

**Minutes of the  
District Board of Health  
Mahoning County  
January 18, 2017  
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on January 18, 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**

Mr. Somers welcomed Dr. Nancy Mosca to the Board of Health. Dr. Mosca was appointed by the District Advisory Council to fill Margot Baird's position. Nancy was a Board member a number of years ago and we are happy to have her back.

**II. Roll Call**

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

Staff Present: Ed Janik, Ryan Tekac, Erica Horner, Susan Kovach, Michelle Edison, Loretta Floyd-Pleas, Scott Bolam, Dr. Kravec, John Schoeni, Carrie Hagan, Laura Bryer, Lorena Cancel, Julie Thompson, Patt Sweeney

Public Audience: Dave Mannion, Darren Crivelli

**III. Minutes**

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to approve the minutes of the 12/14/16 Board meeting as presented.

Motion carried unanimously.

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to approve the minutes of the 12/13/16 Finance Committee and 12/13/16 Personnel Committee meetings as presented.

Motion carried unanimously.

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

**A. Board Order #EH-BO-17-01 – Lelesch (Austintown Twp.)**

Mr. Schoeni explained that this property has been vacant and abandoned for a number of years. There is solid waste scattered inside and out. There are numerous openings to the dwelling with broken windows and unsecured doors. We have been unable to reach the owners who walked away from it many years ago. The property has already been condemned by Austintown Fire and Austintown Zoning on November 1, 2016.

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to approve the recommendation of the sanitarian for EH-BO-17-01 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-17-02 – Gavin (Austintown Twp.)**

Mr. Schoeni explained that this is another abandoned, vacant dwelling that while it appears may be in decent shape, the raccoons have invaded this property. There are numerous openings in the exterior of the house all around through the fascia and soffit. This has been ongoing since at least 2015. There is no mail service or good address for the title holders. The mortgage holder on the property has recalled the foreclosure proceedings and released the mortgage.

**MOTION**

Mr. Somers motioned, Dr. Mosca seconded to approve the recommendation of the sanitarian for EH-BO-17-02 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-17-03 – Black (Sebring Village)**

Mr. Schoeni explained that this property has been vacant for years. It does not have a toilet, water or electric. There are numerous broken windows, unsecured doors and a hole in the roof. The dwelling and basement are filled with solid waste, trash, debris, and old personal property. The owner has failed to comply with the abatement notices and did not appear at the Health Commissioner's hearing.

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to approve the recommendation of the sanitarian for EH-BO-17-03:

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 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.

**V. Old Business**

A. 2017 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 food fees. The public hearing was held on January 11<sup>th</sup> and there were several customers in attendance. However, there were no questions after the presentation.

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to adopt the 2017 Food Service and Retail Food Establishment Fees as presented to be effective February 1, 2017:

PROPOSED FEES FOR FOOD SAFETY PROGRAM OPERATIONS  
(Total fee does not include the remittance fees)

COMMERCIAL & RETAIL FOOD OPERATIONS

		2016 Fees	2017 Proposed Fees	Change %
LEVEL I	< 25,000 sq. ft.	\$ 200.43	\$ 232.44	15.97%
LEVEL II	< 25,000 sq. ft.	\$ 222.45	\$ 256.66	15.38%
LEVEL III	< 25,000 sq. ft.	\$ 401.28	\$ 453.30	12.96%
LEVEL IV	< 25,000 sq. ft.	\$ 501.70	\$ 563.74	12.37%
LEVEL I	> 25,000 sq. ft.	\$ 277.95	\$ 317.69	14.30%
LEVEL II	> 25,000 sq. ft.	\$ 291.16	\$ 332.22	14.10%
LEVEL III	> 25,000 sq. ft.	\$ 965.05	\$ 1,073.27	11.21%
LEVEL IV	> 25,000 sq. ft.	\$1,021.43	\$ 1,135.27	11.15%
VENDING OPERATIONS		\$ 14.68	\$ 14.79	.70%
MOBILE OPERATIONS		\$ 113.11	\$ 130.18	15.09%
TEMPORARY OPERATIONS (EVENT)		\$ 98.41	\$ 51.43	-47.74%

Motion carried unanimously.

**VI. New Business**

A. Approval of Delegation of Authority to Quarantine

Mrs. Kovach explained that this is the attachment to our Isolation and Quarantine Plan that has to be signed every three years. Through the Ohio Revised Code, it gives the Health Commissioner the authority to issue a quarantine order immediately if a Board meeting cannot be held quickly enough for an emergency order.

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve the Delegation of Authority to Quarantine as presented.

Motion carried unanimously.

B. Sub-Lease Agreements with Planning Commission and Building Inspection Department

Mr. Janik explained that these are one year agreements with the Planning Commission and the Building Inspection Department.

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to approve the Sub-Lease Agreements with Planning Commission and Building Inspection as presented.

Motion carried unanimously.

C. Solid Waste Management District Agreement

Mr. Janik explained that this is a renewal of our contract with the Solid Waste Management District. It is exactly the same as last year and the funds are exactly the same.

**MOTION**

Mr. Somers motioned, Dr. Mosca seconded to approve the Solid Waste Management Agreement as presented.

Motion carried unanimously.

D. Mahoning County Healthy Homes & Lead Hazard Control Program Agreement

Mr. Janik explained that this is a three year contract with the Healthy Homes & Lead Hazard Control Program for lead inspections and clearances. The contract is for \$125,000.00 over a three year period.

**MOTION**

Mrs. Fisher motioned, Dr. Mosca seconded to approve the Mahoning County Healthy Homes & Lead Hazard Control Program Agreement as presented.

Motion carried unanimously.

E. Agreement to Provide Services for Household Sewage Treatment Systems and Private Water Systems in the City of Youngstown

Mr. Janik explained that we had previously had a two year contract with the Youngstown City Health District and the contract is expiring at the end of January. After discussion we are renewing the contract for three years at \$46.00/hour + mileage for the work that we do.

**MOTION**

Mrs. Fisher motioned, Dr. Mosca seconded to approve the Agreement to Provide Services for Household Sewage Treatment Systems and Private Water Systems in the City of Youngstown as presented.

Motion carried unanimously.

F. Community Health Improvement Plan 2017 Update

Mrs. Sweeney explained that in 2014 we conducted a Community Health Assessment and Community Health Improvement Plan and every year we monitor progress of implementing strategies that were identified by a Community Health Improvement Plan team. Based on the results of the plan evaluation, the Community Health Improvement team identified new strategies needed to improve plan goal attainment and identified a new priority to be added to our Community Health Improvement Plan: Health Inequity. As a Board, I want you to see what those strategies are, the work that the Community Health Improvement Planning Team has done and approve the 2017 revisions to the Plan. The priority that has been added is cross cutting across all activities at the Board of Health. The strategies that have been identified for this priority will improve the community's awareness of health inequities

and with the goal of improving health outcomes for all racial and ethnic groups. The 2017 updates to the plan will take us to 2019 which then puts us on the same cycle of community health assessment and planning as the hospital systems in our county.

### **MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to approve the Community Health Improvement Plan 2017 Update as presented.

Motion carried unanimously.

### **G. Sanitary Requirements for Tattoo & Body Piercing Establishments Rule Revision – 1<sup>st</sup> Reading**

Mr. Tekac explained that this rule revision is at the request of the Mahoning County Tattoo and Body Piercing Advisory. Currently, Section 2(B) of the Mahoning County General Health District regulation titled *Sanitary Requirements for Tattoo and Body Piercing Establishments* regarding individual tattoo and/or body artist registrations states that each registration issued shall expire annually on December 31<sup>st</sup> of each year. The Ohio Administrative Code Rule 3701-9-02(D) says that initial approvals granted on or after October 1<sup>st</sup> shall be effective from the date of issuance until December 31<sup>st</sup> of the following year unless suspended or revoked. Our Advisory Committee is requesting that our local regulation be revised to remain consistent with the Ohio Administrative Code. The proposed language for Section 2(B) would read:

“Each registration issued hereunder shall expire annually on December thirty-first of each year. **Initial registrations granted on or after October first shall be effective from the date of issuance until December thirty-first of the following year, unless suspended or revoked under Section 5(A) of this regulation.**”

This is the first of three readings for this revision. There is no action required by the Board at this time.

### **H. Tattoo & Body Piercing Seminar Fee Change**

Mr. Tekac explained that currently there is a sliding fee scale for artists to attend the *Body Art Safety and Sanitation Training* seminar which we provide. The scale was anywhere from \$260 for one person to \$75 for four or more people. We are proposing to revoke the current sliding scale and adopt the following training and fee schedule as presented:

- Present the *Body Art Safety and Sanitation Training* no less than three times per year
- Initial (first time) participant fee: \$75 per person
- Repeat/Renew participant fee: \$25 per person
- A private course may be scheduled upon request at a cost of \$400

### **MOTION**

Mrs. Fisher motioned, Dr. Mosca seconded to revoke the current sliding fee schedule and adopt the following training and fee schedule as presented:

- Present the *Body Art Safety and Sanitation Training* no less than three times per year
- Initial (first time) participant fee: \$75 per person
- Repeat/Renew participant fee: \$25 per person
- A private course may be scheduled upon request at a cost of \$400

Motion carried unanimously.

### **I. Establishment of New Fund – Prescription Drug Overdose Prevention Grant Fund**

Mr. Janik explained that this is a requirement of the County Auditor's office that the Board needs to pass a resolution establishing a new fund whenever we receive new monies from state or federal grants.

### **MOTION**

Mr. Somers motioned, Dr. Mosca seconded to approve the establishment of a new fund for the Prescription Drug Overdose Prevention Grant Fund as presented.

Motion carried unanimously.

## **VII. Reports**

### **A. Committee**

Mr. Somers reported that both Finance and Personnel committees met yesterday. Nancy and Len will serve on the Personnel Committee and Bev and Don will continue to serve on Finance.

### **B. Division/Program**

#### **Julie Thompson**

We have received PHAB's comments regarding Section 2 of our annual report; their comments included that our ongoing work to build a culture of quality improvement is impressive, our data driving decision making and continuous process monitoring is exemplary and that we are doing outstanding work around health equity and other critical cross cutting issues. Next week PHAB will release the Standards and Measures for Reaccreditation and they will be hosting a webinar two weeks after to begin the orientation process for reaccreditation.

#### **Ed Janik**

We have closed out 2016 and are up and running for 2017. I would like to introduce Carrie Hagan, our new employee in the Fiscal Division. Carrie worked at the County Auditor's Office for six years and the MR/DD Board for 10 years.

#### **Ryan Tekac**

The Food Program is finishing up their 2016 licensing year inspections. We had training from the Ohio Department of Health with two of our staff members to prepare for our future survey which will require that our inspectors see 80% of what the surveyor sees. They assessed an assisted living facility which, in our eyes, has done a great job in the past, they were there from 9:00 a.m. until 6:00 p.m. and they wrote nine pages of a standard inspection and four pages of a CCP inspection. A traditional inspection at this facility would take an hour maybe two – this is a glimpse of what's coming for our survey. In 2017 there will be some changes to the WPCLF program, of the \$300,000 we are to receive, 50% of the funding can be used for connecting to sanitary sewer. We opened up four more bids for the 2016 funding that will repair 10 more septic systems. The draft pool rules have been opened for public comment, we'll be meeting as a group and drafting our comments as well as notifying our operators.

#### **Erica Horner**

I would like to introduce our newest employee in the Nursing and Community Health Division, Laura Bryer, who is working on our Prescription Drug Overdose Prevention Grant and we're very excited that she's here. The Immunization Action Plan 2017 grant has now completely changed to 80% deliverable instead of the 50/50 it was before. It is also based on a new immunization registry that has not come out yet, it was supposed to come out at the end of November but it still hasn't been released. This grant will start April 1<sup>st</sup>. We completed our second half of our internal assessment of our immunization practices and again, on the lines of the software package that looks at the rates, there are some issues with them being inconsistent. We had two additional flu vaccination clinics, one in December and one in January. To date we have administered 1,545 flu immunizations this

season so far. We had an additional childhood/adolescent immunization clinic on January 11<sup>th</sup> to accommodate more international students. For the month of December we are 100% on having children who are clients at our immunization clinics at age 2 considered up to date. We are receiving more calls from the community regarding Project DAWN kits.

Susan Kovach

The RFP for the 2017 PHEP grant which starts July 1 is due on Monday, it is 100% deliverable based now, which means as we complete a deliverable we will get paid. I would like to introduce Lorena Cancel, who is here, Janine Ioccabucci, who is at the lab and Marie Mayberry as our three interns who are working with us right now. Lorena is working with Tracy on the nutrition grant, Janine is working on groundwater monitoring and Marie is working with Erica on the HPV grant.

Michelle Edison

The HUB is about halfway through its first quarter of implementation year two. Overall the goals have pretty much stayed the same, the numbers have increased. Our goal for year one was 50 enrolled, we had 80. For year two it's 125 with a real focus on first trimester enrollment. We will also be focusing on assisting our clients with housing, employment and adult education because those are specific areas that have been identified as barriers to health outcomes. We will also now be doing SBIRT assessments with our clients as well as depression screening.

Loretta Floyd-Pleas

Our staff is currently working on their time studies. These are very important because they directly relate to our budget; we are required to do it every year between January and February. We are planning activities for this health month and literacy, if anyone has any little people books lying around; we take new and gently used books. We are at the end of our partnership for the 5A's smoking intervention survey so we are looking at options to continue providing the screening and making referrals. We are also looking at modification in the authorized food list which means that we would be adding some additional food products to that list that are not currently on there.

Scott Bolam

Touched base with Stark County School District, they had contacted me last year about doing lead testing in their schools and it looks like they are going to start that in March or April. I put a bid in to the Youngstown Water Department because they have to do lead and copper testing this year so I sent them pricing for that.

Dr. Kravec

Mercy Health has six main goals for 2017 and three of them are tied to public health and related to the goals of the Community Health Improvement Plan. I was part of a meeting regarding infant mortality on the south side and we had great discussion which included the HUB, CenteringPregnancy and the potential for some really great partnerships.

Patt Sweeney

We currently have a request for services for transportation based on Ohio Department of Medicaid funding and we are accepting proposals from transportation providers as well as a request for proposals from any agency, hospital, healthcare provider, anyone who is interested in hiring community health workers to work with the HUB. We have funding from the Ohio Department of Medicaid for up to four community health workers to be hired by any one of those entities and this pays for their training, their travel, their salary, etc. for two full years. We are in the process of strategic planning with the help of Kent State University. We have been contacted by the CDC; Mahoning County is going to be a site for the National Health and Nutrition Examination survey this year. This survey is something that has been done for decades, they select a site, come in to a community,

conduct interviews, conduct examinations and between May and August of this year, they will be in Mahoning County. We are truly excited to be part of this opportunity.

**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) Dr. James Kravec, MD, Medical Director Contract, \$24,000.00

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve the contract with Dr. James Kravec, MD as presented.

Motion carried unanimously.

2) ECMSI, Purchase and Installation of Three Routers, \$6,269.00

**MOTION**

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

Motion carried unanimously.

3) Abbott Point of Care, Maintenance Agreement for Chemistry Analyzer, \$1,500.00

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to approve the contract with Abbott Point of Care as presented.

Motion carried unanimously.

4) Biomedical Laboratories, Contract Addendum - Language, \$0.00

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve the contract addendum with Biomedical Laboratories as presented.

Motion carried unanimously.

5) Keynote Media Group, 2016 Annual Report, \$1,889.07

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to approve the contract with Keynote Media Group as presented.

Motion carried unanimously.

6) ECMSI, Computer Purchase, \$1,552.65

**MOTION**

Mr. Somers motioned, Dr. Mosca seconded to approve the contract with ECMSI 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. Strategic Planning Session**

**XI. Adjournment**

**MOTION**

Mr. Somers motioned, Dr. Mosca seconded to adjourn the meeting at 10:05 a.m.

Motion carried unanimously.

DISTRICT BOARD OF HEALTH  
MAHONING COUNTY

BOARD OF HEALTH FINANCE COMMITTEE MEETING  
January 17, 2017  
3:00 P.M.

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

MINUTES

Board members present: Mrs. Bev Fisher  
Mr. Don Somers  
Dr. Nancy Mosca

Staff present: Patt Sweeney  
Ed Janik

Meeting called to order at 3:40 p.m.  
Pledge of Allegiance made.  
Roll call conducted.

The Finance committee reviewed the financial reports, sub-lease agreements with the Planning Commission and Building Inspection Department, the agreement with the Solid Waste Management District, the agreement with the Mahoning County Healthy Homes & Lead Hazard Control Program, the agreement with the Youngstown City Health District, and the fee change for the Tattoo & Body Piercing Seminar and discussed proposed contracts. The Finance Committee will make the following recommendations at the next regularly scheduled MCDBOH meeting January 18, 2017:

- 1) Dr. James Kravec, MD, Medical Director Services, \$24,000.00
- 2) ECMSI, Purchase and Installation of Three Routers, \$6,269.00
- 3) Abbott Point of Care, Maintenance Agreement for Chemistry Analyzer, \$1,500.00
- 4) Biomedical Laboratories, Contract Addendum – Language, \$0.00
- 5) Keynote Media Group, 2016 Annual Report, \$1,889.07
- 6) ECMSI, Computer Purchase, \$1,552.65

Motion to adjourn was made by Mrs. Fisher, seconded by Mr. Somers at 5:15 p.m.

**DISTRICT BOARD OF HEALTH  
MAHONING COUNTY**

**BOARD OF HEALTH PERSONNEL COMMITTEE MEETING  
JANUARY 17, 2017  
3:00 P.M.**

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

**MINUTES**

Board members present:      Mrs. Bev Fisher  
   Mr. Don Somers  
   Dr. Nancy Mosca

Staff present:                    Patricia Sweeney  
   Ed Janik

Meeting called to order at 3:05 p.m.

Pledge of Allegiance made.

Roll call conducted.

At 3:06 p.m. Mrs. Fisher 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. Somers.

Mr. Somers made a motion to leave executive session at 3:30 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 January 18, 2017.

A motion to adjourn was made by Mrs. Fisher, seconded by Mr. Somers at 3:35 p.m.