

**Minutes of the
Mahoning County Public Health
Board Meeting
February 19, 2020
8:00 a.m.**

The Mahoning County Public Health Board held its regular meeting on February 19, 2020 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

Bev Fisher

Dr. Nancy Mosca

Joe Mistovich

Len Perry (via telephone and not voting)

Dr. Michael Miladore (via telephone and not voting)

Absent

Staff Present:

Ed Janik, Dave Fetchko, Susan Kovach, Erica Horner, Michelle Edison, Loretta Floyd-Pleas, Scott Bolam, Dr. Kravec, Cathy Hergenrother, Julie Thompson, Ryan Tekac

Public Audience:

III. Minutes

Mrs. Fisher requested a clarification to the motion regarding Mrs. Sweeney's retirement from the January 2020 minutes to read: The Board agrees to extend the retirement of Mrs. Sweeney from April 13th to April 30th with no vacation to accrue beyond January 2020. The letter dated January 23, 2020 miscalculated some hours and therefore the hours are adjusted to reflect 40.84 available days or 326.75 hours.

MOTIONS

Mr. Mistovich motioned, Mrs. Fisher seconded to approve the minutes of the 1/24/20 Board meeting as amended.

Motion carried unanimously.

Mrs. Fisher motioned, Dr. Mosca seconded to approve the minutes of the 1/23/20 Personnel Committee meeting as presented.

Motion carried unanimously.

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the minutes of the 1/23/20 Finance Committee meeting as presented.

Motion carried unanimously.

IV. New Business

A. Operation & Maintenance Fee Waiver Request – Lipkey Road

Mr. Tekac explained that this is a request to waive an Operation and Maintenance inspection fee because there had been a service contract in place since June that the

service provider had not notified this office of. When the homeowner contacted our office, he was able to provide all of the documentation proving that the contract was in place.

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the Operation & Maintenance Fee Waiver Request for Lipkey Road as presented.

Motion carried unanimously.

B. Approval of Delegation of Authority to Quarantine

Mrs. Kovach explained that this is Attachment A to our Community Containment document from our Emergency Preparedness plan. It needs to be signed every three years by the Health Commissioner and the President of the Board. It states that in the event that we would need to quarantine someone and cannot get the Board together to pass that motion in a timely fashion, the Board grants the authority to the Health Commissioner to order quarantine of the individual until such time that the Board can meet and issue the order. This document has been in place for approximately 10 years but needs signed every three years.

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to approve the Delegation of Authority to Quarantine as presented.

Motion carried unanimously.

V. Reports

A. Committee

Mrs. Fisher reported that the Finance Committee met yesterday and discussed quite a bit. Dr. Miladore added that moving forward our cash balances should be increasing due to some fee adjustments and we will continue to keep a very close eye on things.

Mr. Mistovich reported that the Personnel Committee met yesterday as well and reviewed job postings and retirements.

B. Division/Program

Julie Thompson

The three four-inch binders before you are all of the documentation that was submitted to PHAB for reaccreditation. The leadership team will be reviewing the documents in the coming months to prepare for the virtual site visit. The change in our Health Commissioner was submitted and approved through e-Phab and the domains have been assigned to our two site visitors. Hopefully we will hear soon when they are scheduling our site visit.

Ed Janik

The annual financial report for the District Advisory Council has been completed. Darlene Sawyers has completed the OCBOA (Other Comprehensive Basis of Accounting) statement which we will submit to the Auditor of State's Office when they come in to audit. Darlene deserves a lot of credit for completing this because most health department's contract this work out. We received a \$1,000.00 mini grant from the Public Entities Pool, our insurance company, that they were offering related to safety. We will use the money to upgrade our remaining three analog cameras and upgrade them to digital.

Dave Fetchko

The food inspectors have completed their inspections for the year and territories will be adjusted on March 1st. There will be a ServSafe class held at the end of March, Colton and Jason will both be in attendance. The sewage program is finalizing the O&M program and procedures and also working on the 2020 Water Pollution Control Loan Fund program.

Carbon Limestone is expanding their gas well system which has caused an increase in odor complaints. We are working closely with Ohio EPA and expect that this will soon be rectified. Pool inspections will resume in March. There was money left over from the 2019 Mosquito Control grant so we have used that money to purchase billboards for this summer, two in Boardman and one in Austintown. We will hear in March about the 2020 Mosquito grant we applied for. The first rabies clinic will be held in April or May in Berlin Township.

Susan Kovach

We have been fielding quite a few calls between Coronavirus and Influenza. Influenza has been increasing rapidly, last week was our highest week of hospitalizations and it's still going up this week.

Erica Horner

For the Project DAWN naloxone kits in January, 14 community kits were distributed (100% of the kits distributed were to populations who reside in areas at highest risk for overdoses in the county). There were 36 kits distributed to First Responders during January with five reported uses and five saves. Cara Razor and Tracy Styka completed naloxone education/distribution with 32 Mahoning County Drug Court participants and staff on February 5, 2020. During this event, Public Health Nurses Debbie Moss and Rachel Jackson also provided Hepatitis A education and immunizations. On this same date, staff also trained Youngstown City's Drug Court staff members on naloxone education and provided 10 kits.

The goal of the Maternal and Child Health Grant's Ohio Health Program objective is to increase the number of child care providers that are designated as Ohio Healthy Program centers. The OHP program seeks to decrease childhood obesity by having early care/education programs implement a wellness policy, improve their menus and engage families in positive activities. Public Health Nurses Sharon Woodall and Rachel Jackson are our OHP Program Coordinators. Targeted outreach to centers located in USDA designated food deserts in Mahoning County is our priority. In January they completed group training sessions for Kidstown from 6:30PM-9:00PM on three separate evenings. I would like to thank both Sharon and Rachel for their flexibility and willingness to work outside of normal business hours to accommodate this center and for all of their outreach to encourage child care centers to be a part of the program.

Sebring Parks and Recreation Board approved MCPH's use of the Sebring Community Center. It now has to be approved by Sebring City Council. We are waiting to hear back from the Parks and Recreation Board Director as to when this will be brought to Council. So for now, we continue to offer an immunization clinic at Goshen Township Administration Building. 95 childhood /adolescent immunizations were given to 42 patients at our regularly scheduled year round and additional clinics during January. 61% of the child and adolescent clients at our January clinics were from identified Mahoning County high risk populations. By the end of January, 1,576 flu shots had been administered since Sept 2019.

Michelle Edison

In 2019 the HUB enrolled well over 350 new clients and we continue to have better birth outcomes by connecting moms to the services they need through our pathways. The HUB continues to be the backbone support entity around infant mortality and the social determinants of health here in the valley. We provide technical support, workforce development, community partners and legal engagement for the Medicaid funding. Our goal is to continue to serve the community as well as expand our services.

Loretta Floyd-Pleas

Currently the WIC program is serving 4,658 customers of which 2,338 are infants, 1,300 children ages 1-5 and 1,020 are pregnant, breastfeeding or postpartum women. Our SMART objectives for this year focus on educating all women, especially of childbearing age, about the importance of folic acid in their diet. We are currently having great success with our evening

clinics in both Austintown and Boardman. We are working on plans for National Nutrition Month and Celebrating Literacy with Dr. Seuss. Things are going well with our new computers and the online WIC system.

Scott Bolam

This year is our A2LA accreditation year for the Lab. We will be audited to the ISO 2017 standards. Two years ago when we were audited the auditors did a preliminary ISO 2017 audit. Our site visit will not be until Fall, but they have opened the uploading of documentation early to give us more time to be sure everything is in place for when the auditor comes. We will be expanding our oil and grease and metals testing for one of our clients that I met with this last month.

Dr. Kravec

There is a meeting tomorrow with Mercy Health, Joe Mistovich who will be representing YSU, Mayor Brown, Erin Bishop from Youngstown City Health Department, Ryan and myself to discuss EMS services in the city and the county. EMS services are a public health crisis in this area and we will convene to discuss what we can do to assist in solving this issue.

Ryan Tekac

First, I would like to introduce Catherine Hergenrother, our newest employee. Cathy is the program coordinator for the MORE 1st Birthday's program. Her first day was yesterday and we welcome her!

Julie, Tracy and I, as well as the Leadership Team, have been working on the 2019 Annual Report. This year's theme is about celebrating 100 years of Public Health. The articles will tie together where public health was 100 years ago and the programs that we currently provide today. In years past we have worked with marketing companies to develop the 12 page report. This year we were thinking about attempting to design the layout ourselves. I reached out to a graphic designer, Amy Hilston, who was kind enough to suggest the software that we would be able to purchase. However, Ms. Hilston also submitted a quote in case we felt those capabilities were beyond our expertise. After reviewing the software, we felt there would have been way more time and expense invested in us trying to develop it as opposed to a graphic designer and we really didn't have much time to have this all put together for the DAC meeting in early March.

The PIO Team met last week which consists of Julie, Tracy, and Erica and I. During this meeting we discussed adding another PIO member as we are a member short with Patt's departure. We decided to table that decision until we fill the Environmental Health Directors position. Last year 898 Marketing developed a monthly calendar to keep us on track for educating the public. During this meeting we also decided to continue using this tool and filled in our monthly calendar with public health topics that were in line with monthly or weekly National Days.

I want to take this time to thank our entire Leadership Team and staff for working with me during this transition in the past two weeks. Everyone has been patient, understanding and has been willing to help me out when I am asking questions about areas that are new to me. I also want to point out the efforts and commend Erica, Susan, and the nursing staff during this time with the Novel Coronavirus. They have been in contact with ODH on a daily and weekly basis while keeping me informed and educated when I am unable to attend those calls. In addition to the calls, they have been forwarding public health outreach and education materials to YSU, school nursing personnel, local healthcare providers, the Youngstown Warren Regional Chamber as well as working closely with Mercy Health staff and Dr. Kravec.

Our Solid Waste Program survey was received from the Ohio EPA and Dave and Amy have continued to do a wonderful job in the program which remains on the approved list.

VI. 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) ECMSI, Office 365 (combining WIC with rest of BOH in same contract and replacing previously approved contracts, \$11,160.00

MOTION

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

Motion carried unanimously.

- 2) Genesis Outdoor Advertising, Billboards for Mosquito Control, \$3,195.00

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the contract with Genesis Outdoor Advertising as presented.

Motion carried unanimously.

- 3) ALC Technologies, Inc., Digital Security Cameras, \$1,374.00

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to approve the contract with ALC Technologies, Inc. as presented.

Motion carried unanimously.

- 4) Amazon, Surface Pro and Accessories for MORE 1st Birthdays Coordinator, \$1,300.00

MOTION

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

Motion carried unanimously.

- 5) Susan Horne, MY Baby's 1st Coalition – Evaluator Services, \$10,000.00

MOTION

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

Motion carried unanimously.

- 6) MYCAP, HUB Contract, \$82,500.00

MOTION

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

Motion carried unanimously.

VII. Travel

A. Official Travel

MOTION

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

Motion carried unanimously.

VIII. Personnel Actions

A. Retirement – Carla Moore Parker

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to accept the retirement of Carla Moore Parker with regrets and thanks for her many years of service.

Motion carried unanimously.

B. Post/Advertise – Part-Time WIC Breastfeeding Peer Helpers, Full-Time WIC Health Professional RD/LD

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to post/advertise for a Part-Time WIC Breastfeeding Peer Helpers and a Full-Time WIC Health Professional RD/LD as presented.

Motion carried unanimously.

C. Appoint – MORE 1st Birthdays Coordinator

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to appoint Catherine Hergenrother as the MORE 1st Birthdays Coordinator effective February 18th, 2020 as presented.

Motion carried unanimously.

X. Adjournment

MAHONING COUNTY PUBLIC HEALTH

FINANCE COMMITTEE MEETING

FEBRUARY 18, 2020

8:30 A.M.

Canfield Fairgrounds Administration Building

7265 Columbiana-Canfield Road

Canfield, Ohio 44406

MINUTES

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

Staff present: Ryan Tekac
Ed Janik

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

The Finance Committee reviewed the Operation & Maintenance Program Fee Waiver Request and the monthly financial reports as presented.

The Finance Committee will recommend approval of the following contracts at the next regularly scheduled MCPH meeting February 19, 2020:

Contracts:

- ECMSI, Office 365 (combining WIC with rest of BOH in same contract and replacing previously approved contracts), \$11,160.00
- Genesis Outdoor Advertising, Billboards for Mosquito Control, \$3,195.00
- ALC Technologies, Inc., Digital Security Cameras, \$1,374.00
- Amazon, Surface Pro and Accessories for More 1st Birthdays Coordinator, \$1,300.00

Meeting adjourned at 10:15 a.m.

MAHONING COUNTY PUBLIC HEALTH

PERSONNEL COMMITTEE MEETING

FEBRUARY 18, 2020

4:00 P.M.

Mahoning County Public Health

50 Westchester Drive

Youngstown, Ohio 44515

MINUTES

Board members present: Dr. Nancy Mosca
 Mr. Joe Mistovich

Staff present: Ryan Tekac
 Ed Janik

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

At 4:03 p.m. Mr. Mistovich 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 Dr. Mosca.

Mr. Mistovich made a motion to leave executive session at 4:55 p.m. The motion was seconded by Dr. Mosca.

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 19, 2020.

A motion to adjourn was made by Dr. Mosca, seconded by Mr. Mistovich at 4:58 p.m.