

March 19, 2019

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

Present

Frank L. Petrola
Dale Featheringham
John Parker
Nicole Balakos
George Van Weelden

Staff

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

Absent

Prosecutor

Edward Littlejohn

Guest

CALL TO ORDER

Frank L. Petrola called the meeting to order.

APPROVAL OF BOARD MINUTES

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

Tabled- corrections to be made and re-presented at the April 16, 2019 meeting. (Both January and February 2019 minutes were not approved. 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. In addition, February 2019 minutes were to reflect the request of providing detailed financial data (bud-lite report), as well as no longer paying co-pays with regards to our health insurance.

FISCAL REPORTS

February Fund Balances

Mrs. Stewart presented the Board of Health with February Fund Balances totaling \$349,246.04, February Revenue totaling \$127,001.39, February Expenditures totaling \$130,834.90, and Then and Now Statements totaling \$61,170.59 for their approval.

Dr. Van Weelden moved to approve the February Fund Balances totaling \$349,246.04, February Revenue totaling \$127,001.39, February Expenditures totaling \$130,834.90 , and Then and Now Statements totaling \$61,170.59 as presented by Mrs. Stewart, seconded by Mrs. Nicole Balakos.

Vote –

John Parker	Yes
Dr. Frank L. Petrola	Yes
Mrs. Nicole Balakos	Yes
Mr. Dale Featheringham	came in late/wasn't present @ time
Dr. George Van Weelden	Yes

February Financial Report

Mrs. Stewart presented the Board of Health with the February Financial Report.

Mr. John Parker moved to approve the February Financial Report, seconded by Dr. George Van Weelden.

Vote –

John Parker	Yes
Dr. Frank L. Petrola	Yes
Mrs. Nicole Balakos	Yes
Mr. Dale Featheringham	came in late/wasn't present @ time
Dr. George Van Weelden	Yes

Amend Appropriations

Mrs. Stewart presented the Board of Health with the Appropriations Report. It was explained that “other expenses” were reduced and moved to “contracts” to allow for 2019 budget to cover services in the Maternal Child Health Grant and Cribs for Kids grant.

Mr. John Parker made a motion to approve the Appropriations, with the understanding that a fund report would be provided on these line items, seconded by Dr. George Van Weelden.

Vote –

John Parker	Yes
Dr. Frank L. Petrola	Yes

Mrs. Nicole Balakos	Yes
Mr. Dale Featheringham	Yes
Dr. George Van Weelden	Yes

OPEN BUSINESS

Advisory Council Executive Meeting- The Advisory Council Executive Committee, comprised of Tom Gentile, Scott Fabian, Dave Ramsey, Jerry Barilla, and Danny Householder will meet on March 21, 2019 at 5:00p.m. in the Community Room of the Towers Building in order to place a member on the Board of Health.

Relocation of the Health Department to the 6th Floor- We are currently in the process of moving our office location to the 6th floor. We are waiting on phone lines to be installed. In the meantime, we are operating with a skeleton crew on the 7th floor in order to issue vital statistics, as well as WIC.

Contract with Solid Waste Authority

Plan will be presented at the next meeting in Bellaire. Mr. Maragos reported that the Environmental Division is responsible on quarterly inspections on the landfills, open dumping inspections, as well as their time and effort getting problems resolved. The EPA asked for more frequent inspections, resulting in the budget to exceed the approximate \$72,000 that was allotted. A budget narrative will be done reflecting the breakdown of solid waste funds. Actual 2018 expenses totaled \$93,486.23
Mrs. Stewart stated the 2019 contract request will be for \$93,486.23

2019 Contract with the City of Steubenville

Mrs. Stewart explained that the contract is still being negotiated. The cost presented is \$4.81 per capita. Mr. Mavromatis has to take the offer before city council to be approved before an agreement to be reached.

2019 Contract with the City of Toronto

Mrs. Stewart explained that the cost to be presented for the City of Toronto would be \$4.81 per capita. Dr. Frank J. Petrola will be in contact with Mr. Parker to negotiate this contract.

NEW BUSINESS

Financing of Telephone System for 6th Floor

Commissioner Tom Gentile presented the cost breakdown of financing the phone system. The Board of Health will be added to the county phone system at a cost of \$7000. The commissioners are financing this cost for the department over a 36 month period. This is

a savings for the Board of Health of roughly \$400 per month over their current phone system cost.

Mr. John Parker moved to approve the Financing of the Telephone System, seconded by Mr. Dale Featheringham.

Roll Call Vote –

John Parker	Yes
Dr. Frank L. Petrola	Yes
Mrs. Nicole Balakos	Yes
Mr. Dale Featheringham	Yes
Dr. George Van Weelden	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 76 complaints, 45 in February, and we have had a total of 31 so far in March.

Mr. Maragos updated the Board on the septic on Township Road 676. The owner had to clear the property in order to install the large septic system.

Homemade buffet- did not pass the test for serve safe. The next test is offered in May, and they are scheduled to retake it at that time.

Mrs. Nicole Balakos requested that the Board of Health require and enforce that the Serve Safe test for 2019, allowing 18 months for the test to be taken and passed, as well as providing training materials for self-study, making it a non-critical violation for failing to do so.

Mrs. Nicole Balakos moved to approve the Serv Safe enforcement beginning in 2019, seconded by Mr. John Parker.

Vote –

John Parker	Yes
Dr. Frank L. Petrola	Yes
Mrs. Nicole Balakos	Yes

Mr. Dale Featheringham **Yes**
Dr. George Van Weelden **Yes**

NURSING DIVISION REPORT

Kim Mark, RN, informed the Board of Health that there is a positive Hepatitis A case in Jefferson County. We have partnered with Applebee's and Family Recovery to provide Hepatitis A immunizations. Scabies training is underway at nursing homes in Jefferson County. Immunizations for 7th and 12th grader school requirement are up-coming. School-based clinics are very well attended. The Board of Health will be celebrating Minority Health Month on March 29.

WIC DIVISION REPORT

Mrs. Chester informed the Board of Health that WIC numbers were down for December, but breastfeeding rates were up.

ACCREDITATION REPORT

Frank Klinger updated the Board of Health with a Power Point Presentation for the accreditation process on the 10 Essential Public Health Services. The Board of Health will also be celebrating 100 years in public health next month by having informational tables set up in the lobby for the week of April 1-5, along with holding an Open House at our new location on the 6th floor on April 5.

ADMINISTRATORS REPORT

2020 Budget

Mrs. Stewart explained that a temporary budget to start off 2020 must be submitted to the Auditors office in April.

Dr. George Van Weelden moved to approve a temporary 2020 budget, seconded by Nicole Balakos.

Roll Call Vote –

John Parker	Yes
Dr. Frank L. Petrola	Yes
Mrs. Nicole Balakos	Yes

Mr. Dale Featheringham **Yes**
Dr. George Van Weelden **Yes**

Personnel

Mrs. Balakos requested a contract for the nurse practitioner is to be submitted at the April Board of Health meeting, which is to include her mileage, as well as provide a copy of malpractice insurance. Also requested by Mrs. Balakos was information on purchasing a time clock and a copy of the strategic plan.

Mr. John Parker motioned to go into Executive Session regarding personnel, seconded by Mrs. Nicole Balakos.

Vote –

John Parker **Yes**
Dr. Frank L. Petrola **Yes**
Mrs. Nicole Balakos **Yes**
Mr. Dale Featheringham **Yes**
Dr. George Van Weelden **Yes**

Mrs. Nicole Balakos motioned to come out of Executive session, seconded by Mr. John Parker.

Vote –

John Parker **Yes**
Dr. Frank L. Petrola **Yes**
Mrs. Nicole Balakos **Yes**
Mr. Dale Featheringham **Yes**
Dr. George Van Weelden **Yes**

Mrs. Nicole Balakos motioned to reinstate Denise Bowman at 16 hrs/week as WIC Breastfeeding Peer Helper and to remove all temporary employees (Jesse Cook), seconded by Mr. John Parker.

Vote –

John Parker **Yes**
Dr. Frank L. Petrola **Yes**
Mrs. Nicole Balakos **Yes**
Mr. Dale Featheringham **Yes**
Dr. George Van Weelden **Yes**

Dr. George Van Weelden motioned that all future employees go before the Board of Health and have background checks, seconded by Mr. John Parker.

Vote –

John Parker	Yes
Dr. Frank L. Petrola	Yes
Mrs. Nicole Balakos	Yes
Mr. Dale Featheringham	Yes
Dr. George Van Weelden	Yes

Dale Featheringham made a statement of thanks and would like to wish the Board well, giving his farewell to serving many years on the board, leaving with the advice: “Don’t forget the little guy”.

Mrs. Nicole Balakos motioned to accept Mr. Dale Featheringham’s resignation to the Board of Health, seconded by Mr. John Parker.

Vote –

John Parker	Yes
Dr. Frank L. Petrola	Yes
Mrs. Nicole Balakos	Yes
Mr. Dale Featheringham	Yes
Dr. George Van Weelden	Yes

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

ATTESTED:



Frank L. Petrola, Board of Health President

Frank J. Petrola, Health Commissioner