

**Portage County Combined General Health District  
Board Meeting Minutes  
December 11, 2018 (7:00pm)**

**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, December 11, 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  
Amy Hammar, Member

Board Members Absent:              Dr. Howard Minott, 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  
Amos Sarfo, Supervisor  
Justin Rechichar, Supervisor  
Sarah Meduri, Personnel Officer

Advisory Council:                  Bruce Lange, Charlestown Township

Others:

Media Present:

**II. APPROVAL OF MINUTES:**

Board of Health Meeting: November 20, 2018 – Board Member Ribelin presented a motion to Accept the board Meeting Minutes of November 20, 2018, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried. Board Member Hammar abstained from voting due to being absent for Novembers meeting.

**III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)**

Bruce Lange, Charlestown Township Trustee and Chair of the Advisory Council, thanked Ms. Ferraro and her nursing staff for their assistance with an incident regarding a bat that got into his house. Ms. Ferraro had the bat sent out to be tested for rabies and the results were negative.

**IV. PUBLIC COMMENT – No public in attendance.**

**V. ACTION ITEMS**

A.	Expenditure Ratifications- \$62,470.56	
	Journal Entry-November Gas	\$515.92
	Batch No. 9661	\$4,633.41
	Batch No. 9662	\$771.76
	Batch No. 9752	\$832.31
	Batch No. 9768	\$5,383.39
	Batch No. 9825	\$2,609.61
	Batch No. 9869	\$47,724.16

Ms. Stall stated Batch No. 9869 was higher because our rent payment included the retro payment for what we owe for the extra square footage we obtained in the building.

Board Member Bierlair presented a motion to accept the above Expenditures and Ratify these expenses, 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	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes		

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

1. Will Duck, BA, SIT attended the Mahoning County Wastewater Seminar.

Date: November 29, 2018  
Location: Jackson Milton Town Hall  
10613 Mahoning Avenue  
North Jackson, Ohio 44451  
Mileage (Original): 65 miles @ 54.5¢ per mile = \$35.43  
Fund/Grant Used: Wastewater

Travel and expenditures not to exceed \$35.43

2. Amos Sarfo, MS, RS, attended the Mahoning County Wastewater Seminar. Lindsey Smith, BS, SIT and Mary Helen Smith, MPH, CPH, RS, REHS, also attended.

Date: December 11, 2018  
Location: Jackson Milton Town Hall  
10613 Mahoning Avenue  
North Jackson, Ohio 44451  
Mileage: 62 miles @ 54.5¢ per mile = \$33.79  
Fund/Grant Used: Wastewater

Travel and expenditures not to exceed \$33.79

3. Lindsey Smith, BS, SIT, attended Ohio Onsite Wastewater Association Septic System Workshop.

Date: December 7, 2018  
Location: Ohio 4-H Center, OSU Campus  
2201 Fred Taylor Rd.  
Columbus, OH 43210  
Mileage: 290 miles @ 54.5¢ per mile = \$158.05  
Meals: 1 meal @ \$15.00 = \$15.00  
Parking: \$10.00  
Registration: \$250.00  
CEUs: 6  
Fund/Grant Used: Wastewater

Travel and expenditures not to exceed \$449.86

4. Mike Spies, BS, SIT, attended Ohio Onsite Wastewater Association Septic System Workshop.

Date: December 7, 2018  
Location: Ohio 4-H Center, OSU Campus

Board of Health  
Meeting Minutes  
December 11, 2018

2201 Fred Taylor Rd.  
Columbus, OH 43210  
Mileage: Rode with Lindsey Smith  
Meals: 1 meal @ \$15.00 = \$15.00  
Registration: \$250.00  
CEUs: 6  
Fund/Grant Used: Wastewater

Travel and expenditures not to exceed \$265.00

A motion was presented by Board Member Bierlair 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	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes		

C. Resolution #18-103 Amendment to the 2018 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Ms. Stall stated the amendment is for end of year reconciliation.

Board Member Howard presented a motion to Adopt Resolution #18-103 as stated above, 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	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes		

D. Resolution #18-104 A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District

Ms. Stall explained that the correction is due to monies being paid out of Storm Water that should have been paid out of WPCLF.

Board Member Ribelin presented a motion to Adopt Resolution #18-104 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	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes		

E. Resolution #18-105 The Portage County Board of Health to Give Joseph Diorio, Health Commissioner of Portage County Combined General Health District Authorization Enter into Agreement with Jet Pay.

Ms. Stall stated the County Commissioners approved Resolution #18-0819, which will allow us to move forward with accepting credit cards. Jet Pay is the company that was selected to enter into agreement with. This will make for more convenience for the customer by allowing another payment option. Jet Pay will get their money from the associated fee from the customer using their service.

Board Member Hammar presented a motion to Approve Resolutions #18-105 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	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	

- F. Resolution #18-106 The Portage County Combined Health District Acceptance to Enter into Contract with Portage County Solid Waste Management District to Perform Professional Services for the Year 2019 & 2020 and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.

Ms. Smith specified the resolution would allow Mr. Diorio to sign the two-year contract upon completion. Mr. Smith stated Mr. Steiner recommended not taking an increase because the funds that we have for what we do, are sufficient. There would be no increase in 2019 and a lump sum increase in 2020.

Board Member Ribelin presented a motion to Adopt Resolutions #18-106 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	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes		

- G. Resolution #18-107 Amendment to Resolution 18-68 Revising the Food Services 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

Mr. Rechichar stated the amendment for food fees is due to a clerical error on the fee schedule.

Board Member Bierlair presented a motion to Adopt Resolutions #18-107 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	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes		

## **VI. DISCUSSION REPORTS**

### **A. Administration and Personnel:**

Ms. Meduri pointed out the 2019 Board Meeting schedule. She also stated she met with employees for a quick introduction to get to know staff one on one and is reviewing the personnel manual, retention schedule and updating inventory.

### **B. Fiscal and Accounting:**

Ms. Stall reviewed the November Cash Basis Report and stated that Portage County Combined Health District is still sitting well with a balance of about three million dollars at the end of November 2018. A discussion ensued regarding the breakdown of worksheet. Ms. Stall explained that 8901 and on are special funds and explained how the worksheet breaks out what is brought in verse what is paid out.

Ms. Stall let the Board know that Portage County Combined Health District received a letter from Ms. Esposito for a refund in the amount of \$44,463, from the County Real-Estate Appraisal Fund.

### **C. Nursing:**

Ms. Ferraro complimented her staff for wearing different hats and for all that they do to help the community. She stated about 950 flu shots have been given so far this year. There are no reports of the flu yet. Ms. Ferraro pointed out the Quality Improvement project for animal bites and showed the Board the updated forms. Ms. Ferraro commended Ms. Forgacs for revising the current form and visiting all the Urgent Care Clinic's to educate and update the managers on the procedures and handout the new form. We are already receiving the new forms back when receiving reports of animal bites.

Ms. Ferraro informed the Board that Ohio is experiencing a Hepatitis A outbreak. She stated Trumbull County is facing an increase and many inmates from Trumbull are transferred to our Jail. The plan is to offer vaccinations to the inmates and staff at the jail and Sheriff's office. The vaccinations would be free and paid for through 317 funds from the state.

### **D. Environmental Division:**

Ms. Smith commended her staff for working very hard; illicit discharge has met their goal for month and the Water Pollution Control Program was wrapped up by the end of the month. She also stated that the one housing complaint using the demolition program was taken down in Mantua Township.

E. Health Education and Promotion:

Ms. Lehman informed the Board that beginning January 1<sup>st</sup>, 2019, Portage County Health District will no longer be administering HIV tests. New recommendation guidelines provided by the Ohio Department of Health were very restrictive, so many individuals would be turned away. Ms. Lehman felt there could be negative consequences in doing so. Portage County Health District will continue to educate the public on HIV but will refer to other resources for testing.

Project Dawn has increased in trainings with businesses and universities reaching out for more education. A recent incident at a local business where an overdose occurred, and paraphernalia was found along with two overdoses at the local jail, has triggered the necessity for more education. Ms. Lehman and her staff continue to educate and inform the public to reach out and use Portage County Health District as a resource.

F. Health Commissioner:

Mr. Diorio updated the Board on the offer to acquire the building and property located at 653 Enterprise Parkway, Ravenna, Ohio. An offer was put in on November 21, 2018 in amount of \$800,000. Mr. Diorio stated the seller's agent wasn't responding, so he reached out to our agents in order to receive a response and counter. The seller countered at \$1.3 million dollars and we responded with an offer of one million dollars. Mr. Diorio did not hear a response back, so he reached out again to their agents and was informed that they are entertaining another offer. A discussion ensued regarding next steps and a decision was made to wait and see what happens with the offers on the table.

Ms. Ribelin asked for an update regarding the request for a special capital improvement fund and how loan payments would be made. Ms. Stall stated she completed all necessary paperwork, sent it to the state, and contacted the Auditor's Office to create more line items to define them further. She stated by adding more line items it will define our budget more. Instead of a rent line item, there would be a loan line item instead. She is examining program funds that can be used to help pay for the loan payment, instead of entirely using money from the general fund. The special capital improvement fund would be similar to a savings account but could solely be used for capital improvements like structural improvements to the building, parking lot, HVAC or new windows.



**VII. NEW BUSINESS –**

**A. 2019 Portage County Solid Waste Transfer Station Facility License Issuance**

Board Member Howard presented a motion to issue the 2018 Portage County Solid Waste Transfer Station Facility License Issuance, seconded by Board Member Hammar . An “aye” vote was cast by all, motion carried.

**B. Sewage Treatment Variance Application- Cook Rd, Rootstown**

Mr. Sarfo presented the Resolution and explained the sewer treatment variance application. The applicant would like to utilize their septic tanks as holding tanks on a temporary basis during the non-installation season, so the owner can take occupancy until soil conditions are suitable for complete system installation. Mr. Sarfo recommended to install high level alarm on the septic tanks, so the homeowners would get alerted prior to it needing pumped.

Board Member Ribelin presented a motion to approve with conditions, the Variance Request for 3278 Cook Rd, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

**C. Accept Resignation of Kevin Watson, Accreditation Coordinator.**

Mr. Diorio informed the Board of Kevin Watson’s resignation from Portage County Combined General Health District. His last day will be December 17, 2018. Mr. Watson accepted a position with Lake County Health District as Deputy Environmental Director and will use his environmental and performance management experience he gained while working at Portage County Health District. Mr. Diorio stated Ms. Lehman will be taking over as Accreditation Coordinator. Mr. Diorio expressed confidence in Ms. Lehman’s ability to take over and utilize other employees within our agency to have everything well-choreographed before our site visit in March. Ms. Ribelin and Ms. Cutlip also expressed complete confidence in Ms. Lehman and the plan in place. Ms. Lehman thanked the Board and highly praised the staff at Portage County Health District who will step up and assist with the process and transition.

Board Member Howard presented a motion to accept the Resignation Letter of Kevin Watson with regret, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

**D. Resolution #18-108** Portage County Board of Health Authorization and Policy Relating to Delegation and Usage of Fleet Gasoline Cards

Ms. Stall updated the Board that the application with Circle K for fleet gasoline cards has been approved. The Fleet Gasoline Usage Card Policy was put together by Mr. Diorio, Ms. Stall and Ms. Meduri for review by the Board. The card itself declares “fuel only” on the face of it and is registered to the license plate of the vehicle. Only six employees would have access and must sign the card in and out each time.

Board Member Ribelin presented a motion to Adopt Resolutions #18-108 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	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes		

**E. Resolution #18-109** A Resolution Authorizing the Portage County Combined General Health District continuation into 2019 for 2018 contracts for the Water Pollution Control Loan Fund for the completion of grading and seeding

Ms. Smith explained that the resolution would extend all water pollution control contracts except one, to complete the final grade and seeding in the spring of 2019, when weather is more conducive. The Auditor’s Office advised Ms. Smith to officially extend the contracts since it would be a new calendar year.

Board Member Hammar presented a motion to Adopt Resolutions #18-109 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	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes		

**VIII. BOARD ISSUES AND DISCUSSION –**

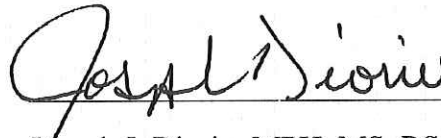
- A. January Board Meeting will be held on January 15, 2019 at 7pm.
- B. Mr. Diorio informed the Board of a citizen of Streetsboro named Megan Frank, who is interested in filling the Streetsboro Representative opening on the Board of Health. Ms. Frank has a PhD and currently teaches at Baldwin Wallace University. The Mayor of Streetsboro is recommending Ms. Frank at the Council Meeting held on December 11, 2018. The Mayor believes she would be a great addition to the Board of Health. The position is vacant due to Ms. Copley moving outside of Portage County.

**IX. EXECUTIVE SESSION:** No executive session was held.

**Adjournment:** The December 11, 2018 Board meeting was adjourned at 8:33pm. An “aye” vote was cast by all, motion carried.



Robert Palmer  
Board President



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