

**Minutes of the
District Board of Health
Mahoning County
January 16, 2019
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on January 16, 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

<u>Present</u>	<u>Absent</u>
Bev Fisher	
Dr. Nancy Mosca	
Dr. Michael Miladore	
Joe Mistovich	
Len Perry (via phone – not voting)	

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

Public Audience: Dave Mannion, Adrian Amedia

III. Minutes

MOTIONS

Mrs. Fisher motioned, Dr. Mosca seconded to approve the minutes of the 12/19/18 Board meeting as presented.

Motion carried unanimously.

Mr. Mistovich motioned, Dr. Mosca seconded to approve the minutes of the 12/17/18 Personnel Committee meeting as presented.

Motion carried unanimously.

Mrs. Fisher motioned, Dr. Miladore seconded to approve the minutes of the 12/18/18 Finance Committee meeting as presented.

IV. Special Requests/Subdivision Requests/Board Orders

A. Special Request #EH-SR-19-01 – Amedia (Canfield Twp.)

Mr. Tekac introduced Mr. Amedia to the Board and then explained that this request is to install rough plumbing inside an agricultural barn that is being constructed on his property. This would allow Mr. Amedia to pour a concrete floor without having to saw cut the concrete in the future when he determines to either connect to sanitary sewer or install a commercial EPA approved septic system.

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the sanitarians recommendation for Special Request #EH-SR-19-01 as presented:

All plumbing work shall require a Board of Health permit and inspection. No fixtures shall be installed and all plumbing shall be capped until they comply with the EPA or the sanitary requirements to convey sanitary waste.

Prior to securing a plumbing permit, a notarized statement shall be submitted to our office with language that states "The agriculture barn located at 4946 South Raccoon Road (parcel: 26-034-0-008.00-00) shall have no plumbing fixtures installed and all rough plumbing shall be securely capped to the satisfaction of the Board of Health Plumbing Inspection Department. Furthermore, I will allow a Board of Health representative to inspect the barn during any reasonable time to ensure continued compliance".

Motion carried unanimously.

V. Old Business

A. 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 – 3rd Reading

Mr. Tekac explained that this is the third reading for the supplement to the sewage treatment rules and Operational and Maintenance fee adoption and as discussed last month, we are requesting that the Board table any action they plan to take while we wait for IT to develop a program to run the O&M program. It should only be a couple of months at most before we request action for the third reading.

VI. New Business

A. 2019 Sewage Installer Registration – David Eaken

Mr. Tekac explained that in 2006 due to documented performance deficiencies Mr. Eaken had a condition placed on his sewage installer registration by the Board of Health which required him to notify our office 24 hours in advance of excavating on a property with a septic permit. At that point, Mr. Eaken decided he no longer wanted to install in Mahoning County. In 2016, Mr. Eaken decided to re-register with the Board of Health as an installer. At that time, the Assistant County Prosecutor recommended that the Board continue the registration condition. The Board subsequently approved the recommended motion to continue the 24 hour notification to our office before excavation on a property with a septic permit. Mr. Eaken has complied with the Board's condition for three consecutive years with no violations documented. Therefore, the wastewater staff and the Assistant County Prosecutor request that the Board eliminate the condition on Mr. Eaken's sewage installer registration at this time.

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to rescind David Eaken's sewage installer registration condition at this time as presented.

Motion carried unanimously.

VII. Reports

A. Committee

Dr. Miladore reported that the Finance Committee met Monday and reviewed the end of the year reports and found that finances are in good order and better than they have been in previous years. All divisions met their budgetary recommendations for 2018.

Dr. Mosca reported that the Personnel Committee met Monday and reviewed resumes for a full time public health nurse and began discussion of employee guidelines for the use of medical marijuana.

B. Division/Program

Julie Thompson

The work continues on reaccreditation as well as updates to the workforce development plan, the performance management plan and all of the plans we need to have in place for reaccreditation.

Ed Janik

The 2019 budgets are up and running and the first check run was last Tuesday which is great. All of the advances that were required to be made in December to assure the grants ended in the black have been advanced back to the general fund. Working on the 2018 Annual Financial Report as well as other end of the year financial reports.

Ryan Tekac

Introduced Tony Nigro, our newest sanitarian, to the Board who welcomed him. An exit interview last Friday with Lara Becker from the Ohio Department of Health concluded the survey of the Food Service program. She was very pleased with the overall survey as she commended our agency and program for written policies, enforcement and employee knowledge. There are some areas for improvement, as to be expected, and the written report should be received in the next 10 to 14 days. The Ohio Department of Agriculture is scheduled to be here to survey the Retail Food Establishment program the last two weeks of April. The Level 2 Certification food training is scheduled for the end of April. In addition to this training, Save-A-Lot has approached us about offering training to their area stores in a group setting. The pool survey and campground survey are scheduled for February 27 and February 28. The Personnel Needs Assessment conducted by the Ohio Department of Health is scheduled for January 22nd and 23rd. We received notification that we have been approved for the maximum amount, \$150,000.00, for the 2019 Water Pollution Control Loan Fund monies. I would like to give credit to Tina Schneider for assisting me in the application and contract process for the 2018 WPCLF monies. I would also like to give credit to Kathy Affagato for ensuring the financial components and payments are correct and handled in a timely manner.

Susan Kovach

We submitted our emergency preparedness application yesterday; it is competitive this year and will provide funding for a five year cycle. Tomorrow is our regional functional exercise, there will be approximately 10 of us participating and it will be a communicable disease outbreak. On February 6th we will participate with Youngstown State University again in a Point of Dispensing (POD) exercise. YSU has decided they want to be their own closed POD in the event of an actual emergency so each year we train with them and their junior nursing students. Influenza has been mild so far this season – usually the week between Christmas and New Year's there is a spike in cases and this year there was not.

Erica Horner

The request for solicitation was just released for the Moms Quit for Two program and is due on February 11 for Fiscal Year 2020. There were 14 cribs distributed during December from the Cribs for Kids grant and nine distributed from the ODH Infant Vitality allotment. We were notified by ODH that they were allocating an additional \$5,000.00 to our project to distribute breastfeeding educational toolkits to at least 12 area businesses and support workplaces in adopting employee breastfeeding policies. In the month of December for the Project DAWN program there were 17 community kits distributed. For all of 2018 there were 308 people trained, 196 community kits distributed with two known reversals. There were 46 full kits distributed to Law Enforcement/First Responders in December with 11 recorded uses, nine saves and two unknown outcomes from First Responders. For 2018 there were 302 kits and single doses given to Law Enforcement/First Responders with 141 uses and 116 saves. The next community naloxone training and distribution event will take place on January 23rd at 5:30 p.m. at Mauthe Park in Struthers. There were 120 childhood/adolescent immunizations given to 49 patients at the regularly scheduled clinics during December. 67% of the children and adolescent clients at the December clinics were from identified high risk populations.

During December, 100% of the clients in our clinic were considered up to date by age two on their immunizations and 75% of the adolescents in our clinics were considered up to date for required vaccines. From September through December of 2018 we gave 1,743 influenza immunizations.

Michelle Edison

The HUB is working on a plan for 2019 specifically addressing sustainability, continued effectiveness in light of having limited resources, and a deep analysis of our outcomes. We will be looking at correlations between our outcomes and our population and their barriers. In 2018 we had 308 enrollments, 178 births but we did have a significant decrease in African American enrollment. Our goal has always been 80% because our focus has been on infant mortality and we had 67% enrollment. We saw a significant increase in Non-Hispanic White enrollment so we want to analyze our data to see what factors occurred to increase those numbers. The goal for this year is to enroll 250 new clients which includes the 100 clients we have to enroll under the Ohio Commission of Minority Health, with 80% African American enrollment and 50% first trimester enrollment.

Loretta Floyd-Pleas

WIC's focus during the federal government shutdown is letting our clients know that we are open. We received word from the Ohio Department of Health WIC that they have received additional funding so we will be able to remain open. Should the funding become limited, we prioritize our categories so the high risk population is always served first and that is pregnant women and infants and then children.

Scott Bolam

The lab has applied for EPA drinking water recertification and will be audited this year. Next Thursday the lab will be hosting a tour with students from MCCTC.

Dr. Kravec

In December we had our first state medical director's call which went well, Erica joined me on the call. The calls will be held quarterly with Dr. Koenig, the State Medical Director. Continuing to work with Erica on policies and TB protocols.

Patt Sweeney

At the conclusion of 2018, there was \$229,000 remaining in unspent ODM Round 1 funding to the MY Baby's 1st Infant Mortality Coalition. We are working with ODM to see if those funds may be re-allocated. We are also working on the 2018 Annual report which will be presented at the District Advisory Council meeting on Wednesday, March 27, 2019. The Ohio Department of Health has revised the required reporting into the Annual Financial Report (AFR) The changes require each department to report their actual spending on the various core public health services and to project how much additional funding would be needed to fully meet the core service need in the community. Lastly, we continue to work with 898 Marketing on the development of our "brand".

VIII. 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) Delaney's Cleaning Service, WIC Boardman Office, \$4,680.00
- 2) Delaney's Cleaning Service, WIC Youngstown Office, \$4,680.00

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the contracts with Delaney's Cleaning Service as presented.

Motion carried unanimously.

3) Hoffman Excavating, Contract Increase for WPCLF Designs from \$45,000.00 to \$50,000.00

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the contract increase for Hoffman Excavating as presented.

Motion carried unanimously.

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

MOTION

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

Motion carried unanimously.

5) ECMSI, Surface Pro and Accessories, \$1,455.49

MOTION

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

Motion carried unanimously.

6) MY Baby's 1st Contract Extensions

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the extension of the MY Baby's 1st contracts until June 30, 2019 as presented.

Motion carried unanimously.

IX. Travel

A. Official Travel

MOTION

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

Motion carried unanimously.

X. Personnel Actions

A. Executive Session

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to go into Executive Session to discuss personnel matters at 8:46 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 Public Health Nurse

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to appoint Sharon Woodall full-time public health nurse at the level 2 pay grade.

Motion carried unanimously.

XI. Adjournment
MOTION

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

Motion carried unanimously.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**FINANCE COMMITTEE MEETING
JANUARY 14, 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

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 January 16, 2019:

Contracts:

- Delaney's Cleaning Service, WIC Boardman Office, \$4,680.00
- Delaney's Cleaning Service, WIC Youngstown Office, \$4,680.00
- Hoffman Excavating, Contract Increase for WPCLF Designs from \$45,000.00 to \$50,000.00
- Vehicle Purchase, Environmental Division, Not to Exceed \$15,000.00
- ECMSI, Surface Pro and Accessories, \$1,455.49

Meeting adjourned at 9:15 a.m.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**PERSONNEL COMMITTEE MEETING
JANUARY 14, 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

Staff present: Patricia Sweeney
 Ed Janik

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

At 4:07 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. Mistovich.

Dr. Mosca made a motion to leave executive session at 4:33 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 January 16, 2019.

A motion to adjourn was made by Dr. Mosca, seconded by Mr. Mistovich at 4:35 p.m.