

**Minutes of the
District Board of Health
Mahoning County
March 23, 2016
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on March 23, 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>
Don Somers	Len Perry
Dr. Lisa Weiss	Margot Baird
Bev Fisher	

Staff Present: Ed Janik, Ryan Tekac, Michelle Edison, Scott Bolam, Loretta Floyd-Pleas, Dave Fetchko, Julie Thompson, Patt Sweeney

Public Audience: Dave Mannion, Michael Heher

III. Minutes

MOTIONS

Mrs. Fisher motioned, Mr. Somers seconded to approve the minutes of the 2/10/16 Board meeting as presented.

Motion carried unanimously.

Mr. Somers motioned, Dr. Weiss seconded to approve the minutes of the 2/3/16 Personnel Committee meeting as presented.

Motion carried unanimously.

Mrs. Fisher motioned, Mr. Somers seconded to approve the minutes of the 2/3/16 Finance Committee meeting as presented.

Motion carried unanimously.

IV. Reorganization of the Board

The Board tabled the reorganization until next month.

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

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

Mr. Fetchko explained that the property owner has failed to remove the solid waste, scrap tires and demolition debris on the property which is creating a public health nuisance. The owner came to the Health Commissioner's Hearing but did not comply with the agreement reached during the hearing.

MOTION

Mrs. Fisher motioned, Dr. Weiss seconded to approve the sanitarians recommendation for Board Order #SW-BO-2016-001 as presented:

An order requiring the party to remove and properly dispose of all solid waste, scrap tires, and C&DD and declaring the present condition a public health nuisance. Party has fifteen (15) days to comply.

Motion carried unanimously.

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

Motion carried unanimously.

VII. New Business

A. Household Sewage Treatment System Installer – Special Condition of Registration

Mr. Tekac explained that back in 2006 the Board set conditions on Mr. Eaken's installer registration due to documented performance deficiencies. The 2015 state sewage rules now address three of the conditions on the registration, which leaves two additional conditions that may be placed on our registration. After discussion with our legal counsel the condition of notifying the Board of Health 24 hours prior to excavation should still be a condition that is placed on Mr. Eaken's registration. A certified letter has been mailed to Mr. Eaken informing him of the condition and requiring a written agreement to the condition be submitted to the Board of Health before his registration can be completed.

After further discussion it was recommended to increase the notification time to 48 hours prior to installation to accommodate both the installer and staff scheduling in the event the system shall be installed on a weekend.

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to accept the recommendation for the special condition of registration with the increase to no less than 48 hours' notice prior to excavation.

Motion carried unanimously.

B. Agreement for Services – Columbiana County General Health District

Mr. Janik explained that this is a renewal of our contract with Columbiana County to provide them with the services of a plumbing inspector in the event that they do not have an inspector available.

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to approve the agreement for services with the Columbiana County General Health District as presented.

Motion carried unanimously.

C. 2016 Water Pollution Control Loan Fund Agreement

Mr. Tekac explained that this is the resolution that needs passed by our Board and sent to the Ohio EPA designating an individual responsible for entering into and managing the WPCLF program.

MOTION

Dr. Weiss motioned, Mr. Somers seconded to approve the 2016 Water Pollution Control Loan Fund Agreement as presented.

Motion carried unanimously.

D. Medicaid Grant Proposal

Mrs. Sweeney explained in December of last year, the Ohio Department of Medicaid made available to the Ohio Equity Institute Community \$14 million dollars for fiscal year 2016 and \$14 million dollars for fiscal year 2017 to fulfill the wish list of what you absolutely have to do in the community to reduce infant mortality. Our M/Y Baby's 1st Committee got together and has developed a proposal to Medicaid that is currently going to ask for \$1.7 million dollars. That may change through further conversation. The three large hurdles identified by the team as true barriers to reducing infant mortality are limited programs, transportation and child care. There are still a lot of things to work out but we will continue to meet and find the answers to our questions from Medicaid.

E. Mahoning County Pathways Community HUB Policies and Procedures

Mrs. Edison explained that these are the policies and procedures for the HUB and how the HUB will operate. Specifically how it will deal with referrals and how it will work with the community health workers, and quality improvement.

MOTION

Dr. Weiss motioned, Mrs. Fisher seconded to approve the Mahoning County Pathways HUB Policies and Procedures as presented.

Motion carried unanimously.

F. Renewal of Contracts for Services – Cities of Campbell and Canfield

Mrs. Sweeney explained that our contracts for services with both cities expire in December of this year and she has met with the Mayor Phillips of Campbell and Mr. Joe Warino, the City Manager of Canfield and both have expressed complete satisfaction with the services provided by the Mahoning County District Board of Health. They have both signed new three year agreements which will be acted on by the District Advisory Council at the meeting tomorrow.

VI. Reports

A. Committee

Mrs. Fisher reported that the Finance Committee met and reviewed the finances as well as 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

The State Auditors are here performing our 2015 fiscal audit. We are working on a reallocation of the current PHEP budget to include the Sebring activities regarding lead in drinking water. The PHEP 2017 grant application has been submitted. The Ebola contract that we have through Summit County is allowing us to include zika activities. Finished all of our state subsidy reports last month.

Ryan Tekac

The food program staff has completed 100% of their inspections for the 2015 licensing year. The waste water staff is beginning their required 12 month inspections for any systems installed last year. This month there are 12 systems which need to be inspected. So far three have been done and all are functioning properly. There is a Rabies Advisory Committee meeting scheduled for April 14th, 2016 and one of the items for discussion is proposed changes to the regulations. We will be conducting our first of three rabies vaccination clinics on April 16th at Angels for Animals. There are seven staff members who have graduated from Lean Ohio training; myself, Julie Thompson, Diane Zagorsky, Loretta Floyd-Pleas, Patt Sweeney, Drew Stefan and Susan Kovach. We received scholarships to attend the training and received valuable information for process improvement, not just for our quality improvement team but for our divisions as well. Ed Janik, Scott Bolam, John Hallas and our new Director of Nursing will be attending Lean Ohio training in April.

Michelle Edison

The HUB is having a soft start this week – we will be starting enrollment. We have received a grant from the Youngstown Foundation to purchase android tablets and accessories for the HUB. Once we get the tablets we will have care coordinator training and will be doing paper enrollments until then. I am heading to Columbus today to participate in the Minority Health Month Expo. There will be culturally and linguistically appropriate services training offered in May. The three hour training will be conducted by Multiethnic Advocates for Cultural Competence, Inc.

Loretta Floyd-Pleas

Currently we have Youngstown State students who have been with us for several weeks. We are working on a Lean Ohio project of our own; improving clinic flow. Mrs. Dhillon submitted a poster to the National WIC Association; they are holding a conference in Cincinnati in May and her poster on breastfeeding support will be displayed there. March is National Nutrition Education month and we held a family and children's nutrition education session at the YWCA. We plan to participate in the M/Y Baby's 1st one year celebration and also the baby shower. In April we will be celebrating Literacy Month and the peer helpers will be reading with the little ones and we are hoping to be able to provide the families with books to take home.

Scott Bolam

The Sebring testing is tapering off; we are at about 1,700 samples since this has begun – not all the samples are from Sebring. We have done some testing from Oak Hill and worked with the Youngstown City Health District. The Youngstown City School District has contacted us to inquire about testing as well. In addition to all the lead activity, Trumbull County Health Department has already started their O & M testing so we are working on those samples as well.

Patt Sweeney

The Department of Health and Human Services and the Federal Government are taking the allocation that had originally been awarded to PHEP for Ebola and other special pathogens; they are taking a chunk of that out and are using the federal dollars for zika. Budgets that we have already submitted for approval for fiscal year 2017 are now in jeopardy of up to 10% in Ohio. We submitted the proposal but it is likely that that will change. Director Hodges came to meet with the Northeast Region of AOHC on March 4th. His presentation was about the future of public health in Ohio and the population health plan that the Ohio Department of Health and the Health Transformation Office has put forth for Ohio. They are making proposals for legislative change that requires hospitals and public health departments to commit to the same cycle for community health improvement plans. Mandatory accreditation was another topic that was discussed at length. Public Health Week is in April and we are doing a social media campaign of selfies of us doing

our work and showing what public health does. We are meeting with Saadey Management today to discuss options for improving building safety.

Marianne Evans - Reported by Julie Thompson

FY17 Competitive RFP/FY16 Reallocation Budget Revisions were completed and submitted. Thank you to Kathy Affagato, Ed Janik, and Patt Sweeney for their assistance with this process. The FY17 CFHS grant has changed for the grant period to October 1 through September 30, 2017 to better align with the MCH Block Grant federal funding. As a result, the FY 16 CFHS grant will be extended through September 30, 2016. Additional funds were applied for to carry us through September 30, 2016. ODH has changed the grant and it no longer includes the Ohio Infant Mortality Reduction Initiative (OIMRI) and it will be offered as a separate, competitive grant with an October 1, 2016 start date. The Ohio Equity Institute (OEI) will remain part of the CFHS grant. The RFP Calendar in GMIS states that grants with a 10/1 start date are posted in late April/early May. We will be having an educational presentation on Prevnar 13 and Trumenba meningococcal group B vaccines next week. I am also participating in a webinar series regarding HIPAA. We are working with Susan Kovach to prepare for the NECO exercise and YSU POD Exercise the first full week of April. Additionally, we are preparing for multiple health fairs in the next month including the Minority Health Baby Shower, Cardinal Mooney High School's "Yes Fest", and Mahoning County Educational Service Center's Kindergarten Transition Events to take place in Jackson Milton April 13th and in Struthers May 17th.

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) David Yost, Auditor of State, 2015 Financial Audit, \$14,883.00

MOTION

Mr. Somers motioned, Dr. Weiss seconded to approve the contract with David Yost, Auditor of State as presented.

Motion carried unanimously.

2) Oxford Diagnostic Laboratories, T-Spot TB Tests, \$3,237.20

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to approve the contract with Oxford Diagnostic Laboratories as presented.

Motion carried unanimously.

3) Mahoning County Pathways Community HUB Grant Contracts Language

Addendum

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to approve the Mahoning County Pathways Community HUB Grant contracts language addendum as presented.

Motion carried unanimously.

4) ECMSI, Contract Addendum for Email Archiving and Encryption, Year Two

Additional Increase, \$5,200.00

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to approve the contract addendum with ECMSI 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.

IX. Presentation to Dr. Lisa Weiss

Mr. Somers presented a plaque to Dr. Weiss and thanked her for all of her many contributions in so many ways to the Board and the Health Department. He added that it has been an honor and a pleasure to serve with Lisa for the last 10 years.

Mrs. Sweeney added a huge thank you for all of the extra effort that Dr. Weiss has put in to be available when things weren't going as well as they could have from a medical management perspective and you stepped up and were always available and always responded in a most professional and supportive manner and represented the Board so well and I thank you very much for that.

Dr. Weiss thanked everyone and shared how much she enjoyed her time on the Board and appreciated the opportunity to be on the Board.

X. Personnel Actions

A. Executive Session

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to go into Executive Session to discuss personnel matters at 9:10 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. Appoint – Director of Nursing and Community Health

Mr. Somers motioned, Mrs. Fisher seconded to appoint Erica Horner the Director of Nursing and Community Health.

Motion carried unanimously.

D. Appoint – Part-Time Community Health Worker

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to appoint Yvonne Smith as a part-time community health worker.

Motion carried unanimously.

E. Exceedance of Maximum Accrual

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to allow until February 2017 for Ed Janik to exceed the max accrual vacation amount.

Motion carried unanimously.

F. Resignation – Nancy Wloch, RN

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to table the resignation of Nancy Wloch until further clarification of her decision.

Motion carried unanimously.

XI. 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
MARCH 22, 2016
10:45 A.M.

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

MINUTES

The meeting was called to order at 10:46 a.m.

Pledge of Allegiance

Board members present: Don Somers
 Bev Fisher

Staff members present: Patt Sweeney
 Ed Janik

Mr. Janik reviewed the financial reports.

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

- Agreement for Services with Columbiana County General Health District regarding plumbing inspections.
- 2016 Water Pollution Control Loan Fund Agreement
- Medicaid Grant Proposal

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:

- David Yost, Auditor of State, 2015 Financial Audit, \$14,883.00
- Oxford Diagnostic Laboratories, T-Spot TB Tests, \$3,237.20
- Mahoning County Pathways Community HUB Grant Contracts Language Addendum
- ECMSI, Contract Addendum for Email Archiving and Encryption, Year Two
Additional Increase \$5,200.00

The meeting was adjourned at 12:00 PM

DISTRICT BOARD OF HEALTH
MAHONING COUNTY

BOARD OF HEALTH PERSONNEL COMMITTEE MEETING
March 22, 2016
7:30 a.m.

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

MINUTES

Board members present: Mrs. Bev Fisher
Dr. Lisa Weiss
Mr. Don Somers

Staff present: Patricia Sweeney
Ed Janik

Meeting called to order at 7:31 a.m.

Pledge of Allegiance made.

Roll call conducted.

At 7:35 a.m. a motion to enter into Executive Session to discuss personnel matters was made by Dr. Weiss and seconded by Mrs. Fisher.

A motion to exit Executive Session was made by Mrs. Fisher and seconded by Dr. Weiss at 10:25 a.m.

Motion to adjourn was made by Mr. Somers, seconded by Dr. Weiss at 10:30 a.m.