

April 22, 2019

The regular monthly meeting of the Board of Health was held on Monday, April 22, 2019 at 6:30 p.m. in the Community Room, 2nd Floor, Trumbull Towers Building, 500 Market Street, Steubenville, Ohio.

Present

Nicole Balakos
George Van Weelden
Michalene King
Terry Bell

Staff

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

Absent

Frank L. Petrola

Prosecutor

Emanuela Agresta

Guest

CALL TO ORDER

Nicole Balakos called the meeting to order.

PUBLIC PARTICIPATION PERIOD

Mr. Fritz Tulencik stated that he came to see the new Board in action and wanted to invite them, or anyone, to visit people living near the landfill. He stated that he is interested in the actions of the new board. The EPA says the health department isn't doing what they should do, and the health department is saying the EPA isn't doing what they should do. It hasn't gotten any better and that's why he is here. He stated that the stench is there year round. Nicole Balakos thanked him for his comments.

APPROVAL OF BOARD MINUTES

Tabled- corrections to be made and re-presented at the May 21, 2019 meeting.

January, February, and March 2019 Board Minutes were presented to the Board of Health for their approval. All minutes were not approved. The Board needs to have nurse practitioners contracts and mal-practice insurance submitted to them. Nurse practitioner

expenses were not authorized to be paid in March. The contract did not state the number of hours, nor mileage. They were not included in the minutes. It was also requested for contracts with Edison School District and Steubenville City Schools to be submitted to the Board. It was stated that these contracts are not valid since they did not come before the board. Mr. Tom Gentile stated that this is a violation of the Ohio Revised Code and that it is illegal to sign a contract without board approval. It was stated that the Health Commissioner has no authority to sign a contract without majority board approval. All contracts must come before the board, and have a resolution before the board. The 2nd nurse practitioner was never brought before the board. Kim Mark explained the need for the practitioners. Mrs. Balakos requested to see revenue generated from these school based clinics. Mrs. Balakos asked Mrs. Stewart if in the past, there was a set dollar amount which would allow for spending without board approval. Mrs. Stewart stated that she believed that amount was \$3000. It was noted that open purchase orders for regular vendors are to be estimated quarterly for a blanket purchase order for what we anticipate to be needed for regular operations.

Mr. Bell motioned that any contracts from here on out must be approved by the Board of Health, regardless of the amount, seconded by George Van Weelden.

Vote –

Nicole Balakos	Yes
Dr. Frank L. Petrola	Absent
George Van Weelden	Yes
Terry Bell	Yes
Michalene King	Yes

Mr. Bell motioned that payments for more than \$3000 must be Board approved, seconded by George Van Weelden.

Vote –

Nicole Balakos	Yes
Dr. Frank L. Petrola	Absent
George Van Weelden	Yes
Terry Bell	Yes
Michalene King	Yes

APPROVAL OF CURRENT MONTH'S EXPENSES

Mrs. Balakos stated there were purchases made in March that were not Board approved. She requested that a full detailed appropriations report be submitted to the Board reflecting all purchase orders at monthly meetings.

Nicole Balakos motioned to pay everything on Monthly Bills sheet starting with Adams Water Laboratory and ending with World Radio-WIC, EXCEPT for the Nurse Practitioners, seconded by Terry Bell.

Roll call vote –

Nicole Balakos	Yes
Dr. Frank L. Petrola	Absent
George Van Weelden	Yes
Terry Bell	Yes
Michalene King	Yes

Nicole Balakos motioned for a request of a forensic audit for 2018, seconded by Terry Bell. A copy will be sent to the County Commissioners and the City of Steubenville.

Vote –

Nicole Balakos	Yes
Dr. Frank L. Petrola	Absent
George Van Weelden	Yes
Terry Bell	Yes
Michalene King	Yes

NURSING DIVISION REPORT

Kim Mark, RN, informed the Board of Health of the scheduled clinics for the month of April, as well as upcoming events planned. Walking Wednesdays will be held at Jim Woods Park throughout the summer. Numerous bike rodeos are planned. Our department received 106 bike helmets and bike reflectors through grant funding. Our department applied for a \$1000 grant with WalMart to give out bikes at the rodeos. Blood pressures will be taken on Thursdays at the Farmer's Market in Steubenville. Mrs. Mark informed the board that there were 113 reportables. Mrs. Mark asked for permission to apply for the MCH grant and Opiod grant, both of which would not require any new staff.

George Van Weelden motioned for approval for the Nursing Department to apply for both the MCH and Opiod grants, with no new staff, seconded by Michalene King.

Vote –

Nicole Balakos	Yes
Dr. Frank L. Petrola	Absent
George Van Weelden	Yes
Terry Bell	Yes
Michalene King	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 91 complaints, 47 in March, and we have had a total of 44 so far in April.

Mr. Maragos updated the Board that Thursday April 25, 2019 there will be a meeting with the EPA at our department at 1:00 to go over our annual survey. The survey was just completed. This meeting will be covering communications, as well as roles and responsibilities of our department. Marc Maragos, Carla Gampolo, and Dr. Frank J. Petrola will be attending. Mr. Maragos invited Terry Bell to attend. Mr. Maragos informed the board on the OHEA conference attended by the Environmental Division. Animal bites are currently not being received by fax due to a fax line issue. As of today, the department has reached out to anyone who reports to us, notifying them of our new fax number so we will be receiving animal bites as we should be.

In the upcoming months, mosquito traps will be placed in various locations in the county by ODH. Mosquitos will be tested for diseases such as encephalitis and West Nile. Mrs. Balakos requested that Mr. Maragos find out what would be involved to start spraying for mosquitos again, like we did in the past.

WIC DIVISION REPORT

Mrs. Chester informed the Board of Health that WIC numbers were down for WIC across the state. She is hopeful that the new certification system will help this problem whenever it gets up and running. She will be attending the WIC Director's meeting next week. WIC will be participating in a Minority Health Fair at the end of April. Dig, Plant, Grow is scheduled for June. The WIC grant is due shortly. Mr. Bell informed Mrs. Chester of a complaint that he received that someone was turned away at 2:15 on a Friday. Mrs. Chester explained their hours and also that there is a cut-off time for clients to be checked in to allow enough time for them to be seen. These cut-off times are listed on our website, as well as WIC mailings.

PHEP REPORT

Sam Ivkovich informed the board that next year's grant was approved. We received more money than original allocation. Mr. Ivkovich addressed the Emergency Response Plan and Security Policies and Procedures. He also explained our BioSeal System and their locations in Toronto, Unionport, and Brilliant. He will be attending the Statewide

PHEP Coordinator Meeting, and monthly PHEP meetings. He explained the need in upcoming months for more prepackaged PPE kits and new respirators. He also presented a quote for 2 new AED's at a cost of \$2,723.23 which includes batteries, electrodes, and onsite trainer. Our current AED's need replaced.

George Van Weelden motioned for the purchase of 2 new AED's, batteries, electrodes, and onsite trainer at the cost of \$2,723.23, seconded by Michalene King.

Roll call vote –

Nicole Balakos	Yes
Dr. Frank L. Petrola	Absent
George Van Weelden	Yes
Terry Bell	Yes
Michalene King	Yes

Terry Bell motioned to move money from “other expenses” to “equipment” to cover the cost of the AED's, seconded by George Van Weelden.

Roll call vote –

Nicole Balakos	Yes
Dr. Frank L. Petrola	Absent
George Van Weelden	Yes
Terry Bell	Yes
Michalene King	Yes

ACCREDITATION REPORT

Frank Klinger was prepared to update the Board of Health with a Power Point Presentation for the accreditation process on the 6 Functions of Public Health Governance. Mrs. Balakos asked if this presentation could be put on hold until next month's meeting, due to the lengthy discussion on contracts. Mr. Klinger informed the board of the PHAB training in Virginia, which will be 2 days in August, attended by Frank Klinger and Kim Mark. Once this is complete, our department will have 12 months to complete and submit application for accreditation. Our department celebrated 100 years of Public Health during National Public Health Week in April 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.

OLD BUSINESS

SERV-SAFE

Mrs. Nicole Balakos requested that the Board of Health require and enforce 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. This has previously gone before the board and was unanimously passed.

It was also to be noted that any correspondence going out to the public should be approved by the board before it is sent out, especially if the recipient could appear before the board for any matter.

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. This proposal was sent to Toronto council and we are waiting to hear back.

Contract with Solid Waste Authority

Plan was presented at the meeting in Bellaire. The Solid Waste Board requested us to come back in June to present our C & D Report. From there they will determine the amount of money that will be allocated. Mrs. Stewart stated the 2019 contract request will be for \$94,295.

2019 Contract with the City of Steubenville

Mr. Barilla presented the contract pending approval by prosecutor and required signatures. The cost presented is \$4.81 per capita, plus a credit for overpayment from past year. The total amount of the contract is \$86,595.

Terry Bell motioned to approve the Contract with the City of Steubenville, pending approval by the prosecutor and required signatures, seconded by Michalene King.

Roll call vote –

Nicole Balakos	Yes
Dr. Frank L. Petrola	Absent
George Van Weelden	Yes
Terry Bell	Yes
Michalene King	Yes

VFC Vaccine Spoilage State Investigation

Mrs. Mark informed the board that all of our vaccine has been replaced at no cost to our department. A sensor relay switch was replaced on the vaccine storage unit. No further incidents have occurred since this switch has been replaced. A follow-up action plan was submitted to the state, as well as data logger files.

Uniform Policy

Tabled- Uniforms were purchased without board approval. It was not an emergency to purchase these. When asked who authorized this, it was stated that Dr. Petrola signed off on the policy, and the shirts were ordered before they were presented to the board. It was noted that this money could have been used for public health, and now the employees have to pay a tax on the shirts.

NEW BUSINESS

6th Floor Lease Agreement

Mrs. Stewart presented the lease agreement for signature.

George Van Weelden motioned to approve the signing of the 6th Floor Lease Agreement, seconded by Terry Bell.

Roll call vote –

Nicole Balakos	Yes
Dr. Frank L. Petrola	Absent
George Van Weelden	Yes
Terry Bell	Yes
Michalene King	Yes

Ribbon Cutting Ceremony

A Ribbon cutting ceremony/ Open House will be scheduled as soon as the move is 100% complete.

Health Commissioners Conference

The Health Commissioners conference will be held May 13-15, 2019 in Columbus. Mrs. Stewart requested board approval for both Dr. Frank J. Petrola and Frank Klinger to attend.

George Van Weelden motioned to approve Dr. Frank J. Petrola and Frank Klinger attend the Health Commissioners conference in Columbus May 13-15, 2019, seconded by Terry Bell.

Roll call vote –

Nicole Balakos	Yes
Dr. Frank L. Petrola	Absent
George Van Weelden	Yes
Terry Bell	Yes
Michalene King	Yes

2019-2020 Manufactured Home Park Inspection Agreement

Mr. Maragos explained that this agreement will require 1 inspection by our department. We will then send the report to the Department of Commerce. Either we or they will do a follow-up inspection. This inspection will generate income.

George Van Weelden motioned to approve the Manufactured Home Park Inspection Agreement, seconded by Terry Bell.

Roll call vote –

Nicole Balakos	Yes
Dr. Frank L. Petrola	Absent
George Van Weelden	Yes
Terry Bell	Yes
Michalene King	Yes

ADMINISTRATORS REPORT

There was nothing to report.

PERSONNEL

Terry Bell provided an updated list of current Township Trustees in order to update the department's website.

Nicole Balakos stated that there needs to be two corrections made to the Personnel Policy Manual

1. 6.02 Closing of the department: The closing of the department is to be decided only by the Board of Health, not the Health Commissioner
2. 6.10 Travel requests: All travel requests are to go before the board for overnight travel

Nicole Balakos motioned to amend the personnel policy manual 6.02 for the closing of the department to only be ordered by the Board of Health and not the Health Commissioner, seconded by Terry Bell.

Vote –

Nicole Balakos	Yes
Dr. Frank L. Petrola	Absent
George Van Weelden	Yes
Terry Bell	Yes
Michalene King	Yes

Nicole Balakos motioned to amend the personnel policy manual 6.10 for travel requests to be approved by the board for overnight travel, seconded by Terry Bell.

Vote –

Nicole Balakos	Yes
Dr. Frank L. Petrola	Absent
George Van Weelden	Yes
Terry Bell	Yes
Michalene King	Yes

George Van Weelden motioned to enter into Executive Session, seconded by Terry Bell.

Vote –

Nicole Balakos	Yes
Dr. Frank L. Petrola	Absent
George Van Weelden	Yes
Terry Bell	Yes
Michalene King	Yes

Terry Bell motioned to return to Regular Session, seconded by George Van Weelden.

Vote –

Nicole Balakos	Yes
Dr. Frank L. Petrola	Absent
George Van Weelden	Yes
Terry Bell	Yes
Michalene King	Yes

Clerk/Registrar position

Tabled- until next meeting. Mrs. Stewart will provide budget information to the board at this time in regards to adding an additional head count to our staff.

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

ATTESTED:



Nicole Balakos, Board of Health President

Frank J. Petrola, Health Commissioner