

**Portage County Combined General Health District
Board Meeting Minutes
May 21, 2019 (7:00pm)**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, May 21, 2019, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 7:01pm by Board Vice-President Cutlip.

Board Members in Attendance: Evelyn Cutlip, Vice President
Amy Hammar, Member
Lucy Ribelin, Member
Dr. Megan Frank, Member
Charles Delaney, Member

Board Members Absent: Robert Howard, President
James Bierlair, Member
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, Accreditation Coordinator
Justin Rechichar, Supervisor
Amos Sarfo, Supervisor
Sarah Meduri, Personnel Officer
Advisory Council: Bruce Lange, Charlestown Township

Others:

Media Present:

II. APPROVAL OF MINUTES:

The Board of Health Meeting Minutes of April 16, 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 | \$64,914.56 |
| | Journal Entry- Water Resources | \$1,260.00 |
| | Batch No. 1672 | \$65.50 |
| | Batch No. 1678 | \$10,842.93 |
| | Batch No. 1777 | \$3,137.46 |
| | Batch No. 1829 | \$14,916.50 |
| | Batch No. 1871 | \$5,921.81 |
| | Batch No. 1903 | \$146.73 |
| | Batch No. 1948 | \$2,927.50 |
| | Batch No. 2014 | \$10,409.28 |
| | Batch No. 2054 | \$4,179.27 |
| | Batch No. 2064 | \$11,107.58 |

Ms. Stall reviewed the expenditures. Board Member Ribelin questioned the payments of Dr. Arredondo, MD which noted the months February and November in the batches. Ms. Stall explained the contract for the Medical Director expired in February and when reviewing his payments, the Finance staff found a lapse in payment for the month of November. The Medical Director will be paid the first week of the following month going forward.

Board Member Ribelin also questioned charges for processing to the Ohio Department of Health. Ms. Stall explained that each month the Health District sends the state their fees including food service fees 8903, private water fees 8904, camp fees 8906 and wastewater 8907 obtained through licenses and permits.

Board Member Ribelin inquired about a payment to NDS for \$2,800. Ms. Smith informed the Board that the Health District uses NDS for the Water Pollution Control Loan Fund (WPCLF) to ensure equity and since some residents are afraid to talk to the Health District first to see if they are income qualified. NDS serves two purposes and are paid per application.

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

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 | Absent | Board Member Frank | Yes |
| Board Member Bierlair | Absent | Board Member Delaney | Yes |

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

1. Dan Robinson, CPI, will attend a required course for recertification for Ohio plumbing certificate.

Date: June 3 & 4th, 2019
Location: 4314 Mahoning Ave.
NW, Warren, Ohio 44483
Mileage: 102 miles @58¢ per mile = \$59.62
CEUs: 8
Fund Grant Used: Plumbing

Travel and expenditures not to exceed \$59.62

2. Mary Helen Smith, MPH, CPH, RS, REHS, will attend the OEPA 2019 Mosquito Control Grant Program Funding announcement.

Date: June 7, 2019
Location: The Green Rooftop
Lazarus Government Center
50 West Town Street, Suite 700
Columbus, Ohio 43215
Mileage: 292 miles @58¢ per mile = \$169.36
Meals: 1 meal @\$15.00 = \$15.00
Parking: \$10.00
Fund Grant Used: Mosquito Control Fund

Travel and expenditures not to exceed \$210.00

3. Mary Helen Smith, MPH, CPH, RS, REHS, will the Ohio Environmental Health Association Board Meeting.

Date: June 20, 2019
Location: Franklin County Health District
280 East Broad St.
Columbus, Ohio 43215
Mileage: 290 miles @58¢ per mile = \$168.20
Meals: 1 meal @\$15.00 = \$15.00
Fund Grant Used: Food, Pools, Camps, Storm water, Wastewater, Solid Waste, HB110

Travel and expenditures not to exceed \$190.00

*When possible Ms. Smith carools with other OEHA Northeast Ohio board members. The current meeting location is at the Mansfield McDonalds's (168 miles).

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4. Chris Reese, BSN, RN, will attend the MOBI/TIES train the trainer training.

Date: July 23, 2019
Location: Ohio University Dublin Integrated Education Center
6805 Bobcat Way
Dublin, Ohio 43016
Mileage: 290 miles @58¢ per mile = \$168.20
Meals: 1 meal @\$15.00 = \$15.00
Parking: \$15.00
Fund Grant Used: GV Grant

Travel and expenditures not to exceed \$200.00

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

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

1. Chris Mundorf, MPH, PhD, attended an Epidemiology meeting.

Date: March 21, 2019
Location: ODOT Columbus
1980 West Broad Street
Columbus, Ohio 43223
Mileage: 296 miles @ 58¢ per mile = \$171.68
Fund Grant Used: Nursing

Travel and expenditures not to exceed \$172.00

2. Ali Mitchell, BSPH, picked up posters at schools from the poster contest after the None4Under21 event.

Date: April 12, 2019
Location: Jackson-Milton High School, Lordstown High School
Southington High School, Maplewood High School
Mileage: 101 miles @ 58¢ per mile = \$58.58
Fund Grant Used: GF

Travel and expenditures not to exceed \$65.00

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3. Sarah Meduri, BSPH, attended a management and supervisory training. The training focused on discriminatory harassment, employee discipline, how to deal with difficult employees, employee performance evaluation and social media and technology in the workplace.

Date: April 24, 2019
Location: Geauga Public Health
470 Center St. Building 8
Chardon, Ohio 44024
Mileage: 62 miles @ 58¢ per mile = \$35.96
Registration: \$100.00
Fund Grant Used: GF

Travel and expenditures not to exceed \$140.00

4. Kat Holtz, BS, attended TransOhio, a Trans & Ally Symposium: Voices & Visibility. Ms. Holtz attended the training as well as presented.

Date: April 25th - 28th, 2019
Location: Ohio State University Student Union
1739 North High Street
Columbus, Ohio 43210
Mileage: 310 miles @ 58¢ per mile = \$179.80
Meals: 4 dinners @\$20.00, 1 breakfast @ \$10.00 + tips = \$108
Parking: \$13 per day = \$39.00
Registration: \$ free to presenters
Lodging Name: Red Roof Inn- Columbus OSU
Lodging Address: 441 Ackerman Rd.
Columbus, Ohio 43202
Lodging Cost: 3 nights
4/25/2019 @ \$80.99
4/26/2019 @free
4/27/2019 @134.99
Total: \$215.98

Fund Grant Used: GF

Travel and expenditures not to exceed \$570.00

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5. Chris Mundorf, MPH, PhD, attended an Animal/ Plant Joint Epidemiology Investigation.

Date: May 1st & 2nd, 2019
Location: 8995 E. Main Street
Reynoldsburg, Ohio 43068
Mileage: 614.80 miles @ 58¢ per mile = \$356.58
Fund Grant Used: Nursing

Travel and expenditures not to exceed \$360.00

5. Chris Mundorf, MPH, PhD, attended an Ohio Injury Prevention Partnership meeting.

Date: May 3rd, 2019
Location: 6805 Bobcat Way
Dublin, Ohio 43016
Mileage: 289.60 miles @ 58¢ per mile = \$167.97
Fund Grant Used: Nursing

Travel and expenditures not to exceed \$170.00

6. Chris Mundorf, MPH, PhD, attended an Isolation & Quarantine training.

Date: May 8th, 2019
Location: Tuscarawas County Homeland Security
2295 Resider Ave.
New Philadelphia, Ohio 44663
Mileage: 140 miles @ 58¢ per mile = \$81.20
Fund Grant Used: Nursing

Travel and expenditures not to exceed \$82.00

7. Will Duck, BA, SIT, attended Active Wastewater Systems Annual Drip Dispersal Seminar for Installers, Designers and Regulators.

Date: May 9th, 2019
Location: 2320 N Three BS and K Rd.
Sunbury, Ohio 43074
Mileage: Taking PCHD F-150 vehicle
Fund Grant Used: Wastewater

Travel and expenditures not to exceed \$0.00

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8. Lindsey Smith, BS, RS, attended Active Wastewater Systems Annual Drip Dispersal Seminar for Installers, Designers and Regulators.

Date: May 9th, 2019
Location: 2320 N Three BS and K Rd.
Sunbury, Ohio 43074
Mileage: Taking PCHD F-150 vehicle

Fund Grant Used: Wastewater

Travel and expenditures not to exceed \$0.00

9. Marianne, Kitakis, BSN, RN, attended the PHEP Planners Meeting.

Date: May 9th, 2019
Location: 1980 W. Broad St.
Columbus, Ohio 43223
Mileage: 316 miles @ 58¢ per mile = \$183.28
Meals: 1 lunch @ \$15.00 = \$15.00

Fund Grant Used: PHEP

Travel and expenditures not to exceed \$208.28

10. Joseph Diorio, MPH, MS, RS, attended the Public Health Combined Conference an ODH requirement.

Date: May 13th-15th 2019
Location: Columbus, Ohio
Mileage: 252 miles @ 58¢ per mile = \$146.16
Registration: \$230.00
Meals: 2 dinners @ \$20.00 = \$40.00
CEUs: 11.75
Lodging Name: Doubletree Hotel
Lodging Cost: 2 nights = \$230.00

Fund Grant Used: General Fund

Travel and expenditures not to exceed \$700.00

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11. Dan Robinson, CPI, attended a training for Renewal of Plumbing Inspector Certificates.

Date: May 15th, 2019
Location: 8995 East Main Street
Reynoldsburg, Ohio 43068
Mileage: 280 miles @ 58¢ per mile = \$162.40
CEUs: 4
Fund Grant Used: Plumbing

Travel and expenditures not to exceed \$162.40

12. Mary Helen Smith, MPH, CPH, RS, REHS, attended an Ohio Environmental Health Association Board Meeting.

Date: May 16th, 2019
Location: Franklin County Health District
280 East Broad Street
Columbus, Ohio 43215
Mileage: 290 miles @ 58¢ per mile = \$168.20
Meals: 1 lunch @ \$15.00 = \$15.00

Fund Grant Used: Food, Pools, Camps, Storm water, Wastewater, Solid Waste, HB110

Travel and expenditures not to exceed \$190.00

*When possible Ms. Smith carpools with other OEHA Northeast Ohio board members. The current meeting location is at the Mansfield McDonald's (168 miles).

13. Marianne, Kitakis, BSN, RN, attended the NECO Executive Committee Meeting.

Date: May 20th, 2019
Location: 3200 W. Market Street
Fairlawn, Ohio 44333
Mileage: 58 miles @ 58¢ per mile = \$33.64
Fund Grant Used: PHEP

Travel and expenditures not to exceed \$43.64

Board Member Delaney asked how the TransOhio Symposium was for Kat Holtz. Ms. Lehman explained the event was very informative and Ms. Holtz is well sought after for presentations at the conference. Ms. Holtz is well-known for LGBTQ education and recently provided education for Streetsboro Schools on cultural Competency partnering with the Mental Health and Recovery Board.

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 | Absent | Board Member Frank | Yes |
| Board Member Bierlair | Absent | Board Member Delaney | Yes |

D. **Resolution #19-35** Amendment to the 2019 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Ms. Stall explained the budget amendment is to appropriate monies for salaries for the mosquito program. She further clarified the 4's in the general fund were low because the HCNO fund wasn't budgeted for and the Health District was charged from having the levy on the ballot. She explained that carry over funds were certified but not appropriated.

Board Member Ribelin presented a motion to Adopt Resolution #19-35 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 | Absent | Board Member Frank | Yes |
| Board Member Bierlair | Absent | Board Member Delaney | Yes |

E. **Resolution #19- 36** A Journal Entry Reversal/ Expense Correction for the Portage County Combined General Health District

Ms. Stall explained the expense correction is for the General Fund to be reimbursed.

Board Member Hammar presented a motion to Adopt Resolution #19-36 as stated above, seconded by Board Member Ribelin.

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 | Absent | Board Member Frank | Yes |
| Board Member Bierlair | Absent | Board Member Delaney | Yes |

- F. **Resolution #19- 37** It Has Become Necessary to Open Fund 8930 With the Name Capital Improvements for Capital Projects as Approved by The Auditor of State.

Ms. Stall reminded the Board that the Health District applied for a Capital Improvement Fund and previous resolutions were passed. The County was recently audited and asked the Health District to provide a resolution with specific wording provided by recommendations from the state auditors. Ms. Stall clarified that typical capital improvement funds are only for a period of time, but the Health District is asked for a continuous capital improvement fund. Ms. Ribelin asked if the Board would approve transfers for the fund and if it would be used to place a down payment on a new building. Mr. Diorio confirmed the Board would continue to approve transfer requests and if the Health District purchased a building it would come out of the General Fund, not the Capital Improvement Fund.

Board Member Hammar presented a motion to Approve Resolutions #19-37 as stated above, seconded by Board Member Delaney.

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 | Absent | Board Member Frank | Yes |
| Board Member Bierlair | Absent | Board Member Delaney | Yes |

- G. **Resolution #19-38** The Portage County Board of Health Acceptance to Enter into a Memorandum of Understanding Between the Portage County Combined General Health District and Portage County Job and Family Services for the Purpose of Obtaining Criminal Background Checks for Employment Purposes.

Mr. Diorio explained Resolution 19-38 is an update to the arrangement with Jobs and Family Services to provide background checks for employment purposes. The revision contains updated fees which include an increase for FBI in the amount of \$1.25.

Board Member Frank presented a motion to Approve Resolutions #19-38 as stated above, seconded by Board Member Ribelin.

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 | Absent | Board Member Frank | Yes |
| Board Member Bierlair | Absent | Board Member Delaney | Yes |

VI. DISCUSSION REPORTS

A. Administration and Personnel:

Ms. Meduri and Ms. Cooper are working on finalizing job descriptions for the WIC staff. Ms. Meduri is working with all Directors at the Health District to review and update all job descriptions for all staff members.

Ms. Meduri commended Kat Holtz, Health Educator, for her work on educating community members on Hepatitis. Ms. Meduri also praised Andy Bull, Sanitarian-in-Training for how well he educated the employees of FSO's and RFE's while performing their inspections. Ms. Meduri was pleased with both shadowing experiences.

B. Fiscal and Accounting:

Ms. Stall stated the Health District is still fiscally in good shape. She reminded the Board that it's the busy time of year for licenses and permits.

C. Nursing:

Ms. Ferraro applauded Epidemiologist Chris Mundorf for his work in putting communicable disease tables on the Health Districts website. The tables will be updated monthly.

The nursing staff has been busy working with the jail to provide immunizations for Hepatitis A. There are 14 confirmed cases at the jail. Staff is working hard to immunize and educate both the employees and inmates. There are currently 7 deaths and 2,210 confirmed Hepatitis A cases in the state of Ohio.

Ms. Ferraro updated the Board of one unconfirmed case of measles in the state of Ohio. She is working with the Ohio Department of Health and keeping up on the guidelines provided by ODH. Ms. Lehman commented the Health Districts Facebook page provides a great educational video on measles and recommendations for immunization.

Ms. Ferraro commended Ms. Reese and Ms. Plough for their work in putting together a reminder letter for parents of adolescents to get their vaccinations. The Health District tracks adolescent immunization rates as part of the Get Vaccinated Grant.

D. Environmental Division:

Ms. Smith reviewed the environmental programs statistics. Environmental staff are starting their campground inspections and outdoor pool inspections will begin next month. The Ohio Department of Health surveyed the pool program and Ms. Smith was pleased to inform the Board that the Health District passed with flying colors. She applauded Mr. Rechichar and Ms. Lowry for identifying very detailed code violations that impressed the evaluator.

Ms. Smith complimented Ms. Plough for her work on the Semi-Public Wastewater Seminar and her use of Eventbrite for registrations. She was pleased with Ms. Plough's organization and planning processes.

Mr. Rechichar informed the Board of an upcoming Certified Pool and Spa Operator (CPO) Certification Program the Health District will be hosting in June. The first one of the year was held in February and space was maxed out. He is excited to have the opportunity to host an additional course.

Seasonal Worker, Natalie Menke started Monday, May 20th. She will be working in the Mosquito Program throughout the summer. She was previously an intern for the Health District. Ms. Smith is excited to officially have her on board. Staff provided a Facebook live video on a mosquito trap located at the Health District. Mr. Rechichar was instrumental in creating QR codes on the traps that when scanned, link to the vector page on the Health Districts website. He was excited to use concepts he attained at the Vector Summit and implement them at the Health District.

Ms. Smith updated the Board that the Health District plans to spend almost \$350,000 through WPCLF to fix 23 household sewage treatment systems and 2 sanitary sewer connections. The Health District was awarded \$200,000 for 2018 and \$150,000 for 2019. Ms. Lehman commented that the WPCLF really helps the community. By the end 2019, the Health District will have provided assistance to the community through WPCLF for nearly \$950,000 in the span of about four years. Ms. Lehman applauded Ms. Smith for her work in applying for and establishing WPCLF at Portage County.

E. Health Education and Promotion and Accreditation:

Ms. Lehman stated Project Dawn is still enduring. Ms. Lehman wrote for a grant for \$90,000 from ODH to help supplement the General Fund for time spent in the program.

Health Education is ramping up with health fairs, community events and other presentations. Health Education staff assisted again this year with the None4Under21 event held Hiram College. Staff also held a Click It or Ticket Event and car seat check at Aurora Farms. The Health District went Facebook live during those events and the videos are available on the Health Districts Facebook page.

All staff were provided education through Triple AAA on driver safety. The training was to aid in driver safety as many employees drive a good amount of time for work.

Ms. Lehman commended Mr. Diorio for his work in attaining full participation in the YRBS survey. All eleven school districts participated this year with over 500 surveys completed.

Community Health Assessment surveys were sent out to the community by HCNO. They are utilizing a two-wave approach where they send the letter telling the participant a survey is coming and then sending the survey. HCNO has a goal of obtaining 300 surveys. They will be sending a third wave of surveys at their cost to attain more participation. Chris Mundorf, our Epidemiologist is working to capture data from smaller populations within Portage County. UH Portage is also partnering with the Health District for the CHA. We are gathering their data to be included as well. The goal is to complete the Community Health Assessment by mid-July as the hospitals guidelines for completion is August. The Health District plans to use outcomes from the CHA as part of the Community Health Improvement Plan (CHIP) priorities.

Mr. Diorio, Ms. Ferraro and Ms. Lehman attended the Public Health Conference held in Columbus in May. They plan to utilize key points and education they learned while at the conference. Ms. Lehman will be working on creating more social media presence. She has already started making more live stream videos on Facebook. The Health District wants to use the social media platforms available to reach more people and utilize them to educate and inform the public.

Board Member Delaney thanked Ms. Lehman and Ms. Plough for attending the afterschool program held at Crestwood Middle School to see how the Health District can get involved. He is looking forward to them assisting with the program and their ideas to be implemented. Ms. Lehman stated she thinks yoga could be very beneficial for children to help teach them

how to strengthen their bodies. She believes Ms. Plough is a great fit for the program as she has specialized training and is a Certified Trauma Yoga Instructor. She will be able to teach the children how to breathe, focus, destress and connect with them through yoga.

F. Health Commissioner:

Mr. Diorio followed up with Board Member Hammar's idea of adding a calendar to the website with events. He is working with the website developer to add a banner with news and events on the Health Districts website. He plans to also add press releases with the current event calendar.

Mr. Diorio is continuing to explore building opportunities to house the Health District. He is working with a local realtor to examine the building located at 771 North Freedom St. Ravenna, Ohio.

Mr. Diorio was pleased to announce the Health District received their report from the PHAB site visitors. The Health District fully demonstrated 78 measures, largely demonstrated 18 measures and only slightly demonstrated 4 measures. Over 20 staff members participated in the site visit. Mr. Diorio stated the 22 measures that were not fully demonstrated will be priorities for the Health District to improve over the next 5-year period. He expects the Health District to become accredited next month at the PHAB quarterly meeting on June 11th. Ms. Lehman will be planning an open house to celebrate the Health District becoming accredited.

Mr. Diorio is working with Amy Cooper, Director of WIC to prepare to take on the program in the fall. The WIC grant is close to being submitted. Ms. Meduri and Ms. Cooper are finalizing job descriptions for staff. Mr. Diorio plans to bring Ms. Cooper on next month to assist with the on-boarding process of WIC. Next month, the Health District plans to ask the Board permission to post, advertise and hire WIC positions. This will allow interviews to be conducted in July and ratified by the Board in August. WIC staff will receive layoff notices from the Portage County Commissioners in September. The new grant starts October 1, 2019. The Health District was the only applicant for the grant. The goal is to take over the program in the fall to provide a seamless transition for the community. The staff will continue at the same locations in Lisbon and Portage. Mr. Diorio is looking at collaborative options with UH Portage and JFS to increase enrollment into the WIC program.

VII. OLD BUSINESS:

VIII. NEW BUSINESS:

A. Ratify the Hiring of Kari Jones, Registered Sanitarian (Action)

Ms. Smith asked the Board to ratify the hiring of Kari Jones, RS. She has experience working as a Registered Sanitarian in the food program in both Mahoning and Hamilton Counties. Ms. Smith would like her to implement ServSafe trainings at the Health District.

A motion was presented by Board Member Ribelin to ratify the hiring of Kari Jones, seconded by Board Member Frank. An "aye" vote was cast by all, motion carried.

B. Permission to Post, Advertise and Hire One Part Time Clerk (Action)

Mr. Diorio asked for permission to post, advertise and hire one part time clerk to assist the Environmental Division. The clerk will help answer phones and provide coverage to assist with high-volume and transitional periods during the day among other delegated duties.

A motion was presented by Board Member Frank to grant permission to advertise and hire one part time clerk, seconded by Board Member Delaney. An "aye" vote was cast by all, motion carried.

C. Workforce Development Plan- Signature Page (Action)

The Workforce Development Plan was sent out to the Board prior to the meeting for review. Mr. Diorio informed the Board of the revised plan that includes updates on training guidelines, workforce profile, core competency assessments and provided detail from the assessments that were completed by all staff. The revised plan also identified areas of improvement. Mr. Diorio acknowledged the plan will need revisited in the fall when the Health District takes on the WIC program. Board Members Hammar, Ribelin and Cutlip complimented the plan and staff on their hard work over the years.

A motion was presented by Board Member Hammar to approve the updated Workforce Development Plan, seconded by Board Member Ribelin. An "aye" vote was cast by all, motion carried.

IX. BOARD ISSUES AND DISCUSSION:

A. Board Meeting Time

The Board discussed adjusting the meeting time. Ms. Hammar suggested moving the time up to 6pm and a consensus was reached. The Board meeting will be moved to 6pm moving forward.

X. EXECUTIVE SESSION:

Adjournment: The May 21, 2019 Board meeting was adjourned at 8:41pm. An "aye" vote was cast by all, motion carried.



Robert Howard
Board President



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