

**Minutes of the
District Board of Health
Mahoning County
April 25, 2016
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on April 25, 2016 at 8:00 a.m. at the offices of the Mahoning County District Board of Health, 50 Westchester Drive, Youngstown, Ohio 44515.

I. Pledge of Allegiance

II. Roll Call

<u>Present</u>	<u>Absent</u>
Len Perry	Bev Fisher
Don Somers	
Margot Baird	

Staff Present: Ed Janik, Ryan Tekac, Erica Horner, Susan Kovach, Michelle Edison, Loretta Floyd-Pleas, Scott Bolam, Dr. Kravec, Julie Thompson, Patt Sweeney

Public Audience: Dave Mannion

III. Minutes

MOTIONS

Mr. Somers motioned, Mrs. Baird seconded to approve the minutes of the 3/23/16 Board meeting as presented.

Motion carried unanimously.

Mrs. Baird motioned, Mr. Somers seconded to approve the minutes of the 3/22/16 Personnel Committee meeting as presented.

Motion carried unanimously.

Mr. Somers motioned, Mrs. Baird seconded to approve the minutes of the 3/22/16 Finance Committee meeting as presented.

Motion carried unanimously.

IV. Reorganization of the Board

A. Election of Officers

MOTION

Mr. Perry motioned, Mrs. Baird seconded to elect Mr. Somers as president of the Board of Health.

On roll call the vote was as follows:

Mr. Perry	Yes
Mrs. Baird	Yes
Mr. Somers	Yes

MOTION

Mr. Somers motioned, Mrs. Baird seconded to elect Mr. Perry as vice president of the Board of Health.

On roll call the vote was as follows:

Mr. Somers	Yes
Mrs. Baird	Yes
Mr. Perry	Yes

B. _____ Committee Assignments

Mr. Perry asked for the committee assignments. It was decided that the Personnel Committee will consist of Mr. Perry and Mrs. Baird and the Finance Committee will consist of Mrs. Fisher and Mr. Somers.

C. _____ Schedule of Regular Meetings

MOTION

Mr. Perry motioned, Mr. Somers seconded to have the meetings change to the 3rd Wednesday of the month at 8:00 a.m. unless the Board needs to change that date.

Motion carried unanimously.

V. Old Business

A. _____ 2013, 2014 and 2015 Solid Waste Facility License – Central Waste

Mr. Tekac requested that the Board table the 2013, 2014 and 2015 Solid Waste Facility Licenses for Central Waste at this time.

MOTION

Mr. Perry motioned, Mrs. Baird seconded to table the license requests for Central Waste at this time.

Motion carried unanimously.

B. _____ Board Order #SW-BO-2016-001 – Kepp (Springfield Twp.)

Mr. Tekac explained that this order was brought before the Board last month and since then the owner has made enough progress that we are requesting an extension on his behalf to the order which was originally fifteen (15) days. We would like the order extended to be forty-five days.

MOTION

Mr. Perry motioned, Mrs. Baird seconded to approve the sanitarians recommendation for Board Order #SW-BO-2016-001 to be updated as requested:

Party has forty-five days to comply as long as progress continues to be made.

Motion carried unanimously.

VI. New Business

A. _____ Waste Water Division Policy and Procedure – Re-Plats with Household Sewage Treatment Systems

Mr. Tekac explained that the establishment of this policy will ensure that all Household Sewage Treatment Systems (HSTS) that are affected by a re-plat (lot division) are field inspected for functionality and verification of isolation distances to proposed property lines.

MOTION

Mr. Perry motioned, Mr. Somers seconded to approve the Waste Water Division Policy and Procedure - Re-Plats with Household Sewage Treatment Systems as presented:

Any property that is being affected by a re-plat that has a dwelling located on the property with a HSTS shall apply for an on-site inspection.

Motion carried unanimously.

VII. Reports

A. Committee

Mr. Somers reported that the Finance Committee met and reviewed the finances as well as the contracts for this agenda.

Mrs. Baird reported that the Personnel Committee met and will discuss their issues in Executive Session.

B. Division/Program

Ed Janik

All of our quarterly grant reports have been submitted for the quarter ending March 31st. Our state auditors have finished their audit and should have the report completed within a month or so. Patt and I attended the Auditor of State's fraud seminar in Canfield earlier this month and it was a really interesting seminar and very well attended.

Ryan Tekac

On April 14th, we had our rabies advisory committee meeting. We reviewed proposed changes to our regulations which will be brought before the Board for three readings. There was also discussion regarding the importance of public education. We participated again in YSU's Earth Day activities. This year we had a tri-fold poster showing the different programs that we conduct. We are going to be doing testing at Yellow Creek in Poland Village similar to what we did with Mill Creek Park last summer. We had our first rabies vaccination clinic on April 16th at Angels for Animals, we vaccinated 166 animals. There will be two more clinics this year.

Erica Horner

Marianne Evans and I attended ICS 300 and 400 training last week. Later this week and several days next week I will be attending Lean Ohio Boot Camp. Marianne Evans attended the Minority Health Baby Shower at the beginning of April and she will be attending a SIDS Reduction Workshop as well.

Susan Kovach

We held ICS 300 and 400 training here last week. At the beginning of April our staff and Youngstown City staff participated in the Northeast Central Ohio Regional Exercise. It was a two day exercise that went very well. The next day we were at YSU and supported them in a Point of Dispensing exercise. We received the \$15,000.00 MRC grant that we applied for so we will be able to develop MRC Epidemiology teams to help us in an outbreak situation. This is a three county grant and we will also be getting our HAM radio operators involved to create volunteer reception centers. The Department of Health and Human Services is cutting back our public health preparedness dollars to fund Zika preparedness efforts at the national level so ODH is allowing us to extend our Ebola monies until June of next year and to use those funds for mosquito protection. Ryan and I have been working on a public education campaign as well as purchasing a stronger larvicide and since the monies extend until next June, we are saving some money now to use for next summer as well.

Michelle Edison

We have completed a second Care Coordination Systems training with the new tablets. The Care Coordinators have the tablets and will be using them to enroll the clients. On May 3rd, we will have our second Pathways model training, which is the strategy the HUB uses to address the barriers that our clients experience. The webinar will be led by Dr. Redding, model developer. As of this past Friday, we officially have 13 clients enrolled in the data entry system, five to seven who are still pending and the care coordinators are transitioning from the paper enrollment to the new system. We will hold a workshop titled "Building Cross-Cultural Competence in Health Care" on May 19th. The workshop will be led by the Multiethnic Advocates for Cultural Competence. The HUB has been participating in local events to get to know the community and so the community can get to know us. Today representatives from the Ohio Commission on Minority Health will be here to do a site visit.

Loretta Floyd-Pleas

Michelle came out to our WIC staff meeting earlier this month to discuss the HUB with our staff members who will be a good referral source. We have six students in the dietetic program at YSU working with us. We are currently celebrating literacy month. ODH has developed posters about Zika which we have posted in each of our clinic sites. We plan to have several of our staff members attend the Everyday Democracy meeting at Mill Creek Park on April 28th. We are continuing with our 5 A's smoking surveys. This year we are planning our Breastfeeding Awareness Program which will be held August 12th. Our theme is going to be Working Together for Breastfeeding Success. We are going to have a lot of vendors involved in this, making it a very nice affair.

Scott Bolam

Last week we had two EPA audits for our drinking water certifications; microbiology, trace metals and our wet chemistry parameters. Everything went well, Janine and I were recertified and Chris Novak, our lab assistant, was certified for the first time. The EPA has made some changes to their sampling protocols for total coliform. The lead activity continues; the number of samples from Sebring has decreased but we are getting samples from other places as well. Trumbull County is in full swing with their O&M program already – they have four sanitarians collecting samples this year.

Dr. Kravec

Thank you for having me here and for the welcome I have received, it is appreciated. I will be coming periodically, at Patt's invitation, to the staff meetings; the first of which will be this Friday. I have been working with the public health nurses who call when the need arises.

Patt Sweeney

As Michelle mentioned, representatives from the Ohio Commission on Minority Health are coming to do a site visit today and CityMatCH is coming for their site visit as well. We have not yet heard about our application for Medicaid funding. If the application is successful, we will be able to dramatically expand access to services for pregnant women. With the legislative activity that took place earlier this year, as of May 23rd, no Ohio Department of Health funding can be distributed to any organization in the state that either provides or supports non-therapeutic abortions. We currently receive \$150,000 annually from ODH to support the Ohio Infant Mortality Reduction Initiative (OIMRI). This funding goes directly to Planned Parenthood and has for the last 24 years. Due to the change in state law, this is no longer allowed. For the last three weeks I have been having conversations with the Ohio Department of Health about what options exist to enable the community to continue to receive OIMRI support. We will have two YSU undergraduate students as interns this summer working on special projects and shadowing through all the divisions. We will also have MCCTC summer training program students with us again.

VIII. Approval of Monthly Expenses

A. Monthly Expenses

MOTION

Mr. Somers motioned, Mrs. Baird seconded to approve the monthly expenses as presented.

Motion carried unanimously.

B. Contracts

1) Dynasil Products, Source Replacement for Lead in Paint Analyzer, \$2,880.00

MOTION

Mr. Somers motioned, Mrs. Baird seconded to approve the contract with Dynasil Products as presented.

Motion carried unanimously.

2) Multiethnic Advocates for Cultural Competence, Cultural Competency Training, \$1,650.00

MOTION

Mr. Somers motioned, Mrs. Baird seconded to approve the contract with Multiethnic Advocates for Cultural Competence as presented.

Motion carried unanimously.

3) Barlow Design, Pathways HUB Marketing Materials, \$2,030.00

MOTION

Mr. Perry motioned, Mr. Somers seconded to approve the contract with Barlow Design as presented.

Motion carried unanimously.

4) Redlich Transmission, Transmission Replacement Fleet Vehicle, \$2,550.00

MOTION

Mr. Somers motioned, Mrs. Baird seconded to approve the contract with Redlich Transmission as presented.

Motion carried unanimously.

IX. Travel

A. Official Travel and B. Continuing Education

MOTION

Mr. Somers motioned, Mrs. Baird seconded to approve the Official Travel and Continuing Education as presented.

Motion carried unanimously.

X. Personnel Actions

A. Executive Session

MOTION

Mrs. Baird motioned, Mr. Perry seconded to go into Executive Session to discuss personnel matters at 8:45 a.m.

Motion carried unanimously.

B. Exit Executive Session

MOTION

Mr. Perry motioned, Mrs. Baird seconded to exit Executive Session.

Motion carried unanimously.

C. Resignation and Retirement – Teresa Kilbert and Nancy Wloch

MOTION

Mr. Perry motioned, Mr. Baird seconded to accept the resignation of Teresa Kilbert and retirement of Nancy Wloch as presented.

Motion carried unanimously.

D. Appoint – Part-Time Public Health Nurses

MOTION

Mr. Perry motioned, Mrs. Baird seconded to appoint Heather Constantino and Amie Widrig as part-time public health nurses at the step two wage as presented.

Motion carried unanimously.

E. Post/Advertise – Part-Time WIC Health Assistant

MOTION

Mr. Somers motioned, Mr. Perry seconded to post/advertise for a part-time WIC health assistant as presented.

Motion carried unanimously.

F. OIMRI

MOTION

Mr. Perry motioned, Mr. Somers seconded to approve discussion with the Union about bringing the OIMRI program and its staff into MCDBOH until September 30th, 2016 due to the action taken by the Ohio Legislature.

XI. Adjournment

MOTION

Mr. Perry motioned, Mr. Somers seconded to adjourn the meeting.

Motion carried unanimously.

DISTRICT BOARD OF HEALTH
MAHONING COUNTY

BOARD OF HEALTH FINANCE COMMITTEE MEETING
APRIL 20, 2016
4:00 P.M.

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

MINUTES

The meeting was called to order at 4:05 p.m.

Pledge of Allegiance

Board members present: Don Somers
 Bev Fisher

Staff members present: Patt Sweeney
 Ed Janik

Mr. Janik reviewed the financial reports. Particular attention was paid to the billing decline in the BCMH program.

Staffing needs in the Nursing and Community Health Division were discussed.

The Finance Committee discussed the following new business items for the Board of Health meeting:

- Building security and the proposed solutions and costs were reviewed. The Board requested follow-up with a firm specializing in building security.

The following contracts were reviewed and will be recommended for acceptance at the April 25, 2016 Board of Health Meeting:

- Dynasil Products, Source Replacement for Lead in Paint Analyzer, \$2,880.00
- Multiethnic Advocates for Cultural Competence, Cultural Competency Training, \$1,650.00
- Barlow Design, Pathways HUB Marketing Materials, \$2,030.00

The meeting was adjourned at 5:25 PM

DISTRICT BOARD OF HEALTH
MAHONING COUNTY

BOARD OF HEALTH PERSONNEL COMMITTEE MEETING
April 20, 2016
8:00 a.m.

Mahoning County District Board of Health
50 Westchester Drive
Youngstown, Ohio 44515

MINUTES

Board members present: Mr. Len Perry
Mrs. Margot Baird

Staff present: Patricia Sweeney
Ed Janik

Meeting called to order at 8:04 a.m.

Pledge of Allegiance made.

Roll call conducted.

At 8:07 a.m. a motion to enter into Executive Session to discuss personnel matters was made by Mr. Perry and seconded by Mrs. Baird.

A motion to exit Executive Session was made by Mrs. Baird and seconded by Mr. Perry at 9:00 a.m.

Motion to adjourn was made by Mr. Perry seconded by Mrs. Baird at 9:04 a.m.