

**Portage County Combined General Health District
Board Meeting Minutes
November 20, 2018 (7:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, November 20, 2018, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:05pm by Board President Palmer.

Board Members in Attendance: Robert Palmer, President
 James Bierlair, Member
 Robert Howard, Member
 Lucy Ribelin, Member
 Evelyn Cutlip, Vice President
 Dr. Howard Minott, Member

Board Members Absent: Amy Hammar, Member
 Marian Copley, 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
 Justin Rechichar, Supervisor
 Dorothy Filing, Personnel Officer
 Sarah Meduri, Personnel Officer
Advisory Council: Bruce Lange, Charlestown Township
 James Deffenbaugh, Palmyra Township

Others:

Media Present:

II. APPROVAL OF MINUTES:

Board of Health Meeting: October 16, 2018 – Board Member Ribelin presented a motion to Accept the board Meeting Minutes of October 16, 2018, seconded by Board Member Howard. An “aye” vote was cast by all, motion carried.

III. INTRODUCTION OF NEW EMPLOYEES

A. Sarah Meduri- Personnel Officer

- i. Sarah enjoys her short commute to work. She has really enjoyed her first few weeks here and is looking forward to getting to know everyone better. Sarah is replacing Dorothy Filing who is retiring in December.

IV. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)

- A. James Deffenbaugh stated that specific employee email addresses are not listed on the website and asked why we do not have them accessible to the community. Joseph Diorio, Health Commissioner, responded that we have a general email (pchd@portageco.com) listed where emails can then be forwarded to the individual. He stated that we do not list employee specific emails as part of our cyber security to deter phishing emails.

V. PUBLIC COMMENT – No public in attendance.

VI. ACTION ITEMS

A.	Expenditure Ratifications-\$50,957.34	
	Journal Entry-October Gas	\$456.87
	Batch No. 9091	\$5,261.04
	Batch No. 9145	\$3,234.20
	Batch No. 9240	\$323.46
	Batch No. 9241	\$9,956.16
	Batch No. 9308	\$2,013.97
	Batch No. 9312	\$7,588.17
	Batch No. 9435	\$9,190.33
	Batch No. 9448	\$3,504.96
	Batch No. 9533	\$3,903.54
	Batch No. 9573	\$5,524.64

Board Member Bierlair mentioned that a receipt for a tow bill from the accident that involved two employees was included in a batch. Mr. Diorio stated that all aspects involving the accident have now been resolved and that the keys and title have been released, as we have received a satisfactory amount from insurance to cover the loss.

Board Member Dr. Minott questioned the purchase of several computers included the batches and asked if we are replacing old computers. Ms. Stall stated the

computers that were purchased are Microsoft Surface Pros, which are more like a laptop or tablet and that the environmental staff is using them in the field. She also stated that the IT Department recommended specific computers that they prefer and are interchangeable in the office with our software systems.

Board Member Dr. Minott presented a motion to accept the above Expenditures and Ratify these expenses, seconded by Board Member Bierlair.

Vote on the motion is as follows.

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

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

1. Rosemary Ferraro, MSN, will attend the Public Health Nurse Conference.

Date: December 12, 13 & 14, 2018
Location: The Embassy Suites
5100 Upper Metro Place
Dublin, OH
Mileage: 280 miles @ 54.5¢ per mile = \$152.60
Meals: 2 meals @ \$20.00 = \$40.00
Registration: \$190.00 (to be reimbursed)
Lodging: The Embassy Suites
5100 Upper Metro Place
Dublin, OH
Lodging Cost: 2 nights @ \$130.00 = \$260.00
Fund Grant Used: General-Nursing

Travel and expenditures not to exceed \$720.00

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

Date: December 20, 2018
Location: 280 East Broad Street
Columbus, OH
Mileage: 290 Miles @ 54.5¢ per mile = \$158.05
Fund/Grant Used: Food, Pools, Camp, stormwater, wastewater, plumbing & private water

Travel and expenditures not to exceed \$173.00

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

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

1. Joseph Diorio, MPH, attended a meeting with the Lake County Health Commissioner.

Date: September 5, 2018
Location: Lake County Health District
Mentor, OH
Mileage: 108 miles @ 54.5¢ per mile = \$58.86
Fund/Grant Used: General Fund

Travel and expenditures not to exceed \$58.86

2. Rosemary Ferraro, MSN, attended the quarterly Ohio Public Health Association, Public Health Nurse Section Meeting.

Date: October 26, 2018
Location: State Library
274 E. 1st Street
Columbus, Ohio
Mileage: 287 miles @ 54.5¢ per mile = \$156.41
Fund/Grant Used: General-Nursing

Travel and expenditures not to exceed \$160.00

3. Lynette Blaisman attended a Safe Communities meeting with Stark County Safe Communities.

Date: November 1, 2018
Location: Mount Union College
1972 Clark Avenue
Alliance, Ohio

Travel and expenditures not to exceed \$0.00

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4. Andrew Bull, BS, attended the Association of Ohio Health Commissioners, New Employee Training.

Date: November 1, 2018
Location: 151 East Orange Road
Lewis Center, OH
Mileage: 288 miles @ 54.5¢ per mile = \$156.96
Registration: \$75.00
Fund/Grant Used: Food, Pools, Stormwater

Travel and expenditures not to exceed \$250.00

5. Michael Spies, BS, attended the Association of Ohio Health Commissioners, New Employee Training. Michael rode with Andrew Bull.

Date: November 1, 2018
Location: 151 East Orange Road
Lewis Center, OH
Registration: \$75.00
Fund/Grant Used: Wastewater, Private Water

Travel and expenditures not to exceed \$75.00

6. Lisa Miley attended the Association of Ohio Health Commissioners, New Employee Training.

Date: November 1, 2018
Location: 151 East Orange Road
Lewis Center, OH
Mileage: 268.32 miles @ 54.5¢ per mile = \$146.23
Registration: \$75.00
Fund/Grant Used: General – Finance

Travel and expenditures not to exceed \$227.60

7. Christopher Mundorf, BA, MPH, PhD, attended The American Evaluation Association 2018 Conference.

Date: November 1, 2018
Location: Huntington Convention Center
300 Lakeside Avenue
Cleveland, OH
Registration: \$366.00
Fund/Grant Used: General- Nursing

Travel and expenditures not to exceed \$366.00

8. Lynette Blaisman attended the K105 Public Service Announcement radio interview for Safe Communities. Lynette rode with Ohio State Highway Patrol.

Date: November 7, 2018
Location: Cumulus Broadcasting
4040 Simon Road
Youngstown, OH

Travel and expenditures not to exceed \$0.00

9. Ali Mitchell, BSPH, attended Region 8 OBB Coordinators meeting.

Date: November 8, 2018
Location: 6505 Market Street
Boardman, OH
Mileage: 79.4 miles @ 54.5¢ per mile = \$43.27
Fund/Grant Used: General – Health Education

Travel and expenditures not to exceed \$50.00

10. Kim Plough, Med, attended NEOPIPE Cleveland Soil and Water Conservation.

Date: November 13, 2018
Location: 3311 Perkins Avenue
Cleveland, OH
Mileage: 84 miles @ 54.5¢ per mile = \$45.78
Fund/Grant Used: Stormwater

Travel and expenditures not to exceed \$50.00

11. Becky Lehman, MPH, attended Health Improvement Partnership Cuyahoga.

Date: November 15, 2018
Location: 12515 Corporate Drive
Parma, OH
Mileage: 100 miles @ 54.5¢ per mile = \$54.50
Fund/Grant Used: General – Health Education

Travel and expenditures not to exceed \$60.00

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12. Kevin Watson, BS, attended Health Improvement Partnership Cuyahoga.

Date: November 15, 2018
Location: 12515 Corporate Drive
Parma, OH
Mileage: 90 miles @ 54.5¢ per mile = \$49.05
Fund/Grant Used: General – Health Education

Travel and expenditures not to exceed \$54.00

13. Chris Mundorf, BA, MPH, PhD, attended the Health Improvement Partnership Cuyahoga Consortium Meeting.

Date: November 15, 2018
Location: Sheet Metal Workers Hall
12515 Corporate Drive
Parma, OH

Travel and expenditures not to exceed \$0.00

14. Mary Helen Smith, MPH, attended the Ohio Environmental Health Association Board Meeting.

Date: November 15, 2018
Location: Franklin County Health Department
280 East Broad Street
Columbus, OH
Mileage: 290 miles @ 54.5¢ per mile = \$158.05
Fund/Grant Used: Food, Pools, Camp, stormwater, wastewater, plumbing & private water.

Travel and expenditures not to exceed \$173.00

15. Debra Stall, and Sarah Meduri, BS, attended Certified Public Records Training. Sarah rode with Debra Stall.

Date: November 19, 2018
Location: Medina County University Center
6300 Technology Lane
Medina, OH
Mileage: 84 miles @ 54.5¢ per mile = \$45.78
Parking: \$5.00
Fund/Grant Used: General Fund

Travel and expenditures not to exceed \$60.00

Ms. Stall stated that #2 exhibit didn't occur as Rose didn't attend the event.

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

Vote on the motion is as follows:

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

D. Exhibit C: Equipment Request

2019 Ford F150 for the environmental division stormwater program and wastewater activities.

Vendor:

Sarchione Ford

1668 State Route 44

Randolph, Ohio 44265

(330) 325-9918

\$33,138.18

TOTAL

\$33,138.18

Ms. Smith stated that one vehicle was already in the budget for the Wastewater Program and the other vehicle is the replacement vehicle from the accident. Justin, Amos and Mary Helen researched vehicles locally and found that there was a huge discount on purchasing the Ford F150 by almost \$9,000. Ms. Smith stated that the purchase is coming from Sarchione, so we are purchasing from the county. She did get quotes for used vehicles and found that we would be paying a similar price to a new vehicle due to our large discount.

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

Vote on the motion is as follows:

Board Member Palmer	yes	Board Member Cutlip	yes
Board Member Bierlair	yes	Board Member Hammar	absent
Board Member Howard	yes	Board Member Minott	yes
Board Member Ribelin	yes	Board Member Copley	absent

E. Exhibit C: Equipment Request

2019 Chevy Colorado Super Crew Cab for the environmental division wastewater program.

Vendor:

Charles Auto Family

10851 North Street

Garrettsville, Ohio 44231

(330) 527-2101

\$29,551.20

TOTAL

\$29,551.20

Ms. Smith stated the Chevy Colorado Super Crew Cab is four doors and can fit employees in the back seat, but is also vinyl, so we can keep equipment inside by lifting the seat. She stated future plans include the purchase of a tunnel cover, tool box and bed liners for each vehicle.

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

Vote on the motion is as follows:

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

F. Resolution #18-93 – Establishing a Special Capital Improvement Fund by the County Auditor to Account for the Receipts and Disbursements of the Capital Improvements of Property to be Owned by the Portage County Combined General Health District

Ms. Stall stated the special capital improvement fund will help if we purchase a building and would be specified for capital improvement projects in the future. She stated, the money allocated to this fund would not be used for just anything, for example, supplies. A normal capital improvement fund must be used in ten years, but what we want to do is open a continuous fund that is ongoing and open ended. It would be a special fund where the money would be budgeted in our budget and we can add to it every year. It would grow and sit there to be used only for capital improvements and doesn't have a specified date to be used by.

Board Member Ribelin asked if there needs to be a special amount to start it. Mr. Diorio responded by stating that we do not need a specific amount to start it with, but we want to plan to establish a fund now if we are going to acquire a new building. Once approved by the board it will go to the State Auditor. He stated that we are already eligible to have capital improvement fund, but we want to have a Special Capital Improvement Fund that's ongoing. By creating this fund, we can designate an amount depending on our needs as an agency and plan for structural improvements for the building.

Board Member Dr. Minott asked if there is precedence for a special capital improvement fund and Mr. Diorio stated Lake County General Health District did the exact same process. The local Auditor doesn't have the authority to allow us to establish a special capital improvement fund, but the State Auditor does.

Board Member Dr. Minott presented a motion to Adopt Resolution #18-93 as stated above, seconded by Board Member Cutlip.

Vote on the motion is as follows:

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

G. Resolution #18-94 – Amendment to the 2018 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated it is a budget amendment to get her through the end of the year from certified unappropriated money and other money that needs to be moved between funds mostly for payroll. As we did not receive the Maternal Child Health Grant, we are decreasing appropriations in all line items except for the \$25,000 increase in the transfer out line item. This transfer will pay back the general fund of monies advanced into the grant to cover costs of deliverables and the money is no longer needed in the grant fund.

Board Member Ribelin presented a motion to Adopt Resolution #18-67 as stated above, seconded by Board Member Cutlip.

Vote on the motion is as follows:

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

H. Resolution #18-95 – A Journal Entry Reversal/ Expense Correction for the Portage County Combined Health District.

Ms. Stall stated the journal entry is for an expenditure correction for 8914 and we had salaries that were charged to 7c, which was a previous grant instead of 8c, which is a grant that started October 1, 2018.

Board Member Bierlair presented a motion to Approve Resolutions #18-95 as stated above, seconded by Board Member Dr. Minott.

Vote on the motion is as follows:

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

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- I. Resolution #18-96 – Cash Advance Repayment from Fund 8911 Maternal Child Health to Fund 8900-General in the amount of \$25,000.

Board Member Dr. Minott presented a motion to Adopt Resolutions #18-96 as stated above, seconded by Board Member Howard.

Vote on the motion is as follows:

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

- J. Resolution #18-97 – An Addendum to allow Joseph Diorio to Sign Lease Amendment with Family and Community Services.

Ms. Stall stated that we slowly started taking over the 2nd floor and this is to cover the newly acquired space. The first lease amendment is for the addition of 1,100 square feet, which is Rose's office and that hallway in the amount of \$458.33. The second amendment is for 600 square feet, which is the room across from Rose's office for an additional \$250. The total rent will be raised from \$3,333.33 to \$4,041.66 to cover the extra space.

Board Member Ribelin questioned the lease end date and whether there is a change in the term limit of the existing contract. Mr. Diorio stated that it's only an addendum to the current contract and no changes were made to the terms.

Board Member Bierlair presented a motion to Adopt Resolutions #18-97 as stated above, seconded by Board Member Minott.

Vote on the motion is as follows:

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

VII. DISCUSSION REPORTS

- A. Administration and Personnel: Ms. Meduri stated there is no news to report for personnel other than her new position as Personnel Officer and thanked the Board for the opportunity.
- B. Fiscal and Accounting: Ms. Stall wanted to bring up that the Motor Pool has been closed and Enterprise has taken over some of the maintenance. She stated that now, in order to get gas, employees will need gas cards. Under the instruction of Mr. Diorio and Ms. Smith, Ms. Stall reached out to Sumerel Tire and asked if they would be interested in being our personal maintenance group. She stated they had interest and were willing to set up an account with us. Ms. Stall stated that the paper didn't mention Portage County Combined Health District as being affected by the closing of the Motor Pool and that we weren't included in the decision. Ms. Stall has also contacted Circle K regarding a fleet account and has sent an application to them to start an account. Circle K would send a credit card for each vehicle and each would have a specific ID. The invoice would state the date, time, odometer reading and the ID number on it, which would make it easy to pay out of our separate funds. She stated that she will also pursue Chuck Daughy from Ravenna City, as they may be able to invoice us for our gas. She is still pursuing a few different options for gas cards. Ms. Stall stated that we have not been informed or included into what the county is doing, so we are pursuing our own leads.
- C. Nursing: Ms. Ferraro stated an update on an institutional RSV outbreak at Hattie Larhlan where 12 outbreaks were confirmed of which 9 are hospitalized and 3 are in comfort are and isolated. She stated we haven't had new cases since Nov. 17th. Rose also gave a flu update from last year where 777 flu shots given and 50 for pneumonia. This year we already gave 880 flu shots and 48 for pneumonia for total of 928 shots.
- D. Environmental Division: Ms. Smith stated that Environmental is status quo. Mr. Rechichar stated that on October 10th himself, Stan Carlisle and Jennifer Lowry held a food safety presentation at Maplewood Career Center in Ravenna. He stated most schools attended, other than Southeast Schools and one other school district, but they have already reached out to him to inquire about more information. In all, about 200 attendees attended the presentation. Mr. Rechichar received a public acknowledgment from Ms. Lehman, who stated how well school inspections have been going the past few years.

Board Member Howard, asked how campsite inspections have been going over the past year. Mr. Rechichar stated that there has been progress for campsites as only

180 campsites were licensed previously to now 851. He stated a main reason is that the state came in and worked with them in two phases. Ms. Smith stated that those complaints in question, regarding the specific campsites were heard and that staff went out the first of the year and explained that the camp sites are now fully licensed and will undergo full inspections. Mr. Rechichar and Ms. Smith stated they will take complaints and log them but have not heard from anyone regarding complaints for noise, smoke or air quality yet.

- E. Health Education and Promotion: Ms. Lehman stated Cribs for Kids purchased 20 Pack N' Plays per Board approval last month, so she was able to continue program. She stated that the new purchases will last about 2 months and that she is currently working on attaining more funding for the program. The Pack N' Plays currently cost \$65 for the Pack N' Play and the sheet, which is up from \$57 due to the increase in tariffs. Ms. Lehman stated that we have partnered with WIC, Safer Futures and Children's Services doing a train the trainer model, where our staff trained the staff from those programs, so they can see firsthand when an individual is in need of a Pack N' Play and education. They can then distribute the Pack N' Plays as needed and provide education while doing so. She stated that not only do we provide education and Pack N' Plays when needed, but we also do follow up on those individuals who received them. Ms. Lehman stated that Chris Mundorf, our Epidemiologist is analyzing data from the Safe Kids Coalition in hopes to attain money for grants by using our own data, which may help support future purchases. Currently, Ms. Lehman is working with United Way along with the Portage Foundation on grants to help fund Cribs for Kids.

Ms. Lehman stated Project Dawn is continuing. We did see a decrease in need, but now we're seeing an increase for training for supervisory staff. She stated that it's bad that we're seeing overdoses in the workplace, but good that we can provide a service to help.

Ali Mitchell started the Safe Kids Coalition. Ms. Lehman stated that the Board had approved it over a year ago and we just had our first meeting in October, of last month. Safe Kids Coalition has a community focus on injury prevention in Portage County. She stated, Chris Mundorf has also enjoyed working on the project and analyzing data.

Kim Plough has been working with the Environmental Department on soil and water and working on great partnership projects in the future.

Lynette Blaisman was on air at K105 radio station and worked with ODOT to do safety traffic messages that will be played during the holiday season. Ms. Lehman specified what a great relationship Lynette has with K105 and that they have used our messages several years in a row.

- F. Health Commissioner: Mr. Diorio stated that we have noticed an increase of visits on our website. He specified the main page was the number one hit followed by the employment page. We received about 7,000 hits last month of which, 64% were desktop users and 36% were mobile. He believes that by limiting our homepage on the mobile version, it allows for more accessibility.

Mr. Diorio stated that today would have been Board Member Marian Copley's last board meeting as she has relocated to Summit County. Ms. Copley has already informed the Streetsboro Mayor and provided a recommendation for a replacement.

VIII. OLD BUSINESS –

- A. **Third and Final 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 **(Action)**

Ms. Smith stated there was no attendance at public hearing

Board Member Bierlair presented a motion to Accept the Third and Final Reading of Resolution #18-68, seconded by Board Member Howard. Vote on the motion is as follows:

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

- B. **Third and Final Reading- Resolution #18-69** – 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 February 1, 2019 **(Action)**

Ms. Smith stated that the fees went down slightly and there was no attendance at public hearing.

Board Member Cutlip presented a motion to Accept the Third and Final Reading of Resolution #18-69, seconded by Board Member Dr. Minott .

Vote on the motion is as follows:

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

- C. **Third and Final Reading – Resolution #18-70** - Revising the Recreational Vehicle Parks, Recreation Camps, Combined and Temporary Park-Camp Fees to Comply with Ohio Revised Code 3729 and Ohio Administrative Code 3701-26. Fees to be Effective February 1, 2019 **(Action)**

Ms. Smith stated that the fees went down slightly and there was no attendance at public hearing.

Board Member Howard presented a motion to Accept the Third and Final Reading of Resolution #18-69, seconded by Board Member Dr. Minott.

Vote on the motion is as follows:

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

IX. NEW BUSINESS –

- A. Resolution #18-98 The Portage County Board of Health Acceptance to Enter into Agreement Between the Hospital Council of Northwest Ohio (HCNO) and the Portage County Combined General Health District for the Purchase of Services to Conduct and Publish a Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP).

Mr. Diorio stated that this is a 3rd party contract for CHIP and CHA. This year we are partnering with University Hospitals and UH is paying 50% up to \$50,000. He stated that Kent will pay \$12,500 and we will pay balance of \$38,000 for the three-year contract. The contracts allows HCNO to do data analysis and facilitate the process for next CHIP and CHA, which will incorporate hospital information as well as local information. He stated as in the past, we will do a large media push to get people to participate in the surveys.

Board Member Dr. Minott presented a motion to Approve Resolution #18-98 as stated above, seconded by Board Member Cutlip.

Vote on the motion is as follows:

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

- B. Resolution #18-99 To give the Health Commissioner the authority to expedite the approval process through grants tracker and work directly with Key Stakeholders to obtain approval of additional funds made available to responding agencies.

Ms. Ferraro stated the language is slightly different because the Ohio Department of Health wanted the verbiage “grants tracker” included. This would replace Resolution 09-109 for H1N1 and allow us to expedite the process in the event of any emergency that we would have.

Board Member Bierlair presented a motion to Approve Resolution #18-99 as stated above, seconded by Board Member Howard. Vote on the motion is as follows:

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

- C. Resolution #18-100 To Give the Health Commissioner of the Portage County Combined General Health District authorization to pay expenditures related to emergency activities up to and not to exceeding \$5,000.00 that occur prior to the Board Meeting and to be ratified at the next scheduled Board of Health meeting.

This Resolution would allow Mr. Diorio to have \$5,000 to use in the event of an emergency should we need something immediately. Board Member Ribelin asked if there was a current provision in place and Ms. Ferraro replied that there has not been one since the last Resolution 09-151 for H1N1. She also indicated that this specific Resolution is needed for the PHEP Grant due to the requirements to receive the grant.

Board Member Dr. Minott presented a motion to Approve Resolution #18-99 as stated above, seconded by Board Member Bierlair.

Vote on the motion is as follows:

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

- D. Resolution #18-101 The Portage County Board of Health to Give Joseph Diorio, Health Commissioner the Authority to Sign a Purchase Agreement for the Acquisition of a New Building to House the Portage County Combined Health District.

Mr. Diorio stated this Resolution is for the acquisition of property. The purchase agreement amount has yet to be decided, but the indication would be for 653 Enterprise Parkway, Ravenna, Ohio.

Board Member Cutlip presented a motion to Adopt Resolutions #18-101 as stated above, seconded by Board Member Dr. Minott.

Vote on the motion is as follows:

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

- E. Resolution #18-102 The Portage County Board of Health to Give Joseph Diorio, Health Commissioner of Portage County Combined Health District Authorization to Secure a Loan from Portage Community Bank.

Board Member Bierlair presented a motion to Adopt Resolutions #18-102 as stated above, seconded by Board Member Howard.

Vote on the motion is as follows:

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

X. BOARD ISSUES AND DISCUSSION –

- A. The next Board of Health meeting will be moved up one week earlier and will be held on December 11, 2018 at 7pm.
- B. Board Education was completed prior to the meeting on November 20, 2018 at 6:30pm.

XI. EXECUTIVE SESSION:

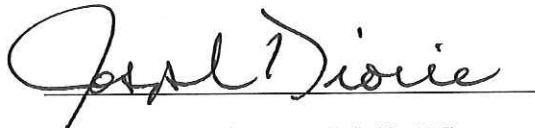
- A. The Board entered executive session to discuss purchase of property. Board Member Palmer motioned for executive session and Board Member Ribelin seconded the motion.
- B. Executive session began at 8:24pm and returned into open session at 9:03pm

Board Member Palmer congratulated the Board on moving forward with positive changes and frontward progression.

Adjournment: The November 20, 2018 Board meeting was adjourned at 9:06pm. An “aye” vote was cast by all, motion carried.



Robert Palmer
Board President



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