

**Minutes of the
District Board of Health
Mahoning County
September 20, 2017
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on September 20, 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	
Don Somers	
Bev Fisher	
Dr. Nancy Mosca	
Dr. Michael Miladore	

Staff Present: Ed Janik, Ryan Tekac, Erica Horner, Michelle Edison, Loretta Floyd-Pleas, Scott Bolam, Kyle Gabrick, Shannon Sellards, Dr. Kravec, Julie Thompson

Public Audience: Dave Mannion, Mike Heher

III. Minutes

MOTIONS

Mrs. Fisher motioned, Dr. Miladore seconded to approve the minutes of the 8/16/17 Board meeting as presented.

Motion carried unanimously.

Mr. Somers motioned, Mrs. Fisher seconded to approve the minutes of the 8/14/17 Personnel Committee meeting as presented.

Motion carried unanimously.

Dr. Miladore motioned, Mr. Somers seconded to approve the minutes of the 8/15/17 Finance Committee meeting as presented.

Motion carried unanimously.

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

A. Special Request #EH-SR-17-02 – Schafer (Ellsworth Twp.)

Mr. Gabrick explained that this is a request for an addition to an existing home which would be six feet from an existing well. The minimum isolation distance according to the State is 10 feet. The addition will be on footers so there will be minimal digging involved. I am recommending the approval of the request because the north, east and west sides of the well remain accessible for any work that may need done. He also recommended that a sample be done at the end of the construction to insure that the water remains potable.

MOTION

Mrs. Fisher motioned, Mr. Perry seconded to approve the sanitarians recommendation for Special Request #EH-SR-17-02 as presented:

Recommend allowing due to all other sides of well being accessible for any work that may need done. Addition is on footers with minimal digging as to limit possibility of damaging well. Recommend that a water sample be done at the end of the construction to insure that the water remains potable.

Motion carried unanimously.

B. Special Request #EH-SR-17-03 – Hepburn (Berlin Twp.)

Mr. Gabrick explained that this home was destroyed by fire and is undergoing a structure replacement. Part of the replacement process is that the well and septic both have alteration permits. The owner would like to add a deck on the back of the home. The isolation distance required is five feet and because of a sliding glass door the isolation distance is only able to be four feet. The well and septic test was begun on Monday of this week so we have a sample already pulled to make sure that the well is producing potable water. He recommended allowing the owner to build the deck because it is only a one foot variance and the other three sides of the well are completely open and accessible should any work need done to the well.

MOTION

Mr. Perry motioned, Mr. Somers seconded to approve the sanitarians recommendation for Special Request #EH-SR-17-03 as presented:

Recommend allowing homeowner to build deck addition due to all other sides of well being accessible for any work that may need done. Well sampled on September 18th during evaluation, any issues will be addressed when samples return.

Motion carried unanimously.

C. Board Order #SW-BO-17-01 – Varney (Berlin Twp.)

Ms. Sellards explained that this complaint began in April of 2016 as a complaint regarding solid waste and construction and demolition debris. There have been numerous notices sent for the property to be cleaned up, yet the owner has failed to remove the solid waste and construction and demolition debris. Ms. Sellards asked the Board of Health to declare the property a public nuisance and unsafe. Mr. Tekac added that he spoke with the owner last week and reported that the property owner stated that he is attempting to have a company clean up the property. Mr. Tekac asked the property owner to provide the information in writing but he has not yet produced what we have requested.

MOTION

Mr. Perry motioned, Mrs. Fisher seconded to approve the sanitarians recommendation for Board Order #SW-BO-17-01 as presented:

In accordance with the Nuisance Abatement Code, Section 4.1.7, and O.R.C. 3714.06(A) and 3714.13, declare the property a public nuisance and order the same:

- Unsafe which creates a public health nuisance;
- Placarded;
- Abated immediately, but in no longer that 5 days, and;

In accordance with the Nuisance Abatement Code, Section 6.1, declare the property unsafe and a public health nuisance.

Motion carried unanimously.

V. New Business

A. Operation & Maintenance Fee Waiver Request – Arrel Road

Mr. Tekac explained that this is an Operation & Maintenance contract that is required when someone has an off-lot discharging system. The owner of the property contacted Mr. Tekac a few months ago asking for the fee to be waived. Mr. Tekac stated that the property owner didn't obtain a service contract therefore we had to go out and provide the inspection which applies a \$180.00 fee. Mr. Tekac reported that the property owner had rented the property since the Spring of 2016 and said she did not receive any of our correspondence because the tenant did not relay the mail. Reportedly, the owner has since obtained a service contract with Quaker City Septic. Mr. Tekac recommended to uphold the inspection fee of \$180.00 because it is the responsibility of the homeowner to ensure an O&M contract is maintained yearly and correspondence stating such was sent to the homeowner when she was the occupant of the dwelling. The Board has the discretion to amend fees. As Environmental Health Division Director, Mr. Tekac requested reducing the fee to 50% (\$90.00) of the penalty as this has been granted on past contested O&M fees.

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to reduce the Arrel Road fee by 50% with the requirement that they maintain the required service contract.

Motion carried unanimously.

B. Respiratory Protection Policy and Procedure

Ms. Horner explained that the Respiratory Control Plan for N95 fit testing is being submitted today for approval. This will be part of the TB Control Plan but also an attachment to the Responder Health and Safety Plan because it involves more BOH staff than just the Nursing Division staff members. This plan will be reviewed on an ongoing basis to ensure that we have the proper equipment for the conditions that staff may experience.

MOTION

Mr. Perry motioned, Mrs. Fisher seconded to approve the Respiratory Protection Policy and Procedure with the understanding that it is a work in progress and we make changes accordingly.

Motion carried unanimously.

C. Public Health Nurse Fee Clarification

Mr. Janik explained that in April of 2017 the Board approved a fee of \$65.00 for Public Health Nurse Services. At that time it should have been stipulated that it was an hourly rate, which is what is being requested today. Mr. Somers added that this was discussed at the Finance Committee meeting and this is a necessary clarification.

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to set the fee at \$65.00 per hour for the Public Health Nurse Services Fee as presented.

Motion carried unanimously.

VI. Reports

A. Committee

Dr. Miladore reported that the Finance Committee met last week and MCDBOH has finally received payment from ODH for the WIC program. Our cash balance year to year from this year to previous year is somewhat less but certainly well in the positive. Mr. Somers added that the Finance Committee reviewed and recommended the contracts for today's agenda.

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

B. Division/Program

Julie Thompson

Patt is attending the National CityMatCH annual conference and presenting the work of our MY Baby's 1st Coalition and the HUB. The conference has been one of the best she has ever attended so while she is sorry to miss the Board meeting, this has been a great learning experience, particularly learning about how to improve health equity. We are completing Section One of our PHAB annual report this week and then once approved we will submit Section Two within 30 days. Our strategic plan draft is being reviewed and edited by the leadership team and the final draft will be presented for your approval during the October Board meeting. We have several outstanding grants for which we are waiting to hear whether or not we will be successful; the first is the smoking cessation grant that Susan has shepherded, and another to support housing insecure pregnant women. We are applying as a support agency to the YWCA. We received a letter from a wastewater client who spoke to the professionalism and teaching expertise of Genevieve Bufano, one of our SIT's in the Environmental Division. Patt will share the letter for the record at the October Board meeting but wanted to recognize Genevieve for her excellent work today.

Ed Janik

Starting to work with the managers on the 2018 budget – we will have that for the October Board meeting. The new WIC and Maternal and Child Health Program grants are starting October 1, 2017. Spending a lot of time cleaning out 31 years' worth of activity at the TB Clinic.

Ryan Tekac

Another Rabies Clinic is scheduled for this Saturday, September 19th from 1:00 p.m. to 4:00 p.m. at the Damascus Fire Station. We had West Nile positive mosquitoes identified in samples collected in Canfield and Austintown Townships. We met with township officials and both school superintendents to educate regarding what the positive samples mean and mosquito prevention tips for their faculty and students. We also investigated the areas in a 1.5 mile radius from the positive pools and applied larvicide to standing water on public property. In addition, Austintown Township hired a licensed pesticide company to apply adulticide to areas within a 1.5 mile radius. Both schools also hired a licensed contract to spray. We had another successful year at the Canfield Fair stayed on track and had all the inspections completed by Friday. The Food Staff did a great job. Having two of the sewage staff just inspect back flows and gray water lines worked out well. Our Food Program survey was scheduled and has now been cancelled. The State is moving towards the FDA form. This is good news because the new form will be less subjective than the current form.

Erica Horner

Updates for the Maternal and Child Health Program Grant – for the month of August, 26 Pack 'n Plays were distributed for the Cribs for Kids program; the MY Baby's 1st Coalition has finalized a PSA and commercial regarding proper birth spacing education and is working with a production company to implement the media campaign. For the IAP Grant – during August, five separate immunization education classes for school nurses and administrators were held. Participants included: 11 public school districts 7 private schools and 4 parochial schools. No community Naloxone kits distributed in August but there were 15 full kits given to First Responders; 12 total saves reported from First Responders. 36 doses of expiring naloxone

were redistributed from Boardman PD to Youngstown PD due to increased usage in Youngstown. Immunization Clinics – two additional childhood/adolescent immunization clinics were added in August for a total of six clinics during the month. 345 immunizations were given to 133 patients. For the month of August, 75% of children who were clients in our immunization clinics at age 2 were considered up to date. 88% of adolescents in our immunization clinic were considered up to date for required vaccines.

Reporting for Susan Kovach, Deputy Director of Community Health – Susan submitted the end of the year report for the Prescription Drug Overdose grant first year funding which ended August 31st. We expect to be notified in October if we will receive the Community Cessation Initiative grant from ODH. The National Incident Command System was utilized during the Fair this year and the forms were useful for communications between different supervisors.

Michelle Edison

The HUB submitted a proposal to the Ohio Commission on Minority Health to expand the HUB, a response is expected in November. The number of referrals the HUB is receiving is increasing. This increase in referrals is likely due to increasing partnerships with programs and agencies that engage pregnant women. I will be speaking at the Multi-Ethnic Advocates for Cultural Competence annual conference next month about the HUB.

Loretta Floyd-Pleas

The WIC Program recently completed the Ohio Department of Health Management Review which happens every two years. It was a good review. WIC always looks forward to the evaluation because there is always input and information and it's a learning experience. A Breastfeeding Peer Helpers has resigned so her hours are now being split between the remaining two peer helpers. At the end of August, the MC WIC Program conducted a presentation at the Ohio Department of Health Breastfeeding Conference. The presentation focused upon local breastfeeding outreach efforts. Additional outreach opportunities are planned for the fall of 2017.

Scott Bolam

Scott reported that he attended the Trumbull County Soil and Water Conservation District workshop last week where he presented information related to drinking water/private well testing. The workshop was well attended by a mixture of homeowners, landowners, service providers and engineers. The Lab is currently finishing well sampling at Carbon Limestone this month. The Lab will begin sampling the Toth/Hilltop Landfill in early October and that will conclude our sampling for the year.

Dr. Kravec

Have been working with Erica and Susan regarding pertussis and the importance of area physician practices following proper protocol for testing. We have also been working on the Respiratory Control Plan.

PUBLIC COMMENT

Mr. Michael Heher requested to go on the record strongly objecting to “prejudicial action that the Board of Health is going to take against Republic Waste”. He stated that he was informed two weeks ago by the City of Youngstown that they were doing demolition work and they may have brought asbestos to the landfill without their knowledge. Mr. Heher stated that the house was inadvertently taken down before the asbestos test results were back. Mr. Heher stated that the City called him and he told them to call the EPA, which they did. The tests came back and he did not hear back but the City called the MCDBOH office and MCDBOH called the EPA and the EPA said to issue the violation. Board members asked Mr. Heher what is being done to prevent this in the future and what could be done in the future to provide the landfill proof that a load is asbestos free? A lengthy discussion ensued regarding the process when hazardous waste is brought into a landfill that will not accept it.

VII. Approval of Monthly Expenses

A. Monthly Expenses

MOTION

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

Motion carried unanimously.

B. Contracts

1) Storage and More, Storage Space for WIC, TB Clinic and Public Records,

\$3,692.00

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the contract with Storage and More as presented.

Motion carried unanimously.

2) Mahoning County Commissioners, Rent for WIC Clinic Space, \$6,000.00

MOTION

Dr. Miladore motioned, Mr. Somers seconded to approve the contract with the Mahoning County Commissioners as presented.

Motion carried unanimously.

3) Welco LKA, Inc., Technical Assistance Mom's Quit for Two Grant, \$1,590.00

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the contract with Welco LKA, Inc. as presented.

Motion carried unanimously.

4) Lockett Enterprises, Inc., Rent for WIC Clinic Space, \$15,000.00

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to approve the contract with Lockett Enterprises, Inc. as presented.

Motion carried unanimously.

5) Holiday Inn Boardman, Conference Services All Staff Meeting, \$1,306.80

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to approve the contract with Holiday Inn Boardman as presented.

Motion carried unanimously.

6) Two Men and a Truck, TB Clinic Move, \$2,495.00

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the contract with Two Men and a Truck as presented.

Motion carried unanimously.

7) Airgas USA, LLC, Lab Supplies, \$2,000.00

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the contract with Airgas USA, LLC, as presented.

Motion carried unanimously.

8) AR Cleaning Services, WIC Youngstown Janitorial Services, \$1,800.00

9) AR Cleaning Services, WIC Boardman Janitorial Services, \$6,240.00

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to approve the contracts with AR Cleaning Services as presented.

Motion carried unanimously.

10) Clemans Nelson and Associates, Year Two of Two Year Contract, \$15,000.00

MOTION

Dr. Miladore motioned, Mr. Somers seconded to approve the contract with Clemans Nelson and Associates as presented.

Motion carried unanimously.

11) FynalStep Audio & Video, PSA Production and Radio, TV, Facebook and Instagram Spots for MCHP Grant, \$17,200.00

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the contract with FynalStep Audio & Video as presented.

Motion carried unanimously.

12) EA Group, Mold Assessment Services, \$2,580.00

MOTION

Mr. Perry motioned, Dr. Mosca seconded to approve the contract with the EA Group 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, Mrs. Fisher seconded to go into Executive Session to discuss personnel matters at 8:57 a.m.

Motion carried unanimously.

B. Exit Executive Session

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to exit Executive Session at 9:30 a.m.

Motion carried unanimously.

C. Settlement – Denise Walters

MOTION

Mrs. Fisher motioned, Mr. Somers seconded to accept the settlement with Denise Walters as presented.

Motion carried unanimously.

D. Union Contract

MOTION

Mr. Somers motioned, Mrs. Fisher seconded to approve the contract with AFSCME Local 3759 as negotiated.

Motion carried unanimously.

E. Post – Part-Time Public Health Nurse

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to post a part-time Public Health Nurse position 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**

**FINANCE COMMITTEE MEETING
SEPTEMBER 13, 2017
10:20 A.M.**

**Mahoning County District Board of Health
50 Westchester Drive
Youngstown, Ohio 44515**

MINUTES

Board members present: Mr. Don Somers
Dr. Michael Miladore
Mr. Len Perry

Staff present: Patt Sweeney
Ed Janik

Meeting called to order at 10:20 a.m.

The Finance committee reviewed the financial reports and discussed the Operation & Maintenance Fee Waiver request for Arrel Road.

Proposed contracts were reviewed and the Finance Committee will recommend approval of the following contracts at the next regularly scheduled MCDBOH meeting September 20, 2017:

Contracts:

- Storage and More, Storage Space for WIC, TB Clinic and Public Records, \$3,692.00
- Mahoning County Commissioners, Rent for WIC Clinic Space, \$6,000.00
- Welco LKA, Inc., Technical Assistance Mom's Quit for Two Grant, \$1,590.00
- Lockett Enterprises, Inc., Rent for WIC Clinic Space, \$15,000.00
- Holiday Inn Boardman, Conference Services All Staff Meeting, \$1,306.80
- Two Men and a Truck, TB Clinic Move, \$2,495.00
- Airgas USA, LLC., Lab Supplies, \$2,000.00
- AR Cleaning Services, WIC Youngstown Janitorial Services, \$1,800.00
- AR Cleaning Services, WIC Boardman Janitorial Services, \$6,240.00
- Clemans Nelson and Associates, Year Two of Two Year Contract, \$15,000.00
- FynalStep Audio & Video, PSA Production and Radio, TV, Facebook and Instagram Spots for MCHP Grant, \$17,200.00
- EA Group, Mold Assessment Services, \$2,120.00

Motion to adjourn was made by Dr. Miladore, seconded by Mr. Somers at 11:30 a.m.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**BOARD OF HEALTH PERSONNEL COMMITTEE MEETING
SEPTEMBER 13, 2017
9:30 A.M.**

**Mahoning County District Board of Health
50 Westchester Drive
Youngstown, Ohio 44515**

MINUTES

Board members present: Mr. Len Perry
 Mr. Don Somers
 Dr. Michael Miladore

Staff present: Patricia Sweeney
 Ed Janik

Meeting called to order at 9:30 a.m.
Pledge of Allegiance made.
Roll call conducted.

At 9:35 a.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 Mr. Somers.

Mr. Perry made a motion to leave executive session at 10:15 a.m. The motion was seconded by Dr. Miladore.

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 September 20, 2017.

A motion to adjourn was made by Mr. Perry, seconded by Mr. Somers at 10:20 a.m.