

**Portage County Combined General Health District  
Board Meeting Minutes  
June 18, 2019 (6:00pm)**

**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, June 18, 2019, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 6:07pm by Board Vice-President Cutlip.

Board Members in Attendance:      Evelyn Cutlip, Vice President  
   Dr. Howard Minott, Member  
   James Bierlair, Member  
   Amy Hammar, Member  
   Lucy Ribelin, Member  
   Dr. Megan Frank, Member

Board Members Absent:                Robert Howard, President  
   Charles Delaney, Member

Staff in Attendance:                    Joseph Diorio, Health Commissioner  
   Mary Helen Smith, Director of Environmental  
   Health  
   Debra Stall, Director of Finance  
   Becky Lehman, Director of Health Education and  
   Promotion, Accreditation Coordinator  
   Justin Rechichar, Supervisor  
   Amos Sarfo, Supervisor  
   Sarah Meduri, Personnel Officer  
Advisory Council:                        Bruce Lange, Charlestown Township

Others:                                        Amy Cooper, Director of Women, Infants, and  
   Children Program

Media Present:

**II. APPROVAL OF MINUTES:**

Board of Health Meeting: April 16, 2019 – Board Member Minott presented a motion to Accept the Board Meeting Minutes of the April 16, 2019, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

The Board of Health Meeting Minutes of May 21, 2019 were tabled as there was not a quorum of Board Members eligible to vote.

**III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) – No comment.**

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

**V. ACTION ITEMS**

A.	Expenditure Ratifications	<b>\$60,274.45</b>
	Batch No. 2171	\$14,524.39
	Batch No. 2186	\$6,494.55
	Batch No. 2288	\$1,027.58
	Batch No. 2301	\$2,212.80
	Batch No. 2356	\$13,414.33
	Batch No. 2415	\$7,945.32
	Batch No. 2469	\$9,013.05
	Batch No. 2485	\$5,642.43

Board Member Ribelin presented a motion to accept the above Expenditures and Ratify these expenses, seconded by Board Member Hammar.

Vote on the motion is as follows.

Board Member Howard	Absent	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

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

1. Kim Plough, Med, CHES, will attend NEOPIPE meetings each month for the rest of the year.

Date: 6/28, 7/16, 8/13, 9/17, 10/15, 11/12, 12/10  
Location: Cuyahoga Soil and Water Conservation District  
3311 Perkins St.  
Cleveland, Ohio 44114  
Mileage: 588 miles @ 58¢ per mile = \$341.04  
Fund Grant Used: Stormwater

Total for all planned expenditures: \$341.04  
\*Each meeting is 84 miles for a total of \$48.72

2. Andy Bull, MPH, SIT, will attend a training on Tattoo & Body Piercing Safety.

Date: June 21, 2019  
Location: Mahoning County District Board of Health  
50 Westchester Dr.  
Youngstown, Ohio 44515  
Mileage: 0 miles @ 58¢ per mile = \$0.00  
CEUs: 4.5  
Registration: \$75.00  
Meals: 1 lunch @ \$15.00

Fund Grant Used: Body Art

Total for all planned expenditures: \$90.00

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

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

1. Kim Plough, Med, CHES, attended a NEOPIPE meeting.

Date: May 14, 2019  
Location: Cuyahoga Soil and Water Conservation District  
3311 Perkins St.  
Cleveland, Ohio 44114  
Mileage: 80 miles @ 58¢ per mile = \$46.40  
Fund Grant Used: Stormwater  
Total for all expenditures: \$46.40

2. Chris Mundorf, MPH, PhD, attended a meeting with the Center for Community Solutions.

Date: June 4, 2019  
Location: The Van Aiken District  
3401 Tuttle Rd.  
Shaker Heights, Ohio 44122  
Mileage: 0 miles @ 58¢ per mile = \$0.00  
Total for all expenditures: \$0.00

3. Chris Mundorf, MPH, PhD, attended a PHEP Epidemiologist meeting.

Date: June 7, 2019  
Location: ODOT Columbus  
Mileage: 291 miles @ 58¢ per mile = \$168.78  
Fund Grant Used: Nursing  
Total for all expenditures: \$168.78

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4. Sarah Meduri, BSPH, attended a PEP Regional Educational Workshop.

Date: June 13, 2019  
Location: Mill Creek Park  
17 Lowellville Rd.  
Struthers, Ohio 44471  
Mileage: 79.6 miles @ 58¢ per mile = \$46.17  
Fund Grant Used: General Fund  
Total for all expenditures: \$46.17

5. Joseph J. Diorio, MPH, MS, RS, attended a PEP Regional Educational Workshop.

Date: June 13, 2019  
Location: Mill Creek Park  
17 Lowellville Rd.  
Struthers, Ohio 44471  
Mileage: 0 miles @ 58¢ per mile = \$0  
Fund Grant Used: General Fund  
Total for all expenditures: \$0.00

6. Justin Rechichar, MPH, RS, attended a Food Round Table meeting and FSO Plumbing Training.

Date: June 13, 2019  
Location: Medina County Health Department  
4800 Ledgewood Drive  
Medina, Ohio 44256  
Mileage: 0 miles @ 58¢ per mile = \$0  
Meals: 1 lunch @ \$15.00  
CEUs: 1  
Fund Grant Used: Food  
Total for all expenditures: \$15.00  
\*Taking Ford-150

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7. Kari Jones, BS, RS, attended a Food Round Table meeting and FSO Plumbing Training.

Date: June 13, 2019  
Location: Medina County Health Department  
4800 Ledgewood Drive  
Medina, Ohio 44256  
Mileage: 0 miles @ 58¢ per mile = \$0  
Meals: 1 lunch @ \$15.00  
CEUs: 1  
  
Fund Grant Used: Food  
  
Total for all expenditures: \$15.00  
\*Taking Ford-150

8. Andy Bull, MPH, SIT, attended a Food Round Table meeting and FSO Plumbing Training.

Date: June 13, 2019  
Location: Medina County Health Department  
4800 Ledgewood Drive  
Medina, Ohio 44256  
Mileage: 0 miles @ 58¢ per mile = \$0  
Meals: 1 lunch @ \$15.00  
CEUs: 1  
  
Fund Grant Used: Food  
  
Total for all expenditures: \$15.00  
\*Taking Ford-150

9. Joseph J. Diorio, MPH, MS, RS, attended the Akron Childrens Hospital Advocacy Summit Meeting.

Date: June 18, 2019  
Location: Akron-Farlawn Hilton  
3180 West Market Street  
Akron, Ohio 44333  
Mileage: 42 miles @ 58¢ per mile = \$24.36  
  
Fund Grant Used: General Fund  
  
Total for all expenditures: \$24.36

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

Vote on the motion is as follows:

Board Member Howard	Absent	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

D. Resolution #19- 39 Amendment to the 2019 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall explained the amendment is to appropriate funds and line items for the Mosquito Grant and Get Vaccinated Ohio Grant so that when expenses occur the line items are there.

Board Member Minott presented a motion to Adopt Resolution #19-39 as stated above, seconded by Board Member Bierlair.

Vote on the motion is as follows:

Board Member Howard	Absent	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

E. Resolution #19- 40 A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District

Ms. Stall explained the expense correction is to correct an error where an employee from Health Education was paid out of the Mosquito Grant, but the Mosquito Grant does not cover full-time employee's wages. The Mosquito Grant only covers seasonal workers wages.

Board Member Hammar presented a motion to Adopt Resolution #19-40 as stated above, seconded by Board Member Minott.

Vote on the motion is as follows:

Board Member Howard	Absent	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

- F. Resolution #19-41 The Portage County Board of Health Authorizing the Health Commissioner to Take Action under the Ohio Food Law and Rules As it Pertains to Embargo of Food
- G. Resolution #19- 42 The Portage County Board of Health Authorizing the Health Commissioner to Take Action under the Ohio Food Law and Rules As it Pertains to Requirement to Cease Use
- H. Resolution #19- 43 The Portage County Board of Health Authorizing the Health Commissioner to Take Action under the Ohio Food Law and Rules for Immediate Retail Food Establishment License Suspension for A Violation Presenting A Clear and Present Danger to Public Health
- I. Resolution #19- 44 The Portage County Board of Health Authorizing the Health Commissioner to Take Action under the Ohio Food Law and Rules for Retail Food Establishment License Suspension/ Revocation Due to Violation of Any Requirement (Non-Emergency)
- J. Resolution #19- 45 The Portage County Board of Health Authorizing the Health Commissioner to Take Action under the Ohio Food Law and Rules for Immediate Suspension of Food Service Operation License for A Violation Presenting an Immediate Danger to Public Health
- K. Resolution #19- 46 The Portage County Board of Health Authorizing the Health Commissioner to Take Action under the Ohio Food Law and Rules for Suspension/ Revocation of A Food Service Operation License Due to Violation of Any Requirement (Non-Emergency)

Ms. Smith explained Resolutions 19-41 through 19-46 were previously approved in 2004. She explained the Resolutions allow the Health Commissioner or designated staff to take action and suspend licenses for violations under the Ohio Food Law. Board Member Minott asked what the process is for license suspension and revocation. Ms. Smith explained there are two different versions which include Retail Food Establishments and Food Service Operations. The Health Commissioner or designee would suspend the license and the RFE or FSO would have to prove they have taken steps to be compliant in order to lift the suspension. Mr. Rechichar explained in cases of embargo of food, if adulterated, misbranded or expired the RFE or FSO would get rid of the products, but if they refuse the sanitarians would have a process for embargo by placing tags, documenting, taking pictures and enforcing restrictions. Mr. Rechichar used an example of an entire cooler of food failing. In the event of a cooler failing, an RFE or FSO may be reluctant to toss away products and take a loss. He further explained an example for Cease Use, in which a slicer may be used all day long in a deli. The resolution would allow a sanitarian to make the RFE or FSO stop using it until it's cleaned.



Board Member Minott presented a motion to Approve Resolutions #19-41- 19-46 as stated above, seconded by Board Member Frank.

Vote on the motion is as follows:

Board Member Howard	Absent	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

- L. Resolution #19-47 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 By Emergency Measure in Accordance with ORC 3709.09 (C) To Be Effective June 18, 2019.

Ms. Smith informed the Board the Environmental Division had their pool survey and did very well. While completing the survey it was recommended to add a category on our fee schedule. Even though we don't use it, a line for additional campsites over 50 needs to be adopted. Ms. Smith asked the Board to approve as emergency, Resolution 19-47 which adds additional campsites above 50 for a fee of \$0.00.

Board Member Bierlair presented a motion to Approve Resolutions #19-47 as stated above, seconded by Board Member Frank.

Vote on the motion is as follows:

Board Member Howard	Absent	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

- M. Resolution #19-48 The Portage County Combined General Health District Acceptance to Enter into Contract with Alexander's Pest Control, Inc. to Perform Professional Services for the 2019 & 2020 Mosquito Control Grant and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.

Ms. Smith wrote for a grant in the amount of \$10,000 to provide consultation for mosquito services as well as training and education. She obtained three quotes and Alexander Pest Control, Inc. had the best quote and was selected for contractual services. The Portage County Prosecutors Office is reviewing the contract and once reviewed and approved, Ms. Smith and Mr. Diorio will review and discuss the terms with Alexander Pest Control, Inc.

Board Member Ribelin presented a motion to Approve Resolutions #19-48 as stated above, seconded by Board Member Minott.

Vote on the motion is as follows:

Board Member Howard	Absent	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

## VI. DISCUSSION REPORTS

### A. Administration and Personnel:

Ms. Meduri updated the Board on the Part Time Clerk job opening. Over 103 applicants have applied for the position with over 70 applicants within the first 24 hours of posting. The Applicant Tracking System Ms. Meduri created has been efficient for use across divisions.

As part of the Workforce Development Plan, all job descriptions for all staff have been reviewed and updated. The job description format has been streamlined across divisions as well as updated to include ADA compliant language. Staff are reviewing and signing off on job descriptions this week.

### B. Fiscal and Accounting:

Ms. Stall reviewed the Cash Basis Report and stated the Health District is still doing well. Mr. Diorio explained to the Board that since the Health District has become Accredited, our state subsidy will now double.

C. Nursing:

Mr. Diorio provided the Nursing report as Ms. Ferraro is on vacation. The Nursing Division as well as Health Education Division are working with the jail staff and inmates to provide education and vaccinations of Hepatitis A. So far, 538 doses of Hepatitis A have been given. Staff met with the Sheriff who is on-board to help facilitate the education and vaccination process. Ms. Forgacs and Ms. Holtz will be going to shelters to administer Hepatitis A vaccinations and provide education there as well.

Mr. Diorio updated the Board on the measles outbreak. Currently, there are 1,022 cases spanning 28 states wide. Ohio does not have any cases yet. Mr. Diorio has added information regarding measles on the Health District's website.

D. Environmental Division:

Ms. Smith stated the Environmental Division completed the first round of inspections of campgrounds and pools. Ms. Smith and Mr. Rechichar completed the Solid Waste and EPA survey.

There are currently 17 WPCLF contracts out with an estimated value of \$313,000. The \$200,000 awarded from 2018 and \$150,000 awarded for 2019 to us for WPCLF will cover the contracts. Ms. Smith stated we already have enough applicants to spend the rest of the money and then some. She will be applying for additional funding in August. Currently, there are 3 soil based, 2 sanitary sewer and the rest are aeration contracts.

E. Health Education and Promotion and Accreditation:

Ms. Lehman wrote for a grant for Naloxone. She is waiting to hear back if the Health District will be awarded funding. Law enforcement use of Project Dawn is down as cocaine and meth issues are on the rise again.

Health Education staff hosted a car seat check at Kent State Child Development Services. In three hours, 26 car seats were checked with 58% of them installed correctly.

Ms. Lehman commended Ms. Blasiman for reaching 17 million people for her Click it or Ticket event at Aurora Farms. Ms. Blasiman was featured on Fox 8 News. Ms. Blasiman is known for her consistent messaging. She created one poster that is shared by all partners and has attained national coverage for her banners.

An assessment of seat belt usage in Portage County revealed usage has gone down from 76% to 60%. Though the usage is down, the funding for Safe Communities was cut as Portage County didn't meet the threshold of deaths.

Ms. Towne is working on the Performance Management System and tracking all measures across all divisions.

Ms. Lehman provided an update for CHA and CHIP. A third cycle of child and adult surveys went out with 384 surveys total completed and 169 child surveys completed. We have attained a 7.5 level of confidence instead of a level 5 confidence. Mr. Mundorf is working on supplementing data for the CHA.

The Health District is planning its National Accreditation Celebration on June 28<sup>th</sup> from 11-1pm on the front lawn. The Health District will be closed during that time to celebrate the achievement. The event will also be catered. Ms. Lehman ordered shirts for all staff and Board Members as well as banners to advertise the accomplishment.

F. Health Commissioner:

Mr. Diorio is still exploring options to house the Health District.

## **VII. OLD BUSINESS:**

## **VIII. NEW BUSINESS:**

A. Accept WIC Salary Ranges:

Mr. Diorio emailed the Board the recommended salary ranges for the staff of the WIC Division. He commended Ms. Stall, Ms. Cooper, Ms. Meduri and Ms. Miley for being instrumental in putting together the ranges and using the AOHC Salary Survey along with comparisons from other WIC Programs.

Board Member Minott presented a motion to Approve the WIC Salary Ranges, seconded by Board Member Bierlair. An "aye" vote was cast by all, motion carried.

- B. Permission to hire Amy Cooper, Director of WIC starting October 1, 2019

Mr. Diorio stated the grant has been submitted for WIC and asked for permission to hire Amy Cooper, Director of WIC to start with the Health District on October 1, 2019. She has been the Director for over six years. Mr. Diorio would like her assistance in the process of onboarding the WIC Program.

A motion was presented by Board Member Ribelin for permission to hire Amy Cooper, Director of WIC, starting October 1, 2019 seconded by Board Member Frank. An “aye” vote was cast by all, motion carried.

Ms. Cooper thanked the Board for the opportunity. She stated the WIC Program started with the Health District then went under the Commissioners and is now going back to the Health District. She stated the program is a health program, so it is very fitting to be back at the Health District. She thanked the staff for the group effort and assistance.

- C. Permission to Post, Advertise and Hire One Full Time Site Supervisor– WIC Division
- D. Permission to Post, Advertise and Hire One Full Time Health Professional 1 (Nutrition Associate) – WIC Division
- E. Permission to Post, Advertise and Hire One Full Time and Three Part Time Health Professional 2s (Dietician) – WIC Division
- F. Permission to Post, Advertise and Hire Two Full Time Health Professional 3s (Health Professional Breastfeeding Coordinator) – WIC Division
- G. Permission to Post, Advertise and Hire Six Full Time Clinic Assistants – WIC Division
- H. Permission to Post, Advertise and Hire Two Part Time Breastfeeding Peer Helpers – WIC Division

A motion was presented by Board Member Minott for permission to post, advertise and hire all requested WIC positions, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

I. Permission to Post, Advertise and Hire One Full Time Wastewater Supervisor – Environmental Division

Ms. Smith thanked Mr. Rechichar and Mr. Sarfo for their assistance with programs in the Environmental Division. Mr. Bierlair stated that they've both done a wonderful job. Ms. Smith explained the position would allow Mr. Sarfo to move back to the Stormwater Program fully.

A motion was presented by Board Member Ribelin for permission to post, advertise and hire, one full time Wastewater Supervisor for the Environmental Division, seconded by Board Member Frank. An "aye" vote was cast by all, motion carried

J. Quality Improvement Plan- Signature Page (Action)

Mr. Diorio informed the Board of the updated plan. He explained the team meets each quarter and has new projects throughout the year. The updates include new team members and incorporates new QI projects into the plan.

A motion was presented by Board Member Frank to approve the updated Quality Improvement Plan, seconded by Board Member Ribelin. An "aye" vote was cast by all, motion carried.

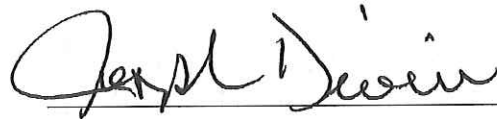
IX. BOARD ISSUES AND DISCUSSION:

X. EXECUTIVE SESSION:

**Adjournment:** The June 18, 2019 Board meeting was adjourned at 7:45pm. An "aye" vote was cast by all, motion carried.



Robert Howard  
Board President



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