

**Minutes of the
Mahoning County Public Health
Board Meeting
May 15, 2019
8:00 a.m.**

The Mahoning County Public Health Board held its regular meeting on May 15, 2019 at 8:00 a.m. at the Offices of Mahoning County Public Health, 50 Westchester Drive, Youngstown, Ohio 44515

I. Pledge of Allegiance

II. Roll Call

Present

Len Perry
Dr. Michael Miladore
Joe Mistovich

Absent

Bev Fisher
Dr. Nancy Mosca

Staff Present:

Ed Janik, Ryan Tekac, Susan Kovach, Erica Horner, Loretta Floyd-Pleas, Scott Bolam, Dr. Kravec, Julie Thompson

Public Audience:

Dave Mannion

III. Minutes

MOTIONS

Mr. Mistovich motioned, Mr. Perry seconded to approve the minutes of the 4/17/19 Board meeting as presented.

Motion carried unanimously.

Mr. Mistovich motioned, Mr. Perry seconded to approve the minutes of the 4/16/19 Personnel Committee meeting as presented.

Motion carried unanimously.

Dr. Miladore motioned, Mr. Perry seconded to approve the minutes of the 4/16/19 Finance Committee meeting as presented.

Motion carried unanimously.

IV. New Business

A. HVAC System Drawings of 50 Westchester Building

Mr. Tekac explained that there are no drawings of the HVAC system from when this building was constructed and this estimate is for two employees to spend two days mapping out the duct work of the building. Clayton Heating & Cooling feels confident that the system is convertible to gas heat and the vents in the ceiling that are antiquated would no longer be used and be replaced with a zone system. This will allow for each suite to have its own controlling thermostat.

Mr. Perry recommended that the building owners be approached about helping to pay for this expense since this is a benefit for them. Mr. Janik added that we will speak with the owners about this and several other items; we just wanted to make you aware that we are moving forward with addressing major issues in the building.

B. Ohio Person in Charge Certification in Food Protection – Level 1 Food Training Course Fee

Mr. Tekac explained that the Ohio Department of Health has approved our agency to instruct the Ohio Person in Charge Certification in Food Protection Course, also known as Level 1 training. The Ohio Uniform Food Code requires that a person knowledgeable in food safety and handling practices is present in a food service during all hours of operation. The Food Safety Program is requesting to create a fee of \$25.00 per individual in order to instruct the 3.0 hour course.

MOTION

Mr. Mistovich motioned, Mr. Perry seconded to approve the creation of a \$25.00 per individual fee for attendance at a Level 1 Food Training Course taught by Mahoning County Public Health.

Motion carried unanimously.

V. Reports

A. Committee

Dr. Miladore reported that the Finance Committee met last Friday and from what was reported last month regarding the expenses being significantly higher than the revenues, this month that changed as settlements came in for the general tax for Mahoning County as well as the TB fund.

Mr. Perry reported that the Personnel Committee met last Friday as well and discussed filling open positions and will discuss those more in executive session.

B. Division/Program

Julie Thompson

Work continues on reaccreditation. Patt and I have completed all of the online training required by PHAB before our application opens on July 1st. The Branding Team is now meeting weekly with 898 Marketing to review our social media content for the week as well as marketing opportunities and objectives for getting our new brand out for everyone to see.

Reporting for Michelle Edison

The HUB is currently engaging in the recertification process. This desk audit will include an update of any prerequisites and standards that have changed since the completion of the initial certification in May of 2017. The review should be completed by the end of the month with notification of awards being sent out next month.

The HUB is also the preceptor for an MPH student who is doing research regarding social networking and women that are at increased risk for poor birth outcomes and infant mortality. The student completed a focus group with the community health workers yesterday in order to get a better understanding of the barriers that our clients face and how social support plays a role. The student will also be doing phone interviews with HUB clients to get their perspective.

And finally, between January and the end of April, the HUB has enrolled 116 new clients and has had 53 births.

Reporting for Patt Sweeney

A copy of the flyer shared with the Board members is attached to these minutes. This flyer is for the public discussion of the data collected for our Community Health Assessment. At this meeting the public will begin to prioritize the health issues the data reveals. We are seeking representation of all ages, sectors, and groups within the community. Please share this invitation widely.

Ed Janik

As Dr. Miladore mentioned, the property tax settlement for the first half in the general fund was \$485,576.00 for TB it was \$95,127.00. The State Auditors are continuing their work but I believe they are wrapping up. We have received the titles from the two newest vehicles, which were purchased in Pennsylvania, and we have sent them to the BMV and received our government plates.

Ryan Tekac

Our second rabies clinic is scheduled for June 22, 2019 from 12:00 to 3:00 p.m. at the Village of Poland Town Hall Gazebo. The cost is \$8.00 per vaccination and Dr. Courtney O'Neill from Austintown Veterinary Clinic will be donating her time for this clinic. The Mahoning County Rabies Advisory Committee meeting is scheduled for July 9, 2019 from 1:00-2:30 p.m. here at the Health Department. Jeff Raines from the USDA Division of Wildlife will be providing us with an update on the rabies surveillance and any new info on the oral rabies vaccine. The pool season is upon us and currently John Schoeni has started inspections of our licensed pools and spas. Cory Powell is training with John as he will transition into John's position once John retires. John Hallas and I are taking a deeper look into all the programs and the number of inspections required of each inspector. We want to ensure that we are using our resources wisely with the addition of new staff. The 2019 Quality Improvement Plan has been updated and the QI Council will be meeting next week to select our projects based on our performance management indicators and any recommendations that staff have for QI projects.

Susan Kovach

We are finishing up the Public Health Preparedness grant at the end of June and starting the new grant with many new additions. ODH is very focused on pandemic influenza so we will be doing a full scale exercise with the state in the next couple of years on pandemic influenza. The influenza surveillance is just about done and this year we did not have a spike in influenza B, we had mostly Influenza A cases all season. The Prescription Drug Overdose Prevention grant was submitted Monday and this time it is structured differently, it's a tier structure. We submitted for a Tier 3 which includes the requirement to partner with other agencies. We propose to partner with the Mahoning County Mental Health and Recovery Board and the Mahoning County Drug Court. Mrs. Kovach thanked the Nursing Division for coming together and covering the clinic and TB appointments that needed covered so that Mrs. Moss could attend a meeting at YSU that came up last minute. Mrs. Kovach also thanked Mr. Mistovich for his support of our infectious disease programs.

MOTION

Dr. Miladore motioned, Mr. Mistovich seconded a motion requesting our Medical Director, Nursing Division and Health Commissioner to make a strong recommendation to Youngstown State University that student immunization safety be addressed more vigorously, particularly for the international students.

Motion carried unanimously.

Erica Horner

The Maternal and Child Health Fiscal Year 20 grant application was submitted to the Ohio Department of Health last week. The Integrated Naloxone Access grant application was submitted this week. The goal of this grant is to provide funding to maintain the infrastructure within our existing Project Dawn naloxone access/distribution program and distribute 250 kits to individuals/families at highest risk for overdoses. Our Project DAWN program has been a largely unfunded project (except for the naloxone kits themselves) since its inception in late 2015. The Ohio Youth Behavioral Risk Survey/Youth Tobacco Survey; both surveys are national level surveys led by the CDC to collect youth risk behaviors and youth beliefs, attitudes and behavior towards tobacco products. Ohio has participated in this national public health surveillance system since 1993. ODH typically samples 44 high schools and 44 middle schools in 36 counties every two years. Boardman High School was selected this year to be a

part of the survey sample. ODH asked us to participate by administering surveys to randomly selected classrooms (up to four classrooms). Cara Rasor and Rachel Jackson were survey administrators and April 25, 2019 to 60 randomly chosen students from grades 9-12. Linda Mervin and Rachel Jackson held three separate trainings in April for all Mahoning County school nurses and/or administrators on 2018-2019 Immunization Requirements for School Entry as a part of the Get Vaccinated Ohio grant. There were over 30 total people in attendance. During the month of April there were nine cribettes distributed from the Cribs for Kids/Safe Sleep grant and 15 cribettes distributed from the ODH Infant Vitality allotment. Also in April there were 19 Project DAWN community kits distributed and 28 full kits distributed to Law Enforcement/First Responders with 11 recorded uses, 10 recorded saves and one deceased. There were 134 childhood/adolescent immunizations given to 53 patients at our regularly scheduled clinics during April. 80.4% of the children and adolescent clients at our April clinics were from identified high risk populations. 100% of children considered up to date by age 2 and 92.5% of adolescents in our April clinics were considered up to date for required vaccines.

Loretta Floyd-Pleas

The WIC program was contacted by The Center for Community Solutions, a research group working with Akron Children's Hospital, to help them develop a focus group to focus on children's healthcare issues. There were 20 WIC parents in attendance at the meeting on May 7th, which is a great representation. We are preparing for a workshop in the fall on breastfeeding which will be presented to local entities on August 23rd.

Scott Bolam

The lab had their second Ohio EPA drinking water certification last Tuesday which went very well. That audit concludes the external audit activities for the lab for the year. All of the seasonal campground testing required by the EPA is completed. From the IT side of things, the network penetration test was conducted on Monday. This was to test our network security. Verbally, they didn't find any major flaws in our security; they are going to do a full report which we should have by the end of the month which will include any recommendations they have to improve our network security.

Dr. Kravec

Receiving a lot of phone calls from physicians who have questions regarding measles vaccination protocols. There have been no reports of measles in our area.

VI. Approval of Monthly Expenses

A. Monthly Expenses

MOTION

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

Motion carried unanimously.

B. Contracts

1) Protec Instrument Corporation, Lead Paint Analyzer Source Replacement,

\$3,075.00

MOTION

Mr. Mistovich motioned, Mr. Perry seconded to approve the contract with Protec Instrument Corporation as presented.

Motion carried unanimously.

2) Worklife by Meridian, Employee Assistance Program, \$1,242.00

MOTION

Mr. Perry motioned, Mr. Mistovich seconded to approve the contract with Worklife by Meridian as presented.

Motion carried unanimously.

3) Cintas Corporation, Mat Services at 50 Westchester, \$1,700.00

MOTION

Dr. Miladore motioned, Mr. Mistovich seconded to approve the contract with Cintas Corporation as presented.

Motion carried unanimously.

4) ECMSI, Increase in Year 3 of Contract from \$78,000 to \$81,000 a \$3,000.00 increase to migrate to HIPAA compliant Office 365 Email

MOTION

Mr. Perry motioned, Mr. Mistovich seconded to approve the contract increase with ECMSI as presented.

Motion carried unanimously.

5) Spotted Horse Studio, Vehicle Branding of Fleet Vehicles, \$3,500.00

MOTION

Mr. Perry motioned, Mr. Mistovich seconded to approve the contract with Spotted Horse Studio as presented.

Motion carried unanimously.

6) NCM, In-Theater Mosquito Awareness Education, \$1,556.00

MOTION

Mr. Mistovich motioned, Mr. Perry seconded to approve the contract with NCM as presented.

Motion carried unanimously.

VII. Travel

A. Official Travel

MOTION

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

Motion carried unanimously.

VIII. Personnel Actions

A. Executive Session

MOTION

Mr. Mistovich motioned, Dr. Miladore seconded to go into Executive Session to discuss personnel matters at 9:02 a.m.

Motion carried unanimously.

B. Exit Executive Session

MOTION

Mr. Perry motioned, Mr. Mistovich seconded to exit Executive Session.

Motion carried unanimously.

C. Appoint – Full-Time Sanitarian/Sanitarian-In-Training
Appoint – Part-Time Community Outreach Worker

MOTION

Mr. Mistovich motioned, Mr. Perry seconded to approve the following appointments:

Kristy Boyles as a full-time Sanitarian at the Level 2 pay grade.

Rachael Ruby as a part-time Community Outreach Worker.

Jason Spencer as a full-time Sanitarian-In-Training contingent upon his completion of 36 hours of continuing education and the recertification of his Sanitarian-In-Training license.

Motion carried unanimously.

D. Vacation – Health Commissioner 5/22-24

MOTION

Mr. Perry motioned, Mr. Mistovich seconded to approve vacation for the Health Commissioner May 22-24, 2019

Motion carried unanimously.

E. Managers Wage Adjustment

MOTION

Mr. Mistovich motioned, Mr. Perry seconded to approve a 2.25% wage adjustment for the managers effective June 1, 2019.

Motion carried unanimously.

F. MY Baby's 1st Medicaid Funding Distribution

MOTION

Mr. Mistovich motioned, Mr. Perry seconded to approve contract additions in the amount of \$152,150.00 for the Chronic Disease Centering Pregnancy Program, \$170,000.00 for the Moms and Babies Program, \$38,210.00 for Alta Care Group, \$50,000.00 for Dr. Rodney Hill and \$50,350.00 for the Resource Mothers Program to be paid from the carryover of the Medicaid monies from 2018.

Motion carried unanimously.

IX. Adjournment

MOTION

Mr. Perry motioned, Mr. Mistovich seconded to adjourn the meeting at 9:40 a.m.

Motion carried unanimously.

Does your health matter to you?

Do you want to live in a healthier

Mahoning County?

If you answered yes, we need to hear from you!

Join us to learn about the results of our latest Community Health Needs Assessment and tell us what needs to be done to make Mahoning County a healthier community for you and your families.

June 6, 2019

1:00 p.m. to 4:00 p.m.

**St. Christine's Parish Center
3165 S. Schenley Ave.
Youngstown, Ohio 44511**

Community members who attend will get a chance to win a free \$25 gift card.

For questions, call Tracy Styka at the Mahoning County Public Health at 330-270-2855 Ext 109.



MAHONING COUNTY PUBLIC HEALTH

FINANCE COMMITTEE MEETING

MAY 10, 2019

10:00 A.M.

Mahoning County Public Health

50 Westchester Drive

Youngstown, Ohio 44515

MINUTES

Board members present: Dr. Michael Miladore

Staff present: Patricia Sweeney
Ed Janik

Meeting called to order at 10:00 a.m.

The Finance Committee reviewed the proposed fee for drawings of the HVAC system at the 50 Westchester Building and the creation of a Level 1 Food Training Course fee as well as the monthly financial reports as presented.

The Finance Committee will recommend approval of the following contracts at the next regularly scheduled MCPH meeting May 15, 2019:

Contracts:

- Protec Instrument Corporation, Lead Paint Analyzer Source Replacement, \$3,075.00
- Worklife by Meridian, Employee Assistance Program, \$1,242.00
- Cintas Corporation, Mat Services at 50 Westchester, \$1,700.00
- ECMSI, Increase in Year 3 of Contract from \$78,000 to \$81,000 a \$3,000.00 increase to migrate to HIPAA compliant Office 365 Email
- Spotted Horse Studio, Vehicle Branding of Fleet Vehicles, \$3,500.00
- NCM, In-Theater Mosquito Awareness Education, \$1,556.00

Meeting adjourned at 11:18 a.m.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**PERSONNEL COMMITTEE MEETING
MAY 10, 2019
4:00 P.M.**

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

MINUTES

Board members present: Mr. Joe Mistovich
 Mr. Len Perry

Staff present: Patricia Sweeney
 Ed Janik

Meeting called to order at 4:00 p.m.

At 4:02 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 Mr. Mistovich.

Mr. Mistovich made a motion to leave executive session at 4:18 p.m. The motion was seconded by Mr. Perry.

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 May 15, 2019.

A motion to adjourn was made by Mr. Mistovich, seconded by Mr. Perry at 4:20 p.m.