

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

The Mahoning County District Board of Health held its regular meeting on July 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

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

Staff Present: Ed Janik, Ryan Tekac, Erica Horner, Michelle Edison, Scott Bolam, Mike Rose, Dr. Kravec, Julie Thompson, Patt Sweeney

Public Audience: Dave Mannion, Michael Heher, Dr. Steve Pupillo

III. Minutes

MOTIONS

Mr. Perry motioned, Dr. Miladore seconded to approve the minutes of the 6/21/17 Board meeting with the correction of the word rescue (was spelled recuse) on page 4 item F.

Motion carried unanimously.

Mr. Perry motioned, Mr. Somers seconded to approve the minutes of the 6/19/17 Personnel Committee meeting as presented.

Motion carried unanimously.

Mr. Somers motioned, Dr. Miladore seconded to approve the minutes of the 6/19/17 Finance Committee meeting as presented.

Motion carried unanimously.

IV. New Business

A. Northeast Central Ohio (NECO) Region 5 Mutual Aid Agreement

Mrs. Sweeney explained that this is an agreement between all 29 health departments in the NECO region to assist each other if we are overwhelmed during a public health event. It does not require the assistance but puts the agreement in place to request supplies and staff if a health department in our region needs it.

MOTION

Dr. Mosca motioned, Mr. Somers seconded to approve the Northeast Central Ohio Region 5 Mutual Aid Agreement as presented.

Motion carried unanimously.

B. Approval of Policy and Procedure – Mahoning County Community Response Plan for Overdose Related EpiCenter Alerts

Ms. Horner explained that this a requirement of the Injury Prevention Grant also known as the Prescription Drug Overdose Prevention Grant. EpiCenter is a system that records every time someone comes into the emergency department and based on their symptoms puts them into an established category. There is a category for Drug Overdose. There is a threshold set for each category and if the number of visits exceeds that number we receive an email alert. We are required to respond to the drug overdose alert. When an alert is received, an email is sent to a set email list serve notifying them of the increase in drug overdoses in the county for that time period. The list serve includes, EMA and Mental Health and Recovery. They in turn forward this to their partner agencies for notification.

MOTION

Mr. Perry motioned, Dr. Miladore seconded to approve the policy and procedure for the Mahoning County Community Response Plan for Overdose Related EpiCenter Alerts.

Motion carried unanimously.

C. Approval of Policy and Procedure – New Employee Orientation Curriculum

Mr. Tekac explained that this is to adopt the revised policy and procedure for new employee orientation curriculum that was created from the Strategic Leadership Solutions Lean training. It sets the standard for who is responsible for training oversight; some of the key highlights include the manager ensuring the employee has time to complete the curriculum within the allotted time and the opportunity to test out of certain modules. The team worked diligently to assure that all of the training linked back to the public health core competencies.

MOTION

Mr. Perry motioned, Mr. Somers seconded to approve the policy and procedure for the New Employee Orientation Curriculum as presented.

Motion carried unanimously.

V. Reports

A. Committee

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

Mr. Somers reported that the Finance Committee met yesterday and the one continuing issue with the grants is the money that we have to front and wait to be reimbursed. It seems we have to wait longer and longer to receive our money from the federal grants. Dr. Miladore added that the committee also spoke of the upcoming need for a renewal of a lease for a place of residence and we've had discussions about that; I'm sure they'll be ongoing and we have to continue to look to see if this place will be viable to maintain or do we need to move elsewhere. Spoke with the landlord of this facility and we need to negotiate this further.

B. Division/Program

Julie Thompson

Section 1 of our PHAB annual report was unlocked on July 1st. Section 1 consists of a few questions that ensure our viability to maintain accreditation. Once we submit that information and it is approved by PHAB, Section 2 is unlocked which contains 27 essay questions and is due 30 days after it is unlocked. We will begin working on Section 2 at this afternoon's Leadership Team meeting; dividing up and assigning questions. This afternoon is also the first conference call for the Northeast Ohio accreditation coordinator team steering committee.

Ed Janik

The PHEP grant ended June 30, 2017 and we submitted our quarterly report on July 10th and the final report is due on August 10th for that program. We received a \$7,300.00 refund from our Bureau of Worker's Compensation; every department in the county received some money – waiting for the report to see how the money was distributed. Starting to work on our cost analysis for our food program to come up with fees for next year's food license program.

Ryan Tekac

Our second Rabies Clinic was held this past Saturday in Ellsworth Township and 36 vaccinations were administered. Our third clinic will be held after the Canfield Fair and we are checking to see if Angels for Animals will be the host location. As of July 13th the interns have placed 115 mosquito traps throughout the county. There have been no West Nile Virus positive mosquitoes identified through ODH testing. In addition, they have not identified any of the Aedes Aegypti or Aedes Albopictus species which are the most common mosquitoes to carry the Zika virus. We are currently having our yearly Ohio EPA survey for our Solid Waste program and I have met with Clarissa Gerbey from the EPA who is confident that we are continuing to do a nice job in administering our program.

Erica Horner

The Moms Quit for Two Program Grant started July 1st. The Notice of Award was not announced until July 10th; we applied for \$56,040.44 and were awarded \$38,476.00. There were no specific special conditions. I was advised by the ODH Grant Consultant to make the program activities work with the amount we were given. I spoke with another county who applied and they were also cut the similar amount. For the month of June we distributed 14 Community Kits and 41 First Responder Kits for the Project DAWN Naloxone program. We were 100% on having children who were clients in our immunization clinics at age 2 considered up to date and 94% of adolescents in our immunization clinics considered up to date for required vaccines.

Michelle Edison

Since the beginning of the year in the HUB, we've had 97 women enrolled and 28 births. Our focus right now is definitely on first trimester enrollment and developing relationships with agencies in our community. So, we are partnering with the Youngstown Metropolitan Housing Authority to host Community Fun Days at five of their residential sites that have a higher percentage of young families and residents who may be eligible for the HUB and programs under the MY Baby's 1st Infant Mortality Coalition, so we'll be doing that at the beginning of next month at the five sites. After that we will offer quarterly workshops on different topics related to health and wellness specifically for pregnant and parenting women and children.

Scott Bolam

Last month we had our two EPA drinking water certification audits, they went well and we remain certified. I was contacted by the Eastgate Regional Council of Governments, they're going to be doing another watershed study this year for the Pymatuning Creek watershed; it's going to be similar to the work we've done for Yellow Creek and Mill Creek the last few years. They will be doing E.coli testing and from now until October they will be doing 11 to 15 samples per week. We have collected Central Waste Landfill samples and are currently collection CLD samples.

Dr. Kravec

I would like to introduce Dr. Steve Pupillo, he is a resident at Mercy who is doing his administrative rotation with me and will be an internal medicine physician somewhere in the county at this time next year. I have been working with Susan on respiratory fit testing and the criteria for staff. I have also been working with Laura regarding the opiate task force

and the increased risk to ER staff and exposure to fentanyl and carfentanyl with patients that are coming through and the necessary items to protect staff.

Patt Sweeney

We are in the next stage of our strategic planning; all of our data has been collected, we are meeting with the Kent State staff this Friday to review our data and finalize the mission and vision and statements. We will be meeting the following week to identify objectives and priorities and then we will hold focus groups with staff so that all staff have an opportunity to participate. In the coming weeks, KSU will also conduct some key leader interviews. We hope to have the new plan to you for the September Board meeting. The Health Policy Institute of Ohio and the Ohio Department of Health have created a statewide workgroup to better define the social determinants of health. I am part of that workgroup; there has been one conference call meeting and next will be a face to face meeting. This group has been charged with determining how best to assess the social determinants of health.

VI. Approval of Monthly Expenses

A. Monthly Expenses

MOTION

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

Motion carried unanimously.

B. Contracts

- 1) Pitney Bowes, Postage Meter System, \$3,937.56/yr. (5 year contract)

MOTION

Mr. Somers motioned, Dr. Miladore seconded to approve the contract with Pitney Bowes as presented.

Motion carried unanimously.

- 2) The Baldwin Group, HDIS Software Maintenance Agreement, \$3,520.12

MOTION

Mr. Somers motioned, Dr. Miladore seconded to approve the contract with The Baldwin Group as presented.

Motion carried unanimously.

- 3) Columbiana County General Health District, Plumbing Inspection Services, \$2,000.00

MOTION

Mr. Somers motioned, Dr. Miladore seconded to approve the contract with Columbiana County General Health District as presented.

Motion carried unanimously.

- 4) Steward Health Care, Centering Pregnancy Program, \$25,000.00

MOTION

Dr. Mosca motioned, Mr. Perry seconded to approve the contract with Steward Health Care to start a Centering Pregnancy Program as presented.

Motion carried unanimously.

C. Notice of Award

- 1) Water Pollution Control Loan Fund Project #7, Romo Septic Service, \$24,900.00
- 2) Water Pollution Control Loan Fund Project #8, Romo Septic Service, \$24,900.00

- 3) Water Pollution Control Loan Fund Project #9, Less Contracting LLC, \$21,900.00

MOTION

Mr. Somers motioned, Dr. Miladore seconded to approve the Notice of Award for Water Pollution Control Loan Fund Project #'s 7, 8 and 9 as presented.

Motion carried unanimously.

VII. Travel

- A. Official Travel and B. Continuing Education

MOTION

Mr. Perry motioned, Dr. Mosca seconded to approve the Official Travel and Continuing Education as presented.

Motion carried unanimously.

VIII. Personnel Actions

- A. Executive Session

MOTION

Mr. Somers motioned, Dr. Miladore seconded to go into Executive Session to discuss personnel matters at 8:43 a.m.

Motion carried unanimously.

- B. Exit Executive Session

MOTION

Mr. Somers motioned, Dr. Miladore seconded to exit Executive Session.

Motion carried unanimously.

- C. Appoint – Full-Time Public Health Nurse

MOTION

Mr. Somers motioned, Mr. Perry seconded to appoint Kristen Ohr full-time public health nurse at the year two starting salary.

Motion carried unanimously.

- D. Mediation

MOTION

Mr. Somers motioned, Dr. Miladore seconded to proceed to mediation regarding a disciplinary action.

Motion carried unanimously.

- E. Approval of Disciplinary Action

MOTION

Dr. Mosca motioned, Mr. Somers seconded to approve the Health Commissioner's recommendation of disciplinary action.

Motion carried unanimously.

IX. Adjournment

MOTION

Mr. Somers motioned, Mr. Perry seconded to adjourn the meeting.

Motion carried unanimously.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

FINANCE COMMITTEE MEETING

July 18, 2017

4:00 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 3:50 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 an agreement with the Columbiana County General Health District for plumbing inspection services and authorized the Health Commissioner to pursue the plausibility of MCDBOH sponsorship of a “Baby Buggy Walk” event tentatively scheduled in September at the YSU Watts Center. The purpose of the event is to increase awareness of infant mortality and racial disparities in birth outcomes across Mahoning County.

Proposed contracts were reviewed and the Finance Committee will recommend approval of the following contracts at the next regularly scheduled MCDBOH meeting July 19, 2017:

Contracts:

- Pitney Bowes, Postage Meter System, \$3,937.56/yr (5 year contract)
- The Baldwin Group, Inc., HDIS Software Maintenance Agreement, \$3,520.12
- Columbiana County General Health District, Plumbing Inspection Services, \$2,000.00
- Steward HealthCare System Northside Hospital Centering Pregnancy for the establishment of a CenteringPregnancy® Program, \$49,250.00. Funding provided by the Ohio Department of Medicaid.

Notification of Awards- for the repair and/or replacement of a total of five malfunctioning residential septic systems:

- Water Pollution Control Loan Fund Project #7, Romo Septic Service, \$24,900.00
- Water Pollution Control Loan Fund Project #8, Romo Septic Service, \$24,900.00
- Water Pollution Control Loan Fund Project #9, Less Contracting LLC, \$21,900.00

Motion to adjourn was made by Mr. Somers, seconded by Dr. Miladore at 5:00 p.m.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**BOARD OF HEALTH PERSONNEL COMMITTEE MEETING
JULY 7, 2017
7:30 A.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 7:32 a.m.
Pledge of Allegiance made.
Roll call conducted.

At 7:35 a.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 8:10 a.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 July 19, 2017.

A motion to adjourn was made by Mr. Perry, seconded by Dr. Mosca at 8:13 a.m.