

**July 16, 2019**

The regular monthly meeting of the Board of Health was held on Tuesday, July 16, 2019 at 8:15 A.M. in the Community Room, 2nd Floor, Trumbull Towers Building, 500 Market Street, Steubenville, Ohio.

**Present**

Frank L. Petrola, M.D.  
Terry Bell  
George VanWeelden, D.O.  
Michalene King, PhD, R.N.

**Staff**

Nicole Balakos  
Dr. Jane Culp  
Marc Maragos, RS  
Ashley Wilson, RN  
Stephanie Chester, RN  
Frank Klinger, SIT  
Karen Grimm

**Absent**

Annette Stewart  
Sam Ivkovich  
Kim Mark, RN

**Prosecutor**

Emanuela Agresta

**Guest**

See sign in sheet

**CALL TO ORDER**

Terry Bell called the meeting to order.

**PUBLIC PARTICIPATION PERIOD**

None

**APPROVAL OF BOARD MINUTES**

The June 18, 2019 Regular Meeting Board Minutes and June 20, 2019 Special Meeting Board Minutes were presented to the Board of Health for their approval.

*Dr. Michalene King motioned to approve the June 18, 2019 minutes, seconded by Dr. George Van Weelden.*

**Vote-**

**Dr. Frank L. Petrola (not present at time)**  
**Dr. George VanWeelden      Yes**  
**Terry Bell                      Yes**  
**Dr. Michalene King          Yes**

*Dr. George Van Weelden motioned to approve the June 20, 2019 minutes, seconded by Dr. Michalene King.*

**Vote-**

**Dr. Frank L. Petrola (not present at time)**  
**Dr. George Van Weelden      Yes**  
**Terry Bell                      Yes**  
**Dr. Michalene King          Yes**

**APPROVAL OF CURRENT MONTH'S EXPENSES**

Action	Discussion	Vote Detail
Resolution 2019-001	The current month's expenses were presented to the Board of Health for approval. Nicole Balakos pointed out that three outstanding invoices are included in the list of expenditures. The three outstanding invoices were for Sara Ensinger, Charlotte Jones, and The Target Shop. These services were incurred, and we do want to pay for these services, even though these expenses were not previously authorized by the Board.	1 <sup>st</sup> Van Weelden
		2 <sup>nd</sup> King
		Petrola-Not present at time
		Van Weelden- yes
		Bell- yes
		King- yes

**APPROVAL OF MONTHLY FINANCIAL STATEMENT**

Action	Discussion	Vote Detail
Resolution 2019-002	The monthly financial statement was presented to the Board of Health for approval. There were no irregularities to report.	1 <sup>st</sup> Van Weelden
		2 <sup>nd</sup> King
		Petrola- not present at time
		Van Weelden- yes
		Bell- Yes
		King- yes

### **Medical Director's Report**

#### **Activity Report**

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

Dr. Jane Culp presented the disease report. There were nine reportable categories for the month of June. The total reportable disease cases for the year is 310. The majority of those were Hepatitis C at 50 cases. Influenza cases were 78 for the county this year. Dr. Culp reported that the statistics from the CDC showed that the effectiveness of the flu shot for last year showed only 33% effectiveness.

There are some events coming up held by the Nursing Division. There is a bicycle rodeo coming up in both Bergholz and Wintersville. Bike helmets will be given out at these events. The Bergholz Community Foundation will be giving out First Aid kits at the Bergholz Community Day. We are doing this event in conjunction with United Way and Family Recovery.

There will also be some health fairs coming up in Toronto and Bergholz. The Farmer's Market takes place every Thursday, and Walking Wednesdays weekly.

There was a case of measles reported in Stark County in Ohio. This is Ohio's first case of measles that has been reported and confirmed.

The department has been working on policies to be instated. We have a current policy for immunizations in terms of anaphylactic reaction. There is an addendum to be added for

treatment for an infant under 2 months of age. We hope to have some other policies ready in the near future. The department has many protocols which will be revised into a policy format.

## **ENVIRONMENTAL HEALTH DIRECTOR'S REPORT**

### **Activity Report**

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

**APEX-** Mr. Maragos informed the Board of Health there were a total of 48 complaints for June. As of this date in July there have been 32 complaints so far.

We are in the process of getting a meeting set up between Apex and the Health Department. Per Mr. Maragos, the topic of the meeting that we want to cover is that we want to make sure that they understand that our being required to do off-hour inspections at the landfill is coming from the EPA and not from us. When the previous inspection was done in June, they didn't want anyone from the health department going down to the work base until they called somebody to escort us down there. Craig Petrella was called to go out to the landfill and escort the health department down to the work base. We just want to make sure that Apex understands that we don't need to be escorted there. The evening inspections are going to be done the exact same way as any other inspections; therefore, we do not need an escort. We are allowed at any point to go down to the work base.

We had a call with the EPA, basically to introduce Nicole Balakos as our new Health Commissioner.

Overall, we are developing partnerships. We want to be good neighbors with all four of our landfills. We want to hold them accountable, but we also want to build relationships with them, so that they know how we are going to conduct business. The EPA is happy with the way things are going and that they are issuing the letter to give us the authority to be the solid waste inspector, which has been held up since January. We are moving forward with our solid waste program.

Terry Bell pointed out that with the last surprise visit done by our department, there were four violations cited. Nicole Balakos stated that one violation has been corrected, and we've already made two subsequent visits. The other three violations were asked to be rescinded for various reasons. Prior to the violations being sent, we conferred with the EPA to make sure our interpretations of the regulations were accurate. We sent pictures and made sure what we thought we saw should be written the way it was. Nicole Balakos explained that it was also discussed that if we receive a cluster of odor complaint calls, if we have the staffing, we will send someone out there to check it out.

## WIC Director's Report

### Activity Report

Copy of the WIC Activity Report is attached hereto and made a permanent part of this record.

Stephanie Chester reported that the WIC numbers were up a little bit for this month. Ms. Chester informed the Board that August is breastfeeding awareness month. We will be holding a luncheon honoring our breastfeeding moms. There are currently 163 mothers on WIC. 25% of these mothers are breastfeeding. There are 310 infants on WIC. 14% of these infants are breastfeeding.

### PHEP REPORT

Sam Ivkovich was not present to provide PHEP report. Nicole Balakos informed the Board that all employees were trained on new AED equipment.

### ACCREDITATION REPORT

Frank Klinger informed the Board of the available DVD to be provided to the Board for their training in order to satisfy Ohio Administrative Code 3701.3603. Mr. Klinger also provided the Board with an overview of the Standards and Domains for Accreditation.

### OLD BUSINESS

#### **Bergholz Clinic**

Action	Discussion	Vote Detail
Tabled	Nicole Balakos informed the Board that we are spending approximately \$1000 per month on utilities, and we have four patients we see there on a regular basis for allergy shots and blood pressure checks. We don't have the staffing to be able to have WIC both here and Bergholz. Based on the number of clients being seen out there at this time, the Board is going to have to decide if we are going to continue to provide services in Bergholz.	1 <sup>st</sup> Van Weelden
		2 <sup>nd</sup> King
		Petrola- yes
		Van Weelden- yes
		Bell- Yes
		King- yes

## NEW BUSINESS

### Approval of Purchase Orders

Action	Discussion	Vote Detail
Resolution 2019-003	Purchase orders were submitted for Board approval	1 <sup>st</sup> Petrola
		2 <sup>nd</sup> Bell
		Petrola- yes
		Van Weelden- yes
		Bell- yes
		King- yes

### Blanket Purchase Approval Policy

Action	Discussion	Vote Detail
Resolution 2019-004	A Blanket Purchase Policy was presented to give the Health Commissioner permission to authorize a purchase up to \$5,000 without bringing it before the board.	1 <sup>st</sup> King
		2 <sup>nd</sup> Petrola
		Petrola- yes
		Van Weelden-yes
		Bell- yes
		King- yes

**Hiring Approval Policy**

Action	Discussion	Vote Detail
Resolution 2019-005	As long as approval was given by the board to add to head-count and advertise for a position, a policy was presented to give the Health Commissioner permission to hire so that we would not have to wait until the next meeting to bring the person on board.	1 <sup>st</sup> Van Weelden
		2 <sup>nd</sup> King
		Petrola- yes
		Van Weelden- yes
		Bell-yes
		King-yes

**Other Community Outreach**

We are continuing to look for other programs and things that we can do within the community. We are looking at the Hepatitis A program. We are looking at other programs to replace the school clinics so that we are out there in the community. Now is the time to contact our Nursing Department to get on the schedule for the fall flu shot clinics.

**Ribbon Cutting for Open House**

A Ribbon Cutting Ceremony is tentatively scheduled for September 17<sup>th</sup> for our 6<sup>th</sup> floor facility. This will take place after our regularly scheduled board meeting on that day.

**Board Member Ad**

Today is the last day for applications to be accepted for a new board member to fill a vacancy on the board. The District Advisory Council will be meeting and selecting a new board member.

**Steubenville City Schools/Edison Schools/Buckeye Schools**

Action	Discussion	Vote Detail
Resolution 2019-006	We know now that after we have completed the process, all of the services provided brought in less than \$9,000. The outlay was well over \$30,000- not including the time of the physician, or the time of the nurse. This only includes the direct costs, not the indirect costs. The Board was asked to make a decision on whether this service should continue. Dr. Jane Culp feels that these clinics are a traveling express health clinic, and the job of the health department should be education at the schools, not providing services at these clinics. We can still go into the schools to provide immunization clinics and education.	1 <sup>st</sup> Van Weelden
		2 <sup>nd</sup> King
		Petrola- yes
		Van Weelden- yes
		Bell- yes
		King- yes

**Health Commissioner’s Report**

We have a social media presence. This is how we will give out emergency information related to health and any updates for our department. We talked to the county commissioners about the possibility of expanding our hours by offering an evening clinic and/or Saturday hours. We are always looking at other ways to improve our services.

**Travel Requests**

Action	Discussion	Vote Detail
Resolution 2019-007	Travel requests were submitted for the following: Abby Quinn- Columbus/State WIC Breastfeeding Conference Stephanie Chester-Columbus/State WIC Breastfeeding Conference Sheryl Suppa- Columbus/Vital Statistics Conference	1 <sup>st</sup> Van Weelden
		2 <sup>nd</sup> King
		Petrola- yes
		Van Weelden- yes
		Bell- yes
		King- yes



Action	Discussion	Vote Detail
Resolution 2019-008	Travel requests were submitted for the following: Kim Mark- Ohio University/ Immunizations Nicole Balakos- Dublin, Ohio/ Fall Conference Dr. Culp- Dublin, Ohio/Fall Conference	1 <sup>st</sup> King
		2 <sup>nd</sup> Van Weelden
		Petrola- yes
		Van Weelden- yes
		Bell- yes
		King- yes

### New Hires

Action	Discussion	Vote Detail
Resolution 2019-009	Nicole Balakos presented one new hire to the Board. Kim Walters/ WIC Clerk @ \$12 per hour. This is a Full-time position with a start date of August 1, 2019.	1 <sup>st</sup> Van Weelden
		2 <sup>nd</sup> Petrola
		Petrola- yes
		Van Weelden- yes
		Bell- yes
		King- yes

Terry Bell made a statement to thank and compliment Ashley Wilson for her appearance on television, stating that she represented the department very well.

*Dr. George Van Weelden made a motion to go into Executive Session for Personnel Matters, seconded by Terry Bell.*

*Dr. George Van Weelden made a motion to come out of Executive Session, seconded by Dr. Frank L. Petrola.*

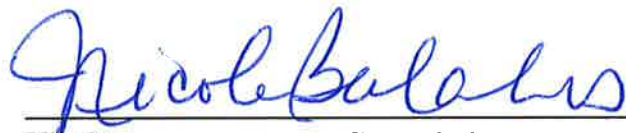
The board gave permission to the Health Commissioner to look at position descriptions and to reorganize the department.

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

**ATTESTED:**



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



**Nicole Balakos, Health Commissioner**