

**Minutes of the
District Board of Health
Mahoning County
August 16, 2017
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on August 16, 2017 at 8:00 a.m. at the administration building of the Canfield Fairgrounds, 7265 Columbiana-Canfield Road, Canfield, Ohio 44406.

I. Pledge of Allegiance

II. Roll Call

<u>Present</u>	<u>Absent</u>
Len Perry	
Don Somers	
Bev Fisher	
Dr. Nancy Mosca	
Dr. Michael Miladore	

Staff Present: Ed Janik, Ryan Tekac, Erica Horner, Michelle Edison, Scott Bolam, Susan Kovach, Loretta Floyd-Pleas, Kristen Ohr, Julie Thompson, Patt Sweeney

Public Audience: Dave Mannion

III. Minutes

MOTIONS

Mrs. Fisher motioned, Mr. Somers seconded to approve the minutes of the 7/19/17 Board meeting as presented.

Motion carried unanimously.

Mr. Perry motioned, Mrs. Fisher seconded to approve the minutes of the 7/7/17 Personnel Committee meeting as presented.

Motion carried unanimously.

Mr. Somers motioned, Dr. Miladore seconded to approve the minutes of the 7/18/17 Finance Committee meeting as presented.

Motion carried unanimously.

IV. New Business

A. Resolution #RES-2017-001 – Pathways Community HUB Application for Funding

Mrs. Edison explained that this is additional funding being presented by the Ohio Commission on Minority Health for expansion of HUB services. It is only offered to the three most recent HUB's which would be Columbus, Akron and Mahoning County. The first year is for \$80,000.00 and the second year is for \$119,000.00. The application requires an approved Board Resolution.

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to approve the Resolution #RES-2017-001 – Pathways Community HUB Application for Funding as presented.

Motion carried unanimously.

B. TB Clinic Transfer

Mrs. Sweeney explained that we are in the process of receiving bids from moving companies to pack up the TB Clinic in its current location and put some of their items in storage and bring necessary items to the main office. We have two bids right now ranging from \$3,500.00 to \$6,500.00 and we are waiting for a third bid. We are requesting the authority to accept the most appropriate bid (the lowest bid) and move forward with this process because we are paying \$800.00 a month every month that we are staying at the Community Center.

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to grant the authority to the Health Commissioner to accept the lowest bid for the TB Clinic move.

Motion carried unanimously.

V. Reports

A. Committee

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

Dr. Miladore reported that a couple of Board members have visited a possible alternative location for the Board of Health and are continuing to speak with a real estate developer about remaining in our current location as well. Mr. Somers added that grant reimbursement continues to remain a concern as well as a financial burden while we wait to be reimbursed for work we have done and money we have paid.

B. Division/Program

Ed Janik

Starting to work on the 2018 budget with the managers and will have ready for the Board in October. Attended a Fiscal Officers meeting in Stark County at the end of last month, it's a great sharing opportunity with other Finance Directors from Northeast Ohio. The county is going to be holding a vehicle auction next week and we have three obsolete vehicles which will be auctioned.

Julie Thompson

Work continues on Section Two of the PHAB Annual Report. Ryan, Patt, Susan and I attended performance management training last month and we were able to add some additional measurable information to our performance management plan while we were there which will help as we continue our performance management tracking. The first in-person meeting of the Northeast Ohio Accreditation Coordinator Learning Community is September 13th at NEOMED.

Scott Bolam

Finishing up our annual lead and copper testing for our drinking water clients. We started the Pymatuning Creek study with Eastgate. We're three weeks into that; they are doing 10 samples a week for their screening study. If they get significant rain they might do some additional samples for that. The study will continue into October. For our groundwater monitoring program, we finished up the CLD sampling and we will be doing the Mahoning sampling by the end of this month and will be collecting around Carbon Limestone Landfill in September to finish up.

Susan Kovach

We will be using ICS for the Fair this year to put our extensive training to the test. We will be sending a blast fax to the physicians in regards to the influenza as a precaution in case they see someone with symptoms because they don't usually test at this time of year. The first Prescription Drug Overdose Review Team will meet this month and review the 2016 deaths. We are applying to ODH to be part of a pilot project for community cessation initiatives. This is a consortium with Trumbull County Health Department because we share St. Elizabeth and St. Joe's tobacco cessation program which is probably the biggest cessation program in our area. This grant is anywhere from \$300,000 to \$500,000 between the two counties for a referral program for tobacco cessation.

Loretta Floyd-Pleas

WIC has been conducting a significant amount of outreach over the last several months because our income guidelines have increased effective July 1st, so we really want to get the word out to let people know that it has changed and they may be eligible. We did a media blitz with Dee Crawford promoting our breastfeeding event on WYTV which aired on August 5th. We have partnered with Alta Head Start to increase participation for our three and four year olds. Our Ohio Department of Health Management Evaluation is happening September 12-14 and we look forward to them coming. We are discussing the possibility of offering extended clinics once a month at Austintown and Boardman to later in the evening to accommodate working families.

Erica Horner

I would like to introduce Kristen Ohr, our newest public health nurse. She comes to us with a background in pediatric nursing and we are very happy to have her. Kristen will be working primarily with our TB clinic activity, as well as BCMH clients and immunization clinics. Our Maternal & Child Health Program grant will be ending September 30th for this fiscal year. From October of last year through July of this year we have distributed 219 cribs; we projected 250 and we have been averaging 22 distributed monthly so we are definitely going to hit our target by the end of September. In that same time period we have screened 279 participants. The Community Nutrition/Physical Activity Needs Assessment is currently being distributed and once all the data has been received back we will be doing an action plan. The action plan will be developed and then the action plan will drive the development of a nutrition program for the new grant year which starts in October of this year. In July for the Project DAWN naloxone kits we distributed 18 community kits, two full kits and seven single doses for First Responders. There were 11 total saves reported from First Responders. For the month of July, we were 33% on having children who were clients in our immunization clinics at age 2 considered up to date. This low percentage is because we had several children come to our clinic who were way behind on their shots, and actually had never even had shots before. Our adolescent immunization clinics had a 94% rate considered up to date for required vaccines. We have added an additional immunization clinic in August for back to school vaccines.

Michelle Edison

The HUB just finished our Fun Days which we held with Youngstown Metropolitan Housing Authority. The goal was to inform residents about our programming through the HUB with our Care Coordination Agencies and also through the Infant Mortality Coalition and what's available and also reach out to residents who might be eligible for our programs. We held these at five sites and we will continue to offer workshops at these sites throughout the year in conjunction with the Infant Mortality Coalition. We are strengthening our connections and relationships with other agencies, especially those that engage our pregnant woman early in their pregnancy. Job and Family Services has included our referral form as part of their enrollment process. We recently had a statewide HUB meeting to look at how we can strengthen our connection as HUB's in the state of Ohio and continue to share information and communicate. Had a meeting with a professor in the Woman and Gender Studies Department at YSU and we are looking forward to partnering with them. We discussed

starting a mentoring program through the young women's professional group at the YWCA. Our site visit from the Ohio Commission on Minority Health will be next month.

Ryan Tekac

The food program will have their Ohio Department of Health program survey on beginning on October 16th. The first few days will be an administrative review of paperwork and then the surveyor will accompany each inspector for two days while they conduct inspections. The survey should be completed sometime in November. Office hours for the Canfield Fair will be Tuesday through Friday, 8:00 a.m. until 4:30 p.m. Inspectors will be on the grounds on Wednesday and Thursday from 10:00 a.m. until 8:30 p.m., Friday from 8:00 a.m. until 8:30 p.m., Saturday and Sunday we will have shifts from 11:00 a.m. until 8:00 p.m., split in half and Monday from 11:00 a.m. until 5:00 p.m.. We are scheduling two more rabies vaccination clinics for after the Fair; one will be in Smith Township. There will be three days of all staff quality improvement training paid for through money left from the Department of Administrative Services grant we received. All staff will be required to attend one day of training and I am coordinating with the managers for scheduling.

Patt Sweeney

Space allocation/space evaluation is going to be driving our conversation for the next few weeks until some decisions are made about where we want and need to be for the next 10 years. The PHAB Annual Report is taking a considerable amount of hours in the work week as we prepare to send that off again for another year. Strategic planning is continuing; we have two focus groups scheduled. Kent State is coming in and facilitating the two focus groups so that we have strong staff input to the strategic plan.

VI. Approval of Monthly Expenses

A. Monthly Expenses

MOTION

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

Motion carried unanimously.

B. Contracts

1) Protec Instrument Corporation, Lead Paint Analyzer Source Replacement,

\$2,880.00

MOTION

Dr. Miladore motioned, Dr. Mosca seconded to approve the contract with Protec Instrument Corporation as presented.

Motion carried unanimously.

2) Thompson Mechanical, Negative Pressure Room, \$2,260.00

MOTION

Dr. Mosca motioned, Mr. Somers seconded to approve the contract with Thompson Mechanical as presented.

Motion carried unanimously.

3) ECMSI, Wireless Access Points, \$2,550.82

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the contract with ECMSI as presented.

Motion carried unanimously.

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

MOTION

Dr. Miladore motioned, Mr. Perry seconded to approve the agreement with Youngstown City Health District as presented.

Motion carried unanimously.

5) Baker, Dublikar, Beck, Wiley & Mathews, Attorneys at Law, Personnel Related Matters, \$3,000.00

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to approve the contract with Baker, Dublikar, Beck, Wiley & Mathews, Attorneys at Law as presented.

Motion carried unanimously.

6) Clemans, Nelson & Associates, Inc., Purchase Order Increase, \$5,000.00

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to approve the purchase order increase for Clemans, Nelson & Associates, Inc. as presented.

Motion carried unanimously.

VII. Travel

A. Official Travel and B. Continuing Education

MOTION

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

Motion carried unanimously.

VIII. Personnel Actions

A. Executive Session

MOTION

Dr. Miladore 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. Fisher motioned, Dr. Miladore seconded to exit Executive Session.

Motion carried unanimously.

C. Resignation – Jessica Ciolli

MOTION

Mr. Perry motioned, Dr. Mosca seconded to accept Jessica Ciolli's resignation as presented.

Motion carried unanimously.

IX. Adjournment

MOTION

Mr. Perry motioned, Dr. Mosca seconded to adjourn the meeting.

Motion carried unanimously.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

FINANCE COMMITTEE MEETING

August 15, 2017

1:00 P.M.

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

MINUTES

Board members present: Mr. Don Somers
Dr. Michael Miladore

Staff present: Patt Sweeney
Ed Janik

Meeting called to order at 1:00 p.m.
Pledge of Allegiance made.
Roll call conducted.

The Finance committee reviewed the financial reports. The committee discussed the lack of funding from the Ohio Department of Health for the WIC Program. (ODH is approximately \$300,000 behind in payment of WIC grant funds to MCDBOH). The committee also discussed the resolution (#RES-2017-001) to support the Pathways Community HUB application for funding from the Ohio Commission on Minority Health.

Proposed contracts were reviewed and the Finance Committee will recommend approval of the following contracts at the next regularly scheduled MCDBOH meeting August 16, 2017:

Contracts:

- Protec Instrument Corporation, Lead Paint Analyzer Source Replacement, \$2,880.00
- Thompson Mechanical, Inc., Negative Pressure Room, \$2,260.00
- ECMSI, Wireless Access Points, \$2,535.85
- Youngstown City Health District, DIS Office Space, \$2,394.00
- Baker, Dublikar, Beck, Wiley & Mathews, Attorneys at Law, Personnel Related Matters, \$3,000.00
- Clemans, Nelson & Associates, Inc., Purchase Order Increase, \$5,000.00

Motion to adjourn was made by Dr. Miladore, seconded by Mr. Somers at 2:15 p.m.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**BOARD OF HEALTH PERSONNEL COMMITTEE MEETING
AUGUST 14, 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 (via telephone)
Ed Janik

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

At 3:35 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 4:25 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, discipline, and compensation of public employees during the next regular meeting of the Board of Health on August 16, 2017.

A motion to adjourn was made by Mr. Perry, seconded by Dr. Mosca at 4:30 p.m.