

**Minutes of the
District Board of Health
Mahoning County
September 21, 2016
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on September 21, 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

Len Perry
Margot Baird
Bev Fisher

Absent

Don Somers

Staff Present:

Ed Janik, Ryan Tekac, Erica Horner, Susan Kovach, Michelle Edison, Loretta Floyd-Pleas, Scott Bolam, Dr. Kravec, John Schoeni, Julie Thompson, Patt Sweeney

Public Audience:

Dave Mannion, John Wilaj

III. Minutes

MOTION

Mrs. Baird motioned, Mrs. Fisher seconded to approve the minutes of the 8/17/16 and 9/15/16 Board meetings as presented.

Motion carried unanimously.

MOTION

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

Motion carried unanimously.

IV. New Business

A. The Conti Corporation – Permit Fee Waiver Request

Mr. Tekac explained that this request is to waive the 100% penalty fee for doing work without a plumbing permit. The Conti Corporation called for a rough inspection and didn't have a permit pulled for the job. The Board of Health adopted a 100% penalty fee for doing work without a permit in 1992. The Conti Corporation is requesting consideration to have that fee waived. There are two letters that are sent from this office every year reminding contractors that they must have a permit before starting work or they will be subject to the penalty. It is my recommendation that the Board uphold the 100% penalty fee for failure to secure the permit in order to stay equitable with the registered master plumbers who have been penalized for this action in the past.

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to uphold the 100% penalty fee for failure to secure a plumbing permit before beginning plumbing work on a job.

Motion carried unanimously.

B. Establishment of New Fund – MY Baby's 1st

Mr. Janik explained that any time we have a new fund, the County Auditor requests that the Board of Health passes a resolution approving that new fund. In this case, we have the MY Baby's 1st which is the state money from Medicaid. After the resolution is passed it will be sent downtown.

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to approve the creation of a new accounting fund for MY Baby's 1st as presented.

Motion carried unanimously.

C. Maternal and Child Health Program Update

Mrs. Sweeney explained to the Board that we applied for a grant of \$600,000.00 from the Ohio Department of Health for the new Maternal and Child Health Program, which will replace the CFHS grant that ends on September 30, 2016. This new grant is based upon the costing out of everyone's time, by hour, for each deliverable we propose to undertake. We received notice that we will receive \$459,438.90 of the \$600,000.00. There was no indication of what deliverables were not accepted and this program starts October 1st.

D. Special Recognition – John Schoeni, R.S.

Mr. Perry announced with great pride that John Schoeni, R.S., was selected as the 2016 Sanitarian of the Year by the Ohio Environmental Health Association last week at the Fall Conference. Mr. Schoeni was presented a letter from the Board which reads:

On behalf of the entire Board and staff of the Mahoning County District Board of Health, please accept our most sincere congratulations on being named the 2016 Sanitarian of the Year by the Ohio Environmental Health Association. This truly prestigious award recognizes your professional and personal integrity and your commitment to the mission of public health: ensuring conditions in which all people can be healthy.

On a daily basis your work demonstrates thorough knowledge of environmental health principles, skillful community education and fair and even application of environmental health rules and regulations. You are compassionate, always taking the time needed to help property owners and operators understand their responsibilities to protect the public's health, and consistently and equitably holding individuals accountable to those rules.

You are truly deserving of this award and this recognition. Congratulations to you and your family and to the Ohio Environmental Health Association for making such a deserving selection.

With gratitude for your service to the Mahoning County District Board of Health and with best wishes for your continued success. We are honored to have you on our team!

Mr. Schoeni thanked the Board, Leadership Team and his co-workers for all of their help and support and allowing him the opportunity to be here serving the residents of Mahoning County.

VII. Reports

A. Committee

Mrs. Fisher reported that the Finance Committee met yesterday and everything is still pretty much on track. Kudos to the entire team for keeping us financially sound and being able to cover our expenses until we receive the grant reimbursements from the state.

Mrs. Baird reported that the Personnel Committee met yesterday as well and will discuss their items in executive session.

B. Division/Program

Ed Janik

Our CFHS and WIC grants are ending 9/30/16. Starting October 1st all of our reporting will be done monthly instead of quarterly. The Medicaid Administrative Claim testing week finished on September 2nd and I have been working with Erica on finishing up the time sheets so we can submit our claim. We have billed Medicaid for our MY Baby's 1st program first quarter.

Ryan Tekac

The Canfield Fair staff did a great job this year. All of our inspections were completed by Friday. There were a total of 391 inspections completed, 28 of those were follow-up inspections. We only had three animal bites this year which is down from last year. The staff at the Educational Booth did a great job in speaking with the fair attendees about our services we have to offer. They also went the extra mile passing out the mosquito related educational material. John Hallas and I are going to be working on creating an Excellence in Sanitation in Food Preparation Award for level 3 and 4 operators. Some of the parameters will include no critical violations and no more than two minor violations for the previous year. Mosquito trapping will continue until the end of the month. We haven't trapped any of the aedes aegypti or albopictus. Also, all of our mosquitoes trapped have been negative for West Nile Virus. Our third rabies vaccination clinic will be held on October 29th at Angels for Animals. Unfortunately, they won't be able to provide their vet or staffing for the clinics anymore, but they are willing to provide us the space. We have had successful clinics at this location and we are hoping to continue that.

Erica Horner

We expanded one of our childhood immunization clinics at the beginning of this month at our Austintown office until 6:00 p.m. and had a good turnout that day. We continue to accommodate the new school vaccination requirements. We had an additional school based clinic at Austintown schools on 9/15 that went very well. We coordinated it ahead of time and you had to have an appointment. From January to August of 2016 we've had 87% of our children who presented at our childhood immunization clinic who are considered up to date at age two, which is important for our IAP grant. We have participated in several community health fairs and educational events from the end of August through now. We start our flu clinics this week, Thursday at Canfield Schools. For the fourth quarter of 2016, we have distributed 32 cribs through our Cribs for Kids program and for the first quarter of 2017, we are currently at 54 being distributed, with at least 10 more scheduled to be distributed before the end of September. There has been 81 initial safe sleep questionnaires completed thus far for the quarter. Michelle and I have been working together on the Everyday Democracy's Action Team for Safe Sleep.

Susan Kovach

Every day of the Fair, the safety forces met in the morning and used Web EOC, a web based emergency operations center. After our meeting, all the entities would go back and enter their information into the Web EOC and then Dennis from EMA was able to print out everything that happened every day and in our meetings, etc.

Michelle Edison

Currently we have 63 women enrolled in the HUB and 29 listed as referrals waiting for their initial visit. Overall we've had over 100 contacts since we've started and 10 babies born. Four were preterm and only one was low birth weight. Yesterday Cora Lewis and I attended the Ohio Collaborative to Prevent Infant Mortality quarterly meeting. It was a great meeting with a lot of information. There has been a partnership with ODOT to provide transportation for community members to the December summit in Cleveland and so that will be a great opportunity for us to get participants from our program to attend the two day meeting. We have completed our quality improvement project and I have definitely seen an improvement in our accuracy and timeliness of our data entry.

Loretta Floyd-Pleas

We have been working to increase our caseload; from January to June we have increased by a 5% growth. We are still maintaining our breastfeeding initiation rate and have increased our retention rate. We will be receiving our Notice of Award for our grant. We will be sending information to all of our physicians to let them know about the formula changes that will be effective October 1, 2016. We have been doing community outreach and day care outreach. We continue to work on our quality improvement project.

Scott Bolam

We have been approved by the state as an authorized laboratory to do lead testing for the school fixture replacement program. The state has set aside \$12 million dollars for schools for testing and replacement of fixtures where there is a problem with lead. The new Ohio EPA lead rules went into effect on September 9th; the biggest change for this in regards to the lab is about notification. The laboratory must now test samples received within 30 days (which we usually do more quickly) but you now have to report the results within 24 hours to the EPA. It used to be that if there was an exceedance you had to report it within 24 hours but now you must report all results within 24 business hours. The public water systems have to notify homeowners within two days of receiving results. If there is no action taken by the public water system within 10 days, the EPA steps in and does the notification. Our A2LA audit was last month and we passed; that's for our soil and dust wipe lead testing program. There were no major issues found. We are currently collecting groundwater monitoring samples around Carbon Limestone.

Dr. Kravec

Patt and I will be leaving today and be gone tomorrow and Friday for the Association of Ohio Health Commissioners Fall Conference and Medical Directors University. This will be the first one I'm attending and am looking forward to it.

Patt Sweeney

Working on updating our performance management and quality improvement plans while we wait for section two of our PHAB annual report to be unlocked. We learned yesterday that in early 2017 PHAB will publish what the reaccreditation requirements will look like and how we will need to prepare.

On behalf of the Fair Board, Mrs. Fisher thanked the Board of Health staff for all of their hard work during the 2016 Canfield Fair from the WIC employees who helped at the Baby Comfort stations, to Susan Kovach and the emergency preparedness work, the Environmental Staff for everything that they did; you are a wonderful group and we are proud to work with you.

VIII. Approval of Monthly Expenses

A. Monthly Expenses

MOTION

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

Motion carried unanimously.

B. Contracts

1) ALC Technologies, Repair of Phone and Fiber Lines, \$2,230.60

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to approve the contract with ALC Technologies as presented.

Motion carried unanimously.

2) Lake Business Products, Copier/Fax Machine for TB Clinic, \$1,216.00

MOTION

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

Motion carried unanimously.

3) Alta Care Group, Pathways HUB Care Coordination Agency, \$15,000.00

MOTION

Mrs. Baird motioned, Mrs. Fisher seconded to approve the contract with Alta Care Group as presented.

Motion carried unanimously.

4) Time Warner Cable, Internet Services TB Clinic, \$1,439.88/yr. (3 yr contract)

MOTION

Mrs. Baird motioned, Mrs. Fisher seconded to approve the contract with Time Warner Cable as presented.

Motion carried unanimously.

5) NEOSoils, Inc., Soil Investigations 2016 WPCLF Round 1 Project, \$6,000.00

MOTION

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

Motion carried unanimously.

6) Welco LKA, Inc., Baby and Me Tobacco Free Technical Consulting, \$1,920.00

MOTION

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

Motion carried unanimously.

7) Clemans, Nelson & Associates, Human Resources Consultants, \$10,000.00

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to approve the contract with Clemans, Nelson & Associates as presented.

Motion carried unanimously.

IX. Travel

A. Official Travel and B. Continuing Education

MOTION

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

Motion carried unanimously.

X. Personnel Actions

A. Executive Session

MOTION

Mrs. Baird motioned, Mrs. Fisher seconded to go into Executive Session to discuss personnel matters at 8:40 a.m.

Motion carried unanimously.

B. Exit Executive Session

MOTION

Mrs. Baird motioned, Mrs. Fisher seconded to exit Executive Session.

Motion carried unanimously.

C. Wage Change – Director of Environmental Health

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to increase the pay of the Director of Environmental Health effective October 2, 2016.

XI. Adjournment

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to adjourn the meeting.

Motion carried unanimously.

DISTRICT BOARD OF HEALTH
MAHONING COUNTY

BOARD OF HEALTH FINANCE COMMITTEE MEETING
September 20, 2016
5:00 P.M.

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

MINUTES

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

Staff present: Patricia Sweeney
Ed Janik

Meeting called to order at 5:00PM
Pledge of Allegiance made.
Roll call conducted.

The Finance committee reviewed the financial reports and discussed proposed contracts. The Finance Committee will make the following recommendations at the next regularly scheduled MCDBOH meeting September 21, 2016:

- 1) ALC Technologies, Repair of Phone and Fiber Lines, \$2,230.60
- 2) Lake Business Products, Copier/Fax Machine for TB Clinic, \$1,216.00
- 3) Alta Care Group, Pathways HUB Care Coordination Agency, \$15,000.00
- 4) Time Warner Cable, Internet Services TB Clinic, \$1,439.88/yr. (3 year contract)
- 5) NEOSoils, Inc., Soil Investigations 2016 WPCLF Round 1 Project, \$6,000.00
- 6) Welco, LKA, Inc., Baby & Me Tobacco Free Technical Consulting, \$1,920.00
- 7) Clemans, Nelson & Associates, Human Resources Consultants, \$10,000.00

Motion to adjourn was made by Mrs. Fisher, seconded by Mr. Perry at 6:15 PM

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**BOARD OF HEALTH PERSONNEL COMMITTEE MEETING
SEPTEMBER 20, 2016
4:00 P.M.**

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

MINUTES

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

Staff present: Patricia Sweeney
 Ed Janik

Meeting called to order at 4:00 PM
Pledge of Allegiance made
Roll call conducted

At 4:05 PM. Mrs. Baird made a motion to enter executive session to consider the appointment, employment, discipline, or compensation of public employees, or to discuss pending or imminent court action, collective bargaining matters, or security matters

The motion was seconded by Mr. Perry.

Mr. Perry made a motion to leave executive session at 4:45 PM. The motion was seconded by Mrs. Baird.

Upon leaving executive session the Personnel committee stated that they would make recommendations related to the appointment, employment, and compensation of public employees during the next regular meeting of the Board of Health on September 21, 2016.

A motion to adjourn was made by Mrs. Baird, seconded by Mr. Perry at 4:50.