

**Minutes of the
District Board of Health
Mahoning County
April 19, 2017
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on April 19, 2017 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 Absent

Len Perry
Don Somers
Bev Fisher
Nancy Mosca

Staff Present: Ed Janik, Erica Horner, Susan Kovach, Michelle Edison, Loretta Floyd-Pleas, Scott Bolam, John Hallas, John Schoeni, Patt Sweeney

Public Audience: Mike Heher

III. Minutes

MOTIONS

Mrs. Fisher motioned, Mr. Somers seconded to approve the minutes of the 3/15/17 Board meeting as presented.

Motion carried unanimously.

Mr. Somers motioned, Mrs. Fisher seconded to approve the minutes of the 3/8/17 Personnel Committee meeting as presented.

Motion carried unanimously.

Mr. Somers motioned, Mrs. Fisher seconded to approve the minutes of the 3/8/17 Finance Committee meeting as presented.

Motion carried unanimously.

IV. Reorganization of the Board

A. Election of Officers

MOTION

Mr. Perry motioned, Mrs. Fisher seconded to elect Mr. Somers as president of the Board of Health.

On roll call the vote was as follows:

Mr. Perry	Yes
Dr. Mosca	Yes
Mrs. Fisher	Yes
Mr. Somers	Abstain

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to elect Mr. Perry as vice president of the Board of Health.

On roll call the vote was as follows:

Mr. Somers	Yes
Dr. Mosca	Yes
Mrs. Fisher	Yes
Mr. Perry	Abstain

B. Committee Assignments

Mr. Somers asked for the committee assignments. It was decided that the Personnel Committee will consist of Dr. Mosca and Mr. Perry and the Finance Committee will consist of Mrs. Fisher and incoming Board member, Dr. Miladore.

C. Schedule of Regular Meetings

The monthly Board of Health meetings will remain on the third Wednesday of the month beginning at 8:00 a.m. unless otherwise indicated.

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

A. Board Order #EH-BO-17-06 – Brickner (Sebring Village)

Mr. Schoeni explained that this property is located in the village of Sebring and creates a public health nuisance because the unsecured vacant dwelling has numerous openings to the exterior and broken windows permitting insect, animal, and rodent entry into the structure. There is also solid waste and debris under the back deck. The owner failed to comply with abatement notices and did not appear at the Health Commissioner's hearing.

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to approve the recommendation of the sanitarian for EH-BO-17-06 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.

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-17-07 – Prendergast (Sebring Village)

Mr. Schoeni explained that this property has been vacant for a number of years and we have not been able to establish any communication with the owner of record. Numerous open windows; raccoons have gained access to the inside of the property, they are literally destroying all the insulation on the inside; there is substantial damage to the roof; no water source since 2010; extensive fascia, soffit and rain gutter damage.

MOTION

Mr. Perry motioned, Mr. Somers seconded to approve the recommendation of the sanitarian for EH-BO-17-07 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.

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-17-08 – Walker (Sebring Village)

Mr. Schoeni explained that this vacant, unsecured property has extensive roof, fascia, soffit and rain gutter damage. The interior is filled with solid waste, bags of garbage, debris and used furniture. There is no water or sewer service to the property since 2010. The owner has failed to comply with the abatement notices and did not appear at the Health Commissioner's hearing.

MOTION

Mr. Perry motioned, Mrs. Fisher seconded to approve the recommendation of the sanitarian for EH-BO-17-08 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.

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

Motion carried unanimously.

D. Board Order #EH-BO-17-09 – Rinehart (Sebring Village)

Mr. Schoeni explained that this is a vacant property and the owner is deceased. The back door to the property is open; the basement is literally filled with bags of garbage. There is evidence of animal/rodent entry into the property. No electric, water or sewer service to the property since 2013.

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to approve the recommendation of the sanitarian for EH-BO-17-09 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.

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

Motion carried unanimously.

VI. New Business

A. Approval of Nursing Division Policies and Procedures:

- Nursing & Community Health Division's Naloxone Distribution: Service Entities without a Terminal Distributor of Dangerous Drugs License (TDDL)
- Policy on Infant Feeding
- Policy on Infant Safe Sleep

Ms. Horner explained that the purpose of the Naloxone Distribution: Service Entities without a Terminal Distributor of Dangerous Drugs License policy and procedure is to provide guidance regarding implementation of Ohio Senate Bill 319 which became effective April 6, 2017. SB319 authorizes MCDBOH to distribute naloxone and provide naloxone use education to service entities that do not hold a Terminal Distributor of Dangerous Drugs license. The Bill defines Service Entities as a public or private entity that provides services to individuals reasonably believed to be at risk of experiencing an opioid-related overdose. The Bill included the following as Service Entities: a college or university, school, local health department, community addiction services provider,

court, probation department, halfway house, prison, jail, community residential center, homeless shelter or similar entity. We have created a policy to address this which is that we will provide Ohio Department of Health funded Project DAWN naloxone kits and education on naloxone administration by a public health nurse at no cost to the following non-profit Service Entities within Mahoning County while supplies last:

- Not for profit college or university
- Not for profit schools
- Local Health Department
- Courts
- Homeless Shelters
- Prisons (non-law enforcement personnel)
- Jail (non-law enforcement personnel)
- Probation Departments
- Halfway Houses
- Community Residential Centers

Naloxone administration education can be provided as a fee for service by a public health nurse (per the MCDBOH's Public Health Nurse Non-Contracted Fee Schedule) to the following Service Entities within Mahoning County:

- Community Addiction Treatment Service Providers
- For profit Halfway Houses
- For profit Community Residential Center
- Similar entities providing addiction treatment services to individuals who there is reason to believe may be at risk of experiencing an opioid related overdose.

Ms. Horner explained that the purpose of the policy and procedure on infant feeding is to establish a consistent message across all Nursing and Community Health Divisional Maternal and Child Health programs and activities by adopting the Ohio Department of Health's Infant Feeding Policy.

Ms. Horner then explained that the purpose of the policy and procedure on infant safe sleep is to establish a consistent message across all Nursing and Community Health Divisional Maternal and Child Health programs and activities by adopting the Ohio Department of Health's Infant Safe Sleep Policy.

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to approve the Nursing Division Policies and Procedures as presented.

Motion carried unanimously.

B. Approval of New Fee – Public Health Nurse Services

Ms. Horner explained that this fee corresponds with the new policy regarding naloxone administration education to for profit entities. This \$65.00 fee will allow the MCDBOH to receive compensation for the staff time and mileage providing the naloxone education training.

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the \$65.00 fee for public health nurse services as presented.

Motion carried unanimously.

C. Maternity Licensure – Certificate of Approval – St. Elizabeth Boardman Hospital

Mrs. Sweeney explained that this is the maternity licensure for St. Elizabeth Boardman Hospital. It is sent to us for approval by the Ohio Department of Health and we are to indicate if the hospital is in noncompliance with any applicable local health department regulation. There are no local health department regulations applicable to this license so it is presented for your approval.

MOTION

Mr. Somers motioned, Dr. Mosca seconded to approve the maternity licensure for St. Elizabeth Boardman Hospital as presented.

Motion carried unanimously.

VII. Reports

A. Committee

Mr. Perry reported that the Personnel Committee met and will discuss their issues in Executive Session.

Mr. Somers reported that the Finance Committee met yesterday and went over the contracts later on the agenda as well as the Nursing Division items we just discussed. Mrs. Fisher added that with the changes to the grant programs where we are now getting reimbursed on the back end, we appreciate all of the managers and staff working together to keep the ship tight.

B. Division/Program

Ed Janik

ODH is going to do a desk audit for the WIC program for the months of January through March of 2017. We are responsible to make copies of all the requested information and send it to the auditor to review. Our state audit continues, it will be wrapping up shortly, they have indicated that all is well with the work they have done. Public Entities Pool of Ohio was here for their bi-annual visit and they had two recommendations for us; one of them is to have our cleaning company sign a HIPPA form and the other item is to have the statement "\$250 minimum fine" added to our handicap signage in the parking lot to reflect the new federal requirement.

John Hallas

Had our first rabies vaccination clinic of the year at Angels for Animals with the help of Dr. Courtney O'Neill and we administered 109 vaccinations. Our next clinic will be held sometime in the summer where we can be outside at one of the townships. Today is YSU Earth Day and this is the third year we have participated, this event allows us to educate students and faculty on our agency and how our environmental programs are making a difference. Mahoning County Farm Bureau and AWARE are partnering up to hold a Watershed Celebration at the Mill Creek MetroParks Farm in Canfield on June 22nd. The celebration will be held from 4:30 until 8:30 p.m. The mosquito surveillance program will continue this season with guided interns providing the trapping activities. We have secured six more sentinel traps and six more gravity traps so we will now have sixteen of each trap. We included adulticiding activities in our OEPA mosquito grant proposal this year; we will be notified on May 1st if we were awarded funding. I'm working on coordinating a seminar on July 25th at Austintown Fitch. We will be inviting sanitarians, industry people and the general public via social media and a press release. As part of one of our small FDA grants, we created critical foodborne illness risk factor violation posters which we have been distributing to operators who have those violations. As a result of our mentoring opportunity with Lake County General Health District, we will be making some changes to our training policy to ensure continued compliance with the regulations.

Erica Horner

During the month of March, in the Project DAWN program, we distributed one community kit and two refills as well as four full kits and 50 single boxes to first responders/law enforcement. Also for the month of March 100 of the children who were clients in our immunization clinics at age 2 were considered up to date with their immunizations. 89% of adolescents in our immunization clinics were considered up to date for required vaccines. The Moms Quit for Two Program Grant Application was submitted at the beginning of the month. Our IAP fiscal year 16 yearend report was also submitted at the beginning of this month. The new immunization fiscal year 17 grant started on April 1st, it is 80% deliverables based and there are several sections of the deliverables that are not able to be implemented yet because of statewide technology issues, such as impactsis not being up and running. Our Cribs for Kids Program continues to be consistently busy in March 27 families were screened and scheduled for classes and 25 portable cribs were distributed.

Susan Kovach

We received our NOA for our preparedness dollars for next year and we are fully funded. We are doing face-to-face PIO training on May 15th. We are also scheduled for position specific incident command training with a company called Tetra Tech at the end of May which is being paid for with grant funds. I have been working with John and Ryan to plan our spending of the Ebola/Zika funds that we have left from this past year. We had our first prescription drug overdose meeting last week and it went really well. Each patient coming into an emergency department has their symptoms logged. If the number of patients with symptoms of "drug overdose" exceeds what is expected for that date, an alert to the local health department is generated. One of the grant requirements is that we have to respond to the epicenter alerts and we have a procedure in place now where we email mental health and recovery, all police, fire and ems and let them know it's going on in the community. Based on the response at the meeting, the process is working really well.

Loretta Floyd-Pleas

We celebrated National Nutrition Month in March and we had a Dr. Seuss Birthday Bash to emphasize green eggs and ham, but we didn't use ham, we used the opportunity to encourage clients to eat green veggies. We have done some outreach by participating in community events such as the Minority Health Baby Shower and OCCHA Health Fair. We collaborated with Alta Head Start on their Health Advisory Committee. We are working with our six YSU students. We have three staff members who have been invited to participate in the Strategic Leadership Solutions training in May. Our RFP is now due on May 22nd. We continue to work on our quality improvement projects.

Michelle Edison

We just finished our first quarter of our second year implementation through the Ohio Commission of Minority Health. We have 79 women who are active in the HUB; to date we've had about 139 women that have been enrolled. Between January and March we had 37 women enrolled into the HUB. We've had about a total of about 60 births and 48 of those births were African American so we are reaching our target population. We now have five Care Coordination Agencies in our network. We are also in the process of adding more Community Health Workers. The HUB's statewide are working with the Ohio Division of the American Academy of Pediatrics to develop education modules for the HUB's to use in one of the pathways to provide education to our clients. We have participated in many community events in the last month. We will be holding our annual CLAS training at the Tabernacle Church and it is open to all who would like to attend.

Scott Bolam

Some of our clients have new testing requirements this year; the EPA is working to establish levels on total phosphorus and nitrogen for small wastewater treatment systems. We have about 20 systems that we test monthly and they are all starting to be required to do phosphorus and additional nitrogen testing as their permits come up for renewal. I've been contacted by the OEPA that they will be coming on June 22nd and June 29th for their microbiology and metals audits. Our landfill testing will begin the first week of May with Central Waste.

Patt Sweeney

MY Baby's 1st Coalition did a press release expressing concern regarding the distribution of baby boxes. The coalition did not take a position pro or con, but did express that there has not been enough research conducted by the Consumer Product Safety Commission or the American Academy of Pediatrics to support the boxes as a safe sleep environment for infants. . We had our first CHIP meeting of the year; we were small in number but very active in thoughts and ideas. We had a soft start with 3 Kings Transportation with our HUB clients last week. As part of our potential HUB contracts we are going to be going through a HIPPA IT audit to see how secure our systems are for transfer of Medicaid managed care enrollee information. We are now in the process of getting together with Joe Saadey to determine whether or not we will extend the contract to lease this space when the contract concludes in June of 2018.

VIII. Approval of Monthly Expenses

A. Monthly Expenses

MOTION

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

Motion carried unanimously.

B. Contracts

1) Care Coordination Systems, LLC., Software Licenses - HUB, \$25,000.00

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to approve the contract with Care Coordination Systems, LLC. as presented.

Motion carried unanimously.

2) Tetra Tech, Inc., Incident Command System Training – Position Specific Overview and Drill, \$15,000.00

MOTION

Mr. Perry motioned, Mr. Somers seconded to approve the contract with Tetra Tech, Inc. as presented.

Motion carried unanimously.

3) Cooksey Culligan, Inc., Lab Pure Water, \$4,248.00 (3 year contract)

MOTION

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

Motion carried unanimously.

IX. Travel

A. Official Travel and B. Continuing Education

MOTION

Mr. Perry motioned, Mr. Somers 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. Somers seconded to go into Executive Session to discuss personnel matters at 9:10 a.m.

Motion carried unanimously.

B. Exit Executive Session

MOTION

Mr. Perry motioned, Mrs. Fisher seconded to exit Executive Session at 9:40 a.m.

Motion carried unanimously.

C. Appoint – Full-Time Sanitarian

MOTION

Mrs. Fisher motioned, Mr. Perry seconded to appoint Shannon Sellards as a full-time sanitarian at the grade two level as presented.

Motion carried unanimously.

D. Hearing Officer

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to give the Health Commissioner the authority to hire a hearing officer to preside over pre-disciplinary hearings.

Motion carried unanimously.

E. Create/Post/Advertise – Epidemiology Position

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to create, post and advertise for the Epidemiology position as presented.

Motion carried unanimously.

XI. Adjournment

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to adjourn the meeting at 9:40 a.m.

Motion carried unanimously.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**BOARD OF HEALTH FINANCE COMMITTEE MEETING
April 18, 2017
8:30 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 8:30 a.m.
Pledge of Allegiance made.
Roll call conducted.

The Finance committee reviewed the financial reports and the proposed Public Health Nurse Services fee. The proposed contracts were also reviewed and the Finance Committee will make the following recommendations at the next regularly scheduled MCDBOH meeting April 19, 2017:

1. Care Coordination Systems, LLC, Software Licenses – HUB, \$25,000.00
2. Tetra Tech, Inc., Incident Command System Training – Position Specific Overview and Drill, \$15,000.00
3. Cooksey Culligan, Inc., Lab Pure Water, \$4,248.00 (3 year contract)

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

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**BOARD OF HEALTH PERSONNEL COMMITTEE MEETING
APRIL 17, 2017
3:30 P.M.**

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

MINUTES

Board members present: Mr. Len Perry
 Dr. Nancy Mosca

Staff present: Patricia Sweeney
 Ed Janik

Meeting called to order at 3:30 p.m.
Pledge of Allegiance made.
Roll call conducted.

At 3:31 p.m. Dr. Mosca 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 4:20 p.m. The motion was seconded by Dr. Mosca.

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 April 19, 2017.

A motion to adjourn was made by Mr. Perry, seconded by Dr. Mosca at 4:25 p.m.