

March 21, 2017

The regular monthly meeting of the Board of Health was held on March 21, 2017, in the Board Room, 2nd Floor, Towers Building, and 500 Market Street, Steubenville, Ohio.

Present

Frank L. Petrola, MD, President
John Fabian
George VanWeelden
E. Dale Featheringham

Staff

Bruce Misselwitz, Administrator
Sheryl Suppa
Dr. Frank J. Petrola

Absent

John Abdalla
Annette Stewart

Prosecutor

Emanuella Agresta

Guest

See attached sign in sheet.

CALL TO ORDER

Frank L. Petrola called the meeting to order.

APPROVAL OF BOARD MINUTES

Mr. Misselwitz presented the Board of Health with the minutes from the February 2017 regular meeting for their approval.

Mr. John Fabian moved to approve February 2017 minutes as presented, seconded by Mr. Dale Featheringham.

Vote – Unanimous, YES

FISCAL REPORTS

January Fund Balance – Ms. Suppa informed the Board of Health that the cash balance on February 28, 2017 was \$324,581.88

Mr. John Fabian moved to approve the February 29, 2017 Fund Balance as presented by Ms. Suppa, seconded by Mr. Dale Featheringham.

Vote – Unanimous, YES

January Financial Report – Ms. Suppa presented the Board of Health with March 21, 2017 Purchase Order Request totaling \$13,809.22 for their approval.

Mr. John Fabian moved to approve the March 21, 2017 Purchase Order Request totaling \$13,809.22, seconded by Mr. Dale Featheringham.

Vote – Unanimous, YES

Ms. Suppa presented the Board of Health with the March 21, 2017 Then and Now's totaling \$87,770.62 for their approval.

Mr. John Fabian moved to approve the March 21, 2017 Then and Now's totaling \$87,770.62, seconded by Mr. Dale Featheringham.

Vote – Unanimous, YES

Ms. Suppa presented the Board of Health with the February Revenue totaling \$221,956.44 and the February Expenditures totaling \$122,764.08 for their approval.

Mr. John Fabian moved to approve the February Revenue totaling \$221,956.44 and the February Expenditures totaling \$122,764.08, seconded by Mr. Dale Featheringham.

Vote – Unanimous, YES

OPEN BUSINESS

Enzo's Fine Foods – Mr. Misselwitz presented the Board of Health that the Sanitarians did a re-inspection on Enzo's Fine Foods and found it to be substantially cleaned up. They were issued a 2017 FSO License and were given a 60 day notice to finish cleaning. He is required to set up a daily work schedule for cleaning. Sanitarians will be going back there in 30 days to check the progress and it will be presented at the April Board Meeting.

Steubenville- Mr. Misselwitz presented the Board of Health that he was sent an email from Steubenville City Board of Health that a motion was made not to participate in Accreditation meetings with Jefferson County Board of Health. They feel that Steubenville City Health Department will not be operating by the end of the year. So they have cancelled the rest of the meetings.

Plumbing Contract- Mr. Misselwitz presented the Board of Health with the new Plumbing Inspector Contract with Steubenville City. Mr. Misselwitz said has asked where the Plumbing Inspector will be if the Health Department closes down in a few months, because that is who we will need to contract with, The Health Department asked to go ahead with the same contract from last year, Mr. Misselwitz asked for a motion to continue the contract for Plumbing Inspections.

Mr. Dale Featheringham moved to continue with the new contract for Plumbing Inspections with Steubenville City Health Department, seconded by Mr. John Fabian.

Vote – Unanimous, YES

NEW BUSINESS

District Advisory Meeting –Mr. Misselwitz informed the Board of Health that District Advisory Council met, there was no quorum so they met as a committee. They voted Dave Ramsey of Ross Township as President, Mark Clark of Island Creek Township as Vice President and Jenny Chandler of Wayne Township as Secretary. A motion was made to reappoint Dr. Frank L. Petrola for a 5 year term on the Board of Health.

Variance- Ohio Valley Septic - Mr. Misselwitz presented the Board of Health with a request from Ohio Valley Septic in asking for a variance on 6 hours of CEU's for 2016. Ohio Valley Septic has already enrolled for the 8 CEU's for 2017 effective today. Ohio Valley Septic was not aware of the required CEU's needed to continue. Ohio Valley Septic was made aware of the availability to still obtain the 6 CEU's needed for 2016 on line.

Ohio Valley Septic has requested a variance from the Board of Health to take online classes in order to obtain their required CEU's.

Mr. Dale Featheringham moved to grant Ohio Valley Septic, a variance to the 6 CEU's that they failed to obtain during 2016, and remain as a registered Septage Hauler in Jefferson County, seconded by Mr. John Fabian.

Vote – Unanimous, YES

Funding Request from Soil and Water- Mr. Misselwitz presented to the Board of Health a request made from Ms. Wendy Zadanski of Jefferson County Water and Soil Conservation District. The Jefferson County Water and Soil Conservation is administering the water pollution control loan fund in assisting low to moderate income homeowners in replacing or repairing septic systems. There are 15 homeowners who have qualified for assistance, 5 of these homeowners need to get a \$200.00 NPDES permit from OEPA for off lot discharging. 2 of these homeowners Gary Grimm and James Moffitt are unable to pay this fee to the OEPA. Ms. Zadanski is requesting the Board of Health to pay this fee to the OEPA for these 2 households. An invoice will then be sent to the Jefferson County Water and Soil Conservation for reimbursement.

Dr. George VanWeelden moved to pay the \$200.00 NPDES permit fees to OEPA for Gary Grimm and James Moffitt with an invoice sent for reimbursement, seconded by Mr. Dale Featheringham.

Vote – Unanimous, YES

ODH Private Water System Program Survey- Mr. Misselwitz presented to the Board of Health that the Private Water System Program meets the minimum acceptable standard measures as specified methodology and can continue with the private water system. The only thing is a fee schedule for certain fee categories that we do not do, but would like us to adopt. These fees will be presented at the April Board meeting for adoption.

ENVIRONMENTAL DIVISION

Activity Report – Mr. Misselwitz informed the Board of Health that the Sanitarians are currently in Columbus at Midwest Workshop for Training.

NURSING DIVISION

Activity Report –Mrs. Deavers reported to the Board of Health that the flu is wide spread now. There are currently 29 cases of flu that were hospitalized in February, 8 cases so far for March. Plans are being made to attend the Community Health Fair at Finley Church located on Lincoln Avenue, will be bringing the naloxone and Beth will be there for BCMH. TDap and Meningitis clinics will be held for all 7th graders and seniors.

WIC DIVISION

Activity Report- Mrs. Wilson reported that the caseload for WIC clients in December is 1228, which down by 95. Plans are being done for the Spring Fling that will be held in the community room to promote WIC. Mrs. Wilson updated the Board of Health on the progress of the remodeling taking place. Cleaning and painting of walls will take place this weekend and the vinyl plank flooring will be installed the week of April 17th.

ADMINISTRATOR'S REPORT

County Plan- Mr. Misselwitz informed the Board of Health that he has received a letter from Jefferson County Commissioners on 2/24/17 that they have voted to change the Personal Policy Manual from Clemson Nelson to County Risk CORSA. As they change policies Mr. Misselwitz would like to the Board of Health adopt them. The ones currently sent by the commissioners will be presented to the Board of Health for adoption at the April Board meeting.

Nursing-BCMH-Mr. Misselwitz informed the Board of Health that the governor is changing budget bill BCMH to children with handicaps. The current program ends 7/1/17 with the new budget changes. No new client can be enrolled; they have to go through Medicaid. The nurses will still be doing the visits. We will be meeting with Gina, the district coordinator to see how this will affect the Health Department. Currently there are 59 children in the BCMH program, 45 are already on Medicaid. Questions about being paid for home visits through Medicaid and fees we currently receive from a Tax Levy. This information will be presented at the April Board meeting.

Accreditation Process – Mr. Misselwitz informed the Board of Health we have sent the results of the Community Health Assessment to Ohio State University College of Public Health. Since Steubenville City Health Department has backed out of the Accreditation Process, we need to see what the next steps will be. State Director of Health Department Mr. Hodges has resigned; Mr. Hines is the interim State Director.

Solid Waste – Mr. Misselwitz explained to the Board of Health that the Solid Waste Authority is purchasing a Glass Recycling truck to handle beer and pop bottles from restaurants and bars

PERSONNEL

Table Reorganization- Mr. Misselwitz informed the Board of Health that he will present in April a new Table Organization to include 2 spots; Part-time Nurse for Accreditation and Full time Clerk/Deputy Registrar.

BOARD EDUCATION

No Board Education

There being no further business before the Board of Health, the meeting was adjourned.

ATTESTED:



Frank L. Petrola, Board of Health President



Frank J. Petrola, Health Commissioner

3/21/17 Board Meeting
Dan Coast - Handwritten

Jefferson County General Health District

Meeting Agenda

March 21, 2017

9:30 AM

Type of Meeting: Regular Monthly Meeting

- Call to order
- Approval of minutes of February Meeting
- Fiscal Reports
 - February Fund Balances
 - February Financial Report
- Open Business
 - Enzo's Fine Foods
 - Steubenville
- New Business
 - District Advisory Meeting
 - Variance – Ohio Valley Septic
 - Funding Request from Soil and Water
 - ODH Private Water System Program Survey
- Environmental Division Report
 - Activity Report
 - Solid Waste Program
- Nursing Division Report
 - 2017 Program Planning
- Administrator's Report
 - ~~DAC Meeting~~ County PLAN
 - Accreditation Process
 - Solid Waste Board
- Personnel
 -
- Adjournment

**GENERAL HEALTH DISTRICT - COUNTY OF JEFFERSON
SUMMARY OF RECEIPTS, EXPENDITURES AND BALANCES MARCH 2017**

FUND	PRIOR MONTHS CASH BALANCE	MARCH RECEIPTS	TRANSFER IN	ADVANCE-IN	MARCH EXP.	TRANSFER OUT	ADVANCE-OUT	FUND BALANCE
District Board of Health	\$124,324.44	\$105,702.41	\$0.00	\$0.00	\$22,354.77	\$0.00	\$0.00	\$207,672.08
Trailer Park	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Solid Waste	-\$7,293.38	\$0.00	\$0.00	\$0.00	\$7,857.22	\$0.00	\$0.00	-\$15,150.60
Vital Statistics	-\$1,231.46	\$4,377.50	\$0.00	\$0.00	\$3,866.92	\$0.00	\$0.00	-\$720.88
PHIEP- Federal	\$15,498.78	\$8,530.75	\$0.00	\$0.00	\$24,105.84	\$0.00	\$0.00	-\$76.31
Food	\$70,007.86	\$30,474.15	\$0.00	\$0.00	\$27,301.37	\$0.00	\$0.00	\$73,180.64
Environmental Health	\$12,768.91	\$6,583.57	\$0.00	\$0.00	\$5,929.44	\$0.00	\$0.00	\$13,599.04
Water System	-\$62.56	\$650.00	\$0.00	\$0.00	\$619.32	\$0.00	\$0.00	-\$206.88
CD&D	\$64,515.95	\$39,966.10	\$0.00	\$0.00	\$73,157.76	\$0.00	\$0.00	\$31,324.29
Nursing	-\$5,556.57	\$210.00	\$0.00	\$0.00	\$3,635.01	\$0.00	\$0.00	-\$8,981.58
WIC - Federal	\$2,088.93	\$22,800.09	\$0.00	\$0.00	\$23,051.00	\$0.00	\$0.00	\$1,838.02
Lead Funds	\$198.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$198.83
Swimming Pools	-\$119.91	\$21.80	\$0.00	\$0.00	\$104.92	\$0.00	\$0.00	-\$203.03
Car Seats	\$293.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$293.60
Plumbing	-\$1,307.06	\$1,569.50	\$0.00	\$0.00	\$2,248.21	\$0.00	\$0.00	-\$1,985.77
Tuberculosis	-\$5,133.23	\$130.00	\$0.00	\$0.00	\$3,912.47	\$0.00	\$0.00	-\$8,915.70
BCMH Fund	-\$2,862.92	\$0.00	\$0.00	\$0.00	\$3,896.78	\$0.00	\$0.00	-\$6,759.70
Toronto	\$9,823.07	\$0.00	\$0.00	\$0.00	\$218.67	\$0.00	\$0.00	\$9,604.40
Parks and Camps	-\$119.91	\$0.00	\$0.00	\$0.00	\$85.98	\$0.00	\$0.00	-\$205.89
Tattoo	\$337.42	\$155.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$492.42
Severence Fund	\$48,410.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,410.09
Totals	\$324,581.88	\$221,170.87	\$0.00	\$0.00	\$202,345.68	\$0.00	\$0.00	\$343,407.07

Dec. Water 175.00
Inc. SDS 175.00

Signature for Approval
E. Dwyer
J.R. Fisher
F. J. ...

BOARD OF HEALTH BOARD REPORT
FOR MARCH

REPORT DATE: APRIL 06, 2017 TOTAL FOR DIVISION HELP ME G

TOTAL FOR DIVISION HELP ME GROW TANF	\$	0.00
TOTAL FOR DIVISION SOLID WASTE	\$	7,857.22
TOTAL FOR DIVISION CD&D	\$	0.00
TOTAL FOR DIVISION LANDFILL	\$	73,157.76
TOTAL FOR DIVISION TOBACCO	\$	0.00
TOTAL FOR DIVISION PERSONNEL	\$	0.00
TOTAL FOR DIVISION SUBSIDIES	\$	0.00
TOTAL FOR DIVISION WIC	\$	23,051.00
TOTAL FOR DIVISION PURCHASED PERS. SERV	\$	0.00
TOTAL FOR DIVISION MAINTENANCE	\$	0.00
TOTAL FOR DIVISION CIN MED	\$	0.00
TOTAL FOR DIVISION EQUIPMENT	\$	0.00
TOTAL FOR DIVISION SUBSIDIES	\$	0.00
TOTAL FOR DIVISION MISC.	\$	0.00
TOTAL FOR DIVISION MISC.	\$	<u>0.00</u>
GRAND TOTAL FOR MARCH	\$	202,691.57

TB 345.89

202,345.68

Signature for Approval.

[Handwritten Signature]

BOARD OF HEALTH BOARD REPORT
FOR MARCH
REPORT DATE: APRIL 06, 2017

(POSTED)

TOTAL FOR DIVISION BOARD OF HEALTH	\$	22,354.77
TOTAL FOR DIVISION MOSQUITO FUND	\$	0.00
TOTAL FOR DIVISION FOOD SERVICE	\$	27,301.37
TOTAL FOR DIVISION VITAL STATISTICS	\$	3,866.92
TOTAL FOR DIVISION SUPPLIES <i>Nursing</i>	\$	3,635.01
TOTAL FOR DIVISION TATTOO	\$	0.00
TOTAL FOR DIVISION CAR SEATS	\$	0.00
TOTAL FOR DIVISION PARKS AND CAMPS	\$	85.98
TOTAL FOR DIVISION PAT	\$	0.00
TOTAL FOR DIVISION PLUMBING	\$	2,248.21
TOTAL FOR DIVISION TB	\$	3,912.47
TOTAL FOR DIVISION BCMC	\$	3,896.78
TOTAL FOR DIVISION TORONTO	\$	218.67
TOTAL FOR DIVISION TB	\$	345.89
TOTAL FOR DIVISION TRAILER PARKS	\$	0.00
TOTAL FOR DIVISION MARINAS	\$	0.00
TOTAL FOR DIVISION WATER WELLS	\$	619.32
TOTAL FOR DIVISION SWIMMING POOLS	\$	104.92
TOTAL FOR DIVISION ENVIRONMENTAL	\$	5,929.44
TOTAL FOR DIVISION IAP	\$	0.00
TOTAL FOR DIVISION RABIES	\$	0.00
TOTAL FOR DIVISION INFRASTRUCTURE	\$	24,105.84
TOTAL FOR DIVISION CFHS	\$	0.00
TOTAL FOR DIVISION HELP ME GROW PART C	\$	0.00

LICE PREVENTION PROPOSED BUDGET REQUEST REPORT (BOH)
04/12/2017

JND	DEPT	ITEM	NAME	AMOUNT	2018 REQUESTED
4	450	1	SALARIES	684,341.60	639,051.59
4	450	2	P.E.R.S.	95,141.67	89,467.24
4	450	3	HOSPITALIZATION	201,160.15	209,449.63
4	450	4	CONTRACT SERVICES	75,522.57	75,160.24
4	450	5	TRAVEL	23,383.60	28,984.44
4	450	6	WORKERS COMPENSATION	7,558.50	30,549.85
4	450	7	SUPPLIES	22,950.61	19,416.51
4	450	8	EQUIPMENT	0.00	10,000.00
4	450	9	RENTALS	0.00	0.00
4	450	10	CONTRACT REPAIRS	0.00	0.00
4	450	11	OTHER EXPENSES	501,109.78	495,470.62
4	450	12	CERTIFICATIONS	38,389.34	37,842.00
4	450	13	REFUNDS	3,285.10	500.00
4	450	14	MEDICAID	0.00	0.00
4	450	15	UNEMPLOYMENT	98.84	0.00
4	450	16	TELEPHONE	9,322.56	10,048.16
4	450	17	POSTAGE	4,702.00	1,000.00
4	450	18	MAINTENANCE	792.14	9,100.00
4	450	19	TRAINING Accreditation	0.00	3,000.00
4	450	20	WEB SITE	0.00	0.00
4	450	21	SOFTWARE LICENSE	0.00	0.00
4	450	22	ADVERTISING	0.00	0.00
4	450	23	INCENTIVES	0.00	0.00
4	450	24	NEWS LETTER	0.00	0.00
4	450	25	PROMOTIONAL	0.00	0.00
4	450	26	PEDOMETERS	0.00	0.00
4	450	27	MEETING EXPENSE	0.00	0.00
4	450	28	PRINTING	0.00	0.00
4	450	29	AUDIT	0.00	0.00
4	450	30	LIABILITY INSURANCE	0.00	480.00
4	450	31	STERICYCLE	0.00	840.00
4	450	32	EDUCATION	0.00	0.00
4	450	33	UTILITIES	0.00	1,360.52
4	450	777777	SSER	267.84	22,320.00
4	450	888888	MEDICARE	9,914.47	9,200.00
4	450	*TOTAL	JEFF. CO. HEALTJ DEP	1,677,940.77	1,676,123.13

Amended Appropriations

Signature See Approval
E. Debs Featheringhan
D. Niles
J.R. Fahn

ENVIRONMENTAL DIVISION MONTHLY REPORT

2017



Sewage Treatment												
Household Sewage Permits	2	3										5
Operating Permits	0	1										1
Sewage Disposal - New	23	52										75
Sewage Disposal - Existing	30	16										46
Sewage Disposal - Alteration	0	2										2
Septage Hauler	3	0										3
Semi-Public	3	0										3
Sewage Nuisances	6	0										6
Loan Evaluations	8	6										14

Private Water												
Household Water Permits	0	3										3
Private Water - New	3	0										3
Private Water - Existing	31	5										36
Total Water Samples Taken	7	1										8

Food/Retail Program												
Food Service	318	371										689
CCP/Process Review	31	22										53
Temp. FSO	0	0										0
Mobile FSO	1	0										1
Vending Location	0	0										0

Plumbing												
Plumbing Residential	3	1										4
Plumbing Commercial	0	0										0

Miscellaneous												
Animal Nuisances	21	15										36
Schools	0	5										5
Dilapidated Structures	7	2										9
Park/Camps	0	0										0
Swimming Pools	0	2										2
Tattoos	0	0										0
Vector Control	0	0										0
Administration	18	22										40
Supervisory Time	7	6										13
PHER	54	24										78

OVER

BOARD OF HEALTH BOARD REPORT
FOR MARCH
REPORT DATE: APRIL 05, 2017

*Signature
for Approval*

TOTAL FOR RIVISION BOARD GENERAL FUND	\$	105,702.41
TOTAL FOR RIVISION FOOD SERVICE	\$	30,474.15
TOTAL FOR RIVISION VITAL STATISTICS	\$	4,377.50
TOTAL FOR RIVISION NURSING	\$	210.00
TOTAL FOR RIVISION TATTOO	\$	155.00
TOTAL FOR RIVISION CAR SEATS	\$	0.00
TOTAL FOR RIVISION PARKS AND CAMPS	\$	0.00
TOTAL FOR RIVISION PAT	\$	0.00
TOTAL FOR RIVISION PLUMBING	\$	1,569.50
TOTAL FOR RIVISION TUBERCULOSIS	\$	130.00
TOTAL FOR RIVISION BCMH	\$	0.00
TOTAL FOR RIVISION TORONTO	\$	0.00
TOTAL FOR RIVISION TB	\$	0.00
TOTAL FOR RIVISION TRAILER PARKS	\$	0.00
TOTAL FOR RIVISION WATER FUND	\$	650.00
TOTAL FOR RIVISION SWIMMING POOLS	\$	21.80
TOTAL FOR RIVISION SEWAGE	\$	6,583.57
TOTAL FOR RIVISION IAP	\$	0.00
TOTAL FOR RIVISION PHEP	\$	8,530.75
TOTAL FOR RIVISION HMG PART C	\$	0.00
TOTAL FOR RIVISION HELP ME GROW	\$	0.00
TOTAL FOR RIVISION SOLID WASTE	\$	0.00
TOTAL FOR RIVISION LANDFILLS	\$	39,966.10
TOTAL FOR RIVISION WIC	\$	<u>22,800.09</u>
GRAND TOTAL FOR MARCH	\$	221,170.87

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Parks and Camps	-\$119.91	\$0.00	\$0.00	\$0.00	\$85.98	\$0.00	\$0.00	-\$205.89
Tattoo	\$337.42	\$155.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$492.42
Severance Fund	\$48,410.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,410.09
Totals	\$324,561.88	\$221,170.87	\$0.00	\$0.00	\$202,345.68	\$0.00	\$0.00	\$343,407.07

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Inc. SDS 175.00