

**Minutes of the  
District Board of Health  
Mahoning County  
March 21, 2018  
8:00 a.m.**

The Mahoning County District Board of Health held its regular meeting on March 21, 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>Board Members via Tele-Conference (not voting)</u>
Don Somers	Dr. Michael Miladore
Len Perry	
Bev Fisher	
Dr. Nancy Mosca	

Staff Present: Ed Janik, Ryan Tekac, Susan Kovach, Erica Horner, Michelle Edison, Loretta Floyd-Pleas, Scott Bolam, Dr. Kravec, Julie Thompson, Patt Sweeney

Public Audience: John Ackworth

**III. Minutes**

**MOTIONS**

Mrs. Fisher motioned, Mr. Perry seconded to approve the minutes of the 2/21/18 Board meeting as presented.

Motion carried unanimously.

Mr. Somers motioned, Mrs. Fisher seconded to approve the minutes of the 2/16/18 Finance Committee meeting as presented.

Motion carried unanimously.

Mrs. Fisher motioned, Mr. Perry seconded to approve the minutes of the 2/16/18 Personnel Committee meeting as presented.

Motion carried unanimously.

**IV. Request to Address the Board**

**A. J. Ackworth – Poland Township**

Mr. Tekac explained that Mr. Ackworth owns a home in Poland that underwent a real estate inspection which determined that the property is accessible to sanitary sewer. According to the State of Ohio regulations, any time a property is accessible to sanitary sewer it must be connected. In 1977 the Ohio Department of Health interpretative guide for Household Sewage Disposal Rules established the requirement for the abandonment of a household sewage treatment system and the connection to sanitary sewer when the foundation of the house is within 200 feet or less from the nearest boundary of the sewer right-of-way. When the rules changed in 2015 ODH left the footage requirement up to the discretion of the Board of Health. MCDBOH kept the 200 foot policy in place for the sake of

consistency. At this point Mr. Tekac introduced Mr. Ackworth to present his request to the Board.

Mr. Ackworth explained that this property has been in his family for several generations and he bought out other family members to become the sole owner of this rental property. As the owner of a sanitation company, the septic system for this house has been properly maintained. He stated that he did not receive notification that this property needed to be connected to sewer until the real estate inspection. Mr. Akworth stated that his main concern is that property with a properly functioning septic system is being required connect to sanitary sewer. This will cost a substantial amount of money and there is no real reason to require it. The purpose of this conversation today is to request for the Board of Health to consider not requiring this property be connected to sanitary sewer because it is a financial hardship.

After discussion the Board made the following motion to enable Mr. Ackworth to continue the appeals process:

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to deny the request by Mr. Ackworth as presented.

Motion carried unanimously.

**V. New Business**

**A. Fee Change – Shingrix Vaccine**

Mr. Janik explained that the fee of \$140.00 was established in January when the vaccine was added to our inventory but we have now learned that the vaccine reimbursement rate is currently \$168.00 per vaccination. WE are asking the Board to revise the fee for the Shingrix vaccine to \$168.00 effective upon approval.

**MOTION**

Dr. Mosca motioned, Mrs. Fisher seconded to change the fee for the Shingrix vaccine to \$168.00 as presented effective upon approval.

Motion carried unanimously.

**B. Authority to Apply for MCDBOH Credit Card**

Mr. Janik explained that the opportunity has been provided to apply for a bank credit card. Currently the Board of Health has two credit cards; one is a gas card and one is a store credit card. There is an agency need for a credit card to cover expenses such as air fare, hotel reservations and online reservations. Having such a department credit card would eliminate employees having to put these charges on their on their personal credit cards and then submit a request for reimbursement. This request is for the Board to grant authority to the Fiscal Division apply for a credit card on behalf of the MCDBOH. If the credit application is approved, a credit card use policy will be written and brought to the Board for approval.

**MOTION**

Mrs. Fisher motioned, Mr. Somers seconded to approve the authority to apply for MCDBOH credit card as presented.

Motion carried unanimously.

**C. Contract for Services – City of Struthers**

Mr. Janik explained that the current contract for services with Struthers is expiring at the end of June. This is a three year contract where they pay the same amount of money as

every else who is part of the health district. Mrs. Sweeney has met with the Mayor and they are pleased with the services and wish to maintain the agreement.

**MOTION**

Mr. Perry motioned, Mr. Somers seconded to recommend to the District Advisory Council to approve the contract for services with the city of Struthers as presented.

Motion carried unanimously.

D. 2018 Sanitary Requirements for Tattoo and Body Piercing Establishments – First Reading

Mr. Tekac explained that the Mahoning County Tattoo and Body Piercing Committee has reviewed technological changes within the industry in regards to sterilization of reusable hand pieces. The committee agrees that an additional section needs to be added to the Mahoning County Health District Regulations titled “Sanitary Requirements for Tattoo and Body Piercing Establishments”.

The addition will be added to Section 3 and shall read:

(C) Sterilization on Reusable Hand Pieces

(1) In addition to the requirements in paragraphs (A) and (B) of this section, individuals providing services using pre-sterilized single-use disposable needle cartridges and reusable hand pieces that would incur significant damage if sterilized in accordance with rule 3701-9-08 of the Ohio Administrative Code shall comply with the following:

- (a) While in use, hand pieces shall be completely covered with a barrier film or other protective material utilizing an impermeable membrane to prevent contamination of the hand piece. The barrier film or protective material shall be replaced between each client.
- (b) The hand piece shall be disinfected between each client by submerging in an appropriate disinfectant for the amount of time specified in the manufacturer’s instructions or recommendations; or
- (c) The hand piece shall be thoroughly wiped down between each client with an appropriate disinfectant.
- (d) In the case of visible exposure of the hand piece to blood, the individual performing the service shall immediately:
  - (i) Place the hand piece in a rigid, tightly closed container before returning the hand piece to the manufacturer; or
  - (ii) Discard the hand piece in accordance with Chapter 3745-27 of the Ohio Administrative Code.

This is the first of three readings for the proposed change and there is no action required by the Board at this time.

**VI. Reports**

A. Committee

Mr. Perry reported that the Personnel Committee met and will discuss their items in Executive Session.

Dr. Miladore reported that the Finance Committee met and reviewed the contracts and new business items. At this time the finances are very stable; grants are coming in and expenditures are appropriate.

B. Division/Program

Julie Thompson

Plans are well underway for the All Staff Meeting planned for April 27. Ms. Thompson attended a meeting for all Ohio accredited health department at Union County Health Department. The meeting focused on preparation for reaccreditation and how PHAB can further support our efforts moving forward.

Ed Janik

Starting next grant cycle the IAP grant is going to be replaced with the Get Vaccinated Ohio grant which will be 100% deliverable based. The current grant is part deliverable and part base. The state subsidy report has been submitted to Columbus. The State Auditors will be coming next week to start the 2017 audit.

Ryan Tekac

The food sanitarians finished their inspections for the year and are starting to focus on festivals, fairs, temporary events. The sewage staff has been working to develop the expanded Operations and Maintenance Program. They have reviewed data for 16,000+ septic systems to ensure data accuracy. A new instrument is being purchased for the pool inspection program. The new tool will reduce the number of current separate water tests that are done at each pool into one test that takes approximately 30 seconds.

Erica Horner

In February, the Cribs for Kids Program distributed 22 pack n 'plays; The FIMR 2017 summary report indicated a slight decrease in the total number of fetal, infant, and child deaths from 37 in 2016 to 26 total deaths in 2017. All age at death categories saw a decrease with the exception of neonatal deaths which had a slight increase. The FIMR Team has reviewed a total of 34 deaths from 2015-2017. The most frequently identified is commonalities across all reviewed deaths: maternal obesity, alcohol, tobacco, or other drug use, hypertension, and inadequate birth spacing.

In February, 15 Project DAWN naloxone kits were distributed to community members with 0 reported saves; 11 full kits/10 single doses were distributed to Law Enforcement/First Responders; 4 recorded uses with 4 total saves reported from First Responders.

Immunization Clinics: 129 childhood/adolescent immunizations were given to 57 patients in February. For the month of February, we were 67% on having children who were clients in our immunization clinics at age 2 considered up to date (1 out of 3 children in this age range was not up to date due to presenting to our clinics already behind). 100% of adolescents in our immunization clinics considered up to date for required vaccines. Flu clinics started in September: 1633 administered through 02/28/18. ACIP has voted to approve the live intranasal influenza vaccine (Flu-Mist) for the next flu season 2018-2019.

Get Vaccinated Grant (currently called the IAP grant): RFP for FY18/19 released. Ms. Horner is currently working on the application which is due 04/02/18. This grant has now transitioned to an all deliverables based and has 11 separate deliverables with a mixture of interventions designed to improve childhood/adolescent immunization rates in the department and in the community.

Susan Kovach

Ms. Kovach reported that she is currently interviewing to fill the Prescription Drug Overdose Prevention Coordinator position. The new grant for that program is due at the end of April and begins in September. It is a continuation grant. The MCDBOH Emergency Response Plan was approved by the Ohio Department of Health so it will be coming to the Board for approval. The weekly numbers of Influenza cases are beginning to decline.

Michelle Edison

The HUB is focusing on continuing to grow partnerships with agencies and programs that engage pregnant women to ensure that at-risk women get the services they need. The HUB is also assessing how to best partner with providers to develop a competent care plan for our clients to ensure we aren't missing any steps and that there is good communication.

Loretta Floyd-Pleas

The WIC Program is currently mentoring the YSU Dietetic students at each of the clinic sites. Minority Health month is providing a lot of outreach activities for WIC. The first Tuesday of May will begin the trial of extended clinic hours at the Austintown site. The Youngstown Clinic will be a focus area to increase the redemption of farmer's market coupons for clients.

Scott Bolam

The Environmental Laboratory is moving forward with establishing a Legionella testing program and should be able to begin testing soon. Trumbull County has already started their sample submissions for the season. Lab staff will begin collecting samples around county landfills in April.

Dr. Kravec

Dr. Kravec reported that he has been working with several MCDBOH staff regarding influenza. He also mentioned that he is exploring physician outreach opportunities with the HUB.

Patt Sweeney

The District Advisory Council annual meeting will be held tomorrow at 7:00 p.m. at the Canfield Township Hall on the Green in Canfield and all Board members and leadership team members are welcome to attend. We will be discussing a number of contracts for approval today; that are all funded by the Ohio Department of Medicaid and intended to support community efforts to reduce infant mortality across Mahoning County.

**VII. Approval of Monthly Expenses**

A. Monthly Expenses

**MOTION**

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

Motion carried unanimously.

B. Contracts

1) Worklife by Meridian, Purchase Order Increase of \$300 to \$1,578.00

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve the contract with Worklife by Meridian as presented.

Motion carried unanimously.

2) Genesis Outdoor Advertising, Mom's Quit for Two Public Education, \$870.00

3) Genesis Outdoor Advertising, Tuberculosis Public Education, \$900.00

**MOTION**

Mrs. Fisher motioned, Dr. Mosca seconded to approve the contracts with Genesis Outdoor Advertising as presented.

Motion carried unanimously.

4) Holiday Inn Boardman, April All Staff Meeting, \$1,456.80

5) Holiday Inn Boardman, Mahoning County Community CMS Partners Meeting,

\$1,200.00

**MOTION**

Dr. Mosca motioned, Mrs. Fisher seconded to approve the contracts with Holiday Inn Boardman as presented.

Motion carried unanimously.

6) National Cinemedia, LLC, HIV-Get Tested 2018 Public Education Campaign, \$4,999.14

**MOTION**

Dr. Mosca motioned, Mrs. Fisher seconded to approve the contract with National Cinemedia, LLC. as presented.

Motion carried unanimously.

7) Western Reserve Transit Authority, Mom's Quit for Two Public Education, \$1,490.00

8) Western Reserve Transit Authority, HIV/STD Public Education, \$1,585.00

**MOTION**

Dr. Mosca motioned, Mrs. Fisher seconded to approve the contracts with Western Reserve Transit Authority as presented.

Motion carried unanimously.

9) ECMSI, Dell Latitude 5285 with Keyboard and Docking Station, \$1,582.00

**MOTION**

Mr. Somers motioned, Dr. Mosca seconded to approve the contract with ECMSI as presented.

Motion carried unanimously.

10) ALC Technologies, Digital Security Cameras and Repositioning Analog Cameras, \$1,421.50

**MOTION**

Dr. Mosca motioned, Mr. Somers seconded to approve the contract with ALC Technologies as presented.

Motion carried unanimously.

11) Mercy Health Youngstown, LLC (Resource Mothers), MY Baby's 1<sup>st</sup> Subgrantee, \$232,305.00

12) Planned Parenthood – OIMRI, MY Baby's 1<sup>st</sup> Subgrantee Contract Addendum Increase to \$352,287.00

13) Mercy Health Youngstown, LLC (Centering Pregnancy), MY Baby's 1<sup>st</sup> Subgrantee, \$43,376.00

14) Alta Care Group, Inc., MY Baby's 1<sup>st</sup> Subgrantee, \$174,217.00

15) Youngstown City Health District, MY Baby's 1<sup>st</sup> Subgrantee, \$87,069.00

16) C.E.S. Group (3 Kings Transportation), MY Baby's 1<sup>st</sup> Subgrantee, \$155,314.00

17) Mercy Health Youngstown, Mahoning County Centering Pregnancy Site #3 – MY Baby's 1<sup>st</sup> Subgrantee, \$49,376.00

**MOTION**

Dr. Mosca motioned, Mrs. Fisher seconded to approve the above named contracts as presented.

Motion carried unanimously.

18) Mahoning County Educational Service Center, Full-Time Community Health Worker, \$87,059.00

**MOTION**

Mrs. Fisher motioned, Dr. Mosca seconded to approve the offering of a contract to the Mahoning County Educational Service Center should they choose to follow the stipulations that are required by the Ohio Department of Medicaid.

Motion carried unanimously.

**VIII. Travel**

A. Official Travel and B. Continuing Education

**MOTION**

Mrs. Fisher motioned, Dr. Mosca seconded to approve the Official Travel and Continuing Education as presented.

Motion carried unanimously.

**IX. Presentation to Don Somers**

Mr. Perry presented Mr. Somers with a plaque thanking him for his years of dedicated service to the Board of Health; first as the Environmental Health Director and then as a Board member serving from March of 1996 through March of 2018.

Mr. Somers thanked the Board and Staff of the Mahoning County District Board of Health for all of their hard work and dedication serving the residents of Mahoning County.

**X. Personnel Actions**

A. Executive Session

**MOTION**

Mr. Perry motioned, Mrs. Fisher seconded to go into Executive Session to discuss personnel matters at 9:18 a.m.

Motion carried unanimously.

B. Exit Executive Session

**MOTION**

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

Motion carried unanimously.

C. Longevity Schedule for Exempt Employees

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve the longevity schedule for exempt employees as presented.

Motion carried unanimously.

D. Vacation – Health Commissioner 3/26-3/30

**MOTION**

Mr. Somers motioned, Mrs. Fisher seconded to approve vacation for the Health Commissioner as presented.

Motion carried unanimously.

**XI. Adjournment**

**MOTION**

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

Motion carried unanimously.

**DISTRICT BOARD OF HEALTH  
MAHONING COUNTY**

**PERSONNEL COMMITTEE MEETING  
MARCH 19, 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

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 Dr. Mosca.

Mr. Perry made a motion to leave executive session at 4:40 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 March 21, 2018.

A motion to adjourn was made by Dr. Mosca, seconded by Mr. Perry at 4:45 p.m.

**DISTRICT BOARD OF HEALTH  
MAHONING COUNTY**

**FINANCE COMMITTEE MEETING  
MARCH 20, 2018  
8:00 A.M.**

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

**MINUTES**

Board members present: Mrs. Bev Fisher  
Mr. Don Somers

Board members via tele-conference: Dr. Michael Miladore

Staff present: Patt Sweeney  
Ed Janik

Meeting called to order at 8:00 a.m.

The Finance committee discussed the proposed fee change for the Shingrix vaccine, the potential to apply for a Board of Health credit card 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 March 21, 2018:

Contracts:

- Worklife by Meridian, Purchase Order Increase of \$300.00 to \$1,578.00
- Genesis Outdoor Advertising, Mom's Quit for Two Educational Advertising, \$870.00
- Genesis Outdoor Advertising, Tuberculosis Educational Advertising, \$900.00
- Holiday Inn Boardman, April All Staff Meeting, \$1,456.80
- Holiday Inn Boardman, Mahoning County Community CMS Partners Meeting, \$1,200.00
- National Cinemedia, LLC, HIV-Get Tested 2018 Advertising, \$4,999.14
- Western Reserve Transit Authority, Mom's Quit for Two Educational Advertising, \$1,490.00
- Western Reserve Transit Authority, HIV/STD Educational Advertising, \$1,585.00
- ECMSI, Dell Latitude 5282 with keyboard and docking station, \$1,582.00
- ALC Technologies, Digital Security Cameras and repositioning analog cameras, \$1,421.50
- Mercy Health Youngstown, LLC (Resource Mothers), MY Baby's 1<sup>st</sup> Subgrantee, \$232,305.00
- Planned Parenthood – OIMRI, MY Baby's 1<sup>st</sup> Subgrantee Contract Addendum Increase to \$352,287.00
- Mercy Health Youngstown (Centering Pregnancy), MY Baby's 1<sup>st</sup> Subgrantee, \$47,376.00
- Alta Care Group, Inc., MY Baby's 1<sup>st</sup> Subgrantee, \$174,217.00
- Youngstown City Health District, MY Baby's 1<sup>st</sup> Subgrantee, \$87,069.00
- C.E.S. Group (3 Kings Transportation), MY Baby's 1<sup>st</sup> Subgrantee, \$155,314.00
- Mercy Health Youngstown, Mahoning County Centering Pregnancy Site #3 – MY Baby's 1<sup>st</sup> Subgrantee, \$49,376.00

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