

**Minutes of the  
District Board of Health  
Mahoning County  
November 16, 2016  
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on November 16, 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, Erica Horner, , Michelle Edison, Loretta Floyd-Pleas, Scott Bolam, Dr. Kravec, John Schoeni, Tina Schneider, Julie Thompson

Public Audience: Mike Heher, Katie Dugan (Channel 33)

**III. Minutes**

**MOTION**

Mrs. Baird motioned, Mr. Perry seconded to approve the minutes of the 10/19/16 Board meeting as presented.

Motion carried unanimously.

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve the minutes of the 10/17/16 Finance Committee meeting as presented.

Motion carried unanimously.

**MOTION**

Mr. Perry motioned, Mrs. Baird seconded to approve the minutes of the 10/17/16 Personnel Committee meeting as presented.

Motion carried unanimously.

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

**A. Board Order #EH-BO-16-03 – Owen (Goshen Twp.)**

Mr. Schoeni explained that this is a vacant property which has been abandoned for over five years. Upon investigation there is evidence of raccoons or animals going in and out, insects, the basement has over a foot of water in it, there is mold throughout. There has been no response from the owner.

**MOTION**

Mr. Perry motioned, Mrs. Baird seconded to approve the recommendation of the sanitarian for EH-BO-16-03 as presented:

In accordance with the Nuisance Abatement Code, Section 6.1.1, and O.R.C. §3707.01, declare the dwelling and premises a public nuisance and order the same:

- Unsafe and unfit for human habitation;
- Placarded;
- Abated immediately, but in no longer than 5 days; and
- Remain vacant until abatement of the public nuisance is completed and written approval is secured from the Health Commissioner for its re-occupancy.

In accordance with the Nuisance Abatement Code, Section 6.2, declare the home unfit for human habitation and unsafe.

Motion carried unanimously.

**B. Board Order #EH-BO-16-06 – Thomas (Boardman Twp.)**

Mr. Schoeni explained the longstanding history with this property and property owner. The property was found to be in a condition so unsanitary, vermin infested, or otherwise dangerous that it creates a serious hazard to the health or safety of the occupants.

**MOTION**

Mr. Perry motioned, Mrs. Fisher seconded to approve the recommendation of the sanitarian for EH-BO-16-06 as presented:

In accordance with the Nuisance Abatement Code, Sections 6.1, 6.1.1 and O.R.C. §3707.01, declare the premises a public nuisance and order the same:

- Placarded and vacated;
- If inhabited, property must be vacated by November 21, 2016; and
- Must remain vacant until abatement of the public nuisance is completed and written approval is secured from the Health Commissioner for its re-occupancy.

Motion carried unanimously.

**C. Board Order #EH-BO-16-07 – Association of Liberation Theology (Smith Twp.)**

Mr. Schoeni explained that this property has accumulated solid waste, mice, etc. in an open garage, and trash and garbage on the back porch of the dwelling. The owner is incarcerated and has not complied with the abatement notices and did not have a representative appear at the Health Commissioner's hearing. The dwelling itself is not an issue, just the accessory structure.

Mr. Perry recommended for consistencies sake that the abatement time frame be the same for this Board Order as it is for the others.

**MOTION**

Mrs. Fisher motioned, Mrs. Baird seconded to approve the recommendation of the sanitarian for EH-BO-16-07 **as amended**:

In accordance with the Nuisance Abatement Code, Section 6.1.1, and O.R.C. §3707.01, declare the accessory building a public nuisance and order the same:

- condemned as dangerous to life or health;
- placarded;
- abated within **five (5)** days; and
- to remain vacant until the nuisance is abated.

Motion carried unanimously.

**V. New Business**

A. 2017 Food Service and Retail Food Establishment Fees – 1<sup>st</sup> Reading

Mr. Janik explained that per state regulations we are required to do a cost analysis of the food license programs every year. This has been completed for next year; we requested the Ohio Department of Agriculture do a cursory review of the figures and they approved the process and numbers as presented below. The Licensing Council will be meeting on December 6<sup>th</sup> to review the proposed fees and the public hearing will be held on December 13<sup>th</sup>. This is the first of three readings and no action is required at this time.

**PROPOSED FEES FOR FOOD SAFETY PROGRAM OPERATIONS**

(Total fee does not include the remittance fees)

**COMMERCIAL & RETAIL FOOD OPERATIONS**

		<b>2016 Fees</b>	<b>2017 Proposed Fees</b>	<b>Change %</b>
LEVEL I	< 25,000 sq. ft.	\$ 200.43	\$ 232.44	15.97%
LEVEL II	< 25,000 sq. ft.	\$ 222.45	\$ 256.66	15.38%
LEVEL III	< 25,000 sq. ft.	\$ 401.28	\$ 453.30	12.96%
LEVEL IV	< 25,000 sq. ft.	\$ 501.70	\$ 563.74	12.37%
LEVEL I	> 25,000 sq. ft.	\$ 277.95	\$ 317.69	14.30%
LEVEL II	> 25,000 sq. ft.	\$ 291.16	\$ 332.22	14.10%
LEVEL III	> 25,000 sq. ft.	\$ 965.05	\$ 1,073.27	11.21%
LEVEL IV	> 25,000 sq. ft.	\$ 1,021.43	\$ 1,135.27	11.15%
<b>VENDING OPERATIONS</b>		\$ 14.68	\$ 14.79	.70%
<b>MOBILE OPERATIONS</b>		\$ 118.19	\$ 130.18	10.14%
<b>TEMPORARY OPERATIONS (EVENT)</b>		\$ 120.11	\$ 51.43	-57.18%

**VI. Reports**

A. Committee

Mr. Somers reported that the Finance Committee met and reviewed the proposed food fees as well as all of the contracts on the agenda.

Mrs. Baird reported that the Personnel Committee did not meet this month.

B. Division/Program

Ed Janik

Several of our grant reports, MCHP, IAP and PHEP were submitted on November 10<sup>th</sup>. Those are now required to be done monthly. We did final reports for CFHS and our WIC grant. We submitted an application for the Prescription Drug Overdose Prevention grant. The County has notified us that they have everything set with the insurance and their going to start open enrollment in a week or two for 2017.

### Ryan Tekac

We had our third rabies vaccination clinic on October 29<sup>th</sup> at Angels for Animals and 101 vaccinations were given by Dr. Lisa Kurtz. This brings our total vaccinations given to 285 out of the 300 vaccines we ordered for 2016. This Friday will be the opening of the bids for two contracts of the 2016 WPCLF monies. Charlie Hoffman is finishing up the designs for 10 other properties that will be packaged for bid. We have until October of 2017 to have the systems in the ground and the monies used. We have also been notified that our 2017 WPCLF application has been reviewed and is currently in draft form for comment. We should be receiving the full amount applied for (\$300,000) for 2017. Our pool program survey is scheduled for this Thursday. The Ohio Department of Health will be conducting the survey which will now be done on a regular basis. The septic installer meeting is scheduled for December 8<sup>th</sup> from 5:00-8:00 p.m. at the Mahoning County Career and Technical Center. The topic for this seminar will be the use of the county GIS system. We will also be conducting a survey to gather more information for the development of the operation and maintenance program which will incorporate all household sewage treatment systems.

### Erica Horner

Flu clinic season has begun; we have given 1,390 shots from September 1<sup>st</sup> through November 7<sup>th</sup> of this year. At this same time last year we had given 1,590 vaccinations. I believe the difference this year is because we have not had the live attenuated vaccine (Flu Mist) available. For the same time period last year we had administered 220 nasal mist vaccines which accounts for the difference. We have scheduled an additional flu clinic for December 9<sup>th</sup> here at the health department. There was a recall for the atomizers in our Project DAWN naloxone kits. All community members and law enforcement who have received kits have been contacted and we are working with ODH/ODMH to exchange the atomizers. For the month of October, we were 92% on having children who were our clients in our immunization clinics at age 2 considered up to date on immunizations. The application for the Injury Prevention Prescription Drug Overdose Prevention Grant was submitted on November 7<sup>th</sup>. The Maternal and Child Health Program grant fiscal year 17 special conditions were submitted. The IAP grant has been extended to March 31, 2017. The Ohio Department of Health is completely changing this grant and the state wide immunization registry, which will be all new after December 1<sup>st</sup>. We coordinated a special immunization clinic on October 20<sup>th</sup> to see international students from Mooney High School. There were 20 students seen, 69 immunizations given as well as TB skin tests.

### Michelle Edison

The HUB is finishing up its first year of implementation; we will start year two on December 1<sup>st</sup>. Currently we have 79 clients enrolled and 28 women who are referral status bringing our total to almost 120 women who have had contact with the HUB, which far surpasses our goal of 50 women for year one. We are currently working on increasing our number of care coordination agencies so that we can increase the number of women that we can serve in our outreach. In year two we should see three more agencies added to our network. We will also be participating in SBIRT training at the end of this month so we can provide screening in year two. Our HUB site visit is December 8<sup>th</sup> and will be conducted by the Ohio Commission on Minority Health. Working with Stephanie Weigel from Akron Children's Hospital to put on a car seat giveaway event, sponsored by Molina, so we will be able to provide car seats to clients that are in need at a special event, hopefully in January.

### Loretta Floyd-Pleas

The WIC program is very busy right now; we are working to make sure that all of the WIC staff members have completed the educational webinars for the updated software for the statewide immunization registry. We are also continuing to complete our 5A's intervention surveys. We are proud to report that one of our breastfeeding peer assistants, Ms. Tysha Wilson, has attended and received her certification as a Certified Lactation Consultant. We have four staff members that plan on attending at least one day of the Infant Mortality

Summit in Cleveland. We conducted a coordination of efforts with Alta Head Start who is doing a Farmer's Market today where will be providing educational information.

Scott Bolam

I have been in contact with Stark County schools regarding lead testing that falls under the fixture replacement grant. It appears that they will have several hundred samples that we will be running for them at the beginning of next year. We will also be doing some additional testing for Sebring as they have had corrosion control requirements added to their testing parameters. Trumbull County Health Department anticipates completing their O&M testing by the end of this month.

Dr. Kravec

Attended a seminar at Mercy Health regarding Human Trafficking which was very interesting and also a topic at the Medical Director conference I attended in September. Unfortunately it is something that is very prevalent in our area and I am certain the health departments will become involved as we evolve from education to programmatic activities.

**VI. Approval of Monthly Expenses**

A. Monthly Expenses

**MOTION**

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

Motion carried unanimously.

B. Contracts

1) ECMSI, Inc., Surface Pro 4 Windows 10 Computer for Mosquito Grant, \$1,174.99

**MOTION**

Mrs. Fisher motioned, Mrs. Baird seconded to approve the contract with ECMSI, Inc. as presented.

Motion carried unanimously.

2) Lake Business Products, Fiscal Copier Maintenance Agreement, \$3,000.00 (2 yr. contract - \$1,500/yr.)

**MOTION**

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

Motion carried unanimously.

3) Maternal and Child Health Program Grant:

Alta Care Group, \$1,200.00

MCESC Help Me Grow, \$1,200.00

Planned Parenthood OIMRI, \$1,200.00

Mercy Health Resource Mothers Program, \$1,200.00

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to approve the Maternal and Child Health Program Grant contracts as presented.

Motion carried unanimously.

4) Planned Parenthood OIMRI, MY Baby's 1<sup>st</sup> Medicaid Program, \$234,857.64

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to approve the contract with Planned Parenthood OIMRI as presented.

Motion carried unanimously.

5) IDEXX, Quanti-Tray Sealer Plus Lab Equipment w/ 4 year maintenance agreement, \$4,100.00

**MOTION**

Mr. Perry motioned, Mrs. Fisher seconded to approve the contract with IDEXX as presented.

Motion carried unanimously.

**VIII. Travel**

A. Official Travel

**MOTION**

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

Motion carried unanimously.

**IX. Personnel Actions**

A. Executive Session

**MOTION**

Mrs. Fisher motioned, Mrs. Baird seconded to go into Executive Session to discuss personnel matters at 8:46 a.m.

Motion carried unanimously.

B. Exit Executive Session

**MOTION**

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

Motion carried unanimously.

C. Approve/Post/Advertise – Injury Prevention Prescription Drug Overdose Coordinator

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to approve, post and advertise the Injury Prevention Prescription Drug Overdose Coordinator as presented.

Motion carried unanimously.

D. Appoint – Special Projects Fiscal Manager

**MOTION**

Mrs. Fisher motioned, Mr. Perry seconded to appoint Carrie Hagan as Special Projects Fiscal Manager as presented.

Motion carried unanimously.

E. Appoint – HUB Referral and Training Coordinator

**MOTION**

Mrs. Baird motioned, Mrs. Fisher seconded to appoint Sophia Iqbal as HUB Referral and Training Coordinator as presented.

Motion carried unanimously.

F. Appoint – Part-Time Sanitarian

**MOTION**

Mrs. Fisher motioned, Mrs. Baird seconded to appoint Tarika Holness as a part-time sanitarian pending approval from the State Board of Sanitarian Registration for her to be a Sanitarian-In-Training.

Motion carried unanimously.

G. Tuition Reimbursement Request – E. Horner

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve the tuition reimbursement request for Erica Horner as presented.

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  
November 15, 2016  
8:00 A.M.

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

MINUTES

Board members present: Mrs. Bev Fisher  
Mr. Don Somers

Staff present: Ed Janik

Meeting called to order at 8:00AM  
Pledge of Allegiance made.  
Roll call conducted.

The Finance committee reviewed the financial reports, the proposed 2017 Food Service/Retail Food Establishment fees and discussed proposed contracts. The Finance Committee will make the following recommendations at the next regularly scheduled MCDBOH meeting November 16, 2016:

1. ECMSI, Inc., Surface Pro 4, Windows 10 Computer for Mosquito Grant, \$1,174.99
2. Lake Business Products, Fiscal Copier Maintenance Agreement, \$3,000.00 (2 yr. contract - \$1,500/yr.)
3. Maternal and Child Health Program Grant:
  - Alta Care Group, \$1,200.00
  - MCESC Help Me Grow, \$1,200.00
  - Planned Parenthood OIMRI, \$1,200.00
  - Mercy Health Resource Mothers Program, \$1,200.00
4. Planned Parenthood OIMRI, MY Baby's 1st Medicaid Program, \$234,857.64
5. IDEXX, Quanti-Tray Sealer Plus Lab Equipment w/ 4 year maintenance agreement, \$4,100.00

Motion to adjourn was made by Mrs. Fisher, seconded by Mr. Somers at 9:30 AM