

**Minutes of the  
District Board of Health  
Mahoning County  
May 18, 2016  
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on May 18, 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	
Don Somers	
Margot Baird	
Bev Fisher	

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

Public Audience: Dave Mannion, Mike Heher

**III. Minutes**

**MOTIONS**

Mrs. Fisher motioned, Mrs. Baird seconded to approve the minutes of the 4/25/16 Board meeting as presented.

Motion carried unanimously.

Mr. Perry motioned, Mrs. Baird seconded to approve the minutes of the 4/20/16 Personnel Committee meeting as presented.

Motion carried unanimously.

Mr. Somers motioned, Mrs. Fisher seconded to approve the minutes of the 4/20/16 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**

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

Motion carried unanimously.

**V. New Business**

**A. Operation and Maintenance Waiver Request – Robinson Road**

Mr. Tekac explained that the owner of this property contacted our office for an owner request repair for a malfunctioning off-lot aeration system that had a maintenance contract on it at the time which has expired. However, he is replacing the system with the proper NPDES permitted off-lot system and he would like to waive his requirement to pay for a service contract currently because with his new system he is going to get a two year service contract at no charge. Our recommendation is that the money would be better spent towards the replacement of the system.

**MOTION**

Mrs. Fisher motioned, Mr. Perry seconded to approve the request as amended:

To waive the service contract requirement for 14971 Robinson Road for the existing failing system which is to be replaced within 45 days (weather permitting).

Motion carried unanimously.

**B. Ohio Infant Mortality Reduction Initiative (OIMRI)**

Mr. Janik explained that we currently have a contract with Planned Parenthood of Greater Ohio to provide the Healthy Moms/Healthy Babies program which is supported by our CFHS grant, which we have had for 15 years. The Ohio legislature passed a law that will become effective May 23, 2016, that will not permit ODH funds to be directed to any organization that provides or supports non-therapeutic abortions. ODH has instructed us to either return the unused grant funds to them, signifying that we are not going to continue the program in Mahoning County, or we can find another provider to provide the services. To enable Mahoning County women to continue to receive these services from trusted providers we plan to pool resources in both Trumbull and Mahoning Counties and by contract, MCDBOH provide services in both counties. There will be five staff members and one manager, former Planned Parenthood employees that will join the MCDBOH staff. Planned Parenthood however, is challenging the Constitutionality of the new law and is seeking a restraining order against implementation of the law until a decision is made by the court. . This challenge is now in the court system. The court is supposed to rule on Friday. If the court rules in favor of Planned Parenthood, we will be able to continue our current contract with them and they will continue to administer the program. If the court rules against the restraining order, MCDBOH will take steps to take over the program internally.

**MOTION**

Mr. Perry motioned, Mr. Somers seconded to approve the Ohio Infant Mortality Reduction Initiative contract, if necessary, as presented.

Motion carried unanimously.

**C. ODH Drowning Prevention Pilot Project**

Mr. Tekac explained that this year we will be participating in the Ohio Department of Health initiative to gather information on pool incidents and accidents. We will be sending letters and forms to all of our pool operators to let them know about this project and that they have the option to participate. If there is an incident or accident at a pool, they fill out the form and send it to us and on our next inspection; we will provide education to see how we can help to prevent it from happening again.

**VI. Reports**

**A. Committee**

Mrs. Baird reported that the Personnel Committee met on May 16<sup>th</sup> and will discuss their issues in Executive Session.

Mr. Somers reported that the Finance Committee met, discussed the no cost extension for the HUB, and reviewed the finances as well as the contracts for this agenda.

B. Division/Program

Ed Janik

Working on our insurance renewal with the Public Entities Pool of Ohio. Working with Kathy on grants and re-budgeting. We have received our application for the 2017 WIC grant which is due on June 13<sup>th</sup>.

Ryan Tekac

We are working on an educational insert for the rabies information pamphlet. Sampling has begun at Yellow Creek in Poland and we will continue to test and provide information to Poland Village. We will have two undergraduate interns from YSU working on mosquito trapping this summer. We have applied for an EPA grant for mosquito activities as well. We have also applied for a grant through the Department of Administrative Services to hold a Lean Ohio training event here. This Kaizen Event would focus on our NEOPHYTE curriculum and allow even more staff members to be trained in Lean.

Susan Kovach

Ryan and I were at YSU last week; we participated in a drill with the 52<sup>nd</sup> Civil Support Team that came up from Columbus. They worked with our Hazmat team on a mock bomb with a chemical in it in Mosier Hall. We are happy to have Kasey, one of our summer interns, working with us on a number of projects such as updating our agency brochure and helping to sort mortality data in relation to opioids and drug overdose.

Loretta Floyd-Pleas

There has been a major administrative change for WIC at ODH. Our new ODH Chief is Kelly Hetrick. We are in a competitive grant year and we are currently working on our grant application. Our participants are now able to receive appointment reminders via text message. We will be interviewing for a third Breastfeeding Peer Helper later today.

Michelle Edison

As of yesterday, the HUB had 32 clients enrolled with some pending applicants. Our goal is 50 clients by the end of June. We are working on our quality improvement project; I have been working with Ryan putting together the plans for that. We will be focusing on accurate data entry into the Care Coordination System which is the data entry system that all HUB's use to input data. I have been performing audits of the client intake forms and also the initial pregnancy checklists. Next I will work on a guidance document for everyone to use based on the findings of the audit. We will also be having our culturally and linguistically appropriate services training tomorrow at the Davis Family YMCA in Boardman. All HUB staff will be in attendance. We were really encouraged to have representatives from the Breastfeeding Coalition come to our bi-weekly meeting yesterday to speak to us about breastfeeding which is one of the factors that we looked at that impacts infant mortality. We were able to get really valuable information on how to encourage expectant women to breastfeed and get them the information and support that they need.

Erica Horner

I would like to welcome our two new public health nurses, Amie Widrig and Heather Costantino. We participated in the Mahoning County Educational Service Center Struthers Kindergarten Fair. We are also going to participate in a Fall Immunization Clinic with Austintown Schools. Debbie and I will be attending an Ebola tabletop exercise at the end

of May. The entire Nursing staff will be participating in the culturally and linguistically appropriate services training tomorrow as well. There has been a back log on the cribs for the Cribs for Kids program; 25 were released to us yesterday but we still have a waiting list beyond that. Michelle and I were asked to attend a meeting with Alta Head Start about possibly collaborating with the HUB and the Nursing Division regarding postpartum visits. We have started our automated appointment reminder calls this week.

Scott Bolam

We have new business from Sebring for testing they are required to do monthly. This month our responses are due based on the findings from last month's EPA drinking water audits.

Dr. Kravec

Conducted a staff meeting on Zika last month full of great questions. It's very interesting because the recommendations regarding screening and testing for Zika is constantly changing. Information given that morning was different by that afternoon.

Patt Sweeney

Thanks to our PIO team; we have received a lot of media inquiries this month regarding multiple subjects, and they have responded quickly to get the correct information to the media. Thanks also to Kathy and Ed for this month's efforts with the many changing grant requirements. This has not been an easy task to be able to look at what's changing and be able to look at our budgets and rewrite them and resubmit them in a timely fashion. We are still waiting to hear from Medicaid about the application we made in April. We were told we should hear by the end of May or the first week of June. PHAB has indicated that they are creating a reaccreditation program for health departments who have already been accredited so that at the end of their five year accreditation cycle they won't necessarily have to go through the entire process again. Everyday Democracy had their formal kick-off at an event held at the end of April and there were well over 140 participants and it was a wonderful meeting. The community dialogue groups will be starting next week.

**VII. Approval of Monthly Expenses**

A. Monthly Expenses

**MOTION**

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

Motion carried unanimously.

B. Contracts

1) David Yost, Auditor of State, 2015 Audit Amendment, \$2,706.00

**MOTION**

Mr. Somers motioned, Mrs. Baird seconded to approve the audit amendment with David Yost, Auditor of State as presented.

Motion carried unanimously.

2) Lake Business Products, Environmental Copier Maintenance Agreements, \$3,600.00 (two year contract)

**MOTION**

Mrs. Fisher motioned, Mrs. Baird seconded to approve the contract with Lake Business Products as presented.

Motion carried unanimously.

3) Welco LKA, Inc., Baby & Me Tobacco Free Program Technical Support and Consultation Contract Extension, \$480.00

**MOTION**

Mrs. Fisher motioned, Mrs. Baird seconded to approve the contract extension with Welco LKA, Inc., as presented.

Motion carried unanimously.

4) Worklife by Meridian, Employee Assistance Program Contract, \$1,152.00

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve the contract with Worklife by Meridian as presented.

Motion carried unanimously.

**VIII. Travel**

A. Official Travel and B. Continuing Education

**MOTION**

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

Motion carried unanimously.

**IX. Personnel Actions**

A. Executive Session

**MOTION**

Mrs. Baird motioned, Mrs. Fisher seconded to go into Executive Session to discuss personnel matters at 8:44 a.m.

Motion carried unanimously.

B. Exit Executive Session

**MOTION**

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

Motion carried unanimously.

C. Resignation – Kathleen Terreri, RN

**MOTION**

Mrs. Fisher motioned, Mrs. Baird seconded to accept the resignation of Kathleen Terreri with regrets.

Motion carried unanimously.

D. Appoint – Full-Time Public Health Nurses (2)

**MOTION**

Mrs. Fisher motioned, Mrs. Baird seconded to appoint Heather Costantino and Denise Walters as full-time public health nurses. Starting date is pending and it is with the understanding that each appointment includes a four month probationary period with the Board's ability to review performance at the end of the probationary period.

Motion carried unanimously.

E. Contract with Columbiana County Health Department for Plumbing

**MOTION**

Mrs. Fisher motioned, Mrs. Baird seconded to approve the contract for plumbing with Columbiana County pending no internal candidates.

Motion carried unanimously.

F. OIMRI Staffing

**MOTION**

Mrs. Fisher motioned, Mrs. Baird seconded to authorize the Health Commissioner to move forward with any personnel actions needed to continue the OIMRI program in Mahoning and Trumbull counties.

Motion carried unanimously.

G. Non-Bargaining Unit Employee Wage Adjustments

Mrs. Fisher motioned, Mr. Somers seconded to approve a 1.50% wage adjustment for non-bargaining unit employees except for the Director of Nursing and the HUB Coordinator effective June 1, 2016.

Motion carried unanimously.

X. Adjournment

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to adjourn the meeting.

Motion carried unanimously.

DISTRICT BOARD OF HEALTH  
MAHONING COUNTY

BOARD OF HEALTH FINANCE COMMITTEE MEETING  
MAY 12, 2016  
8:00 A.M.

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

MINUTES

The meeting was called to order by Mr. Somers at 8:05AM  
And the Pledge of Allegiance was recited.

Present: Board members: Mr. Somers, Mrs. Fisher  
Staff: Patricia Sweeney, Ed Janik

Mr. Janik reviewed the monthly Financial Reports. Of note was the low billing for BCMH services which is to be expected with staffing changes in the nursing division.

The Finance Committee also discussed workforce development and considered the proposed contracts.

The Finance Committee will recommend the following contracts for approval at the Board of Health meeting to be held June 15, 2016:

- Auditor of State, 2015 Audit Amendment, \$2,706.00
- Lake Business Products, Environmental Copier Maintenance Agreement, \$3,600 (two year contract)
- Welco LKA, Inc., Baby & Me Tobacco Free Program Technical Support and Consultation Contract Extension

Meeting adjourned at 9:15AM

DISTRICT BOARD OF HEALTH  
MAHONING COUNTY

BOARD OF HEALTH PERSONNEL COMMITTEE MEETING  
MAY 16, 2016  
8:00 A.M.

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

MINUTES

The meeting was called to order at 8:09 AM

Present:

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

Staff members: Patricia Sweeney and Mr. Ed Janik

Following the Pledge of Allegiance, at 8:11AM, Mr. Perry motioned to move into Executive Session to consider the appointment, employment, discipline, or compensation of public employees; Pending or imminent court action; Collective Bargaining Matters; or Security Matters.

At 9:25AM Mrs. Baird motioned and Mr. Perry seconded the motion to exit Executive Session.

A motion to adjourn was made by Mr. Perry and seconded by Mrs. Baird at 9:26AM

**DISTRICT BOARD OF HEALTH  
MAHONING COUNTY  
BOARD OF HEALTH MEETING  
MAY 18, 2016  
8:00 A.M.**

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

**TENTATIVE AGENDA**

- I. Pledge of Allegiance**
- II. Roll Call**
- III. Minutes**
  - A. Board Meeting – 4/25/16
  - B. Personnel – 4/20/16
  - C. Finance – 4/20/16
- IV. Old Business**
  - A. 2013, 2014 and 2015 Solid Waste Facility License – Central Waste
- V. New Business**
  - A. Operation and Maintenance Waiver Request – Robinson Road
  - B. Ohio Infant Mortality Reduction Initiative (OIMRI)
  - C. ODH Drowning Prevention Pilot Project
- VI. Reports**
  - A. Committee
  - B. Division/Program
- VII. Approval of Monthly Expenses**
  - A. Monthly Expenses
  - B. Contracts
    - 1) David Yost, Auditor of State, 2015 Audit Amendment, \$2,706.00
    - 2) Lake Business Products, Environmental Copier Maintenance Agreements, \$3,600.00 (two year contract)
    - 3) Welco LKA, Inc., Baby & Me Tobacco Free Program Technical Support and Consultation Contract Extension
    - 4) Worklife by Meridian, Employee Assistance Program Contract, \$1,152.00
- VIII. Travel**
  - A. Official Travel
    - 1) C. Powell/D. Stefan, Managing Retail Food Safety at Special Events, Akron 5/2-4 \$30 (food budget)
    - 2) J. Thompson, OPHA Accreditation Readiness Training, Columbus, 5/9 \$139.38 (admin budget)
    - 3) P. Sweeney, OEI Meeting, Columbus, 6/1-3 \$0
    - 4) P. Sweeney, ICS 400 Training, Mentor, 6/6-7 \$25.50 (admin budget)
  - B. Continuing Education
    - 1) J. Hallas/A. Holinbaugh/K. Jones/D. Maurer/C. Powell/D. Stefan, AFDO Annual Education Conference, Pittsburgh, 6/27-28
- IX. Personnel Actions**
  - A. Executive Session
  - B. Resignation – Kathleen Terreri, RN
- X. Adjournment**