

**Minutes of the
District Board of Health
Mahoning County
June 21, 2017
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on June 21, 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, Susan Kovach, Michelle Edison, Loretta Floyd-Pleas, Scott Bolam, Kyle Gabrick, Marie Mayberry, Jared McTigue, Jaclyn Rhine, Johnson Louigene, Dr. Kravec, Julie Thompson, Patt Sweeney

Public Audience: Dave Mannion, Al Forbush

III. Minutes

MOTIONS

Mr. Perry motioned, Dr. Miladore seconded to approve the minutes of the 5/17/17 Board meeting as presented.

Motion carried unanimously.

Mr. Perry motioned, Dr. Mosca seconded to approve the minutes of the 5/12/17 Personnel Committee meeting as presented.

Motion carried unanimously.

Mr. Somers motioned, Dr. Miladore seconded to approve the minutes of the 5/11/17 Finance Committee meeting as presented.

Motion carried unanimously.

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

A. Special Request #EH-SR-17-01 – Forbush (Berlin Twp.)

Mr. Gabrick explained that this property currently has a well which is completely buried under a screened in porch and is inaccessible. The homeowner would like to remove the current back porch and construct a new deck. Current rule states that the new deck has to be five feet because it is not going to be attached to that foundation, but because of the existing glass doors, they only four feet to the existing well from the new deck. The variance request is to encroach on the five foot isolation distance for the new deck and my recommendation is to approve the request and recommend a water sample after they tear

down the old deck and put up the new one to ensure that the water is safe and has not been compromised during the construction process.

MOTION

Mr. Perry motioned, Dr. Miladore seconded to approve the recommendation of the sanitarian for EH-SR-17-01 as presented:

Recommend allowing due to well becoming more accessible for any required repairs at that needed time. Also, recommend sampling well after construction to ensure no damage to produce potable water.

Motion carried unanimously.

V. New Business

A. Establishment of New Fund – Moms Quit for Two Grant Fund

Mr. Janik explained that this is a new grant starting July 1st; it is a spin off from our Maternal and Child Health Program grant. Because it is a new fund, the Auditor's Office requires that we pass a resolution for the finances for the grant activity.

MOTION

Mr. Somers motioned, Dr. Miladore seconded to approve the establishment of a new fund for the Moms Quit for Two Grant Fund as presented.

Motion carried unanimously.

B. Establishment of New Fee – Medication Education Training

Mr. Janik explained that this fee is being created because we are going to be doing some medication administration education training that our public health nurses will provide to agencies who request it. There are three separate PowerPoint presentations that are available averaging 70 minutes per session. Agencies can request one or all three trainings. After working with Erica and considering all costs we will entail to provide this service, I am recommending the following fees:

One session: \$125.00 plus \$1.00 per attendee
Two sessions: \$225.00 plus \$2.00 per attendee
Three sessions: \$275.00 plus \$3.00 per attendee
The per attendee fee will be waived if the agency agrees to provide copies of the handout.

Mrs. Sweeney added that the Ohio Revised Code has provided schools the opportunity to have training for medication administration by unlicensed individuals. There is a program that the state has put out and we are able to do that teaching and charge a fee for doing the teaching. I would like to include language, which will be worked out with the Prosecutor's Office, that there will be no liability on us for the educational process of the teaching.

MOTION

Mr. Somers motioned, Dr. Miladore seconded to approve the establishment of a new fee for medication education training with the condition that we add the liability language to that as presented:

One session: \$125.00 plus \$1.00 per attendee
Two sessions: \$225.00 plus \$2.00 per attendee
Three sessions: \$275.00 plus \$3.00 per attendee
The per attendee fee will be waived if the agency agrees to provide copies of the handout.

Motion carried unanimously.

C. Proposed Vaccination Fee Changes

Mr. Janik explained that the current fee schedule was reviewed and for vaccines listed below, the insurance company reimbursement rates have changed so we are requesting to increase our fees to reflect that change:

	<u>Current Fee</u>	<u>New Fee</u>
Gardasil 9 (HPV)	\$200.00	\$235.00
Prevnar 13	\$185.00	\$205.00
Pentacel	\$100.00	\$105.00
MMR	\$75.00	\$80.00
Varicella	\$125.00	\$140.00
Menactra	\$135.00	\$140.00
Zostavax	\$215.00	\$245.00
Pneumovax 23	\$90.00	\$95.00

MOTION

Mr. Somers motioned, Dr. Miladore seconded to approve the vaccination fee changes as presented:

	<u>Current Fee</u>	<u>New Fee</u>
Gardasil 9 (HPV)	\$200.00	\$235.00
Prevnar 13	\$185.00	\$205.00
Pentacel	\$100.00	\$105.00
MMR	\$75.00	\$80.00
Varicella	\$125.00	\$140.00
Menactra	\$135.00	\$140.00
Zostavax	\$215.00	\$245.00
Pneumovax 23	\$90.00	\$95.00

Motion carried unanimously.

D. Establishment of New Fee – Level 2 Food Safety Training

Mr. Tekac explained that as of March 1st, 2017 Risk Levels III and IV for Food Service Operations and Retail Food Establishments will be required to have one employee who has supervisory and management responsibility and the authority to direct and control food preparation and service, with a Level 2 certificate. This is a more extensive training for the food manager and meets the requirement for demonstration of knowledge in Rule 3717-1-02.4(B) of the Administrative Code. We will be able to offer the class here and need to establish a fee for the training.

MOTION

Mr. Somers motioned, Dr. Miladore seconded to approve the establishment of a \$160.00 fee for Level 2 training for ServSafe.

Motion carried unanimously.

E. Agreement for Services – Columbiana County General Health District

Mr. Janik explained that this agreement for services is for us to provide certified plumbing inspector services for Columbiana County on an as needed basis. The agreement has been in effect for years and the date of this agreement is through June 30, 2019.

MOTION

Mr. Perry motioned, Dr. Miladore seconded to approve the agreement for services with Columbiana County General Health District as presented.

Motion carried unanimously.

F. Approval of Updates to Nursing and Community Health Policies and Procedures:

- Infant Safe Sleep
- Project DAWN

Mrs. Kovach explained that regarding the Infant Safe Sleep policy revision, the Ohio Department of Health has revised their Infant Safe Sleep Policy therefore our policy will also need to be revised. This is a requirement of the Maternal and Child Health Program Grant Standards that sub grantees adopt their policy.

The Project DAWN policy has been updated to include language regarding rescue breathing and the Board of Health no longer recommending the use of rescue breathing during the administration of Naloxone.

MOTION

Mr. Somers motioned, Dr. Mosca seconded to approve the updates to the Nursing and Community Health policies and procedures for Infant Safe Sleep and Project DAWN as presented.

Motion carried unanimously.

G. Approval of Updates for Food Safety Program Policies and Procedures:

- Training Policy
- Standard Operating Procedures for Embargo
- FSO/RFE Escalated Enforcement Procedures

Mr. Tekac explained that there were updates to each of the above mentioned policies and procedures as follows:

Training policy – Was updated to become more in line with Standard Two of the Voluntary National Retail Food Regulatory Program Standards, highlights include that sanitarians will now be required to obtain a minimum of 20 hours of CEU credits within 36 months specific to food safety and all sanitarians assigned to the food safety program will be required to complete the items in the office log (attachments two through six). If a newly hired sanitarian has sufficient previous experience in another food program, then the items listed in attachments two through six, that are standardized state procedures, may be reduced at the discretion of the program supervisor. Items that are exclusive to MCDBOH procedures will require standard review and training.

Standard Operating Procedures for Embargo – During the process of the embargo of food, if the food cannot be reconditioned for safe consumption, as in the case of temperature abuse or improper cooling or adulteration of ready to eat foods with raw animal foods, there is a request for the person in charge to voluntarily destroy the food. If the source of a suspect meat product cannot be determined to be from an approved USDA or ODA plant, then obtain the invoice for this product and contact the enforcement division of the Ohio Department of Agriculture as to whether to embargo the product or not.

FSO/RFE Escalated Enforcement Procedures – Updated to stay current with the new Ohio Department of Health critical violations.

MOTION

Mr. Perry motioned, Dr. Mosca seconded to approve the updates to the Food Safety Program policies and procedures for the Training Policy, Standard Operating Procedures for Embargo and FSO/RFE Escalated Enforcement Procedures as presented.

Motion carried unanimously.

H. Approval of Updates to Mahoning County Pathways HUB Policies and Procedures
Mrs. Edison explained that the HUB policies and procedures have been revised based on current operation practices and to better reflect certification requirements as stated by the Rockville Institute. The Mahoning County Pathways HUB is now a nationally certified Pathways HUB.

MOTION

Mr. Somers motioned, Dr. Mosca seconded to approve the updates to the Mahoning County Pathways HUB policies and procedures as presented.

Motion carried unanimously.

VI. 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 and reviewed the proposed contracts as well as the fee changes and new funds which were discussed in new business.

B. Division/Program

Julie Thompson

Ryan, Susan and I are here with you today instead of in Columbus at the Performance Management workshop thanks to Ron Graham, Health Commissioner for Lake County General Health District, who applied for, and received, a grant for the entire Northeast District to receive free performance management training and technical assistance at NEOMED in August. The training will be customized to our group and our identified needs for accreditation purposes. The grant was awarded by the Ohio Department of Health with funding from the Ohio Department of Higher Education and in coordination with The Center for Public Health Practice in the College of Public Health at The Ohio State University.

The Northeast District has also taken its first steps towards a formalized initiative creating an accreditation support system. I have been asked to be on the steering committee and our first meeting is next month. We hope to have our first full-team meeting in September, after our August training.

In other accreditation news, Stark County Health Department became accredited on June 6th, bringing the number of accredited local health departments in Ohio to 15. There are currently only 162 local health departments in the country which are accredited.

Ed Janik

We have started working on our 2018 budget. Continue to await release of our 2016 audit report from the Auditor of State's office. Have been very busy with human resource issues this last month.

Ryan Tekac

I would like to introduce and welcome three interns who have been working in our mosquito control and surveillance program; Jared McTigue is an undergraduate major at YSU, Johnson Louigene is an undergraduate student athlete at YSU and Jaclyn Rhine is an undergraduate major at Kent State University. Since June they have been able to place

over 50 traps throughout Mahoning County. ODH hasn't reported the total numbers trapped within our county, but we have received reports back that West Nile Virus has not been detected in any of our specimens.

Pool inspections have been underway for all outdoor pools and John Schoeni has been able to provide a few extra one on one educational consults with pool operators either due to new management or a new pool.

Six new septic systems have been installed with 2016 WPCLF monies and we are continuing to work on the installation of Projects 3-6 and will be adding Project 7 at the next Board meeting which will be the final project for 2016. We will start to move on to approaching the applicants for the 2017 money that is available.

Tomorrow from 4:30 p.m. to 8:30 p.m. at the Mill Creek Metroparks Farm, we will be participating in an event to bring awareness to watershed protection. This event will provide interaction and education to the public on how water quality is affected by what we do in our daily lives. Our main focus will be on septic system management and why it's important in watershed protection as well as how maintenance can extend the life of a septic system.

Susan Kovach

We had ICS training at the end of May with the Management Team and people who are assigned to the ICS roles and it went really well. We had a company come in and the first day was an overview of the different incident command roles and the second day we broke into group and ran an incident.

The Prescription Drug Overdose Coalition has grown considerably, the last meeting was packed and there will be a lot coming out of that committee soon.

Introduced Marie Mayberry, our new Epidemiologist. Marie had interned here with us and has now been hired full-time. She will be working with Maternal and Child Health, Emergency Preparedness and Communicable Disease.

Reporting for Erica Horner for Nursing and Community Health:

Project DAWN naloxone kits: May 30 Community Kits; 1 school district responded to our outreach letter (South Range): 7 staff members trained. 8 full kits given to first responders/law enforcement during May with 7 reported uses/saves. 28 Mill Creek Metro parks Policemen trained.

For the month of May, we were 100% on having children who were clients in our immunization clinics at age 2 considered up to date. 88% of adolescents in our immunization clinics considered up to date for required vaccines. Again several clients were international students in varying degrees of getting their immunizations up to date.

We held nine School Based Immunization Clinics for children entering 7th and 12th grades in the Fall to meet the state requirements of Tdap and Meningococcal vaccines: total clients 169, total number of immunizations given 232. This is in addition to our 4 monthly standing immunization clinics. Nursing staff also participated in the Campbell Schools Kindergarten Fair and provided information about immunizations, common childhood illnesses, and all of our services.

Maternal and Child Health Program deliverable activity highlights:

- Cribs for Kids Program: May: 28 families screened and scheduled for classes; 20 portable cribs distributed.

- Infant Safe Sleep Education with the intent of the organization developing a policy: Completed safe sleep educational training with Mahoning County CSB staff and will work with administration to develop a policy.
- Baby & Me Tobacco Free Program: 7 new referrals received in May; 6 current participants. Barriers continue to be lack of follow through from referred potential clients, difficulty keeping the participant engaged in staying smoke free to complete the program, and lack of social/family support along with multiple stressors in the participants lives.

Michelle Edison

The HUB has developed a four part standardized training for new staff. Two additional agencies were trained. The HUB has now doubled the number of Community Health Workers that are using the Pathways Model to improve birth outcomes and reduce infant mortality. The HUB participated in a training led by the Ohio division of the American Academy of Pediatrics on Tuesday. Immunization is one of AAP's focus areas so the two hour training provided information on childhood and adolescent immunizations.

Loretta Floyd-Pleas

Farmer's Market coupon booklets have a \$20.00 value this year. Anguili Farm Market is one of our added vendors this season and conducts markets in Austintown, Boardman and Cornersburg. WIC has partnered with Lake to Rive/Northside Farmer's Market to bring their mobile Farmer's Market unit to the Boardman WIC office twice in the month of July. This will help WIC families sample and take home fresh vegetables and fruits. Recipes and meal plan examples will be distributed to WIC families to promote the usage of fresh produce in their meal plan as well as promote healthier eating behaviors and strengthen our relationship with local farmers.

A "Lunch and Learn" session was held with the Pediatric Clinic at Mercy Health under the leadership of Dr. Mateo and her nursing staff. Daljeet and I shared information on ODH WIC policies for special formula documentation, failure to thrive, referrals, new formula contract, etc. This was an outreach effort to network and enhance the quality of services provided to our WIC families.

Youngstown City Health Department will be moving in November 2017. WIC will be moving the clinic currently held in the shared space of the Youngstown City Health Department. WIC has limited funding for moving and leasing, yet we would like to retain a WIC clinic inside the Youngstown city limits. The retention of the Boardman WIC clinic would be ideal and serve this purpose, additional rental space is currently available. Contracts are due to be renewed and WIC must make a quick decision on the relocation of its Youngstown City WIC Clinic.

WIC participated in the MY Baby's 1st Block Party held at the Youngstown Boys and Girls Club. The event was well attended and supported by our local community.

Scott Bolam

The Laboratory is currently doing lead and copper testing for Campbell and Sebring. Sebring, due to EPA orders, has to do full lead and copper testing every six months. We will have our Ohio EPA Audits on June 22nd for metals and June 29th for microbiology. The Lab has added two new small wastewater facilities as clients.

Dr. Kravec

Working on vaccine protocols with Erica. Working with Laura Bryer on the Prescription Drug Overdose Coalition, they were looking for a community representative, so Dr. Frank Beck, a local dentist who is involved in the Mercy Health Opiate Task Force, is going to be sitting on the coalition here.

Patt Sweeney

Our external survey with our customers for strategic planning has resulted in roughly 300 responses – Kent State feels that is a respectable response, we had hoped for closer to 500. The will be letting us know the results as well as what type of customers responded. Our internal survey has concluded as well, we had a response of 62/73 employees.

VII. 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) Doctors Park Veterinary Clinic, Rabies Specimen Preparation, \$2,000.00

MOTION

Mr. Somers motioned, Dr. Miladore seconded to approve the contract with Doctors Park Veterinary Clinic as presented.

Motion carried unanimously.

2) Genesis Outdoor Advertising, Mosquito Awareness Campaign, \$2,925.00

MOTION

Mr. Perry motioned, Dr. Miladore seconded to approve the contract with Genesis Outdoor Advertising as presented.

Motion carried unanimously.

3) National CineMedia, LLC., Mosquito Awareness Campaign, \$2,938.00

MOTION

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

Motion carried unanimously.

4) Oxford Diagnostic Laboratories, TB T-Spot Testing Contract Amendment Test Price Increase to \$84.09/test

MOTION

Dr. Miladore motioned, Mr. Somers seconded to approve the contract amendment with Oxford Diagnostic Laboratories as presented.

Motion carried unanimously.

5) Vehicle Purchase for C&DD/Environmental Program, not to exceed \$15,000.00

MOTION

Mr. Perry motioned, Mr. Somers seconded to approve the purchase of a vehicle for the environmental program in an amount not to exceed \$15,000.00.

Motion carried unanimously.

C. Ratification of Approval

1) Medical Records Services, LLC., HIPAA Security Risk Analysis, \$3,420.00

MOTION

Mr. Somers motioned, Dr. Mosca seconded to ratify the prior approval of the Medical Records Services contract as presented.

Motion carried unanimously.

VIII. Travel

A. Official Travel and B. Continuing Education

MOTION

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

Motion carried unanimously.

Before the Board motioned to go into Executive Session, Mr. Somers, on behalf of the entire Board took a moment to congratulate Health Commissioner Patricia Sweeney on receiving the ATHENA award. It is much deserved.

Mrs. Sweeney thanked the Board and added that it's very humbling to be honored for doing work that you love to do.

IX. Personnel Actions

A. Executive Session

MOTION

Mr. Somers motioned, Mr. Perry seconded to go into Executive Session to discuss personnel matters at 9:34 a.m.

Motion carried unanimously.

B. Exit Executive Session

MOTION

Mr. Perry motioned, Mr. Somers seconded to exit Executive Session.

Motion carried unanimously.

C. Salary Adjustment

MOTION

Mr. Somers motioned, Dr. Miladore seconded to adjust the salary for Michelle Edison to reflect her new responsibilities in her HUB Coordination role.

Motion carried unanimously.

D. Appoint – Full-Time Epidemiologist

MOTION

Dr. Mosca motioned, Dr. Miladore seconded to appoint Marie Mayberry full-time epidemiologist as presented.

Motion carried unanimously.

E. Authority to Appoint – Full-Time and Part-Time Public Health Nurses

MOTION

Dr. Mosca motioned, Dr. Miladore seconded to give the Health Commissioner the authority to appoint full-time and part-time public health nurses.

Motion carried unanimously.

F. Hearing Officer

MOTION

Dr. Mosca motioned, Dr. Miladore seconded to use Atty. Thomas Infante as a Hearing Officer up to \$750.00 as presented.

Motion carried unanimously.

G. Vacation – Health Commissioner 7/10-17

MOTION

Mr. Somers motioned, Mr. Perry seconded to approve the vacation of the Health Commissioner July 10-17, 2017.

Motion carried unanimously.

X. Adjournment

MOTION

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

Motion carried unanimously.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**BOARD OF HEALTH FINANCE COMMITTEE MEETING
June 19, 2017
9:30 A.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 9:30 a.m.
Pledge of Allegiance made.
Roll call conducted.

The Finance committee reviewed the financial reports. The committee discussed the establishment of a new fund for the Moms Quit for Two grant, a new fee for medication education training, proposed vaccination fee changes, a new fee for the Food Program to conduct Level 2 food safety training and an agreement with the Columbiana County General Health District for plumbing inspection services. Also discussed was the ratification of the contract with Medical Records Services for the HIPAA Security Risk Analysis.

Proposed contracts were reviewed and the Finance Committee will recommend approval of the following contracts at the next regularly scheduled MCDBOH meeting June 21, 2017:

1. Doctors Park Veterinary Clinic, Rabies Specimen Preparation, \$2,000.00
2. Genesis Outdoor Advertising, Mosquito Awareness Campaign, \$2,925.00
3. National CineMedia, LLC., Mosquito Awareness Campaign, \$2,938.00
4. Oxford Diagnostic Laboratories, TB T-Spot Testing Contract Amendment Test Price Increase to \$84.09/test

Motion to adjourn was made by Mr. Somers, seconded by Dr. Miladore at 10:50 a.m.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**BOARD OF HEALTH PERSONNEL COMMITTEE MEETING
JUNE 19, 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 3:40 p.m.
Pledge of Allegiance made.
Roll call conducted.

At 3:45 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 4:40 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 June 21, 2017.

A motion to adjourn was made by Dr. Mosca, seconded by Mr. Perry at 4:45 p.m.