

## October 15, 2019

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

### Board Members

Dr. Frank L. Petrola  
Dr. George Van Weelden  
Terry Bell  
Dr. Michalene King  
Dr. Pat Macedonia

### Staff

Nicole Balakos-  
Health Commissioner  
Marc Maragos-Environmental Director  
Carla Gampolo-Sanitarian  
Dr. Jane Culp-Medical Director

### Absent

None

### Prosecutor

Emanuela Agresta

### Guest

None

### CALL TO ORDER

Dr. Frank L. Petrola called meeting to order.

### PUBLIC PARTICIPATION PERIOD

-None-

Action	Discussion Approval of Board Minutes	Vote Detail (Roll Call)
Resolution 2019-026	<p>The September 23, 2019 Board Minutes were presented to the Board of Health for their approval. Dr. King found 2 items on 2nd page, on monthly financial statement, it says that Dr. VanWeelden said yes but he was absent. Last page, says that Dr. Petrola is the acting Board of Health president when he is actually the president now not acting president. Those were the only 2 exceptions, then she made the motion to accept minutes.</p>	<p>1<sup>st</sup> Dr. King</p> <p>2<sup>nd</sup> Bell</p> <p>Petrola - yes</p> <p>VanWeelden - yes</p> <p>Bell - yes</p> <p>King - yes</p> <p>Macedonia - yes</p>

Action	Discussion Approval of Monthly Expenses	Vote Detail (Roll Call)
Resolution 2019-027	<p>The current month's expenses were presented to the Board of Health for approval.</p> <p>Terry Bell asked what services the Baldwin Group provide to the health department.</p> <p>Nicole Balakos stated they are the group that is in charge of our HDIS system, our time keeping system. It is our computer program that tracks our hours.</p> <p>Terry Bell further inquired if this is a monthly contract.</p> <p>Nicole Balakos responded that it is an annual contract.</p> <p>Terry Bell responded that he is glad that it is annual contract being that it's over \$5,500.00.</p> <p>Nicole Balakos also stated that she inherited this contract.</p>	<p>1<sup>st</sup> King</p> <p>2<sup>nd</sup> Bell</p> <p>Petrola - yes</p> <p>VanWeelden - yes</p> <p>Bell - yes</p> <p>King - yes</p> <p>Macedonia - yes</p>

Action	Discussion Approval of Monthly Finances	Vote Detail (Roll Call)
Resolution 2019-028	The monthly financial statement was presented to the Board of Health for approval. There were no irregularities to report.	1 <sup>st</sup> King
		2 <sup>nd</sup> VanWeelden
		Petrola - yes
		VanWeelden - yes
		Bell - yes
		King - yes
		Macedonia - yes

### **Nursing Division Report**

Dr. Jane Culp presented Nursing Division Report.

REPORTABLE DISEASES: 1 campylobacter, 19 chlamydia, 1 gonorrhea, 1 Hep A, 11 Hep C, 2 Lyme disease, total of 35 reportable diseases and 457 reportable diseases year-to-date.

### **WIC Division Report**

Dr. Jane Culp presented WIC Division Report. WIC statistics are 3 months behind, WIC had 50 certifications, 96 re-certifications, case load 1,085 for state, we were 276 below this number, 44 infants breastfeeding right now is 13% of total, 43 mothers 24% of mothers breast feeding, initiations rates mothers who chose to breastfeed before being counseled is around 44%. Appointments are back up over last 2 months and are looking better.

### **Environmental Division Report**

#### Activity Report

APEX – Marc Maragos informed the Board of Health that we had a total of 36 odor complains in August, 43 in September and 12 in October. On October 2, 2019 Frank Klinger conducted an odor patrol and noticed odors in the area. Mr. Klinger did write a Notice of Violation for failure to control off-site odors. We have communication from Joe Tatarek , Apex Manager, stating that

the gas plant was down and they were flaring off the gas. Marc Maragos suggested that that played a role in the gas odors detected, but the NOV does stand.

CROSSRIDGE LANDFILL is in the Ohio State Attorney General’s hands. The Health Department has been on-site at the landfill over the past two weekends to monitoring what is going on with the site. Marc Maragos and Nicole Balakos responded to a citizen’s complaint that was received via e-mail in regard to Wilson Ave. Mingo Jct. The two spoke to the citizens and explained that it is in the State Attorney Generals hands.

WILSON AVE MINGO JCT. The last two weekends, Scugoza has transferring his scrap metal and Haulaway business to a local location. Nicole explained the difference between garbage and scrap. Dr. Macedonia asked what the complaint was, Nicole responded that there was some confusion to what garbage is and further explained are using the commercial zoned location for scrap metal recycling, and the citizens thought it was garbage. Marc had to explain that scrap metal is not our responsibility. The location is being cleared for scrap metal recycling, not dumping C&D or garbage. Marc spoke to 3 different households and explained the difference, now that they know what it is it helped to clear up any confusion about whether it is something we should be doing on our end. Marc is also partnering with soil and water and with the EPA to make sure that what is being moved out to this location is properly licensed. Terry Bell asked if it was scrap metal and Nicole Balakos confirmed that it was as Scugoza has the Phoenix scrap metal business. Further discussion from Terry Bell inquiring which township Phoenix is in. Both Nicole Balakos and Mark Maragos confirmed it is in Cross Creek Township.

Nicole Balakos stated that there is a sign at Crossridge on the gate which states that the business will be moving to this location on October 22. They are unsure what day the sign went up, but it was up the day Nicole Balakos and Marc Maragos were there.

Action	Discussion Peshacks Continuing complaint	Vote Detail (Roll Call)
	Marc Maragos discussed that David and Jolene Peshack, 536 CTY Rd 7, Dillonvale were served to appear before this board meeting. Marc Maragos and Nicole Balakos were to explain why the Peshacks have failed to correct a sewage nuisance and as can be seen the Peshacks have not shown. The board was asked for the next steps to take. Dr. Petrola suggested holding the Peshacks in contempt and having the Peshacks come to the next meeting or they are done. Nicole Balakos responded that	1 <sup>st</sup> Petrola
		2 <sup>nd</sup> Bell

	<p>it is actually a repeat violation. The Peshacks had been in violation for this in 2012. Marc Maragos discussed that is for the same thing in 2012. In 2012, it was corrected so the Peshacks have created the same nuisance. Terry Bell added that this is what we talked about before regarding the Peshacks dumping gray water. Marc Maragos confirmed it is grey water that is coming out into the front yard and into the ditch along County Road 7. Terry Bell asked if we can send a deputy to their house if the Peshacks fail to show up. Dr. Petrola confirmed that they could do that. Dr Petrola motioned and Terry Bell said he second to have the sheriff serve the papers to appear before the board and after a discussion it did not go to a vote.</p>	
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Marc Maragos noted that they are working weekends and evenings doing inspections of Festival in the Woods, First Fridays as well as other events. The Sanitarians are not only working 8-4 but also evenings and weekends. Dr. Macedonia asked what these items under miscellaneous are. Marc Maragos explained that there was not another column to put those items in, but they are sections that they conduct in each of those sub categories. Dr. Macedonia asked what the numbers in Solid Waste mean. Marc Maragos explained that the numbers show the activities that we have done in that program. Marc Maragos also explained that each of those things were broke down by activity and that it can be anything from consultation to full scale inspections, investigations. Dr. Macedonia inquired why there are people's name in the last column and if that identified the person making the complaint. Marc Maragos said it was set up by the Ohio EPA to keep track of where the odor complaints are being called in from and we know the location of the complaint. Terry Bell added that it is based on geographic location. Dr. Macedonia replied that obviously some of these people are closer to the landfill then others, so is that why some may have more complaints then others? Is that the purpose of this? Marc Maragos explained that the purpose is if calls are all made from one location, then we know where to go out and look for the odors. This way the sanitarians can determine if those odors are still there. This is a tool to help us to track where odors might be present in the community around the landfill.

**PHEP Report**

Nicole Balakos stated that Sam Ivkovich, the PHEP Coordinator, is not here right now. Sam Ivkovich traveled for a meeting to Noble County, for the Regional Meeting. There have been no incidents this month. He is keeping his plans up-to-date. PHEP has nothing new that we have to approve this month.

**Accreditation Report**

Nicole Balakos stated we have posted the position for Accreditation Coordinator; we do not anyone who applied for that position yet.

**Old Business**

<b>Action</b>	<b>Discussion Process for Submission of a credit card</b>	<b>Vote Detail (Roll Call)</b>
Resolution 2019-029	Nicole Balakos discussed that they are still working with Huntington Bank to get a credit card and that the application is pending. Nicole Balakos was able to partner with one of the other health departments to get their language for the credit card and have that signed for Huntington Bank. It has been submitted. Nicole Balakos asked for a motion to approve the process for that, and noted that she did submit the application we just need to get the language approved for the processing of that card. Dr. Macedonia discussed the oversight controls and there was discussion that those would need to be updated in the policy to signify positions that would have cards, not names, as the names currently listed are out dated. Nicole Balakos noted that Portage County has a process that has already been accredited that she would like to adopt once they receive the card. She will e-mail a draft of what Portage County used so the board can review it.	1 <sup>st</sup> King
		2 <sup>nd</sup> Bell
		Petrola -       yes
		VanWeelden - yes
		Bell -            yes
		King -           yes
		Macedonia -   yes

<b>Action</b>	<b>Discussion</b>	<b>Reading of 2020 fees:</b>	<b>Vote Detail (Roll Call)</b>
Resolution 2019-030	Nicole Balakos said the 2020 Environmental fees will stay the same as 2019. (Attached is a copy of the fees as read in the meeting) Expedited fees: Legal Research fee Ambulance Fee (Attached as read at the meeting) Dr. VanWeelden 1 <sup>st</sup> reading Nicole Balakos stated that we discussed last month, but this is the first reading. Dr. Macedonia inquired about a public hearing, which Nicole Balakos confirmed that there needs to be a public hearing 20 days before adoption, the meeting has to be advertised in the paper, public advertisement about a public hearing.		1 <sup>st</sup> King
			2 <sup>nd</sup> Bell
			Petrola -       yes
			VanWeelden - yes
			Bell -            yes
			King -           yes
Macedonia -   yes			

**New Business**

<b>Action</b>	<b>Discussion Collaboration</b>	<b>Vote Detail</b>
Resolution 2019-031	Nicole stated that we had information in the packet about joining the collaborative, the service with local health departments, we can join through the Ohio Health Commissioners, they offer different things, and one is electronic medical records and the ability to purchase different things The cost is \$9,500.00 a year to join, it gives credentialing for the physicians. There are other things involved with it they are doing an overhaul of the system. The overhaul will take place Thanksgiving week; they can take new members after that date. They will be doing the e-clinic medical records, and it is a way for us to get this service. Training for our people, building portals for the employees and patient records, scheduling, and building software are included with that.	1 <sup>st</sup> Bell
		2 <sup>nd</sup> Dr. Petrola
		Petrola -       yes
		Van Weelden - yes
		Bell -           yes
		King -           yes
Macedonia -   yes		

	<p>Dr. Macedonia responded that is a good idea to join the collaboration, it consolidates a lot of the information. He inquired about the last internet contract being with Comcast. Nicole confirmed that it is Comcast and that she has a meeting this Thursday to join the County internet services, and data processing. If we join the county, we will not have any internet cost. Dr. Macedonia pointed out that with this contract they get 7% on top of the fee and Nicole countered that we are currently paying 7% also for our billing service. So that would be the same as what we are paying now. Dr. Macedonia received confirmation from Nicole that that was in addition to the \$9,500.00.</p> <p>Nicole stated that the meeting is Thursday, looking to go with County to get away from Ridgefield. We know we need new hardware, new server, and to upgrade computer systems. We would have shared services and the county now takes credit cards so we are able to merge services.</p>	
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**Golden Plate Award:** Nicole explained that we are going to initiate a program called the Golden Plate Award. It will recognize the Food Service Operations that go above and beyond in their facility. Stipulations will apply include being open at least 2 years, only level III and level IV operations. Nicole will include a copy of the milestones the FSO's must meet to qualify for the award. We will reevaluate every 2 years. If the facility gets a critical violation we will remove the facility from the list of recipients.

<b>Action</b>	<b>Discussion PO Increase</b>	<b>Vote Detail</b>
	<p>Nicole wants to increase her ability to approve a PO over \$5k up to \$10K.</p> <p>Dr. Macedonia stated that if you need more than \$5,000 you could call the board for approval.</p> <p>Nicole Balakos stated that violates the sunshine law of public meetings.</p> <p>Nicole Balakos also stated that she is only asking for the approval in the event of major equipment failure or vaccine replacement. This would be the only time the health department would use this privilege.</p> <p>Dr. Macedonia replied only spend over \$5,000 in an emergency.</p> <p>Attorney Agresta replied specify categories. Dr. VanWeelden said for major equipment, trailer, vehicles, medical equipment, and big list items we might need to repair or replace item.</p>	          



	Dr. VanWeelden – table until next meeting	
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### Health Commissioners Report

Nicole Balakos did go to the Solid Waste authority meeting this month. The Solid Waste Authority did increase their funding to us to \$125,000.00 a year. To be paid retroactive to health department in 2019 as well as 2020.. Discussion that this was awesome. Nicole Balakos stated that this is a partnership and we are developing some really solid relationships within the community. The Solid Waste Authority agreed because of that with our work load. Nicole Balakos commended the Sanitarians are really working out in the community, and the recognition that we have increased our work load, so the SWA increased our funding from \$72,000 and change to \$125,000 effective with the remainder of 2019.

Dr. Macedonia asked if this will cover our current expenses. Nicole Balakos replied not actual expenses but yes, we are a lot better than we were before. The Sanitarians will look at the expenses for 2020, but right now this is what we are going to use for 2020 as well. The sanitarians will have a contract amendment drawn up and we will act on that at the next meeting.

Nicole Balakos explained the issue with the refrigerator; the total cost for the vaccine we lost is \$33,218.08 of which \$11,719.00 was private vaccine. The Health Department does have an insurance claim which has a \$2,500.00 deductible. The state is coming on Thursday to check the new refrigerator to make sure it meets the requirements and certify it, before the Health Department can get any more federally funded vaccine. We are not sure if insurance will cover the refrigerator or not. The cause needs to be determined for the failure. Dr. Macedonia stated that if it is a power failure of the building, we need to discuss how we can protect it the next time. Nicole Balakos answered that the unit already had a data logger that was built into it, but it did not come to us, it went to the state. The new unit has a data logger that goes to the state and us. The Health Department could have known about the power failure sooner and be able to take action. The Health Department also bought data loggers that are on our regular house refrigerators so we have a backup unit to store vaccine. We can transfer the vaccine to this unit in an emergency. We did not have a backup previously. So now we do, and they are also monitored with data loggers. The state is coming because they have to have data sent to them for a week before they will certify the unit and send us the vaccine. The Health Department inherited that refrigerator from Steubenville city, so not sure how old it was or back information on this unit. Dr. Culp also said that we do have a backup plan, if we could have saved the vaccine the vaccines could have taken it to Trinity, and use their refrigerators. That is our back up plan if we are able to save the vaccines in time. Dr. VanWeelden confirmed that Trinity will continue as a back-up, Nicole Balakos confirmed that yes we can take the vaccine there if we have an emergency. Our vaccine is there now until we get certified.

Action	Discussion Consent Agenda and Approval	Vote Detail
Resolution 2019-032	<p>Nicole Balakos requested that she have the authority to sign contracts given to Nicole at a past board meeting. Nicole Balakos stated that she signed the Clear Impact Software license, with ODH from Oct 1, 2019 – Sept 30, 2021. This is tracking software that we received a grant from the state of Ohio for and it is a sponsored license. We do not have any cost associated for the first 2 years with the license. Then we can decide if we want to continue. Nicole Balakos also has travel requests for the Board. Also, The Board has a letter of request for JVS to support their Levy and see if the Board would like to agree to a support letter.</p>	<p>1<sup>st</sup> Bell  2<sup>nd</sup> Dr. Petrola  Petrola - yes  Van Weelden - yes  Bell - yes  King - yes  Macedonia - yes</p>

	<p>New hire Crystal Wickham Peer Helper WIC employee, her salary should be \$12.00. The Sanitarian in Trainings transcripts are with the RS board for review. If transcripts are approved they will be ready to start.</p> <p>Dr. Macedonia asked what seasonal fiscal is, Nicole replied she is filling in until we can hire a new fiscal officer. She gets no benefits, etc. only hourly rate, only working part time.</p> <p>Dr. Macedonia replied that she is getting more than a RN is getting, she is getting what Karen made prior to her resignation. Nicole replied Jodi Norris is temporary with no benefits. Our Nurse has a Bachelors in Public Health and a BSN that we hired she was in labor and delivery and worked at the women’s center.</p>	

<b>Action</b>	<b>Discussion Executive session</b>	<b>Vote Detail (Roll Call)</b>
	Go into Executive Session for Personnel and Contracts	1 <sup>st</sup> Van Weelden
		2 <sup>nd</sup> King
		Petrola -       yes
		VanWeelden - yes
		Bell -            yes
		King -           yes
		Macedonia -   yes

<b>Action</b>	<b>Discussion</b>	<b>Vote Detail (Roll Call)</b>
Resolution 2019-033	Nicole Balakos requested to lease two new vehicles, the 2019 Ford Echo Sport and the 2019 Ford F150	1 <sup>st</sup> King
		2 <sup>nd</sup> Dr. Petrola
		Petrola -       yes
		Van Weelden - yes
		Bell -            yes
		King -           yes
		Macedonia -   yes

<b>Action</b>	<b>Discussion</b>	<b>Vote Detail (Roll Call)</b>
Resolution 2019-034	A Holiday extension was requested for All day Christmas Eve and ½ a day New Year’s Eve with pay as well as existing holidays.	1 <sup>st</sup> Bell
		2 <sup>nd</sup> VanWeelden
		Petrola - yes
		VanWeelden - yes
		Bell - yes
		King - yes
		Macedonia - yes

<b>Action</b>	<b>Discussion Executive session</b>	<b>Vote Detail (Roll Call)</b>
	End executive session	1 <sup>st</sup> Van Weelden
		2 <sup>nd</sup> King
		Petrola - yes
		VanWeelden - yes
		Bell - yes
		King - yes
		Macedonia - yes

**The next monthly meeting is November 19, 2019 at 8:15 am**

**Dr. King motioned to adjourn, seconded by Dr. Van Weelden**

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

**ATTESTED:**

*Frank L. Petrola, M.D.*

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

*Nicole Balakos*

**Nicole Balakos, Health Commissioner**