

**Minutes of the
District Board of Health
Mahoning County
December 14, 2016
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on December 14, 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, Angelo Italiano, John Schoeni, Sophia Iqbal, Julie Thompson, Patt Sweeney

Public Audience: Mike Heher, Lori Baird

III. Minutes

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to approve the minutes of the 11/16/16 Board meeting as presented.

Motion carried unanimously.

MOTION

Mr. Somers motioned, Mrs. Baird seconded to approve the minutes of the 11/15/16 Finance Committee meeting as presented.

Motion carried unanimously.

IV. Special Requests/Board Orders/Holding Tank Requests

A. Board Order #EH-BO-16-08 – Peyton (Smith Twp.)

Mr. Italiano explained that this is a property in Smith Township which has been vacant for about a year. The property is creating a public health nuisance and is a safety hazard because of the large quantity of dumped and stored solid waste on the property. The owner has failed to comply with the abatement notice and did not appear at the Health Commissioners Hearing.

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to approve the recommendation of the sanitarian for EH-BO-16-08 as presented:

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

- Condemned as dangerous to life or health;
- Placarded;
- Abated within seven (7) days

Motion carried unanimously.

B. Board Order #EH-BO-16-09 – Parlontieri (Smith Twp.)

Mr. Schoeni explained that this is a fire damaged vacant dwelling. The owner did appear at the Health Commissioner's hearing on November 22, 2016 and indicated he was going to get some estimates for demolition and disposal of the dwelling structure and that he will contact our department when he receives the estimates. To date neither Ryan nor I have heard back from him. It has been vacant for a number of years.

MOTION

Mr. Perry motioned, Mr. Somers seconded to approve the recommendation of the sanitarian for EH-BO-16-09 as presented:

In accordance with the Nuisance Abatement Code, Sections 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

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

Motion carried unanimously.

C. Board Order #EH-BO-16-10 – Farmer (Sebring Village)

Mr. Schoeni explained that this order is for an accessory structure (garage) which has holes in the roof, it's starting to fall down, doors are falling off. This is an abandoned property in Sebring. It has been vacant for a couple of years. There has been no success in contacting the property owners.

MOTION

Mrs. Baird motioned, Mr. Somers seconded to approve the recommendation of the sanitarian for EH-BO-16-10:

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.

D. Board Order #EH-BO-16-11 – Black (Sebring Village)

Mr. Schoeni explained that this order is also for an accessory structure (garage) which is actually the only structure on this lot. The garage is falling down, the doors are falling off,

and it is filled with solid waste and debris. The owner refuses to accept mail from our office. The owner failed to comply with the abatement notices and did not appear at the Health Commissioner's hearing.

MOTION

Mrs. Baird motioned, Mr. Somers seconded to approve the recommendation of the sanitarian for EH-BO-16-11:

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. Old Business

A. 2017 Food Service and Retail Food Establishment Fees – 2nd Reading

Mr. Tekac explained that this is the second reading of the proposed food fees. The Licensing Council met on December 6th and voted to approve the fees. The public hearing will be held on January 11, 2017. There is no action required by the Board at the time.

VI. New Business

A. 2017 Solid Waste Facility Licenses

Mr. Tekac explained that we are requesting that the Board approve the 2017 Solid Waste Facility licenses for both Mahoning Landfill and Carbon Limestone Landfill with the special terms and conditions as attached.

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to approve the 2016 Solid Waste Facility Licenses for both Mahoning Landfill and Carbon Limestone Landfill with the special terms and conditions attached as presented.

Motion carried unanimously.

B. Approval of 2016 Budget Additions, Decreases, and Inter-Fund Advances

Mr. Janik explained that this is something the Board approves annually. It is all of the budget additions, budget decreases and inter-fund advances we have done for the year. We may have some changes after we receive the final numbers at the end of the year. Mrs. Fisher added that the Finance Committee reviewed this in great detail at the Finance Committee meeting.

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to approve the 2016 Budget Additions, Decreases and Inter-Fund Advances as presented.

Motion carried unanimously.

VII. Reports

A. Committee

Mr. Somers reported that the Finance Committee met yesterday and in addition to the Budget Additions another issue that we need to have continued conversation about is our vehicle fleet.

Mrs. Baird reported that the Personnel Committee met December 13th and has a couple of items to discuss in Executive Session.

B. Division/Program

Ed Janik

Working on closing out 2016. We sent a memo to all managers yesterday explaining our end of year policies. We had open enrollment for healthcare and thanks to everyone for returning their paperwork in a timely manner; we had a very small window to get this completed. The cost of healthcare has gone up 10% from last year and unfortunately, the trend will continue. In early January we will begin work on our annual financial reports for the annual report, the District Advisory Council and the Ohio Department of Health for our state subsidies.

Ryan Tekac

We had our pool program survey last month conducted by the Ohio Department of Health. It was a near perfect score; we received 98 out of 100. Our wastewater program installers meeting was held December 8th. The topics we discussed included the operation and maintenance program and GIS training. The Sewage Appeals Board has been reappointed and remains Ted Dunchak, appointed by the Health Commissioner, Joe Warino, appointed by Judge Rusu and Dustin Gurney appointed by the Director of the Ohio Department of Health. For an update on our Quality Improvement this year, we have finished work on four projects and all of them have shown areas where we have recognized improvements to be made:

- Nursing – developed a policy and procedure manual for insurance verification that has led to a reduction of 60.5% in influenza billing errors. A similar process will take place for all other vaccines.
- WIC – the objective was to reduce the amount of time it takes for WIC clients to complete the application process. A time study was conducted, but it was recognized that there are variables such as family size that affect the study. Further information is going to be gathered in 2017 in order to identify these factors and what the appropriate rate of time should be on those factors.
- HUB – the objective was to establish a guideline for data entry and to improve on data entry errors or missing data. A self-audit was performed to determine the baseline and then those areas were corrected thru a guidance document and proper staff training. A post assessment indicated that there was a 50% reduction in data entry errors.
- IT – develop an IT team with objectives to monitor the Board of Health IT hardware and software.

Our quality improvement work will continue in 2017 with more projects as well as training in Lean Six Sigma for all staff thanks to a grant we received from the Department of Administrative Services.

Erica Horner

We found out yesterday that we were awarded the Injury Prevention Grant for Prescription Drug Overdose which will start January 1, 2017. Our Maternal and Child Health Program Grant special conditions were approved. The Immunization Action Plan RFP is due January 17, 2017; this has changed as well – now it's 80% deliverable and 20% base. We have seen an increase in the distribution of Project DAWN naloxone kits, word is getting out in the community that we have them available and can train people to use them. We were also at 100% on having children up to date on their immunizations by age 2 at our clinics in November. We continue to do community outreach for all of our programs as well.

Michelle Edison

I would like to introduce you to Sophia Iqbal, our new HUB Referral and Training Coordinator. She comes to us from Mercy Health where she was a patient advocate. The HUB has completed its first year! As you know, our goal for enrollment was 50 women and our end of year number was 79. We are really excited about the progress we have made. We have had 32 births in the HUB. We successfully completed our HUB site visit last week which included a home visit. In order for us to see the impact that the HUB is having on our clients, for year two of the grant, the Ohio Commission of Minority Health is allowing us to continue to work with our clients for a full year instead of just through the first postpartum visit. Our expectation for next year is to have at least 125 women enrolled in the HUB and to add more Care Coordination Agencies.

Loretta Floyd-Pleas

We are finally going to have a wrap on a WRTA bus to do some outreach advertising for the WIC program and we are really excited. We have extended our breastfeeding support group outreach to Meridian Care Services. January will be the last month we collect data for the 5 A's smoking surveys; then Ohio State will provide us with feedback on how we have been assisting our women with tobacco cessation. We will have the opportunity to continue some components of the program with assistance of Ohio State.

Scott Bolam

Wrapping up our testing activities for 2016. We started the Sebring corrosion control sampling at the end of November. The Mahoning County Healthy Homes and Lead Hazard Control Program received a new grant and we are seeing an uptick in lead clearances. Finishing up 4th quarter testing for our EPA clients.

Dr. Kravec

One of the six goals that Mercy Health is working on for all of their facilities in the state is opiate screening. Although we don't know exactly what it will look like yet, I'm certain the conversation will involve the Board of Health, so that's something to look forward to.

Patt Sweeney

Thank you for the perfect segue; this is a draft of our 2016-2017 updated Community Health Improvement Plan. This document shows the priorities, goals, objectives and the strategies that are going to be implemented. We are meeting again tomorrow as a Community Health Improvement Team and one of the strategies in there, as a result of the Prescription Drug Overdose grant that we just received, is working with ER's regarding opioid prescriptions. I attended the Solid Waste Management District meeting yesterday, our regular quarterly meeting, where their 2017 budget was approved. The budget is approximately \$2.07 million down from a few years ago when it was \$3.1 million. That is likely due to Central Waste closing as well as oil and gas exploration disappearing from the area. Our funding this year remains unchanged from last year. The Western Reserve Health Foundation grant has concluded, that was \$70,900.00 that was awarded two years ago to help establish a CenteringPregnancy program in the county. The Western Reserve Health Foundation allowed us to use the money to support getting the right women into the CenteringPregnancy program at Mercy. Our Community Health Outreach Worker, Yvonne Smith, went to over 150 locations to share CenteringPregnancy information. She has been to every day care center, church, and community center in our high risk zip codes. Nancy Mosca, PhD, RN has been appointed to fill Margot Baird's unexpired term on the Board of Health. Dr. Mosca attended a board orientation on December 7th. We continue to wait for our response from PHAB for Section 2 of our Annual Report. The new Reaccreditation Standards and Measures will be published in January. In November the Governor's Office convened a cabinet level meeting regarding opiates and now he is convening the same cabinet level type meeting regarding infant mortality. The meeting will be held here at the Board of Health on January 27, 2017

VIII. 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) Armstrong Utilities, Inc., Internet Service for Laboratory Division, \$2,418.15 (three year contract)

MOTION

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

Motion carried unanimously.

2) National Cinemedia, LLC., Mosquito Awareness Campaign, \$2,834.00

3) Genesis Outdoor Advertising, Mosquito Awareness Campaign, \$2,925.00

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to approve the contracts with National Cinemedia, LLC. and Genesis Outdoor Advertising as presented.

Motion carried unanimously.

4) Outdoor 24, Immunization Action Program WRTA Advertising, \$1,500.00

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to approve the contract with Outdoor 24 as presented.

Motion carried unanimously.

5) AIHA Proficiency Analytical Testing Programs, LLC., Lab Proficiency Testing and Certification, \$2,390.00

MOTION

Mr. Perry motioned, Mr. Somers seconded to approve the contract with AIHA Proficiency Analytical Testing Programs, LLC. as presented.

Motion carried unanimously.

6) HUB Care Coordination Agencies:

- Healthy Moms Healthy Babies Program – OIMRI, \$20,000.000
- Help Me Grow Program, \$20,000.00
- Resource Mothers Program, \$20,000.00

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to approve the contracts with the HUB Care Coordination Agencies as presented.

Motion carried unanimously.

7) ECMSI, IT Services Contract, \$78,000.00

MOTION

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

Motion carried unanimously.

8) Vehicle Purchase, Environmental Division, 2 Vehicles not to exceed \$15,000.00

each

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to approve the purchase of two vehicles for the Environmental Division not to exceed \$15,000.00 each.

Motion carried unanimously.

C. Notice of Award

- Water Pollution Control Loan Fund Project #1, Less Contracting, LLC., \$49,000.00
- Water Pollution Control Loan Fund Project #2, Less Contracting, LLC., \$42,800.00

MOTION

Mrs. Fisher motioned, Mrs. Baird seconded to approve the awards for the Water Pollution Control Loan Fund Projects #1 and #1 as presented.

Motion carried unanimously.

IX. Travel

A. Official Travel

MOTION

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

Motion carried unanimously.

X. Presentation

At this time, Mr. Somers presented Mrs. Baird with a plaque on behalf of the Board of Health and its employees thanking her for her 20 years of dedicated service to the Board and to this community.

Mrs. Baird thanked everyone and added she will be sorry to leave the Board but will still be active on both the Rabies and Tattoo Advisory committees. She has enjoyed her Board tenure and wishes everyone the best.

XI. Personnel Actions

A. Executive Session

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to go into Executive Session to discuss personnel matters at 9:05 a.m.

Motion carried unanimously.

B. Exit Executive Session

MOTION

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

Motion carried unanimously.

C. Authority to Appoint – Injury Prevention Prescription Drug Overdose Coordinator

MOTION

Mr. Perry motioned, Mrs. Fisher seconded to give the Health Commissioner the authority to appoint the Injury Prevention Prescription Drug Overdose Coordinator as presented.

Motion carried unanimously.

XI. 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
December 13, 2016
7:30 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: Patt Sweeney
Ed Janik

Meeting called to order at 7:30AM
Pledge of Allegiance made.
Roll call conducted.

The Finance committee reviewed the financial reports, the proposed 2016 Budget additions, decreases and inter-fun transfers and discussed proposed contracts. The Finance Committee will make the following recommendations at the next regularly scheduled MCDBOH meeting December 14, 2016:

- 1) Armstrong Utilities, Inc., Internet Service for Laboratory Division, \$2,418.15 (three year contract)
- 2) National CineMedia, LLC., Mosquito Awareness Campaign, \$2,834.00
- 3) Genesis Outdoor Advertising, Mosquito Awareness Campaign, \$2,925.00
- 4) Outdoor 24, Immunization Action Program WRTA Advertising \$1,500.00
- 5) AIHA Proficiency Analytical Testing Programs, LLC., Lab Proficiency Testing and Certification, \$2,390.00
- 6) HUB Care Coordination Agencies:
 - Healthy Moms Healthy Babies Program – OIMRI, \$20,000.00
 - Help Me Grow Program, \$20,000.00
 - Resource Mothers Program, \$20,000.00
- 7) ECMSI, IT Services Contract, \$78,000.00
- 8) Vehicle Purchase, Environmental Division, 2 Vehicles not to exceed \$15,000.00 each

Motion to adjourn was made by Mrs. Fisher, seconded by Mr. Somers at 8:30 AM

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**BOARD OF HEALTH PERSONNEL COMMITTEE MEETING
DECEMBER 13, 2016
11:00 A.M.**

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

MINUTES

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

Staff present: Patricia Sweeney
 Ed Janik

Meeting called to order at 11:05 a.m.
Pledge of Allegiance made.
Roll call conducted.

At 11:06 a.m. 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 11:45 a.m. 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 December 14, 2016.

A motion to adjourn was made by Mrs. Baird, seconded by Mr. Perry at 11:50 a.m.