

**January 23, 2018**

The regular monthly meeting of the Board of Health was held on Tuesday, January 23, 2018 in the Board Room, 2<sup>nd</sup> Floor, Trumbull Towers Building, 500 Market Street, Steubenville, Ohio.

**Present**

Frank L. Petrola  
Dale Featheringham  
John Fabian  
John Parker

**Staff**

Frank J. Petrola  
Annette Stewart  
Marc Maragos, RS  
Carla Gampolo, RS  
Frank Klinger, SIT  
Cindy Deavers, RN  
Kim Mark, RN  
Laura Hill, HE  
Ashley Wilson, WIC Director

**Absent**

Dr. George VanWeelden

**Prosecutor**

Emanuella Agresta

**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 December 2017 Board Minutes for their approval.

*Mr. John Parker made a motion to approve the December 2017 Board Minutes as presented by Mrs. Stewart, seconded by Mr. Dale Featheringham.*

**Vote – Unanimous, YES**

## FISCAL REPORTS

### December Fund Balances

Mrs. Stewart presented the Board of Health with, December Fund Balances totaling \$280,260.96, December Revenue totaling \$221,932.81, December Expenditures totaling \$170,095.35, December Purchase Orders totaling \$155,187.03, and Then and Now Statements totaling \$46,860.42 for their approval.

*Mr. John Fabian moved to approve the December Fund Balances totaling \$280,260.96, December Revenue totaling \$221,932.81, December Expenditures totaling \$170,095.35, December Purchase Orders totaling \$155,187.03, and Then and Now Statements totaling \$46,860.42 as presented by Mrs. Stewart, seconded by Mr. John Fabian.*

**Vote – Unanimous, YES**

### Adoption of 2018 Tentative Appropriations

Mrs. Stewart presented the Board of Health with the 2018 Tentative Appropriations for their approval.

*Mr. John Parker moved to approve the 2018 Tentative Appropriations as presented by Mrs. Stewart, seconded by Mr. John Fabian.*

**Vote – Unanimous, YES**

### 2017 Final Appropriations and Receipts

Mrs. Stewart presented the Board of Health with the final 2017 Appropriations for their approval.

*Mr. John Parker moved to approve the final appropriations as presented by Mrs. Stewart, seconded by Mr. John Fabian.*

**Vote – Unanimous, YES**

## **Approval of Fund Transfers and Advances**

Mrs. Stewart presented the Board of Health with a chart of Advances and Transfers totaling \$111,187.37 for their approval.

*Mr. Dale Featheringham moved to approve the chart of Advances and Transfers totaling \$111,187.37 as presented by Mrs. Stewart, seconded by Mr. John Parker.*

**Vote – Unanimous, YES**

## **OPEN ISSUES**

### **Point of Sale Meeting**

Mr. Maragos reported to the Board of Health that on December 13, 2017 he held and informational meeting regarding the new Point of Sale Program. There were approximately 14 people in attendance and asked a lot of questions and have been very cooperative so far with the program.

### **Mr. Vukelic**

Mr. Vukelic spoke to the Board of Health regarding the state of the Nursing Homes in Jefferson County. A copy of Mr. Vukelic's report is attached. Mr. Vukelic feels it's important for a financial audit to be conducted on the fines being issued to the Nursing Homes, where the money is being filtered through and where the money is being distributed, as well as an audit done on the death certificates of the elderly in the Nursing Homes. He feels that Ohio Department of Health has lost its' way when dealing with the Nursing Homes. He stated that he has received a cease and desist from the Ohio Attorney General's Office. He stated that he does know that his aunt's death certificate is located in this building and does not report the known facts of her death. He feels he is on the right track.

Mrs. Stewart informed Mr. Vukelic that a letter has been sent to both Senator Frank Hoagland and Senator Jack Cera inviting them to the February, 2018 Board of Health Meeting to discuss joining forces with the Ohio Department of Health in aiding in the inspections and licensing of the Nursing Homes in order to improve the overall ratings of the nursing homes local to our area and aid in providing a high quality of care to the aging residents here in Jefferson County.

## **NEW BUSINESS**

### **Community Health Improvement Plan**

Mrs. Stewart informed the Board of Health that we will begin our Community Health Improvement Plan (CHIP). This will align with the guidance provided to local health departments by the Ohio Department of Health in its State Health Improvement Plan. It will also reflect the guidance provided by the Public Health Accreditation Board in its Standard 5.2. We will be contracting with Illuminology who will contribute to a jointly developed project plan and timeline; schedule phone calls as needed with us for ongoing planning purposes; plan and facilitate up to two half-day, in person meetings with up to 20 JCHD staff and select community partners to draft work plans for each selected health priority areas; provide handouts and materials needed for the in person meetings including, but not limited to: work plan template, meeting agendas, evaluations, list of potential evidence based practices, chart paper, markers etc.; provide distance based consultation to planning teams, and draft the CHIP report.

## **ENVIRONMENTAL**

### **Activity Report**

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

**APEX** - Mr. Maragos informed the Board that for the month of December we had a total of 55 complaints and so far in January we have had a total of 5.

### **Handling of Complaints Policy update**

Mr. Maragos presented the Board of Health with a policy update titled; Handling of Complaints for their approval. Copy attached hereto and made a permanent part of this record.

*Mr. John Parker moved to approve the updated policy titled, Handling of Complaints, as presented by Mr. Maragos, seconded by Mr. Dale Featheringham.*

**Vote – Unanimous, YES**

### **Adoption of Dismissal Letter**

Mr. Maragos requested the Board of Health adopt a formal Dismissal Letter which will be sent to the person or establishment a complaint has been filed on after the investigation has been completed and no wrong doings are found. Copy attached hereto and made a permanent part of this record.

*Mr. John Parker moved to adopt the Dismissal Letter as presented by Mr. Maragos, seconded by Mr. Dale Featheringham.*

**Vote – Unanimous, YES**

### **NURSING DIVISION REPORT**

Cindy Deavers, RN reported to the Board that the Flu is above average in our area. We have the highest rate of hospitalized flu patients in the South East District. As of January 1, 2018 there have been 73 people hospitalized due to the flu. These hospitalizations have been reported from Trinity, Weirton, and Wheeling Hospitals. Of the 73 hospitalized patients, 45% of them have received a flu shot. Ohio has reported a total of 3 pediatric deaths due to the flu.

### **WIC DIVISION REPORT**

Mrs. Wilson presented the Board of Health with WIC Activity Report. Her case load is down 20 participants. Overall the trend is down nationwide. Mrs. Wilson stated that her clinic has changed to all walk ins as of January 1, 2018 and feels that this will help increase her case load. State WIC is continuing with outreach also to aid in increasing case load.

### **HEALTH EDUCATOR'S REPORT**

### **ACCREDITATION COORDINATOR**

Kim Mark informed the Board of Health that she is continuing to attend Accreditation Meetings in Geauga County which have been very helpful to our Department in working towards Accreditation.

Mrs. Mark announced that our Department will be hosting a Health Fair at JVS in March and has invited other agencies to attend.

On February 5, 2018 there will be a meeting held with the Directors of the Nursing Homes in our County. We will be conducting these meetings 4 times per year.

In April our Department will be hosting a Food Service Operation Conference. We will be offering different educational classes for the Food Service Operators and will also inviting different vendors offering different types of services to the Food Service Operators.

Mrs. Mark also noted that pregnancy and drug testing is ongoing here at our Department and we are focusing on a one stop shop.

## ADMINISTRATORS REPORT

### Solid Waste

Dr. Petrola informed the Board of Health that he went to the monthly Solid Waste .

*Mr. John Parker made a motion to go into Executive Session to discuss personnel, seconded by Mr. Dale Featheringham.*

**Vote – Unanimous, YES**

*Mr. John Fabian moved to come out of Executive Session, seconded by Mr. John Parker.*

**Vote – Unanimous, YES**

Mrs. Stewart requested the Board of Health roll 38 hours of her lost vacation time from 2017 over into 2018 due to the unforeseen circumstances which occurred due to the death of Mr. Misselwitz.

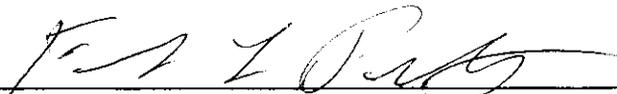
*Mr. Dale Featheringham moved to roll 38 hours of lost vacation time from 2017 into 2018 for Annette Stewart due to the unforeseen circumstances which occurred due to the death of Mr. Misselwitz, seconded by Mr. John Parker.*

**Vote – Unanimous, YES**

## PERSONNEL

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**

Sight In

1/23/2018

Michael Vehlri

PAUL GIANNAMORE

HEALD-STAR

David Singer

WTOU-TV

# **Jefferson County General Health District**

## **Meeting Agenda**

January 23, 2018

9:15 AM

Type of Meeting: Regular Monthly Meeting

### **Call to order**

### **Approval of minutes of December Regular Meeting**

### **Fiscal Reports**

December Fund Balances

December PO's, Expenditures, Revenue, Then and Now

Adoption of 2018 Tentative Appropriations

2017 Final Appropriations and Receipts

Approval of Fund Transfers and Advances

### **Open Business**

Point of Sale Meeting

Mike Vukelic

### **New Business**

CHIP Outline of Program

### **Environmental Division Report**

Activity Report

Solid Waste Program

Revised Policy on handling FSO Complaints

Adoption of Dismissal Letter

### **Nursing Division Report**

Activities

### **Administrator's Report**

Solid Waste Board

### **WIC Report**

Activity Report

### **Accreditation**

### **Personnel**

GENERAL HEALTH DISTRICT - COUNTY OF JEFFERSON  
**SUMMARY OF RECEIPTS, EXPENDITURES AND BALANCES**  
 FOR THE YEAR ENDED DECEMBER 31, 2017

FUND	BALANCE 01/01/17	RECEIPTS	ADVANCE/ TRANSFER IN	TOTAL	EXPENDITURES	ADVANCE/ TRANSFER OUT	BALANCE DECEMBER 31, 2017
District Board of Health	\$ 116,527.22	\$ 390,459.57	\$ 45,388.02	\$ 552,374.81	\$ 247,741.97	\$ 126,371.90	\$ 178,260.94
Food Service	\$ -	\$ 139,219.60	\$ 28,450.41	\$ 167,670.01	\$ 167,670.01	\$ -	\$ (0.00)
Vital Statistics	\$ -	\$ 133,464.09	\$ -	\$ 133,464.09	\$ 94,656.91	\$ -	\$ 38,807.18
Nursing	\$ -	\$ 31,725.54	\$ 39,291.12	\$ 71,016.66	\$ 71,016.66	\$ -	\$ -
Tattoo	\$ 18.36	\$ 941.75	\$ -	\$ 960.11	\$ 374.32	\$ -	\$ 585.79
Car Seats	\$ 248.60	\$ 1,080.00	\$ -	\$ 1,328.60	\$ 1,207.75	\$ -	\$ 120.85
Parks/Camps	\$ -	\$ 5,312.73	\$ -	\$ 5,312.73	\$ 4,514.85	\$ -	\$ 797.88
Plumbing	\$ -	\$ 18,197.00	\$ 12,629.72	\$ 30,826.72	\$ 30,826.72	\$ -	\$ (0.00)
TB	\$ 37.14	\$ 5,521.52	\$ 32,237.79	\$ 37,796.45	\$ 37,796.45	\$ -	\$ -
BCMH	\$ -	\$ 9,710.00	\$ 24,717.57	\$ 34,427.57	\$ 34,427.57	\$ -	\$ (0.00)
Toronto	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 5,420.52	\$ -	\$ 4,579.48
Water	\$ -	\$ 15,632.92	\$ -	\$ 15,632.92	\$ 12,358.41	\$ -	\$ 3,274.51
Swimming Pools	\$ -	\$ 6,450.20	\$ -	\$ 6,450.20	\$ 5,400.87	\$ -	\$ 1,049.33
Sewage	\$ 8,454.65	\$ 78,332.13	\$ -	\$ 86,786.78	\$ 59,380.01	\$ 12,629.72	\$ 14,777.05
PHEP	\$ 18,318.80	\$ 148,891.69	\$ 7,471.33	\$ 174,681.82	\$ 174,681.82	\$ -	\$ (0.00)
Solid Waste	\$ -	\$ 69,773.87	\$ 32,950.98	\$ 102,724.85	\$ 102,724.85	\$ -	\$ -
Landfill	\$ -	\$ 646,308.24	\$ -	\$ 646,308.24	\$ 579,810.22	\$ 66,498.02	\$ -
WIC	\$ -	\$ 292,733.41	\$ 68,928.99	\$ 361,662.40	\$ 331,971.98	\$ 29,690.42	\$ -
Lead	\$ 198.83	\$ -	\$ -	\$ 198.83	\$ -	\$ -	\$ 198.83
Severance Fund	\$ 48,410.09	\$ -	\$ -	\$ 48,410.09	\$ -	\$ 10,600.97	\$ 37,809.12
<b>Totals</b>	\$ 192,213.69	\$ 2,003,754.26	\$ 292,065.93	\$ 2,488,033.88	\$ 1,961,981.89	\$ 245,791.03	\$ 280,260.96

2017 Final Appropriations

JEFFERSON COUNTY COMMISSIONER'S APPROPRIATION REPORT (BOH)

APPROPRIATIONS as of 12/31/2017

FUND	DEPT	ITEM	NAME	AMOUNT
4	5	1	SALARIES	0.00
4	5	2	P.E.R.S.	0.00
4	5	3	HOSPITALIZATION	0.00
4	5	4	TRAVEL	0.00
4	5	5	ADVERTISING	0.00
4	5	6	WORKERS COMPENSATION	0.00
4	5	7	SUPPLIES	0.00
4	5	11	OTHER EXPENSES	0.00
4	5	13	POSTAGE	0.00
4	5	888888	MEDICARE	0.00
4	5	*TOTAL	LICE PREVENTION	0.00
4	34	5	TRAVEL	0.00
4	34	7	SUPPLIES	0.00
4	34	11	OTHER EXPENSES	0.00
4	34	12	TELEPHONE	0.00
4	34	*TOTAL	FACTS OF LIFE LINE	0.00
4	66	1	SALARIES	0.00
4	66	2	P.E.R.S.	0.00
4	66	3	HOSPITALIZATION	0.00
4	66	5	TRAVEL	0.00
4	66	6	WORKERS COMPENSATION	0.00
4	66	7	SUPPLIES	0.00
4	66	11	OTHER EXPENSES	0.00
4	66	12	ADVERTISING	0.00
4	66	888888	MEDICARE	0.00
4	66	*TOTAL	HEALTH EDUCATION	0.00
4	350	11	OTHER EXPENSES	0.00
4	350	*TOTAL	PRC-DR CAR SEATS	0.00
4	450	1	SALARIES	800,896.88
4	450	2	P.E.R.S.	107,779.06
4	450	3	HOSPITALIZATION	215,921.07
4	450	4	CONTRACT SERVICES	123,148.95
4	450	5	TRAVEL	16,363.04
4	450	6	WORKERS COMPENSATION	0.00
4	450	7	SUPPLIES	51,702.54
4	450	8	EQUIPMENT	6,871.00
4	450	9	RENTALS	0.00
4	450	10	CONTRACT REPAIRS	0.00
4	450	11	OTHER EXPENSES	548,737.59
4	450	12	CERTIFICATIONS	66,586.68
4	450	13	REFUNDS	-1,613.10
4	450	14	MEDICAID	0.00

## JEFFERSON COUNTY COMMISSIONER'S APPROPRIATION REPORT (BOH)

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APPROPRIATIONS as of 12/31/2017

FUND	DEPT	ITEM	NAME	AMOUNT
4	450	15	UNEMPLOYMENT	4,590.00
4	450	16	TELEPHONE	9,150.46
4	450	17	POSTAGE	0.00
4	450	18	MAINTENANCE	0.00
4	450	19	TRAINING	0.00
4	450	20	WEB SITE	0.00
4	450	21	SOFTWARE LICENSE	0.00
4	450	22	ADVERTISING	0.00
4	450	23	INCENTIVES	0.00
4	450	24	NEWS LETTER	0.00
4	450	25	PROMOTIONAL	0.00
4	450	26	PEDOMETERS	0.00
4	450	27	MEETING EXPENSE	0.00
4	450	28	PRINTING	0.00
4	450	29	AUDIT	0.00
4	450	30	LIABILITY INSURANCE	0.00
4	450	31	STERICYCLE	0.00
4	450	32	EDUCATION	0.00
4	450	33	UTILITIES	0.00
4	450	777777	SSER	242.57
4	450	888888	MEDICARE	11,605.22
4	450	*TOTAL	JEFF. CO. HEALTH DEP	1,961,981.96
4	888	88888	ADVANCE	0.00
4	888	*TOTAL	ADVANCE	0.00
4	999	99999	TRANSFERS	0.00
4	999	*TOTAL	TRANSFERS OUT	0.00
4	*TOTAL	*TOTAL	BOARD OF HEALTH GENERAL FUND	1,961,981.96
**** TOTAL FOR ALL FUNDS:				1,961,981.96

GENERAL HEALTH DISTRICT - COUNTY OF JEFFERSON  
**SCHEDULE OF INTERFUND ADVANCES/TRANSFERS**  
 FOR THE YEAR ENDED DECEMBER 31, 2017

FROM WHAT FUND	DATE	AMOUNT	STATUTORY AUTHORITY	TO WHAT FUND	TYPE
Board of Health	12/31/2017	\$ 13,291.12	Board of Health	Nursing	Transfer
Board of Health	12/31/2017	\$ 2,710.97	Board of Health	TB	Transfer
Board of Health	12/31/2017	\$ 7,969.49	Board of Health	BCMH	Transfer
Environmental	12/31/2017	\$ 12,629.72	Board of Health	Plumbing	Transfer
Landfills	12/31/2017	\$ 28,450.41	Board of Health	Food Service	Transfer
Landfills	12/31/2017	\$ 32,950.98	Board of Health	Solid Waste	Transfer
<b>TOTAL TRANSFERS</b>		<b>\$ 98,002.69</b>			
WIC	12/31/2017	\$ 29,690.42	Board of Health	Board of Health	Advance
Landfills	12/31/23017	\$ 5,096.63	Board of Health	Board of Health	Advance
Board of Health	12/31/2017	\$ 7,471.33	Board of Health	PHEP	Advance
Board of Health	12/31/2017	\$ 68,928.99	Board of Health	WIC	Advance
<b>TOTAL ADVANCES</b>		<b>\$ 111,187.37</b>			

BOARD OF HEALTH BOARD REPORT  
FOR DECEMBER  
REPORT DATE: JANUARY 03, 2018

TOTAL FOR RIVISION BOARD GENERAL FUND	\$	68,033.86
TOTAL FOR RIVISION FOOD SERVICE	\$	1,048.22
TOTAL FOR RIVISION VITAL STATISTICS	\$	14,757.50
TOTAL FOR RIVISION NURSING	\$	4,442.90
TOTAL FOR RIVISION TATTOO	\$	438.00
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	\$	5,286.00
TOTAL FOR RIVISION TUBURCULOSIS	\$	29,733.28
TOTAL FOR RIVISION BCMH	\$	17,878.08
TOTAL FOR RIVISION TORONTO	\$	0.00
TOTAL FOR RIVISION TB	\$	0.00
TOTAL FOR RIVISION TRAILER PARKS	\$	0.00
TOTAL FOR RIVISION WATER FUND	\$	275.00
TOTAL FOR RIVISION SWIMMING POOLS	\$	0.00
TOTAL FOR RIVISION SEWAGE	\$	14,088.90
TOTAL FOR RIVISION IAP	\$	0.00
TOTAL FOR RIVISION PHEP	\$	0.00
TOTAL FOR RIVISION HMG PART C	\$	0.00
TOTAL FOR RIVISION HELP ME GROW	\$	0.00
TOTAL FOR RIVISION SOLID WASTE	\$	15,822.03
TOTAL FOR RIVISION LANDFILLS	\$	50,108.21
TOTAL FOR RIVISION WIC	\$	<u>20.83</u>
GRAND TOTAL FOR DECEMBER	\$	221,932.81

BOARD OF HEALTH BOARD REPORT  
FOR DECEMBER  
REPORT DATE: JANUARY 05, 2018

(POSTED)

TOTAL FOR DIVISION BOARD OF HEALTH	\$	29,226.57
TOTAL FOR DIVISION MOSQUITO FUND	\$	0.00
TOTAL FOR DIVISION FOOD SERVICE	\$	17,302.66
TOTAL FOR DIVISION VITAL STATISTICS	\$	6,991.14
TOTAL FOR DIVISION SUPPLIES	\$	6,919.19
TOTAL FOR DIVISION TATTOO	\$	45.91
TOTAL FOR DIVISION CAR SEATS	\$	0.00
TOTAL FOR DIVISION PARKS AND CAMPS	\$	218.06
TOTAL FOR DIVISION PAT	\$	0.00
TOTAL FOR DIVISION PLUMBING	\$	3,604.22
TOTAL FOR DIVISION TB	\$	4,000.06
TOTAL FOR DIVISION BCMC	\$	4,209.95
TOTAL FOR DIVISION TORONTO	\$	876.18
TOTAL FOR DIVISION TB	\$	49,857.98
TOTAL FOR DIVISION TRAILER PARKS	\$	0.00
TOTAL FOR DIVISION MARINAS	\$	0.00
TOTAL FOR DIVISION WATER WELLS	\$	762.79
TOTAL FOR DIVISION SWIMMING POOLS	\$	300.53
TOTAL FOR DIVISION ENVIRONMENTAL	\$	9,754.92
TOTAL FOR DIVISION IAP	\$	0.00
TOTAL FOR DIVISION RABIES	\$	0.00
TOTAL FOR DIVISION INFRASTRUCTURE	\$	16,487.43
TOTAL FOR DIVISION CFHS	\$	0.00
TOTAL FOR DIVISION HELP ME GROW PART C	\$	0.00

BOARD OF HEALTH BOARD REPORT  
FOR DECEMBER

REPORT DATE: JANUARY 05, 2018 TOTAL FOR DIVISION HELP ME

TOTAL FOR DIVISION HELP ME GROW TANF	\$	0.00
TOTAL FOR DIVISION SOLID WASTE	\$	12,133.79
TOTAL FOR DIVISION CD&D	\$	0.00
TOTAL FOR DIVISION LANDFILL	\$	16,501.25
TOTAL FOR DIVISION TOBACCO	\$	0.00
TOTAL FOR DIVISION PERSONNEL	\$	0.00
TOTAL FOR DIVISION SUBSIDIES	\$	0.00
TOTAL FOR DIVISION WIC	\$	40,760.70
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 DECEMBER	\$	219,953.33

TB

49,857.98

170,095.35

Purchase Order Request  
January 23, 2018

Purchase Order	Type	Amount
MEDICAL DEDUCTIBLE-BOH	AS NEEDED	3,000.00
MEDICAL DEDUCTIBLE-FSO	AS NEEDED	2,000.00
MEDICAL DEDUCTIBLE-SW	AS NEEDED	1,500.00
MEDICAL DEDUCTIBLE-WIC	AS NEEDED	2,500.00
MILEAGE-BOH	AS NEEDED	100.00
MILEAGE-FSO	AS NEEDED	1,000.00
MILEAGE-SW	AS NEEDED	500.00
MILEAGE-C&D	AS NEEDED	500.00
MILEAGE-WATER	AS NEEDED	250.00
MILEAGE-ENV	AS NEEDED	1,000.00
MILEAGE-PHEP	AS NEEDED	500.00
MILEAGE-NURSING	AS NEEDED	200.00
MILEAGE-TB	AS NEEDED	150.00
MILEAGE-BCMh	AS NEEDED	200.00
MILEAGE-TATTOO	AS NEEDED	50.00
COMDOC	AS NEEDED	559.44
TRINITY HEALTH SYSTEM	MONTHLY	1,920.00
CITY OF STEUBENVILLE	MONTHLY	2,000.00
MERCK SHARPE & DOHME	ONE TIME	681.09
GLAXO SMITH KLINE	ONE TIME	863.00
BORDENS	AS NEEDED	800.0
CAIN REALTY	ONE TIME	175.00
AT&T-WIC	AS NEEDED	100.00
AT&T-BOH	AS NEEDED	1,169.22
OHIO DIVISION -BP CERTS	MONTHLY	1,200.00
TREASURER OF STATE-BC/DC	ONE TIME	19,852.96
TREASURER OF STATE-SEWAGE	MONTHLY	2,000.00
TREASURER OF STATE-WATER	ONE TIME	368.00
TREASURER OF STATE-RFE	MONTHLY	2,000.00
TREASURER OF STATE-FSO	MONTHLY	3,000.00
TREASURER OF STATE	MONTHLY	70,000.00
WORLD RADIO-WIC	MONTHLY	105.00
WORLD RADIO-BOH	MONTHLY	540.00
WORLD RADIO-TORONTO	MONTHLY	228.00
BORDENS-WIC	MONTHLY	500.00
BORDENS-BOH	MONTHLY	1,200.00
AT&T-PHEP	MONTHLY	335.46
OHIO ENVIRONMENT HEALTH	ONE TIME	240.00
WATER TRANSPORT	MONTHLY	400.00
GORDON STOWE	ONE TIME	115.00
COMCAST-PHEP	MONTHLY	709.62
COMCAST-BOH	MONTHLY	803.70





# 2018 Beginning Appropriations

## JEFFERSON COUNTY COMMISSIONER'S APPROPRIATION REPORT (BOH)

APPROPRIATIONS as of 01/16/2018

FUND	DEPT	ITEM	NAME	AMOUNT
4	5	1	SALARIES	0.00
4	5	2	P.E.R.S.	0.00
4	5	3	HOSPITALIZATION	0.00
4	5	4	TRAVEL	0.00
4	5	5	ADVERTISING	0.00
4	5	6	WORKERS COMPENSATION	0.00
4	5	7	SUPPLIES	0.00
4	5	11	OTHER EXPENSES	0.00
4	5	13	POSTAGE	0.00
4	5	888888	MEDICARE	0.00
4	5	*TOTAL	LICE PREVENTION	0.00
4	34	5	TRAVEL	0.00
4	34	7	SUPPLIES	0.00
4	34	11	OTHER EXPENSES	0.00
4	34	12	TELEPHONE	0.00
4	34	*TOTAL	FACTS OF LIFE LINE	0.00
4	66	1	SALARIES	0.00
4	66	2	P.E.R.S.	0.00
4	66	3	HOSPITALIZATION	0.00
4	66	5	TRAVEL	0.00
4	66	6	WORKERS COMPENSATION	0.00
4	66	7	SUPPLIES	0.00
4	66	11	OTHER EXPENSES	0.00
4	66	12	ADVERTISING	0.00
4	66	888888	MEDICARE	0.00
4	66	*TOTAL	HEALTH EDUCATION	0.00
4	350	11	OTHER EXPENSES	0.00
4	350	*TOTAL	PRC-DR CAR SEATS	0.00
4	450	1	SALARIES	787,709.99
4	450	2	P.E.R.S.	105,286.67
4	450	3	HOSPITALIZATION	146,561.73
4	450	4	CONTRACT SERVICES	130,163.21
4	450	5	TRAVEL	14,281.75
4	450	6	WORKERS COMPENSATION	0.00
4	450	7	SUPPLIES	43,366.79
4	450	8	EQUIPMENT	0.00
4	450	9	RENTALS	0.00
4	450	10	CONTRACT REPAIRS	0.00
4	450	11	OTHER EXPENSES	627,731.27
4	450	12	CERTIFICATIONS	48,700.00
4	450	13	REFUNDS	500.00
4	450	14	MEDICAID	0.00

## JEFFERSON COUNTY COMMISSIONER'S APPROPRIATION REPORT (BOH)

PAGE 2

APPROPRIATIONS as of 01/16/2018

FUND	DEPT	ITEM	NAME	AMOUNT
4	450	15	UNEMPLOYMENT	0.00
4	450	16	TELEPHONE	12,260.84
4	450	17	POSTAGE	1,000.00
4	450	18	MAINTENANCE	3,355.49
4	450	19	TRAINING	0.00
4	450	20	WEB SITE	8,000.00
4	450	21	SOFTWARE LICENSE	0.00
4	450	22	ADVERTISING	0.00
4	450	23	INCENTIVES	0.00
4	450	24	NEWS LETTER	0.00
4	450	25	PROMOTIONAL	0.00
4	450	26	PEDOMETERS	0.00
4	450	27	MEETING EXPENSE	0.00
4	450	28	PRINTING	0.00
4	450	29	AUDIT	300.00
4	450	30	LIABILITY INSURANCE	480.00
4	450	31	STERICYCLE	840.00
4	450	32	EDUCATION	0.00
4	450	33	UTILITIES	1,360.52
4	450	777777	SSER	240.00
4	450	888888	MEDICARE	11,363.33
4	450	*TOTAL	JEFF. CO. HEALTHJ DEP	1,943,501.59
4	888	88888	ADVANCE	0.00
4	888	*TOTAL	ADVANCE	0.00
4	999	99999	TRANSFERS	0.00
4	999	*TOTAL	TRANSFERS OUT	0.00
4	*TOTAL	*TOTAL	BOARD OF HEALTH GENERAL FUND	1,943,501.59
**** TOTAL FOR ALL FUNDS:				1,943,501.59

**EXHIBIT 1**

**ILLUMINOLOGY**

1500 West Third Ave., Suite 126  
Columbus, Ohio 43212

Annette Stewart  
Jefferson County Health Department  
500 Market Street, 7<sup>th</sup> Floor  
Steubenville, OH 43952

January 15, 2018

Annette,

Following up on our conversation, Illuminology and OSU's Center for Public Health Practice (CPHP) propose to complete a Community Health Improvement Plan (CHIP) for the Jefferson County Health Department (JCHD).

The CHIP will align with the guidance provided to local health departments by the Ohio Department of Health in its State Health Improvement Plan. It will also reflect the guidance provided by the Public Health Accreditation Board in its Standard 5.2 ("Conduct a comprehensive planning process resulting in a CHIP").<sup>1</sup>

When retained, we will provide the following services.

- Contribute to a jointly developed project plan and timeline.
- Schedule phone calls, as needed, with JCHD liaison for ongoing planning purposes.
- Plan and facilitate up to two half-day (i.e., up to 4 hours each), in-person meetings with up to 20 JCHD staff and select community partners to draft work plans for each selected health priority area.
- Provide all handouts and materials needed for the in-person meetings including, but not limited to: work plan template, meeting agendas, evaluations, list of potential evidence based practices, chart paper, markers, etc.
- Provide distance-based consultation (e.g., conference calls) to planning teams.
- Draft the CHIP report.

Note: JCHD is welcome to use the "overview of planned activities," included at the end of this document, when reporting its implementation plan to ODH by late February 2018.

---

<sup>1</sup> Disclaimer: While every effort will be made to align this work with PHAB documentation requirements, PHAB approval is not guaranteed.

As part of this scope of work, we assume JCHD will do the following:

- Appoint a representative to serve as primary liaison for all planning purposes.
- Contribute to a jointly developed project plan and timeline.
- Participate in phone calls, as needed, for ongoing project planning.
- Arrange all in-person meeting logistics (i.e. date and time selection, location, facilities, food, etc.)
- Perform all communication with internal and external participants (e.g., meeting invitations).
- Complete in-between meeting assignments as necessary to complete CHIP action plans.
- Finalize action plans with support from Illuminology/CPHP.
- Finalize CHIP report based on the draft provided by Illuminology/CPHP.
- Provide ongoing feedback to Illuminology/CPHP for purpose of quality improvement.

Our estimated project costs ( $\pm 10\%$ ) for the work described above are \$11,600.

As discussed previously, we estimate it will take between 4-6 months to complete the work outlined above, with timing largely dependent on the schedules of the Jefferson County individuals who will participate in and contribute to this process.

Please call with any questions you have about this proposal.

Thanks much,  
Amanda Scott, Ph.D.  
Orie Kristel, Ph.D.

### **\*\*\*OVERVIEW OF PLANNED ACTIVITIES\*\*\***

#### **WORK PLAN MEETING #1**

Four-hour facilitated session, held at a convenient location in Steubenville Ohio in late February 2018, will accomplish the following.

- Large group activity: Provide an orientation to CHIP and review shared expectations.
- Large group activity: Review, discuss, decide on proposed vision (definition) of health, drawing on previously completed work (e.g., 2017 CHA).
- Large group activity: Confirm that previously identified community health priorities (i.e., as selected at a collaborative community session in Fall 2017) are still relevant.
- Small group (work plan group) activity: Conduct gap analysis for three selected health priorities, which will likely be Maternal and child health, Opioid abuse, and Environmental health.

- Small group (work plan group) activity: Begin to identify goals, key measures, and S.M.A.R.T. objectives for each priority.

#### WORK PLAN MEETING #2

Four-hour facilitated session, held at a convenient location in Steubenville Ohio in late April 2018, will accomplish the following.

- Review plan for the day and overall CHIP trajectory.
- Small group (work plan group) activity: Add work plan content (e.g., ensuring there is a description of why the priority health issue is important to county residents; ensuring that the goals clearly communicate what the community wants/needs to achieve.
- Small group (work plan group) activity: Refine work plan content.

After each work plan meeting, the work plan groups will meet as needed to continue making progress.

JCHD and its CHIP development partner (Illuminology/OSU's Center for Public Health Practice) will collaborate on drafting the official CHIP report, which will be submitted to ODH and PHAB.

# ENVIRONMENTAL DIVISION MONTHLY REPORT

2017

	Year to Date												
<b>Sewage Treatment</b>													
Household Sewage Permits	2	3	6	7	6	5	0	1	8	8	26	8	80
Operating Permits	0	1	2	0	0	7	0	1	4	12	19	1	47
Sewage Disposal - New	23	52	54	30	41	32	21	35	64	49	42	20	463
Sewage Disposal - Existing	30	16	21	6	16	48	54	27	35	35	21	8	317
Sewage Disposal - Alteration	0	2	0	0	0	0	0	0	0	0	0	0	2
Septage Hauler	3	0	1	0	0	0	0	2	0	0	1	2	9
Semi-Public	3	0	3	0	5	6	0	6	0	64	22	1	110
Sewage Nuisances	6	0	4	4	30	5	4	1	16	9	27	0	106
Loan Evaluations	8	6	6	4	5	10	14	6	4	8	2	3	76

<b>Private Water</b>													
Household Water Permits	0	3	0	1	1	1	2	3	0	1	2	0	14
Private Water - New	3	0	6	5	2	3	1	1	8	4	0	0	33
Private Water - Existing	31	5	11	7	25	18	12	21	4	6	9	4	153
Total Water Samples Taken	7	1	4	4	12	7	5	7	5	5	4	2	63

<b>Food Safety Program</b>													
Food Service	318	371	356	117	222	328	267	272	183	275	202	196	3107
CCP/Process Review	31	22	19	4	17	7	10	4	11	19	6	3	153
Temp. FSO	0	0	0	0	0	3	3	3	6	4	0	0	19
Mobile FSO	1	0	36	14	13	12	5	0	2	0	1	2	86
Vending Location	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Plumbing</b>													
Plumbing Residential	3	1	5	5	8	9	2	5	6	1	1	4	50
Plumbing Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Miscellaneous</b>													
Animal Nuisances	21	15	14	16	33	25	30	25	26	14	12	7	238
Schools	0	5	0	1	0	0	0	3	16	10	0	0	35
Dilapidated Structures	7	2	8	2	9	9	0	3	2	21	2	0	65
Park/Camps	0	0	10	0	17	10	9	22	0	2	0	0	0
Swimming Pools	0	2	3	3	18	13	0	52	0	1	0	0	92
Tattoos	0	0	1	0	0	18	0	0	0	0	0	11	30
Vector Control	0	0	0	1	0	3	0	2	0	0	0	0	6
Administration	18	22	18	30	15	26	21	33	10	19	45	29	286
Supervisory Time	7	6	1	3	2	4	1	2	2	3	4	1	36
PHER	54	24	61	42	33	60	47	55	35	31	52	28	522

OVER

# ENVIRONMENTAL DIVISION MONTHLY REPORT

2017

Solid Waste													
Solid Waste Facility	20	25	60	53	86	57	53	36	46	36	57	28	557
Open Dumping	6	3	0	6	0	0	2	4	0	0	0	2	23
Garbage Nuisance	2	3	4	23	11	12	0	2	0	5	5	4	71
Solid Waste Hauler	0	0	1	0	0	0	0	0	0	0	0	0	1
CD&D Facility	0	6	4	7	0	4	2	0	6	0	3	5	37
Residual Landfill	0	1	6	1	3	0	2	0	7	2	9	1	32
Composting Facility	0	0	0	0	0	0	0	0	0	0	0	0	0
Scrap Tire Generator	0	0	0	1	0	0	0	0	0	0	0	0	1
Infectious Waste Gen.	1	2	3	2	0	0	0	0	0	0	0	0	8

**TOTAL 6928**





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**JEFFERSON COUNTY**

www.jchealth.com

(740) 283-8350

**GENERAL HEALTH DISTRICT**

*DR. FRANK J. PETROLA HEALTH COMMISSIONER*

January 18, 2018

Senator Frank Hoagland  
Senate Building  
1 Capitol Square, 1st Floor  
Columbus, OH 43215

Dear Senator Hoagland;

The Jefferson County Board of Health would like to invite you to its' regular board meeting, Tuesday, February 20, 2017 at 9:30 am. The Board of Health is aware that The Office of Health Assurance and Licensing, Bureau of Long Term Care is responsible for conducting on-site inspections/surveys of nursing homes/facilities for compliance with state and federal rules and regulations and to ensure the quality of care and quality of life of the residents. Each nursing home/facility in Ohio receives at least one unannounced inspection/survey during a 9 to 15 month inspection/survey cycle. During these surveys, all aspects of care and services are evaluated based on state and federal laws and rules.

The Bureau of Regulatory Enforcement enforces state licensing laws and rules and federal certification requirements for participation in the Medicare and Medicaid programs. The purpose is to protect the quality of care and quality of life of nursing home residents and to ensure prompt corrective action when facilities are not in compliance with regulatory requirements through imposition of remedies, such as civil monetary penalties, denial of payment, state monitoring, directed in-service training, termination of provider agreements and/or licensure revocation.

Upon review of the information regarding the quality of care available on the Centers for Medicare and Medicaid Services Nursing Home Compare website, it was noted that out of 10 nursing homes in the 43952 area, which were local to our area, 8 were listed with an overall rating of below average, and 2 were listed with a rating of average. The Jefferson County Board of Health feels there is an overwhelming need of more frequent inspections of our local nursing homes.

It is the mission of the Jefferson County Health Department to work to prevent disease, promote health and protect our community with a vision that Jefferson County citizens enjoy continually improving health and quality of life; healthy, happy, productive workforce which provides quality health services.

With that being said, the Jefferson County Board of Health would like to join forces and become certified to aid The Ohio Department of Health in the inspections of our local nursing homes. We feel, by joining forces, we can greatly improve the overall ratings to the nursing homes local to our area and aid in providing a higher quality of care to the aging residents here in Jefferson County.

**500 MARKET STREET, 7TH FLOOR, STEUBENVILLE, OH 43952**

**EQUAL OPPORTUNITY EMPLOYER PROVIDER**  
WORKING TO PREVENT DISEASE. PROMOTE HEALTH. AND PROTECT OUR COMMUNITY



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**JEFFERSON COUNTY**

www.jchealth.com

(740) 283-8350

**GENERAL HEALTH DISTRICT**

*DR. FRANK J. PETROLA HEALTH COMMISSIONER*

January 18, 2018

Representative Jack Cera  
77 South High Street  
Columbus, Ohio 43215

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**JEFFERSON COUNTY** [www.jchealth.com](http://www.jchealth.com)  
(740)283-8530 **GENERAL HEALTH DISTRICT**

*DR. FRANK J. PETROLA HEALTH COMMISSIONER*

**NAME OF FACILITY: "Name Here"**

**DATE: "Date"**

**ADDRESS: "12345 Smith Lane  
Steubenville, Ohio 43952"**

**To Whom It May Concern:**

On "such and such date" the Jefferson County General Health District (JCGHD) received a formal complaint regarding your facility. In accordance with JCGHD policy, the health department conducted an investigation into this complaint on "such and such date".

After the JCGHD completed the investigation, the formal complaint was found to be **INVALID.**

Thank you for your cooperation in this matter. Please feel free to contact the Jefferson County General Health District if you have any further questions or concerns.

**500 MARKET STREET, 7TH FLOOR, STEUBENVILLE, OH 43952**

**EQUAL OPPORTUNITY EMPLOYER PROVIDER**  
**WORKING TO PREVENT DISEASE, PROMOTE HEALTH, AND PROTECT OUR COMMUNITY**

1-23-18

## **Handling of Complaints**

It will be the policy of the Jefferson County General Health District that a Registered Sanitarian shall investigate all complaints regarding Environmental Public Health within forty-eight (48) hours of notification of the completed formal complaint. The Jefferson County Health Department does not accept anonymous complaints.

Environmental Public Health complaint investigations shall be given priority over routine work.

When a call is received at this office and the complainant wishes to fill out a "Public Health Nuisance" complaint form, this form shall be mailed out to them by the person who received the phone call or the complainant may fill out the "Public Health Nuisance" complaint form at the Jefferson County Health Department. The complainant is responsible for filling out the "Public Health Nuisance" complaint form in its entirety. All of the following information shall be included for the complaint to be considered a formal complaint. If any of the following information is not included in the complaint form, the complaint will be considered incomplete and an investigation will not be conducted by this department.

1. Name of person making the complaint;
2. Address and telephone number of the complainant;
3. Date of the complaint;
4. Name and address of the offender;
5. Name of the property owner if different from the offender;
6. A detailed description of the Environmental Public Health complaint and;
7. Location of the alleged Environmental Public Health nuisance if not at the offenders mailing address.

A Sanitarian will then conduct an investigation into the complaint. The results of the investigation conducted will be documented and placed in an Environmental Public Health nuisance complaint file folder. The following information will be included in the results:

1. Name of the individual conducting the investigation;
2. Date that the investigation was conducted.
3. Findings of the investigation and any corrective actions that were taken and/or orders that were issued.

After the Sanitarian conducts the investigation and if the complaint was found to be not valid, the person who had the formal complaint filed against them shall be sent by mail a "dismissal letter" within five (5) days stating that an investigation was conducted into the complaint and was found to be invalid.

# PUBLIC HEALTH NUISANCE COMPLAINT

JEFFERSON COUNTY GENERAL HEALTH DISTRICT

500 Market Street – 7<sup>th</sup> Floor

Steubenville, Ohio 43952

740-283-8530

FAX: 740- 283-8536

NAME OF OFFENDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROPERTY OWNER (if other than offender): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DESCRIPTION OF PUBLIC HEALTH NUISANCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCATION OF NUISANCE IF NOT AT OFFENDERS MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THE DISTRICT BOARD OF HEALTH WILL NOT ACCEPT  
ANNONYMOUS COMPLAINTS**

DATE: \_\_\_\_\_

NUMBER: \_\_\_\_\_

COMPLAINANT'S SIGNATURE: \_\_\_\_\_

PRINTED NAME AND ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CODE

POL SUB

NUMBER

TYPE OF COMPLAINT

INVESTIGATOR: \_\_\_\_\_

DATE: ASSIGNED: \_\_\_\_\_

INITIAL FIELD INVESTIGATION DATE: \_\_\_\_\_

CONDITIONS AND FACTS OBSERVED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ADDITIONAL COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PICTURES: \_\_\_\_\_ VERBAL ORDERS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DEADLINE FOR ABATEMENT: \_\_\_\_\_ EXTENSION: \_\_\_\_\_

CORRESPONDENCE DATES: \_\_\_\_\_

DATE OF ABATMENT: \_\_\_\_\_

REFERRED TO BOARD OF HEALTH FOR ENFORCEMENT: \_\_\_\_\_

REFERRED TO PROSECUTOR: \_\_\_\_\_