

**Minutes of the
District Board of Health
Mahoning County
August 17, 2016
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on August 17, 2016 at 8:00 a.m. at the offices of the Canfield Fair, 7265 Columbiana Canfield Road, Canfield, Ohio 44406.

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, Scott Bolam, Michelle Edison, Loretta Floyd-Pleas, Dr. Kravec, Erica Horner, Ryan Tekac, Kyle Gabrick, John Schoeni, Debbie Moss, Bharat Chaturvedi, Julie Thompson, Patt Sweeney

Public Audience: Dave Mannion, Mike Heher

III. Minutes

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to approve the minutes of the 7/15/16 Board meeting, 7/08/16 Personnel Committee meeting and 7/11/16 Finance Committee meeting as presented.

Motion carried unanimously.

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

A. Board Order #EH-BO-16-02 – McConnell (Springfield Twp.)

Mr. Schoeni explained that this complaint was received by the Health Commissioner regarding deplorable living conditions. Upon investigation it has been determined that the owner is living there and the conditions are as described. There is accumulated solid waste and dog feces as well as evidence of rodent and insect infestation.

The Board asked several clarifying questions and after discussion made the following motion:

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to approve the sanitarians recommendation for Board Order #EH-BO-16-02 as presented:

In accordance with the Nuisance Abatement Code 6.2, and O.R.C. Section 3707.01, declare the home unfit for human habitation and unsafe and order the same:

- Declared as unfit for human habitation and unsafe;
- Placarded;

- Abated immediately, but in no longer than 5 days.

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

Motion carried unanimously.

B. Special Request #EH-SR-16-02 – Reynolds (Milton Twp.)

Mr. Gabrick explained that this is a property on Lake Milton with a summer cottage, and both a well and a septic. A real estate inspection discovered a failing septic systems and the owners are installing a new NPDES septic system which has been approved through the Ohio EPA and permission to discharge granted by Lake Milton State Park. Due to lot size limitations, it is impossible to meet all isolation distances for the well and the septic. We are requesting that the Board allow us to infringe on the isolation distance because the entire wastewater treatment system will be water-tight, have the NPDES permit from the EPA and a service contract which means the system will be checked twice a year to make sure everything is functioning properly. Because this is a summer home, I am also recommending that the homeowner test the well yearly at the beginning of the season because of the isolation distances not being met. The well is not being used for drinking water at this time. It is not known if the owner intends to keep the well or not.

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to approve the sanitarians recommendation for Special Request #EH-SR-16-02 as amended:

Recommend allowing isolation distance to be infringed upon due to all piping being sealed and watertight as well as NPDES Pretreatment System being watertight.

The drinking water must be tested two weeks before occupancy of the summer cottage each year or a treatment system for the drinking water must be installed.

Motion carried unanimously.

V. Old Business

A. Mahoning County District Board of Health Rabies Control Regulations – 3rd Reading

Mr. Tekac explained that this is the third and final reading of the Rabies Control Regulations which will take effect on or after the 5th day of September, 2016.

MOTION

Mr. Perry motioned, Mr. Somers seconded to approve the Rabies Control Regulations as presented.

Motion carried unanimously.

VI. New Business

A. Maternity Licensure – Certificate of Approval – Akron Children’s Hospital Mahoning Valley Boardman Campus

Mrs. Sweeney explained that this is a renewal license application for Akron Children’s Hospital Mahoning Valley Boardman Campus. The Ohio Department of Health forwards the application to us to be certain that if we have local regulations regarding maternity or newborn care nurseries, the applicant is in compliance. Since we do not have local regulations regarding them, it is just a motion to approve.

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to approve the maternity licensure for Akron Children's Hospital Mahoning Valley Boardman Campus as presented.

On Roll Call the vote was as follows:

Mr. Perry	Yes
Mrs. Fisher	Yes
Mrs. Baird	Yes
Mr. Somers	Abstain

VII. Reports

A. Committee

Mr. Somers reported that the Finance Committee met yesterday and most of the meeting time was spent on reviewing the many contracts that are on today's agenda. One of the other things we talked about is the way the grants are being reimbursed now. Instead of giving the money and then showing reports of what we've done; now we have to do all the work, submit bills and wait for payments to come back to us. This is something we have to keep an eye on because even right now we are waiting for \$300,000.00 to come back to us for work we have done.

Mrs. Baird reported that the Personnel Committee did not meet since the last Board meeting.

B. Division/Program

Ryan Tekac

All staff is gearing up for the Canfield Fair. Our office on the Fairgrounds is open Tuesday through Friday of fair week from 8:00 a.m. until 4:30 p.m. for licensing. Our sanitarians will report Wednesday and Thursday from 10:00 a.m. until 6:30 p.m. Friday is normal business hours and we will have staff here after hours as well. This year we will be doing a little different signage in and around the barns regarding handwashing. We have new educational materials about mosquitoes for the Educational Building. Mosquito trapping continues, we are down to one intern who will be with us until the end of October. We have trapped over 1,000 mosquitoes; of those 1,000 mosquitoes, ODH has been able to identify 660 of them and none of them have been West Nile Virus positive. We also have not trapped any of the Aedes Aegypti or Albopictus. I am pleased to announce that we are going to be receiving \$20,940.00 in grant money from the Ohio EPA to purchase more educational material, larvicide for 2017, and advertising (billboards, etc.). We held our second rabies clinic on July 23rd in New Middletown, there were 18 vaccines given. Our third clinic will be held in October at Angels for Animals. Yellow Creek sampling continues, we are into our 17th week with one additional week to follow. Our Plumbing Division has completed the yearly ten hours of CEU's for Master Plumbers. This year we are not going to be participating in distributing the rabies bait. The Ohio Department of Natural Resources is going to do our area by air starting August 22nd.

Erica Horner

Introduced Bharat Chaturvedi, our newest employee in the Nursing and Community Health Division. Bharat will be working on our Maternal and Child Health Program Grant. He will be working with infant mortality initiatives, epidemiology work and community health education. We are currently scheduling additional childhood immunization clinics in August to accommodate the new vaccination requirements. We are scheduling our flu shot clinics to begin at the end of September. We are attending several health fairs and community education events. We are working on completing our QI project for best practices for scheduling and billing childhood and adult immunizations. Our new Baby and Me Tobacco Free billboard is up in Youngstown. The IAP grant RFP from the Ohio Department of Health was supposed to come out on July 20th but it still is not out yet. We are unsure of why it has been delayed. The current grant runs until December 31st.

I also have a report from Susan Kovach:
Will be attending the Emergency Preparedness meetings every morning for the Fair.
There are plenty of brochures and handouts regarding mosquito prevention along with some Skin So Soft repellent packets. Hospitals are still submitting specimens for Zika but we have no new cases.

Dr. Kravec

Continuing to support the team as needed. Heading to Columbus with Patt in September for the AOHC Fall Conference.

Loretta Floyd-Pleas

The WIC Program has been participating in community events and have staff scheduled at the Fair as well to assist at the Baby Comfort Stations. Our Farmers Market Program went really well this year, we have distributed all of the coupons we received from the Ohio Department of Health. Our Breastfeeding Event we held on August 12th was very successful – thanks to all of our staff members in attendance to help everything run smoothly. In October we will be changing to Nestle as our formula provider for the next three years. There is a formula bid that goes out every three years and this time Nestle has been awarded the contract. Similac Sensitive and Similac Alimentum will still remain on our formularies because Nestle does not have compatible products for those two formularies. We have successfully hired a breastfeeding peer assistant who will be working three days a week at the Youngstown WIC Clinic.

Michelle Edison

Shared with the Board new marketing materials that were printed. We have completed our second quarter implementation and we were provisionally approved for our year two. We just submitted our special condition responses, so once that gets approved we should be good to go on year two which starts December 1. As of yesterday, we have 79 clients in the system. We have definitely reached our goal of 50 clients for the first year and are on the way to reaching our 125 already for our year two. So far we are on track with 80% of our clients being the most at-risk group. Meeting with Ryan on Friday to wrap up our QI project; we did our training a couple of weeks ago and it appears that the majority of the participants have a better understanding of how to input data into the system which is a good thing. We have some clients who have been discharged from the HUB because they gave birth and we are hoping some of them will participate in our HUB Advisory Committee. We have been participating in a lot of community events as well.

Scott Bolam

Next Tuesday and Wednesday is our A2LA audit for our lead soil and dust wipe. That's also the audit where the US EPA is auditing the auditor. The State has new lead and copper rules going into effect on September 9th. Changes that will affect us as a laboratory include a rule requiring a 24 hour reporting requirement. In addition to new lead and copper rules, Senate Bill 333 has set aside \$12 million for fixture assessment and replacement in schools across the state. Continuing with collection of groundwater monitoring samples around the landfills.

Ed Janik

Submitted Medicare revalidation paperwork this week which allows us to be a Medicare provider and bill for our services. Submitted our MAC 4th quarter financial report. We received our payment from the City of Canfield for our services; the cities of Sebring and Canfield are the only two entities we have to bill separately, the county auditor does not take that from their tax settlements like they do for the others because of compliance reasons. Our second half settlement will come in October.

Julie Thompson

Starting work on Section Two of our PHAB annual report; we will be working closely with the Leadership team over the next several weeks to start and finish the 27 essay questions that comprise section two. Katie Svasta and I have the opportunity to work collaboratively with a group of Health Commissioners, Accreditation Coordinators and others from the Northeast District as well as The Baldwin Group, who owns HDIS as they strive to create an accreditation database which would operate independently of HDIS and be used for document management, workforce development and performance management to help streamline the process for health departments across the state.

Patt Sweeney

We are holding our first neonatal abstinence syndrome task force meeting tomorrow. I am really looking forward to it because we do not have good data collection here locally at all, not a lot of sharing of data so this will be our opportunity to find out how significant our issue with neonatal abstinence syndrome is. We are currently seeking pricing for external support for strategic planning; I have contacted the Center for Public Health Practice at Ohio State, Center for Public Health Practice at the University of Pittsburgh as well as Kent State University to ask for bids to work with us on strategic planning. It is likely that the District Advisory Council will be convening within the next 6-8 weeks to fill the two positions on our Board. Through my participation on the Solid Waste Management District Policy Committee it has become apparent that with the closing of Central Waste and the distribution of waste to outside the county landfills, there is anticipated to be a \$200,000.00 to \$300,000.00 shortfall in funding coming in to the Solid Waste Management District for this current fiscal year and they are predicting the same if not more next year. We are currently discussing a budget for next year and if this trend continues it is very likely that the budget they will propose will drastically impact all of their programming.

VIII. 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) Dell Computers, Inc., Projector for Conference Room, \$1,199.99

MOTION

Mr. Perry motioned, Mrs. Baird seconded to approve the contract with Dell Computers, Inc. as presented.

Motion carried unanimously.

2) ECMSI, Inc., Dell Latitude Laptop for Community Health Education Specialist, \$1,797.35

MOTION

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

Motion carried unanimously.

3) Ohio Desk, New Workstation in Nursing Division, \$1,997.45

MOTION

Mr. Perry motioned, Mrs. Baird seconded to approve the contract with Ohio Desk as presented.

Motion carried unanimously.

4) CPR First Aid Training of Ohio, First Aid Training, \$1,638.00

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to approve the contract with CPR First Aid Training of Ohio as presented.

Motion carried unanimously.

5) Columbiana County General Health District, Medical Reserve Corps Services, \$1,200.00

6) Trumbull County Combined Health District, Medical Reserve Corps Services, \$5,000.00

MOTION

Mr. Perry motioned, Mrs. Baird seconded to approve the contracts with Columbiana County General Health District and Trumbull County Combined Health District as presented.

Motion carried unanimously.

7) Lake Business Products, Admin Copier Maintenance Agreement, \$1,500.00

MOTION

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

Motion carried unanimously.

8) Youngstown State University, REEP Evaluator Contract, Date Revision Only

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to approve the date revision for the contract with Youngstown State University as presented.

On Roll Call the vote was as follows:

Mrs. Fisher	Yes
Mrs. Baird	Yes
Mr. Perry	Abstain
Mr. Somers	Yes

9) Youngstown City Health District, WIC Office Space, \$6,000.00

10) Lockett Enterprises, Boardman WIC Clinic Rent, \$15,000.00

MOTION

Mr. Perry motioned, Mrs. Baird seconded to approve the contracts with Youngstown City Health District and Lockett Enterprises as presented.

Motion carried unanimously.

11) AR Cleaning, Janitorial Services at Boardman WIC Clinic, \$6,240.00

12) AR Cleaning, Janitorial Services at Youngstown WIC Clinic, \$1,800.00

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to approve the contracts for AR Cleaning as presented.

Motion carried unanimously.

13) Storage and More of Canfield, Storage Unit Rental Fees for 3 Units, \$2,772.00

MOTION

Mrs. Baird motioned, Mrs. Fisher seconded to approve the contract with Storage and More of Canfield as presented.

Motion carried unanimously.

14) Youngstown City Health District, DIS Office Space, \$2,394.00

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to approve the contract with Youngstown City Health District as presented.

Motion carried unanimously.

15) Charlie Hoffman, Septic System Design for WPCLF, \$45,000.00

MOTION

Mr. Perry motioned, Mr. Somers seconded to approve the contract with Charlie Hoffman as presented.

Motion carried unanimously.

IX. Travel

A. Official Travel and B. Continuing Education

MOTION

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

Motion carried unanimously.

X. Personnel Actions

A. Executive Session

MOTION

Mrs. Fisher motioned, Mr. Perry seconded to go into Executive Session to discuss personnel matters at 9:15 a.m.

Motion carried unanimously.

B. Exit Executive Session

MOTION

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

Motion carried unanimously.

C. Confirmation of Appointment

MOTION

Mrs. Fisher motioned, Mrs. Board seconded to confirm the appointment of Bharat Chaturvedi as a full-time Community Health Education Specialist.

Motion carried unanimously.

D. Appoint – Part-Time Breastfeeding Peer Helper

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to appoint Tabbatha Bennett as a part-time Breastfeeding Peer Helper.

Motion carried unanimously.

E. Appoint – Part-Time Public Health Nurse

MOTION

Mr. Somers motioned, Mrs. Baird seconded to appoint Shelley Goussios as a part-time Public Health Nurse as presented.

Motion carried unanimously.

F. Appoint – Part-Time Sanitarian

MOTION

Mr. Somers motioned, Mrs. Baird seconded to appoint Kristen Kibby as a part-time Sanitarian-In-Training pending approval by the State Board of Sanitarian Registration.

Motion carried unanimously.

G. Appoint – Temporary Laboratory Clerk

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to appoint Tarika Holness as a temporary Laboratory Clerk.

Motion carried unanimously.

H. HUB Referral Coordinator

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to approve the creation of a HUB Referral Coordinator position as presented.

Motion carried unanimously.

I. Special Projects Fiscal Manager

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to approve the creation of a Special Projects Fiscal Manager position as presented.

Motion carried unanimously.

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
August 16, 2016
4:00 P.M.

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

MINUTES

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

Staff present: Patricia Sweeney
Ed Janik

Meeting called to order at 4:05PM
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 August 17, 2016:

- a. Dell Computers, Inc., Projector for Conference Room, \$1,199.00
- b. ECMSI, Inc., Dell Latitude Laptop for Community Health Education Specialist, \$1,797.35
- c. Ohio Desk, New Workstation in Nursing Division, \$1,997.45
- d. CPR First Aid Training of Ohio, First Aid Training, \$1,638.00
- e. Columbiana County General Health District, Medical Reserve Corps Services, \$1,200.00
- f. Trumbull County Combined Health District, Medical Reserve Corps Services, \$5,000.00
- g. Lake Business Products, Admin Copier Maintenance Agreement, \$1,500.00
- h. Youngstown State University, REEP Evaluator Contract, Date Revision Only
- i. Youngstown City Health District, WIC Office Space, \$6,000.00
- j. Youngstown City Health District, DIS Office Space, \$2,394.00
- k. Lockett Enterprises, Boardman WIC Clinic Rent, \$15,000.00
- l. AR Cleaning, Janitorial Services at Boardman WIC Clinic, \$6,240.00
- m. AR Cleaning, Janitorial Services at Youngstown WIC Clinic, \$1,800.00
- n. Storage and More of Canfield, Storage Unit Rental Fees for 3 Units, \$2,772.00
- o. Charlie Hoffman, Septic System Design for WPCLF, \$45,000.00

Motion to adjourn was made by Mrs. Fisher, seconded by Mr. Perry at 5:30 PM