

**Minutes of the
Mahoning County Public Health
Board Meeting
December 13, 2023
7:30 a.m.**

The Mahoning County Public Health Board held its regular meeting on December 13, 2023, at 7:30 a.m. at the offices of Mahoning County Public Health, 50 Westchester Drive, Youngstown, Ohio 44515.

I. Pledge of Allegiance

II. Roll Call

<u>Present</u>	<u>Present via GoToMeeting (not voting)</u>
Mr. Len Perry	Mr. Joe Mistovich
Dr. Michael Miladore	
Mrs. Bev Fisher	
Dr. Nancy Mosca	

Staff Present: Ed Janik, Colton Masters, Cathy Hergenrother, Susan Kovach, Erica Horner, Daljeet Dhillon, Cynthia Grier, Scott Bolam, Dr. Kravec, Julie Thompson, Ryan Tekac

Public Audience: Tom Costello

III. Minutes

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to approve the minutes of the 11/15/23 Board meeting as presented.

Motion carried unanimously.

MOTION

Dr. Mosca motioned, Mr. Perry seconded to approve the minutes of the 11/13/23 Personnel Committee meeting as presented.

Motion carried unanimously.

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the minutes of the 11/14/23 Finance Committee meeting as presented.

Motion carried unanimously.

IV. Old Business

A. 2024 Food Service and Retail Food Establishment Fees – 3rd Reading

Mr. Masters explained that this is the third and final reading of the fees before the Board. The public hearing was held on December 5th and no one from the public

attended. The Licensing Council meeting was also held on December 5th and they voted to approve the proposed fees as presented.

MOTION

Mrs. Fisher motioned, Mr. Perry seconded to approve the 2024 Food Service and Retail Food Establishment fees as presented:

PROPOSED FEES FOR FOOD SAFETY PROGRAM OPERATIONS

(Total fee does not include the remittance fees)

COMMERCIAL & RETAIL FOOD OPERATIONS

		2024 Fees
LEVEL I	<25,000 sq. ft.	\$242.00
LEVEL II	<25,000 sq. ft.	\$272.00
LEVEL III	<25,000 sq. ft.	\$521.00
LEVEL IV	<25,000 sq. ft.	\$660.00
LEVEL I	>25,000 sq. ft.	\$349.00
LEVEL II	>25,000 sq. ft.	\$368.00
LEVEL III	>25,000 sq. ft.	\$1303.00
LEVEL IV	>25,000 sq. ft.	\$1381.00
VENDING OPERATIONS		\$18.42
MOBILE OPERATIONS		\$135.00
TEMPORARY OPERATIONS (EVENT)		\$97.00

Motion carried unanimously.

V. New Business

A. 2023 Budget Changes for Board Approval

Mr. Janik explained that there are six different funds, two are grant related in this month's changes. The large item is the general fund advance out into grant funds that will have a negative balance at years end. The grant funds cannot have a negative balance on the last day of the year.

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the 2023 Budget Changes as presented.

Motion carried unanimously.

B. Lease Agreement with Mahoning County Planning Commission

C. Lease Agreement with Mahoning County Building Inspection Department

Mr. Janik explained that we are asking to extend the lease agreements to five-year leases. We are keeping the rent at the same rate as in previous years.

MOTION

Mrs. Fisher motioned, Mr. Perry seconded to approve the lease agreements with the Mahoning County Planning Commission and Mahoning County Building Inspection Department as presented.

Motion carried unanimously.

D. 2024 Solid Waste Facility Licenses

Mr. Masters requested that the Board approve the licenses for Carbon Limestone and Mahoning landfills. There are no changes from last year. We are not issuing a license for Belmont Solids as they are in closure procedures for their scrap tire facility.

MOTION

Mr. Perry motioned, Mrs. Fisher seconded to approve the 2024 Solid Waste Facility Licenses for Carbon Limestone and Mahoning landfills as presented.

Motion carried unanimously.

VI. Reports

A. Committee

Dr. Miladore reported that the Finance Committee met yesterday and discussed the budget, revenue, and expenses. We also reviewed the contracts that will be presented later on the agenda.

Dr. Mosca reported that the Personnel Committee met on Monday and reviewed two resignations as well as resumes for the epidemiologist position.

B. Division/Program

Ed Janik

The HUB received a check from Caresource for \$553,377.00 in December which is the result of a significant amount of time and effort on behalf of our staff, a payment which is long overdue. I have a meeting this afternoon with Amy Petrus to discuss the Fiscal staff positions and some budget questions. We have received our instructions from downtown about the year-end deadlines.

Colton Masters

We hosted our public food fee hearing on December 5th, here at our main office. We did not have anyone come in from the public to hear the cost methodology process. We also hosted the Licensing Council meeting related to these food fees the same day. We had four of the five members present at the meeting. I would like to thank Bev Fisher for continuing to represent the Board on this council.

I would also like to thank Briana Musolino, Kaitlin McNally, Amanda Elliott and Cory Powell for assisting with the quick response to the issue of recalled applesauce incident. This was a case where applesauce packets were urgently recalled due to possible lead contamination, and ODH was working with LHD's to ensure the units were all pulled from the shelves of Dollar stores and Dollar Generals. We did not find any of these packets on the shelves in our county, but each store had to be inspected and I am appreciative of their quick response.

We also hosted our Rabies Advisory Council meeting on Monday, November 20th. We had a lot of good conversations at the meeting. I would like to thank Len Perry for being present at the meeting and helping to facilitate this conversation.

I would also like to take a quick moment to recognize two of our Environmental Health staff, Shannon Sellards and Deanna Maurer. Both Dee and Shannon are in our food safety division and both of them have contributed immensely to our food division inspections. Working diligently to ensure the food program stayed on track, even as we had some strain on the program over the course of the summer and fall. When the division was strained the most, both Dee and Shannon approached Cory, offering to help out the vacant food routes. This kind of dedication and commitment to protecting the public's health is just one of the reasons I am so proud to get to work with the Environmental Health team.

Cathy Hergenrother

For the HUB year to date there have been 1,040 total referrals, 731 assigned referrals and 427 total enrollments which is a 58.4% enrollment.

A study was recently published in *The Journal of Contemporary Research in Social Sciences* titled "Ohio Community Pathways HUB: The cost benefit of supporting minority mothers." This research was conducted by Karen Larwin, Susan Horne and Aimee Budnik. Drs. Larwin and Horne are evaluators that work with Mahoning Valley Pathways HUB and other HUBs throughout the state. Dr. Budnik is the Executive Director of the Community Action Pathways HUB, Inc. in Summit County. It illustrates the benefit of connecting minority mothers to HUB services. The publication is a powerful statement about successful work being done by the HUBs in Ohio.

Susan Kovach

The State has posted the 2024-2025 PHEP grant awards. We will have level funding for next year. In the grant there is a requirement for more epidemiological help. We are requesting to hire a new epidemiologist today. The MATH program is being opened to non-high-risk kids. Working with Akron Children's Hospital to get referrals and training more staff to be able to work in the program. The influenza numbers are increasing.

Erica Horner

All our planned flu vaccine community clinics were completed during October and November. We continue to offer flu vaccine in all our regularly scheduled child/adolescent and adult immunization clinics as well as other public interactions/services such as TB Clinic, BMTF sessions, CFK clients, CMH families. We also provide home visits to home bound individuals for flu and other vaccines as needed. Administered flu vaccine data for Sept-Dec 2023 will be provided at future 2024 Board Meetings.

In November, we held five offsite COVID vaccine clinics to community businesses, organizations, and senior living sites. We also held three all day clinics at our main office to date. The demand for this vaccination has greatly decreased. We continue to offer COVID vaccine during our regularly scheduled child/adolescent and adult immunization clinics as well as other public interactions/ services. We also provide home visits to home bound individuals for COVID vaccine. Final data on administered COVID vaccine for 2023 will be provided at future 2024 Board Meetings.

Our annual ODH Vaccines for Children Program Compliance Site Visit is scheduled for December 19, 2023. As a refresher, VFC is a federally funded program overseen by the CDC and administered in Ohio by ODH that we are an approved provider. VFC supplies vaccine at no cost to public and private health care providers who enroll and agree to immunize eligible children in their clinics. The program was created by the Omnibus Budget Reconciliation Act of 1993 and began on October 1, 1994. Any child from birth through 18 years of age is eligible to receive VFC supplied vaccine if they meet at least one of the following criteria: uninsured, enrolled in Medicaid, American Indian or Alaskan Native, underinsured meaning the health insurance they are enrolled in does not pay for vaccine. The VFC compliance site visit assesses at least 12 different items, including a random chart review and assessing our vaccine coolers, circuit breakers; lasts approximately 2-3 hours.

Daljeet Dhillon

November caseload of 3,819 lower than the previous month, however still 110.3% of the 2023 assigned caseload ceiling (3,461). Possible factors for the dropped caseload include holidays, personnel taking time off and mandatory meetings.

I attended the WIC Director's meeting on November 2, 2023 in Grove City OH. This was the first in-person meeting since COVID. Topics discussed were formula shortage, shortage of Registered Dietitians and the new WIC logo.

Formula Nutramigen continues to be in short supply at the retail level, which incurs hardship for many WIC parents. ODH WIC is working with Mead Johnson to correct the issue.

During the meeting it was shared by the ODH WIC staff that the State of Ohio in the Spring of 2023 chose to rebrand all state agencies. The theme is Ohio Heart of All. The purpose is to unify all state agencies under one brand. The change is intended to be rolled out in shifts.

Due to branding changes the WIC logo has been changed. WIC directors articulated unease about the new logo not being favorable to low literacy WIC participants due to the small writing as opposed to old logo being more colorful and easier to identify.

The entire WIC staff attended the Verbal Judo training on November 6th and 7th. The feedback received from the WIC staff was encouraging.

I attended the Virtual Racial Equity + Inclusion training Phase One Workshop. The virtual workshop was hosted by the Third Step Action Lab on November 8th and 9th.

Cynthia Grier

I would like to thank the Leadership Team for allowing their staff to be part of the Health Equity team and I would really like to thank the team members. They are:

Amy Holinbaugh, Environmental Health
Lisa Wogan, Finance & Human Resources
Cora Lewis, Nursing & Community Health
Shawn Hunter-Little, Nursing & Community Health
Daljeet Dhillon, WIC
Ryan Seiple, HUB
Chris Novak, Lab

They have been instrumental in everything that I've been able to do this year regarding health equity and they are being instrumental in planning for next year.

I actually was able to attend in November, the MCTA meeting. I thank Tom for the invitation and for the welcome. It was very informative for me. I never attended one before, but I will look into becoming a member so that I can attend the meetings and that is a good way for me to meet the folks who are out in the community, who are out in the different townships so that I can begin to go out to talk to them to hear what their needs are to work on. The equity piece. That's so important to me that we, you know, look at the rural areas as well as we look at the areas closer to where we are.

Health equity did come up with a 2024 calendar and I will send it to Julie so that she can share it with all of you. The thing that we want look at in January, for Martin Luther King Day is a day of service. So we are looking at places that we can go and we can invite others from Mahoning County Public Health if they would like to join us in a day of service. I did put the word out to people that I know to see if they can tell us anything. We did try the Senior Center, but they are closed. So we are looking at different places in the area that we can do a day of service, get the word out to MCPH to see if anybody else would like to join the Health Equity team as we do that.

In 2024 we will be doing Lunch and Learns and I have sent the invitation out to staff here. That if there is a particular area of interest that they have, that they would be willing to share with others who work here that they can just let me know and we'll set it up so that they can be the guest speaker at a Lunch and Learn. We are looking at the different culture, the different traditions, different things like that so that we can be better, we can know ourselves better and we can also carry that out into the community with us.

Scott Bolam

The Lab continues to provide our routine testing services to the community.

We have received 692 location samples from the Mahoning County O&M program.

Dr. Kravec

Mercy physicians also received word on the applesauce recall and received calls as well. Working with Erica and Susan on vaccines. COVID vaccine uptick has been very slow.

Ryan Tekac

As Julie stated, we successfully submitted our 2023 PHAB annual report. I want to thank all those who have provided the necessary information needed for this annual report. This included Cynthia, Colton, Susan, Tracy and some of our outside partners involved in the CHIP such as Robin Perry from Ohio State Extension.

Ed, Julie and I along with members of the leadership team had the opportunity to meet with Amy Petrus who the Board contracted with to perform a compensation study. Over the next several months, Amy will be developing a comprehensive study for all current positions with a goal to provide a finished product by March. In doing so Amy has provided us with some thoughtful input on the positions that would be

needed based on Ed's retirement. We discussed this at personnel, and we will work on the job descriptions to present to the Board.

I have confirmed with an individual from the Ohio Ethics Commission and we are allowed to add a Board member to our ethics committee.

This past month I have been working across several divisions and with leadership team members for programmatic improvements and potential opportunities for additional programs such as capillary lead testing for children. Many of these programs are all contingent on funding and working with community partners.

VII. 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) Summit Environmental Technologies, Inc., Testing for Laboratory Services Division, \$15,000.00
- 2) Nicholas G. Proia, MD, Inc., TB Physician Services, \$33,000.00
- 3) Executive Computer Management Solutions, Inc. (ECMSI), Managed Services, \$290,000.00 (two-year agreement)
- 4) Executive Computer Management Solutions, Inc. (ECMSI), Office 365 Renewal, \$39,408.00 (two-year agreement)
- 5) Biomedical Laboratories, Medical Testing for TB Clinic, \$6,500.00 (two-year agreement)
- 6) Tracy McNally, Interior and Exterior Maintenance Services, \$30,000.00
- 7) Tracy McNally, Janitorial Services for Laboratory Services Division, \$6,500.00 (two-year agreement)
- 8) Cavalier Mobile X-Ray, Perform/Administer/Interpret X-Rays for TB Clients, \$8,000.00 (two-year agreement)
- 9) Arnolds Office Furniture, New Office Cubicles for Environmental Division, \$38,383.00
- 10) Pitney Bowes, Office Right D900 Paper/Letter Folder for Environmental Division, \$5,104.00
- 11) 898 Marketing, Marketing for Mahoning Valley Pathways HUB, \$10,000.00
- 12) Educational Service Center of Eastern Ohio (ESCEO), Community Outreach Services in Trumbull County, \$42,500.00
- 13) Alta Care Group, Inc., Community Outreach Services in Trumbull County, \$42,500.00
- 14) R.E.M. Consulting, HUB Research, Evaluation and Enhancement Program (REEP) Evaluator, \$8,000.00

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve contracts number one through fourteen as presented.

Motion carried unanimously.

C. Notice of Award – 2023 WPCLF Monies

- 1) Project #2-2023 – Yoho’s Action Septic Tank & Supply, Inc., Addendum to Increase from \$38,900.00 to \$45,375.00 (\$6,475.00 increase)

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the addendum to increase the Notice of Award – 2023 WPCLF Monies Project #2-2023 as presented.

Motion carried unanimously.

VIII. Personnel Actions

- A. Resignation – D. Hutton
- B. Resignation – J. Spencer

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to accept the resignation of Dantan Hutton and Jason Spencer as presented with regrets and thanks for their service.

Motion carried unanimously.

- C. Permission to Post/Advertise/Hire – Two Full-Time Registered Environmental Health Specialists/Specialists-in-Training

MOTION

Dr. Mosca motioned, Mr. Perry seconded to grant approval to post/advertise and hire two full-time Registered Environmental Health Specialists/Specialists-in-Training as presented.

Motion carried unanimously.

- D. Permission to Post/Advertise/Hire – HUB Operations Assistant

MOTION

Dr. Mosca motioned, Mr. Perry seconded to give permission to post/advertise and hire a full-time HUB Operations Assistant as presented.

Motion carried unanimously.

- E. Appoint – Full-Time Epidemiologist

MOTION

Dr. Mosca motioned, Mr. Perry seconded to appoint Jason John as a full-time epidemiologist as presented.

Motion carried unanimously.

IX. Adjournment

MOTION

Mr. Perry motioned, Mrs. Fisher seconded to adjourn the meeting at 8:26 a.m.

Motion carried unanimously.

MAHONING COUNTY PUBLIC HEALTH

PERSONNEL COMMITTEE MEETING

December 11, 2023

4:00 P.M.

Mahoning County Public Health

50 Westchester Drive

Youngstown, Ohio 44515

MINUTES

Board members present: Dr. Nancy Mosca
 Mr. Len Perry

Board member present via GoToMeeting: Mr. Joe Mistovich

Staff present: Ryan Tekac
 Ed Janik

Meeting called to order at 4:02 p.m.

At 4:03 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.

Mr. Perry made a motion to leave executive session at 5:07 p.m. The motion was seconded by Dr. Mosca.

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 December 13, 2023.

A motion to adjourn was made by Mr. Perry, seconded by Dr. Mosca at 5:10 p.m.

MAHONING COUNTY PUBLIC HEALTH

FINANCE COMMITTEE MEETING

December 12, 2023

8:30 A.M.

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

MINUTES

Board members present: Mrs. Bev Fisher

Board member present via telephone: 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, the lease agreements with the Mahoning County Commissioners and the monthly financial reports as presented.

The Finance Committee will recommend approval of the following contracts at the next regularly scheduled MCPH meeting December 13, 2023:

- Summit Environmental Technologies, Inc., Testing for Laboratory Services Division, \$15,000.00
- Nicholas G. Proia, MD, Inc., TB Physician Services, \$33,000.00
- Executive Computer Management Solutions, Inc. (ECMSI), Managed Services, \$290,000.00 (two-year agreement)
- Executive Computer Management Solutions, Inc. (ECMSI), Office 365 Renewal, \$39,408.00 (two-year agreement)
- Biomedical Laboratories, Medical Testing for TB Clinic, \$6,500.00 (two-year agreement)
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- Arnolds Office Furniture, New Office Cubicles for Environmental Division, \$38,383.00
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- Educational Service Center of Eastern Ohio (ESCEO), Community Outreach Services in Trumbull County, \$42,500.00
- Alta Care Group, Inc., Community Outreach Services in Trumbull County, \$42,500.00
- R.E.M. Consulting, HUB REEP Evaluator, \$8,000.00

Notice of Award – 2023 WPCLF Monies

- Project #2-2023 – Yoho’s Action Septic Tank & Supply, Inc., Addendum to Increase from \$38,900.00 to \$45,375.00 (\$6,475.00 increase)

Meeting adjourned at 10:40 a.m.