

**February 19, 2019**

The regular monthly meeting of the Board of Health was held on Tuesday, February 19, 2019 in the Community Room, 2<sup>nd</sup> Floor, Trumbull Towers Building, 500 Market Street, Steubenville, Ohio.

**Present**

Frank L. Petrola  
Dale Featheringham  
John Parker  
Nicole Balakos

**Staff**

Frank J. Petrola  
Annette Stewart  
Frank Klinger, SIT  
Kim Mark, RN  
Stephanie Chester, RN  
Marc Maragos, RS  
Karen Grimm

**Absent**

George Van Weelden

**Prosecutor**

Emanuela Agresta

**Guest**

(none)

**CALL TO ORDER**

Frank L. Petrola called the meeting to order.

**APPROVAL OF BOARD MINUTES**

Mrs. Stewart presented the Board of Health with the January, 2019 Board Minutes for their approval.

***Tabled- corrections to be made and re-presented at the March 19, 2019 meeting. Nurse practitioner contracts were requested along with malpractice insurance for the practitioners. It was also questioned if mileage is included in the nurse practitioner contracts. Nicole Balakos disputed the entire Nurse Practitioner invoice, amount of hours, mileage, and contract.***

**FISCAL REPORTS**

**January Fund Balances**

Mrs. Stewart presented the Board of Health with January Fund Balances totaling \$423,981.74, January Revenue totaling \$188,528.04, January Expenditures totaling \$191,482.36, January Purchase Orders totaling \$2,657.89, and Then and Now Statements totaling \$114,355.50 for their approval.

***Mr. John Parker moved to approve the January Fund Balances totaling \$423,981.74, January Revenue totaling \$188,528.04, January Expenditures totaling \$191,482.36, January Purchase Orders totaling \$2,657.89, and Then and Now Statements totaling \$114,355.50 as presented by Mrs. Stewart, seconded by Mr. Dale Featheringham.***

**Vote –**

|                               |            |
|-------------------------------|------------|
| <b>John Parker</b>            | <b>Yes</b> |
| <b>Dr. Frank L. Petrola</b>   | <b>Yes</b> |
| <b>Mrs. Nicole Balakos</b>    | <b>No</b>  |
| <b>Mr. Dale Featheringham</b> | <b>Yes</b> |

### **January Financial Report**

Mrs. Stewart presented the Board of Health the January Financial Report.

***Mr. John Parker moved to approve the January Financial Report, seconded by Mr. Dale Featheringham. It was noted by Mr. Parker that future Financial Reports are to include a detailed financial data report from the county Auditor's office.***

**Vote- Unanimous, YES**

### **Annual Financial Report**

Mrs. Stewart presented the Board of Health with 2018 Annual Financial Report for their approval.

***Mr. John Parker moved to approve the 2018 Annual Financial Report as presented by Mrs. Stewart, seconded by Mr. Dale Featheringham.***

**Vote- Unanimous, YES**

Mrs. Stewart presented the Board of Health with the Appropriations Report.

***Dr. Frank L. Petrola moved to approve the Appropriations, seconded by Mr. John Parker.***

**Vote- Unanimous, YES**

Mrs. Stewart presented the Board of Health with the Sick and Vacation Time Liability Report.

**Vote- Unanimous, YES**

## OPEN BUSINESS

**Malfunctioning SDS System-** Mr. Maragos reported that Mr. Andreozzi followed through with everything that he needed to do. The septic system should be installed as soon as the weather breaks.

**Hometown Buffett-** Mr. Maragos reported that the February Level II certification course was cancelled. They are signed up for a 2-day course in March. Inspections have been good and they have been very cooperative.

## NEW BUSINESS

**Advisory Council Meeting** is scheduled for March 7, 2019 at 5:00 p.m. Mr. Dale Featheringham will be up for re-appointment to the Board of Health at this time.

**Maternity Licensure Approval-** application for Maternity Licensure for Trinity West Hospital was adopted on approved.

**Mr. John Parker moved to approve the Maternity Licensure, seconded by Mr. Dale Featheringham.**

**Vote- Unanimous, YES**

Both the Contract for Services and Contract for Nursing Services for Toronto was tabled until March 19, 2019 board meeting.

Contract for Solid Waste Authority was approved by the board.

***Dr. Frank L. Petrola moved to approve the contract for Solid Waste Authority, seconded by Nicole Balakos.***

**Vote- Unanimous, YES**

## ENVIRONMENTAL

### Activity Report

Copy of Environmental Activity report is attached hereto and made a permanent part of this record.

**APEX** – Mr. Maragos informed the Board that we had a total of 82 complaints, 51 in January, and we have had a total of 31 so far in February.

### **NURSING DIVISION REPORT**

Kim Mark, RN, informed the Board of Health that there is a positive Syphilis case, and 2 cases of Whooping Cough in Jefferson County. Immunization Validations were completed at both Toronto Schools and Steubenville City Schools for grades K, 7, and 12. April 1 will kick off Public Health Week. School based clinics began at Steubenville City Schools.

### **WIC DIVISION REPORT**

Mrs. Chester informed the Board of Health that a Peer Helper started on 1/13/19 at 16 hours per week. Participant surveys will begin in April, and Dig Plant Grow is scheduled for June.

### **ACCREDITATION COORDINATOR**

Frank Klinger updated the Board of Health with a Power Point Presentation for the accreditation process.

### **ADMINISTRATORS REPORT**

#### **Hospitalization**

Mrs. Stewart informed the Board of Health that the department will be joining the Jefferson County hospitalization plan. The cost of current carrier with Anthem would incur a significant increase. Joining the county plan will cost the department \$1416 per employee. The employees have the option of either selecting the self-funded plan (Aetna) or a lower priced option with the Health Plan. Upon joining this plan, 3/1/19, the BOH will no longer be covering any individual co-pays/deductibles.

*Mr. John Parker made a motion to approve the hospitalization, seconded by Nicole Balakos.*

**Vote – Unanimous, YES**

#### **Personnel**

Mrs. Stewart informed to Board of Health of a WIC Peer Helper New Hire, Abby Quinn. She will be working 16 hours per week at \$13.44 per hour. She will receive sick and vacation, but not holiday pay.

***Mr. John Parker made a motion to approve the WIC Peer Helper New Hire, seconded by Dr. Frank L. Petrola.***

**Vote – Unanimous, YES**

Mrs. Stewart informed the Board of Health of the following New Hires: Administrative Assistant/Fiscal Officer (Karen Grimm), Full-Time \$23.91 per hour (sick, vacation, and holidays); LPN (Hanna Wilson), Full-Time \$13.44 per hour (sick, vacation, and holidays); Billing Clerk/Deputy Registrar, Full-Time \$12.21 per hour (sick, vacation, and holidays)

***Mr. John Parker made a motion to approve the New Hires Administrative Assistant/Fiscal Officer, LPN, and Billing Clerk/Deputy Registrar, seconded by Nicole Balakos.***

**Vote – Unanimous, YES**

Advertisement for a Full-Time Health Educator \$19.13 per hour (sick, vacation, and holidays) was tabled until March 19, 2019 board meeting.

**There Being No Further Business before the Board of Health, the meeting was adjourned.**

**ATTESTED:**



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**Frank L. Petrola, Board of Health President**

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**Frank J. Petrola, Health Commissioner**