

**Minutes of the
Mahoning County Public Health
Board Meeting
March 18, 2020
8:00 a.m.**

The Mahoning County Public Health Board held its regular meeting on March 18, 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

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

Staff Present: Ed Janik, Susan Kovach, Erica Horner, Dr. Kravec, Julie Thompson, Ryan Tekac

Public Audience:

III. Minutes

MOTIONS

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the minutes of the 2/19/20 Board meeting as amended.

Motion carried unanimously.

Mr. Mistovich motioned, Mrs. Fisher seconded to approve the minutes of the 2/18/20 Personnel Committee meeting as presented.

Motion carried unanimously.

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the minutes of the 2/18/20 Finance Committee meeting as presented.

Motion carried unanimously.

IV. New Business

A. Operation & Maintenance Fee Waiver Request – Cowden Road

Mr. Tekac explained that this is a request to waive an Operation and Maintenance inspection fee because the owner is requesting that the Board wave the fee. However, the owner was notified properly and did not secure a service contract until after our inspector was out to do the inspection. It is our recommendation to uphold the inspection fee because the owner was notified properly and did not secure the contract in a timely fashion.

MOTION

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

Motion carried unanimously.

B. Operation & Maintenance Fee Waiver Request – Heiser Road

Mr. Tekac explained that this is a request to waive an Operation and Maintenance inspection fee because there was a transfer of property ownership and the new owner was not receiving notification of the required inspection and service contract because our computer system did not have the correct mailing information. It is our recommendation to waive the inspection fee for this property because the owner was not receiving our communications.

MOTION

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

Motion carried unanimously.

C. Expedited Fee for ServSafe Proctored Exam

Mr. Tekac explained that this is an expedited fee for overnight shipping of a proctored ServSafe exam. It is a requirement of the Food Code for at least one person to have ServSafe certification in a food establishment. The Code allows for the person to take the class online and then for the Board of Health to proctor the exam here. A lot of individuals would like to pay to have the exam expedited so that it gets here quicker, instead of the normal seven (7) days that it takes to get here. The cost of the expedited fee is \$30.00.

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the Expedited Fee for ServSafe Proctored Exam as presented.

Motion carried unanimously.

D. Revised Memorandum of Understanding with Mahoning County Commissioners Office of Healthy Homes and Lead Hazard Control, \$125,000.00

Mr. Janik explained that a couple of months ago this contract was approved by the Board and this is just a revision to change the effective date to March 1, 2020 and to shift dollars from the laboratory fees to inspection fees.

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to approve the revised Memorandum of Understanding with Mahoning County Commissioners Office of Healthy Homes and Lead Hazard Control in the amount of \$125,000.00 as presented.

Motion carried unanimously.

E. MCPH Employee Exposure Control Plan Policy

Mr. Tekac explained that this plan was put together because one had not been in place before and it categorizes each job classification and the potential to be exposed to a blood borne pathogen. Ms. Horner added that it follows OSHA Blood Borne Pathogen Standards and is standard language as it applies to public employees provided by Public Entities Pool of Ohio. It is a policy that will be evaluated annually and/or changed immediately if necessary. An MOU will be created with Mercy Health as they have been named as the clinic location for testing on page six of the document.

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the MCPH Employee Exposure Control Plan Policy with two changes; the “standard universal precautions” editorial change and an MOU executed with Mercy Health.

Motion carried unanimously.

V. Reports

A. Division/Program

Susan Kovach

We have identified and trained two sanitarians that are ready to assist with contact tracing should we need them. Thankfully, we have not so far. At this point our time is being spent fielding phone calls and trying to get information out to the public regarding testing and how to stay safe if you are not symptomatic. We are also sending information to providers about the protocol for testing. We have been in close contact with Dennis O’Hara from Mahoning County Emergency Management Agency and have been forwarding requests for personal protective equipment to him that we receive. We are in Incident Command at this time and Debbie Moss and Sharon Woodall have been doing an incredible job with contact tracing.

Erica Horner

The Ohio Department of Health has suspended the home visits for public health nurses for the Children with Medical Handicaps program. If anything is needed for a family, it will be done over the phone.

The Cribs for Kids grant deliverables have been extended and home visits have been suspended. Group classes are limited to no more than 10 and will be held in a large room.

The Moms Quit for Two grant is a one on one session so those are being handled on a case by case basis. Those can be handled via telephone where applicable which is what we have been able to do so far.

We continue our response to the current COVID-19 public health issue. I want to thank Debbie Moss, Sharon Woodall and our clerical staff members for all their hard work on the increased demand from the community, health care providers and others.

(Submitted electronically)

For the month of February there were 75 community kits distributed in the Project DAWN naloxone program and 89% of those kits were distributed to populations who reside in areas at highest risk for overdoses in the county. There were 18 kits distributed to First Responders during February with one reported use and one reported save. Naloxone education and kit distribution was provided to 16 YSU Masters of Athletic Training students and faculty on February 19, 2020.

The goal of the Get Vaccinated Ohio Grant – School Immunization Assurance objective is to provide education on school immunization requirements to all Mahoning County K-12 grade responsible staff via on-site, webinar or conferences. Public Health Nurses Sharon Woodall and Rachel Jackson held two in-person conferences during February, one for new school nurses and a refresher training. They will continue this education in March with plans set to present during Youngstown City Schools In-Service and an additional training to be held at MCPH.

Dr. Kravec

From what we know as far as testing, there is a very limited supply of testing available at this point in time. That is due to the turnaround time at the lab where the tests are being sent because the media that the swabs are put in is only good for seven days and the lab turnaround time is 10 days at the lab currently (not ODH).

A lengthy discussion ensued regarding the potential plans involving the community hospitals and the Board of Health coming together to further discuss the status of this situation and future needs.

John Hallas (submitted electronically)

The Ohio Department of Health has changed our status from provisional to approved. Kudos to the food sanitarians for getting all the required inspections completed before February 29th. We received the Mosquito Control Grant from the Ohio EPA for \$25,000.00. The majority of the money will go to adult mosquito control and we have two interns to conduct surveillance trapping. The draft letters are completed for the Operation & Maintenance Program and we're working on the fee schedules. The Water Pollution Control Loan Fund monies have been approved and applications were sent and some have been submitted.

Michelle Edison (submitted electronically)

The HUB is adjusting programming in response to COVID-19. On March 9, 2020, Governor DeWine signed Executive Order 202-01D declaring a state of emergency for Ohio in order to prevent the spread of COVID-19. Additionally, the Ohio Department of Health required that all face to face home visits be temporarily suspended in order to protect the health and safety of families and staff being served. Since all of our care coordination agencies (CCA's) employ community health workers (CHW's) who conduct regular home visits, this has tremendously impacted the provision of services.

All CHWs have been instructed to provide "telephonic" visits until further notice. This will allow them to provide education, support and referral to services in lieu of in-person visits. Some of the opportunities and challenges identified are:

- It may be difficult to successfully connect with clients who do not have stable phone/internet service
- CHWs will not be able to fully assess the client's environmental issues
- Clients may not receive needed items like diapers or formula because some CCAs are not allowing their CHWs to drop off items at client's homes
- Other providers/services are only providing critical services so underlying issues may not be adequately addressed
- The provision of social services and healthcare services may be delayed
- CHWs may experience more stress because they are not able to effectively assist clients

We will continue to monitor the situation and adjust our procedures accordingly.

The HUB will begin implementation of its chronic disease programming next month. MYCAP has hired two full time CHWs to work with community members who have a diagnosed chronic condition (diabetes/pre-diabetes, hypertension, CVD, etc.). MYCAP is receiving funding from the HUB under the WRHF grant for this pilot to support the salaries of the CHWs. The CHWs will complete HUB orientation and Pathways Strategy training next month and will begin enrolling clients shortly thereafter.

I have been training and supervising Cathy Hergenrother, the project coordinator of MORE 1st Birthdays, to support the implementation, facilitation and quality assurance of the collaborative community approach to addressing African American infant mortality using funding from the Ohio Department of Medicaid. Cathy has been doing a great job of communicating with our partner agencies regularly in order to better understand their programs and to provide support. She is establishing reporting protocols to ensure that the funder, stakeholders, the partners and the community are kept up-to-date regarding the initiative's progress and gaps that are identified and/or addressed.

Scott Bolam (submitted electronically)

The laboratory was planning to start landfill sampling in April to get a jump on getting the program started earlier. We often are delayed in payment by several months and the plan was to start earlier. Now with COVID-19, we are planning to hold off and see how things develop. The sampling usually involves going inside homes to sample. Since we have some discretion on starting, we are going to delay for the time being.

We are finishing up third quarter Public Water System testing. We have received many calls from clients asking if we are still operating and we inform them that we are.

VI. Approval of Monthly Expenses

A. Monthly Expenses

MOTION

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

Motion carried unanimously.

B. Contracts

- 1) Tracy McNally, Janitorial Services at 50 Westchester, \$44,400.00/2 year contract

MOTION

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

Motion carried unanimously.

- 2) Lake Business Products, Two Year Maintenance Agreement for Environmental Copier, \$7,000.00

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the contract with Lake Business Products as presented.

Motion carried unanimously.

- 3) CPR Training of Ohio, CPR Training, \$2,025.00

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the contract with CPR Training of Ohio as presented.

Motion carried unanimously.

- 4) LogMeIn, GoToMeeting Video Conferencing Equipment, \$3,648.00

MOTION

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

Motion carried unanimously.

- 5) Keith Faber, Auditor of State, 2019 Financial Audit, \$17,507.00

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the contract with Keith Faber, Auditor of State as presented.

Motion carried unanimously.

- 6) Laptop Purchase, Amount to be Determined

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the contract with Keith Faber, Auditor of State 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. Executive Session

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to enter into Executive Session at 9:10 a.m.

Motion carried unanimously.

B. Exit Executive Session

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to exit Executive Session at 9:25 a.m.

Motion carried unanimously.

C. Appoint – Director of Environmental Health

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to appoint John Hallas as Director of Environmental Health as presented.

Motion carried unanimously.

D. Appoint – Team Lead

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to grant authority to the Health Commissioner to appoint a Team Lead in the Environmental Division with a \$2.00/hour pay increase.

Motion carried unanimously.

E. Appoint – HUB Operations Assistant

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to appoint Kali Kerstetter as the HUB Operations Assistant as presented.

Motion carried unanimously.

F. Appoint – RD/LD and Two Breastfeeding Peer Helpers – WIC Program

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to grant authority to Loretta Floyd-Pleas authority to appoint an RD/LD and two Breastfeeding Peer Helpers in the WIC Program.

Motion carried unanimously.

G. Resignation – Rachael Ruby

H. Post/Advertise – Community Health Worker

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to accept the resignation of Rachael Ruby with regrets effective March 29, 2020 and post the Community Health Worker position accordingly.

Motion carried unanimously.

X. **Adjournment**

MOTION

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

Motion carried unanimously.

MAHONING COUNTY PUBLIC HEALTH

FINANCE COMMITTEE MEETING

MARCH 17, 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 Requests, the creation of an expedited fee for the ServSafe Proctored Exam, the revised Memorandum of Understanding with the Mahoning County Commissioners Office of Healthy Homes and Lead Hazard Control and the monthly financial reports as presented.

The Finance Committee will recommend approval of the following contracts at the next regularly scheduled MCPH meeting March 18, 2020:

Contracts:

- Tracy McNally, Janitorial Services at 50 Westchester, \$44,400.00/2 year contract
- Lake Business Products, Two Year Maintenance Agreement for Environmental Copier, \$7,000.00
- CPR Training of Ohio, CPR Training, \$2,025.00
- LogMeIn, GoToMeeting Video Conferencing Equipment, \$3,648.00

Meeting adjourned at 9:45 a.m.

MAHONING COUNTY PUBLIC HEALTH

PERSONNEL COMMITTEE MEETING

MARCH 16, 2020

4:00 P.M.

Mahoning County Public Health

50 Westchester Drive

Youngstown, Ohio 44515

MINUTES

Board members present: Mr. Len Perry (via phone)
 Mr. Joe Mistovich (via phone)

Staff present: Ryan Tekac
 Ed Janik

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

At 4:03 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. Perry made a motion to leave executive session at 4:20 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 18, 2020.

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