

**Minutes of the
District Board of Health
Mahoning County
June 20, 2018
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on June 20, 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	
Bev Fisher	
Dr. Nancy Mosca	
Dr. Michael Miladore	
Joe Mistovich	

Staff Present: Ed Janik, John Hallas, Susan Kovach, Erica Horner, Michelle Edison, Scott Bolam, Cara Rasor, Julie Thompson, Patt Sweeney

Public Audience:

III. Minutes

MOTIONS

Mrs. Fisher motioned, Dr. Miladore seconded to approve the minutes of the 5/23/18 Board meeting as presented.

Motion carried unanimously.

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the minutes of the 5/22/18 Personnel Committee meeting as presented.

Motion carried unanimously.

Dr. Miladore motioned, Mrs. Fisher seconded to approve the minutes of the 5/22/18 Finance Committee meeting as presented.

Motion carried unanimously.

IV. New Business

A. Standard Operating Procedures – Food Safety Program – Uniform Inspections
Mr. Hallas explained that this procedure has been created based on FDA Voluntary National Retail Food Regulatory Program Standard #4 which requires the establishment of a quality assurance program to ensure uniformity among inspectors in the interpretation and application of laws, regulations, policies and procedures. This SOP cannot be used until the State changes to the new inspection forms and when that will take place has not yet been determined.

MOTION

Mrs. Fisher motioned, Dr. Mosca seconded to approve the Standard Operating Procedures for the Food Safety Program – Uniform Inspections as presented.

Motion carried unanimously.

B. Resolution to Apply for 2019 Pathways HUB Grant

Mr. Janik explained that the Ohio Commission on Minority Health requires a resolution from the Board to apply for the 2019 Pathways HUB grant.

MOTION

Dr. Mosca motioned, Mrs. Fisher seconded to approve the Resolution to Apply for 2019 Pathways HUB Grant as presented.

Motion carried unanimously.

C. Architecture Discussion

Mrs. Sweeney presented some preliminary drawings from Strollo Architects for proposed changes to the 50 Westchester building to increase security and add a small amount of additional work space. There was a meeting with the landlord to review the drawings and discuss financial responsibility. The landlord has requested that Strollo Architects finish drawing out the plans and that the project go out for bid. There is no action required by the Board at this time, this is simply an update.

D. Document Imaging

Mr. Bolam explained that three different vendors made presentations and provided proposal for document imaging. Upon review of the proposals, GBS Computer Solutions was slightly more expensive than the next vendor but there are technical advantages that play into his recommending that MCDBOH accept the proposal of GBS. GBS has previously partnered with ECMSI, our current IT provider. GBS has also worked with The Baldwin Group, who provides our HDIS software and them having familiarity with each other will be an advantage. Also, GBS is a local company whose close proximity will make it easier to access and return records that we have scanned as well as easier service and support.

MOTION

Dr. Miladore motioned, Dr. Mosca seconded to approve hiring GBS Computer Solutions for document imaging as presented.

Motion carried unanimously.

V. Reports

A. Committee

Dr. Miladore reported that the Finance Committee met yesterday and the budget is in line with what is expected from year to year. The finance are holding solid. There are some deliverables we are not able to collect on due to staffing issues which are anticipated to be rectified during Executive Session.

Dr. Mosca reported that the Personnel Committee met and will discuss their issues in Executive Session.

B. Division/Program

Julie Thompson

The PHAB Annual Report Section 1 will be unlocked on July 1st so work will commence on the annual report while reaccreditation efforts remain in full swing. Looking forward to attending reaccreditation workshops at the Public Health Improvement Training in Atlanta next week.

Ed Janik

We received the first half tax settlement for inside millage and TB levy in May. The PHEP grant ends on June 30, 2018 and there is a \$20,000.00 overage anticipated. That money will be transferred into the general fund. ODH gave the option to submit monthly or quarterly reports for reimbursement and this office chose monthly which has worked out well. There is more work to monthly reporting however, waiting for quarterly state payments would require using general funds to support grant funded projects.

John Hallas

The sewage sanitarians remain very busy with O&M and WPCLF. The Quality Improvement Team for real estate paperwork reduction has started meeting and streamlined four pages of letters and process documentation into a one page letter. Also, there is a rabies vaccination clinic scheduled for July 14th in Struthers at the Police Department garage.

Susan Kovach

We are currently monitoring the Hepatitis A outbreak in Ohio; ODH is having weekly calls to provide updates and this office is putting together a letter and fact sheets to be sent to the high risk populations such as jails, hospitals, etc. Several members of the MY Baby's 1st Coalition attended the Ohio Equity Institute conference last week and received training on community engagement. Influenza surveillance is officially done and now veterinary Lyme disease surveillance has started.

Erica Horner

Introduced Cara Rasor, the new Community Health Education Specialist who will be working with the Cribs for Kids program, naloxone education, and aging and chronic disease programs.

For the Cribs for Kids program in May 14 cribettes were distributed; the FIMR Case Review Team completed all 2017 fetal and infant deaths and will start data analysis for presentation to the Community Action Team this summer.

Two staff members have completed facilitator training for the new Chronic Pain course. The first Chronic Pain class at the Jewish Community Center started in May with 10 attendees the first day and seven attendees the second day. The Chronic Pain Self-Management Program is designed to provide education on how to live a healthy life with chronic pain including alternative methods to pharmaceutical interventions.

In May three Project DAWN community kits were distributed with no reported saves and 29 full kits were distributed to Law Enforcement/First Responders with 14 recorded uses and 14 total saves from First Responders.

Also in May 152 childhood/adolescent immunizations were given to 59 patients at our regularly scheduled year round clinics. 150 immunizations were provided to 134 upcoming 7th and 12th grade students at a total of 12 schools during May. For the month of May we were 90% on having children who were clients in our immunization clinics at age 2 considered up to date. 95% of adolescents in our immunization clinics were considered up to date for required vaccines.

Michelle Edison

Currently the HUB has approximately 300 active women enrolled. There has been an increase in first trimester enrollment which is a goal. There have been 62 births this year and we continue to monitor pre-term births and low birth weights to see when the mothers were enrolled and what services they are receiving. The HUB recently held a Community Health Worker's training and brought in the President of the Ohio Community Health Worker's Association and focused on data entry, placement, how to conduct an effective home visit. Will be partnering with YMHA this summer on our Fun Days and will also be visiting some low income housing.

Scott Bolam

The lab is finishing up second quarter water testing activities for the public water system clients. Just finished the first phase of a corrosion control project for a client and will be moving into the continued verification phase of the project next. The lab will also be testing samples collected from the Grand River as part of the Grand River Watershed Project. Next week groundwater monitoring samples will be collected from around Mahoning Landfill.

Patt Sweeney

I have been working on the development of a proposal from The Hospital Council of Northwest Ohio contract in collaboration with Mercy Health, Akron Children's Hospital, Mahoning and Trumbull County mental health boards, the Health Community Partnership and each of the health departments in Trumbull and Mahoning counties to align our Community Health Assessments. Work continues on PHAB, the strategic plan, workforce development and quality improvement.

VI. Board Continuing Education

A. HUB Policy and Procedure Review

Mrs. Edison gave a 20 minute PowerPoint presentation to the Board reviewing the HUB Policies and Procedures followed by a 10 minute question and answer period. A copy of the presentation is attached to these minutes.

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) The Hospital Council of Northwest Ohio, CHA/CHNA Master Agreement to Purchase Services, \$20,000.00 (\$15,000.00 grant funded/\$5,000.00 general fund)

MOTION

Dr. Miladore motioned, Mrs. Fisher seconded to approve the contract with The Hospital Council of Northwest Ohio as presented.

Motion carried unanimously.

2) Cliff Hartley Training Agency, Plumbing Continuing Education Training, \$822.24

MOTION

Dr. Mosca motioned, Mr. Mistovich seconded to approve the contract with Cliff Hartley Training Agency as presented.

Motion carried unanimously.

3) Vetcor of Boardman LLC dba Doctors Park Veterinary Clinic, Rabies Specimen Submission, \$2,000.00

MOTION

Mr. Mistovich motioned, Mrs. Fisher seconded to approve the contract with Vetcor of Boardman LLC dba Doctors Park Veterinary Clinic as presented.

Motion carried unanimously.

4) Mahoning County Commissioners, Youngstown WIC Clinic Rent, \$6,000.00 (amount amended from original contract for additional space)

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve the contract with Mahoning County Commissioners as presented.

Motion carried unanimously.

5) Mercy Health Youngstown, LLC – Resource Mothers Program, MY Baby's 1st Medicaid Round 2 Funding, \$166,881.00

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to approve the contract with Mercy Health Youngstown, LLC – Resource Mothers Program pending the adjustment of the caseload numbers.

Motion carried unanimously.

C. Notice of Award – 2017 Water Pollution Control Loan Fund Monies – Designs

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to award the designs contract for the 2017 Water Pollution Control Loan Fund Monies to Charlie Hoffman Septic Services. The amount of the contract is not to exceed \$45,000.00.

Motion carried unanimously.

VIII. Travel

A. Official Travel

MOTION

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

Motion carried unanimously.

IX. Personnel Actions

A. Executive Session

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to go into Executive Session to discuss personnel matters at 9:23 a.m.

Motion carried unanimously.

B. Exit Executive Session

MOTION

Mrs. Fisher motioned, Dr. Miladore seconded to exit Executive Session.

Motion carried unanimously.

C. Approve – Part-Time Laboratory Clerk

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve hiring Kelsey Gill as a part-time laboratory clerk as presented.

Motion carried unanimously.

D. Approve – Full-Time Public Health Nurse

MOTION

Dr. Miladore motioned, Mrs. Fisher seconded to approve hiring Linda Mervin as a full-time public health nurse at the appropriate level as presented.

Motion carried unanimously.

E. Resignation – Tabbatha Bennett

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to accept the resignation of Tabbatha Bennett from the WIC department as presented.

Motion carried unanimously.

F. Post/Advertise – Part-Time WIC Breastfeeding Peer Helper

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to post/advertise for a part-time WIC Breastfeeding Peer Helper as presented.

Motion carried unanimously.

G. Resolution – Emergency Detention Order

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve a Resolution for an Emergency Detention Order, on behalf of the District Board of Health who has reasonable grounds to believe, an individual who has or is suspected of having an active case of a communicable disease and poses a substantial danger to the health of other individuals pursuant to the Ohio Revised Code Section 329.87. The Board of Health is directing the police department at St. Elizabeth's Boardman campus to detain this individual until such time as the Mahoning County Probate Court issues an order providing for further detention or release as presented.

Motion carried unanimously.

H. Application for Detention Order to Probate Court

MOTION

Mrs. Fisher motioned, Mr. Mistovich seconded to approve Atty. Tim Tusek's application for detention order to Mahoning County Probate Court pertaining to the above matter.


Motion carried unanimously.

X. Adjournment


MOTION

Dr. Miladore motioned, Mrs. Fisher seconded to adjourn the meeting.

Motion carried unanimously.



Policies and Procedures Review
June 20, 2018



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Mahoning County District Board of Health

Our Goal



...to ensure the timely provision of appropriate, high-quality, cost-effective, evidence-based services that will have a meaningful impact on those served.




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Our Purpose

...improve health outcomes and reduce infant mortality rates within Mahoning County by utilizing the Pathways Community HUB Model. The HUB will partner with local care coordination agencies to find those at greatest risk for poor health outcomes, treat their unique challenges by connecting them to evidence-based interventions, and measure program outcomes.




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Our Mission

to reduce disparities in health outcomes by eliminating barriers to health and well-being for at risk populations.



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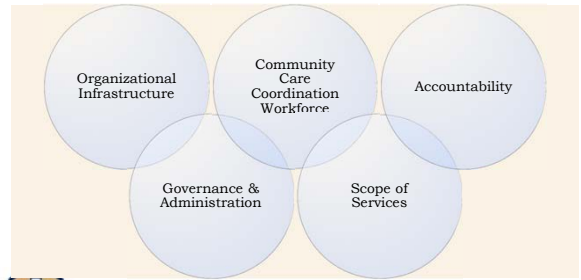


The Inspiration

Pathways Community HUB Certification
Pre-Requisites and Standards
(Revised November 2017)



The Standards



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The Certification



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Background

Laying the foundation

The "Terms"

The HUB	CCA	CHW
Care Coordinator	Supervisor	Home Visit
NOC	At-risk individual	

Public Health Mahoning County District Board of Health Pathways HUB

The Assurances

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graph TD; A[Addressing barriers with the NOC] --- B[Adhering to HIPAA]; B --- C[Commitment to quality improvement]; C --- D[CLAS Standards]; A --- E[Who?]; B --- E; C --- E; D --- E;
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Public Health Mahoning County District Board of Health Pathways HUB

Scope of Work

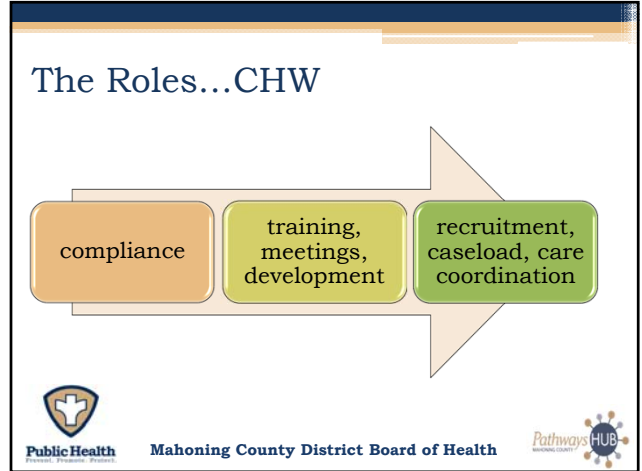
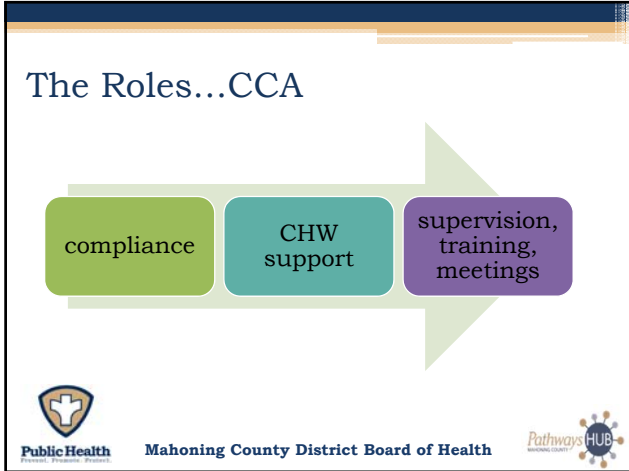
Expectations

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The Roles...HUB

quality assurance → training → resources

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Procedures

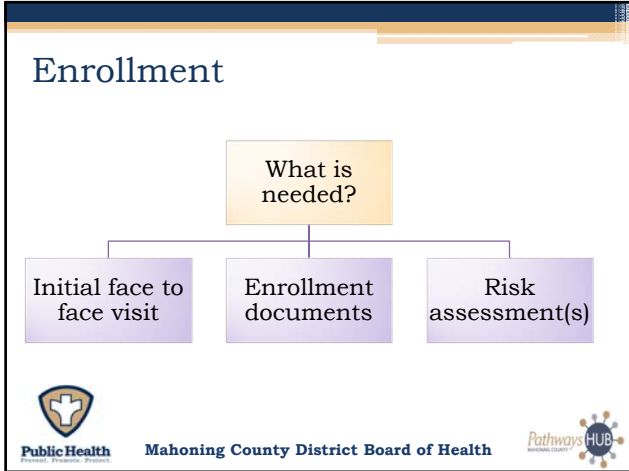
Effective Care Coordination

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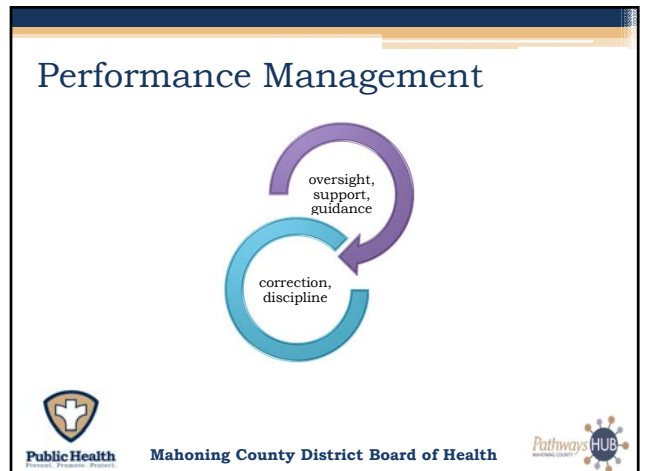
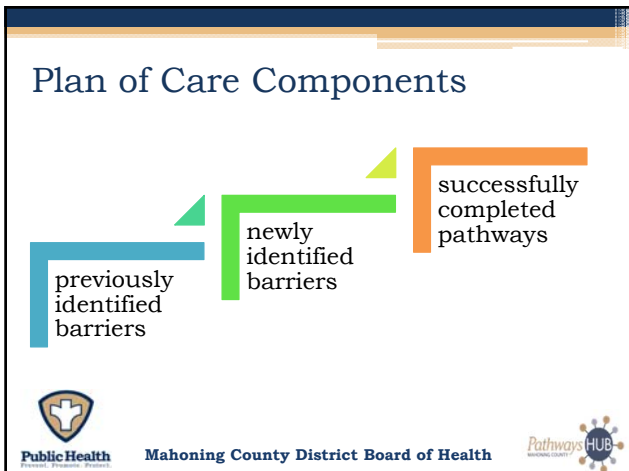
Recruitment

The HUB is responsible for receiving client referrals from any source that can assist in identifying individuals who would benefit from Pathways services including self referrals, medical providers, community organizations or agencies, or a payer.

Public Health Mahoning County District Board of Health Pathways HUB




- ### Engagement
- Frequency of home visits
 - Documentation
 - Supplementing home visits
 - Special considerations*
- Public Health Mahoning County District Board of Health Pathways HUB




Compliance

Contractual
Accounting & Financial
Conflict of Interest



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Pathways HUB
Mahoning County


Brief summary

Changes	<ul style="list-style-type: none">Population has been generalizedPCC is now CHW
Inclusions	<ul style="list-style-type: none">Scope of WorkPerformance Management



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Pathways HUB
Mahoning County

Q & A



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Pathways HUB
Mahoning County


Michelle Edison, MPH, MS
Pathways HUB Coordinator

Thank you!



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Pathways HUB
Mahoning County

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**PERSONNEL COMMITTEE MEETING
JUNE 18, 2018
4:00 P.M.**

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

MINUTES

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

Staff present: Patricia Sweeney
Ed Janik

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

At 4:00 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.

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 June 20, 2018.

A motion to adjourn was made by Dr. Mosca, seconded by Mr. Perry at 5:00 p.m.

**DISTRICT BOARD OF HEALTH
MAHONING COUNTY**

**FINANCE COMMITTEE MEETING
JUNE 19, 2018
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

Staff present: Patt Sweeney
Ed Janik

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

The Finance Committee discussed the Resolution to apply for the 2019 HUB grant, the proposals for document imaging, the Notice of Award for 2017 Water Pollution Control Loan Fund monies for designs and the monthly financial reports and proposed contracts were reviewed.

The Finance Committee will recommend approval of the following contracts at the next regularly scheduled MCDBOH meeting June 20, 2018:

Contracts:

- The Hospital Council of Northwest Ohio, CHA/CHNA Master Agreement to Purchase Services , \$20,000.00 (\$15,000.00 grant funding/\$5,000 general fund)
- Cliff Hartley Training Agency, Plumbing Continuing Education Class Training, \$822.24
- Vetcor of Boardman, LLC, dba Doctors Park Veterinary Clinic, Rabies Specimen Submission, \$2,000.00
- Mahoning County Commissioners, Youngstown WIC Clinic Rent, \$6,000.00 (amount amended from original contract for additional space)
- Mercy Health Youngstown, LLC – Resource Mothers Program, MY Baby’s 1st Medicaid Round 2 Funding, \$166,881.00

Motion to adjourn was made by Mrs. Fisher, seconded by Dr. Miladore at 9:45 a.m.