

**Minutes of the
District Board of Health
Mahoning County
February 10, 2016
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on February 10, 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

Present

Margot Baird
Dr. Lisa Weiss
Bev Fisher

Absent

Len Perry
Don Somers

Staff Present:

Ed Janik, Ryan Tekac, Susan Kovach, Chris Cunningham, Michelle Edison, Scott Bolam, Loretta Floyd-Pleas, Denise Walters, Shannon Miller, Julie Thompson, Patt Sweeney

Public Audience:

Dave Mannion, Michael Heher, Jasmine Monroe (WFMJ), Christina Mullen (WKBN)

III. Minutes

MOTIONS

Dr. Weiss motioned, Mrs. Fisher seconded to approve the minutes of the 1/11/16 Board meeting as presented.

Motion carried unanimously.

Dr. Weiss motioned, Mrs. Fisher seconded to approve the minutes of the 1/7/16 Personnel Committee meeting as presented.

Motion carried unanimously.

Mrs. Fisher motioned, Dr. Weiss seconded to approve the minutes of the 1/8/16 Finance Committee meeting as presented.

Motion carried unanimously.

IV. 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

Mrs. Fisher motioned, Dr. Weiss seconded to table the license requests for Central Waste at this time.

Motion carried unanimously.

V. New Business

A. Operation and Maintenance Inspection Fee Request – W. Western Reserve Road

Mr. Tekac explained that there is a customer on West Western Reserve Road who is enrolled in our O&M program. He requested to address the Board but is not here. Mr. Tekac further explained our process and that the homeowner is in receipt of our letters notifying him that an inspection would be conducted if he did not obtain a service contract. Ample time was given for him to contact us requesting a brief extension if he was changing service providers but our office was not contacted and he is now requesting the inspection fee be waived.

Dr. Weiss thanked Mr. Tekac for his input and said the Board would take it all under consideration and issue a decision. (please see below)

B. Solid Waste Management District Contract

Mr. Janik explained that this is our agreement for services with the Solid Waste Management District for the same amount as last year, which is \$220,067.00.

MOTION

Mrs. Fisher motioned, Dr. Weiss seconded to approve the contract with the Solid Waste Management District as presented.

Motion carried unanimously.

C. Cuyahoga County Board of Health Agreement

Mrs. Sweeney explained that this is a contract with the Cuyahoga County Board of Health. They are in receipt of funds for a violence prevention program and they have reached out to us and asked us if we would be interested in utilizing additional funds. We are going to use the \$15,000.00 to create a neonatal abstinence syndrome task force, which is part of our community health improvement plan.

MOTION

Mrs. Fisher motioned, Dr. Weiss seconded to approve the contract with the Cuyahoga County Board of Health as presented.

Motion carried unanimously.

D. Proposed Fee Change – Yellow Fever Vaccine

Mr. Janik explained that our cost from the manufacturer has increased and we are requesting this increase to cover our cost to purchase the vaccine.

MOTION

Dr. Weiss motioned, Mrs. Fisher seconded to approve the Yellow Fever Vaccine fee change from \$135.00 to \$160.00 as presented.

Motion carried unanimously.

E. Sebring Water Event

Mrs. Sweeney recapped the events of the last few weeks regarding the lead in drinking water situation in Sebring. Changes occurred in the water system which caused the leaching of lead from pipes into the water in some homes and was identified through routine monitoring required by the Ohio EPA. Our agency responded by working with the Ohio Department of Health by providing blood lead level screening clinics, our lab has performed the analyzation of all of the water being tested from Sebring.

VI. Reports

A. Committee

Mrs. Fisher reported that the Finance Committee met and reviewed the contracts for this agenda.

Dr. Weiss reported that the Personnel Committee met and will discuss their issues in Executive Session.

B. Division/Program

Ed Janik

This is the time of year that we do our financial report to share in our annual report as well as with the District Advisory Council. The PHEP grant has permitted us to charge employee time for those who are involved with the Sebring Water Event to the grant.

Ryan Tekac

I would like to commend our staff for stepping up outside of their regular work hours to assist with the Sebring Water Event. There were restaurants involved that we needed to test as well. Our food program staff will be finishing up their inspections over the next two weeks.

Susan Kovach

As mentioned, we were able to use the PHEP grant for supplies and employee time and we were able to implement some incident command. Doing so helped us to realize that with staff turnover, there were some who needed training so we will be holding ICS 300 and 400 training here in April. The PHEP grant for 2016-2017 is due February 29th so I am working with Kathy on putting that together. We have sent two blast faxes regarding Zika virus to our physicians.

Chris Cunningham

The Nursing Division has been actively involved in the Sebring Water Project. Three separate screening clinics were arranged; two as walk-in clinics and one by appointment. A total of 231 clients were screened with six resulting in elevated levels. All results were submitted to ODH and follow up was conducted. The nursing staff did a great job in responding to this need and they should be commended for their efforts.

We submitted both program reports for the IAP and CFHS grants. We scored well with the IAP grant and have already met with the Fiscal Department to arrange a system for this new deliverable monthly billing. We were notified yesterday of some changes to the CFHD grant, primarily the date of the grant. The current grant period will be extended through 9/30/16, so that 10/1/16 will start the new year. The RFP is anticipated in April or May. Also of note is that the OIMRI will be removed from this grant and will be offered as its own grant. We are also in the process of moving forward with Stericycle to assist in setting up our clinics for an automated reminder/recall system for appointments. We just finished MAC week and will be forwarding the hits to Ed to then review against the time sheets.

Michelle Edison

The Mahoning County Pathways HUB is soon to be up and running. We had training on Monday with our Care Coordination Agencies, principal care coordinators that will be engaging all the clients, and the HUB staff. We were fortunate to have Dr. Sarah Redding, who created the HUB model, come to train us on the pathways. I was able to go to training at our mentor HUB in Toledo to see how a three year old HUB operates and it was truly beneficial.

Scott Bolam

Right now, lead testing is the top priority for the Lab; we have been extremely busy with that. I would like to commend my staff for being able to respond during this incident. The work load is well above the normal level of work that we see and we have been able to develop a system to keep all the samples coming in and getting processed quickly. The situation has raised the awareness of lead for people in general so we have seen an increase in contacts requesting information about lead testing.

Loretta Floyd-Pleas

We started our Smoke Free Families program the first of February and we are conducting an assessment of someone's readiness to discontinue smoking. We know smoking is an increased risk for infant mortality and in addition to that we continue to do our assessment on alcohol use. We are gearing up for our YSU students to come in and start our breastfeeding barriers screening. March is National Nutrition Month and we will be celebrating on March 4th at the YWCA in Youngstown.

Patt Sweeney

I would like to introduce Shannon Miller, our new Infant Mortality Coalition Coordinator who will be working with the M/Y Baby's 1st Coalition. This is the time of year for all reporting for the Ohio Department of Health so we are completing the annual financial reporting and the quality improvement reporting which is due by March 1st. There has been an increase in interest in our Cribs for Kids program, we have been contacted by multiple media outlets and Chris will be doing a presentation on the morning show Friday morning. We are receiving media requests regarding Zika virus and we are sharing all information being provided to us from the Ohio Department of Health. They are now recommending that asymptomatic pregnant women be tested if they have traveled to areas with active Zika transmission. As part of the Solid Waste Management District meeting yesterday, we discussed tires and standing water and they will be looking for grants to increase recycling drives.

VII. Approval of Monthly Expenses

A. Monthly Expenses

MOTION

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

Motion carried unanimously.

B. Contracts

1) Keynote Media Group, 2015 Annual Report, \$1,888.47

MOTION

Mrs. Fisher motioned, Dr. Weiss seconded to approve the contract with Keynote Media Group as presented.

Motion carried unanimously.

2) Tracy McNally, Janitorial Services, \$13,500.00

MOTION

Mrs. Fisher motioned, Dr. Weiss seconded to approve the contract with Tracy McNally as presented.

Motion carried unanimously.

3) ECMSI, IT Services Contract Addendum – Year Two Increase of \$3,300.00

MOTION

Mrs. Fisher motioned, Dr. Weiss seconded to approve the contract addendum with ECMSI as presented.

Motion carried unanimously.

4) Care Coordination Systems, LLC, Pathways HUB Software and Training,
\$35,500.00

MOTION

Dr. Weiss motioned, Mrs. Fisher seconded to approve the contract with Care Coordination Systems, LLC as presented.

Motion carried unanimously.

VIII. Travel

A. Official Travel and B. Continuing Education

MOTION

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

Motion carried unanimously.

*****DECISION ON NEW BUSINESS – W. WESTERN RESERVE ROAD**

Mrs. Fisher recommended that Mr. Tekac write a letter to the homeowner that the Board has reviewed the request and decided to uphold the decision that the inspection fee remains.

IX. Personnel Actions

A. Executive Session

MOTION

Dr. Weiss motioned, Mrs. Fisher seconded to go into Executive Session to discuss personnel matters at 8:55 a.m.

Motion carried unanimously.

B. Exit Executive Session

MOTION

Mrs. Fisher motioned, Dr. Weiss seconded to exit Executive Session at 9:30 a.m.

Motion carried unanimously.

C. Resignation – Chris Cunningham

Dr. Weiss motioned, Mrs. Fisher seconded to accept the resignation of Chris Cunningham with regrets.

Motion carried unanimously.

D. Appoint – Interim Director of Nursing

MOTION

Mrs. Fisher motioned, Dr. Weiss seconded to appoint Marianne Evans as Interim Director of Nursing.

Motion carried unanimously.

E. Authority to Act

MOTION

Mrs. Fisher motioned, Dr. Weiss seconded to give the Health Commissioner the authority to act on insurance decisions on behalf of the Board.

Motion carried unanimously.

X. **Adjournment**
MOTION

Mrs. Fisher motioned, Dr. Weiss seconded to adjourn the meeting at 9:40 a.m.

Motion carried unanimously.

DISTRICT BOARD OF HEALTH
MAHONING COUNTY

BOARD OF HEALTH FINANCE COMMITTEE MEETING
FEBRUARY 3, 2016
2:30 P.M.

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

Minutes

The meeting was called to order at 2:35 p.m.

Pledge of Allegiance

Board Members Present: Mr. Somers and Mrs. Fisher
Staff present: Patt Sweeney, Ed Janik

Mr. Janik verbally reviewed the financial position of the department. No financial reports were available from the County at the time of the meeting.

Pending changes in Mahoning County employee Health Insurance plans were reviewed.

Mr. Janik presented several proposed contracts for discussion. At the next scheduled meeting of the Mahoning County District Board of Health the Finance Committee will recommend approval of the following contracts:

- Keynote Media Group, 2015 Annual Report, \$1,888.47
- Tracy McNally, Janitorial Services, 50 Westchester Drive, \$13,500.00

Patt Sweeney discussed needed IT enhancements e.g., secure email and email archiving with the Finance Committee. The committee asked for a formal proposal from ECMSI.

Meeting adjourned at 3:50pm.

DISTRICT BOARD OF HEALTH
MAHONING COUNTY

BOARD OF HEALTH PERSONNEL COMMITTEE MEETING
February 3, 2016
8:00 a.m.

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

MINUTES

Board members present: Mrs. Margot Baird
Dr. Lisa Weiss

Staff present: Patricia Sweeney
Ed Janik

Meeting called to order at 8:01 a.m.
Pledge of Allegiance made.
Roll call conducted.

At 8:05 a.m. a motion to enter into Executive Session to discuss personnel matters and labor/management issues was made by Dr. Weiss and seconded by Mrs. Baird.

A motion to exit Executive Session was made by Mrs. Baird and seconded by Dr. Weiss at 9:15 a.m.

Motion to adjourn was made by Mrs. Baird, seconded by Dr. Weiss at 9:20 a.m.