

**Minutes of the
District Board of Health
Mahoning County
February 20, 2019
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on February 20, 2019 at 8:00 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

Present

Bev Fisher

Dr. Nancy Mosca

Joe Mistovich

Len Perry (via phone – not voting)

Dr. Michael Miladore (via phone – not voting)

Absent

Staff Present:

Ed Janik, Ryan Tekac, Susan Kovach, Erica Horner, Michelle Edison, Loretta Floyd-Pleas, Scott Bolam, Dave Fetchko, Julie Thompson, Patt Sweeney, Dr. Kravec (via phone)

Public Audience:

Dave Mannion, Jeff Ryznar – 898 Marketing

III. Minutes

MOTIONS

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the minutes of the 1/16/19 Board meeting as presented.

Motion carried unanimously.

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the minutes of the 1/14/19 Personnel Committee and Finance Committee meetings as presented.

Motion carried unanimously.

IV. Special Requests/Subdivision Requests/Board Orders

A. Board Order #SW-BO-19-01 – Mangie (Springfield Twp.)

Mr. Fetchko explained that the property owner has failed to remove and properly dispose of solid waste and construction and demolition debris from his property. He has also failed to properly store items he wants to keep. He has not complied with multiple abatement notices and did not appear at the Health Commissioner's hearing.

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the sanitarians recommendation for Board Order #SW-BO-19-01 as presented:

An order requiring removal and proper disposal of all solid waste and C&DD and declaring the current condition a public health nuisance. Party has fifteen (15) days to comply.

Motion carried unanimously.

V. New Business

A. Policy & Procedure – Standing Order of Succession for Health Commissioner

Mrs. Sweeney explained that this defines the process should the Health Commissioner be absent for a scheduled absence or an unscheduled absence and it lays out the order of succession beginning with the Director of Environmental Health, then the Director of Nursing and Community Health and then the Director of Finance and Human Resources. This is a requirement for our PHEP grant and something we have wanted to formalize as well.

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to approve the Standing Order of Succession for Health Commissioner as presented.

Motion carried unanimously.

B. Policy Update – Drug Free Workplace

Mr. Janik explained that after attending a seminar regarding medical marijuana and speaking about it with the Personnel Committee, they suggested contacting the county Human Resources department to review the county policy. The county policy was shared with our human resources consultant, Clemans Nelson, and it was recommended to replace our current policy with the county's Drug Free Workplace policy.

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to approve replacing our current Drug Free Workplace policy with the county's Drug Free Workplace policy as presented.

Motion carried unanimously.

C. Branding Discussion

Mrs. Sweeney introduced Jeff Ryznar from 898 Marketing, the company hired to develop our brand strategy and marketing plan. The internal customer vote on select one of two potential logos was evenly split. Additional research regarding use of the NACCHO Public Health logo revealed that only eight of the 28 accredited health departments in Ohio are using NACCHO's public health logo. Jeff is here to speak with us regarding the thoughts that went into the development of the two logo options.

Mr. Ryznar thanked the Board for having him and explained that one of the challenges and opportunities we had was to brand the Board of Health in a way that was identifiable and separated itself from the public health national forum. While it does take time and effort to do that, it is an asset to do so. 898 Marketing looked at health department logos from across the country and came up with their own spin on it. A lengthy discussion ensued and after much deliberation the Board decided to continue to use NACCHO's public health symbol as the logo and change the dba to Mahoning County Public Health.

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to adopt logo "B" and change the dba to Mahoning County Public Health as presented.

Motion carried unanimously.

VI. Reports

A. Committee

Dr. Mosca reported that the Personnel Committee met yesterday and discussed the Drug Free Workplace policy and the new Employee Recognition Policy.

Mrs. Fisher reported that the Finance Committee also met yesterday and we're in good shape so far but we're watching the balances to make sure everything is staying steady.

B. Division/Program

Julie Thompson

Work continues on PHAB reaccreditation. Participated in a conference call last week with PHAB and the other health departments who were accredited in the second and third quarter of 2014 that was open and honest dialogue about what is expected/ required for reaccreditation and it was very informative.

Ed Janik

Darlene Sawyers and I attended training in Stark County for the new annual financial report required to receive our state subsidy. The report has changed significantly from last year. The Public Entities Pool of Ohio representative will be here the first week of March to do a site visit. Received our payment from the Water Pollution Control Loan Fund.

Ryan Tekac

The food staff is hard at work finishing up the end of the year inspections by February 28th. The ODH survey time with our staff and the transition to the new ODH form have caused them to get a little behind but they are working hard to help each other complete the inspections.

The Pool and Campground surveys are scheduled for next week, February 27th and 28th.

The first rabies clinic of the year is scheduled for April 13th from 1:00 to 4:00 p.m. at the Damascus Fire Department. The cost is still \$8.00 per vaccine and Dr. Lisa Kurtz from East Park Veterinary Clinic will be donating her time for this clinic.

Over the past three years we have been successful in securing \$650,000.00 in Water Pollution Control Loan Fund monies and since 2016 the funding has helped replace, repair or tie into sanitary sewer a total of 57 households with a failing septic system throughout the county. This is not only a financial aid for low to moderate income homeowners but it's an improvement to our environment and the community that was impacted downstream from a failing septic system.

ODH conducted a personnel needs assessment for the Environmental Division on January 22nd and the official assessment will be mailed to Patt. However, we did receive an email that indicates there is room for personnel growth based on the programs that we provide. Knowing this I want to take this opportunity to recognize the Environmental Health staff for all of their hard work and efforts to meet the state and local program objectives.

Susan Kovach

Our regional functional exercise was held last month and it went very well. It was a Hepatitis A outbreak and we worked with Youngstown City Health Department on the exercise. The next day we went to YSU to assist with their annual Point of Dispensing exercise that is done with their Nursing students each year. The influenza cases are staying low so far, we haven't had any spikes so far this season.

Erica Horner

For the Moms Quit for Two program in calendar year 2018 we received 38 total referrals; 18 women enrolled; 47% program participant retention rate; five participants fully completed the program in 2018 (four prenatal sessions and every month for 12 months postpartum) which is a big accomplishment. The Moms Quit for Two Fiscal Year 2020 grant application has been submitted.

15 cribettes were distributed during January from the Cribs for Kids grant and 17 cribettes were distributed from the ODH Infant Vitality allotment.

In January there were four Project DAWN community naloxone kits distributed; 24 full kits were distributed to Law Enforcement/First Responders with six recorded uses and six recorded saves. Our next community naloxone training and distribution event will take place on Thursday, February 28th from 5:30 – 6:30 p.m. at the Boardman Township Administration Building.

For our immunization clinics there were 131 childhood/adolescent immunizations given to 57 patients at our regularly scheduled clinics in January. 84.25% of the children and adolescent clients at our January clinics were from identified high risk populations. 87.5% of the children considered up to date by age 2 were clients during January clinics; 92.3% of adolescents in our January immunization clinics were considered up to date for required vaccines. A total of 1,793 flu shots have been given from September through the end of January.

Michelle Edison

The HUB has been very busy so far in 2019, there are 327 women actively enrolled. There were 44 referrals in January about half of those were either enrolled or are active referrals and the other half could not be located or declined services so our intention this year is to take a closer look at referrals and make sure we are definitely reaching and accessing everyone that needs help and finding out why people are unable to be located or are declining services. The HUB held its first annual health forum for the community health workers. We had providers from Cuyahoga County Health Department, One Health Ohio and Planned Parenthood to discuss cervical cancer, reproductive health, prenatal dental care, pregnancy and immunizations and birth spacing. Last week we had a community health worker panel here for our stakeholders and community members to learn about the challenges that our clients and community health workers have in helping our clients to increase awareness and strengthen our partnerships around infant mortality reduction.

Loretta Floyd-Pleas

The WIC program is currently preparing for the YSU dietetic students that we mentor each year. This year is a competitive grant year for the WIC program and we are looking for RFP's to come out in March or April and it will be due at the end of May. Our state assessments will be conducted in June.

Scott Bolam

The A2LA audit has received final approval and we were awarded our new certification. The Ohio EPA drinking water accreditation has approved our application and will probably be conducting their audit within the next three months. O&M sampling will start for some of our customers next month depending on the weather. The MCCTC tour from last month was postponed due to weather so that has been rescheduled for this month.

Dr. Kravec

Erica and I participated in the Medical Director/Nursing Director State call last week and the main point was an update on opiates. Ohio is second only to West Virginia in the number of opiate deaths. I have a call later today with Dr. Koenig who wants to meet individually with the Medical Directors of the larger health districts so I will report back on that.

Patt Sweeney

Working on the annual report with 898 Marketing and attempting to approach it from a different angle. Updating our contracts with Canfield and Campbell in advance of the District Advisory Council meeting next month. 2019 is the 100th year of local public health in Ohio and also the 100th year of local public health in Mahoning County. AOHC is working on a marketing plan that will be available to all of the health departments in Ohio.

VII. Approval of Monthly Expenses

A. Monthly Expenses

MOTION

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

Motion carried unanimously.

B. Contracts

1) Tracy McNally, Janitorial Services, Language Change Only

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the language change in the Tracy McNally contract as presented.

Motion carried unanimously.

2) Medical Records Services, LLC, HIPAA Security Service, \$3,420.00

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to approve the contract with Medical Records Services, LLC as presented.

Motion carried unanimously.

3) Summit Environmental Technologies, Addendum Contract Increase to \$45,000.00

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the contract addendum increase to Summit Environmental Technologies as presented.

Motion carried unanimously.

4) Care Coordination Systems LLC, HUB Software License, \$32,500.00

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the contract with Care Coordination Systems LLC as presented.

Motion carried unanimously.

5) Hospital Council of Northwest Ohio, Community Health Needs Assessment/Improvement Plan, \$3,200.00

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to approve the contract with the Hospital Council of Northwest Ohio as presented.

Motion carried unanimously.

6) Vehicle Purchase, Environmental Division, Not to Exceed \$15,000.00

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the vehicle purchase for the Environmental Division as presented.

Motion carried unanimously.

VIII. Travel

A. Official Travel and B. Continuing Education

MOTION

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

Motion carried unanimously.

IX. Adjournment
MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to adjourn the meeting at 9:05 a.m.

Motion carried unanimously.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**FINANCE COMMITTEE MEETING
FEBRUARY 19, 2019
8:00 A.M.**

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

MINUTES

Board members present: Mrs. Bev Fisher
Dr. Michael Miladore (via phone)

Staff present: Patt Sweeney
Ed Janik

Meeting called to order at 8:10 a.m.

The Finance Committee reviewed the monthly financial reports as presented.

The Finance Committee will recommend approval of the following contracts at the next regularly scheduled MCDBOH meeting February 20, 2019:

Contracts:

- Tracy McNally, Janitorial Services, Language Change Only
- Medical Records Services, LLC, HIPPA Security Service, \$3,420.00
- Summit Environmental Technologies, Addendum Contract Increase to \$45,000.00
- Care Coordination Systems LLC, HUB Software License, \$32,500.00

Meeting adjourned at 9:30 a.m.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**PERSONNEL COMMITTEE MEETING
FEBRUARY 19, 2019
4:00 P.M.**

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

MINUTES

Board members present: Dr. Nancy Mosca
 Mr. Joe Mistovich
 Mr. Len Perry (via telephone)

Staff present: Patricia Sweeney
 Ed Janik

Meeting called to order at 4:04 p.m.

At 4:09 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.

Dr. Mosca made a motion to leave executive session at 4:44 p.m. The motion was seconded by Mr. Mistovich.

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 February 20, 2019.

A motion to adjourn was made by Dr. Mosca, seconded by Mr. Mistovich at 4:46 p.m.