

April 25, 2017

The regular monthly meeting of the Board of Health was held on Tuesday, April 25, 2017 in the Board Room, 2nd Floor, Trumbull Towers Building, 500 Market Street, Steubenville, Ohio.

Present

Frank L. Petrola
Dale Featheringham
John Fabian
George VanWeelden

Staff

Frank J. Petrola
Annette Stewart

Absent

John Abdalla

Prosecutor

Emanuella Agresta, Atty.

Guest

See attached sign in sheet

CALL TO ORDER

Frank L. Petrola called the meeting to order.

APPROVAL OF BOARD MINUTES

Mrs. Stewart presented the Board of Health with the minutes from the March, 2017 Regular Board Meeting for their approval.

Dr. George VanWeelden moved to approve the minutes of the March, 2017 Board Meeting as presented by Mrs. Stewart, seconded by Mr. John Fabian

Vote – Unanimous, YES

FISCAL REPORTS

March Fund Balance, Expenditures, Revenue, Purchase Orders, and Then and Nows

Mrs. Stewart presented the Board of Health with Expenditures, March Fund Balances, March Revenue, March Expenditures, March Purchase Orders, and Then and Now Statements for their approval.

Mr. John Fabian moved to approve the March Expenditures totaling \$202,345.68, March Fund Balance of \$343,407.07, March Revenue totaling \$221,170.87, March Purchas Orders totaling \$41,054.12, and Then and Now Statements totaling \$2,360.52 as presented by Mrs. Stewart, seconded by Dr. George VanWeelden.

Vote – Unanimous, YES

Amend Appropriations

Mrs. Stewart presented the Board of Health with the amended appropriations for their approval. Copy attached here to and made a permanent part of this record.

Dr. George VanWeelden moved to amend the appropriations as presented by Mrs. Stewart, seconded by Mr. John Fabian.

Vote – Unanimous, YES

OPEN ISSUES

Enzo's Fine Foods

Mrs. Carla Gampolo, RS explained to the Board of Heath that herself and Mr. Jack McGuire, SIT re-inspected Enzo's Fine Foods on April 21, 2017, and found the establishment to be back in substantial compliance. A follow up inspection will be done again in approximately 6 months; if Enzo's Fine Foods remains in substantial compliance they will be placed back on the regular inspection schedule.

Steubenville Assignment and Assumption of Service

This was discussed at the last meeting of the Board of Health. The agreement has been signed and approved. Copy attached here to and made a permanent part of this record.

NEW BUSINESS

Judgement Entry Order of Abatement – Judge Miller

This judgement is in reference to Club 106 in Steubenville, Ohio. We received orders from Judge Miller's Court stating that Club 106 cannot be issued a Food Service License for one year following the judgement. It will not be until March 30, 2018 that Club 106 will be eligible to receive a Food Service License from our Department.

Apex

Mrs. Carla Gampolo stated that Apex had an odor notice of violation issued to them for offsite odors that was written on March 30, 2017. For March we received 21 total complaints and for April, so far, we have received 55 complaints.

ENVIRONMENTAL

Activity Report

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

Solid Waste Program

Mrs. Stewart presented the Board of Health with a copy of a contract for services with the Solid Waste Board for their approval. Copy attached hereto and made a permanent part of this record.

Mr. John Fabian moved to approve and accept the Solid Waste Contract for Services as presented by Mrs. Stewart, seconded by Dr. George VanWeelden.

Vote – Unanimous, YES

NURSING DIVISION REPORT

2017 Program Planning

Mrs. Cindy Deavers, RN, explained to the Board of Health that the flu is still going strong, 60% of the people with the flu have received the vaccine. Most of the people with the flue are 80 years or older. We are starting Tdaps in the schools on Wednesdays.

ADMINISTRATORS REPORT

Accreditation Process

Mrs. Stewart informed the Board of Health that we have begun the process of our Community Health Assessment. Mailers have been sent to random Jefferson County addresses instructing them to go on line and complete our survey. For those who didn't complete the survey on line, they will receive a paper survey in the mail with a return envelope in a couple of weeks.

WIC Office Remodeling

Mrs. Stewart stated that the WIC Office remodeling project has begun and is almost complete. They had the floors replaced and the walls painted.

New PHEP Funding – I-Pads

Mrs. Stewart explained to the Board of Health that the PHEP Program has received an additional \$18,408.00 from the State. We plan on purchasing I-pads with this money in order to be able to screen individuals through Face Time, should there be a disease breakout. This process will eliminate the chances of contamination through personal monitoring. We will also load the PHEP Emergency Plans to the I-pads so that employees have the plan at their fingertips.

PERSONNEL

WIC Position

Mrs. Stewart explained to the Board of Health that Mrs. Denise Bowman accepted the position, in house, for the WIC Peer Helper, which, in turn, leaves a vacancy for a WIC Clerk. Mrs. Denise Bowman's hourly rate will be increased to \$13.77 per hour beginning April 17, 2017. Mrs. Bowman will need to complete a 90 day probationary period. We have received approximately 30 applications for the Clerk Position and will begin interviewing for the position next week. Mr. Misselwitz notified the Board of Health that Jodi Gibson became re-employed with another employer and was laid off due to a lack of work. Since she became re-employed with another employer and has worked at least six weeks she will be receiving unemployment benefits from our Department.

Sanitarian Position

Mrs. Stewart informed the Board of Health of a vacant position for a Registered Sanitarian or a Sanitarian In Training due to the resignation of Mrs. Mia Kruggel, April 17, 2017, for personal reasons. Mr. Frank J. Klinger was interviewed for this position and will be a Sanitarian In Training to fill this vacant position. His start date will be in the next couple of weeks.

Mr. John Fabian moved to accept Mrs. Mia Kruggel's resignation effective April 17, 2017, for personal reasons and hire Mr. Frank J. Klinger to fill this position as Sanitarian In Training, seconded by Dr. George VanWeeden.

Vote – Unanimous, YES

Due to the untimely death of the Jefferson County Health Department's Administrator, Bruce Misselwitz, Dr. Frank L. Petrola moved to appoint Dr. Frank J. Petrola to Full Time Health Commissioner, with an annual salary of \$150,009.60 (\$72.12/hr), and Mrs. Annette Stewart to Assistant Administrator, with an annual salary of \$87,380.80 (42.01/hr), retro-active to April 14, 2017, seconded by Mr. John Fabian.

Vote – Unanimous, YES

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

Brd. Mtg.

Sign IN

4/25/2017

Dave Gascott - Harold Her

Jefferson County General Health District

Meeting Agenda

April 18, 2017

9:30 AM

Type of Meeting: Regular Monthly Meeting

- Call to order
- Approval of minutes of March Meeting
- Fiscal Reports
 - March Fund Balances ✓
 - March Financial Report ✓
 - Amend Appropriations ✓
- Open Business
 - Enzo's Fine Foods ✓
 - Steubenville Assignment and Assumption of Service ✓
- New Business
 - Judgement Entry Order of Abatement – Judge Miller ✓
 - Apex NOV Failure to Control of Site Odor ✓ *LOG*
- Environmental Division Report
 - Activity Report ✓
 - Solid Waste Program ✓
- Nursing Division Report
 - 2017 Program Planning *14*
- Administrator's Report
 - Accreditation Process ✓
 - WIC Office Remodeling ✓
 - New PHEP Funding - Ipads ✓
- Personnel
 - WIC Position – Peer Helper Vacant ✓
 - Sanitarian Position ✓
- Adjournment

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

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

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

ENVIRONMENTAL DIVISION MONTHLY REPORT

2017

Year to Date												
Household Sewage Permits	2	3	6									11
Operating Permits	0	1	2									3
Sewage Disposal - New	23	52	54									129
Sewage Disposal - Existing	30	16	21									67
Sewage Disposal - Alteration	0	2	0									2
Septage Hauler	3	0	1									4
Semi-Public	3	0	3									6
Sewage Nuisances	6	0	4									10
Loan Evaluations	8	6	6									20

Household Water Permits	0	3	0									3
Private Water - New	3	0	6									9
Private Water - Existing	31	5	11									47
Total Water Samples Taken	7	1	4									12

Food Service	318	371	356									1045
CCP/Process Review	31	22	19									72
Temp. FSO	0	0	0									0
Mobile FSO	1	0	36									37
Vending Location	0	0	0									0

Plumbing Residential	3	1	5									9
Plumbing Commercial	0	0	0									0

Animal Nuisances	21	15	14									50
Schools	0	5	0									5
Dilapidated Structures	7	2	8									17
Park/Camps	0	0	10									10
Swimming Pools	0	2	3									5
Tattoos	0	0	1									1
Vector Control	0	0	0									0
Administration	18	22	18									58
Supervisory Time	7	6	1									14
PHER	54	24	61									139

OVER

BOARD OF HEALTH BOARD REPORT
FOR MARCH

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

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.	\$	0.00
GRAND TOTAL FOR MARCH	\$	202,691.57

TA 345.89

202,345.68

C&D/LANDFILLS

2017

EXPENDITURES

		Revision-4/17	
Salary	\$66,515.63	\$ 66,515.63	
PERS	\$9,312.19	\$ 9,312.19	
Hosp.	\$12,936.37	\$ 12,936.37	
Other Expenses (c	\$1,464.89	\$ 1,464.89	
Med.	\$964.48	\$ 964.48	
Travel	\$250.00	\$ 250.00	
Supplies	\$0.00	-	
Equipment	\$0.00	-	
Telephone	\$0.00	-	
Postage	\$0.00	-	
Other Expenses	\$137,603.86	\$ 300,000.00	Increase in tonnage from Apex
Indirect Cost	\$0.00	-	
Total	\$229,047.41	\$ 391,443.56	
Balance	\$0.00		

REVENUE

Fees	\$ 154,147.41
License	\$ 74,900.00
BOH	0
Total	\$ 229,047.41
Beg Bal	0

BOARD OF HEALTH
Expenditures

2017

Revision

Salary	\$63,937.03	\$	63,937.03	
PERS	\$8,951.18	\$	8,951.18	
Hosp	\$78,297.08	\$	78,297.08	
Comp	\$1,895.74	\$	1,895.74	
Med	\$927.09	\$	927.09	
Travel	\$9,000.00	\$	9,000.00	
Supplies	\$2,276.80	\$	9,056.78	Ebola Monies from Washington County
Postage	\$1,000.00	\$	1,000.00	
Telephone	\$2,500.00	\$	2,500.00	
SOCIAL SECURITY	\$223.20	\$	223.20	
ACCREDITATION	\$8,000.00	\$	8,000.00	
Other Exp.	\$27,994.80	\$	27,994.80	
Equip	\$0.00	\$	10,000.00	Ebola Monies from Washington County
Advance Out	\$72,555.16	\$	72,555.16	
Reimbursement	\$0.00		0	
TOTAL	\$277,558.08	\$	294,338.06	

Revenue

Twp./Village	\$	209,627.09
State Subsid	\$	9,645.79
MAC		\$32,000.00
Ebola Cont		\$16,779.98

2011^H Beg B \$26,285.20

BALANCE \$0.00

**PHEP - 2017
EXPENDITURES**

Revision - 4/17

Salaries	\$47,281.77	\$	20,726.38
PERS	\$6,619.44	\$	2,901.71
Hosp	\$8,340.41	\$	2,439.05
Comp	\$861.70	\$	561.70
Med.	\$685.58	\$	300.51
Cont. Serv.	\$72,376.00	\$	75,603.21
Supplies	\$529.80	\$	14,583.24
Travel	\$612.30	\$	1,173.04
Meeting Exp	\$0.00	\$	-
Phone	\$890.00	\$	-
MARCS Fees	\$1,980.00	\$	-
Utilities	\$0.00	\$	1,360.52
Maintenance	\$540.00	\$	8,540.00
Equip.	\$0.00	\$	-
Internet	\$0.00	\$	-
Total	\$140,717.00	\$	128,189.36

Rebudgeted the unspent grant funds from the 2017 PHEP grant year which began in July - 2016 and runs through June 2017

REVENUE

ODH \$ 128,189.36

BEG BAL \$0.00

ENVIRONMENTAL DIVISION MONTHLY REPORT

2017

[REDACTED]	[REDACTED]										Year to Date	
Household Sewage Permits	2	3	6									11
Operating Permits	0	1	2									3
Sewage Disposal - New	23	52	54									129
Sewage Disposal - Existing	30	16	21									67
Sewage Disposal - Alteration	0	2	0									2
Septage Hauler	3	0	1									4
Semi-Public	3	0	3									6
Sewage Nuisances	6	0	4									10
Loan Evaluations	8	6	6									20

Household Water Permits	0	3	0									3
Private Water - New	3	0	6									9
Private Water - Existing	31	5	11									47
Total Water Samples Taken	7	1	4									12

Food Service	318	371	356									1045
CCP/Process Review	31	22	19									72
Temp. FSO	0	0	0									0
Mobile FSO	1	0	36									37
Vending Location	0	0	0									0

Plumbing Residential	3	1	5									9
Plumbing Commercial	0	0	0									0

Animal Nuisances	21	15	14									50
Schools	0	5	0									5
Dilapidated Structures	7	2	8									17
Park/Camps	0	0	10									10
Swimming Pools	0	2	3									5
Tattoos	0	0	1									1
Vector Control	0	0	0									0
Administration	18	22	18									58
Supervisory Time	7	6	1									14
PHER	54	24	61									139

OVER

