

**Minutes of the
Mahoning County Public Health
Board Meeting
January 26, 2022
8:00 a.m.**

The Mahoning County Public Health Board held its regular meeting on January 26, 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

Mrs. Bev Fisher
Dr. Nancy Mosca
Mr. Joe Mistovich

Present Via GoToMeeting (and not voting)

Mr. Len Perry
Dr. Michael Miladore

Staff Present:

Ed Janik, Colton Masters, Erica Horner, Michelle Edison, Loretta Floyd-Pleas, Scott Bolam, Lisa Wogan, Dr. Kravec, Julie Thompson, Ryan Tekac

Public Audience:

Tom Costello, Ed Runyan

III. Minutes

MOTIONS

Mrs. Fisher motioned, Dr. Mosca seconded to approve the minutes of the 12/15/21 and 1/10/22 Board meetings as presented.

Motion carried unanimously.

Dr. Mosca motioned, Mrs. Fisher seconded to approve the minutes of the 12/13/21 Personnel Committee meeting as presented.

Motion carried unanimously.

Mrs. Fisher motioned, Dr. Mosca seconded to approve the minutes of the 12/14/21 Finance Committee meeting as presented.

Motion carried unanimously.

IV. New Business

A. 2022 Budget Changes for Board Approval

Mr. Janik explained that the budget changes are grant related and typical for the beginning of the year as the monies are moved back around from the adjustments that were made for year end and the requirement that all grants show a positive balance.

MOTION

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

Motion carried unanimously.

B. Resolution #RES-EH-2022-001 – Authorizing MCPH to Apply for, Accept and Enter a WPCLF Agreement

Mr. Masters explained that we had successfully obtained the Water Pollution Control Loan Fund (WPCLF) grant from the Ohio EPA in the amount of \$150,000.00 again this year. This resolution is the approval that we need to officially accept the grant which will be used to repair or replace household sewage treatment systems or to connect failing systems to sanitary sewer if available for low-income households.

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve Resolution #RES-EH-2022-001 authorizing MCPH to apply for, accept and enter a WPCLF agreement as presented.

On roll call the vote was as follows:

Mrs. Fisher	Yes
Dr. Mosca	Yes
Mr. Mistovich	Yes

Motion carried.

V. Reports

A. Committee

Dr. Miladore reported that the Finance Committee met yesterday and discussed the various contracts on the agenda. There are 11 that we will ask for your review for potential approval later in the meeting. We went over each of the divisions and all of them met or exceeded their budget for the end of the year. Our cash balance for the year end 2021 is as strong as it has been historically for Mahoning County Public Health which is certainly great news, and we have to understand that much of that money through the last two years that we've been able to utilize and maintain for future projects comes from various COVID relief grants.

Dr. Mosca reported that the Personnel Committee met Monday and reviewed the resume for the nursing secretarial position that we will be filling later on the agenda.

B. Division/Program

Ed Janik

Staff is busy with the budget changes being made to the grants and repaying the cash advances to the grants that had a deficit at the end of the year. We will be applying for another Public Entities Pool grant in the amount of \$500.00. They are our insurance company and offer these grants for safety and security purposes. We have picked up all the W2's and 1095's from downtown and are in the process of getting those distributed. We have also requested that all staff sign up to have these documents delivered electronically and Darlene has sent out very detailed instructions on how to do that so that next year we can go paperless.

I would like to introduce our newest employee here at the Board of Health, Lisa Wogan. Lisa has been hired as an Account Clerk II and is working closely with Lori Keller and she's off to a great start.

The Board members welcomed Lisa.

Colton Masters

With the end of the Food Service year quickly approaching, the food sanitarians are hard at work making progress on their territories. They are on track to complete the food inspections by the end of February and several inspectors will be done ahead of this date.

The septic installers meeting was held on December 16th and there were over 20 contractors in attendance. We covered an overview and update to the sewage program (which included a new real estate form that the sewage team developed with the help of Josie Gabler). We also covered the O&M program in detail.

We held the second round of O&M public meetings at the beginning of January. Between all four of the meetings, we had over 500 attendees and 53 of those attendees' submitted questions that were answered by our staff either on while on site or called the day after the meeting. I would once again like to extend my appreciation to MCCTC for allowing us to use their facility and providing us IT services and support for all the meetings.

The environmental team is making progress on two quality improvement projects, one is in relation to vehicle maintenance and the other is streamlining and standardizing the replat procedure, in coordination with the Planning Commission.

We are in the process of applying for the 2022 Mosquito Control Grant from the EPA. The grant submission is due this Friday at 3:00 p.m. Award recipients will be announced in March and if we receive this, the money will be utilized to once again fund our mosquito control efforts for the community.

We have received official word that we have been awarded the 2022 WPCLF grant. This is a grant through the EPA and the money is used to help fund the repair or replacement of failed septic systems owned by low-income families from around the county. This is especially great news for Mahoning County given the roll-out of the O&M program.

I would like to acknowledge all the effort put toward the roll out of the O&M program. I may have presented the program, but the bulk of the actual planning and program development was done by Dan Hutton, Steve Napolitano and Drew Stefan. They worked with John before his retirement and Ryan before that to ensure that we were providing the most equitable and fair program possible to the citizens of Mahoning County and without their help and the immense amount of time they spent developing this program, we would not be ready to roll the program out.

Erica Horner

We continue with Pfizer and Moderna 1st, 2nd, and booster dose clinics (Pfizer ages 12-up, Moderna ages 18 and up) at Austintown Senior Center, Main Office, and during our regularly scheduled child/adolescent immunization clinics held at Boardman Park, Struthers Mauthe Park, Goshen Township and our Main Office. We hold separate clinics

for Pfizer Peds (ages 5-11) at our Main Office various days, by appointment between 4:00 p.m. and 6:00 p.m. Vaccination efforts continue with home visits for homebound and medically fragile individuals. We have also had several businesses who requested onsite vaccination clinics for their employees within the past month and have scheduled and completed those clinics.

There was a total of 28 Project DAWN community kits distributed in December including at the Southern Park Mall and local organizations. For calendar year 2021, we distributed 502 community kits. For comparison, in calendar year 2020, we distributed 260 kits. The Integrated Naloxone Grant year has a different reporting timeframe of September 30, 2021 to September 29, 2022.

Public health nurses Sharon Woodall and Rachel Jackson are working with Potential Development to train new employees and offer refreshers on medication administration for their unlicensed personnel. Both of our public health nurses previously completed training through ODH in order to be trainers of this program and we provided this service to Potential Development as well as other requesting schools/organizations in the past.

Loretta Floyd-Pleas

Mahoning County WIC clinics will be conducting surveys with clients as an effort to address the needs of our clients.

Mahoning County WIC continues to promote breastfeeding with the support from our WIC staff breastfeeding peer helpers who are WIC clients that are on the WIC program and have or are currently breastfeeding their children. The initiation breastfeeding rate is down 8.2% from 52% in 2020 to 43.8% in 2021. The decline may be related to the pandemic and the waiver of physical presence – WIC families were not coming into the office to speak with breastfeeding peer helpers, which would have given them that one to one support that is very helpful for the continuation of breastfeeding.

Mahoning County WIC received referrals this quarter from the Mahoning Valley Pathways HUB, Help Me Grow and Alta Head Start. WIC referred clients to the Mahoning Valley Pathways HUB and Alta Head Start.

Scott Bolam

Spoke with a new customer regarding the wastewater system sampling project they had brought to us a few months ago. They are still planning to proceed with the project and are waiting for improved weather to start.

I did a presentation with the Ohio EPA on our groundwater monitoring program. This was a presentation for CEU credits for sanitarians and other licensed individuals. The focus was on our groundwater and solid waste, and we were approached to provide a presentation on our groundwater program. The event was held January 25th and was highly attended. It was a good opportunity to inform and educate other health departments and agencies about this unique program.

Dr. Kravec

Flu vaccines are important at this time of year. We are continuing to promote COVID vaccines as we know they don't prevent it, but they reduce the severity. Overall cases are dropping but slowly.

Ryan Tekac

Our CHA planning team continues to aggressively work on the CHA/CHNA. The survey is in the final stages to be completed by the end of this week and then there will be number of team members piloting the survey (we will be one of the pilots).

UNC will be cofacilitating community conversations to supplement data and I want to thank my fellow Health Commissioners as we have all agreed to narrow down the community conversations to the following sessions:

- People experiencing homelessness (one in each county)
- People living in rural areas (one in each county)
- Black community members (one in each county)
- LGBTQIA+ community members (combined)
- LatinX community members (combined)

In addition to the community conversations, there will be an identifying and gathering of existing data for Mahoning and Trumbull (secondary data) as this will be used to synthesize the data to assess trends and inequities. The primary data will be collected through 3,000 probabilities based (also known as random) sampling in each county. They will focus on areas that are associated with a High SVI number. The social vulnerability refers to the potential negative effects on communities caused by external stresses on human health and has been used to help identify communities that need support. By using the SVI they will include both underserved city and rural populations. We will also conduct a non-probability-based survey open to all adult residents and this will be a push to web approach using stakeholder networks and community outreach.

February and March is slated for analyzing all the data collected and narrowing down to 20-25 potential priority health issues and then further drilling down to identifying three to five priority health issues for planning and improvement.

I don't have previous experience with past CHA's, but I strongly feel this process has been conducted with additional voices added to the planning process. I want to thank Erica, Michelle and Tracy for their support and being part of the CHA planning team.

Late last week, the Biden Administration announced that it would begin a program to distribute at-home, rapid antigen COVID-19 tests for free through the United States Postal Service. The program officially launched on January 19, allowing residential households in the U.S. to order one set of 4 at-home tests at [covidtests.gov](https://www.covidtests.gov), which should ship within 7-12 days of ordering. The administration has said it will prioritize processing orders to zip codes that are experiencing a disproportionate share of COVID-19 cases and deaths. Additionally, the administration will also launch a call line for those who are unable to access the website to place orders.

This Friday I will be sitting down with the newly elected mayor of Campbell, Mayor Tedesco to discuss a continuance on our contracted services. In addition, I will meet with the City Manager of Canfield, Mr. Wade Calhoun to discuss the same matters. I look forward to building our relationship in learning about any issues of improvements within their cities. I want to thank Katie and members of the leadership team for providing me with current data that will be discussed in both meetings.

Thank you again to the leadership team and staff for all your hard work over the past year. I look forward to a successful working relationship in the year of 2022.

VI. 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) Dr. James Kravec, MD, FACP, Medical Director Services, \$48,000.00 (2-year contract)

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to approve the two-year contract with Dr. James Kravec as presented.

Motion carried unanimously.

- 2) Medical Record Services, LLC, HIPAA Security and Training, \$4,800.00

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to approve the contract with Medical Record Services LLC as presented.

Motion carried unanimously.

- 3) IATL, Laboratory Testing, \$2,500.00

MOTION

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

Motion carried unanimously.

- 4) ECMSI, Conference Room Computer, \$2,426.13
- 5) ECMSI, Time Clock Project, \$1,424.00
- 6) ECMSI, Windows License and Remote Desktop Server Upgrade, \$2,659.04

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the three contracts with ECMSI as presented.

Motion carried unanimously.

- 7) Youngstown City Health District, Public Health Workforce Grant, \$230,000.00
- 8) Youngstown City Health District, CN-22 Grant, \$111,006.00

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the two contracts with Youngstown City Health District as presented.

Motion carried unanimously.

- 9) Karen H. Larwin, PhD, HUB REEP Evaluator, \$8,000.00

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to approve the contract with Karen H. Larwin, PhD as presented.

Motion carried unanimously.

10) Aey Electric, Parking Lot Lighting and Security Upgrades, \$6,590.00

MOTION

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

Motion carried unanimously.

11) Lane Rowan Consulting, ODM Infant Mortality Grant Drafting & Support, \$4,250.00

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to approve the contract with Lane Rowan Consulting as presented.

Motion carried unanimously.

VII. Travel

A. Official Travel and B. Continuing Education

MOTION

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

Motion carried unanimously.

VIII. Personnel Actions

A. Appoint – Full-Time Secretary

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to appoint Janna Metzendorf as a full-time Secretary at the Year 1 level for her experience.

Motion carried unanimously.

B. Executive Session

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to go into Executive Session at 8:55 a.m.

Motion carried unanimously.

C. Exit – Executive Session

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to exit Executive Session at 9:45 a.m.

Motion carried unanimously.

IX. Adjournment

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to adjourn the meeting at 9:46 a.m.

Motion carried unanimously.

MAHONING COUNTY PUBLIC HEALTH

**PERSONNEL COMMITTEE MEETING
JANUARY 24, 2022
4:00 P.M.**

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

MINUTES

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

Staff present: Ryan Tekac
Ed Janik

Meeting called to order at 4:01 p.m.

At 4:03 p.m. Dr. Mosca 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 Mr. Perry.

Mr. Perry made a motion to leave executive session at 5:43 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 January 26, 2022.

A motion to adjourn was made by Mr. Mistovich, seconded by Mr. Perry at 5:45 p.m.

MAHONING COUNTY PUBLIC HEALTH

FINANCE COMMITTEE MEETING

January 25, 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 (via GoToMeeting)

Staff present: Ryan Tekac
Ed Janik

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

The Finance Committee reviewed the proposed budget changes, the resolution for the WPCLF agreement and the monthly financial reports as presented.

The Finance Committee will recommend approval of the following contracts at the next regularly scheduled MCPH meeting January 26, 2022:

Contracts:

- Dr. James Kravec, MD, FACP, Medical Director Services, \$48,000.00 (2-year contract)
- Medical Record Services, LLC, HIPAA Security and Training, \$4,800.00
- IATL, Laboratory Testing, \$2,500.00
- ECMSI, Conference Room Computer, \$2,426.13
- ECMSI, Time Clock Project, \$1,424.00
- ECMSI, Windows License and Remote Desktop Server Upgrade, \$2,659.04
- Youngstown City Health District, Public Health Workforce Grant, \$230,000.00
- Youngstown City Health District, CN-22 Grant, \$111,006.00
- Karen H. Larwin, PhD, HUB REEP Evaluator, \$8,000.00
- Aey Electric, Parking Lot Lighting and Security Upgrades, \$6,590.00
- Lane Rowan Consulting, ODM Infant Mortality Grant Drafting & Support, \$4,250.00

Meeting adjourned at 10:40 a.m.