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**BOARD OF HEALTH
MINUTES OF REGULAR MEETING**

July 20, 2021

8:15 a.m.

The regular monthly meeting of the Board of Health was held on Tuesday, July 20, 2021 at 8:15 a.m. in the 2nd floor community room of the Towers Building located at 500 Market Street, Steubenville, Ohio.

Board Members Present:

Terry Bell
Chief Clark J. Crago, Vice-President
Patrick Macedonia, M.D, President
Anthony Mougianis

Staff:

Andrew Henry, Health Commissioner
Kelly Wilson, Director of Finance/Administration
Michele Henry, Administrative Assistant
Marc Maragos, Director of Environmental
Stephanie Chester, RN, WIC Director
Hannah Piko, RN, Director of Nursing
Carla Gampolo, Registered Sanitarian
Linda Agresta, Environmental Clerk
Rick Stead, PHEP Coordinator
Dr. Mark Kissinger, Medical Director

Absent: Jean-Philippe Rigaud

Prosecutor:

Guests:

See sign-in sheet

CALL TO ORDER

The meeting was called to order at 8:15 a.m. by Dr. Macedonia, President. The Pledge of Allegiance was recited. All board members were in attendance with the exception of Jean-Philippe Rigaud whose absence was approved.

APPROVAL OF MINUTES

<i>Action</i>	<i>Motion to accept the June 15, 2021 Minutes of Regular Meeting.</i>	<i>Vote Detail (Roll Call)</i>
Motion-2021-73	Chief Crago moved and Mr. Bell seconded a motion to accept the June 15, 2021 Minutes of the Regular Meeting with three revisions.	1 st - Crago 2 nd – Bell Bell - Aye



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Revisions:	Addition of titles of President and Vice President to Board Members Present Identify who called the meeting to order The professional services in the addendum of the City of Toronto Contract as the reason for non-approval at the June meeting. Motion passed unanimously.	Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Absent
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June 2021 Revenue Report

<i>Action</i>	<i>Approval of June’s Revenue Report</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2021-74	Mr. Bell moved and Chief Crago seconded a motion to accept June 2021 revenue report. Motion passed unanimously.	1 st - Bell 2 nd - Crago Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud - Absent

Mr. Bell asked if we were up to date with the revenue from the JB Green Team. Kelly Wilson responded that we are up to date as of Monday.

Dr. Macedonia asked if the entries were caught up with the Covid funds. Kelly Wilson stated there is an extensive amount of work still being performed. There are multiple entries that will need to be made and she is working with the state auditor’s office, since the books have been closed for 2020. She is unsure if they want the entries made now or wait until the 2020-2021 audit is performed. She will clarify during the audit exit conference.

Dr. Macedonia stated he can’t find anywhere that discussions about money have to be roll called. Health Commissioner Henry stated he feels a lot of boards do that just to be cautious. Dr. Macedonia stated that we will continue the same. Mr. Bell stated he thought it was in the ORC that when you are dealing with monies there has to be a roll call. Dr. Macedonia stated he could not find it.

June 2021 Expense Report

<i>Action</i>	<i>Approval of June’s Expense Report</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2021-75	Mr. Bell moved and Mr. Mougianis seconded a motion to accept June 2021 expense report.	1 st - Bell 2 nd - Mougianis



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	Motion passed unanimously.	Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud - Absent
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In regard to the fund balance report, Kelly Wilson stated when the results of the 2018 – 2019 audit are returned, some of the fund balances will be changing (the ending balances and the beginning balances). Ms. Wilson also said the changes forthcoming will affect the beginning and ending fund balances for 2019 and 2020. The beginning balance for 2021 will also be affected.

Kelly Wilson and Sheryl Suppa had a meeting with the county auditor’s office and worked through some of the reports that are available. The report that the board is requesting has been found, it will be a matter of taking what the general fund number is and breaking the monies down to spread across the different departments. Kelly Wilson is hoping the report will be available in the next two months once all the calculations are complete.

Consent Agenda

With the resignation of Ms. Patrick, Dr. Macedonia questioned how that would affect the Nursing Department. Health Commissioner Henry spoke that the department would be short and we are looking into the possibility of hiring a medical assistant (MA) since there are three RN’s presently. The MA could administer vaccines and help with the clerical work in the office, but would be unable to provide education, which is a big part of the health department. The addition of the MA would save on the salary portion of the department. Nurse Piko said the department could go either way, but feels the department will be stretched without having the additional RN position.

Mr. Bell stated that in the past year the nursing department was heavily relied on and feels the department being short staffed would not be a good idea, Dr. Macedonia agreed and added that he is concerned about the education portion. Health Commissioner Henry would like to pursue a nurse for the position but will be patient to see how it works out.

The City of Toronto contract has been corrected, initialed and signed. The City of Steubenville contract had the same corrections and was initialed and signed. Dr. Macedonia questioned the item #9 disease management monitoring and surveillance; Nurse Piko stated that all communicable diseases and recordable cases get sent to us for tracking. Follow-up is done with the patients to make sure they got treatment. Nurse Piko and Dr. Kissinger agreed with the language in the contract.



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<i>Action</i>	<i>Motion to approve all contracts and MOU's for the month as listed.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2021-76	Chief Crago moved and Mr. Bell seconded a motion to approve all contracts and MOU's for the month as listed. Motion passed unanimously.	1 st - Crago 2 nd - Rigaud Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud - Absent

Health Commissioner's Report

A copy of the report is attached hereto and made part of the official minutes.

Vital Statistics, PHEP and Radx Community Health Workers moved into the new space acquired by the Health Department this past week. Dr. Macedonia thanked the Jefferson County Commissioners for their generosity. The nursing department and WIC departments will be moving their offices this week to provide a better flow among those departments.

Medical Director's Report

Dr. Kissinger spoke about covid positive cases. There is not a significant uptick of cases currently as compared to the rest of the world. Jefferson County typically lags behind the rest of the country by a month or two, and about every four months we see another wave.

Due to a recent lymph node study, it is suspected that the immunity from the vaccine will last several years. This is good news in that we will not need boosters for a few years and science doesn't support the need for a booster at this time. Currently 99.92% of deaths are from non-vaccinated persons proving the vaccine is working.

Getting back to normalcy is important, office visits have grown and we have been performing more physicals for athletes, bus drivers and for pre-employment. Dr. Kissinger spoke of encouraging healthier lifestyles to offset mortality rates.

Dr. Kissinger stated the main causes of death in the area are diabetes, heart disease, hypertension and cancers. These are vital areas that need to be focused on.

Drugs and overdoses are still a concern in the area. Many families and communities are feeling the effects of the drugs in the county.



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Dr. Macedonia requested that Dr. Kissinger and DON Hannah Piko put together a program for the next 6 months to work on providing education to county residents. He would like to see us work together with the county and city officials to provide safe places for people to exercise to help improve a better quality of life for the downtown area.

The Healthy Communities grant was checked into by Kelly Wilson, and the grant is in the second year of a five year grant; therefore, we won't be able to apply until 2025.

Carla Gampolo stated that years ago there used to be a walking program in the county. Once a month there would be a walk in different areas in the county. Trinity helped by providing vital signs monitoring, water and snacks. Local businesses were sponsors for those walks.

Health Commissioner Henry will provide an update at the next meeting about the possibility of instituting a walking program.

Nursing Report

A copy of the report is attached hereto and made part of the official minutes.

Dr. Macedonia commended Hannah Piko for sitting on the Diversity and Inclusion Committee and appreciates her representation.

Dr. Macedonia questioned if there was anything else that could be done to encourage further vaccinations. The Radx grant employees have been instrumental in providing education at numerous community events. The state has authorized a gift card incentive up to \$100 to receive the vaccine. Dr. Kissinger suggested raffling off season tickets to all area high schools as a possible additional incentive.

WIC Report

A copy of the report is attached hereto and made part of the official minutes.

Environmental

A copy of the report is attached hereto and made part of the official minutes.

Dr. Macedonia would like to publicly commend Apex for the work they have done. In looking at the pictures and listening to the reports there has been a significant improvement. Dr. Macedonia asked that the board send a letter to commend Apex for the work they have done with compliance.



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<i>Action</i>	<i>Motion for the board to send a letter to commend Apex for the improvements they've made.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2021-77	Mr. Bell moved and Chief Crago seconded a motion to send a letter to commend Apex for the improvements they've made. Motion passed unanimously.	1 st - Bell 2 nd - Crago Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud - Absent

Accreditation

Health Commissioner Henry stated we are starting PHAB training this afternoon. There is a three-part series of training for PHAB and all directors will be participating in the training. We will be archiving our accreditation process at the end of August to give the department a year to resubmit the documents. During this time, Health Commissioner Henry stated we will also be working to update the CHA (Community Health Assessment).

PHEP

A copy of the report is attached hereto and made part of the official minutes.

Correspondence

No correspondence for this month.

Old Business

2015 Ford Escape Sale

Health Commissioner Henry stated that after the last board meeting we reached out to the county to see what their policy was for selling of used vehicles. The county deferred to our board as there really isn't a policy. Health Commissioner Henry spoke to Attorney Blake. Attorney Blake agreed that for the sale of the Ford Escape, we can do a similar process like the van purchase and use a competitive bid process.

The health department researched the value of the vehicle and made a recommendation that the board make a motion to open competitive bidding with a minimum bid of \$12,000.00 based on the research findings with Kelley Blue Book etc.

If a bid of \$12,000.00 is not received, the sale will be re-evaluated at that time.



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<i>Action</i>	<i>Motion to open the competitive bidding process with a minimum bid of \$12,000.00, public notice to appear in the paper for three days for the 2015 Ford Escape.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2021-78	Mr. Mougianis moved and Mr. Bell seconded a motion to open the competitive bidding process with a minimum bid of \$12,000.00, public notice to appear in the paper for three days for the 2015 Ford Escape. Motion passed unanimously.	1 st - Mougianis 2 nd - Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud - Absent

Wellness on Wheels (WOW)

Health Commissioner Henry said there is no estimated delivery date of the Wellness on Wheels due to the wrap and the awning installation. The final grant expenditure report for the ODH was submitted; we are awaiting their final approval. Just to make it known, after we were told the funds to purchase the vehicle were approved, a new person took over the grant and is questioning how we were able to purchase a vehicle with the grant funds. All documentation of all correspondence was submitted and we are awaiting their final decision.

New Business

Job and Family Services Nurse on call

Job and Family Services has asked the health department if we would be willing to contract with them for an on-call nurse service. The position would basically be like a school nurse. The nurse could perform only those duties as allowed under their State of Ohio Nursing License. The nurse would be available for the residents on a 24-hour basis. A weekly stipend would be given to take calls after normal business hours. Health Commissioner Henry suggested a yearly contract fee of \$7,800.00 to provide this service. The fee would average out to be \$150.00 per week. The nurse would receive \$125.00 for the week, and the remainder would cover any overhead fees i.e. cell phone etc.

Dr. Macedonia stated he would like for Attorney Blake to draft the contract for review by the board. The board agreed at this time to look further into this possible contract.

<i>Action</i>	<i>Motion to initiate an MOU with Job and Family Services with approval from Attorney Blake.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2021-79	Mr. Crago moved and Mr. Bell seconded a motion to initiate an MOU with Job and Family Services with approval from Attorney Blake.	1 st - Crago 2 nd - Bell Bell - Aye



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	Motion passed unanimously.	Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud - Absent
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Legal Fees

Health Commissioner Henry wanted to make the board aware of the potential legal fees from one of the two pending cases. For the past month we were charged about \$4,000 for about 21 hours of legal fees. There is a possibility of several more invoices through the month of September.

Dr. Macedonia is inquiring because the ORC says the board is represented by the prosecutor’s office and they in turn decided not to represent us for good reasons. Dr. Macedonia would like to speak to Attorney Blake as to why the county wouldn’t be responsible to pay the legal fees as opposed to us paying the attorney fees.

Health Commissioner Henry will reach out to Attorney Blake for an explanation and report back to the board. Dr. Macedonia wants to hold off paying the bill until this has been resolved.

Board continuing education

Health Commissioner Henry stated there is two hours of continuing education required of all board of health members yearly. There is free online education provided through Kent State University. Health Commissioner Henry has reached out to Kent State about their process for issuing certificates. The university doesn’t provide certificates and their suggestion was that the board watch the modules at a board meeting and it be denoted in the minutes that the board completed the training. There are six modules that equates to 2 hours. The modules are anywhere from 15 minutes to 36 minutes in length.

Dr. Macedonia suggested the board come in prior to the monthly board meeting to view the modules. If all in agreement, the board will come before the meeting. Health Commissioner Henry stated we will check prior to the next meeting who all can attend and decide which modules will be watched. A 7:00 a.m. start time was suggested.

Audit Update 2018-2019

Kelly Wilson stated we will be receiving the results of the 2018 - 2019 audit. The state auditor’s office is very late in releasing those results. Kelly Wilson has been in contact with the lead auditor and would like to say that no one here currently was here during that time frame. Some of the audit concerns have already been corrected; some have not. The auditor’s office will be conducting an exit conference and recommend the board members listen in to the conference.



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Ms. Wilson recommends the finance committee be in attendance for the conference. Ms. Wilson wanted it to be made known that there will be findings from the audit. The board will receive a copy of the audit report.

PUBLIC PARTICIPATION

No public participation for the month.

Dr. Macedonia asked for the by-laws to review the portion of public participation for clarity and requests that it be followed consistently.

The by-laws state: "Anyone that wishes to speak must call at least three (3) business days prior to the meeting; provide their name, address, group affiliation (if any) and the topic to be addressed."

Topics cannot be repeated multiple times. Dr. Macedonia requested this process be followed and we remain consistent. Whomever receives the calls for public participation is to address this the same way.

<i>Action</i>	<i>Motion to adjourn</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2021-80	Chief Crago moved and Mr. Bell seconded a motion to adjourn. Motion passed unanimously.	1 st - Crago 2 nd - Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Absent

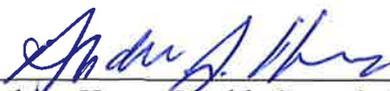
There being no further business before the Board, the meeting was adjourned at 9:22 a.m.

The next regular meeting of the Board of Health is scheduled for Tuesday, August 17, 2021 at 8:15 a.m. in the Trumbull Towers Building, 2nd Floor.

ATTESTED:



Dr. Patrick H. Macedonia, Board President



Andrew Henry, Health Commissioner