

**Portage County Combined General Health District
Board Meeting Minutes
January 21, 2020 (6:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, January 21, 2020, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 6:06pm by Board Vice-President Cutlip.

Board Members in Attendance: Evelyn Cutlip, Vice President
Amy Hammar, Member
Lucy Ribelin, Member
Dr. Megan Frank, Member
Dr. Howard Minott, Member
James Bierlair, Member

Board Members Absent: Robert Howard, President
Charles Delaney, 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 and Promotion, Accreditation Coordinator
Justin Rechichar, Supervisor
Amos Sarfo, Supervisor
Sarah Meduri, Personnel Officer
Amy Cooper, Director of WIC
Advisory Council: Bruce Lange, Charlestown Township

Others: Joe Gadd, Aurora Resident
Media Present:

II. APPROVAL OF MINUTES:

Board of Health Meeting: December 17, 2019 – Board Member Frank presented a motion to Accept the Board Meeting Minutes of the December 17, 2019, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)

Mr. Lange sadly announced the death of Victor Grimm, Mantua Township Trustee. He stated it was very unexpected and a sad loss for Mantua.

IV. PUBLIC COMMENT

Joe Gadd, Aurora resident attended the Board Meeting to thank the staff at Portage County Combined General Health District in their assistance in helping a lady from Rootstown with her septic system. He personally thanked Jack Madved, a former Portage County Health District employee and Amos Sarfo, Wastewater and Stormwater Supervisor. Mr. Gadd further commented that Portage County residents do not understand everything the Health District does for the community. Mr. Gadd said in closing that himself, Ms. Baron and Ms. Milton thank all staff at Portage County Health District for all the hard work they do.

V. ACTION ITEMS

A. Expenditure Ratifications

Batch No. 5188	\$2,904.66
Batch No .5199	\$14,208.22
Batch No. 5366	\$176.86
Batch No. 5397	\$15,511.38
Batch No. 5461	\$7,530.84
Total Expenditures	\$40,331.96

Journal Entry

Portage County Commissioners	
WIC Rent	\$13,951.38
Portage County Commissioners	
WIC Phones	\$652.65
Total Journal Entries	\$14,604.03
Total Payments	\$54,935.99

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

Vote on the motion is as follows:

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

B. Travel and Expenditures

1. Robert Walker, BA-Ed, EMT-P, EMS-I, FFII, FSI, CHEP, attended the Regional Aging Meeting.

Date: December 10, 2019
Location: 5211 Tusk Street
West Canton, Ohio 44708
Mileage: 80 miles @ 58¢ per mile = \$46.40
Fund Used: PHEP
Total for all expenditures: \$46.40

2. Emily Speck, BS, RS, attended the 2020 OOWA Annual Conference.

Date: January 7, 2020- January 9, 2020
Location: 100 Green Meadows Drive
Lewis Center, Ohio 43035
Mileage: 0 miles @ 58¢ per mile = \$0.00
CEU's: Pending ODH Approval
Registration: \$230.00
Meals: 2 lunches + 2 dinners = \$70.00
Fund Used: Wastewater
Total for all expenditures: \$300.00
Other: EH Staff will utilize the BOH F-150 to travel to the conference

3. William Duck, BA, SIT, attended the 2020 OOWA Annual Conference.

Date: January 7, 2020- January 9, 2020
Location: 100 Green Meadows Drive
Lewis Center, Ohio 43035
Mileage: 0 miles @ 58¢ per mile = \$0.00
CEU's: Pending ODH Approval
Registration: \$275.00
Meals: 2 lunches + 2 dinners = \$70.00
Lodging: Nationwide Hotel and Conference Center
2 nights = \$250.00
Fund Used: Wastewater
Total for all expenditures: \$595.00
Other: EH Staff will utilize the BOH F-150 to travel to the conference

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4. Lindsey Cianciolo, BA, SIT, attended the 2020 OOWA Annual Conference.

Date: January 7, 2020- January 9, 2020
Location: 100 Green Meadows Drive
Lewis Center, Ohio 43035
Mileage: 0 miles @ 58¢ per mile = \$0.00
CEU's: Pending ODH Approval
Registration: \$230.00
Meals: 2 lunches + 2 dinners = \$70.00
Lodging: Nationwide Hotel and Conference Center
2 nights = \$250.00
Fund Used: Wastewater

Total for all expenditures: \$550.00
Other: EH Staff will utilize the BOH F-150 to travel to the conference

5. Rosemary Ferraro, MSN, RN, attended the Ohio Department of Medicaid Home Visiting Program Meeting.

Date: January 9, 2020
Location: 50 W. Town Street
Columbus, Ohio 43215
Mileage: 290 @ 58¢ per mile = \$168.20
Parking: \$20.00

Fund: Nursing

Total for all expenditures: \$188.20

6. Ereka Johnson, RD, LD, CLC, will attend the Tri-County Breastfeeding Connections Coalition Meetings.

Dates: January 22, June 24 and September 23, 2020
Location: Trumbull County WIC
258 E. Market Street
Warren, Ohio 44481
St. Joseph Warren Hospital
667 Eastland Ave.
Warren, Ohio 44484
Mileage: 246 @ 58¢ per mile = \$142.68
Fund: WIC
Total for all expenditures: \$142.68

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7. Ereka Johnson, RD, LD, CLC, will attend the Northeast Ohio Regional WIC Directors Meeting.

Date: January 23, 2020
Location: Summit County Public Health
1867 West Market St.
Akron, Ohio 44313
Mileage: 117 @ 58¢ per mile = \$67.86
Fund Used: WIC
Total for all expenditures: \$67.86

8. Amy Cooper, RD, LD, will attend the Northeast Ohio Regional WIC Directors Meeting.

Date: January 23, 2020
Location: Summit County Public Health
1867 West Market St.
Akron, Ohio 44313
Mileage: 29 @ 58¢ per mile = \$16.82
Fund Used: WIC
Total for all expenditures: \$16.82
*Mileage shorter from home than the WIC Clinic

9. Ereka Johnson, RD, LD, CLC, will attend the WIC Certification System Training for Management.

Date: January 24, 2020
Location: Cuyahoga County WIC
5202 Memphis Ave.
Cleveland, Ohio 44144
Mileage: 150 @ 58¢ per mile = \$87.00
Fund Used: WIC
Total for all expenditures: \$87.00

10. Amy Cooper, RD, LD, , will attend the Northeast Ohio Regional WIC Directors Meeting.

Date: January 23, 2020
Location: Summit County Public Health
1867 West Market St.
Akron, Ohio 44313
Mileage: 66 @ 58¢ per mile = \$38.28
Fund Used: WIC
Total for all expenditures: \$38.28
*Mileage shorter from home than the WIC Clinic

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11. Jayne Beadnell will attend the WIC Certification System Training.

Date: February 4th, 2020
Location: Ohio Department of Health
Columbus, Ohio
Mileage: 320 @ 58¢ per mile = \$185.60
Parking: \$15.00
Meals: 1 lunch & 1 dinner = \$35.00
Lodging: Drury Inn & Suites Columbus Convention Center
1 night = \$122.00
Fund Used: WIC
Total for all expenditures: \$357.60

12. Vicki Caddell will attend the WIC Certification System Training.

Date: February 4th, 2020
Location: Ohio Department of Health
Columbus, Ohio
Mileage: 320 @ 58¢ per mile = \$185.60
Parking: \$15.00
Meals: 1 lunch & 1 dinner = \$35.00
Lodging: Drury Inn & Suites Columbus Convention Center
1 night = \$122.00
Fund Used: WIC
Total for all expenditures: \$357.60

13. Clinic Assistant TBH will attend the WIC Certification System Training.

Date: February 4th, 2020
Location: Ohio Department of Health
Columbus, Ohio
Mileage: 286 @ 58¢ per mile = \$165.88
Parking: \$15.00
Meals: 1 lunch & 1 dinner = \$35.00
Lodging: Drury Inn & Suites Columbus Convention Center
1 night = \$122.00
Fund Used: WIC
Total for all expenditures: \$337.88

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14. Harley Carroll, RD, LD, will attend the WIC Certification System Training.

Date: February 4th, 2020
Location: Ohio Department of Health
Columbus, Ohio
Mileage: 320 @ 58¢ per mile = \$185.60
Parking: \$15.00
Meals: 1 lunch & 1 dinner = \$35.00
Lodging: Drury Inn & Suites Columbus Convention Center
1 night = \$122.00
Fund Used: WIC
Total for all expenditures: \$357.60

15. Becky Chonko, RD, LD, CLC, will attend the WIC Certification System Training.

Date: February 4th, 2020
Location: Ohio Department of Health
Columbus, Ohio
Mileage: 286 @ 58¢ per mile = \$165.88
Parking: \$15.00
Meals: 1 lunch & 1 dinner = \$35.00
Lodging: Drury Inn & Suites Columbus Convention Center
1 night = \$122.00
Fund Used: WIC
Total for all expenditures: \$337.88

16. Maria Constantino, RD, LD will attend the WIC Certification System Training.

Date: February 4th, 2020
Location: Ohio Department of Health
Columbus, Ohio
Mileage: 320 @ 58¢ per mile = \$185.60
Parking: \$15.00
Meals: 1 lunch = \$15.00
Fund Used: WIC
Total for all expenditures: \$215.60

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17. Lindy Goist, RD, LD, CLC, will attend the WIC Certification System Training.

Date:	February 4 th , 2020
Location:	Ohio Department of Health Columbus, Ohio
Mileage:	286 @ 58¢ per mile = \$165.88
Parking:	\$15.00
Meals:	1 lunch & 1 dinner = \$35.00
Lodging:	Drury Inn & Suites Columbus Convention Center 1 night = \$122.00
Fund Used:	WIC
Total for all expenditures:	\$337.88

18. Karen Hendrickson will attend the WIC Certification System Training.

Date:	February 4 th , 2020
Location:	Ohio Department of Health Columbus, Ohio
Mileage:	286 @ 58¢ per mile = \$165.88
Parking:	\$15.00
Meals:	1 lunch & 1 dinner = \$35.00
Lodging:	Drury Inn & Suites Columbus Convention Center 1 night = \$122.00
Fund Used:	WIC
Total for all expenditures:	\$337.88

19. Angela Konkle will attend the WIC Certification System Training.

Date:	February 4 th , 2020
Location:	Ohio Department of Health Columbus, Ohio
Mileage:	286 @ 58¢ per mile = \$165.88
Parking:	\$15.00
Meals:	1 lunch & 1 dinner = \$35.00
Lodging:	Drury Inn & Suites Columbus Convention Center 1 night = \$122.00
Fund Used:	WIC
Total for all expenditures:	\$337.88

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20. Kelly Rambo, CLC, will attend the WIC Certification System Training.

Date: February 4th, 2020
Location: Ohio Department of Health
Columbus, Ohio
Mileage: 320 @ 58¢ per mile = \$185.60
Parking: \$15.00
Meals: 1 lunch = \$15.00
Fund Used: WIC
Total for all expenditures: \$215.60

21. Briana Robison, MS, MPH, RD, LDN, will attend the WIC Certification System Training.

Date: February 4th, 2020
Location: Ohio Department of Health
Columbus, Ohio
Mileage: 286 @ 58¢ per mile = \$165.88
Parking: \$15.00
Meals: 1 lunch & 1 dinner = \$35.00
Lodging: Drury Inn & Suites Columbus Convention Center
1 night = \$122.00
Fund Used: WIC
Total for all expenditures: \$337.88

22. Julie Seifert, CLC, will attend the WIC Certification System Training.

Date: February 4th, 2020
Location: Ohio Department of Health
Columbus, Ohio
Mileage: 320 @ 58¢ per mile = \$185.60
Parking: \$15.00
Meals: 1 lunch = \$15.00
Fund Used: WIC
Total for all expenditures: \$215.60

23. Connie Suliot, BS, will attend the WIC Certification System Training.

Date: February 4th, 2020
Location: Ohio Department of Health
Columbus, Ohio
Mileage: 320 @ 58¢ per mile = \$185.60
Parking: \$15.00
Meals: 1 lunch = \$15.00
Fund Used: WIC
Total for all expenditures: \$215.60

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24. Carley Buzzard will attend the Tri- County Breastfeeding Coalition Monthly Meeting.

Date: February 26, 2020
Location: St. Elizabeth Boardman Hospital
ACH and WIC Mahoning Locations
Mileage: 230 @ 58¢ per mile = \$133.40
Fund Used: WIC
Total for all expenditures: \$133.40

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

Vote on the motion is as follows:

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

- C. Resolution #20-01 Amendment to the 2020 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall explained the budget amendment is for moving salaries and fringes to proper line items.

Board Member Bierlair presented a motion to Adopt Resolution #20-01 as stated above, seconded by Board Member Hammar.

Vote on the motion is as follows:

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

- D. Resolution #20-02 Amendment to the 2020 Portage County Combined General Health District Annual Appropriations for Grant Revenue

Ms. Stall explained the second budget amendment is due to grants not being in place at the beginning of the year. The adjustments are for monies for the food, mosquito, naloxone grants.

Board Member Hammar presented a motion to Adopt Resolution #20-02 as stated above, seconded by Board Member Ribelin.

Vote on the motion is as follows:

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

- E. Resolution #20-03 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.

Ms. Ferraro explained the contract is for Richardson Animal Hospital to decapitate animals for preparation for rabies testing.

Board Member Bierlair presented a motion to Approve Resolutions #20-03 as stated above, seconded by Board Member Frank.

Vote on the motion is as follows:

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

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- F. Resolution #20-04 The Portage County Board of Health Acceptance of the Contract for Medical Director Services Between the Portage County Combined General Health District and Mark Arredondo, M.D.

Board Member Frank presented a motion to Approve Resolutions #20-04 as stated above, seconded by Board Member Bierlair.

Vote on the motion is as follows:

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

- G. Resolution #20-05 The Portage County Board of Health Acceptance to Enter into Agreement Between Portage County Combined General Health District and AxessPointe Community Health Center for the Reproductive Health and Wellness Program

Ms. Ferraro explained the Health District will be working with Axess Pointe for Reproductive Health and Wellness. Planned Parenthood is no longer accepting the funding. Mr. Diorio stated that The Ohio Department of Health is providing the funding for the title 10 program.

Board Member Ribelin presented a motion to Approve Resolutions #20-05 as stated above, seconded by Board Member Frank.

Vote on the motion is as follows:

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

- H. **Resolution #20-06** 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.
- I. **Resolution #20-07** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Donald Calvert to Provide Motorcycle Classes.
- J. **Resolution #20-08** 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.
- K. **Resolution #20-09** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and James Dawson to Provide Motorcycle Classes.

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- L. **Resolution #20-10** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Alan Feldman to Provide Motorcycle Classes.
- M. **Resolution #20-11** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Jeff Heimerman to Provide Motorcycle Classes.
- N. **Resolution #20-12** 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.
- O. **Resolution #20-13** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and James Kestel to Provide Motorcycle Classes.
- P. **Resolution #20-14** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Gary Klann to Provide Motorcycle Classes.
- Q. **Resolution #20-15** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Russ Nicholson to Provide Motorcycle Classes.
- R. **Resolution #20-16** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Kenneth Rayl to Provide Motorcycle Classes.
- S. **Resolution #20-17** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Denise Taylor to Provide Motorcycle Classes.
- T. **Resolution #20-18** 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.
- U. **Resolution #20-19** 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.

Ms. Lehman stated Resolutions 20-06 through 20-19 are for Motorcycle Ohio instructors to provide the training for Motorcycle Ohio classes.

Board Member Bierlair presented a motion to Approve Resolutions #20-06 through #20-19 as stated above, seconded by Board Member Ribelin.

Vote on the motion is as follows:

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

V. Personnel Policy 2.11 Hours of Work and Overtime

Ms. Meduri presented the five Personnel Policy revisions to the Board. Personnel Policy 2.11 Hours of Work and Overtime has revised language for Section D: Comp Time, to include compliant language per FLSA. It also requires employees to use comp time within 180 days of accrual which matches the Portage County Personnel Policy as well. The revised policy includes a max accrual of 80 hours for employees. The form Authorization of Additional Hours Worked was created and must be turned in with each employee's timecard at the end of each bi-weekly period. Earned time off for exempt employees must be used within 30 days and excludes accruing time for daily job duties.

W. Personnel Policy 2.19 Personnel Files

Ms. Meduri stated Personnel Policy 2.19 Personnel Files included revisions for a breakdown for review of files, employee information, release of records and medical information. Ms. Meduri audited the personnel files and has made them compliant to have separate files for medical and I-9 information. She has also created confidential folders for each staff member. The revised policy states employee's responsibility to let the Personnel Officer know of new information or changes to employee information.

X. Personnel Policy 2.23 Pre-Employment Procedure

Personnel Policy 2.23 Pre-Employment Procedure was revised to include more comprehensive language for pre-employment procedure to include a breakdown for vacancies, evaluation of candidates and disqualification measures. Additional language was added for reasonable accommodations, emergency situations, and pre-employment screening tools for fair and ethical practices. New language was also added for disqualification of candidates if hired, and subsequently discovered disqualifying criteria, the employee can be terminated.

Y. Personnel Policy 2.34 Salary and Fringe Benefits

Personnel Policy 2.34 revisions included new additions to salary ranges and pay raises section which include language for the Board of Health to establish and maintain a salary scale which shall be used to set compensation for employees, additional language regarding the salary scale and how pay raises are determined.

Z. Personnel Policy 3.09 Dress Code

Personnel Policy 3.09 was revised to include language regarding exercising common sense and good judgement for appearance and the appropriateness of items. Clothing items and accessories were broken down by category and new language was added to include the requirement of wearing identification badges or name tags at all times.

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Board Member Ribelin presented a motion to Approve the following Personnel Policies: 2.11 Hours of Work and Overtime ,2.19 Personnel Files, 2.23 Pre-Employment Procedure, 2.34 Salary and Fringe Benefits, 3.09 Dress Code, seconded by Board Member Frank.
Vote on the motion is as follows:

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

- AA. IRS Standard Mileage Rate Change for 2020 at 57.5 cents per mile for business use, down from 2019 at .58¢ per mile

Board Member Bierlair suggested to create policy that includes language that Portage County Health District will annually adopt the IRS Mileage rate.

Board Member Bierlair presented a motion to Accept the IRS Mileage Rate Change for 2020 in the amount of 57.5 cents per mile, seconded by Board Member Hammar. An “aye” vote was cast by all, motion carried.

VI. DISCUSSION REPORTS

A. Administration and Personnel:

Ms. Meduri updated the Board on the current job postings for the Health District. The WIC Clinic Assistant Position brought in over 200 applicants. Ms. Meduri contacted 16 candidates and of them scheduled 7 interviews. Two of the interviews scheduled were no-shows. Ms. Meduri extended an offer to Gail Roberts who has experience in a clinical and office setting.

The Epidemiologist position brought in over 60 applicants. Ms. Meduri is working on scheduling interviews.

The Wastewater Supervisor position received 19 applicants, but none of them were Registered Sanitarians.

Ms. Meduri updated the Board on the IT and phone progress with Quality IP. WIC staff now have new computers and have email and access to the Health District's F drive! WIC staff will also be going to training at ODH for their new certification system which will enable them to utilize satellite locations to enroll benefits.

Ms. Meduri updated the Board on the progress with the Workforce Development Plan. The first meeting for 2020 was on January 17th. Team members are working on revising the plan, identifying priorities and making the plan more meaningful for staff. The next meeting will be January 31st from 9am-11am.

All Health District employees are working on their annual Performance Evaluations that are due to Mr. Diorio by January 31st.

Ms. Meduri reminded the Board that she will be taking maternity leave for 12 weeks tentatively starting March 2, 2020 through May 25, 2020. She has already created templates, notes and folders with information for staff members assisting with her duties during her absence.

B. Fiscal and Accounting:

Ms. Stall reviewed the Cash Basis Report and stated the Health District is still fiscally in good shape. She is waiting on official numbers from the Auditors Office but is confident the Health District is looking good going into the new year.

C. Nursing:

Ms. Ferraro reviewed the Communicable Disease Report. She stated that Hepatitis A is down, but the nurses are still vaccinating. The reported cases of flu are on the rise. Currently, there are 42 cases of Influenza. The nursing division already has several flu clinics scheduled.

D. Environmental Division:

Ms. Smith updated the Board that the food inspectors are diligently working on completing their food inspections by the end of February. They are working on standardization. There is also a Certified Pool Operator course coming up on February 11th and 12th. The Health District applied to ODH to become a level 2 ServSafe food trainer and are working to have courses scheduled for early March.

E. Health Education and Promotion and Accreditation:

Ms. Lehman announced that the Health District received a grant in partnership with Akron Children's Hospital for 200 Pack N' Plays.

Ms. Lehman reviewed the Emergency Preparedness Report. She complimented Mr. Walker, the Health District's recent hire as the Public Health Emergency Preparedness Coordinator as being a great hire. He is already making great strides and working well with Ms. Kitakis on reports and the Pandemic Flu exercise. Mr. Walker also completed two staff trainings on Emergency Preparedness.

Ms. Lehman has been working with Ms. Towne on a new Performance Management System called Clear Impact. Together, they are working with division directors on the configuration of the new scorecard system.

Ms. Lehman updated the Board on the progress for the new Strategic Plan. The team has made great progress and she complimented the addition of two new team members Kari Jones and Andy Bull for their ideas and participation.

F. Women, Infants and Children (WIC):

Ms. Cooper reviewed the WIC monthly report. She stated that caseload did drop for the month of December due to holiday closures and the weather. It is normal to see a dip in caseload for the month of December. WIC staff are working on networking for the new certification system. Staff will attend training on February 4, 2020 at ODH and will go live with the new system on February 5, 2020. She commented that staff are excited for the new system and the mobile ability.

G. Health Commissioner:

Mr. Diorio discussed building options to house the Health District. He is still diligently working on attaining a new location for the Health District in 2020.

VII. OLD BUSINESS:

A. **Third Reading- Resolution #19-96** Revising the Food Service Operations and Retail Food Establishment Fees to Comply with Ohio Revised Code Chapter 3717 and Ohio Administrative Code Chapters 3701-21 and 901:3-4 Fees to be Effective January 22, 2020

Ms. Smith discussed the ability for the Health District to teach ServSafe classes for level 1 and level 2 and discussed the fees associated with the trainings. She is eager to get the ServSafe training classes underway.

Board Member Ribelin presented a motion to Approve Resolutions #19-96 as stated above, seconded by Board Member Hammar.

Vote on the motion is as follows:

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

- B. **Third Reading- Resolution #19-97** Revising the Public Swimming Pool and Spa Fees to Comply with Ohio Revised Code 3749 and Administrative Code Chapter 3701-31 Fees to be Effective February 28, 2020

Mr. Rechichar commented that the Health District did not receive any phone calls or emails regarding any of the fees and there was no public attendance for the public hearing for the fees.

Board Member Ribelin presented a motion to Approve Resolutions #19-97 as stated above, seconded by Board Member Frank.

Vote on the motion is as follows:

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

- C. **Third Reading Resolution #19-98** 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 February 28, 2020

Board Member Bierlair presented a motion to Approve Resolutions #19-98 as stated above, seconded by Board Member Frank.

Vote on the motion is as follows:

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

VIII. NEW BUSINESS:

A. Permission to Post, Advertise and Hire One Full-Time Accreditation Coordinator (Action)

Mr. Diorio informed the Board that Ms. Lehman has been successfully handling the duties as Accreditation Coordinator in addition to her role as Director of Health Education and Promotion and Public Information Officer since December of 2018. He further commented that now is a great transitional time to bring on a new Accreditation Coordinator as the Health District embarks on new and revised plans as an agency.

Ms. Hammar inquired about a policy for a potential increase for employees who take on extra responsibilities for an extended period of time. She thanked Ms. Lehman for her hard work and dedication.

Board Member Hammar presented a motion to Post, Advertise and Hire One Full-Time Accreditation Coordinator, seconded by Board Member Bierlair. An "aye" vote was cast by all, motion carried.

B. Accept the Hiring of Gail Roberts, WIC Clinic Assistant (Action)

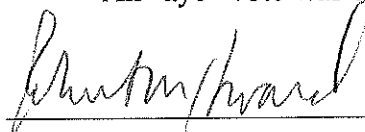
Ms. Meduri asked the Board to approve the hiring of Gail Roberts. Ms. Meduri stated that Ms. Roberts has both clinical and office experience and would make a great addition to the WIC staff.

Board Member Bierlair presented a motion to Accept the Hiring of Gail Roberts, WIC Clinic Assistant, seconded by Board Member Ribelin. An "aye" vote was cast by all, motion carried.

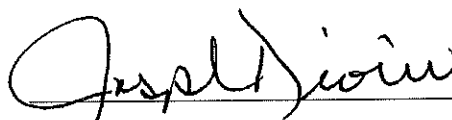
IX. BOARD ISSUES AND DISCUSSION:

X. EXECUTIVE SESSION:

Adjournment: The January 21, 2020 Board meeting was adjourned at 7:21pm. An "aye" vote was cast by all, motion carried.



Robert Howard
Board President



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