PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT BOARD MEETING MINUTES August 16, 2016

The Portage County Combined General Health District Board of Health met on Tuesday, August 16, 2016, at the Resources on Oakwood Campus (ROC), Room 204, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:10 P.M. by Board President, Robert Palmer.

Board Members in Attendance: Mr. Robert Palmer, President; Ms. Evelyn Cutlip, Vice-

board Monocro in Mccondance.	m. Robert raimer, restaure, no. nveryn carrie, vice
	President; Ms. Bonnie Bailey, Member; Mr. James Bierlair,
	Member; Ms. Amy Hammar, Member; Mr. Robert Howard,
	Member; Mrs. Lucy Ribelin, Member
Board Members Absent:	Dr. Howard Minott, Member;
Staff in Attendance:	Mr. Joseph J. Diorio, MPH, MS, RS Health Commissioner
	Mrs. Rose Ferraro, MSN, RN Director of Nursing
e de la companya de	Mrs. Mary Helen Smith, MPH, CPH, RS, REHS
	Director of Environmental Health
	Mrs. Becky Lehman, MPH Director of Health Education
	Mrs. Debra Stall Director of Finance
	Mrs. Dorothy Filing Director of Administration & Personnel
Others:	None
Advisory Council:	James Deffenbaugh Palmyra Township
Media Present:	None
·	

416-118

- I. APPROVAL OF BOARD OF HEALTH MEETING MINUTES:

 Board of Health Meeting Minutes of July 19, 2016 Board Member Cutlip presented a motion to approve the Regular Board of Health Meeting Minutes of July 19, 2016, seconded by Board Member Hammar. An "aye" vote was cast by all, motion carried.
- II. ADVISORY COUNCIL Mr. James Deffenbaugh No report
- III. PUBLIC COMMENT None
 - V. DISCUSSION REPORTS:
 - A. Director of Administration & Personnel Mrs. Dorothy Filing No Report

	August 16, 20	16	1							
M16-119	1.	Resolution #16-50 - Amendment to the 2016 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified Board Member Hammar presented a motion to adopt	2 3 4 5							
1410-119	<u>.</u>	Resolution #16-50 as stated above, seconded by Board	7							
		Member Howard. Vote on the motion is as follows:	8							
	Poll:	Board Member Palmer Yes Board Member Cutlip Yes Board Member Bailey Yes Board Member Minott Absent Board Member Hammar Yes Board Member Bierlair Yes Board Member Howard Yes Board Member Ribelin Yes Motion carried.	9 10 11							
			12							
	2.		13							
		for the Portage County Combined General Health District	14							
M16-120		Board Member Howard presented a motion to adopt	15							
FIIO IZO		Resolution #16-51 as stated above, seconded by Board	16							
		Member Cutlip. Vote on the motion is as follows:	17							
	Poll:	Board Member Palmer Yes Board Member Cutlip Yes Board Member Bailey Yes Board Member Minott Absent Board Member Hammar Yes Board Member Bierlair Yes Board Member Howard Yes Board Member Ribelin Yes Motion carried.	18 19 20 21							
	C. Fi	nancial and Expenditure Reports - Mrs. Debra Stall,	22							
		Director of Finance								
	1.	Financial Report - Mrs. Stall reviewed the revenue and								
		expenditures for July, 2016.	24 25							
	· ,		26							
	2.	Expenditure Report - a. Ratification of July Gasoline Payments - Board	27							
M16-121		Member Howard presented a motion to ratify the July	28							
		Gasoline expenses in the amount of \$278.04,	29							
	,	seconded by Board Member Cutlip. Vote on the	30							
		motion is as follows:	31							
	Poll:	Board Member Palmer Yes Board Member Cutlip Yes Board Member Bailey Yes Board Member Minott Absent Board Member Hammar Yes Board Member Bierlair Yes Board Member Howard Yes Board Member Ribelin Yes Motion carried.	32							

PORTAGE COUNTY HEALTH DISTRICT FINANCIAL REPORT

	F50/FE 8903		\$161,241.68	\$2,262.97		(523,445,74)	(\$3,282,38)	(\$320.13)	(\$199.32)	(\$4,700.25)	(\$2,952.42)	\$128,604.41	•
0.000	8902	1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	952,532.79			(\$1,427.15)	(\$199.82)	(\$20.11)	(\$12.15)	(\$173.38)	(\$5,868.56)	\$24,831.62	
65776	EBOLA	(27 202 72)		\$7,293.44		(\$1,288.26)	(\$180.36)	(\$18.03)	(\$10.95)	(\$269.88)		\$23,132.30 (\$1,767.48)	
QHED	8901	435 25	- ((\$7,963.81)	(\$2,447.83) (\$1,114.92)	(\$112.39)	(\$67.70)	(\$1,740.53)	(\$4,825.54) (\$1,701.71)		
GENERAL	STORM	\$341.239.73	1	**		(\$1,137.00) (\$17,484.46) (\$7,963.81) (\$1,288.26) (\$1,427.15)	(\$2,447.83)	(\$241.84)	(\$148.68)	(\$2,378.19)	(\$4,825.54)	\$313,713.19	
GENERAL	POSAL	\$12,338,33	1 1	\$1,945.00			(\$129.18)	(\$16.50)	(\$9.66)	100000	(77.9995)	\$12,294.77	_
GENERAL	PLUMB	\$11,732.30		\$7,656.00		쒝			-	(\$707.34)	!	\$11,975.11	
GENERAL	NURSE	\$18,469.18		\$16,859.17		(\$11,278.80)	(51,5/9.06)	(\$154.59)	(59,440,69)	(\$13,075,87)	(450,0,004)	\$5,732.31	
GENERAL	IMMPR	\$6,984.08										\$6,984.08	
GENERAL	HB110	\$94,330.32	1000	00.0584		(\$4,246./1)			\$	Í.,		\$88,709.35	
GENERAL	BODYA	\$606.06				(525.78)	(\$0.45)	(\$0.30)				\$555.03	
GENERAL	ANIHO	(\$1,291.53)	\$1 701 E3	1 1	(05 201	(\$96.78)	(\$9,54)	(\$5.88)	(\$127.26)	(\$83.20)		(\$1,013.86)	
GENERAL	0050	\$1,235,947.51	\$613.36	\$15,000.00	(\$67.123.74)	(\$9,397.30)	(\$933.75)	(\$570.48)	(\$15,092.73)	(\$41,852.13)		\$1,116,590.74 (\$1,013.86)	
DESCRIPTION		Balance	Revenue	State Subsidy	Salaries	PERS	Medicare	Worker's Comp	Health Benefits	Appropriations		7/31/16 Month End Balance	
DATE		6/30/16 Balance										7/31/16	

***************************************	YID .	TOTALS	1,00000	77,720,017,20													\$1,999,525.31				
TIN CON	MONIALY	TOTALS	Transition of the state of the				\$101,351.48						-		(\$331,874.37)				.665.47	240.88)	1 2 3
1163	רואני	TOTALS			\$86 351 48	\$15,000.00			(\$179,417.44)	(\$25,118.51)	(\$2,494,08)	(\$1.525.21)	(\$37 028 98)	(\$86,290.15)				 ,	\$1,644,665.47	(\$1,589,240.88)	5 6
WIOS	302.44	8915	\$15 577 73	4-0,000					(\$4,335.56)	(\$607.03)	(\$59.43)	(\$36.83)	(\$1.230.64)	(\$443.98)		\$0 07 71 71	φ,οτο,ος				7 8
SAFE COM		89.T4	\$18.057.54		\$2.500.00			- 1	S.	(\$356.36)	(\$36.05)	(\$21.64)	(\$368,71)			\$17 220 20	- 1		Total Revenue YTD	Total Expense YTD	9 10 11
MTR CYCLE	1000	8913	\$1.011.64	_	\$11,312.50				2	9.5	(\$16.60)	(\$9.97)	(\$169.86)	\$)		\$2 180 7A			Total Rev	Total Exp	12 13
CEMS	2,00	09.11	\$18,393.56					L	2	(\$689.19)	(\$68.70)	(\$41.88)	(\$1,033.90)	(\$20.07)		\$11,617.03					14 15
ВСМН	8010	0100	\$59,732.34		\$2,780.00			(40 400	(10.054,05)	(\$/69.11)	(\$77.79)	(\$46.71)	(\$795.42)	(\$400.86)		\$54.928.84			\$101,351.48	(5331,874.37)	161718
MRC	8908	200	\$16,956.53													\$16,956.53		7	\$101,	(\$331,	19 20
WAST WTR	8907		\$51,007.03		\$16,450.00			(\$12 453 12)	(54 742 45)	(54,745,45)	(\$T\0.52)	(\$105.84)	(\$1,908.99)	(\$2,285.98)		\$48,783.13					21 22
PARK/CAMP	9068		\$23,653.67		\$738.75			(\$1.563.66)	(\$218.80)	(574 50)	(SC-174)	(\$13.30)	(\$287.35)	(\$3,592.85)		\$18,694.78		Monthly	A Monthly	e wolling	232425
IAP	8905		\$10,701.57 \$23,653.67		\$8,909.76			(\$1,978.19)	15276 931	(42 8 52)	(420.02)	(08.9T¢)	(\$7.75.29)	(\$83.72)		\$16,453.88		Total Revenue Monthly	Total Expones Monthly	ords types.	2627
PRIV WTR	8904		\$29,754.72		\$4,889.00			(\$4,006.30)	(\$560.88)	(556 72)	(27.004)	(554.10)	(4,50049)	(35.787,36)		\$24,934.67					28 29
DESCRIPTION			Balance	-	Kevenue .	orace outsiny		Salaries	PERS	Medicare	Worker's Comp	Health Repofits	Appropriation	Appropriations		7/31/16 Month End Balance					30 31 32
DATE			6/30/16	1												7/31/16					

August 16,	2016			1
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M16-122	. b	=	 A motion was presented by Board 	.3
		Member Howar	rd to pay Batch 3058 for \$3,541.70,	4
		Batch 3069	for \$18,811.80, Batch 3128 for	
	-	\$9,945.04, a	nd Extra Batch for \$22,239.96 for a	5
	•	total amount		6
		Member Cutlip	o. Vote on the motion is as follows:	7
Poll	- •	ard Member Palmer	YesBoard Member CutlipYesYesBoard Member MinottAbsent	8
		ard Member Bailey ard Member Hammar	Yes Board Member Bierlair Yes	9
		ard Member Howard tion carried.	Yes Board Member Ribelin Yes	10
				11
	3. Ex	khibit A - Tra	vel and Expenditures that Occur After	12
	Во	oard Meetings	•	13
	a.	. Joseph Diori	o, M.P.H., M.S., R.S., will attend	14
		Rural Health		15
		Date:	August 25, 2016	16
		Location:	8405 Pulsar Place	
			Columbus, OH	17
	.	Mileage:	242 miles @ 54¢ per mile = \$130.68	18
		CEUs:	Possible	19
		Travel and ex	spenditures not to exceed \$130.68.	20
	h	Bogomany For	raro, R.N., will attend Rural Health	21
	, b.	Conference.	rulo, K.W., Will desend hair	22
		Date:	August 25 & 26, 2016	23
	: .	Location:	8405 Pulsar Place	24
		·	Columbus, OH	25
		Mileage:	263 miles @ 54¢ per mile = \$142.02	26
	. •	Meals:	1/\$10, 2/\$15, 1/\$20 = \$60.00	27
•		Lodging:	Four Points by Sheraton	28
			3030 Plaza Properties Blvd.	29
	<i>:</i> .		Columbus, OH	30
,		- -	1 night @ \$99.00 = \$99.00	
		Travel and ex	penditures not to exceed \$326.02.	31

M16-123

			TDT	2
	C.		akis, R.N., will attend PHEP EPI.	3
		Date:	September 28, 2016	4
•		Location:	274 E. 1 st Avenue #100	
		•	Columbus, OH	_
		Mileage:	288 miles @ 54¢ per mile = \$155.52	-
		Meals:	2 meals @ \$10.00 = \$20.00	7
		Travel and ex	spenditures not to exceed \$175.52.	8
			and the Cartifus to permit	9
•			sented by Board Member Cutlip to permit	10
			benditures, seconded by Board Member	11
	Bai	ley. An "aye'	vote was cast by all, motion carried.	12
	m1-	dide no noti	fication of Travel & Expenditures that	13
4.		cur Before the		14
			Smith, M.P.H., attended the Ohio	15
•	a.		Health Association monthly Executive	
		Board meeting		16
		Date:	July 21, 2016	17
		Location:	Franklin County Health District	18
		HOCACION:	280 East Broad Street	19
			Columbus, OH	20
•		Mileage:	290 miles @ 54¢ per mile = \$156.60	21
		Meals:	1 meal @ \$10.00 = \$12.00 (+20% tip)	22
•			penditures not to exceed \$185.50.	23
			<u></u>	24
	b.	Rose Ferra	ro, R.N., attended PHEP Legal	
		Preparedness.		25
		Date:	August 4, 2016	26
		Location:	ODH Conference Room A/B	27
·			35 East Chestnut Street	28
			Columbus, OH	29
		Mileage:	288 miles @ 54¢ per mile = \$155.52	30
		Meals:	1 meal @ \$15.00 = \$15.00	31
		Travel and ex	penditures not to exceed \$200.00.	32

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Board of Health Meeting Minutes (Cont'd) August 16, 2016

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c.	Susan Forg	acs, R.	Ν.,	attended	PHEP	Legal	3
	Preparedness.						4
	Date:			•			5
	Location:			e Room A/B			
				nut Street			6
		Columbus					7
	Mileage:			Rose Ferrar			8
	Meals:			00 = \$15.00			9
	Travel and ex	penditure	s not	to exceed	\$15.00.		10
d.	Lynette Blas	iman Gra	int Co	oordinator,	attend	ed the	11
u.	Ohio Departm						12
	meeting.	010		<u>-</u> - <u>.</u>	-	_	13
	Date:	August 4	, 201	.6			14
	Location:	Kent Sta	te Un	iversity			15
		Trumbull	Camp	ous			16
		Warren,	ОН				17
	Mileage:	61.8 mil	es @	54¢ per mil	.e = \$33	.37	18
	Parking:	\$5.00					
	Travel and ex	penditure	s not	to exceed	\$ <u>50.00</u> .		19
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e.	Justin Rech	ichar, S	5.I.T.	, attende	d Food	lbourne	21
	Illness:	Microbes,	Hea	lth, Inves	stigatin	g and	22
	Recovery.						23
	Date:	August 4	, 201	6			24
	Location:	4560 Fal	con D	rive			25
		Austinto					26
	Mileage:			¢ per mile			27
	Meal:	1 meal @	\$15.	00 = \$18.00	(+20% 1	tip)	
	CEUs:	5.0			100 5-		28
	Travel and ex	penditure	s not	to exceed	\$ <u>32.25</u> .		29
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Board of Health Meeting Minutes (Cont'd) August 16, 2016

M16 - 124

1 Kat Holtz, B.S., attended NEORAG meeting. f. 2 August 11, 2016 Date: Haven of Rest Location: 175 E. Market Street Akron, OH 45 miles @ 54¢ per mile = \$24.30Mileage: Travel and expenditures not to exceed \$27.00. A motion was presented by Board Member Hammar to permit said stated approved expenditures, seconded by Board 1.0 Vote on the motion is as follows: Member Howard. 11 Yes Board Member Cutlip Board Member Palmer Yes Poll: 12 Absent Board Member Minott Yes Board Member Bailey Board Member Bierlair Yes Board Member Hammar Yes 13 Board Member Ribelin Yes Board Member Howard Yes Motion carried. 14 15 Nursing/Medical Director Report - Presented by 16 Marianne Kitakis, B.S.N., R.N., PH Nurse 2 Communicable Disease Report - Mrs. Ferraro presented 17 the monthly Report. The number of Clamydia infections 18 is high because UH Portage County had not reported. 19 20 Nursing Division Monthly Report - Mrs. Ferraro spoke 21 about various activities in the Nursing Division. 22 23 Health Education and Promotion Report -Ε. 24 Becky Lehman, M.P.H., Director Health Education and Promotion Report - Mrs. Lehman 25 informed the Board of activities for the month of July. 26 27 Environmental Reports - Mary Helen Smith, M.P.H., C.P.H., 28 R.S., R.E.H.S 29 Director of Environment Health 30 Waste Report -Solid Waste Report was The Solid 31 accepted as submitted. 32 Environmental Report - The Environmental Report was 2.

accepted as submitted.

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- Stormwater Report The Stormwater Report was accepted 3. as submitted.
- Food Safety Program Report The Food Safety Program Report was accepted as submitted.
- Plumbing Inspections Report The Plumbing Inspections 5. Report was accepted as submitted.
- Environmental Monthly Report Mrs. Smith updated the 6. Board on Environmental activities.
 - Oral Rabies Baiting a.
 - b. Pool Survey
 - Randolph Fair C.
 - Republican National Convention d.
- Division Furniture .7. Exhibit С Environmental Mrs. Smith described the furniture placement to the Board Member Cutlip presented a motion to Board. accept Exhibit C for furniture in the amount not to exceed \$9,500, seconded by Board Member Bailey. on the motion is as follows:

Board Member Cutlip Yes Board Member Palmer Yes Poll: Absent Board Member Minott Yes Board Member Bailey Board Member Bierlair Yes Yes Board Member Hammar Yes Board Member Ribelin Board Member Howard Yes Motion carried.

- Joseph Diorio, M.P.H., M.S., R.S. HEALTH COMMISSIONER: VI. Health Commissioner
 - Strategic Plan Mr. Diorio informed the Board of the Α. progress the Strategic Plan Committee has accomplished making the objectives achievable.
 - Staff Meeting Minutes July 21, 2016 The Minutes were В. included in the Board packet for the Board's review.
 - Permission to Hire a Part-Time Medical Biller Interviews were held and Julie Klusty is recommended for the position at \$13.00/hour.

M16 - 125

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M16 - 126

M16 - 127

Board Member Howard presented a motion to approve the Medical Biller at hiring of Julie Klusty as Part-Time An "ave" \$13.00/hour, seconded by Board Member Bailey. vote was cast by all, motion carried.

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D. Retirement of Keith Riley, S.I.T. - Keith was hired as a temporary seasonal worker and ended up working five years. His last day will be August 31st. Board Member Ribelin presented a motion to Accept Keith Riley's Retirement with Regret, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

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VII. OLD BUSINESS: None

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VIII. NEW BUSINESS:

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Resolution #16-47 - The Portage County Board of Health Acceptance to Enter into Agreement Between the Ohio EPA and the Portage County Combined General Health District Inspection of Semi-Public Sewage Disposal Systems According to HB110

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M16-128

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Board Member Hammar presented a motion to Adopt Resolution #16-47 as stated above, seconded by Board Member Cutlip. Vote on the motion is as follows:

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Yes Board Member Cutlip Poll: Board Member Palmer Yes Absent Board Member Minott Board Member Bailey Yes Yes Board Member Hammar Yes Board Member Bierlair Board Member Ribelin Yes Board Member Howard Yes Motion carried.

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B. Resolution #16-52 - The Portage County Board of Health Plumbing Code and Amendments for Standards Ohio Residential Buildings and One, Two,

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Authorizing the Adoption of the Ohio Board of Building and Three Family Dwellings

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M16 - 129

Board Member Cutlip presented a motion to Adopt Resolution #16-52 as stated above, seconded by Board Member Hammar. Vote on the motion is as follows:

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Yes Board Member Cutlip Poll: Board Member Palmer Yes Absent Board Member Minott Board Member Bailey Yes Board Member Bierlair Yes Board Member Hammar Yes Board Member Ribelin Yes Board Member Howard Yes Motion carried.

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C. Resolution #16-53 - A Resolution Authorizing the Portage County Combined General Health District to Enter into the 2017 Water Pollution Control Loan Fund Agreement for the Repair and/or Replacement of Household Sewage Treatment Systems

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M16-130

Board Member Ribelin presented a motion to Adopt Resolution #16-53 as stated above and authorizing Robert Palmer, Board President, to sign an Application Letter, seconded by Board Member Howard. Vote on the motion is as follows:

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Yes Board Member Cutlip Board Member Palmer Yes Poll: Board Member Minott Absent Board Member Bailey Yes Yes Board Member Bierlair Board Member Hammar Yes Board Member Ribelin Yes Board Member Howard Yes Motion carried.

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D. Resolution #16-54 - The Portage County Combined General Health District Acceptance of the First Amendment to the Public Health Preparedness Program Cooperative Agreement with Summit County Public Health, as Designated Administrator, to Distribute Grant Funds in the NECO

ed 23

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Motion carried.

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Board Member Hammar presented a motion to Adopt Resolution #16-54 as stated above, seconded by Board Member Cutlip. Vote on the motion is as follows:

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Poll:	Board Member	Palmer	Yes	Board Member	Cutlip	<u>Yes</u>
	Board Member	Bailey	Yes	Board Member	Minott	Absent
,	Board Member	Hammar	Yes	Board Member	Bierlair	Yes
	Board Member	Howard	Yes	Board Member	Ribelin	<u>Yes</u>

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M16-131

Board of Health Meeting Minutes (Cont'd) August 16, 2016

M16 - 132

- Resolution #16-55 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Cecile Armbrust to Provide Motorcycle Classes
- Resolution #16-56 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Portage County Combined General Services Between the Provide Sullivan to Marybeth District and Health Motorcycle Classes

motion to Adopt presented Howard Member Board Resolutions #16-55 and #16-56 as stated above, seconded by Vote on the motion is as follows: Board Member Cutlip.

Yes Board Member Cutlip Board Member Palmer Yes Poll: Absent Board Member Minott Board Member Bailey Yes Yes Board Member Bierlair Board Member Hammar Yes Board Member Ribelin Yes Board Member Howard Yes Motion carried.

BOARD ISSUES AND DISCUSSION: IX.

- Board Member Howard informed the Board that he is an Ambassador for the School of Public Health at Kent State University.
- Board Member Howard also announced that he just became a В. Grandfather. His daughter lives in Brooklyn, NY.
- Board Member Ribelin notified those present of an event her To honor First Responders and the church is sponsoring. 15th anniversary of 9/11, St Paul's Lutheran Church is holding a "Thank You" from 12 Noon to 3:00pm on the Courthouse lawn.

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Board of Health Meeting Minutes (Cont'd) August 16, 2016

X. EXECUTIVE SESSION:

M16 - 133

ADJOURNMENT - A motion was presented by Board Member Howard at 8:30 P.M. to adjourn the August 16, 2016 Regular Board of Health Meeting. An "aye" vote was cast by all, motion carried.

Robert Palmer Board President Joseph J. Diorio, M.P.H., Health Commissioner

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