

**Minutes of the
District Board of Health
Mahoning County
January 11, 2016
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on January 11, 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	
Dr. Lisa Weiss	

Staff Present: Ed Janik, Ryan Tekac, Chris Cunningham, Loretta Floyd-Pleas, Susan Kovach, Michelle Edison, Genevieve Bufano, Tracy Styka, Julie Thompson, Patt Sweeney

Public Audience: Dave Mannion, Michael Heher

III. Minutes

MOTIONS

Mrs. Baird motioned, Mr. Somers seconded to approve the minutes of the 12/18/15 Board meeting as presented.

Motion carried unanimously.

Dr. Weiss motioned, Mrs. Baird seconded to approve the minutes of the 12/16/15 Personnel Committee meeting as presented.

Motion carried unanimously.

Mr. Somers motioned, Dr. Weiss seconded to approve the minutes of the 12/14/15 Finance Committee meeting as presented.

Motion carried unanimously.

IV. Special Requests/Subdivision Requests/Board Orders/Holding Tank Requests

A. Special Request #EH-SR-16-01 – Linde Hydraulics (Green Twp.)

Ms. Bufano explained that this is a variance request for Linde Hydraulics. They want to have two hauled water tanks inside their building. The code is written for the tanks to be outside so a variance is required to have them inside. They have a well that is failing so they are bringing in hauled water. The purpose of having them inside is to make them easier to maintain service and assess as well as making them more secure. This water is not for drinking and signage is posted reflecting this.

MOTION

Mr. Somers motioned, Mrs. Baird seconded to approve the recommendation of the sanitarian as presented:

- Recommend installing hauled water tanks, installed inside with clearance of Board of Health Variance.
- Having risers put in place on another level of protection to prevent contamination
- Water supply; Jefferson County Municipal Water
- Water transport registered water hauler

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

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

Motion carried unanimously.

VI. Reports

A. Committee

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

Mr. Somers reported that the Finance Committee met and reviewed the end of the year finances and contracts for this agenda.

B. Division/Program

Ed Janik

As Don mentioned, we looked at a closeout of our 2015 numbers at the Finance Committee meeting. All reports have been issued by the Auditor's office. I would like to thank the Fiscal staff for their quick turnaround in getting these reports ready for today's meeting. The 2016 budgets have been loaded online and we are operating as normal. All the quarterly grant reports for the ODH grants have been completed and submitted this past week.

Ryan Tekac

The WPCLF funding has been approved and we will receive \$300,000.00 to replace/repair failing sewage treatment systems. The sewage program will start the state mandated 12 month follow-up inspections this year for any systems that were installed last year. The food staff continues working to finish their inspections for the licensing year that ends February 29th.

Susan Kovach

The PHEP mid-year report will be submitted this week. Our new grant will come out by the end of January – this is the last year of the continuation grant. Next year it will be competitive. Regarding the Ebola grant; now that transportation is taken care of, we are moving on to isolation and quarantine and Patt has a letter out to the Prosecutor's office for an official opinion on the Board of Health's role and the County Commissioners role in isolation and quarantine. Starting next week, three of our sanitarians are going to start working with me on PHEP grant responsibilities.

Chris Cunningham

The IAP grant yearly report is due on January 15th, Theresa Kilbert and Debbie Moss are assisting in completing their sections of the report. The CFHS mid-year report is due February 1st. We are setting up tools that will assist us in reporting some of the detailed information that the grants are asking for. The secretaries are collecting data and assisting in the utilization of these tools. The TB clinic has been busy providing direct observation therapy to two active population cases as well as the incarcerated case. As part of our performance management, the nurses are starting to complete their daily time sheets through HDIS. This will allow for data associated with their time to be collected and reports generated on such. We are somewhat down a nurse as Nancy is assisting in caring for her daughter who is hospitalized. The nurses have been gracious to assume extra responsibilities to assist in meeting needs. We did receive notification from the Struthers Police Department that they used a Project Dawn Naloxone Kit and experienced a successful reversal of the overdose.

Loretta Floyd-Pleas

The WIC program has been invited to become part of the Ohio Smoke Free Family Program which focuses on information and helping people to make different choices if they are tobacco users. We are kicking off our breastfeeding support group again today at our Boardman clinic site.

Patt Sweeney

Introduced Michelle Edison, our new HUB Coordinator. Michelle will be doing all of the coordination for the Mahoning County Pathways HUB; working directly with our community agencies who hire community health workers, she will work with them and put clients through pathways to improve outcomes for clinical and social and behavioral health. We have a goal of 50 women in our first seven months and 125 in our second year. We are preparing to leave for a mandatory three day training which starts tomorrow. There is a group of Health Commissioners and Environmental Health Directors across the state who are interested in seeing what data we can get out of HDIS to help support our performance management program so we've started meeting to start that planning. All of the members of the QI Council have applied for scholarships to attend Lean Ohio Boot Camp which is training for Six Sigma Quality Improvement program. We have gone through a series of interviews for an Infant Mortality Coalition Coordinator, there were two final candidates who met with Mercy Health staff and Chris Cunningham last week and they have narrowed it down to a candidate they would like to see the BOH hire.

VII. 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) Lake Business Products, WIC Copier Maintenance, \$3,200.00 (two year contract)

MOTION

Mr. Somers motioned, Dr. Weiss seconded to approve the contract with Lake Business Products as presented.

Motion carried unanimously.

2) Abbott Point of Care, Blood Chemistry Analyzer Maintenance Contract , \$1,500.00

MOTION

Mrs. Baird motioned, Mr. Somers seconded to approve the contract with Abbott Point of Care as presented.

Motion carried unanimously.

3) Re-Approval of Vehicle Purchase for Plumbing and C & DD Vehicles, \$7,500.00 per vehicle

MOTION

Mr. Somers motioned, Dr. Weiss seconded to re-approve the purchase of two vehicles not to exceed \$15,000.00 as presented.

Motion carried unanimously.

VIII. Board Continuing Education

A. Diabetes Empowerment Education Program

Mrs. Styka gave a 30 minute presentation regarding the Diabetes Empowerment Education Program that we are implementing for the community. A copy of the slides from the presentation is attached to these minutes. The presentation was followed by a 15 minute question and answer period.

IX. Personnel Actions

A. Executive Session

MOTION

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

Motion carried unanimously.

B. Exit Executive Session

MOTION

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

Motion carried unanimously.

C. Authority to Appoint –Infant Mortality Coalition Coordinator

Mrs. Baird motioned, Dr. Weiss seconded to give the Health Commissioner the authority to appoint an Infant Mortality Coalition Coordinator.

Motion carried unanimously.

D. Post – Full-Time Secretary

MOTION

Mr. Somers motioned, Mrs. Baird seconded to post a full-time Secretary position in the Nursing Division

Motion carried unanimously.

E. Tuition Assistance Request – Kaitlin Hill

MOTION

Mr. Somers motioned, Mrs. Baird seconded to approve the tuition assistance request for Kaitlin Hill according to our policies.

Motion carried unanimously.

F. Vacation – Health Commissioner 2/16-19

MOTION

Mr. Somers motioned, Mrs. Baird seconded to approve the vacation for the Health Commissioner 2/16-19 as presented.

Motion carried unanimously.

G. Appoint – Medical Director

MOTION

Mr. Somers motioned, Mrs. Baird seconded to appoint Dr. James Kravec as Medical Director.

Motion carried unanimously.

X. **Adjournment**

MOTION

Mr. Somers motioned, Mrs. Baird seconded to adjourn the meeting at 9:35 a.m.

Motion carried unanimously.

DISTRICT BOARD OF HEALTH
MAHONING COUNTY

BOARD OF HEALTH FINANCE COMMITTEE MEETING
JANUARY 8, 2016
3:00 P.M.

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

MINUTES

The meeting was called to order at 3:06PM
Pledge of Allegiance

Board members present: Don Somers
 Len Perry

Staff members present: Patt Sweeney (by phone)
 Ed Janik

Mr. Janik reviewed the financial reports

Mrs. Sweeney discussed workforce needs related to Nursing and Community Health division secretarial workload.

Mr. Janik presented several contracts for review. The Finance Committee will recommend the approval of the following contracts during the next Board of Health Meeting.

- Lake Business Products, WIC Copier Maintenance, \$3,200.00 (two year contract)
- Abbott Point of Care, Blood Chemistry Analyzer Service Agreement, \$1,500.00

The meeting was adjourned at 3:48 PM

DISTRICT BOARD OF HEALTH
MAHONING COUNTY

BOARD OF HEALTH PERSONNEL COMMITTEE MEETING
January 7, 2016
7:30 a.m.

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

MINUTES

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

Staff present: Patricia Sweeney (phone)
Ed Janik

Meeting called to order at 10:10 a.m.
Pledge of Allegiance made.
Roll call conducted.

At 10:16 a.m. a motion to enter into Executive Session to discuss personnel matters and labor/management issues was made by Mr. Perry and seconded by Mrs. Baird.

A motion to exit Executive Session was made by Mr. Perry and seconded by Mrs. Baird at 10:55 a.m.

Motion to adjourn was made by Mr. Perry, seconded by Mrs. Baird at 10:56 a.m.