the last few years to attain compliance and educate the staff of Nelson Ledges Quarry Park. Ms. Manayan informed the Board that staff have issued several notices of violations, many of which were repeat violations. Ms. Manayan stated that it appears to be the same mistakes repeatedly and commented how respectful the Health District staff have been to Nelson Ledges Quarry Park. The Health District have organized meetings with their staff as well as included Ms. Manayan and Nelson Ledges Quarry Park's attorney. Ms. Manayan commented that they are resistant to change as they are very used to doing things the way they've always done them. Ms. Manayan reviewed options available to enforce rules including judicial and administrative processes. One option would be to ask the court for injunction for violating the rules. Ms. Manayan informed the Board that in 1983 a similar situation occurred. She was sad to report, two individuals died at Nelson Ledges Quarry Park. The Prosecutors Office filed three complaints on the same day. One on behalf of the Health District, one on behalf of the Trustees and one on behalf of the Prosecutor. For fourteen days Nelson Ledges Quarry Park could not conduct any business. During the fourteen-day preliminary period the Health District and Nelson Ledges Quarry Park came to an agreement for a solution to the issues at hand. Nelson Ledges Quarry Park hired more security guards and discontinued swimming after 7pm. The Assistant Prosecutor filed a motion to amend because they didn't do what they were supposed to do.

Ms. Manayan informed the Board that standard of proof must provide clear evidence, but any course of action is likely to take years due to appeals. The other option is the administrative route which would require the Health District to revoke or suspend the campground license for them. The Health District would send notice to Nelson Ledges Quarry Park and offer a hearing. The Health District would then have to decide if they want to be the hearing officer or hire a licensed attorney. Ms. Manayan commented it can be an expensive route to take. A record would be made including a tape recording, stenographer and would allow each party to cross examine witnesses. If the Board of Health decided to be the hearing officer, they would make the decisions, but if the Board

of Health decided to hire a licensed attorney, the Board of Health would review the recommendations from the hearing officer and decide whether to adopt it or disprove it. A draw back of this process is that Nelson Ledges Quarry Park can appeal it to the Court of Common Pleas and then to the Court of Appeals. If it is appealed, the Board of Health would be responsible for all fees. Ms. Manayan reiterated that either option could take years. Ms. Ribelin asked who the enforcer is over Nelson Ledges Quarry Park, in which Ms. Manayan responded that there are different authorities over it. The Sherriff's Department has law enforcement, the Health District has campground rules, the Township Trustees have zoning enforcement and the Portage County Building Department enforces building violations. Each enforcer has different issues with the park. The Health District could partner with the other enforcers to address the issues but would need them to be involved in the process.

Ms. Manayan recommended suspension of Nelson Ledges Quarry Park because she thinks the Health District could attain more compliance with laws with the state of Ohio. Ms. Manayan spoke with Ms. Wilson from Ohio Department of Health who stated that the local level or Portage County Health District, has responsibility for revoking or suspending licenses.

Mr. Howard inquired to the Health District staff if they believe any change will occur. Ms. Smith informed the Board that she and her staff have worked very hard to educate them and meet with the owner, employees and their attorney, to develop a plan that all would agree to, but after reinspection there were just as many violations again. They met again with the same outcome. She stated that Nelson Ledges Quarry Park provides a plan, says they will agree to it and then don't follow it. Mr. Rechichar commented that they have offered further assistance multiple times, but they do not seek out help nor make changes. Mr. Howard commented that he would like to have a meeting with our partners to discuss the challenges and issues with Nelson Ledges Quarry Park. Ms. Hammar stated the goal isn't to shut them down, it's to make them comply. Mr. Diorio also noted that he thinks the best option is to invoke our partners. He further commented on the incredible work the Health District staff have done working with Nelson Ledges Quarry Park in trying to make improvements, educate their staff and ultimately trying to attain compliance. The Board of Health would like to have a meeting with the Health District staff and partners to discuss the next steps with the goal in mind to improve safety and compliance with various regulations for Nelson Ledges Quarry Park.

B. Accept the hiring of Amy Marker, FT Environmental Clerk (**Action**)

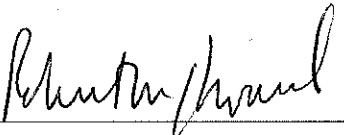
Ms. Marker worked at National Cash Advance for 12 years and worked at Stark County in the Records Office. She is very excited for the opportunity and pending a clean background check and drug screen, she will start with us on October 22nd.

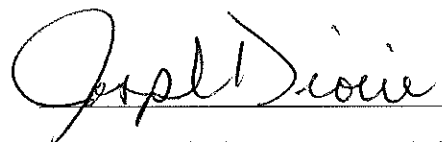
Board Member Cutlip presented a motion to Accept the Hiring of Amy Maker, seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried.

IX. BOARD ISSUES AND DISCUSSION:

X. EXECUTIVE SESSION:

Adjournment: The October 15, 2019 Board meeting was adjourned at 8:07pm. An “aye” vote was cast by all, motion carried.



Robert Howard
Board President

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