

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

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, October 16, 2018, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:02pm by Board President Palmer.

Board Members in Attendance:	Robert Palmer, President James Bierlair, Member Robert Howard, Member Lucy Ribelin, Member Marian Copley, Member Dr. Howard Minott, Member
Board Members Absent:	Evelyn Cutlip, Vice President 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 and Promotion Dorothy Filing, Personnel Officer Amos Sarfo, Supervisor Justin Rechichar, Supervisor
Advisory Council:	James Deffenbaugh, Palmyra Township
Others:	Karen Kravitz, Mental Health & Recovery
Media Present:	

II. APPROVAL OF MINUTES:

Board of Health Meeting: September 18, 2018 – Board Member Minott presented a motion to Accept the Board Meeting Minutes of September 18, 2018, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

III. INTRODUCTION OF NEW EMPLOYEES

- A. Christopher Mundorf, Epidemiologist – Attended school in New Orleans. Returned home with a family and worked at Hiram University in Public Health. Working with people to find out what data he has to work with and what is needed.

- B. Andrew Bull, SIT – Graduate of Youngstown State and is working on his Masters from George Washington University. He started as an Intern, then switched to a Seasonal Worker with the Mosquito Program, and was hired full-time as a Sanitarian-in-Training. Andy has about ten years of food experience and taught English in Korea.

IV. **PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)** – No report.

- V. **PUBLIC COMMENT** – Karen Kravits from the Mental Health and Recovery Board attended the Board meeting to promote their replacement levy, Issue 15, in the upcoming election. She passed out information sheets and some Board members were interested in posting yard signs. Mental Health buys the Narcan for Project Dawn.

VI. **ACTION ITEMS**

- A. Expenditure Ratifications-\$62,499.72

Mrs. Stall presented the Expenditures to be Ratified. They include the September Gas for \$662.06, Batch #8638 for \$16,760.44, Batch #8731 for \$11,244.40, Batch #8801 for \$10,003.75, Batch #8831 for \$4,482.08, Batch #8918 for \$1,388.81, Batch #8989 for \$8,990.83, Batch #8997 for \$5,037.71, and Batch #9072 for \$3,929.70.

Board Member Howard presented a motion to accept the above Expenditures and Ratify these expenses, seconded by Board Member Minott. Vote on the motion is as follows.

Board Member Palmer	Yes	Board Member Cutlip	Absent
Board Member Bierlair	Yes	Board Member Hammar	Absent
Board Member Howard	Yes	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. Kat Holtz, BS, will attend Transforming Care: LGBTQ & HIV/AIDS Health Equity Conference.

Date: October 18 & 19, 2018
Location: The Fawcett Event Center
2400 Olentangy River Road
Columbus, OH
Mileage: 282 miles @ 54.5¢ per mile = \$153.69
Meals: 4 meals @ \$15.00 = \$60.00
Registration: \$125.00 (to be reimbursed)
Lodging: Red Roof Inn
441 Ackerman Road
Columbus, OH
Lodging Cost: 2 nights @ \$109.99/\$101.19 = \$211.18
Fund Grant Used: General-Health Ed
Travel and expenditures not to exceed \$575.00

2. Becky Lehman, MPH, will attend the 2018 Health Education Conference.

Date: October 19, 2018
Location: 6805 Bobcat Way
Dublin, OH
Mileage: 262 Miles @ 54.5¢ per mile = \$142.79
Meals: 1 meal @ \$15.00 = \$15.00
Registration: \$115.00
CEUs: 6.0
Fund/Grant Used: General-Health Ed
Travel and expenditures not to exceed \$300.00

3. Kim Plough, CHES, will attend the 2018 Health Education Conference.

Date: October 19, 2018
Location: 6805 Bobcat Way
Dublin, OH
Mileage: (Ricing with Becky Lehman)
Meals: 1 meal @ \$15.00 = \$15.00
Registration: \$115.00
CEUs: 6.0
Fund/Grant Used: General-Health Ed
Travel and expenditures not to exceed \$135.00

4. Lynette Blasiman, Grant Coordinator, will attend the Motorcycle Ohio Grantee meeting.

Date: October 19, 2018
Location: 1980 W. Broad Street
Columbus, OH
Mileage: 300 miles @ \$.545 = \$163.50
Fund/Grant Used: General
Travel and expenditures not to exceed \$170.00

5. Lynette Blasiman, Grant Coordinator, will attend the Mandatory Warren District 4 meeting.

Date: October 29, 2018
Location: KSU-Trumbull Campus
4314 Mahoning Avenue NW
Warren, OH
Mileage: 51.2 miles @ \$.545 = \$27.90
Fund/Grant Used: General
Travel and expenditures not to exceed \$30.00

A motion was presented by Board Member Ribelin 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. Kim Plough, CHES, attended the Cuyahoga Soil & Water Conservation meeting

Date: July 17, 2018
Location: Perkins Street
Cleveland, OH
Mileage (Original): 42 miles @ 54.5¢ per mile = \$22.90
Mileage (Revised): 84 miles @ 54.5¢ per mile = \$45.80
Fund/Grant Used: General – Stormwater
Travel and expenditures not to exceed \$45.80

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2. Joseph Diorio, MPH, attended Akron Children's Hospital Community Update.

Date: September 26, 2018
Location: Considine Professional Bldg
215 W. Bowery Street
Akron, Ohio
Mileage: (Rode with Becky Lehman)
Fund/Grant Used: General-Health Education
Travel and expenditures not to exceed \$0.00

3. Becky Lehman, MPH, attended Akron Children's Hospital Community Update.

Date: September 26, 2018
Location: Considine Professional Bldg
215 W. Bowery Street
Akron, Ohio
Mileage: 35 miles @ 54.5¢ per mile = \$19.08
Fund/Grant Used: General-Health Education
Travel and expenditures not to exceed \$25.00

A motion was presented by Board Member Ribelin to permit said stated approved expenditures, seconded by Board Member Minott. Vote on the motion is as follows:

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

4. Resolution #18-83 – Amendment to the 2018 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Board Member Howard presented a motion to Adopt Resolution #18-83 as stated above, seconded by Board Member Bierlair. Vote on the motion is as follows:

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

5. Resolution #18-84 – A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District.

Board Member Bierlair presented a motion to Adopt Resolution #18-84 as stated above, seconded by Board Member Copley. Vote on the motion is as follows:

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

6. Resolution #18-85 – Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor

Board Member Howard presented a motion to Adopt Resolution #18- as stated above, seconded by Board Member Bierlair. Vote on the motion is as follows:

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

7. Resolution #18-86 – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with NeoSoils, Inc. for the 2017/18 Water Pollution Control Loan Fund Soil Scientist Services

Board Member Bierlair presented a motion to Adopt Resolution #18-86 as stated above, seconded by Board Member Copley. Vote on the motion is as follows:

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

8. Resolution #18-87 – The Portage County Board of Health Acceptance of the Agreement to Perform Professional Consulting Services for Wastewater and Stormwater Technical Assistance and Training

Board Member Copley presented a motion to Adopt Resolution #18-87 as stated above, seconded by Board Member Ribelin. Vote on the motion is as follows:

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

9. Resolution #18-88 – Declaring a Public Health Nuisance, Ordering Abatement of that Nuisance, and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Regulating Sewage Treatment Systems

Board Member Minott presented a motion to Adopt Resolution #18-88 as stated above, seconded by Board Member Ribelin. Vote on the motion is as follows:

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

10. Resolution #18-89 – Declaring a Public Health Nuisance, Ordering Abatement of that Nuisance, and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Regulating Sewage Treatment Systems

Board Member Bierlair presented a motion to Adopt Resolution #18-89 as stated above, seconded by Board Member Howard. Vote on the motion is as follows:

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

Board Member Ribelin commented how pleased she is that the Health Department is moving faster with the nuisance complaints.

11. Resolution #18-90 – WPCLF Contracts – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Pag's Excavating, Inc. for the 2017 Water Pollution Control Loan Fund Contract # 1727

Board Member Copley presented a motion to Adopt Resolution #18-90 as stated above, seconded by Board Member Minott. Vote on the motion is as follows:

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

12. Resolution #18-91 – WPCLF Contracts – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Pag’s Excavating, Inc. for the 2017 Water Pollution Control Loan Fund Contract # 1728

Board Member Copley presented a motion to Adopt Resolution #18-91 as stated above, seconded by Board Member Minott. Vote on the motion is as follows:

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

13. Resolution #18-92 – WPCLF Contracts – A resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Pag’s Excavating, Inc. for the 2017 Water Pollution Control Loan Fund Contract # 1729

Board Member Copley presented a motion to Adopt Resolution #18-92 as stated above, seconded by Board Member Minott. Vote on the motion is as follows:

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

Mrs. Smith informed the Board that with these three contracts we have reached the limit for the 2017 WPCLF monies.

VII. DISCUSSION REPORTS

A. Administration and Personnel:

- B. Fiscal and Accounting: Mrs. Stall presented the September Cash Basis Report. The Health Department is financially doing well. We have a good carryover going into October.

Capital Improvement Fund: Mrs. Stall and Mr. Diorio met with the County Auditor about starting a Capital Improvement Fund. This Fund will also be listed on the Cash Basis Report. Some of the money in the General Fund will move to this Fund. Mrs. Stall would use a Budget Amendment to move these funds. A Capital Improvement Fund can only be for ten years. They are getting advice from the Finance person at Lake County. Board Members discussed items regarding fund setup, term, and uses.

Credit Card: A company, JetPay, has been chosen to contract so we are able to accept credit cards. The first step would be for walk-in customers and later would establish payments on the website.

- C. Nursing: Mrs. Ferraro reported there was no connection between the three Legionnaire's cases. The suspect TB case was negative.
- D. Environmental Division: Mrs. Smith reported the entire Division has been working very hard.

There is a water alert in Windham Village due to excessive manganese in the water supply. The filters were not adequately maintained. State and County agencies are working to clear the water. The Health Department is involved as a support role.

- E. Health Education and Promotion: Project DAWN is still going. Law enforcement and the Sherriff Department are using many kits.

The Maternal Child Health grant is finished. We provided Safe Sleep education and distributed 146 Pack n' Plays this year. Several counties, including Portage, did not receive additional funding from ODH. County health rankings were used to determine awards. Mrs. Lehman said we still have a need but our numbers are too good. It seems the better you do, the less money you get. The Health Educators are looking for outside funding.

Board Members discussed buying a supply of cribs from our funds. The current price is \$57.00 each. Mr. Diorio expressed his thanks to the Board for being so supportive. Mrs. Lehman was directed to purchase twenty.

- F. Health Commissioner - PHAB update: Our site visit has been scheduled for March 6 & 7, 2019. Board Members will need to attend sessions. Mr. Diorio will follow up with an e-mail.

VIII. OLD BUSINESS –

- A. Third and Final Reading – Resolution #18-64 – Revising the Tattoo and Body Piercing Services (Body Art) Fees to Comply with Ohio Revised Code (ORC) 3730 and Ohio Administrative Code (OAC) Chapter 3701-9. Fees to be Effective November 1, 2018. Public hearing scheduled for October 16, 2018.

Mrs. Smith reported the Public Hearing was held today and no one attended.

Board Member Bielair presented a motion to Accept the Third and Final Reading and Adopt Resolution #18-64, seconded by Board Member Minott. Vote on the motion is as follows:

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

- B. Second Reading – Resolution #18-68 – 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 December 1, 2018.

The Public Hearing is scheduled for October 24, 2018.

Board Member Ribelin presented a motion to Accept the Second Reading of Resolution #18-68, seconded by Board Member Howard. An “aye” vote was cast by all, motion carried.

- C. Second Reading – Resolution #18-69 – Revising the Public Swimming Pool and Spa Fees to Comply with Ohio Revised Code Chapter 3749 and Ohio Administrative Code Chapters 3701-31. Fees to be Effective February 1, 2019.

The Public Hearing is scheduled for October 24, 2018.

Board Member Bierlair presented a motion to Accept the Second Reading of Resolution #18-69, seconded by Board Member Copley. An “aye” vote was cast by all, motion carried.

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- D. Second Reading – Resolution #18-70 – Revising the Recreational Vehicle Parks, Recreation Camps, Combined and Temporary Park-Camp Fees to Comply with Ohio Revised Code Chapter 3729 and Ohio Administrative Code Chapters 3701-26. Fees to be Effective February 1, 2019.

The Public Hearing is scheduled for October 16, 2018.

Board Member Bielair presented a motion to Accept the Second Reading of Resolution #18-70, seconded by Board Member Minott. An “aye” vote was cast by all, motion carried.

Ratify Proposed Salary Increase of 2% for 2019 – Mrs. Stall reminded the Board that she was directed to use 2% as the percentage of increase for salaries for the 2019 Budget. Board Member Minott presented a motion to Ratify 2% as the Salaries Increase % for the 2019 Budget, seconded by Board Member Howard. Vote on the motion is as follows:

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

IX. NEW BUSINESS –

- A. Ratify the Hiring of Sarah Meduri as Personnel Officer – Sarah has a degree in Public Health Administration. She currently works at the City of Twinsburg in Payroll. She lives in Rootstown and is happy with shorter drive.

We received 124 applications for the Personnel Officer position. Both phone and in-person interviews took place with six of the applicants.

Board Member Minott presented a motion to Ratify the hiring of Sarah Meduri, Personnel Officer, seconded by Board Member Bierlair. Vote on the motion is as follows:

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

- B. Proposed Salary Increase % for 2020 – Mrs. Stall will be working on the 2020 Budget in the near future and is asking for direction from the Board of the % of salary increase for employees.

Discussion among Board Members followed. The Cost of Living or Consumer Price Index is considered when determining a number. The Board Members recommended 2% and 3% for Mrs. Stall to use when working on the 2020 Budget. Board Member Howard presented a motion to figure two different salary increases using 2% and 3%, seconded by Board Member Minott. Vote on the motion is as follows:


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


X. BOARD ISSUES AND DISCUSSION

- A. December Board Meeting Moved to December 11, 2018 (One Week Earlier) – The meeting is usually moved up one week because of the County closing the end-of-the-year.
- B. Board Education at 6:30pm on November 20, 2018 – CHIP Annual Review – The Annual Review meeting is on November 7, 2018. Mr. Diorio will present a synopsis of the meeting. This Education will complete the CEUs requirement for Board Members.
- C. Building – We are still trying to gain access to the Freedom Street property. The bank will be for sale shortly. The Fortis property will be vacant soon. Mr. Palmer had questions about the gas well at this location.
- D. 2012 Jeep Liberty – Our PEP insurance was going to give us around \$10,000. This was unacceptable. The Health Department is losing out on many fronts. The adjuster seemed to be working for the other side. More information will be given to our Prosecutor. The original salesman faxed information about the vehicle in 2012. The replacement vehicle would cost \$23,000. This is still ongoing.

XI. EXECUTIVE SESSION:

Adjournment: The October 16, 2018 Board meeting was adjourned at 8:40pm. An “aye” vote was cast by all, motion carried.


Robert Palmer
Board President


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