

**Minutes of the
Mahoning County Public Health
Board Meeting
November 20, 2019
8:00 a.m.**

The Mahoning County Public Health Board held its regular meeting on November 20, 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. Nancy Mosca
Dr. Michael Miladore

Absent

Bev Fisher
Joe Mistovich

Staff Present:

Ed Janik, Ryan Tekac, John Hallas, Susan Kovach, Erica Horner, Michelle Edison, Loretta Floyd-Pleas, Scott Bolam, Tony Nigro, Cory Powell, Julie Thompson, Patt Sweeney

Public Audience:

Dave Mannion

III. Minutes

MOTIONS

Mr. Perry motioned, Dr. Mosca seconded to approve the minutes of the 10/16/19 and 10/31/19 Board meetings as presented.

Motion carried unanimously.

Mr. Perry motioned, Dr. Mosca seconded to approve the minutes of the 10/15/19 and 10/17/19 Personnel Committee meetings as presented.

Motion carried unanimously.

Dr. Miladore motioned, Dr. Mosca seconded to approve the minutes of the 10/15/19 Finance Committee meeting as presented.

Motion carried unanimously.

IV. Special Requests/Subdivision Requests/Board Orders

A. Board Order #EH-BO-19-06 – Peyton (Smith Twp.)

Mr. Nigro explained that this is a vacant dwelling which creates a public health nuisance and is a safety hazard. The owner failed to comply with two abatement notices and did not appear at the Health Commissioners hearing.

It is our recommendation that in accordance with the Nuisance Abatement Code, Section 6.1, and O.R.C. §3707.01, declare the structure a public nuisance and order the same:

- condemned as dangerous to life or health;
- placarded;

- abated within 14 days

In accordance with the Nuisance Abatement Code, Section 6.2, declare the dwelling/dwelling unit unfit for human habitation and unsafe.

MOTION

Mr. Perry motioned, Dr. Mosca seconded to approve the sanitarian's recommendation for Board Order #EH-BO-19-06 as presented:

In accordance with the Nuisance Abatement Code, Section 6.1, and O.R.C. §3707.01, declare the structure a public nuisance and order the same:

- condemned as dangerous to life or health;
- placarded;
- abated within 14 days

In accordance with the Nuisance Abatement Code, Section 6.2, declare the dwelling/dwelling unit unfit for human habitation and unsafe.

Motion carried unanimously.

B. Board Order #EH-BO-19-07 – Lereta (Poland Twp.)

Mr. Powell explained that this is a vacant property that is no longer being kept weather tight and rodent proof. There is soffit missing which has allowed raccoons to enter the home. The owner has failed to comply with the abatement notices and failed to appear at the Health Commissioners hearing.

It is our recommendation that In accordance with the Nuisance Abatement Code, Section 6.1, and O.R.C. §3707.01, declare the covered front porch and the missing roof soffit a public nuisance and order the same:

- condemned as dangerous to life or health;
- placarded;
- abated within 5 days; and
- to remain vacant until the nuisance is abated.

MOTION

Mr. Perry motioned, Dr. Mosca seconded to approve the sanitarian's recommendation for Board Order #EH-BO-19-07 as presented:

In accordance with the Nuisance Abatement Code, Section 6.1, and O.R.C. §3707.01, declare the covered front porch and the missing roof soffit a public nuisance and order the same:

- condemned as dangerous to life or health;
- placarded;
- abated within 5 days; and
- to remain vacant until the nuisance is abated.

Motion carried unanimously.

V. Old Business

A. Environmental Fee Adjustments – 2nd Reading

Mr. Tekac explained that this is the second of three readings for proposed changes to the Food Service and Retail Food Establishment fees, the Swimming Pool and Spa fees, the Private Water Well fees and the Campground fees. The public hearings for these fees were held on Friday, November 15th and the Licensing Council meets tomorrow.

Mr. Hallas explained that there was one Retail Food Establishment operator who came for the food fee hearing and voiced his objections. We spent a significant amount of time reviewing the fees and explaining why there is an increase to him and when he left he understood.

There is no action required by the Board at this time.

B. Building Update

Mr. Janik explained that he contacted VanTell and Associates yesterday and they have finally received the information they were waiting for from the estate of the building owner so they should have appraisal numbers to us by the end of the week. The information will be forwarded to the Board members as soon as it is received.

VI. New Business

A. 2019 Budget Additions

Mr. Janik explained that this will now be done on a monthly basis instead of once a year at the recommendation of the auditor's.

Dr. Miladore reported for the record that there will be \$1,075.00 being moved into the Food Service Fund, and \$2,115.00 moved into the Well Water fund.

MOTION

Dr. Mosca motioned, Mr. Perry seconded to approve the 2019 budget additions as presented.

Motion carried unanimously.

B. New Fee Nursing Division – Two Dose Hepatitis B Vaccine

Mr. Janik explained that there is a new two dose Hepatitis B vaccine available to the clients of our Nursing Division. Dr. Kravec has given his medical recommendation to make this vaccine available to our clients. We are requesting to set the fee for this vaccine at \$140.00 per shot.

MOTION

Dr. Mosca motioned, Mr. Perry seconded to approve the fee for the two dose Hepatitis B vaccine as presented.

Motion carried unanimously.

C. Fee Adjustment Plumbing Division – Residential and Commercial Fixtures

Mr. Janik explained that we are recommending fee adjustments in the Plumbing Division. The fees have not been changed since 2013 and will assist in keeping the division self-sustaining. The proposed fees are in line with surrounding health districts. If passed, the fees would be effective January 1, 2020.

The recommended fees are as follows:

Residential fixtures from \$9.00 to \$11.00
Commercial fixtures from \$12.00 to \$14.00

MOTION

Dr. Mosca motioned, Mr. Perry seconded to approve the fee adjustments for the Plumbing Division effective January 1, 2020 as presented:

Residential fixtures \$11.00

Commercial fixtures \$14.00

Motion carried unanimously.

D. Fee Adjustment Environmental Division – Bathing Beaches

Mr. Janik explained that we are recommending a fee adjustment to \$150.00 in the Environmental Division for Bathing Beach permits. There are currently three bathing beaches permitted in Mahoning County. This fee has not changed in several years and is well within the range of fees charged by surrounding health districts. This fee, if passed, would also be effective January 1, 2020.

MOTION

Mr. Perry motioned, Dr. Mosca seconded to approve the fee adjustment for the Bathing Beach program to \$150.00 as presented.

Motion carried unanimously.

E. Agreement with Youngstown City Health District for Residential Septic and Well Inspections and Commercial Septic Inspections

Mr. Janik explained that this is a three year contract to continue doing residential well and septic inspections and commercial septic inspections for the Youngstown City Health District. We have had this contract in place for a number of years and are reimbursed our hourly rate plus mileage. There are not a significant number of inspections that are conducted and the agreement works well for both agencies.

MOTION

Dr. Mosca motioned, Mr. Perry seconded to approve the Agreement with Youngstown City Health District for Residential Septic and Well Inspections and Commercial Septic Systems as presented.

Motion carried unanimously.

F. Trauma Informed Care

Mrs. Sweeney explained that the Juvenile Court of Mahoning County and Mahoning County Mental Health and Recovery Board have put together a Trauma Informed Committee in the county. Becoming trauma informed is something that they are asking all health care and social service providers in the community to do. It is all about adverse childhood events experienced that leads to behavioral, mental and physical health issues as adults. There are three levels to the Mahoning County Trauma Informed Care Initiative Letter of Commitment; trauma aware, trauma informed and trauma certified. The hope is to have all service providers become trauma aware. As an organization, that is my intent and I am asking for your approval to do that, to be a trauma aware agency. To have one hour of training for all staff to understand the impact of trauma and how we can identify it and then refer. This is part of our new Community Health Improvement Plan.

MOTION

Dr. Mosca motioned, Mr. Perry seconded to commit to the Mahoning County Trauma Informed Care Initiative that Mahoning County Public Health will be a Trauma Aware agency and will be trained appropriately.

Motion carried unanimously.

VII. Reports

A. Committee

Dr. Mosca reported that the Personnel Committee met on Monday and discussed personnel issues which will be further discussed in Executive Session.

Dr. Miladore reported that the Finance Committee met yesterday at the Fairgrounds and discussed the budget to date and we remain financially stable.

B. Division/Program

Julie Thompson

The Leadership Team has been reviewing all of the documents that have been written for reaccreditation and uploading should begin later this afternoon. The due date is midnight on Tuesday, November 26th. After all of the documentation is uploaded it will be reviewed by our accreditation coordinator, then by the site visit team assigned to us and if they feel we are missing any documentation, they will reopen the measure to give us the opportunity to upload more information. From there the virtual site visit will be scheduled and after a report will be written by the site visitors, submitted to PHAB and they will decide if we are reaccredited.

Ed Janik

I have been working on my part of the PHAB documentation. We have received all revenues for all of the ODH grants with fiscal years ending in 2019. They did not show in our reports yesterday because they were through October and the payments came in November. I would like to share with you a letter I received about one of our employees from Shelley Sakely the Employee Benefits Coordinator for the county. Darlene Sawyers works in the Fiscal Division, her title is Fiscal Personnel Officer, but she does all of our onboarding of new employees, all of our health care enrollment with all employees; whether a new employee or during open enrollment and this is what Shelley had to say:

“Hi Ed, I just wanted to send you a note to let you know how helpful Darlene Sawyers is to my position in Employee Benefits. Her paperwork is always submitted timely and correctly, but during Open Enrollment when I have over 1200 confirmations coming to this office, hers gets an A+. She submits all of her paperwork in alphabetical order with a cover sheet showing what each employee elected and if they opted for additional voluntary benefits. I am so glad to be working with her. You have a real gem in her.”

Dr. Miladore requested that Mr. Janik pass along the Board’s congratulations and thanks to Ms. Sawyers.

Ryan Tekac

I have been working with Patt and Julie on PHAB reaccreditation. I have attended several community meetings with Patt, looking forward to working more closely with her once we have submitted our reaccreditation documentation. I have also been working on transitioning out of my responsibilities in the Environmental Division with John Hallas and our sanitarian team leads, Dan Hutton and Dave Fetchko.

John Hallas

Besides the public hearing for the food fees on Friday, we also held hearings for pools, private water systems and camps. There were three individuals from one of our operations with a pool that came for the pool fee hearing. They did not have an issue with the fees, they came seeking information for operator training similar to the Person-In-Charge training offered for food operators. Our final rabies vaccination clinic was held at Angels for Animals on Sunday, November 3rd and we provided 102 vaccinations. Our next sewage installers meeting will be held December 11th and we have received approval for credit hours for the installers and the State is working on approval of continuing education hours for the sanitarians.

Susan Kovach

On behalf of MCPH, I have applied for a Medical Reserve Corps grant from NACCHO. If awarded we would like to use the dollars to reenergize our Medical Reserve Corps. The lack of funding over the last couple of years has really hurt and we’ve had a lot of individuals drop

off the volunteer roster. We really need to bring in new volunteers and if awarded the \$2,500.00 that is what the money will be used for.

Erica Horner

On Sunday, November 3rd we held a flu clinic at Angels for Animals in conjunction with the Environmental Division who sponsored a rabies clinic. While the turnout was low, the clinic was well received and we plan to continue this event next year. Thank you to Public Health Nurse Sharon Woodall for suggesting this idea and to the following staff members who worked the Sunday event Sharon Woodall, Rachel Jackson, Brenda Christensen, and Diane Zagorsky.

We will once again be participating in Mill Creek Metro parks Holiday Tree Walk at Fellows Riverside Gardens Davis Center to promote our programs/services. This year's theme is The Magical Woods. The trees will be on display from 11/30-12/31/19. Cara Rasor and Tracy Styka are leading this project and all staff has been invited to participate during their break time by making an ornament for the tree. Thank you to Tracy and Cara for their creativity and for decorating the tree.

Project DAWN naloxone kits for the month of October there were 18 community kits distributed (100% of the kits distributed were to populations who reside in areas at highest risk for overdoses in the county). There were 25 kits distributed to First Responders during October with 10 reported uses, 9 saves, and 1 unknown.

At our immunization clinics, 144 childhood /adolescent immunizations were given to 57 patients in at our regularly scheduled year round and additional clinics during October. 68% of the children and adolescents clients at our October clinics were from identified Mahoning County high risk populations. By the end of October, 1383 flu shots were administered during 27 clinics.

Michelle Edison

As of the end of the third quarter, the HUB has enrolled approximately 283 clients which has surpassed our goal for this year. We have recently reviewed our birth outcomes for this year and compared to Mahoning County rates for African-Americans our normal weight rate was 80% and Mahoning County was 79%. Our full term rate is 90% and Mahoning County's is 79.1%. The HUB is very encouraged by our outcomes for our African-American clients and hope to continue that this last quarter of the year. I would also like to thank the Board for their support in addressing infant mortality and health equity throughout the community. We received a Senatorial Citation acknowledging the work we have done in Mahoning County and our receipt of a \$288,000.00 grant from the Commission on Minority Health. The HUB Community Health Workers will be participating in the home visiting equity curriculum training adopted by the Ohio Department of Health. We are a pilot site in the state for this new curriculum so we will be trained at the beginning of December and implement the curriculum next year and provide input on the training before it is rolled out statewide.

Loretta Floyd-Pleas

The State has begun to roll out their new software but Mahoning County does not yet have a date when it will become available to us. ODH is also looking at creating a health data portal that will provide a public facing database containing WIC information that will be available locally and nationally for sharing information. WIC is an evidence based program so we are increasing our outreach, nutrition education and working to partner with managed care organizations so they become familiar with our program. After the first of the year, we are going to hold walk-in clinics to make our clinics more accessible for our clients.

Scott Bolam

Things remain very busy at the Lab with wastewater samples coming in and it appears they will remain that way through the end of the year.

Patt Sweeney

We have applied to the Ohio Department of Medicaid for \$1.8 million dollars over the next two years for infant mortality coordination. It does require an individual to be employed as the coordinator of this grant. We are looking forward to being able to share all of our work that has been submitted to PHAB for reaccreditation so that you can see the tremendous amount of effort that the staff has put into this process.

VIII. Approval of Monthly Expenses

A. Monthly Expenses

MOTION

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

Motion carried unanimously.

B. Contracts

1) Youngstown City Health District, MY Baby's 1st Program, \$60,000.00

MOTION

Dr. Miladore motioned, Mr. Perry seconded to approve the contract with Youngstown City Health District as presented.

Motion carried unanimously.

2) Akron Children's Hospital – Mahoning Valley, MY Baby's 1st Program, Language Change Only

MOTION

Dr. Miladore motioned, Mr. Perry seconded to approve the contract with Akron Children's Hospital – Mahoning Valley as presented.

On roll call the vote was as follows:

Mr. Perry	Yes
Dr. Mosca	Abstain
Dr. Miladore	Yes

IX. Travel

A. Official Travel

MOTION

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

Motion carried unanimously.

VI. Board Continuing Education

A. MCPH Quality Improvement and Strategic Plan Updates

Mr. Tekac and Mrs. Sweeney gave a 25 minute presentation followed by a five minute question and answer period to the Board explaining updates to the Mahoning County Public Health Quality Improvement and Strategic Plans. A copy of the handout is attached to these minutes.

IX. Personnel Actions

A. Executive Session

MOTION

Dr. Mosca motioned, Mr. Perry seconded to go into Executive Session to discuss personnel matters at 9:42 a.m.

Motion carried unanimously.

B. Exit Executive Session

MOTION

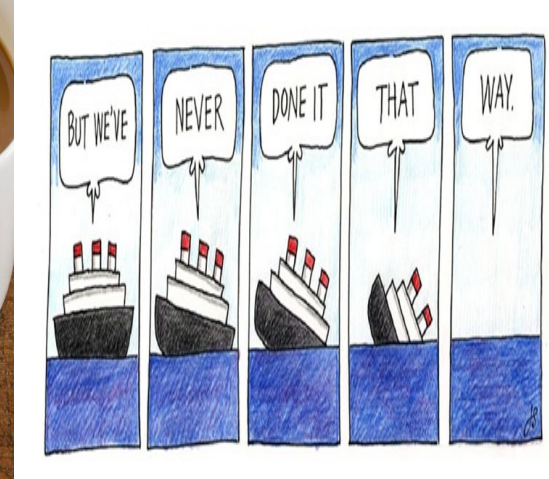
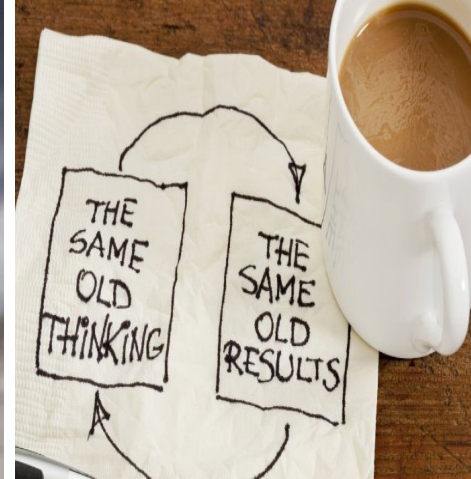
Mr. Perry motioned, Dr. Mosca seconded to exit Executive Session at 9:55 a.m.

Motion carried unanimously.

X. Adjournment



ONE REASON PEOPLE RESIST CHANGE IS BECAUSE THEY FOCUS ON WHAT THEY HAVE TO GIVE UP, INSTEAD OF WHAT THEY HAVE TO GAIN.



Continuous Quality Improvement 101

November 20, 2019

Board Meeting Continued Education

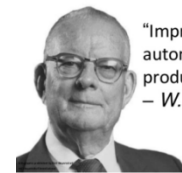


**MAHONING COUNTY
PUBLIC HEALTH**
PREVENT · PROMOTE · PROTECT





- QStp – Quality Services Through Partnership
 - Governor Voinovich (1990)
 - The purpose of QStp
 - Transform state government – employees work to continuously improve how work is done.
- Continuous Quality Improvement (CQI/QI)
 - William Deming (American Engineer /statistician)
 - Japanese post-war economic miracle of 1950 to 1960.
 - Japan rose from the ashes of war to becoming the second largest economy.



“Improve quality, you automatically improve productivity.”
– W. Edwards Deming

Continuous Quality Improvement

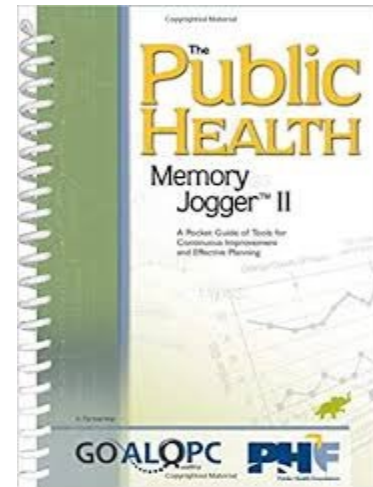
4 basic principles

- Develop a strong customer focus.
Recognize both the internal and external customers.
- Continually improve all processes
- Involve employees
Focus on the process rather than the individual(s).
- Mobilize both data and team knowledge to improve decisions making.

MCPH QI Culture



- All Board of Health Staff Trained in QI
 - Ohio Development Services Agency - Grant/ Scholarships
 - QI Council - 5 day Lean Ohio Boot Camp
 - Six Sigma Training - 54 Employees
 - Kaizen Event - New Employee Orientation
 - Continue Education
 - All Staff Meetings
 - ❖ Dr. Amy Lee
 - Public Health Memory Jogger
 - ❖ Tools



QI Council

- 11 MCPH Employees – All divisions
 - Meets Quarterly
- Develop and approve the Quality Improvement (QI) Plan.
- Selection of QI projects:
 - Performance Management Indicators
 - Tie back to MCPH Strategic Plan
 - Each Division proposes 1 QI Project (minimum)
 - Staff input – Employee Evaluations

QI Plan

QI Plan Goals	Objectives & Activities	Measures	Timeframe
All MCPH staff are fully integrated into the QI.	<ul style="list-style-type: none"> ➤ Each employee will participate in a QI Team no less than once every 2 years. ➤ Two staff members from each division shall serve as members on every QI Project Team (1 senior and 1 junior level) 	<ul style="list-style-type: none"> ➤ Membership Identified in Team Charters 	<ul style="list-style-type: none"> ➤ New employees within 2 years of hire date ➤ Existing employees will be integrated immediately
New employees are competent in the MCPH QI Plan and process.	<ul style="list-style-type: none"> ➤ 100% of new hires receive QI training as part of the New Employee Orientation Curriculum 	<ul style="list-style-type: none"> ➤ Certificates of Participation ➤ Survey Monkey Knowledge evaluations/test 	<ul style="list-style-type: none"> ➤ New staff - Within 8 weeks of hire date
MCPH employees are competent in the department's QI Plan and process	<ul style="list-style-type: none"> ➤ Each staff member will complete the OSU QI modules ➤ 95% of MCPH staff will participate in annual QI continuing educational sessions. 	<ul style="list-style-type: none"> ➤ Certificates of Participation ➤ Survey Monkey Knowledge Evaluations 	<ul style="list-style-type: none"> ➤ Current staff – prior to 2016 performance evaluation ➤ Annually in the 1st Quarter
MCPH QI projects represent performance across the department	<ul style="list-style-type: none"> ➤ Performance Management outcomes will reflect projects referred for QI ➤ Each MCPH division shall propose a minimum of one QI project annually 	<ul style="list-style-type: none"> ➤ QI Council Meeting Minutes ➤ Storyboards ➤ Team Charters 	<ul style="list-style-type: none"> ➤ Quarterly during QI Council meetings ➤ During special QI Council meetings as needed
Monitor and Evaluate the QI Plan	<ul style="list-style-type: none"> ➤ QI Plan Implementation follows the established timeline ➤ Revise QI Plan as needed 	<ul style="list-style-type: none"> ➤ QI Council meeting minutes ➤ Team Charter updates 	<ul style="list-style-type: none"> ➤ Yearly and/or as needed
Internal and external customers are knowledgeable of QI outcomes	<ul style="list-style-type: none"> ➤ Annual reports to the Board ➤ MCPH monthly news letter ➤ MCPH Annual Report ➤ External customer presentations ➤ Project presentation by Team Leader during Board meetings ➤ QI Storyboards will added to MCPH webpage 	<ul style="list-style-type: none"> ➤ Staff and Board meeting minutes ➤ Meeting attendance forms ➤ QI articles published in MCPH monthly news letter ➤ Storyboard postings to the webpage 	<ul style="list-style-type: none"> ➤ Annually

16- QI Projects

(2015 - Present)

Environmental Health Division

- Escalated Enforcement No Foodborne Outbreaks - 2015
- Food Clones Training Policy - 2015
- No Foodborne Disease Outbreaks - 2015
- Reduction in Paperwork (Real Estate) - 2017/2018
- Reduction in Repeat Violations - 2019

Fiscal and Administrative

- Who is "IT" - 2016
- Vehicle Fleet Cost Analysis - 2017
- New Employee Orientation (NEOPHYTE) - 2017
- Nursing Clinical Billing - 2018

Nursing and Community Health

- Nursing Billing 101 - 2016
- Vaccine Management - 2017
- Community Naloxone Improvement - 2018
- DEEP (Diabetes Empowerment Education Program) - 2018

Pathways HUB

- Accurate HUB Data in CCS - 2016
- HUB Enrollment - 2017

Women, Infants, and Children (WIC)

- WIC Waiting Room Time Reduction - 2017

Reduction in Paperwork (Real Estates)

- **Complaint Driven**
 - Internal (Clerical/RS)
 - External (Realtors, Buyers, Sellers)
- **Strategic Plan**
 - Uphold the highest professional standards in public health.
 - Maintain financial stability and fiscal responsibility.

MAHONING COUNTY PUBLIC HEALTH

**PERSONNEL COMMITTEE MEETING
NOVEMBER 18, 2019
4:00 P.M.**

**Mahoning County Public Health
50 Westchester Drive
Youngstown, Ohio 44515**

MINUTES

Board members present: Mr. Len Perry
 Dr. Nancy Mosca

Staff present: Ed Janik
 Patricia Sweeney
 Ryan Tekac

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. Perry.

Dr. Mosca made a motion to leave executive session at 4:24 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 November 20, 2019.

A motion to adjourn was made by Mr. Perry, seconded by Dr. Mosca at 4:26 p.m.

MAHONING COUNTY PUBLIC HEALTH

FINANCE COMMITTEE MEETING

NOVEMBER 19, 2019

8:30 A.M.

Canfield Fairgrounds Administration Building

7265 Columbiana-Canfield Road

Canfield, Ohio 44406

MINUTES

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

Staff present: Patricia Sweeney
 Ed Janik
 Ryan Tekac

Meeting called to order at 8:30 a.m.

The Finance Committee reviewed in great detail the proposed new fee, fee adjustments, the agreement with Youngstown City Health District, the 2019 Budget Additions and the monthly financial reports as presented.

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

Contracts:

- Youngstown City Health District, MY Baby's 1st Program, \$60,000.00
- Akron Children's Hospital – Mahoning Valley, MY Baby's 1st Program, Language Change Only

Meeting adjourned at 9:45 a.m.