

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

The Mahoning County District Board of Health held its regular meeting on March 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

<u>Present</u>	<u>Absent</u>
Bev Fisher	
Dr. Michael Miladore	
Dr. Nancy Mosca	
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, Sharon Woodall, Dr. Kravec, Julie Thompson, Patt Sweeney

Public Audience:

III. Minutes

MOTIONS

Dr. Mosca motioned, Mr. Mistovich seconded to approve the minutes of the 2/20/19 Board meeting as presented.

Motion carried unanimously.

Mrs. Fisher motioned, Dr. Mosca seconded to approve the minutes of the 2/19/19 Personnel Committee meeting as presented.

Motion carried unanimously.

Dr. Mosca motioned, Dr. Miladore seconded to approve the minutes of the 2/19/19 Finance Committee meeting as presented.

Motion carried unanimously.

IV. New Business

A. Resolution #RES-2019-1 – 2019 Water Pollution Control Loan Fund Agreement
Mr. Tekac explained that this is an agreement between our agency and the Ohio EPA for us to receive \$150,000.00 in 2019 to repair and/or replace or connect to sanitary sewer failing household sewage treatment systems for low to moderate income homeowners.

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve Resolution #RES-2019-1 2019 Water Pollution Control Loan Fund Agreement as presented.

Motion carried unanimously.

B. Policy Update – Procedure to Investigate Complaints and Abate Nuisances

Mr. Tekac explained that this update is a result of our Ohio Department of Health Food Program survey. The language for the Ohio Administrative Code was already in the policy regarding when we may not accept a complaint but ODH wanted the actual code language in the procedure, not just the code reference.

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to approve the update to the Procedure to Investigate Complaints and Abate Nuisances Policy as presented.

Motion carried unanimously.

C. Renewal of Contracts for Services – Cities of Campbell and Canfield

Mrs. Sweeney explained that she has met with both the cities of Campbell and Canfield and have provided them with new contracts for approval to continue to provide services to them. The District Advisory Council will vote to approve them at their meeting on March 27th.

V. Reports

A. Committee

Dr. Miladore reported that the Finance Committee met yesterday and finds that the balances on the cash reserves are good however we are aware that there are projects coming where a significant amount of those dollars will be used.

Dr. Mosca reported that the Personnel Committee met Monday and discussed the Personnel Needs Analysis conducted by the Ohio Department of Health for the Environmental Division.

B. Division/Program

Julie Thompson

Work continues on reaccreditation and editing documents that have been submitted by members of the Leadership Team. The All Staff Planning Team is putting the finishing touches on the first ever all day All Staff meeting which is scheduled for April 5.

Ed Janik

The financial statements have been submitted electronically to the Auditor of State's office. I would like to recognize Darlene Sawyers for all of the hard work she does on completing the Other Comprehensive Basis of Accounting GAAP Look Alike Statements. Many health departments contract this work out because of how difficult it is and companies charge between \$4,000.00 to \$5,000.00 to do the statements. Darlene does a great job on ours. We had a site visit from Public Entities Risk Services Organization earlier this month and there were no deficiencies noted.

Ryan Tekac

The food safety staff finished up their year-end inspections achieving the 100% goal that was set. Kudos to them for working hard to achieve this goal. We have received our official food survey back from ODH and although they praised us for the inspection part of the survey, which prevents foodborne illness, they presented us with a documented provisional item along with a few action items for improvement. The provisional item relates to assigned audit numbers that are sent to the state during the licensing year. We have instituted a managerial sign-off before the transmittals are sent to the state. ODH will return sometime between now and August to check this provisional item and ensure it has been corrected. John Hallas and I have been working on the action plan to submit which will be sent no later than Friday.

The pool and campground surveys were conducted a few weeks ago with John Schoeni and Kari Jones who is the back-up to the program. John Schoeni had his last time to shine in the program, which he did. I accompanied them on the field portion of the survey and they both did very well.

The first rabies vaccination clinic of the year is scheduled for Saturday, April 13th from 1:00 p.m. to 4:00 p.m. at the Damascus Fire Station. The shots are \$8.00 each and Dr. Lisa Kurtz from East Park Veterinary Clinic will be donating her time for this clinic.

I would like to recognize Shannon Sellards and Cory Powell who both received comments through our online survey:

- Shannon Sellards is an excellent employee
- Cory Powell is quite an asset to your facility. He is a kind, knowledgeable young man and is well respected by my employees (as he should be). He carries himself in a very professional manner and is very informative, easy to understand and is a nice guy!

Susan Kovach

The new drug grant should be coming out next week for the next three years and will be competitive. It will be interesting to see what the focus of the grant deliverables will be because the prescription of opiates is coming down but the use of illicit drugs is increasing again. I will be bringing information to you in the coming months regarding harm reduction strategies.

Erica Horner

Introduced our new public health nurse, Sharon Woodall. Sharon was welcomed by the Board.

Regarding the Get Vaccinated Ohio Grant, we completed six school immunization validation assessments over the past month. Schools were randomly assigned by ODH per grade: kindergarten, 7th grade and 12th grade. All schools are required by ORC to report a summary of immunization status of their students to ODH by October 15th of each year. Immunization records for all students in the assigned grade were checked to assess the accuracy and reliability of the school's self-reported immunization status summaries. Debbie Moss, Rachel Jackson and I worked on accomplishing this task.

There were 14 cribettes distributed during February from the Cribs for Kids grant and 15 cribettes distributed from the ODH Infant Vitality allotment.

For the month of February there were 42 Project DAWN community kits distributed with one recorded save; 21 full kits distributed to Law Enforcement/First Responders with 14 recorded uses, 12 recorded saves, 1 unknown and 1 deceased. Cara Rasor and Tracy Styka have been working really hard to promote the program, complete multiple agency/organization trainings as well as community trainings. During February they held two Narcan train the trainer events for Mahoning County Mental Health & Recovery Board's agencies. There was also a community training event held at Boardman Township Administration Building.

Ninety-seven childhood/adolescent immunizations were given to 41 patients at the regularly scheduled year round clinics in February. Seventy-four percent of the children and adolescent clients in the February clinics were from identified high risk populations. Also 100% of both children up to date by age 2 and adolescents in our immunization clinics were considered up to date for required vaccines in our February clinics.

Michelle Edison

The HUB has enrolled 59 women since the beginning of the year and there are 46 active referrals. There have also been 24 births since the beginning of the year. Yesterday Patt and I participated in the Ohio HUB Legislative Advocacy Day in Columbus and had the opportunity to meet with our legislators and educate them on the HUB model and infant mortality.

Loretta Floyd-Pleas

We have received notification that federal based funding award levels have sufficient funding for 2019 so we are not anticipating any layoffs at this time. However, we are dealing with the issue of the allocation of monies for new computers versus the cost of new computers; the price has gone up since they were priced last year. We will be submitting a reallocation request to ODH for additional funding. WIC is planning Nutrition Education Month activities for this month and the theme is to teach families that you don't have to spend a lot of money to eat healthy and be physically active. Next month we will be promoting literacy; doing reading circles and distributing books. We held orientation for our six dietetic students yesterday and are looking forward to working with them.

Scott Bolam

The students from MCCTC came for a Lab tour yesterday. They received education on what we do in public health, what we do in an environmental public health lab and watched demonstrations of some of the testing that's offered. O&M testing began as soon as the weather warmed up. April 11th is our Ohio EPA microbiology audit and May 7th is our inorganics and metals audit which will complete all of our audits for the year.

Dr. Kravec

As I mentioned before, we are now having Medical Director's calls with Dr. Koenig, the state Medical Director, every quarter. This has generated a lot of conversation amongst the Medical Director's in the counties which is great. Dr. Koenig also wanted to have an individual conversation with each of the larger county health department Medical Director's and my call was last week. We discussed data related to opiates, diabetes, hypertension, smoking; he has a great focus on public health as it relates to population health.

Patt Sweeney

As Michelle mentioned, our opportunity to meet with our legislators was a wonderful experience because they asked questions about a variety of public health issues. A Rural Area Medical (RAM) program is being planned for September 20 and 21 at the Covelli Center. The intent of the RAM program is to provide medical, dental and optical screenings and services to populations that have difficulty accessing those services. Due to the location choice, the focus of this program will be Youngstown city residents. As such, we will fully support the program by informing the community of the event and permitting staff to use PTO to volunteer if desired. Lastly, I would like to let the Board know that we received letter thanking the Nursing Division for their time and dedication for all that they do. A copy of the letter will be attached to these minutes.

VII. Approval of Monthly Expenses

A. Monthly Expenses

MOTION

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

Motion carried unanimously.

B. Contracts

1) Holiday Inn Boardman, Fall All Staff Meeting, \$2,100.00

MOTION

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

Motion carried unanimously.

2) TrustedSec, External IT Penetration Testing, \$2,700.00

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the contract with TrustedSec as presented.

Motion carried unanimously.

3) The Baldwin Group, HSTS Operations and Maintenance Program, \$6,396.00

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the contract with The Baldwin Group as presented.

Motion carried unanimously.

4) Tracy McNally, Janitorial Services at 50 Westchester, \$22,200.00

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to approve the contract with Tracy McNally 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. Personnel Actions

A. Executive Session

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to go into Executive Session to discuss personnel matters at 9:00 a.m.

Motion carried unanimously.

B. Exit Executive Session

MOTION

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

Motion carried unanimously.

C. Retirement – John Schoeni, R.S.

MOTION

Mr. Mistovich moved, Mrs. Fisher seconded to accept the retirement of John Schoeni, R.S. with sincere appreciation for his years of dedicated service to the Mahoning County District Board of Health and also with regrets.

Motion carried unanimously.

D. Post/Advertise – Full-Time Sanitarian/Sanitarian-In-Training

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to post/advertise for a full time sanitarian/sanitarian-in-training.

Motion carried unanimously.

X. Adjournment

MOTION

Dr. Miladore motioned, Dr. Mosca seconded to adjourn the meeting at 9:25 a.m.

Motion carried unanimously.

March 11, 2019

Dear Nursing Division/Immunizations Staff—

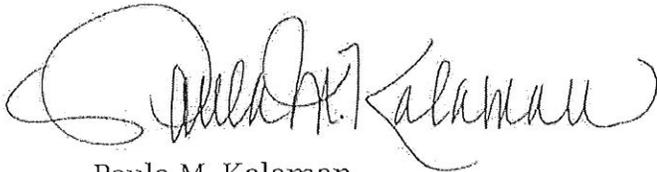
I just wanted to take the time to thank you for an immunization you never gave.

If memory serves, I called back in late fall/early winter inquiring about a flu shot, as I had no health insurance and my employer didn't offer flu shots. Having had a lung re-section surgery years back and working with children on a daily basis, having an annual flu shot is important for my health, and for those I serve in a professional capacity. Whomever I spoke with kindly informed me about a program of reduced priced shots available and set one aside with my name on it. I was eagerly awaiting my appointment and relieved to have this health detail managed. Then life happens...my mom was in a serious car accident and between driving to Pittsburgh to the ICU to attend to her, along with my job and husband and dogs... I missed my appointment. I was embarrassed to call at the time once I realized what I'd done....

Recently, I spent a lot of time (unfortunately) at the hospital with my husband and thought about how much the nursing staff was doing for him that often went unnoticed. I also thought about that flu shot that had been put aside for me at the county health district.

I want you to know I'm so grateful for the time and care you demonstrated. I'm happy to say, I have insurance now and have (thanks to my GP) I received a flu vaccination in January.

I know my county health department is there for me when I need it and I appreciate it. Thanks again.

A handwritten signature in black ink, appearing to read "Paula M. Kalamau". The signature is fluid and cursive, with a large initial "P" and "K".

Paula M. Kalamau

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**PERSONNEL COMMITTEE MEETING
MARCH 18, 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 4:00 p.m.

At 4:03 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 4:25 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 March 20, 2019.

A motion to adjourn was made by Dr. Mosca, seconded by Mr. Mistovich at 4:30 p.m.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**FINANCE COMMITTEE MEETING
MARCH 19, 2019
10:30 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: Ed Janik

Meeting called to order at 10:50 a.m.

The Finance Committee reviewed the proposed resolution for the 2019 Water Pollution Control Loan Fund Agreement as well as the monthly financial reports as presented.

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

Contracts:

- Holiday Inn Boardman, Fall All Staff Meeting, \$2,100.00
- TrustedSec, External IT Penetration Testing, \$2,700.00
- The Baldwin Group, HSTS Operations and Maintenance Program, \$6,396.00
- Tracy McNally, Janitorial Services at 50 Westchester, \$22,200.00

Meeting adjourned at 12:10 p.m.