

**Minutes of the
District Board of Health
Mahoning County
May 17, 2017
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on May 17, 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

Before the roll call, Mr. Somers took a moment to welcome Dr. Michael Miladore to the Board of Health. Dr. Miladore thanked Mr. Somers and expressed his gratitude for the opportunity to serve on the Mahoning County District Board of Health.

II. Roll Call

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

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

Public Audience: Dave Mannion

III. Minutes

MOTIONS

Mrs. Fisher motioned, Dr. Mosca seconded to approve the minutes of the 4/19/17 Board meeting as presented.

Motion carried unanimously.

Mr. Somers motioned, Mrs. Fisher seconded to approve the minutes of the 4/17/17 Personnel Committee meeting as presented.

Motion carried unanimously.

Mrs. Fisher motioned, Mr. Perry seconded to approve the minutes of the 4/18/17 Finance Committee meeting as presented.

Motion carried unanimously.

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

A. Board Order #EH-BO-17-10 – Reda (Boardman Twp.)

Mr. Stefan explained that this vacant dwelling is creating a public health nuisance and is a safety hazard because openings have allowed raccoons to enter the eaves and there are

tires left outside. The owner did not comply with the abatement notices and did not appear at the Health Commissioner's hearing.

MOTION

Mr. Perry motioned, Mr. Somers seconded to approve the recommendation of the sanitarian for EH-BO-17-10 as presented:

In accordance with the Nuisance Abatement Code, Section 6.1, and O.R.C. §3707.01, declare the premises a public nuisance and order the same:

- Condemned as dangerous to life or health;
- placarded;
- abated within 7 days; and
- to remain vacant until the nuisance is abated.

Motion carried unanimously.

V. New Business

A. NHANES Presentation

Mrs. Sweeney explained that NHANES, the National Health and Nutrition Examination Survey is going to be conducted in Mahoning County for the first time in its 55 year history. Every year the CDC selects 15 counties where they conduct household surveys and then invite individuals to participate in a multi-faceted physical examination. The video we're about to show explains the examination process. I have visited every township, city and village that is included on the roster CDC provided which lists the communities that they will be inviting to participate. We don't know which households will be invited but we did go to all of these jurisdictions to let them know that this is happening, that it is endorsed by the Board and it is a wonderful opportunity for the community. For the first time in history, the health status of Mahoning Valley residents will officially inform national health policies.

The Board and staff were shown a video prepared by the CDC for Mahoning County to document the physical examination process. [Click here](#) to watch the video.

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 couple contracts but the one issue that keeps coming up is the change in the federal and state grants funds where we basically have to front the money and get paid back for the deliverables. This month alone we had to front over \$200,000.00 to do that and it's something we are really going to have to keep an eye on.

B. Division/Program

Julie Thompson

Had the opportunity to attend the Open Forum for Quality Improvement in Public Health last month in New Orleans. It was a wonderful opportunity to network with not only other health departments from Ohio but all over the United States who are in various stages of the accreditation process. It was also valuable one on one time with PHAB staff who hosted invitation only events for accredited health departments as well teaching several breakout sessions. I also had the opportunity to attend a morning roundtable hosted by Franklin and Delaware counties to see the results of the Board self-assessment quality improvement project they conducted.

Ed Janik

The State Auditors have left our site; the final 2016 audit report will be issued by September 30, 2017. As far as our grant programs are concerned, Kathy Affagato has been working with Loretta on our WIC grant which is due on May 22, 2017 and with Erica on our Maternal and Child Health Program grant which is due June 5, 2017. Also, I'm gathering financial data for our cost analysis for our state license programs.

Ryan Tekac

Over the past two weeks we have had the opportunity to work with Strategic Leadership Solutions, a consultant company that trains in Six Sigma. The project we are working on is grant funded and is designed to improve our new employee training curriculum and teach a large group of staff the six sigma principles of quality improvement. Everyone on this team has been dedicated to the work. We are analyzing each module of the orientation curriculum to assess relevance and if it meets the core competencies of public health. We have two more days scheduled. I would like to introduce and welcome Shannon Sellards, RS, to her first board meeting. Shannon has joined our team with 10 plus years of RS experience and she will be working in our food safety program and open dumping/housing complaints. In my 15 years of working in public health, I have learned that we, as health departments, try to help each other out as much as possible and share information and resources. Cuyahoga County Health Department has recently sharing food defense information that we will be supplying to our licensed food establishments. Unfortunately we were not one of the counties to receive funding for the 2017 mosquito control grant. However, due to left over 2016 grant money as well as \$14,400.00 left in the Ebola dollars that have been reallocated for mosquito activities, we will be able to continue a surveillance program and provide education as we did last year. These activities will include billboards and movie theater ads as well as the educational print material with an approved mosquito repellent sample attached.

Erica Horner

We distributed one Project Dawn community kit and two refills (for Naloxone which was expired) and four full kits were given to first responders and law enforcement for April. There have been six reported uses and saves. For the month of April we were at 87.5% on having children who are clients at our immunization clinics at age two considered up to date on their immunizations for required vaccinations. Adolescents we were at 82%; again we have several international students who are going through the progression of getting caught up to date on the required vaccinations in the United States. As Ed mentioned, our MCHP continuation grant is due on June 5th so Kathy and I are working together on that. In April, 18 families were screened for our Cribs for Kids program and set up for classes and 14 portable cribs were distributed. Our staff is very busy working on school based clinics and participating in community events.

A lengthy discussion ensued regarding potential changes to the Project DAWN training policy and rescue breathing and the danger carfentanyl laced heroin is presenting to police officers, first responders and anyone who may attempt to save someone who is overdosing. Following the discussion, the Board and Dr. Kravec suggested revising the Project Dawn policies to no longer encourage rescue breathing and to recommend no contact with a victim without gloves.

Susan Kovach

We had a drug task force meeting last Thursday and the State Highway Patrol mentioned that all of their packets will now include nitrile gloves and masks. The Healthcare Coalition meeting was held the day before the coalition meeting. Staff protection was a topic of conversation at that meeting as well. In April the Nursing Division conducted a closed POD exercise in collaboration with YSU. YSU nursing students pretended there was a plague outbreak on the YSU campus; they wore masks and triaged, we distributed M&M's and water as substitutes for medication. 110 students participated this year. Next year we are

going to involve Dr. Robinson and the public health department to recruit public health students to participate as well. We also conducted the annual NECO Functional Regional exercise with the 13 counties. This year we tested mass fatality and mass care which we do not lead. It was a different exercise for public health wait to be told what to do to assist other lead agencies, but for the most part it went very well.

Michelle Edison

The HUB participated in our annual CLAS standards training at the end of April. Next month we will be working with the Ohio Division of the American Academy of Pediatrics, who is developing education modules for our Community Health Workers to use when they engage clients. The first module will address immunizations so they are training all of the HUB's in the state in the use of this module starting next month. We have started doing SBIRT assessments with HUB clients. We are in the process of developing a sustainability committee as we go into our second year of the HUB. We are hoping to hear about our certification within the next week or so. We are in the process of updating our policies and procedures to better align with our certification requirements and to better address our client needs and barriers as we take a look back at what we've done over the past year. We have been participating in a lot of community events and have really been focusing our outreach on first trimester enrollment.

Loretta Floyd-Pleas

Recently Daljeet and I had the opportunity to attend Loving Support training and we will be scheduling training for our community outreach workers to enable them to provide information about breastfeeding to as many people as we possibly can. Our initial breastfeeding rates are 55.4%. We have a breastfeeding awareness event planned for August and over the years it has been a well-attended event. We are trying to change the way we do our Farmers Markets to improve redemption rates. We are looking at a possible partnership with mobile farmers markets so we can distribute our coupons and our clients could possibly go right out and use them. We have applied for several mini-grants and some grants that aren't so mini, centering on healthy eating and safe sleep. We participated in many outreach events this month as well.

Scott Bolam

I am planning develop training programs for CEU credits for public drinking water system operators. We have had clients inquire about the availability of such training. There have been a lot of changes over the last two years or so between the new lead requirements, total coliform requirements, etc. and we think a training would be valuable for our clients. The Trumbull County Soil and Water Conservation District has invited me to speak about our water testing services at their Land Management Workshop on September 12th. We have been involved with our seasonal start-up sampling for our public drinking water clients; campgrounds, parks, seasonal businesses – sampling that they must do to start-up their operations. We have processed 1,000 Trumbull County O&M wastewater samples since late March of this year.

Dr. Kravec

I spoke to the media on Monday about fentanyl overdoses and it was a good interview. Fortunately Monday morning I had the opportunity to attend the Hennes Media Communications training that Susan coordinated through PHEP grant funds, which is probably one of the best trainings I have ever attended. I was in Columbus yesterday for the Public Health Combined Conference and it's always great to be able to be at that conference, look forward to going again in the fall.

Patt Sweeney

We are in the process of strategic planning; both the internal and external customer surveys have been finalized. We are printing post cards that will be mailed out. All employee email signatures will contain a tag line with a link to our external customer

survey, by this time in June we hope to have preliminary data. Kent State will be compiling the data and establishing dates to meet with us as an organization, as a strategic planning team, and as a Board to develop our strategic plan. Between the TB clinic, our immunizations and the HUB, MCDBOH has a good bit of protected health information, much more than we have had in the past. We have put many privacy controls in place, in terms of encrypted machines and encrypted email but we have not conducted a full HIPPA compliance assessment in several years. We need to ensure that we have all necessary policies and procedures and likely going to have to spend some time and money to get ourselves totally HIPPA compliant. We will be working on this over the summer.

VII. Approval of Monthly Expenses

A. Monthly Expenses

MOTION

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

Motion carried unanimously.

B. Contracts

1) Worklife by Meridian, EAP Contract, \$1,278.00

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to approve the contract with Worklife by Meridian as presented.

Motion carried unanimously.

2) Strategic Leadership Solutions, LLC., LEAN Consulting, \$33,600.00 (MCDBOH was awarded an Ohio Department of Administrative Services grant to fund this training)

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to approve the contract with Strategic Leadership Solutions, LLC. 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

Mr. Somers motioned, Mr. Perry seconded to go into Executive Session to discuss personnel matters at 9:15 a.m.

Motion carried unanimously.

B. Exit Executive Session

MOTION

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

Motion carried unanimously.

C. Personnel Action

MOTION

Mr. Perry motioned, Mr. Somers seconded to approve the Health Commissioner's recommended Personnel Action.

Motion carried unanimously.

D. Approval of Position Description – WIC Health Professional Associate

MOTION

Mr. Somers motioned, Dr. Mosca seconded to approve the WIC Health Professional Associate position description as presented.

Motion carried unanimously.

E. Authority to Appoint – Full-Time Epidemiologist

MOTION

Mr. Perry motioned, Mr. Somers seconded to give the Health Commissioner the authority to appoint a full-time Epidemiologist.

Motion carried unanimously.

F. Amendment to MCDBOH Personnel Policies Section 4.5(G), Mileage Report Record

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to approve the amendment to MCDBOH Personnel Policies Section 4.5(G), Mileage Report Record as presented.

Motion carried unanimously.

X. **Adjournment**

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to adjourn the meeting.

Motion carried unanimously.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**BOARD OF HEALTH FINANCE COMMITTEE MEETING
May 11, 2017
8:30 A.M.**

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

MINUTES

Board members present: Mrs. Bev Fisher
Mr. Don Somers

Staff present: Patt Sweeney
Ed Janik

Meeting called to order at 8:30 a.m.
Pledge of Allegiance made.
Roll call conducted.

The Finance committee reviewed the financial reports. Patt presented the need to conduct an agency wide HIPAA privacy policy and procedure review in preparation for Medicaid Managed Care Contracting by the HUB. Proposed contracts were also reviewed and the Finance Committee will make the following recommendations at the next regularly scheduled MCDBOH meeting May 17, 2017:

1. Worklife by Meridian, EAP Contract, \$1,278.00
2. Strategic Leadership Solutions, LLC., LEAN Consulting, \$33,600.00 (MCDBOH was awarded an Ohio Department of Administrative Services grant to fund this training)
3. Authorize the Health Commissioner to proceed with steps needed to secure an agency wide HIPAA privacy policy and procedure review.

Motion to adjourn was made by Mr. Somers, seconded by Mrs. Fisher at 9:15 a.m.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**BOARD OF HEALTH PERSONNEL COMMITTEE MEETING
MAY 12, 2017
4:00 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 4:00 p.m.
Pledge of Allegiance made.
Roll call conducted.

At 4:01 p.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 4:50 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 May 17, 2017.

A motion to adjourn was made by Mr. Perry, seconded by Dr. Mosca at 4:55 p.m.