

May 21, 2019

The regular monthly meeting of the Board of Health was held on Tuesday, May 21, 2019 at 8:15 a.m. in the Community Room, 2nd Floor, Trumbull Towers Building, 500 Market Street, Steubenville, Ohio.

Present

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

Staff

Frank J. Petrola
Marc Maragos, RS
Frank Klinger, SIT
Stephanie Chester, RN
Ashley Wilson, RN
Sheryl Suppa
Sam Ivkovich
Carla Gampolo
Karen Grimm

Absent

Annette Stewart

Prosecutor

Emanuela Agresta

Guest

CALL TO ORDER

Nicole Balakos called the meeting to order.

PUBLIC PARTICIPATION PERIOD

-none-

APPROVAL OF BOARD MINUTES

April 22, 2019 Board Minutes were presented to the Board of Health for their approval. *Michalene King motioned to approve the April 22, 2019 minutes pointing out 2 typos to be corrected, seconded by Terry Bell.*

Vote –

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|-----------------------------|------------|
| Nicole Balakos | Yes |
| Dr. Frank L. Petrola | Yes |

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|---------------------------|------------|
| George Van Weelden | Yes |
| Terry Bell | Yes |
| Michalene King | Yes |

May 2, 2019 Board Minutes were presented to the Board of Health for their approval.

Mr. Bell motioned to approve the May 2, 2019 Board minutes, seconded by Michalene King.

Vote –

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

APPROVAL OF CURRENT MONTH'S EXPENSES

Mrs. Stewart was not present for questions regarding the current expense reports and monthly financial statement. It was unclear if the monthly balance was fully completed by Mrs. Stewart. ***Therefore, the approval was tabled to check for accuracy.***

Mrs. Balakos also explained that a code of communication was set up as a result of the Administrator and Health Commissioner being absent. If something were to arise in their absence, a method of communication will be as follows: Any Environmental issues would be directed to Marc, Administrative issues to Karen, and Nursing issues to Kim. From that point, Environmental issues would be brought to Terry Bell, Nursing issues would be brought to Michalene King, and Administrative issues would be brought to Nicole Balakos. The employees will still follow the chain of command as their primary source of reference. However, if the employees are not present, then a method of communication is now established.

NURSING DIVISION REPORT

Ashley Wilson, RN, informed the Board of Health on school based clinic numbers for the month of April. The May clinic hours were adjusted to keep the hours down for the nurse practitioner. Jefferson County had an increase of cases of lyme disease. Influenza has dramatically decreased. There was 1 case of Hepatitis A which was a food handler, so we have been in contact with both the individual and the establishment. ODH will come down to do some training with both nursing and environmental. This training hopefully will take place sometime in June or July. There was an increase in doses of MMR given by our department due to a Measles outbreak outside of Pittsburgh. Also, Trinity employees are being mandated to receive a dose of MMR if needed. There was also an increase of doses of Tdap and Meningitis due to 6th and 11th grade school clinics. The Cribs for Kids program runs until September 30, 2019. So far we have given out 23

cribettes, and we have 7 left. The remaining 7 will most likely be given out at the baby safety shower which will be held at the Fort Steuben Mall. The grant for this program for FY20 is currently being worked on and is due June 4th. Everything will stay the same, it is just a continuation. Jefferson County is the number one hot spot for Hepatitis C due to all of the opioid problems in this area. Pam Gibbs from Canton contacted us about doing HIV testing. She is going to come down and do some training with the nursing department on June 6th. This will bring in some extra money for our department. If we decide to do this, there will be a 2 day training in August which will need Board approval for attendance. There is also a required training coming up in June for the MCH grant which Ann Quillen plans to attend. There are 2 agreements that need Board approval. One is a recreational facility lease for Stratton to do a health fair, and the other is a vendor application to be able to set up a spot at the Farmer's Market in Steubenville. There are no costs involved for the space at either event.

Terry Bell motioned for approval for both the shelter in Stratton and the vendor agreement for the farmer's market, seconded by Michalene King.

Vote –

| | |
|-----------------------------|------------|
| Nicole Balakos | Yes |
| Dr. Frank L. Petrola | Yes |
| 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 92 complaints, 49 in April, and we have had a total of 43 so far in May. Both Marc and Nicole Balakos toured Apex to get an idea of the surrounding area and the landfill process, getting input from the residents out there. Fritz Tulencik commented that Apex is the 2nd largest landfill in Ohio and is in the top 20 largest in the United States.

On April 25th, the Ohio EPA sent 5 representatives to meet with our department. All of the Environmental Division were there, along with Dr. Frank J. Petrola, and Terry Bell. Mr. Maragos explained that the EPA is asking a lot more of our department now. They are looking for something in writing that we are committed to doing the Solid Waste program and the requirements to do with it. They want to have more focused inspections. They want us to do week long inspections, not just 1 day, and to conduct more inspections between quarterly inspections. They also want us to go out and investigate

odor complaints. The EPA is waiting for a response from our department on this. They want us to confirm that we have the staffing resources to perform this oversight, as well as all other administration and enforcement aspects of Ohio's Solid Waste, Infectious Waste programs. As far as staffing, we don't have the manpower to do this, and the EPA does not provide us any money for this. If we are not going to be able to do this, we have to let them know and what our plan of action will be. At this time, the Board cannot make any decision on hiring until financials are run and make sure there is enough money in the budget. So at this time, the Board cannot commit to this type of staffing. Dr. Van Weelden questioned how difficult would it be to hire someone who has experience in solid waste? Mr. Maragos explained that it was brought up at the meeting to get somebody that could be trained solely in that program, instead of another generalist which would need trained in several programs.

Mr. Maragos informed the board that potentially, another landfill is opening. A company is trying to buy C&D Technologies. The initial plan is to keep it the same operations as C&D for the short term, and then to eventually move operations to a municipal solid waste landfill.

As of yet, a contract has not been signed with Solid Waste. Also, no bills have been sent to the Solid Waste Board. Mr. Bell explained that without a contract, they are hesitant to pay the bill. We are into the 5th month of the year, and still no contract. The Solid Waste Board said that they are waiting for the Administrator to give them a contract for 2019, and without it they are not going to send any money.

Terry Bell motioned that a new contract for 2019 is to be made for Solid Waste and to attach any bills, seconded by Frank L. Petrola. This new contract and bills can be submitted at the next Solid Waste Board meeting in June.

Roll Call Vote –

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

Mr. Maragos informed the Board that 5 total mosquito traps were set up by ODH. 1 in Mount Calvary Cemetery, 2 in Union Cemetery, 1 in Saline Township, and 1 in Cable Creek. The mosquitoes will be tested for West Nile, Zeka, and anything along those lines. They are also accepting ticks for testing for Lyme disease.

WIC DIVISION REPORT

Stephanie Chester informed the Board of Health that WIC numbers were down for WIC across the state, and the country. The new certification system should start to roll out in

August. The WIC department was given permission from State WIC to order new computers. With the new roll out, we hope to get out into the community and hopefully this will stabilize our numbers a little bit.

The WIC grant is due next Tuesday, and is almost ready to submit. The Desk Audit information was submitted into GMIS; haven't heard any response as of yet.

Stephanie stated that they really need to get off of the 7th floor. With all of the work being done up there, it is a hazard for both the clients and the employees. State WIC came in and gave their recommendations for confidentiality and clinic flow when it was first talked about us moving to the 6th floor. Stephanie explained that when Annette and Kim designed the set-up for the 6th floor, they did not follow state recommendations, and set up the space differently. However, the WIC department needs to move down to the 6th floor ASAP- problem is there really isn't a space for them for long term, but they definitely need to temporarily move to the 6th floor. They are functioning ok for now, but will definitely need to address the situation for long term. The Board supported their need to move to the 6th floor, but stated that this is an Administrative issue and not a Board issue.

Dig Plant Grow outreach is scheduled for June in Steubenville, Rayland, Bergholz, and Toronto. Stephanie asked for permission to purchase pots for the event and to be reimbursed.

Mr. Bell motioned for approval for Stephanie Chester to be reimbursed for purchasing pots for the Dig Plant Grow events, seconded by George Van Weelden.

Roll Call Vote –

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

PHEP REPORT

Sam Ivkovich informed the board that he attended the Statewide Planners Meeting on May 9th. Also upcoming meetings for this month are for Mass Fatality Plan and an Emergency Response Plan workshop. He was notified that his Expenditure Reports have not been completed in GMIS and are past due. He also explained that the term "Chain of Command" needs addressed in the plan. They would prefer the term "Line of Succession" instead. Also, it was brought to his attention that our DUNS # is still in Bruce Misselwitz's name, and needs to be taken care of.

ACCREDITATION REPORT

Frank Klinger was prepared to update the Board of Health with a Power Point Presentation, explaining that the Board has to achieve 2 CEU's per year to be an active member of the Association of Ohio Health Commissioners. By viewing all of the presentations, this will satisfy the 2 CEU requirement. This was again asked to be put on hold due to a lengthy meeting. Mr. Klinger informed the Board of a 3-day Health Commissioner University annual training, which would be held sometime next year for our new hire. He also explained that he did not attend the Health Commissioners Conference. After looking over the agenda, realized it was geared more to Administrators and therefore, did not register to attend. Dr. Frank J. Petrola also did not attend, stating he was out of town.

Mr. Klinger stated his concerns with the Accreditation process. He explained that he was checking into the possibility of extending the training which would begin the countdown for our deadline. He stated he was also looking into the cost involved in sending a 2nd person to the training. Only 1 person is covered with funds from the paid application fee. The Board agreed that if the opportunity is available to extend the training to a later date, then to do so. Mr. Klinger also voiced concerns over our missing a critical Workforce Development Plan training last month due to communication never being filtered down from our Administrator. Nicole Balakos requested that the Board be given a list of the things that will be looked at for the site visit for accreditation.

OLD BUSINESS

Approval of January, February, and March 2019 Board Minutes

Nicole Balakos stated the corrections that needed to be made to the January 2019 minutes. The only Board members that were present at that meeting that are here today were Nicole and Dr. Frank L. Petrola. At the January meeting, Nicole Balakos questioned the hiring of the Nurse Practitioner at all, in addition to whether or not she should be paid mileage. She also questioned the hours- it was said that she was only to be working 2-3 hours per week, once she was hired, not mileage in addition. This same change needs to be notated in the February minutes. Nicole Balakos, Dr. Van Weelden, and Dr. Frank L. Petrola were all present at the March meeting. The March minutes are ready to be approved.

Nicole Balakos motioned to approve the January 2019 and February 2019 minutes after making the changes, seconded by Frank L. Petrola.

Vote –

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|-----------------------------|------------|
| Nicole Balakos | Yes |
| Dr. Frank L. Petrola | Yes |
| George Van Weelden | Yes |
| Terry Bell | Yes |

Michalene King **Yes**

Nicole Balakos motioned to approve the March 2019 minutes as they were presented, seconded by George Van Weelden.

Vote –

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

Uniform Policy

No action will be taken at this time.

2019-2020 Manufactured Home Park Inspection Agreement

No action has been taken on the corrected invoice. It is unknown if there was a deadline. We are to call and follow-up on the invoice and also where we are with the 2019-2020 agreement. Can we do anything until the invoice is taken care of from the previous year? And also send the agreement to Emanuela to look over.

Mr. Bell motioned to tentatively sign and execute the agreement after approved by Attorney Agresta, seconded by Michalene King.

Vote –

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

NEW BUSINESS

Grants

Deadlines were missed for April reports. They were not submitted. The administrator was working in April, but missed a few deadlines. Nobody was ever trained as a back-up for Annette in GMIS. Karen Grimm will be getting trained to do these reports in GMIS. Columbiana County Health Department is willing to assist us with any matters that we may need help with in this area. We don't want to lose any funding because of lack of action on personnel.

Approval of Purchase Orders/Personal Expenses

Frank L. Petrola motioned to approve all purchase orders and personal expenses that were submitted to the board for approval at this meeting, seconded by George Van Weelden.

Roll Call Vote –

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

Mail/P.O. Box Cancellation

Nicole Balakos stated that the mail is back to being delivered at the office and the P.O. Box has been cancelled. We received a \$91 refund.

The Ridgefield Group vs. Data Processing

Information was provided to the Board regarding the cost of using the Ridgefield Group. There would be no cost for the same services provided by Data Processing. Nicole Balakos requested that all departments make a list of what programs they need, and we will verify that Data Processing can provide us service with these programs. In the past, this was the issue with us switching our service over to them. A few of our programs did not function with Data Processing. Nicole also noted that we should perform a test run with Data Processing before switching completely over.

Mr. Bell motioned that we look into Data Processing testing our programs for our services and report back to the Board if they are able to provide us service for all of our programs, seconded by George Van Weelden.

Vote –

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

Bergholz Clinic

Monthly utility bills, as well as total number of clients seen since September 2018 at the Bergholz clinic were submitted to the Board. We've paid about \$5,800 in utilities since September 2018. The total number of clients was 50. So that comes out to about \$116 per visit. Sheryl and Ashley were asked to look into a possible solution of either relocating to another facility in the area, or seeing why the utilities are so high.

Travel Requests

A clarification of the ORC 3709.17 was made regarding travel requests and reimbursement. All travel requests outside the district must receive prior approval from the Board of Health (ORC 3709.17). A travel request form must be completed which includes registration, motel room, meals, mileage, and parking tolls for personal use vehicle, receipts are required for reimbursement of expenses to be approved by the Board of Health.

Sheryl Suppa informed the Board that she follows the guidelines from The Office of Budgetary and Management for the grants. It states that reimbursement is \$.52 per mile for 2019. It also gives rates for hotel stays and meals per diem in a particular area in Ohio. Nicole questioned that when people spend a great deal in excess of that, it has been the tradition of the health department to reimburse that amount as long as it wasn't under a grant? Sheryl stated that was correct.

ADMINISTRATORS REPORT

Dr. Petrola had nothing to report. Terry Bell attended the Solid Waste Board Meeting per request of the Solid Waste Authority; Dr. Petrola did not attend.

Mr. Bell motioned to go into Executive Session to discuss personnel matters, seconded by George Van Weelden.

Vote –

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

Mr. Bell motioned to come out of Executive Session and return to General Session, seconded by George Van Weelden.

Vote –

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

No decision was made in Executive Session regarding Personnel. The action that was taken in Executive Session is that The Board will be conducting interviews for Medical Director. There are 3 candidates that will be interviewed. No other action was taken.

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

ATTESTED:

Nicole Balakos 10/2/2019
Nicole Balakos, Board of Health President

Frank J. Petrola, Health Commissioner