

**Minutes of the
Mahoning County Public Health
Board Meeting
April 20, 2022
8:00 a.m.**

The Mahoning County Public Health Board held its regular meeting on April 20, 2022, at 8:00 a.m. at the offices of Mahoning County Public Health, 50 Westchester Drive, Youngstown, Ohio 44515.

I. Pledge of Allegiance

II. Roll Call

Present

Mr. Len Perry
Mrs. Bev Fisher
Dr. Nancy Mosca
Dr. Michael Miladore

Absent

Mr. Joe Mistovich

Staff Present:

Ed Janik, Colton Masters, Michelle Edison, Erica Horner, Scott Bolam, Dawn Kuzniak, Megan Nicholson, Allison Wendt, Drew Stefan, Julie Thompson, Ryan Tekac

Public Audience:

Tom Costello

III. Minutes

MOTIONS

Dr. Mosca motioned, Dr. Miladore seconded to approve the minutes of the 3/16/22 and 3/29/22 Board meetings as presented.

Motion carried unanimously.

Dr. Mosca motioned, Mrs. Fisher seconded to approve the minutes of the 3/14/22 Personnel Committee meeting as presented.

Motion carried unanimously.

Dr. Miladore motioned, Mrs. Fisher seconded to approve the minutes of the 3/15/22 Finance Committee meeting as presented.

Motion carried unanimously.

IV. Introduction of New Staff

Mrs. Edison introduced Dawn Kuzniak, HUB Operations Coordinator to the Board.

Ms. Horner introduced Allison Wendt, RN, Public Health Nurse to the Board.

Mr. Masters introduced Megan Nicholson, Environmental Secretary to the Board.

The Board welcomed all the new employees and thanked them for attending the Board meeting.

V. Reorganization of the Board

A. Election of Officers

Dr. Mosca motioned, Mrs. Fisher seconded to appoint Len Perry as President of the Board.

On roll call the vote was as follows:

Dr. Miladore	Yes
Mrs. Fisher	Yes
Mr. Perry	Abstain
Dr. Mosca	Yes

Dr. Mosca motioned, Mrs. Fisher seconded to appoint Dr. Miladore as Vice-President of the Board.

On roll call the vote was as follows:

Dr. Miladore	Abstain
Mrs. Fisher	Yes
Mr. Perry	Yes
Dr. Mosca	Yes

B. Committee Assignments

It was decided that the committee assignments will remain the same for 2022-2023 as follows:

Personnel Committee

Dr. Mosca
Mr. Mistovich
Mr. Perry

Finance Committee

Dr. Miladore
Mrs. Fisher

However, the Board will discuss the formation of a Building Committee with a Board representative on it, probably the Board president.

C. Schedule of Regular Meetings

The Board agreed to keep the regular monthly meetings on the third Wednesday of each month at 8:00 a.m.

V. Presentation – Drew Stefan, REHS

Mr. Perry gave a heartfelt thank you from the Board of Health and staff at Mahoning County Public Health for Mr. Stefan’s years of dedicated service to protecting the health of the residents of Mahoning County as Mr. Tekac presented Mr. Stefan with a globe commemorating his retirement from Mahoning County Public Health and thanked him for being a valued co-worker, employee, and friend.

Mr. Stefan thanked the Board and staff at Mahoning County Public Health for the opportunity to work, learn and grow with them and wished everyone well as he moves on to enjoy his retirement.

VI. Special Requests/Subdivision Requests/Board Orders

A. Board Order #EH-BO-2022-02 – Jones (Smith Twp.)

Mr. Masters explained that this is a vacant property in Smith Township where the owners have failed to properly dispose of all solid waste. The property was supposed to go to Sheriff's sale and was pulled at the last moment. In the meantime, someone lit some of the trash on fire and made no attempt to clean that up either. The owners also failed to appear at the Health Commissioner's hearing.

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the sanitarian's recommendation for Board Order EH-BO-2022-02 as presented:

In accordance with the Ohio Administrative Code 3745-27-05(D), and Ohio Revised Code 3734.03 and Mahoning County District Board of Health Nuisance Abatement Code, Sections 4.1.7, and 4.1.8 declare the property a public nuisance and order the same:

- Unsafe which creates a public health nuisance;
- Placarded;
- Abated immediately, but in no longer than 5 days, and:

In accordance with the Nuisance Abatement Code, Section 6.1, declare the property unsafe and a public health nuisance.

Motion carried unanimously.

VII. New Business

A. 2022 Budget Changes for Board Approval

Mr. Janik explained that there are two additions for the solid waste program due to the restoration of funding from the Solid Waste Management District for 2022.

MOTION

Dr. Miladore motioned, Mrs. Fisher seconded to approve the 2022 Budget Changes as presented.

Motion carried unanimously.

VIII. Reports

A. Committee

Dr. Mosca reported that the Personnel Committee met Monday and were informed of the resignation of Kelsey Gill and discussed the hiring of five new employees which will be voted on in personnel actions later on the agenda.

Dr. Miladore reported that the Finance Committee met yesterday and reviewed nine contracts. Also discussed the new property lease thoroughly and reviewed where funding for this project will come from. Cash balances are holding steady.

B. Division/Program

Ed Janik (submitted electronically)

We are in the process of submitting our application to Public Entities Pool of Ohio (PEP) for our renewal of our policy. Our current policy expires July 29, 2022.

I have been working with Ryan on the 98-100 Westchester planning.

Darlene Sawyers and I have been extremely busy with the large number of new hires that have been happening. Posting, advertising, reviewing applicants, interviewing, and setting up pre-employment drug screening and BCI background checks have kept me busy. Once hired, Darlene performs the on-boarding process which includes a voluminous amount of paperwork to get the employee set up in the County Auditor's payroll system and handling their insurance paperwork with the County H/R Benefits Division.

Colton Masters (submitted electronically)

We have finished our second roll out mailing for the O&M program. The townships that are enrolled during this roll out are Ellsworth, Canfield, Boardman and Poland. We have also officially launched the online payment and document submission option for the O&M permit fees and the required documentation. This was done through a partnership with HDIS and Point and Pay.

On March 22nd, Dan Hutton and I gave a presentation to YCAR and their attendees regarding the new O&M program and an update to the real estate program. They expressed a great deal of gratitude for MCPH and the Board for encouraging this level of outreach regarding the O&M program.

We have been very fortunate to again receive funding for our summer vector control program. We have been awarded the 2022 Mosquito Control Grant from the EPA for \$25,000.00. This makes the third year in a row that we have been the recipients of this funding. This funding will go toward the mosquito control efforts around the county, including spraying of the parks and select public venues and we will use a portion of the funding to pay interns for their work this summer.

Shannon Sellards, Casiera Robich and Cory Powell held a ServSafe class on April 19th and 20th, with more than 20 people in attendance. I am very thankful to all of them for demonstrating our commitment to education in food safety.

Cory Powell and Kaitlin McNally are attending the YSU Earth Day Celebration and are representing MCPH, on April 20th. This provides an opportunity for students and members of the YSU faculty to interact with our department in a one-on-one type of environment and learn what it is we do and the positive impacts that are made by our staff every day.

Erica Horner (submitted electronically)

The FDA and CDC authorized a second booster dose for those people who are at the highest risk for severe illness or death from COVID-19. People who may choose to receive a second booster dose, based on their individual benefits and risks include:

- **People ages 50 and older who received an initial mRNA booster dose at least four months ago may receive a second booster dose of an mRNA COVID-19 vaccine. A second booster dose may be most beneficial for people who are ages 65 and older, or who are ages 50-64 with certain underlying medical conditions.**
- **People ages 12 and older who are moderately to severely immunocompromised who received an initial mRNA booster dose at least**

four months ago may receive a second booster dose of an mRNA COVID-19 vaccine. This means individuals aged 12 years and older who are moderately to severely immunocompromised may receive as many as five doses-the recommended three dose primary series for people who are immunocompromised, plus the two booster doses.

- **Adults who received a primary vaccine and booster dose of the J & J vaccine at least 4 months ago may receive a second booster dose using an mRNA COVID-19 vaccine.**

We continue to hold COVID-19 vaccine clinics on Fridays at our Main Office location and during our regularly scheduled child/adolescent, adult vaccine clinics by appointment. Our part-time clerical staff member, Laura Cucaro, has been an integral part of making sure our COVID clinics are organized and run smoothly. She adjusts her schedule sometimes on short notice, accommodating to both the public and her co-workers, has a positive upbeat attitude and genuinely makes everyone smile. Laura goes with the flow when there are changes and is very personable when registering clients.

During the past month, staff attended several community events during non-traditional business days/hours to promote MCPH programs/services: Choffin Health Fair Event (requested naloxone education/distribution) on Saturday 03/12/22, thank you to Rachel Jackson and Sharon Woodall; Mahoning County Board of Developmental Disabilities Spring Parade on 03/30/22, thank you to Linda Mervin and Sharon Woodall; Community Baby Shower Event at the Covelli Center on Saturday 04/09/2022 Rachel Jackson, Cora Lewis attended along with Joi Daniel from Pathways HUB.

Scott Bolam (submitted electronically)

The Lab continues to provide its routine testing services as usual.

We will be resuming activities for the Groundwater Monitoring Program in May, starting with sample collection at the Central Waste landfill.

Our first laboratory audit of 2022 is for drinking water trace metals, it has been scheduled for June 15th, 2022.

Dr. Kravec (submitted electronically)

COVID admissions remain remarkably low in local hospitals yet outpatient cases may be rising slowly. The good news is that these outpatient cases are low acuity not resulting in admissions. Oral COVID treatment and monoclonal antibodies are available in the community.

The COVID second booster is available for those over 50 and I am recommending this to those eligible.

We are continuing to see influenza and strep cases in the community.

Ryan Tekac

We have completed all our community conversations and the survey has since closed. I am pleased to announce that 1764 surveys were completed between Mahoning and Trumbull Counties. Mahoning County alone had 1260 of those surveys which is a large increase from our last CHA that was conducted 3—4 years ago where they only had a little over 400 surveys completed. I contribute this

increase to our relationships that we have with our community partners as we put together a very extensive list of community partners – 128 to be exact (such as township trustees, 898 Marketing and County Commissioners) and asked them to share it across their networks and it paid off very well. For the sake of time, I can't mention all the partners, but I do want to thank ALL of them for their support and sharing our survey across their networks.

The large CHA team is currently going through what is being named "data walks" with UNC. This is the process where we are reviewing the secondary data, primary data and community conversations within tableau-built dashboards. We are still on track to have the process wrapped up around August and I look forward to presenting this to the MCPH staff, community, community partners and Board.

I am pleased to announce that the state has agreed to fund local health department food programs who will experience lost revenue due to structure of the cost methodology and the impact the pandemic had on our work. We will be receiving a little over \$354,000.00 for the year one and then a little over \$120,000.00 for year two. They are general revenue funds that have no restrictions.

We have a number of QI projects that are underway and being conducted in the Environmental Division and one that we will also consider a QI project that involves Pathways HUB, Nursing and Community Health and WIC. Knowing that all these programs play a beneficial role to interconnect them through internal referrals, we are looking at creating an electronic referral form using a process called workflow. I want to thank Erica, Michelle, Susan, Loretta and Cora who initially met and implanted the idea to work towards an improved way to refer amongst our programs.

I would like to take this opportunity to thank our WIC staff for the outstanding efforts put forth each day to serve our participants while dealing with the pandemic to fully reopen our WIC clinics, not to mention the numerous calls they had to answer and provide education about regarding the formula recall and now through the shortage of formula.

In addition, I want thank Loretta and Erica and their staff as they are taking the opportunity to promote COVID vaccination on selected days in the WIC clinics.

Once again thank you to the entire leadership team and our staff for your hard work and dedication to our community members.

IX. Approval of Monthly Expenses

A. Monthly Expenses

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the monthly expenses as presented.

Motion carried unanimously.

B. Contracts

- 1) Austintown Township, Westchester Space Lease Agreement, \$141,750.00 (5-year lease/\$28,350 per year)

MOTION

Dr. Miladore motioned, Mrs. Fisher seconded to approve the lease agreement with Austintown Township as presented to be paid from various grant funds.

Motion carried unanimously.

- 2) Torres Painting, Painting of New Westchester Lease Space, \$2,760.00

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the contract with Torres Painting as presented.

Motion carried unanimously.

- 3) Paolucci's Carpet Shop, Carpet for New Westchester Lease Space, \$12,167.72

MOTION

Dr. Mosca motioned, Dr. Miladore seconded to approve the contract with Paolucci's Carpet Shop as presented.

Motion carried unanimously.

- 4) IDentiphoto, Timecard Swiper Kiosk, \$1,196.00

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the contract with IDentiphoto as presented.

Motion carried unanimously.

- 5) ALC Technologies, LLC, Data and Voice Cabling of New Westchester Lease Space, \$2,867.86

MOTION

Dr. Miladore motioned, Dr. Mosca seconded to approve the contract with ALC Technologies, LLC as presented.

Motion carried unanimously.

- 6) ECMSI, Inc., Network Hardware for New Westchester Lease Space, \$8,410.28

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the contract with ECMSI, Inc. as presented.

Motion carried unanimously.

- 7) Aey Electric, Wiring and Installation of Additional Security Cameras at 50 Westchester, \$1,595.00

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the contract with Aey Electric as presented.

Motion carried unanimously.

- 8) Aey Electric, Wiring for new HVAC system at 50 Westchester, \$53,460.00

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to approve the contract with Aey Electric as presented.

Motion carried unanimously.

- 9) ALC Technologies, LLC, Data Cabling at 50 Westchester for New Phone System. \$1,076.70

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to approve the contract with ALC Technologies, LLC. as presented.

Motion carried unanimously.

X. Travel

- A. Official Travel and B. Continuing Education

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to approve the Official Travel and Continuing Education as presented.

Motion carried unanimously.

XI. Personnel Actions

- A. Appoint – Two Full-Time Secretaries

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to appoint Megan Nicholson and Alexis Stano as full-time secretaries as presented.

Motion carried unanimously.

- B. Appoint – Two Full-Time Registered Environmental Health Specialists/Environmental Health Specialists-in-Training

MOTION

Dr. Mosca motioned, Dr. Miladore seconded to appoint Thomas Hartzell and Briana Musolino as full-time Environmental Health Specialists-in Training as presented.

Motion carried unanimously.

- C. Appoint – Full-Time Deputy Director of Health Equity, Strategies & Initiatives

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to appoint Cynthia Grier as full-time Deputy Director of Health Equity, Strategies & Initiatives at \$27.46/per hour as presented.

Motion carried unanimously.

- D. Post/Advertise/Appoint – Full-Time Administrative Assistant

MOTION

Dr. Mosca motioned, Dr. Miladore seconded to post, advertise, and give authority to appoint to the Health Commissioner a full-time Administrative Assistant as presented.

Motion carried unanimously.

E. Resignation – K. Gill

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to accept the resignation of Kelsey Gill with regret as presented.

Motion carried unanimously.

F. Post/Advertise/Appoint – Part-Time Lab Clerk

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to post, advertise, and give authority to appoint to the Health Commissioner a part-time Lab Clerk as presented.

Motion carried unanimously.

XII. Adjournment

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to adjourn the meeting at 8:52 a.m.

Motion carried unanimously.

MAHONING COUNTY PUBLIC HEALTH

PERSONNEL COMMITTEE MEETING

APRIL 18, 2022

4:00 P.M.

**Mahoning County Public Health
50 Westchester Drive
Youngstown, Ohio 44515**

MINUTES

Board members present: Mr. Len Perry (via GoToMeeting)
Dr. Nancy Mosca (via GoToMeeting)

Staff present: Ryan Tekac
Ed Janik

Meeting called to order at 4:08 p.m.

At 4:09 p.m. Mr. Perry made a motion to enter executive session to consider the appointment, employment, discipline, or compensation of public employees, or to discuss pending or imminent court action, collective bargaining matters, or security matters.

The motion was seconded by Dr. Mosca.

Dr. Mosca made a motion to leave executive session at 4:18 p.m. The motion was seconded by Mr. Perry.

Upon leaving executive session the Personnel committee stated that they would make recommendations related to the appointment, employment, discipline, and compensation of public employees during the next regular meeting of the Board of Health on April 20, 2022.

A motion to adjourn was made by Dr. Mosca, seconded by Mr. Perry at 4:20 p.m.

MAHONING COUNTY PUBLIC HEALTH

FINANCE COMMITTEE MEETING

April 19, 2022

8:30 A.M.

**Canfield Fairgrounds Administration Building
7265 Columbiana-Canfield Road
Canfield, Ohio 44406**

MINUTES

Board members present: Mrs. Bev Fisher
Dr. Michael Miladore

Staff present: Ryan Tekac
Ed Janik

Meeting called to order at 8:30 a.m.

The Finance Committee reviewed the budget changes for Board approval and the monthly financial reports as presented.

The Finance Committee will recommend approval of the following contracts at the next regularly scheduled MCPH meeting April 20, 2022:

Contracts:

- Austintown Township, Westchester Space Lease Agreement, \$141,750.00 (5-year lease/\$28,350 per year)
- Torres Painting, Painting of New Westchester Lease Space, \$2,760.00
- Paolucci's Carpet Shop, Carpet for New Westchester Lease Space, \$12,167.72
- IDentiphoto, Timecard Swiper Kiosk, \$1,196.00
- ALC Technologies, LLC, Data and Voice Cabling of New Westchester Lease Space, \$2,867.86
- ECMSI, Inc., Network Hardware for New Westchester Lease Space, \$8,410.28
- Aey Electric, Wiring and Installation of Additional Security Cameras at 50 Westchester, \$1,595.00
- Aey Electric, Wiring for new HVAC system at 50 Westchester, \$53,460.00
- ALC Technologies, LLC, Data Cabling at 50 Westchester for New Phone System, \$1,076.70

Meeting adjourned at 10:30 a.m.