

**Minutes of the
District Board of Health
Mahoning County
December 19, 2018
9:20 a.m.**

The Mahoning County District Board of Health held its regular meeting on December 19, 2018 at 9:20 a.m. at the Offices of the District Board of Health Mahoning County, 50 Westchester Drive, Youngstown, Ohio 44515

I. Pledge of Allegiance

II. Roll Call

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

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

Public Audience:

III. Minutes

MOTIONS

Mrs. Fisher motioned, Dr. Miladore seconded to approve the minutes of the 11/14/18 Board meeting as presented.

Motion carried unanimously.

Dr. Mosca motioned, Mr. Perry seconded to approve the minutes of the 11/09/18 Personnel Committee meeting as presented.

Motion carried unanimously.

Dr. Miladore motioned, Mrs. Fisher seconded to approve the minutes of the 11/13/18 Finance Committee meeting as presented.

IV. Old Business

A. 2019 Food Service and Retail Food Establishment Fees – 3rd Reading
Mr. Tekac explained that this is the third and final reading of the 2019 Food Service and Retail Food Establishment Fees. The Licensing Council met December 5th and approved the fees. The public hearing was held on November 16th with two people in attendance and there were no questions after the presentation was given.

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the 2019 Food Service and Retail Food Establishment Fees as presented to be effective February 1, 2019:

		2018 Fees	2019 Proposed Fees	Change %
LEVEL I	< 25,000 sq. ft.	\$224.60	\$228.80	1.87%
LEVEL II	< 25,000 sq. ft.	\$247.95	\$252.72	1.92%
LEVEL III	< 25,000 sq. ft.	\$437.51	\$447.02	2.17%
LEVEL IV	< 25,000 sq. ft.	\$543.96	\$556.13	2.24%
LEVEL I	> 25,000 sq. ft.	\$306.77	\$313.03	2.04%
LEVEL II	> 25,000 sq. ft.	\$320.78	\$327.39	2.06%
LEVEL III	> 25,000 sq. ft.	\$1,035.14	\$1,059.56	2.36%
LEVEL IV	> 25,000 sq. ft.	\$1,094.90	\$1,120.82	2.37%
VENDING OPERATIONS		\$14.99	\$15.30	2.1%
MOBILE OPERATIONS		\$130.76	\$98.72	-24.50%
TEMPORARY OPERATIONS (EVENT)		\$94.64	\$54.02	-49.92%

Motion carried unanimously.

B. Mahoning County General Health District Supplement to Ohio Department of Health Ohio Administrative Code 3701-29 Sewage Treatment Rules 2019 and Operational and Maintenance Fee Adoption – 2nd Reading

Mr. Tekac explained that this is the second reading for the supplement to the sewage treatment rules and Operational and Maintenance fee adoption. When we come to the third reading, I am going to request that the Board table any action while we wait for IT to catch up. We have been contacted by another health district to work with the Baldwin Group to create a platform that is strictly for O&M.

V. New Business

A. 2019 Solid Waste Facility Licenses

Mr. Tekac explained that these are the 2019 Landfill Licenses for Mahoning Landfill and Carbon Limestone Landfill with special terms and conditions that have not changed from last year.

MOTION

Dr. Mosca motioned, Dr. Miladore seconded to approve the 2019 Solid Waste Facility Licenses with the special terms and conditions as presented.

Motion carried unanimously.

B. 2018 Budget Additions, Decreases, Interfund Advances and Transfers

Mr. Janik explained that this is something we are required to do every year by the State Auditors. The budget additions are grant related because they have different starting points during the year then our regular budget. As far as advances we have to make sure that none of our grants end up with a negative cash balance so at the end of each year if there is a deficit we advance the money and at the beginning of the next year we advance the money back out. Also, if this is approved, we are requesting permission to perform these actions until December 31st of this year so that it does not have to wait until January 2019.

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the 2018 Budget Additions, Decreases, Interfund Advances and Transfers with the understanding that anything between now and December 31st is also approved.

Motion carried unanimously.

C. Lease Agreement with Mahoning County Planning Commission, \$27,990.00

Mr. Janik explained that this is a one year lease with the Mahoning County Planning Commission which will go to the Mahoning County Commissioners after your approval.

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the lease agreement with the Mahoning County Planning Commission as presented.

Motion carried unanimously.

D. Lease Agreement with Mahoning County Building Inspection Department, \$27,990.00

Mr. Janik explained that this is a one year lease with the Mahoning County Building Inspection Department which will also go the Commissioners after your approval.

MOTION

Dr. Miladore motioned, Mrs. Fisher seconded to approve the lease agreement with the Mahoning County Building Inspection Department as presented.

Motion carried unanimously.

E. Fee Adjustments – Laboratory Services Division

Mr. Bolam explained that these are proposed fee increases for some laboratory tests. Our pricing has remained unchanged for at least six years while the cost of supplies, labor and certifications has continued to increase. Pricing has also been compared to other laboratories so that we remain competitive. The increases would not affect any existing contracts or quotes until they are up for renewal.

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the fee adjustments for the Laboratory Services Division as presented:

Parameter	Current Price	Proposed Price
E.coli	\$20.00	\$25.00
Total Coliform (POS/NEG)	\$20.00	\$25.00
Fecal Coliform	\$17.00	\$22.00
Lead (Drinking Water)	\$15.00	\$17.00
Ammonia	\$17.00	\$20.00
Alkalinity	\$12.00	\$15.00
Chloride	\$10.00	\$15.00
Nitrates	\$14.00	\$20.00
TKN	\$25.00	\$27.00
Oil & Grease	\$35.00	\$38.00
Total Phosphorous	\$18.00	\$20.00
Suspended Solids	\$10.00	\$15.00
Biochemical Oxygen Demand (BOD)	\$25.00	\$28.00

Carbonaceous Biochemical Oxygen Demand (CBOD)	\$25.00	\$28.00
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Motion carried unanimously.

F. Solid Waste Management District Agreement

Mr. Janik explained that this is our funding from the Green Team. It is stable and the same amount we've received the last couple of years. The funds are split between the solid waste division and the lab.

MOTION

Dr. Miladore motioned, Mrs. Fisher seconded to approve the Solid Waste Management District Agreement as presented.

Motion carried unanimously.

VI. Reports

A. Committee

Dr. Miladore reported that the Finance Committee met yesterday and reviewed multiple contracts and agreements. We are on budget for the year and things are well from a financial standpoint.

Dr. Mosca reported that the Personnel Committee met Monday and reviewed resumes for a full time sanitarian and the resignation of a public health nurse. The rest of the items will be discussed in Executive Session.

B. Division/Program

Julie Thompson

We have received PHAB's comments on Section 2 of our Annual Report and the comments are the most positive of all the years we have been submitting annual reports. It was a great team effort. We continue to revise all of the plans that drive the health department in preparation for reaccreditation.

Ed Janik

Closing out the end of the year here and we have two grants which are ending December 31st; the education grant with the Ohio Department of Aging and the HUB grant. The last check run for the year is tomorrow except for utilities and emergencies.

Ryan Tekac

Our rabies clinic was held on December 9th at Angels for Animals which continues to be one of our most successful clinics in the county. Their vet was able to administer 97 vaccines. We are currently exploring a new vaccine provider who provides vaccine to Angels for Animals as well.

The Ohio Department of Health Food Service Program survey started November 26th and will end December 20th with the post survey results to follow in the New Year. Lara Becker from ODH has been giving us updates on the field portion of the survey from each sanitarian. I would like to commend John Hallas and the entire food staff because I know the food staff has been stressed leading up to this as they are now required to score an 80% with mutual recognition of violations. The health department must also have 50% of their staff at 80% or above. We have currently met that standard as four out of our six sanitarians have scored from an 87% to a 94%. I am highly confident the next two will receive similar results.

Susan Kovach

We received our RFP for public health preparedness. We ended our year with two probable West Nile Virus cases which hopefully will help us secure grant funding for next year for surveillance. There have been five hospitalizations over the last three weeks for influenza and we are starting to receive alerts from emergency departments with an increase in respiratory symptoms. We will be meeting with Youngstown City Health District tomorrow regarding Hepatitis A and handling a widespread outbreak.

Erica Horner

We now have to separate reporting the cribettes by program which are the Cribs for Kids/Safe Sleep Grant and the Infant Vitality Program. So for November 14 cribettes were distributed from the Cribs for Kids grant and three were distributed from the ODH Infant Vitality allotment. We are able to order the cribettes again however, not all of the contents from the original safe sleep survival kits are available so we have supplemented the kits by ordering free educational materials.

For the Project DAWN naloxone kits in November there were 22 community kits distributed and eight full kits and nine single doses distributed to Law Enforcement/First Responders with three recorded uses, two total saves and one unknown outcome from First Responders. Two additional community training and naloxone distribution events were held on December 5th here at the Board of Health and on December 12th at the Youngstown Westside Library. We will continue our community outreach efforts with this program.

208 childhood and adolescent immunizations were given to 82 patients at our regularly scheduled clinics during November. 63.5% of the children and adolescents at our November clinics were from identified high risk populations. We were 86% for children considered up to date on their vaccines by age two that were clients during the November clinics and 98% for the adolescents up to date on required immunizations during the same time. We have administered 1,700 influenza immunizations from September through November which is an increase from last year.

Loretta Floyd-Pleas

The WIC program had an opportunity to partner once again with Alta Head Start so last month we worked with them at their Oakhill site where we focused on bringing back clients who had dropped out of the WIC program. We are hoping for the 2019 release of new ODH software which will also enable us to purchase new computers. The National WIC Association has sent us notification regarding the potential government shutdown and the fact that local WIC's will remain open.

Michelle Edison

The HUB is ending the year with seven Care Coordination Agencies and programs that are employing 19 community health workers. There have been 301 women enrolled this year in the HUB. We have successfully completed over 1,100 pathways. There have been 185 births. For our African American births we have 86.1% normal birth rate which is better than the county average. We will be getting re-certified for our national certification in May. We have a new partnership with the Welcome Baby program and have been able to give away 17 first month care packages to new moms containing baby items, diapers, wipes, clothing, etc.

Scott Bolam

The lab is wrapping up client testing for the year. We have successfully done Legionella testing so we will be presenting a cost structure for your approval so we can start to offer the testing. We are able to add it to our A2LA certification at no additional cost, so

in 2020 we will add it to our certification. A certification is not required to run the test at this time. The lab already has the equipment to perform the test so the only other cost is the consumables which can be ordered as needed.

Dr. Kravec

The first medical director's state call is tomorrow which Erica and I will both participate in. Have been working on Hepatitis A as well with ODH and the local hospitals.

Patt Sweeney

The Healthy People 2030 draft is available for review and comments at this time. The staff and Leadership Team are really involved in developing goals for each of their divisions and performance indicators that align with those division goals. Work continues with our partners collecting data for the community health needs assessment.

Mrs. Fisher took a moment, on behalf of the Board, to extend a Merry Christmas to the entire staff and offer kudos to all employees for being so good at your jobs and making the Board look good and we can't thank the staff enough for the amazing work that you do.

VII. Approval of Monthly Expenses

A. Monthly Expenses

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the monthly expenses as presented.

Motion carried unanimously.

B. Contracts

1) Youngstown State University, REEP Evaluation for HUB Grant, \$8,000.00

MOTION

Dr. Mosca motioned, Dr. Miladore seconded to approve the contract with Youngstown State University as presented.

Motion carried unanimously.

2) Planned Parenthood of Greater Ohio, Client Services for HUB Grant, \$17,500.00

MOTION

Dr. Miladore motioned, Dr. Mosca seconded to approve the contract with Planned Parenthood of Greater Ohio as presented.

Motion carried unanimously.

3) Mercy Health Youngstown, Client Services for HUB Grant, \$17,500.00

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the contract with Mercy Health Youngstown as presented.

Motion carried unanimously.

4) International Asbestos Testing Laboratories, Contract Increase from \$1,500.00 to \$5,000.00

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the contract increase for International Asbestos Testing Laboratories as presented.

Motion carried unanimously.

5) Easter Seals of Mahoning, Trumbull & Columbiana Counties, Interpretation Services for the Deaf, \$800.00

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to approve the contract with Easter Seals of Mahoning, Trumbull & Columbiana Counties as presented.

Motion carried unanimously.

6) Generator Specialist, Repairs to Generator, \$996.63

MOTION

Dr. Miladore motioned, Dr. Mosca seconded to approve the contract with Generator Specialist as presented.

Motion carried unanimously.

7) Genesis Outdoor Advertising, Inc., Billboards for Infant Safe Sleep, \$1,740.00

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the contract with Genesis Outdoor Advertising, Inc. as presented.

Motion carried unanimously.

8) GBS, Document Imaging, \$10,000.00

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the contract with GBS as presented.

Motion carried unanimously.

9) NEO Soils, Inc., Contract Increase for WPCLF Soils from \$7,000.00 to \$8,000.00

MOTION

Dr. Miladore motioned, Mrs. Fisher seconded to approve the contract increase for NEO Soils, Inc. as presented.

Motion carried unanimously.

10) Arnolds Office Furniture, Six Desks for Environmental Division, \$13,610.00

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the contract with Arnolds Office Furniture as presented.

Motion carried unanimously.

11) Dr. Nicholas Proia, MD, Inc., TB Control Officer, \$10,800.00

MOTION

Dr. Mosca motioned, Dr. Miladore seconded to approve the contract with Dr. Nicholas Proia, MD, Inc. as presented.

Motion carried unanimously.

12) ECMSI, Compliance Add-On to Current Managed Service Agreement, \$19,782.00

MOTION

Dr. Mosca motioned, Dr. Miladore seconded to approve the contract with ECMSI as presented.

Motion carried unanimously.

C. Notice of Award – 2017 Water Pollution Control Loan Fund Monies

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve awarding the following WPCLF projects as presented:

- Water Pollution Control Loan Fund Project #10, MM Excavating, \$38,000.00
- Water Pollution Control Loan Fund Project #11, MM Excavating, \$38,000.00
- Water Pollution Control Loan Fund Project #12, Bruderly Septic Cleaning & Repairs, LLC., \$16,410.00

IX. Travel

A. Official Travel

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the Official Travel as presented.

Motion carried unanimously.

X. Personnel Actions

A. Executive Session

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to go into Executive Session to discuss personnel matters at 10:20 a.m.

Motion carried unanimously.

B. Exit Executive Session

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to exit Executive Session.

Motion carried unanimously.

C. Appoint – Full-time Sanitarian/Sanitarian-In-Training

MOTION

Dr. Mosca motioned, Dr. Miladore seconded to appoint Anthony Nigro full-time sanitarian at the level 2 pay grade.

Motion carried unanimously.

D. Resignation – Nancy Butch, RN

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to accept the resignation of Nancy Butch, RN with regrets as presented.

Motion carried unanimously.

E. Post/Advertise – Full-time Public Health Nurse

MOTION

Dr. Mosca motioned, Dr. Miladore seconded to post/advertise for a full-time public health nurse as presented.

Motion carried unanimously.

F. Vacation – Health Commissioner 12/27 – 1/3

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the vacation of the Health Commissioner from 12/27 through 1/3 as presented.

Motion carried unanimously.

XI. Adjournment

MOTION

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

Motion carried unanimously.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**PERSONNEL COMMITTEE MEETING
DECEMBER 17, 2018
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
 Mr. Joe Mistovich

Staff present: Patricia Sweeney
 Ed Janik

Meeting called to order at 4:05 p.m.

At 4:10 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. Mistovich made a motion to leave executive session at 4:35 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 December 19, 2018.

A motion to adjourn was made by Dr. Mosca, seconded by Mr. Mistovich at 4:40 p.m.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**FINANCE COMMITTEE MEETING
DECEMBER 18, 2018
1:00 P.M.**

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

MINUTES

Board members present: Mrs. Bev Fisher
Dr. Michael Miladore

Staff present: Patt Sweeney
Ed Janik

Meeting called to order at 1:00 p.m.

The Finance Committee reviewed the monthly financial reports, the proposed 2018 Budget Additions, Decreases, Interfund Advances and Transfers, Lease Agreements with Mahoning County Building Inspection and Planning Commissions, Fee Adjustments for the Laboratory Services Division, the 2017 WPCLF Notice of Award for project #'s 10, 11 and 12 and the Solid Waste Management District Agreement.

The Finance Committee will recommend approval of the following contracts at the next regularly scheduled MCDBOH meeting December 19, 2018:

Contracts:

- Youngstown State University, REEP Evaluation for HUB Grant, \$8,000.00
- Planned Parenthood of Greater Ohio, Client Services for HUB Grant, \$17,500.00
- Mercy Health Youngstown, LLC., Client Services for HUB Grant, \$17,500.00
- International Asbestos Testing Laboratories, Contract Increase from \$1,500.00 to \$5,000.00
- Easter Seals of Mahoning, Trumbull & Columbiana Counties, Interpretation Services for the Deaf, \$800.00
- Generator Specialist, Repairs to Generator, \$996.63
- Genesis Outdoor Advertising, Inc., Billboards for Infant Safe Sleep, \$1,740.00
- GBS, Document Imaging, \$10,000.00
- NEO Soils, Inc., Contract Increase for WPCLF Soils from \$7,000.00 to \$8,000.00
- Arnolds Office Furniture, Six Desks for Environmental Division, \$13,610.00
- Dr. Nicholas Proia, MD, Inc., TB Control Officer, \$10,800.00
- ECMSI, Compliance Add-On to Current Managed Service Agreement, \$19,782.00

Meeting adjourned at 2:30 p.m.