

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

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, February 20, 2018, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:16pm by Board President Palmer.

Board Members in Attendance:	Robert Palmer, President Evelyn Cutlip, Vice President James Bierlair, Member Amy Hammar, Member Robert Howard, Member Lucy Ribelin, Member Marian Copley, 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 Dorothy Filing, Personnel Officer Justin Rechichar, Supervisor
Advisory Council:	
Others:	
Media Present:	

II. APPROVAL OF MINUTES:

- A. Board of Health Meeting: December 19, 2017 – Board Member Copley presented a motion to Accept the Board Meeting Minutes of December 19, 2017, seconded by Board Member Howard. An “aye” vote was cast by all, motion carried.
- B. Board of Health Meeting: January 16, 2018 – Board Member Bierlair presented a motion to Accept the Board Meeting Minutes of January 16, 2018, seconded by Board Member Hammar. An “aye” vote was cast by all, motion carried.

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) – No one was present to report.

IV. PUBLIC COMMENT - None

- V. INTRODUCTION OF NEW EMPLOYEE:** James Markijohn, SIT – Jim graduated from Kent State University. He married a Ravenna girl and has three children. He worked in private industry for most of his working career. He worked for Portage County in the Maintenance Department for three years before coming to the Health District.

VI. ACTION ITEMS

A. Expenditure Ratifications-\$45,014.60

Mrs. Stall presented the Expenditures to be Ratified. They included the January Gas for \$336.82, the January Water Resources for \$1,740.00, Batch #5142 for \$12,241.43, Batch #5225 for \$5,561.81, Batch #5448 for \$3,929.79, Batch #5513 for \$4,478.33, Batch 5585 for \$6,563.33, Batch #5735 for \$10,163.09 for a total amount of \$45,014.60. Mr. Palmer questioned the expense for \$1,000 from Ultragloss. Mrs. Stall retrieved the bill to explain the items. There were a number of minor repairs and parts and detailing.

Board Member Howard presented a motion to accept and above Expenditures and Ratify these expenses, 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	Board Member Copley	Yes

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

1. Lynette Blasiman, Project Director, will attend None 4 Under 21 Planning event.

Date: February 27, 2018

Location: Hughes Event Production Open House
1260 E. 38th Street
Cleveland, OH

Mileage: 79.4 miles @ 54.5¢ per mile = \$43.28

Fund/Grant Used: General

Travel and expenditures not to exceed \$50.00.

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2. Elizabeth Ahrens, RS, will attend Mental Health First Aid Training.
Date: March 5-6, 2018
Location: Coleman Professional Services
3922 Lovers Lane
Ravenna, OH
Mileage: 7 miles @ 54.5¢ per mile = \$3.82
Registration: \$25.00
CEUs: 8.0
Fund/Grant Used: Food
Travel and expenditures not to exceed \$30.00.
3. Ali Mitchell, BSPH, will attend Mental Health First Aid Training.
Date: March 5-6, 2018
Location: Coleman Professional Services
3922 Lovers Lane
Ravenna, OH
Mileage: 6.6 miles @ 54.5¢ per mile = \$3.60
Registration: \$25.00
CEUs: 8.0
Fund/Grant Used: General-Health Education
Travel and expenditures not to exceed \$30.00.
4. Mary Helen Smith, MPH, will attend HouseHold Sewage Treatment System Installation Workshop.
Date: March 7, 2018
Location: Trumbull County Health District
176 Chestnut Avenue, NE
Warren, OH
Registration: \$35.00
CEUs: 6.0
Fund/Grant Used: General-Stormwater
Travel and expenditures not to exceed \$35.00.

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5. Amos Sarfo, MS, will attend HouseHold Sewage Treatment System Installation Workshop.
Date: March 7, 2018
Location: Trumbull County Health District
176 Chestnut Avenue, NE
Warren, OH
Registration: \$35.00
CEUs: 6.0
Fund/Grant Used: General-Stormwater
Travel and expenditures not to exceed \$35.00.
6. Lindsey Smith, SIT, will attend HouseHold Sewage Treatment System Installation Workshop.
Date: March 7, 2018
Location: Trumbull County Health District
176 Chestnut Avenue, NE
Warren, OH
Registration: \$35.00
Fund/Grant Used: WasteWater
Travel and expenditures not to exceed \$35.00.
7. William Duck, SIT, will attend HouseHold Sewage Treatment System Installation Workshop.
Date: March 7, 2018
Location: Trumbull County Health District
176 Chestnut Avenue, NE
Warren, OH
Registration: \$35.00
Fund/Grant Used: Wastewater
Travel and expenditures not to exceed \$35.00.
8. Emily Volz, SIT, will attend HouseHold Sewage Treatment System Installation Workshop.
Date: March 7, 2018
Location: Trumbull County Health District
176 Chestnut Avenue, NE
Warren, OH
Registration: \$35.00
Fund/Grant Used: General-Stormwater
Travel and expenditures not to exceed \$35.00.

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9. Rosemary Ferraro, RN, will attend Nurses Day at the State House.
Date: March 14, 2018
Location: 51 State House
Columbus
Mileage: 288 miles @ 54.5¢ per mile = \$150.00
Parking: \$20.00
Registration: \$60.00
Fund/Grant Used: General-Nurse
Travel and expenditures not to exceed \$289.00.
10. Sherry Halas, RN, will attend Pediatric Bleeding Disorders: Presentation, Diagnosis, & Management.
Date: March 14, 2018
Location: Akron Childrens Hospital
Considine Professional Building
215 W. Bowery
Akron, OH
Mileage: 44 miles @ 54.5¢ per mile = \$23.98
Parking: \$10.00
Fund/Grant Used: CMH
11. Becky Lehman, MPH, will attend the MCH Project Director meeting.
Date: March 19, 2018
Location: Department of Administrative Services
4200 Surface Road
Columbus, OH
Mileage: 278 miles @ 54.5¢ per mile = \$151.51
Meal: 1 meal @ \$15.00 = \$15.00
Fund/Grant Used: General-Health Education
Travel and expenditures not to exceed \$180.00.
12. Karen Towne, MSN, will attend the MCH Project Director meeting.
Date: March 19, 2018
Location: Department of Administrative Services
4200 Surface Road
Columbus, OH
Mileage: (Riding with Becky Lehman)
Meal: 1 meal @ \$15.00 = \$15.00
Fund/Grant Used: General-Health Education
Travel and expenditures not to exceed \$15.00.

13. Mary Helen Smith, MPH, will attend the Clarke 2018 Mosquito Workshop.
Date: March 28, 2018
Location: Holiday Inn
6001 Rockside Road
Independence, OH
Mileage: 66 miles @ 54.5¢ per mile = \$35.97
CEUs: 4.0
Fund/Grant Used: General-Mosquito
Travel and expenditures not to exceed \$40.00.
14. Justin Rechichar, MPH, will attend the Clarke 2018 Mosquito Workshop.
Date: March 28, 2018
Location: Holiday Inn
6001 Rockside Road
Independence, OH
Mileage: (Riding with Mary Helen Smith)
CEUs: 4.0
Fund/Grant Used: General-Mosquito
Travel and expenditures not to exceed \$0.00.
15. Becky Lehman, MPH, will attend the SOPHE Conference Health Education Conference.
Dates: April 4-6, 2018
Location: Hyatt Regency
350 N. High Street
Columbus, OH
Mileage: 260 miles @ 54.5¢ per mile = \$141.70
Meals: 2 breakfasts @ \$10, 3 lunches @ \$15,
2 dinners @ \$20 = \$105.00
Lodging: Hyatt Regency
Lodging Cost: 2 nights @ \$150 = \$300.00
Registration: \$450.00
Fund/Grant Used: General-Health Education
Travel and expenditures not to exceed \$1,100.00.

16. Kat Holtz, BS, will attend the SOPHE Conference Health Education Conference.

Dates: April 4-6, 2018
Location: Hyatt Regency
350 N. High Street
Columbus, OH
Mileage: 25 miles @ 54.5¢ per mile = \$13.63
Meals: 2 breakfasts @ \$10, 3 lunches @ \$15,
2 dinners @ \$20 = \$105.00
Lodging Cost: (Staying with Becky Lehman)
Registration: \$495.00
Fund/Grant Used: General-Health Education
Travel and expenditures not to exceed \$643.00.

17. Ali Mitchel, BSPH, will attend the SOPHE Conference Health Education Conference.

Dates: April 4-6, 2018
Location: Hyatt Regency
350 N. High Street
Columbus, OH
Mileage: 61.7 miles @ 54.5¢ per mile = \$33.63
Meals: 2 breakfasts @ \$10, 3 lunches @ \$15,
2 dinners @ \$20 = \$105.00
Lodging Cost: (Staying with Kim Plough)
Registration: \$450.00
Fund/Grant Used: General-Health Education
Travel and expenditures not to exceed \$600.00.

18. Kim Plough, BS, will attend the SOPHE Conference Health Education Conference.

Dates: April 4-6, 2018
Location: Hyatt Regency
350 N. High Street
Columbus, OH
Mileage: 35 miles @ 54.5¢ per mile = \$19.08
Meals: 2 breakfasts @ \$10, 3 lunches @ \$15,
2 dinners @ \$20 = \$105.00
Lodging: Hyatt Regency
Lodging Cost: 2 nights @ \$150 = \$300.00
Registration: \$450.00
Fund/Grant Used: General-Health Education
Travel and expenditures not to exceed \$1,000.00.

19. Justin Rechichar, MPH, will attend Leadership Essentials for Health District Success.

Dates: April 11 & 12, 2018
Location: Sheraton Suites-Columbus
201 Hutchinson Avenue
Columbus, OH 43235
Mileage: 272 Miles @ 54.5¢ per mile = \$148.24
Meals: 1 meal @ \$20 + \$4 tip = \$24.00
Registration: \$285
Lodging: Sheraton Suites-Columbus
Lodging Cost: (Included in Registration)
Fund Grant Used: Food
Travel and expenditures not to exceed \$470.00.

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20. Amos Sarfo, MS, will attend Leadership Essentials for Health District Success.
- Dates: April 11 & 12, 2018
Location: Sheraton Suites-Columbus
201 Hutchinson Avenue
Columbus, OH 43235
- Meals: 1 meal @ \$20 + \$4 tip = \$24.00
Registration: \$285
Lodging: Sheraton Suites-Columbus
Lodging Cost: (Included in Registration)
Fund/Grant Used: General-Stormwater
Travel and expenditures not to exceed \$310.00.
21. Debra Stall, will attend the Fiscal Officers meeting.
- Date: April 13, 2018
Location: Stark County Health District
3951 Convenience Circle, NW
Canton, OH
- Mileage: 36 miles @ 54.5¢ per mile = \$19.62
Fund/Grant Used: General
Travel and expenditures not to exceed \$25.00.
22. Becky Lehman, MPH, will attend SIDS Risk Reduction & Infant Safe Sleep Workshop.
- Date: May 2, 2018
Location: State Library of Ohio
274 E. First Avenue
Columbus, OH
- Mileage: 268 miles @ 54.5¢ per mile = \$146.06
Meal: 1 meal @ \$15.00 = \$15.00
Fund/Grant Used: General-Health Education
Travel and expenditures not to exceed \$175.00.

23. Anne Adkins, RN, will attend SIDS Risk Reduction & Infant Safe Sleep Workshop.

Date: May 2, 2018
Location: State Library of Ohio
274 E. First Avenue
Columbus, OH
Meal: 1 meal @ \$15.00 = \$15.00
Fund/Grant Used: General-Nurse
Travel and expenditures not to exceed \$20.00.

A motion was presented by Board Member Bierlair 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. Susan Forgacs, RN, attended Northeast Ohio Accreditation Support System meeting.

Date: January 10, 2018
Location: Summit County Health District
1867 W. Market Street
Akron, OH
Mileage: 54 miles @ 54.5¢ per mile = \$29.43
Meals: 1 meal @ \$8.00
Fund/Grant Used: General
Travel and expenditures not to exceed \$50.00.

2. Mary Helen Smith, MPH, attended STS Design & Soil Evaluation Training.

Date: January 12 & 19, 2018
Location: Stark County Health Department
3951 Convenience Circle, NW
Canton, OH
Mileage: (Will use PCHD vehicle)
Meals: 2 meals @ \$15.00 = \$30.00
Fund/Grant Used: Stormwater
Travel and expenditures not to exceed \$30.00

3. Amos Sarfo, MS, attended STS Design & Soil Evaluation Training.
Date: January 12 & 19, 2018
Location: Stark County Health Department
3951 Convenience Circle, NW
Canton, OH
Mileage: (Will use PCHD vehicle)
Meals: 2 meals @ \$15.00 = \$30.00
Fund/Grant Used: Stormwater
Travel and expenditures not to exceed \$30.00
4. Lindsey Smith, SIT, attended STS Design & Soil Evaluation Training.
Date: January 12 & 19, 2018
Location: Stark County Health Department
3951 Convenience Circle, NW
Canton, OH
Mileage: (Will use PCHD vehicle)
Meals: 2 meals @ \$15.00 = \$30.00
Fund/Grant Used: Wastewater
Travel and expenditures not to exceed \$30.00
5. Will Duck, SIT, attended STS Design & Soil Evaluation Training.
Date: January 12 & 19, 2018
Location: Stark County Health Department
3951 Convenience Circle, NW
Canton, OH
Mileage: (Will use PCHD vehicle)
Meals: 2 meals @ \$15.00 = \$30.00
Fund/Grant Used: Wastewater
Travel and expenditures not to exceed \$30.00
6. Emily Volz, SIT, attended STS Design & Soil Evaluation Training.
Date: January 12 & 19, 2018
Location: Stark County Health Department
3951 Convenience Circle, NW
Canton, OH
Mileage: (Will use PCHD vehicle)
Meals: 2 meals @ \$15.00 = \$30.00
Fund/Grant Used: Wastewater
Travel and expenditures not to exceed \$30.00

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7. Lynette Blasiman, Project Director, attended the Safe Communities meeting.
Date: January 24, 2018
Location: Stark County Sheriff Office
4500 Atlantic Blvd, NE
Canton, OH
Mileage: 37.7 miles @ 54.5¢ per mile = \$20.55
Fund/Grant Used: General
Travel and expenditures not to exceed \$22.00.
8. Julie Klusty, Billing Clerk, attended LeanOhio Bootcamp.
Date: January 30-31 & February 6-7, 2018
Location: Cleveland State University
1717 Euclid Avenue
Cleveland, OH
Mileage: (Rode with Kim Plough)
Meals: 4 meals @ \$10.00 = \$40.00
Fund/Grant Used: General-Nursing
Travel and expenditures not to exceed \$60.00.
9. Becky Lehman, MPH, attended the SWAP Needle Exchange Program.
Date: February 2, 2018
Location: Canton City Health Department
420 Market Avenue, N
Canton, OH
Mileage: 47 miles @ 54.5¢ per mile = \$25.62
Parking: \$5.00
Fund/Grant Used: General
Travel and expenditures not to exceed \$35.00.
10. Kat Holtz, BS, attended the SWAP Needle Exchange Program.
Date: February 2, 2018
Location: Canton City Health Department
420 Market Avenue, N
Canton, OH
Mileage: 76 miles @ 54.5¢ per mile = \$41.42
Parking: \$5.00
Fund/Grant Used: General
Travel and expenditures not to exceed \$51.00.

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11. Kevin Watson, RS, attended the PHAB in-person training.
Date: February 12-14, 2018
Location: PHAB Office
1600 Duke Street
Alexandria, VA
Mileage: 42 miles @ 54.5¢ per mile = \$22.89
Meals: 9 meals @ \$23.97 = \$213.00
Lodging: Residence Inn-Alexandria
Old Town/Duke Street
1456 Duke Street
Alexandria, VA
Lodging Cost: (Covered by PHAB)
Airfare: (Covered by PHAB)
Ground Transportation: \$60.00
Fund/Grant Used: General
All expenses reimbursed by PHAB.
12. Rosemary Ferraro, MSN, attended the OPHA Governing Council meeting.
Date: February 15, 2018
Location: OPHA Office
110A Northwoods Blvd.
Columbus, OH
Mileage: 270 miles @ 54.5¢ per mile = \$147.15
Fund/Grant Used: General-Nurse
Travel and expenditures not to exceed \$175.00.
13. Mary Helen Smith, MPH, attended the NEO Sewage Roundtable.
Date: February 16, 2018
Location: Medina County Health Department
4800 Ledgewood Drive
Medina, OH
Mileage: (Using PCHD vehicle)
Travel and expenditures not to exceed \$0.00.

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14. Amos Sarfo, MS, attended the NEO Sewage Roundtable.
Date: February 16, 2018
Location: Medina County Health Department
4800 Ledgewood Drive
Medina, OH
Mileage: (Using PCHD vehicle)
Travel and expenditures not to exceed \$0.00.
15. Lindsey Smith, SIT, attended the NEO Sewage Roundtable.
Date: February 16, 2018
Location: Medina County Health Department
4800 Ledgewood Drive
Medina, OH
Mileage: (Using PCHD vehicle)
Travel and expenditures not to exceed \$0.00.
16. Will Duck, SIT, attended the NEO Sewage Roundtable.
Date: February 16, 2018
Location: Medina County Health Department
4800 Ledgewood Drive
Medina, OH
Mileage: (Using PCHD vehicle)
Travel and expenditures not to exceed \$0.00.

A motion was presented by Board Member Ribelin to permit said stated approved expenditures, 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	Yes

D. Resolution #18-19 – Acceptance of Then and Now Certifications for Payment –

Board Member Cutlip presented a motion to Adopt Resolutions #18-19 as presented above, seconded by Board Member Hammar. Vote on the motion is as follows:

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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	Yes

- E. Resolution #18-20 – Amendment to the 2018 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Board Member Bierlair presented a motion to Adopt Resolution #18-20 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	Yes

- F. Resolution #18-21 – A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District

Board Member Cutlip presented a motion to Adopt Resolution #18-21 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	Board Member Copley	Yes

- G. Resolution #18-22 – The Portage County Board of Health Acceptance to Enter into Agreement Between Kent City Health Department and the Portage County Combined General Health District for Communicable Disease Management for Year 2018. Kent City Health Department Cost Shall Not Exceed \$44,718.60 Annually

Board Member Hammar presented a motion to Adopt Resolution #18-22 as stated above, seconded by Board Member Copley. 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	Yes

- H. Resolution #18-23 – The Portage County Board of Health Acceptance of the Contract for Medical Director Services Between the Portage County Combined General Health District and Mark Arredondo, M.D.

Board Member Bierlair presented a motion to Adopt Resolution #18-23 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	Board Member Copley	Yes

- I. Resolution #18-24 – Accept and Enter into Agreement Between the Portage County Board of Health and the National Association of County and City Health Officials (NACCHO) to Provide Support and Build Capacity of the Local Medical Reserve Corps (MRC) and Grant Health Commissioner, Joseph J. Diorio, Permission to Sign the Agreement

Board Member Hammar presented a motion to Adopt Resolution #18-24 as stated above, seconded by Board Member Copley. 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	Yes

VII. DISCUSSION REPORTS

- A. Personnel: Mrs. Filing reminded the Board Members and Directors if they wanted to recycle their Board packets, she reuses the dividers.
- B. Fiscal and Accounting: Mrs. Stall reported fund balances are looking very good due to the cost savings that occurred during 2017.

Mrs. Stall distributed a draft version of the 2019 Budget. Board Members can e-mail any questions to Mrs. Stall prior to the March Board meeting. She reviewed the revenue and expenditures. Revenue is close to what the past few years were. Salaries indicate a 2% increase. The total amount for salaries, both full-time and part-time, is lower for 2019 than 2018. Expenses, especially Transportation, is down because of the purchase of vehicles. Other Health and Education Services and Program line items were evaluated and their budgeted amount was decreased.

- C. Nursing: Mrs. Ferraro noted the flu is still increasing with over 100,000 cases reported in the state. There was one death related to flu in Portage County.

Also included in the Nursing section was the Monthly Report, the new Windham Clinic opening on February 5, 2018 with meetings scheduled to increase patients and assist with pharmaceutical costs, the Animal Report, and the MRC newsletter.

- D. Environmental Division: Mrs. Smith reviewed the statistical reports. The Environmental staff are cooperating with job skills and duties. She also noted the Food Safety Program met their inspection deadline before the 2018 licensing year begins.

Invitations were mailed to eighty contractors for a meeting at Maplewood Career Center on February 8, 2018 regarding the Wastewater Program Policy Review and Updates. The invitation, a survey, and PowerPoint presentation were included in the Board packet. Twenty-two contractors attended. Survey responses are being considered including education sessions. Improvements will be implemented through Quality Improvement.

- E. Health Education and Promotion: In addition to the Board packet, Mrs. Lehman highlighted the PHAB Accreditation Training that Kevin Watson attended in Virginia. We have 86% of our documents collected and are in good shape.

This time of year is busy for Health Education scheduling activities for the warmer months. They are working with Nursing for Hep C testing along with the HIV testing.

Kim Plough attended four sessions at LeanOhio for Quality Improvement training. Kim also received a letter from the Miller Community House, an emergency shelter, for her time teaching yoga to the residents. She has also initiated a Workplace Wellness program on Stress Reduction.

Karen Towne, working with the Maternal Child Health Grant transportation needs assessment, was asked by ODH to develop a program to help the community use PARTA for access to care.

F. Health Commissioner:

Web Site – Before the meeting began, Mr. Diorio unveiled the new web site and displayed the content included in the tabs. The CHIP priorities are available for review and use by the community. A Search function, language selection, resources for partner agencies, an interactive map of our location, a floor plan, and a help center have been added. We hope to have the site live sometime this week. The URL address is portagehealth.net.

Signage – Some signs are up and with the hallway painting almost complete, the remaining signs will be installed this week.

VIII. OLD BUSINESS –

A. Third and Final Reading – Resolution #17-83 – Revising the Recreational Vehicle Parks, Recreation Camps, Combined and Temporary Park-Camp Fees to Comply with Ohio Revised Code 3729 and Ohio Administrative Code Chapter 3701-26. Fees to be Effective March 1, 2018

Due to the need to publish the Resolution in the local newspaper, the Effective Date was changed to March 12, 2018 and is now named Resolution #17-83b. The originals for signature reflect the revised Effective Date.

Board Member Copley presented a motion to Adopt Resolution #17-83b 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	Yes

B. Third and Final Reading – Resolution #17-84 – 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 March 1, 2018

Due to the need to publish the Resolution in the local newspaper, the Effective Date was changed to March 12, 2018 and is now named Resolution #17-84b. The originals for signature reflect the revised Effective Date.

Board Member Copley presented a motion to Adopt Resolution #17-84b as stated above, seconded by Board Member Howard. Vote on the motion is as follows:

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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	Yes

IX. NEW BUSINESS –

- A. Registered Sanitarian New Hire Recommendation for Tory Coyle – We received twenty-one applicants and interviewed five. He fits in the entry level of RS1.

Board Member Bierlair presented a motion to accept the Recommendation for Hire for Tory Coyle as Registered Sanitarian, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

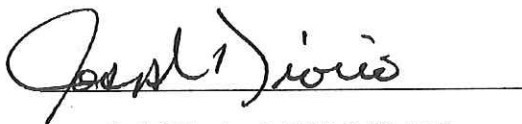
X. BOARD ISSUES AND DISCUSSION – None

XI. EXECUTIVE SESSION:

Adjournment: Board Member Bierlair presented a motion to adjourn the February 20, 2018 Board meeting at 8:45pm. An “aye” vote was cast by all, motion carried.



Robert Palmer
Board President



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