

**Minutes of the  
District Board of Health  
Mahoning County  
March 15, 2017  
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on March 15, 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>
Don Somers	Len Perry
Bev Fisher	
Dr. Nancy Mosca	

Staff Present: Ed Janik, Ryan Tekac, Erica Horner, Susan Kovach, Michelle Edison, Scott Bolam, Julie Thompson, Patt Sweeney

Public Audience: Dave Mannion

**III. Minutes**

**MOTION**

Mr. Somers motioned, Dr. Mosca seconded to approve the minutes of the 2/15/17 Board meeting as presented.

Motion carried unanimously.

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve the minutes of the 2/14/17 Finance Committee and 2/14/17 Personnel Committee meetings as presented.

Motion carried unanimously.

**IV. Old Business**

**A. Sanitary Requirements for Tattoo & Body Piercing Establishments Rule Revision – 3<sup>rd</sup> Reading**

Mr. Tekac explained that this is the third and final reading of the proposed rule revision of the Sanitary Requirements for Tattoo & Body Piercing Establishments. This revision will allow that initial registrations granted on or after October first shall be effective from the date of issuance until December thirty-first of the following year.

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve the rule revision to the Sanitary Requirements for Tattoo & Body Piercing Establishments Section 2(B) as presented:

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.

Motion carried unanimously.

**V. New Business**

**A. 2017 Water Pollution Control Loan Fund Agreement**

Mr. Tekac explained that the Board must pass an authorizing resolution that will designate an authorized MCDBOH representative to enter into the WPCLF assistance agreement. The MCDBOH Environmental Director will serve as the authorized representative. Once signed, the resolution will then be approved by the Ohio EPA along with a draft model contract. We will then receive \$300,000 for the WPCLF agreement and the permission to proceed with the 2017 projects. We will have until November 30, 2018 to use the full allotment of the 2017 funds. For the first time, half of the monies are able to be used to connect properties with failing septic systems to existing sanitary sewer lines.

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve the 2017 Water Pollution Control Loan Fund Agreement as presented.

Motion carried unanimously.

**B. Proposed Fee Change – Animal Rabies Vaccine**

Mr. Tekac explained that this increase from \$6.00 to \$8.00 is to cover our cost to run the low cost clinic. Mr. Somers added that this was discussed at the Finance Committee meeting and the increase is to cover the cost of the vaccine which has gone up.

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to change the animal rabies vaccination fee to \$8.00 as presented.

Motion carried unanimously.

**C. Approval of Nursing Division Clerical Staff Procedures**

Ms. Horner explained that this is a policy to provide guidance and appropriate training for the Nursing Division clerical staff. The current staff has received eight manuals and any new staff will document receipt of and completion of initial standardized training on the following procedural manuals:

- Clerical Office Procedure Manual
- Customer Contact: Initial & Sequential Contact Manual
- Making Appointments in HDIS Manual
- Insurance Verification: Initial & Sequential Contact Manual
- Preparing for Clinic Manual
- Clinic Procedures Manual
- Immunization Records Manual
- Flu Clinic Manual

**MOTION**

Dr. Mosca motioned, Mr. Somers seconded to approve the Nursing Division Clerical Staff Procedures as presented.

Motion carried unanimously.

**VI. Reports**

**A. Committee**

Mr. Somers reported that the Finance and Personnel committees met in a combined session and there were a number of contracts to review for Finance and Personnel has some items to discuss in Executive Session.

B. Division/Program

Julie Thompson

The Leadership Team is continuing to work through each of the standards and measures for reaccreditation and reviewing documentation to see what we have that would be the best fit for what is required.

Ed Janik

We have completed and submitted our annual state subsidy report so that we can receive our state subsidy money this year. As far as our grants are concerned, we have submitted our monthly reports for our MCHP grant, PHEP, IAP, WIC and the PDOP grants. The State Auditors have begun their work on the 2016 financial audit.

Ryan Tekac

The spring low cost rabies vaccination clinic is scheduled for Saturday, April 8, 2017 at Angels for Animals from 1:00 – 4:00 p.m. The EPA has announced their Mosquito Control Grant application for 2017. The deadline is March 31, 2017 and the awards will be announced May 1, 2017. In addition to what we did last year for education and surveillance trapping with the interns, we are going to apply for funding for additional activities that will possibly include spraying. We have reached out to township trustees through the township association to see if they would be willing to provide us with a list of large events in which adult control measures (spraying) can take place prior to events. This service would be contracted through a professional pest control company with the proven experience and capability to provide such services. In addition to the large events, we have reached out to area locations where baseball and soccer events are played throughout the summer. We are also pursuing a collaborative effort for a county used tire drop off box. This box will be stationed at the county engineer's office and any county or township worker can dispose of tires that are found when they are out working. Don, Bev, Len (via phone) and I had the opportunity to sit down with a handful of septage haulers in order to discuss the O&M program and where we are heading. In particular, the main concern was the 12,000+ household sewage treatment systems that will have to now fall under an operational permit.

Erica Horner

We have learned that the Baby and Me Tobacco Free Program is coming out of the Maternal and Child Health Program Grant and will now be a stand-alone grant. The new grant is called Moms Quit for Two Program Grant and the new RFP is due on April 10, 2017. World TB Day is March 24<sup>th</sup>, Denise and Shawn were interviewed by The Vindicator. The Cribs for Kids Program has been consistently busy to start 2017. In February there were 23 families screened and scheduled for classes with 19 portable cribs distributed. Also for the month of February, we were 58% on having children who were clients in our immunization clinics at age 2 considered up to date. Two clients presented to clinic already behind for this age group thus they would not be up to date. 91% of adolescents in our immunization clinics were considered up to date for required vaccines. Again several clients were international students in varying degrees of getting their immunizations up to date. There were seven community naloxone kits and eight first responder/law enforcement naloxone kits distributed last month for the Project DAWN program and we also had the opportunity to train the Youngstown State University nurses.

Susan Kovach

Laura, Erica and I attended the Prescription Drug Overdose Prevention grant kick-off meeting in February. Due to an increase in overdose deaths in a nearby county, we are working on a response plan for whom to notify if we do receive an alert for an overdose fatality. We have been reallocated some emergency preparedness money that we were cut at the beginning of the year which will be used to purchase items found under contracts on this agenda. We are looking at doing Incident Management Team training with money

we are receiving back from ODH from preparedness dollars. We also have PIO training with our staff scheduled for Monday, May 15<sup>th</sup>.

Michelle Edison

We currently have 103 women enrolled under the Ohio Commission on Minority Health, we've had 52 births, and only four of those were low birth weight. Our main focus right now is certification. Our HUB is going through the certification process right now; we have submitted our pre-requisites and are going through the domains and standards and preparing for our site visit on Monday. At the end of this month, Sophia and I are going to Columbus for the Minority Health Month Expo.

Scott Bolam

Trumbull County has started bringing samples for their O&M program already. We are going to be starting our groundwater monitoring program as well. We would like to complete it earlier this year than we have in the past. Ohio EPA will be revisiting us for drinking water certification this year, which they do when you have a new person certified like we did last year when they did our three year certification. March is the end of the first quarter for EPA testing so we have been busy with drinking water samples.

Patt Sweeney

Dr. Cutrona is acting medical director while Dr. Kravec is on vacation. The District Advisory Council meeting is scheduled for March 30<sup>th</sup> at 7:00 p.m. at the Canfield Township Hall on the green in Canfield. They will be voting on the appointment of a physician to the Board. We have applied with Trumbull County for a regional Central Coordination grant being offered by ODH.

**VII. 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) Meridia Interactive Solutions, Audience Response System, \$1,990.00

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve the contract with Meridia Interactive Solutions as presented.

Motion carried unanimously.

2) Rockville Institute, Pathways Community HUB Certification, \$15,000.00

**MOTION**

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

Motion carried unanimously.

3) Keynote Media Group, 2016 Annual Report, \$2,666.11 (revised amount from January approval)

**MOTION**

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

Motion carried unanimously.

4) Medicaid Managed Care Contracts:

- 3 Kings Transportation, Transportation Services, \$124,800.00
- Alta Care Group, HUB Community Health Workers, \$143,814.50
- MCESC Help Me Grow, HUB Community Health Worker, \$71,907.25
- Youngstown City Health District, HUB Community Health Worker, \$71,907.25

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve the Medicaid Managed Care Contracts as presented.

Motion carried unanimously.

5) David Yost, Auditor of State, 2016 Financial Audit, \$17,589.00

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to approve the contract with David Yost, Auditor of State as presented.

Motion carried unanimously.

6) Radiant Technology, SMART Technologies 75" kapp iQ \$10,939.00

**MOTION**

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

Motion carried unanimously.

**VIII. Travel**

A. Official Travel and B. Continuing Education

**MOTION**

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

Motion carried unanimously.

**IX. Personnel Actions**

A. Executive Session

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to enter Executive Session to discuss personnel matters at 8:42 a.m.

Motion carried unanimously.

B. Exit Executive Session

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to exit Executive Session.

Motion carried unanimously.

C. Tuition Assistance Program Addendum

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to amend the Tuition Assistance Program to require repayment for all tuition assistance if the recipient terminates the course of study before degree requirements are complete.

Motion carried unanimously.

D. Tuition Assistance Request – K. Hill

**MOTION**

Mr. Somers motioned, Dr. Mosca seconded to approve Kaitlin Hill's tuition assistance request with the following stipulations:

1. When completed she is able to sit for the SIT/RS exam
2. The addition to the tuition assistance program approved today be included in this motion.

Motion carried unanimously.

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

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

Motion carried unanimously.

**DISTRICT BOARD OF HEALTH  
MAHONING COUNTY**

**BOARD OF HEALTH FINANCE COMMITTEE MEETING  
March 8, 2017  
7:30 A.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 7:30 a.m.  
Pledge of Allegiance made.  
Roll call conducted.

The Finance committee reviewed the financial reports, the Water Pollution Control Loan Fund agreement, and the animal rabies vaccine fee change. The proposed contracts were also reviewed and the Finance Committee will make the following recommendations at the next regularly scheduled MCDBOH meeting March 15, 2017:

- 1) Meridia Interactive Solutions, Audience Response System, \$1,990.00
- 2) Rockville Institute, Pathways Community HUB Certification, \$15,000.00
- 3) Keynote Media Group, 2016 Annual Report, \$2,666.11 (revised amount from January approval)
- 4) Medicaid Managed Care Contracts:
  - 3 Kings Transportation, Transportation Services, \$124,800.00
  - Alta Care Group, HUB Community Health Workers, \$143,814.50
  - MCECSC Help Me Grow, HUB Community Health Worker, \$71,907.25
  - Youngstown City Health District, HUB Community Health Worker, \$71,907.25
- 5) David Yost, Auditor of State, 2016 Financial Audit, \$17,589.00
- 6) Radiant Technology, SMART Technologies 75" kapp iQ, \$10,939.00

Motion to adjourn was made by Mr. Somers, seconded by Mrs. Fisher at 9:00 a.m.

**DISTRICT BOARD OF HEALTH  
MAHONING COUNTY**

**BOARD OF HEALTH PERSONNEL COMMITTEE MEETING  
MARCH 8, 2017  
7:30 A.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 9:00 a.m.  
Pledge of Allegiance made.  
Roll call conducted.

At 9:01 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. Somers.

Mr. Somers made a motion to leave executive session at 9:40 a.m. The motion was seconded by Mrs. Fisher.

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 March 15, 2017.

A motion to adjourn was made by Mrs. Fisher, seconded by Dr. Mosca at 9:45 a.m.