

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-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
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

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

- B. Accounting Report - Mrs. Debra Stall, Director of Finance
1. Resolution #16-50 - Amendment to the 2016 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

M16-119

Board Member Hammar presented a motion to adopt Resolution #16-50 as stated above, seconded by Board Member Howard. Vote on the motion is as follows:

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

Motion carried.

2. Resolution #16-51 - A Journal Entry Reversal/Correction for the Portage County Combined General Health District

M16-120

Board Member Howard presented a motion to adopt Resolution #16-51 as stated above, seconded by Board Member Cutlip. Vote on the motion is as follows:

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

Motion carried.

- C. Financial and Expenditure Reports - Mrs. Debra Stall, Director of Finance
1. Financial Report - Mrs. Stall reviewed the revenue and expenditures for July, 2016.

2. Expenditure Report -

- a. Ratification of July Gasoline Payments - Board Member Howard presented a motion to ratify the July Gasoline expenses in the amount of \$278.04, seconded by Board Member Cutlip. Vote on the motion is as follows:

M16-121

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

Motion carried.

PORTAGE COUNTY HEALTH DISTRICT FINANCIAL REPORT

DATE	DESCRIPTION	GENERAL 8900	GENERAL 6HVP	GENERAL BODYA	GENERAL HB110	GENERAL IMMPR	GENERAL NURSE	GENERAL PLUMB	GENERAL POSAL	GENERAL STORM	PHEP 8901	PHEP EBOLA	POOLS 8902	FSD/FE 8903
6/30/16	Balance	\$1,235,947.51	(\$1,291.53)	\$606.06	\$94,330.32	\$6,984.08	\$18,469.18	\$11,732.30	\$12,338.33	\$341,239.73	\$35,833.36	(\$7,293.44)	\$32,532.79	\$161,241.68
	Revenue	\$613.36	\$1,291.53				\$16,859.17	\$7,656.00	\$1,945.00			\$7,293.44		\$2,262.97
	State Subsidy	\$15,000.00												
	Salaries	(\$67,123.74)	(\$591.20)	(\$33.78)	(\$4,246.71)		(\$11,278.80)	(\$4,825.56)	(\$1,137.00)	(\$17,484.46)	(\$7,963.81)	(\$1,288.26)	(\$1,427.15)	(\$23,445.74)
	PERS	(\$9,397.30)	(\$96.78)	(\$4.74)	(\$594.57)		(\$1,579.06)	(\$675.56)	(\$159.18)	(\$2,447.83)	(\$1,114.92)	(\$180.36)	(\$199.82)	(\$3,282.38)
	Medicare	(\$933.75)	(\$9.54)	(\$0.45)	(\$58.45)		(\$154.59)	(\$68.38)	(\$16.50)	(\$241.84)	(\$112.39)	(\$18.03)	(\$20.11)	(\$320.13)
	Worker's Comp	(\$570.48)	(\$5.88)	(\$0.30)	(\$36.11)		(\$95.89)	(\$41.02)	(\$9.66)	(\$148.68)	(\$67.70)	(\$10.95)	(\$12.15)	(\$199.32)
	Health Benefits	(\$15,092.73)	(\$127.26)	(\$11.76)	(\$1,193.13)		(\$3,410.88)	(\$707.34)		(\$2,378.19)	(\$1,740.53)	(\$269.88)	(\$173.38)	(\$4,700.25)
	Appropriations	(\$41,852.13)	(\$83.20)		(\$342.00)		(\$13,076.82)	(\$1,095.33)	(\$666.22)	(\$4,825.54)	(\$1,701.71)		(\$5,868.56)	(\$2,952.42)
7/31/16	Month End Balance	\$1,116,590.74	(\$1,013.86)	\$555.03	\$88,709.35	\$6,984.08	\$5,732.31	\$11,975.11	\$12,294.77	\$313,713.19	\$23,132.30	(\$1,767.48)	\$24,831.62	\$128,604.41

[illegible]

M16-122

- b. Expenditures - A motion was presented by Board Member Howard to pay Batch 3058 for \$3,541.70, Batch 3069 for \$18,811.80, Batch 3128 for \$9,945.04, and Extra Batch for \$22,239.96 for a total amount of \$54,538.50, seconded by Board Member Cutlip. Vote on the motion is as follows:

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

3. Exhibit A - Travel and Expenditures that Occur After Board Meetings

- a. Joseph Diorio, M.P.H., M.S., R.S., will attend Rural Health Conference.

Date: August 25, 2016

Location: 8405 Pulsar Place
Columbus, OH

Mileage: 242 miles @ 54¢ per mile = \$130.68

CEUs: Possible

Travel and expenditures not to exceed \$130.68.

- b. Rosemary Ferraro, R.N., will attend Rural Health Conference.

Date: August 25 & 26, 2016

Location: 8405 Pulsar Place
Columbus, OH

Mileage: 263 miles @ 54¢ per mile = \$142.02

Meals: 1/\$10, 2/\$15, 1/\$20 = \$60.00

Lodging: Four Points by Sheraton
3030 Plaza Properties Blvd.
Columbus, OH

Lodging Cost: 1 night @ \$99.00 = \$99.00

Travel and expenditures not to exceed \$326.02.

- c. Marianne Kitakis, R.N., will attend PHEP EPI.
- Date: September 28, 2016
- Location: 274 E. 1st Avenue #100
Columbus, OH
- Mileage: 288 miles @ 54¢ per mile = \$155.52
- Meals: 2 meals @ \$10.00 = \$20.00
- Travel and expenditures not to exceed \$175.52.

M16-123

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

4. Exhibit B - Ratification of Travel & Expenditures that Occur Before the Board Meeting

- a. Mary Helen Smith, M.P.H., attended the Ohio Environmental Health Association monthly Executive Board meeting.

Date: July 21, 2016

Location: Franklin County Health District
280 East Broad Street
Columbus, OH

Mileage: 290 miles @ 54¢ per mile = \$156.60

Meals: 1 meal @ \$10.00 = \$12.00 (+20% tip)

Travel and expenditures not to exceed \$185.50.

- b. Rose Ferraro, R.N., attended PHEP Legal Preparedness.

Date: August 4, 2016

Location: ODH Conference Room A/B
35 East Chestnut Street
Columbus, OH

Mileage: 288 miles @ 54¢ per mile = \$155.52

Meals: 1 meal @ \$15.00 = \$15.00

Travel and expenditures not to exceed \$200.00.

- c. Susan Forgacs, R.N., attended PHEP Legal Preparedness.

Date: August 4, 2016

Location: ODH Conference Room A/B
35 East Chestnut Street
Columbus, OH

Mileage: (Riding with Rose Ferraro)

Meals: 1 meal @ \$15.00 = \$15.00

Travel and expenditures not to exceed \$15.00.

- d. Lynette Blasiman, Grant Coordinator, attended the Ohio Department of Public Safety/OTSO Quarterly meeting.

Date: August 4, 2016

Location: Kent State University
Trumbull Campus
Warren, OH

Mileage: 61.8 miles @ 54¢ per mile = \$33.37

Parking: \$5.00

Travel and expenditures not to exceed \$50.00.

- e. Justin Rechichar, S.I.T., attended Foodbourne Illness: Microbes, Health, Investigating and Recovery.

Date: August 4, 2016

Location: 4560 Falcon Drive
Austintown, OH

Mileage: 24 miles @ 54¢ per mile = \$13.00

Meal: 1 meal @ \$15.00 = \$18.00 (+20% tip)

CEUs: 5.0

Travel and expenditures not to exceed \$32.25.

f. Kat Holtz, B.S., attended NEORAG meeting.

Date: August 11, 2016

Location: Haven of Rest

175 E. Market Street

Akron, OH

Mileage: 45 miles @ 54¢ per mile = \$24.30

Travel and expenditures not to exceed \$27.00.

M16-124

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

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

Motion carried.

D. Nursing/Medical Director Report - Presented by

Marianne Kitakis, B.S.N., R.N., PH Nurse 2

1. Communicable Disease Report - Mrs. Ferraro presented the monthly Report. The number of Clamidia infections is high because UH Portage County had not reported.

2. Nursing Division Monthly Report - Mrs. Ferraro spoke about various activities in the Nursing Division.

E. Health Education and Promotion Report -

Becky Lehman, M.P.H., Director

1. Health Education and Promotion Report - Mrs. Lehman informed the Board of activities for the month of July.

F. Environmental Reports - Mary Helen Smith, M.P.H., C.P.H.,
R.S., R.E.H.S

Director of Environment Health

1. Solid Waste Report - The Solid Waste Report was accepted as submitted.

2. Environmental Report - The Environmental Report was accepted as submitted.

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

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

VI. HEALTH COMMISSIONER: Joseph Diorio, M.P.H., M.S., R.S.
Health Commissioner

- A. Strategic Plan - Mr. Diorio informed the Board of the progress the Strategic Plan Committee has accomplished making the objectives achievable.
- B. Staff Meeting Minutes July 21, 2016 - The Minutes were included in the Board packet for the Board's review.
- C. Permission to Hire a Part-Time Medical Biller - Interviews were held and Julie Klusty is recommended for the position at \$13.00/hour.

ML6-125

M16-126 Board Member Howard presented a motion to approve the hiring of Julie Klusty as Part-Time Medical Biller at \$13.00/hour, seconded by Board Member Bailey. An "aye" vote was cast by all, motion carried.

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.

M16-127

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

A. 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 for Inspection of Semi-Public Sewage Disposal Systems According to HB110

M16-128 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:

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

Motion carried.

B. Resolution #16-52 - The Portage County Board of Health Authorizing the Adoption of the Ohio Board of Building Standards Ohio Plumbing Code and Amendments for Non-Residential Buildings and One, Two, and Three Family Dwellings

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:

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.

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

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:

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.

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 Region

M16-131

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:

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.

E. 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

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

M16-132 Board Member Howard presented a motion to Adopt
Resolutions #16-55 and #16-56 as stated above, seconded by
Board Member Cutlip. Vote on the motion is as follows:

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

IX. BOARD ISSUES AND DISCUSSION:

A. Board Member Howard informed the Board that he is an
Ambassador for the School of Public Health at Kent State
University.

B. Board Member Howard also announced that he just became a
Grandfather. His daughter lives in Brooklyn, NY.

C. Board Member Ribelin notified those present of an event her
church is sponsoring. To honor First Responders and the
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.

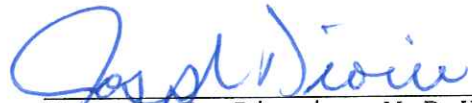
X. EXECUTIVE SESSION:

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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