

**Minutes of the
District Board of Health
Mahoning County
July 18, 2018
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on July 18, 2018 at 8:00 a.m. at the offices of the Mahoning County District Board of Health, 50 Westchester Drive, Youngstown, Ohio 44515.

I. Pledge of Allegiance

II. Roll Call

<u>Present</u>	<u>Absent</u>
Len Perry	Dr. Nancy Mosca
Bev Fisher	
Dr. Michael Miladore	
Joe Mistovich	

Staff Present: Ed Janik, Ryan Tekac, Erica Horner, Michelle Edison, Loretta Floyd-Pleas, Scott Bolam, Drew Stefan, Cory Powell, Dave Fetchko, Genevieve Bufano, Dr. Kravec, Julie Thompson, Patt Sweeney

Public Audience: Dave Mannion, Omar & Kristy Nagi

III. Minutes

MOTIONS

Dr. Miladore motioned, Mrs. Fisher seconded to approve the minutes of the 6/20/18 Board meeting as presented.

Motion carried unanimously.

Mr. Mistovich motioned, Mrs. Fisher seconded to approve the minutes of the 6/18/18 Personnel Committee meeting as presented.

Motion carried unanimously.

Mrs. Fisher motioned, Dr. Miladore seconded to approve the minutes of the 6/19/18 Finance Committee meeting as presented.

Motion carried unanimously.

IV. Special Requests/Subdivision Requests/Board Orders/Holding Tank Requests

A. Special Request #EH-SR-18-01 – Nagi (Canfield Twp.)

Mr. Tekac explained that this is referencing a property in Canfield for which the homeowner hired a pool contractor from the Cleveland area to install an in-ground pool. Mr. Nagi called the Building Department for an electrical inspection and it was brought to his attention that the company did not file for the proper permits or the onsite process with our office. Mr. Nagi contacted our office to make things right and applied for the on-site. The property has an off-lot aeration system. We visited the property and determined that there is a pretreatment tank in place to aid in reducing

the solids before it enters into the aeration treatment tank. The tank is on the corner of where the concrete will be installed for the pool. The options we explored at the time were to either move or eliminate the pretreatment tank. Removal of the pretreatment tank is not advisable as it is because it is beneficial. It is also a financial burden to move the tank. Mr. Nagi is requesting a variance of the isolation distance for a pretreatment tank to a hardscape.

MOTION

Dr. Miladore motioned, Mr. Mistovich seconded to approve the sanitarians recommendation for Special Request #EH-SR-18-01 as amended:

1. Recommend allowing the pretreatment tank to exist due to the added value of reducing solids before entering into the aeration system.
2. Recommend restructuring the concrete forms to avoid concrete being poured over the tank. **(Recommendation rescinded by Board of Health)**
3. Upon a deed transfer and/or when the tank is evaluated in poor condition; the tank will be properly abandoned and replaced to meet the current isolation distances required by any state or local regulations.
4. Add a riser to the septic tank that meets the state specifications to ensure safety in the accessibility of the tank.

Motion carried unanimously.

B. Emergency Board Order #SW-BO-18-02 – Arrow Disposal (Green Twp.)

Mr. Tekac explained that there is a potential situation with a property located in Green Township owned by Arrow Disposal who appears to be operating an illegal transfer station. They are currently dumping trash and holding it on the property prior to taking it to a waste facility. Mr. Fetchko has been working with Arrow Disposal for a month to have them remediate the problem but they have failed to do so. According to the owner they have had some vehicle breakdowns and in order to continue servicing their customers in a timely fashion, they have been dumping the trucks on the property and moving the waste out as they are able. They have been working on clearing the property but progress has been slow. We are requesting that the Board pre-approve an order in the event that work is not satisfactorily completed within the assigned time frame.

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to implement an emergency Board Order which will allow the Health Commissioner to issue if the work is not satisfactorily completed within 14 days.

Motion carried unanimously.

C. Board Order #EH-BO-18-01 – Delaney (Poland Twp.)

Mr. Stefan explained that this is a vacant dwelling with a hole in the roof that has degraded with other openings and solid waste is left on the property. There has been no contact with the owner who failed to appear at the Health Commissioner's Hearing.

MOTION

motioned, seconded to approve the sanitarians recommendation for Board Order #EH-BO-18-01 as presented:

In accordance with the Nuisance Abatement Code, Section 6.1, and O.R.C. §3707.01, declare the premises 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.

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

Motion carried unanimously.

D. Board Order #EH-BO-18-02 – Corelogic Tax Service (Boardman Twp.)

Mr. Powell explained that this is a vacant dwelling which is creating a public health nuisance and is a safety hazard because of improper storage of garbage containing food waste that has evidence of animals. Garbage cans contain standing water. The owner has failed to comply with abatement notices and did not appear at the Health Commissioner's Hearing.

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the sanitarians recommendation for Board Order #EH-BO-18-02 as presented:

In accordance with the Nuisance Abatement Code, Section 6.1, and O.R.C. §3707.01, declare the portion of property contaminated with solid waste 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. New Business

A. Policy and Procedure – Emergency Safety Policy

Mrs. Sweeney explained that this procedure has been written for all staff making home visits or conducting field inspections to let them know if they feel unsafe in any way they are to leave the property and notify their supervisor. A copy of the policy is attached to these minutes.

MOTION

Mr. Mistovich motioned, Dr. Miladore seconded to approve the Policy and Procedure – Emergency Safety Policy as presented.

Motion carried unanimously.

VI. Reports

A. Committee

Dr. Miladore reported that the Finance Committee met yesterday and finances are moving along appropriately and our cash balance is good. However, we have some expenditures in the future which will necessitate using a portion of the general fund.

Mr. Mistovich reported that the Personnel Committee met on Monday and will discuss their issues in Executive Session.

B. Division/Program

Julie Thompson

Ms. Thompson reported that she attended a very beneficial Public Health Improvement Training conference in Atlanta with Patt and Ryan. The conference was full of wonderful networking and learning opportunities. Aside from that, work continues on reaccreditation as well as the PHAB annual report.

Ed Janik

Started payroll training with the Auditor's Office last week on the new paperless system. Three renewal grants started on July 1st; the public health emergency preparedness grant, the Get Vaccinated Ohio grant and the Mom's Quit for Two grant. Will be attending a quarterly Fiscal/HR Officers meeting as well as a seminar hosted by Clemans Nelson & Associates next week.

Ryan Tekac

Our second rabies clinic was held this past Saturday, July 14th at the Struthers Police Department from 2:00 p.m. to 4:00 p.m. Dr. Lisa Kurtz administered 40 vaccines during the clinic. Our next clinic will be scheduled for fall and we will most likely be asking Angels for Animals if they would like to host.

The seminars I attended in Atlanta were focused on quality improvement; I learned great opportunities for forming diverse divisional teams and ideas for improving the QI plan.

The Sewage Rules Advisory Committee will convene on July 25th for the purpose of reviewing the proposed local rule changes regarding the Operation and Maintenance Program.

Erica Horner

For the Cribs for Kids Program in June 14 cribettes were distributed. Tracy Styka collaborated with the Great Groceries host to provide healthy recipes during at least a three month time frame. Tracy provided the first recipe for a no mayo healthy broccoli salad which aired on WFMJ Today June 12, 2018. We will be tracking the number of viewers and website views for each segment. MY Baby's 1st Birth Spacing PSA has aired 198 times between WFMJ & WBCB; 264 times total on radio stations WHOT-FM & WAKZ.

Project DAWN naloxone kits for June there were 7 community kits distributed with 1 reported use/ 0 reported saves; 16 full kits distributed to Law Enforcement/First Responders; 7 recorded uses with 6 total saves and one unknown at the time of report from First Responders.

180 childhood /adolescent immunizations were given to 77 patients in June at our regularly scheduled year round clinics. For the month of June, we were 87.5% on having children who were clients in our immunization clinics at age 2 considered up to date. 97% of adolescents in our immunizations clinics were considered up to date for required vaccines.

Reporting for Susan Kovach:

For the PHEP grant all the deliverables for the 2018 grant were successfully completed. The 2019 PHEP grant is \$11,000.00 less than our average amount of award and \$18,000.00 less than last year because we received carry over dollars. This year's grant has 22 deliverables which include five workbooks, three rubrics, three Point of Dispensing drills and one large functional exercise which is scheduled for January.

The State of Ohio has now been determined to be an outbreak state for Hepatitis A. A blast fax has been sent out to physicians, Mental Health and Recovery Board, hospitals, jails, homeless shelters, the homeless consortium and disease intervention specialists. Mercy Health sent it to their entire physician network. We surveyed many of the entities listed above and how they screen and provide vaccine. Right now community organizations have been reticent to implement a preventative vaccination strategy because of the cost to the organizations.

Michelle Edison

The HUB continues to connect women to a healthy pregnancy; currently there are 322 active enrolled women. There have been approximately 90 births since the beginning of the year. Right now the HUB is focusing on capturing data from the first two years for women who were lost to follow-up. The Community Legal Aid organization met with the HUB to report on the status of the HUB collaboration grant. The report was successful and we anticipate being able to continue our partnership with Community Legal Aid. The HUB and YMHA Fun Days sponsored by Promedica start on August 1st. This opportunity will be utilized to connect with the community to provide education and information, support the community and get referrals. After that, monthly educational workshops will be held at the various sites in cooperation with the MY Baby's 1st Team.

Loretta Floyd-Pleas

WIC recently had physician outreach with six residents from Steward Health Care who came to the Austintown Clinic and met with staff and also Ms. Smith from the HUB. They had a lot of great questions and it was a very productive learning opportunity. The Farmers Market program is going very well. The Breastfeeding Awareness Project is on track for August 10th. There has been space donated for the event and sponsors have made monetary contributions as well. The expanded evening clinic is really catching on and we are considering expanding it to other sites as well.

Scott Bolam

The lab will be audited in September for the A2LA accreditation which is the lead testing (dust wipes and soils). The EPA audit was conducted earlier this year. There has been an increase in lead and copper drinking water samples from EPA customers.

Dr. Kravec

Have been working with Ms. Horner and Mrs. Kovach regarding Hepatitis A information and influenza recommendations for the upcoming season. Also working with Dr. Proia and this office on tuberculosis protocols.

Patt Sweeney

The track I attended in Atlanta was strictly focused on performance management and what performance management can mean here. I have met with each division to discuss their roll in identifying the types of processes we are doing every day for which they would like to have data to include these indicators in our 2019 Performance Improvement Plan.

VII. 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) GBS Computer Solutions, Filebound Document Management System, \$43,259.26

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the contract with GBS Computer Solutions once the county prosecutor has checked the hold harmless clause.

Motion carried unanimously.

2) Holiday Inn Boardman, October All Staff Meeting, \$1,456.80

MOTION

Dr. Miladore motioned, Mr. Mistovich seconded to approve the contract with Holiday Inn Boardman as presented.

Motion carried unanimously.

3) ECMSI, Dell Laptop Computer for PIO Team, \$1,078.04

MOTION

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

Motion carried unanimously.

4) Welco, Inc., Moms Quit for Two Technical Support, \$2,120.00

MOTION

Dr. Miladore motioned, Mr. Mistovich seconded to approve the contract with Welco, Inc. pending evaluation of Appendix A when received.

Motion carried unanimously.

5) 898 Marketing, MCDBOH Branding Strategy and Campaign, \$24,550.00

MOTION

Dr. Miladore motioned, Mrs. Fisher seconded to approve the contract with 898 Marketing as presented.

Motion carried unanimously.

VIII. Travel

A. Official Travel

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the Official Travel 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, Mr. Mistovich seconded to exit Executive Session.

Motion carried unanimously.

C. Appoint – Part-Time WIC Breastfeeding Peer Helper

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to appoint Jasmine Hampton as a part-time WIC Breastfeeding Peer Helper as presented.

Motion carried unanimously.

D. Vacation – Health Commissioner 7/20-27

MOTION

Dr. Miladore motioned, Mr. Mistovich seconded to approve the vacation for the Health Commissioner as presented.

Motion carried unanimously.

E. Memorandum of Understanding with AFSCME Local 3759

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to consult with Clemans Nelson and Associates regarding the proposed Memorandum of Understanding with AFSCME Local 3759.

Motion carried unanimously.

X. **Adjournment**

MOTION

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

Motion carried unanimously.



Public Health
Prevent. Promote. Protect.
Mahoning County
District Board of Health

POLICY AND PROCEDURE	
SUBJECT/TITLE:	Temporary – Emergency Safety Policy
SCOPE:	Staff making home visits/conducting inspections
CONTACT PERSON & DIVISION:	Patricia Sweeney – Health Commissioner Administrative Division
ORIGINAL DATE ADOPTED:	June 20, 2018
BOARD APPROVAL DATE:	
REVIEW/REVISION DATE(S):	
REVIEW FREQUENCY:	6 months

Purpose	To ensure staff safety when making home visits or conducting inspections in the field
Definitions	
Program Requirements	When a staff member is making a home visit or is conducting a field inspection, should the staff member encounter “No Trespassing” signage and/or visualize activities which make the staff member feel unsafe, the staff member is to immediately terminate the visit/inspection. If practicable, photos should be taken of the circumstances warranting the staff member’s determination that the environment may be unsafe, but only if doing so would not further jeopardize staff security. Upon return to the office, the supervisor is to be notified and a Health Commissioner hearing is to be scheduled as soon as possible to inform the object of the visit/inspection of the safety concerns and to make alternative plans to address the original reason for the visit/inspection.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**PERSONNEL COMMITTEE MEETING
JULY 16, 2018
4:00 P.M.**

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

MINUTES

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

Staff present: Patricia Sweeney
 Ed Janik

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

At 4:00 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 5:15 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 July 18, 2018.

A motion to adjourn was made by Mr. Mistovich, seconded by Mr. Perry at 5:20 p.m.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**FINANCE COMMITTEE MEETING
JULY 17, 2018
4:00 P.M.**

**Canfield Fairgrounds Administration Building
7265 Columbiana Canfield Road
Canfield, Ohio 44406**

MINUTES

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

Staff present: Patt Sweeney
Ed Janik

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

The Finance Committee reviewed the monthly financial reports and proposed contracts.

The Finance Committee will recommend approval of the following contracts at the next regularly scheduled MCDBOH meeting July 18, 2018:

Contracts:

- GBS Computer Solutions, Filebound Document Management System, \$43,259.26
- Holiday Inn Boardman, October All Staff Meeting, \$1,456.80
- ECMSI, Dell Laptop Computer for PIO Team, \$1,500.00 (not to exceed)
- Welco, Inc., Moms Quit for Two Technical Support, \$2,120.00

Motion to adjourn was made by Mrs. Fisher, seconded by Dr. Miladore at 5:30 p.m.