

**Minutes of the  
District Board of Health  
Mahoning County  
December 20, 2017  
9:30 a.m.**

The Mahoning County District Board of Health held its regular meeting on December 20, 2017 at 9:30 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>
Don Somers	
Len Perry	
Bev Fisher	
Dr. Nancy Mosca	
Dr. Michael Miladore	

Staff Present: Ed Janik, Ryan Tekac, Erica Horner, Michelle Edison, Loretta Floyd-Pleas, Scott Bolam, Dr. Kravec, Julie Thompson, Patt Sweeney

Public Audience: Ryan Thompson

**III. Minutes**

**MOTIONS**

Mrs. Fisher motioned, Mr. Somers seconded to approve the minutes of the 11/15/17 Board meeting as presented.

Motion carried unanimously.

Mr. Perry motioned, Mrs. Fisher seconded to approve the minutes of the 11/13/17 Personnel Committee meeting as presented.

Motion carried unanimously.

Mr. Somers motioned, Dr. Miladore seconded to approve the minutes of the 11/13/17 Finance Committee meeting as presented.

Motion carried unanimously.

**IV. Old Business**

**A. 2018 Food Service and Retail Food Establishment Fees – 3<sup>rd</sup> Reading**

Mr. Tekac explained that this is the third and final reading of the proposed 2018 Food Service and Retail Food Establishment Fees. The public hearing and Licensing Council meeting to review the fees have been held and there are no changes to be presented. We are requesting that the Board approve the fees as presented to be effective February 1, 2018.

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve the 2018 Food Service and Retail Food Establishment Fees to be effective February 1, 2018 as presented:

		<b>2017 Fees</b>	<b>2018 Proposed Fees</b>	<b>Change %</b>
LEVEL I	< 25,000 sq. ft.	\$ 232.44	\$224.60	-3.37%
LEVEL II	< 25,000 sq. ft.	\$ 256.66	\$247.95	-3.39%
LEVEL III	< 25,000 sq. ft.	\$ 453.30	\$437.51	-3.48%
LEVEL IV	< 25,000 sq. ft.	\$ 563.74	\$543.96	-3.51%
LEVEL I	> 25,000 sq. ft.	\$ 317.69	\$306.77	-3.44%
LEVEL II	> 25,000 sq. ft.	\$ 332.22	\$320.78	-3.44%
LEVEL III	> 25,000 sq. ft.	\$ 1,073.27	\$1,035.14	-3.55%
LEVEL IV	> 25,000 sq. ft.	\$ 1,135.27	\$1,094.90	-3.56%
<b>VENDING OPERATIONS</b>		\$ 14.68	\$14.99	2.1%
<b>MOBILE OPERATIONS</b>		\$ 130.18	\$130.76	0.45%
<b>TEMPORARY OPERATIONS (EVENT)</b>		\$ 51.43	\$94.64	84.02%

Motion carried unanimously.

**V. New Business**

A. 2018 Solid Waste Facility Licenses

Mr. Tekac explained that this is for the approval of the 2018 Solid Waste Facility License with additional terms and conditions for the Carbon Limestone Landfill, LLC. who has been operating in substantial compliance.

**MOTION**

Dr. Mosca motioned, Mrs. Fisher seconded to approve the 2018 Solid Waste Facility License with additional terms and conditions for Carbon Limestone Landfill, LLC. as presented.

Motion carried unanimously.

Mr. Tekac explained that the second approval of a 2018 Solid Waste Facility License with additional terms and conditions is for Mahoning Landfill, Inc. who also continues to operate in substantial compliance.

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to approve the 2018 Solid Waste Facility License with additional terms and conditions for Mahoning Landfill, Inc. as presented.

Motion carried unanimously.

B. Approval of New Policy & Procedure – AED Program Management

Ms. Horner explained that this is a written policy and procedure for the automated external defibrillators owned by the Mahoning County District Board of Health. This policy and procedure has been approved by Dr. Kravec and is for all employees of the Board of Health.

**MOTION**

Mr. Somers motioned, Dr. Miladore seconded to approve the AED Program Management Policy and Procedure as presented.

Motion carried unanimously.

C. Approval of 2017 Budget Additions, Decreases and Interfund Advances

Mr. Janik explained that in December of each year we request that the Board approve the budget additions, decreases and inter-fund advances that have been done for the year. We may have some changes after we receive the final numbers at the end of the year. Mr. Somers added that the Finance Committee reviewed this information and it is something that is done at the request of the Auditors.

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to approve the 2017 Budget Additions, Decreases and Interfund Advances as presented.

Motion carried unanimously.

D. Lease Amendment/Extension Agreement with Jean R. Saadey Trust

Mr. Janik explained that this is five year extension for this building at \$11.00/sq. ft. There are several upgrades that the landlord will provide and upgrades that we are required to provide.

**MOTION**

Mr. Somers motioned, Dr. Miladore seconded to approve the Lease Amendment/Extension Agreement with Jean R. Saadey Trust as presented.

Motion carried unanimously.

E. Lease Agreement with Mahoning County Planning Commission, \$28,985.20

F. Lease Agreement with Mahoning County Building Inspection Department, \$28,985.20

Mr. Janik explained that these are the sub-lease agreements for space in our building for the Mahoning County Planning Commission and Mahoning County Building Inspection Department.

**MOTION**

Mrs. Fisher motioned, Dr. Miladore seconded to approve the Lease Agreements with Mahoning County Planning Commission and Mahoning County Building Inspection Department as presented.

Motion carried unanimously.

G. Board Continuing Education – Navigating Reaccreditation

Mrs. Thompson gave a 15 minute presentation on reaccreditation efforts at the Board of Health which she had previously shared on a NACCHO webinar in early December. A copy of the slides is attached to these minutes.

**VI. Reports**

A. Committee

Dr. Miladore reported that the Finance Committee met and reviewed the 16 contracts on today's agenda and went through the previous year's budget and all is holding well.

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

B. Division/Program

Julie Thompson

The first ever all-staff meeting was held on November 17<sup>th</sup>. There was an evaluation conducted at the end and efforts will continue to be focused on increasing communications for the next meeting in April. PHAB returned comments on Section 2 of the Annual Report; they provided constructive criticism that will be used moving forward regarding quality improvement and performance management. Overall, the report was very positive and contained useful information.

Ed Janik

Received MAC payment for April – June quarter of 2017. Yesterday was the last day to pay bills for 2017. After discussion with the state and the county, our agency will be able to transfer the excess grant fund monies from deliverables to our general fund in January.

Ryan Tekac

The fourth and final Rabies Vaccination Clinic was held this past Saturday, December 16<sup>th</sup> at Angels for Angels and 56 vaccinations were given. The pool survey was conducted this past month and we scored a 92/100. Eric Roberts from the Ohio Department of Health had all positive praise about the program organization, staff knowledge, and the attention to detail on reports. The Wastewater Program Installer meeting was held this past Monday for the registrants in the wastewater program to obtain their continuing education credits. This year three wastewater companies presented their products and new technology.

Dr. Kravec

Reviewing quite a few policies and procedures. Fielding a lot of questions regarding the effectiveness of this year's flu vaccine.

Michelle Edison

To date the HUB has enrolled approximately 270 women; we have consistently enrolled at least 80% African American women (our target population). Our epidemiologist, Marie Mayberry, did an analysis of our birth outcomes and we found that for our African American clients low birth weight, prematurity and infant mortality were much lower than the county rates so that is promising. We were awarded additional funding from the Ohio Commission on Minority Health for HUB expansion.

Erica Horner

Maternal and Child Health Program Grant updates: 24 Pack 'N Plays were distributed in November; there is also a deliverable to increase access to breastfeeding friendly environments and two community agencies were provided breastfeed education with the goal of supporting women in the targeted high risk populations.

Project DAWN naloxone kits: There were 36 community kits distributed with one reported save, 12 full kits and four single doses were distributed to Law Enforcement/First Responders with 12 total saves reported from First Responders for the month of November.

Immunization Clinics: 256 immunizations were given to 104 patients in November. For the month of November, we were 100% on having children who were clients in our immunization clinics at age 2 considered up to date. 82% of adolescents in our immunization clinics considered up to date for required vaccines. 1,423 flu vaccinations have been administered through November 30, 2017.

Diabetes Empowerment Education Program (DEEP): Two new class groups started in November – one at the Central YMCA and one at the McGuffey Centre in Youngstown.

Scott Bolam

Have been contacted by the Friends of the Mahoning River and they are working on a grant application for water monitoring for the Mahoning River. They are requesting in-kind services

from the Board of Health to assist them with their project. More information will need to be provided to us before we can make any type of decision.

Loretta Floyd-Pleas

We have been partnering with Alta Head Start through a grant from the Swanston Foundation to reactivate former WIC children and it has been very successful. The Ohio Department of Health has adopted a new WIC logo which has not been released yet but we are working on a new outreach campaign including the new logo to increase our enrollment. The Ohio Department of Health will also be moving to a new online computer system for WIC in 2018-2019.

Patt Sweeney

A grant application for \$2,100,000.00 for Infant Mortality funding has been submitted to the Ohio Department of Medicaid which would provide funding for a multitude of agencies involved in the coalition from January 1, 2018 through June 30, 2019. We applied to the Trumbull Memorial Health Foundation to expand the HUB into Trumbull County and the grant was declined; we are looking forward to the opportunity to discuss this with them.

**VII. 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) Tracy McNally, Janitorial Services for 116 Westchester, \$2,120.00

**MOTION**

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

Motion carried unanimously.

2) Cavalier Mobile X-Ray, TB Clinic Services, \$4,500.00

**MOTION**

Mrs. Fisher motioned, Dr. Mosca seconded to approve the contract with Cavalier Mobile X-Ray as presented.

Motion carried unanimously.

3) Biomedical Laboratories, TB Clinic Services, \$4,000.00

**MOTION**

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

Motion carried unanimously.

4) Cintas Corporation, Mat Service for 50 Westchester, \$1,700.00

**MOTION**

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

Motion carried unanimously.

5) National CineMedia, LLC, Prescription Drug Overdose Prevention Program Advertising Campaign, \$4,987.00

**MOTION**

Dr. Mosca motioned, Mr. Somers seconded to approve the contract with National CineMedia, LLC as presented.

Motion carried unanimously.

6) Lake Business Products, Maintenance Agreement for WIC Copier

**MOTION**

Dr. Miladore motioned, Mr. Somers seconded to approve the contract with Lake Business Products as presented.

Motion carried unanimously.

7) Stollo Architects, Space Evaluation and Planning for potential new space, \$6,500.00 (not to exceed)

**MOTION**

Mrs. Fisher motioned, Dr. Mosca seconded to approve the contract with Stollo Architects as presented.

Motion carried unanimously.

8) Stollo Architects, Space Evaluation and Planning for current space, \$6,500.00 (not to exceed)

**MOTION**

Dr. Mosca motioned, Dr. Miladore seconded to enter into negotiations and not to exceed \$6,500.00 to start space evaluation and planning for current space with Stollo Architects.

Motion carried unanimously.

9) Youngstown State University, REEP Evaluation for HUB Grant, \$8,000.00

**MOTION**

Mr. Somers motioned, Dr. Miladore seconded to approve the contract with Youngstown State University as presented.

On Roll Call the vote was as follows:

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

10) ECMSI, Laptop, Monitor and Accessories for MY Baby's 1<sup>st</sup>, \$1,607.44

**MOTION**

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

Motion carried unanimously.

11) Planned Parenthood – OIMRI, MY Baby's 1<sup>st</sup> Grant, \$234,858.00

**MOTION**

Dr. Miladore motioned, Mrs. Fisher seconded to approve the contract with Planned Parenthood – OIMRI as presented.

Motion carried unanimously.

12) Mercy Health Youngstown, LLC. – Resource Mothers, MY Baby's 1<sup>st</sup> Grant, \$154,870.00

**MOTION**

Mr. Somers motioned, Dr. Mosca seconded to approve the contract with Mercy Health Youngstown, LLC. – Resource Mothers as presented.

Motion carried unanimously.

13) Mercy Health Youngstown, LLC. – Centering Pregnancy, MY Baby's 1<sup>st</sup> Grant, \$31,584.00

**MOTION**

Dr. Mosca motioned, Mrs. Fisher seconded to approve the contract with Mercy Health Youngstown, LLC. – Centering Pregnancy as presented.

Motion carried unanimously.

14) Dr. Nicholas Proia, MD, Inc., TB Control Officer, \$10,800.00

**MOTION**

Dr. Miladore motioned, Mr. Somers seconded to approve the contract with Dr. Nicholas Proia, MD as presented.

Motion carried unanimously.

15) Vehicle Purchase, Nursing Division, \$15,000.00 (not to exceed)

16) Vehicle Purchase, Environmental Division, \$15,000.00 (not to exceed)

**MOTION**

Mrs. Fisher motioned, Dr. Mosca seconded to approve vehicle purchases for the Nursing and Environmental Divisions as presented.

Motion carried unanimously.

**VIII. 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.

**IX. Personnel Actions**

A. Executive Session

**MOTION**

Mrs. Fisher motioned, Mr. Perry seconded to go into Executive Session to discuss personnel matters at 10:24 a.m.

Motion carried unanimously.

B. Exit Executive Session

**MOTION**

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

Motion carried unanimously.

C. Approve – Wage Adjustments

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve one-time wage adjustments for all management and exempt employees commensurate to the agreement with AFSCME Local 3759 approved in September 2017 as presented.

Motion carried unanimously.

X. **Adjournment**  
**MOTION**

Mrs. Fisher motioned, Dr. Mosca seconded to adjourn the meeting.

Motion carried unanimously.



# Reaccreditation Efforts in Mahoning County, Ohio

Julie Thompson,  
Accreditation Coordinator



**Public Health**  
Prevent. Promote. Protect.

**Mahoning County District Board of Health**



## Mahoning County District Board of Health

- Accredited September 16, 2014
- Located just outside of Youngstown in beautiful Northeast Ohio
- Population of approximately 200,000 residents
- Governed by the District Advisory Council



**Public Health**  
Prevent. Promote. Protect.

**Mahoning County District Board of Health**



- Serve 14 townships, seven villages and contract for services with three cities
- \$7.5 million dollar operating budget (40% grant funds)
- Independent of county government
- 68 employees:
  - 59 full-time
  - 9 part-time



**Public Health**  
Prevent. Promote. Protect.

**Mahoning County District Board of Health**



## Organizing for Reaccreditation

- Leadership Team
- Meeting schedule
- Meeting goals
- What actually happened?
- Open dialogue



**Public Health**  
Prevent. Promote. Protect.

**Mahoning County District Board of Health**



## Organizing for Reaccreditation

- Narrative descriptions?
- Document Management
- Central computer file location
- File status change
- Final review



**Public Health**  
Prevent. Promote. Protect.

**Mahoning County District Board of Health**



## MCDBOH Reaccreditation Timeline

- January 2015 – February 2017:  
Differences between 1.0 and 1.5
- February 2017:  
Focus shift to reaccreditation
- February 9, 2017:  
PHAB Introduction to Reaccreditation  
webinar
- February – March 2017:  
Mapping the process



**Public Health**  
Prevent. Promote. Protect.

**Mahoning County District Board of Health**



## MCDBOH Reaccreditation Timeline

- March – October 2017:  
Spreadsheet management  
Documentation gaps  
Date issues
- November 2017 – December 2018:  
Collect, edit, update and review  
documentation and write narratives



**Public Health**  
Prevent. Promote. Protect.

**Mahoning County District Board of Health**



## MCDBOH Reaccreditation Timeline

- January 2019 – June 2019  
Document finalization
- July 1, 2019  
Application for reaccreditation



**Public Health**  
Prevent. Promote. Protect.

**Mahoning County District Board of Health**



## Accreditation vs. Reaccreditation

### Similarities

- Standards and Measures
- e-Phab
- Fee structure
- Pre-site visit review
- Accreditation decision
- Action plan option

### Differences

- 1.5 Requirements
- Narratives
- Forms
- Population Health Outcomes
- Timeframe
- Virtual Site Visit



**Public Health**  
Prevent. Promote. Protect.

**Mahoning County District Board of Health**



## Staffing changes at MCDBOH

- New Health Commissioner 3/2012
- Leadership Team evolving
- Promotion from within



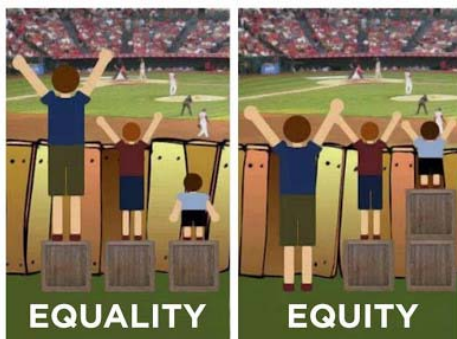
**Public Health**  
Prevent. Promote. Protect.

**Mahoning County District Board of Health**



## Addressing Those Gaps

- Measure 3.1.3 and 3.1.4



**Public Health**  
Prevent. Promote. Protect.



**Mahoning County District Board of Health**

## Addressing Those Gaps

- Measure 3.2




**Public Health**  
Prevent. Promote. Protect.




**Mahoning County District Board of Health**


# Addressing Those Gaps

- Measure 11.2.1





**Mahoning County  
District Board of Health**  
30 Westchester Street • Youngstown, Ohio 44515  
937.276.4881 • 937.473.6644



**OUR SHARED RESPONSIBILITIES**  
CODE OF ORGANIZATIONAL ETHICS  
MAHONING COUNTY DISTRICT BOARD OF PUBLIC HEALTH

**I. Introduction**  
This Code of Organizational Ethics was developed in consultation with members of the District Board of Health and staff. Meetings were held with management and staff to gather information on shared values, professional practices, and organizational structure. Several interviews were also conducted that helped refine that information. Hence, this Code reflects a consensus on the values, commitments, and standards of conduct within the Board of Health.

The purpose of this Code is threefold:

- to provide guidance to officers, members, and staff of the Board of Health
- to encourage and support an institutional culture of ethical awareness and high ethical standards in all aspects of the Board of Health's functions
- to provide a process of open and transparent decision making.


This Code expresses our shared responsibilities. It shall be disseminated to all members of the District Board of Health and staff and made available to the community.

**II. Mission**  
The District Board of Health exists to promote and protect the health of individuals and communities within Mahoning County. The Board of Health and staff pursue the goal of healthy people in healthy communities by working to fulfill these core public health functions:


- prevent epidemics
- protect the environment, the air, food, water, and housing
- promote healthy behaviors
- monitor the health status of the community
- mobilize community action for health
- respond to disasters
- ensure the accessibility of medical care
- reach out to high-risk, disadvantaged persons to needed services
- provide medical care when needed
- train health workers skilled in health protection and disease prevention
- research innovative solutions to public health problems
- lead the development of social health policy and planning

**III. Basic Values of Public Health**  
These values are fundamental to public health professionals and the profession.

WV: Clinical Laboratory (2012) PAH 2201 • Radiation (2012) PAH 1401 • Transportation (2012) PAH 2303  
Environmental Laboratory (2012) 270 2801 • Tobacco Use (2012) PAH 1404  
www.mahoninghealth.org




**Mahoning County District Board of Health**




# Reaccreditation Successes and Challenges

Successes	Challenges
Experience	Documenting
Quality Improvement Culture	State mandated alignment of plans
2017 – 2022 Strategic Plan	Community support
Workforce Development Plan	Staff buy-in
Succession Plan	Time
CLAS analysis	Time
	Time



**Mahoning County District Board of Health**





**Public Health**  
Prevent. Promote. Protect.

**Mahoning County District Board of Health**





**DISTRICT BOARD OF HEALTH  
MAHONING COUNTY**

**FINANCE COMMITTEE MEETING  
DECEMBER 18, 2017  
8:30 A.M.**

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

**MINUTES**

Board members present:      Mrs. Bev Fisher  
   Dr. Michael Miladore

Staff present:                      Ed Janik

Meeting called to order at 8:30 a.m.

The Finance committee reviewed the proposed 2017 Budget Additions, Decreases and Interfund Advances, the lease amendment/extension agreement and the lease agreements with the Mahoning County Planning Commission and Mahoning County Building Inspection Department.

The monthly financial reports and proposed contracts were reviewed and the Finance Committee will recommend approval of the following contracts at the next regularly scheduled MCDBOH meeting December 20, 2017:

Contracts:

- Tracy McNally, Janitorial Services for 116 Westchester, \$2,120.00
- Cavalier Mobile X-Ray, TB Clinic Services, \$4,500.00
- Biomedical Laboratories, TB Clinic Services, \$4,000.00
- Cintas Corporation, Mat Service for 50 Westchester, \$1,700.00
- National CineMedia, LLC, Prescription Drug Overdose Prevention Program Advertising Campaign, \$4,987.00
- Lake Business Products, Maintenance Agreement for WIC Copier, \$1,500.00
- Strollo Architects, Space Evaluation and Planning for potential new space, \$6,500.00 (not to exceed)
- Strollo Architects, Space Evaluation and Planning for current space, \$6,500.00 (not to exceed)
- Youngstown State University, REEP Evaluation for HUB Grant, \$8,000.00
- ECMSI, Laptop, Monitor and Accessories for MY Baby's 1<sup>st</sup>, \$1,607.44
- Planned Parenthood – OIMRI, MY Baby's 1<sup>st</sup> Grant, \$234,858.00
- Mercy Health Youngstown, LLC. – Resource Mothers, MY Baby's 1<sup>st</sup> Grant, \$154,870.00
- Mercy Health Youngstown, LLC. – Centering Pregnancy, MY Baby's 1<sup>st</sup> Grant, \$31,584.00
- Dr. Nicholas G. Proia, MD, Inc., TB Control Officer, \$10,800.00
- Vehicle Purchase, Nursing Division, \$15,000.00 (not to exceed)
- Vehicle Purchase, Environmental Division, \$15,000.00 (not to exceed)

Motion to adjourn was made by Mrs. Fisher, seconded by Dr. Miladore at 10:00 a.m.

**DISTRICT BOARD OF HEALTH  
MAHONING COUNTY**

**PERSONNEL COMMITTEE MEETING  
DECEMBER 18, 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:                      Ed Janik

Meeting called to order at 3:30 p.m.

At 3:30 p.m. Mr. Perry 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 Dr. Mosca.

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, discipline, and compensation of public employees during the next regular meeting of the Board of Health on December 20, 2017.

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