

February 20, 2018

The regular monthly meeting of the Board of Health was held on Tuesday, February 20, 2018 in the Board Room, 2nd Floor, Trumbull Towers Building, 500 Market Street, Steubenville, Ohio.

Present

Frank L. Petrola
Dale Featheringham
John Parker

Staff

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

Absent

Dale Featheringham
John Fabian

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 January 2018 Board Minutes for their approval.

Dr. George VanWeelden made a motion to approve the January 2018 Board Minutes as presented by Mrs. Stewart, seconded by Mr. John Parker.

Vote – Unanimous, YES

FISCAL REPORTS

December Fund Balances

Mrs. Stewart presented the Board of Health with, January Fund Balances totaling \$348,570.20, January Revenue totaling \$268,739.85, January Expenditures totaling \$195,852.25, January Purchase Orders totaling \$7,167.26, and Then and Now Statements totaling \$77,169.92 for their approval.

Dr. Georg VanWeelden moved to approve the January Fund Balances totaling \$348,570.20, January Revenue totaling \$268,739.85, January Expenditures totaling \$195,825.25, January Purchase Orders totaling \$7,167.26, and Then and Now Statements totaling \$77,169.92 as presented by Mrs. Stewart, seconded by Mr. John Parker.

Vote – Unanimous, YES

2017 Annual Financial Report

Mrs. Stewart presented the Board of Health with the 2017 Annual Financial Report for their approval.

Mr. John Parker moved to approve the 2017 Annual Financial Report as presented by Mrs. Stewart, seconded by Dr. George VanWeelden.

Vote – Unanimous, YES

OPEN ISSUES

CHIP

Mrs. Stewart presented the Board of Health with the Agenda for the CHIP Meeting which will be held today, February 20, 2018 from 11:00 am – 3:00 pm. OSU will be directing our group in order to complete a Community Health Improvement Plan.

NEW BUSINESS

Advisory Council

Mrs. Stewart informed the Board of Health that the annual Advisory Council Meeting will be held on Thursday, March 15, 2018 in the second floor Community Room at 5:00 pm. Dr. George VanWeelden's term is up and he stated that he would like to be reappointed to the Board of Health for another term.

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 January we had a total of 10 complaints and so far in February we have had a total of 13.

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 137 people hospitalized due to the flu with 7 of those in pediatrics. These hospitalizations have been reported from Trinity, Weirton, and Wheeling Hospitals. Of the 137 hospitalized patients, 53% of them have received a flu shot.

WIC DIVISION REPORT

Mrs. Wilson presented the Board of Health with WIC Activity Report. She explained to the Board of Health that the clients are very receptive to the walk in clinics and feels they will continue with them. She is excited about receiving a new operating system from State WIC. With her new equipment, she is hoping to go into the community to provide WIC Services.

ACCREDITATION COORDINATOR

Kim Mark informed the Board of Health that she held her first Nursing Home Meeting on February 5, 2018. We are hoping to continue with them on a quarterly basis. Approximately 12 different nursing homes came and were very receptive to us.

Mrs. Mark stated that the Scabies Grant will be finalized in about a month or month and a half. This grant will be used at the Nursing Homes.

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

On April 1, 2018 we will be opening the Toronto Health Department 2 days per week. Annette and Kim will attend the Toronto City Council Meeting on February 26, 2018 to explain the details of the clinic to the councilmen.

ADMINISTRATORS REPORT

Solid Waste

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

PERSONNEL

PHEP Coordinator

Jack McGuire introduced Sam Ivkovich to the Board of Health. Sam is the new Public Health Emergency Preparedness Director. Sam's employment began February 12, 2018, part time working 29 hours per week at \$19.13 per hour.

Mr. John Parker welcomed Mr. Ivkovich and approved his position as a Part Time Public Health Emergency Preparedness Director beginning February 12, 2018, working 29 hours per week at \$19.13 per hour, seconded by Dr. George VanWeelden.

Vote – Unanimous, YES

WIC Health Professional Resignation

Connie Cesario Nice RN resigned her position as a Full Time Health Professional in the WIC Division effective January 26, 2018.

Dr. George VanWeelden moved to accept Connie Cesario Nice's resignation effective January 26, 2018 and gave permission to advertise to fill this vacant position, seconded by Mr. John Parker.

Vote – Unanimous, YES

Frank Klinger, SIT

Dr. Frank J. Petrola requested approval from the Board of Health to promote Frank Klinger, SIT to Accreditation Coordinator/Programs Director over the Environmental Division with an hourly pay rate of \$26.90.

Dr. George VanWeelden moved to approve the promotion of Frank Klinger, SIT to Accreditation Coordinator/Programs Director over the Environmental Division with an hourly pay rate of \$26.90, seconded by Mr. John Parker.

Vote – Unanimous, YES

Uniform Policy

Mrs. Stewart presented the Board of Health with the Employee Uniform Policy to go into effect March 1, 2018 for their approval.

Mr. John Parker moved to adopt the Employee Uniform Policy to go into effect March 1, 2018, seconded by Dr. George VanWeelden.

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

Jefferson County General Health District

Meeting Agenda

February 20, 2018

9:15 AM

Type of Meeting: Regular Monthly Meeting

Call to order

Approval of minutes of January Meeting

Fiscal Reports

January Fund Balances
January Financial Report
2017 Annual Financial Report

Open Business

CHIP - Agenda Passed Out

New Business

Advisory Council Meeting March 15, 2018 5:00 pm
2nd Floor Community Room. Dr. George VanWeelden term has expired

Environmental Division Report

Activity Report
Solid Waste

Nursing Division Report

Activity Report

Accreditation Coordinator Report

Activity Report

WIC Division Report

Activity Report

Administrator's Report

Accreditation Process
Solid Waste Board

Personnel : *New Employee - Sam Ivkovich RHEP Coordinator*
WIC Health Professional Resignation

Advertise for Full Time RN for WIC Health Professional Position

Employee Uniform Policy
Adjournment

Brd mtg.

Sign IN

2/20/2018

Michael Vukobrat

PAUL GIANNAMORE - ~~MEMBER~~ STAR.

Fritz Tedlow - MA

Giovanna Luccisano - Senator Hoagland

GENERAL HEALTH DISTRICT - COUNTY OF JEFFERSON
SUMMARY OF RECEIPTS, EXPENDITURES AND BALANCES JANUARY 2018

FUND	PRIOR MONTHS CASH BALANCE	JANUARY RECEIPTS	TRANSFER IN	ADVANCE-IN	JANUARY EXP.	TRANSFER OUT	ADVANCE- OUT	FUND BALANCE
District Board of Health	\$ 178,260.94	\$ 32,830.62	\$ -	\$ 34,787.05	\$ 24,602.06	\$ -	\$ -	\$ 221,276.55
Food Service	\$ -	\$ 2,066.59	\$ -	\$ -	\$ 10,135.19	\$ -	\$ -	\$ (8,068.60)
Vital Statistics	\$ 38,807.18	\$ 15,837.50	\$ -	\$ -	\$ 24,632.65	\$ -	\$ -	\$ 30,012.03
Nursing	\$ -	\$ 1,586.85	\$ -	\$ -	\$ 4,801.49	\$ -	\$ -	\$ (3,214.64)
Tattoo	\$ 585.79	\$ 492.75	\$ -	\$ -	\$ 3.08	\$ -	\$ -	\$ 1,075.46
Car Seats	\$ 120.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120.85
Parks/Camps	\$ 797.88	\$ -	\$ -	\$ -	\$ 171.47	\$ -	\$ -	\$ 626.41
Plumbing	\$ -	\$ 6,053.00	\$ -	\$ -	\$ 1,474.64	\$ -	\$ -	\$ -
TB	\$ -	\$ 720.00	\$ -	\$ -	\$ 2,929.36	\$ -	\$ -	\$ (2,209.36)
BCMH	\$ -	\$ -	\$ -	\$ -	\$ 2,452.90	\$ -	\$ -	\$ (2,452.90)
Toronto	\$ 4,579.48	\$ -	\$ -	\$ -	\$ 283.70	\$ -	\$ -	\$ 4,295.78
Water	\$ 3,274.51	\$ 800.00	\$ -	\$ -	\$ 771.51	\$ -	\$ -	\$ 3,303.00
Swimming Pools	\$ 1,049.33	\$ -	\$ -	\$ -	\$ 156.56	\$ -	\$ -	\$ 892.77
Sewage	\$ 14,777.05	\$ 9,641.11	\$ -	\$ -	\$ 3,084.98	\$ -	\$ -	\$ 21,333.18
PHEP	\$ -	\$ 14,490.17	\$ -	\$ -	\$ 7,818.58	\$ -	\$ 5,096.63	\$ 1,574.96
Solid Waste	\$ -	\$ 1,051.03	\$ -	\$ -	\$ 6,288.74	\$ -	\$ -	\$ (5,237.71)
Landfills	\$ -	\$ 122,612.22	\$ -	\$ -	\$ 87,442.94	\$ -	\$ 29,690.42	\$ 5,478.86
WIC	\$ -	\$ 60,558.01	\$ -	\$ -	\$ 18,802.40	\$ -	\$ -	\$ 41,755.61
Lead	\$ 198.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 198.83
Severence Fund	\$ 37,809.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,809.12
Totals	\$ 280,260.96	\$ 268,739.85	\$ -	\$ 34,787.05	\$ 195,852.25	\$ -	\$ 34,787.05	\$ 348,570.20

Advanced loan back to General Fund from 12/31/2017

Signature:


BOARD OF HEALTH BOARD REPORT
FOR JANUARY
REPORT DATE: FEBRUARY 12, 2018

TOTAL FOR RIVISION BOARD GENERAL FUND	\$	32,830.62
TOTAL FOR RIVISION FOOD SERVICE	\$	2,066.59
TOTAL FOR RIVISION VITAL STATISTICS	\$	15,837.50
TOTAL FOR RIVISION NURSING	\$	1,586.85
TOTAL FOR RIVISION TATTOO	\$	492.75
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	\$	6,053.00
TOTAL FOR RIVISION TUBURCULOSIS	\$	720.00
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	\$	800.00
TOTAL FOR RIVISION SWIMMING POOLS	\$	0.00
TOTAL FOR RIVISION SEWAGE	\$	9,641.11
TOTAL FOR RIVISION IAP	\$	0.00
TOTAL FOR RIVISION PHEP	\$	14,490.17
TOTAL FOR RIVISION HMG PART C	\$	0.00
TOTAL FOR RIVISION HELP ME GROW	\$	0.00
TOTAL FOR RIVISION SOLID WASTE	\$	1,051.03
TOTAL FOR RIVISION LANDFILLS	\$	122,612.22
TOTAL FOR RIVISION WIC	\$	<u>60,558.01</u>
GRAND TOTAL FOR JANUARY	\$	268,739.85

Signature:
FLP
JLP
[Handwritten signature]

BOARD OF HEALTH BOARD REPORT
 FOR JANUARY
 REPORT DATE: FEBRUARY 12, 2018 TOTAL FOR DIVISIONHELP ME

TOTAL FOR DIVISION HELP ME GROW TANF	\$	0.00
TOTAL FOR DIVISION SOLID WASTE	\$	6,288.74
TOTAL FOR DIVISION CD&D	\$	0.00
TOTAL FOR DIVISION LANDFILL	\$	87,442.94
TOTAL FOR DIVISION TOBACCO	\$	0.00
TOTAL FOR DIVISION PERSONNEL	\$	0.00
TOTAL FOR DIVISION SUBSIDIES	\$	0.00
TOTAL FOR DIVISION WIC	\$	18,802.40
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 JANUARY	\$	197,061.68

TR - 1,209.43
195,852.25

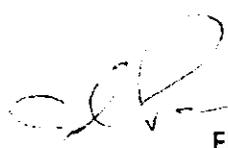
Signature
 FL P...
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BOARD OF HEALTH BOARD REPORT
FOR JANUARY
REPORT DATE: FEBRUARY 12, 2018

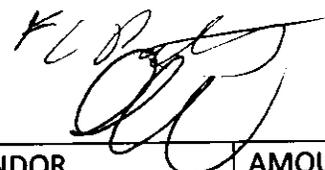
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TOTAL FOR DIVISION BOARD OF HEALTH	\$	24,602.06
TOTAL FOR DIVISION MOSQUITO FUND	\$	0.00
TOTAL FOR DIVISION FOOD SERVICE	\$	10,135.19
TOTAL FOR DIVISION VITAL STATISTICS	\$	24,632.65
TOTAL FOR DIVISION SUPPLIES	\$	4,801.49
TOTAL FOR DIVISION TATTOO	\$	3.08
TOTAL FOR DIVISION CAR SEATS	\$	0.00
TOTAL FOR DIVISION PARKS AND CAMPS	\$	171.47
TOTAL FOR DIVISION PAT	\$	0.00
TOTAL FOR DIVISION PLUMBING	\$	1,474.64
TOTAL FOR DIVISION TB	\$	2,929.36
TOTAL FOR DIVISION BCMC	\$	2,452.90
TOTAL FOR DIVISION TORONTO	\$	283.70
TOTAL FOR DIVISION TB	\$	1,209.43
TOTAL FOR DIVISION TRAILER PARKS	\$	0.01
TOTAL FOR DIVISION MARINAS	\$	0.00
TOTAL FOR DIVISION WATER WELLS	\$	771.51
TOTAL FOR DIVISION SWIMMING POOLS	\$	156.56
TOTAL FOR DIVISION ENVIRONMENTAL	\$	3,084.97
TOTAL FOR DIVISION IAP	\$	0.00
TOTAL FOR DIVISION RABIES	\$	0.00
TOTAL FOR DIVISION INFRASTRUCTURE	\$	7,818.58
TOTAL FOR DIVISION CFHS	\$	0.00
TOTAL FOR DIVISION HELP ME GROW PART C	\$	0.00

Signature:



THEN AND NOWS
FEBRUARY 20, 2018



PURCHASE ORDER #	WARRANT #	VENDOR	AMOUNT PAID
111803	597471	ADAMS LABORATORY	42.00
111795/111781	597472	AT&T WIRELESS	250.78
111793/111794	597473	BORDENS	297.51
111778	597474	BORDENS	399.75
111815/111816	597475	BUSINESS CARD	681.65
111779	597476	CAIN REALTY	175.00
111811	597477	CCAP AUTO LEASE	644.07
111775	597478	CITY OF STEUBENVILLE	335.92
111821	597479	CLEMANS NELSON	3,504.52
111800/111801	597480	COMCAST	252.22
111773	597481	COMDOC	93.24
111807	597482	FENNER	150.95
111812	597483	GERMAN TOWNSHIP	939.53
111813	597484	JEFFERSON CO COMMISSIONERS	1,879.06
111762/111793/ 111766/111772	597485	JEFFERSON CO ENGINEERS	82.62
111764/111767	597486	JEFFERSON CO ENGINEERS	15.74
111763	597487	JOHN MCGUIRE	44.94
111804	597488	LAUTTAMUS	50.00
111802	597489	NEOPOST	541.95
111808	597490	MHA INSURANCE	2,916.00
111782	597491	OHIO DIVISION REAL ESTATE	195.00
111814	597493	SPRINGFIELD TWP	903.24
111809/111810	597494	STERICYCLE	213.13
111806	597495	THE RIDGEFIELD GROUP	566.50
111783/111784/111785	597496	TREASURER OF STATE	20,812.96
111789	597497	TREASURER OF STATE-OEPA	33,196.69
111774	597498	TRINITY HEALTH SYSTEM	320.00
111790/111791/111792/111805	597500	WORLD RADIO	252.20
111825	597612	ASHLEY WILSON	120.64
111780	597613	AT&T	27.07
111811	597614	CCAP AUTO LEASE	322.18
111824	597619	NOBLE COUNTY	2,428.92
111818	597624	UPS	7.13
111795	598012	WIRELESS	60.91
111838	598014	CHOICE SERVICES	59.22
111827	598016	JEFFERSON CO COMMISSIONERS	247.02
111837	598017	PORTER WRIGHT	2,285.46
111828	598019	TREASURER STATE-OEPA	1,497.29
111778/111793/111794	598186	BORDENS	194.91
111794	598187	BORDENS	162.00
	TOTAL		77,169.92



AGENDA

Meeting Objectives:

- (1) Provide orientation to CHIP and review shared expectations
- (2) Review, discuss, decide on proposed vision (definition) of health
- (3) Conduct gap analysis for three health priorities: Maternal and Child Health (especially low birth weight), Substance abuse (especially opioid epidemic), and Environmental Health
- (4) Begin to identify goals, key measures, and S.M.A.R.T. objectives for each priority

Time	Task
11:00 – 11:10am	Welcome & Introductions
11:10 – 11:30am	Setting the context for the day: CHIP Orientation
11:30 – 12:00pm	Review, discuss, reach consensus on proposed vision (definition) of health <i>(small group work)</i>
12:00 – 12:15pm	Break to set up lunch
12:15 – 1:45pm	Conduct gap analysis for three health priorities while finishing lunch <i>(small group work; report out)</i>
1:45 – 2:50	Begin to identify goals, key measures, & S.M.A.R.T objectives <i>(small group work)</i>
2:50pm – 3:00pm	Wrap Up & Next Steps

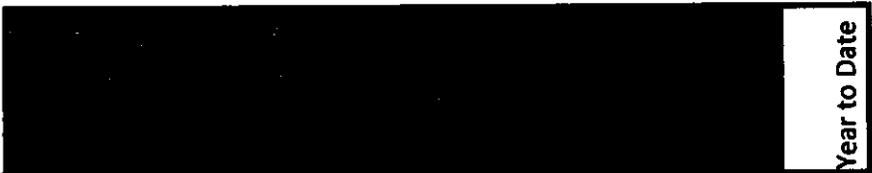
Note: Lunch will be provided by the Health Department. Agenda topics and timings are subject to change.

Some conversational guidelines for you to consider...

- Focus on what matters
- Listen to understand
- Share your thoughts
- Connect ideas
- Enjoy the conversation!

ENVIRONMENTAL DIVISION MONTHLY REPORT

2018



Year to Date

Sewage Treatment												
Household Sewage Permits	2											2
Operating Permits	0											0
Sewage Disposal - New	18											18
Sewage Disposal - Existing	40											40
Sewage Disposal - Alteration	0											0
Septage Hauler	5											5
Semi-Public	0											0
Sewage Nuisances	2											2
Loan Evaluations	14											14

Private Water												
Household Water Permits	0											0
Private Water - New	1											1
Private Water - Existing	17											17
Total Water Samples Taken	5											5

Food/Retail Program												
Food Service	286											286
CCP/Process Review	20											20
Temp. FSO	0											0
Mobile FSO	0											0
Vending Location	15											15

Plumbing												
Plumbing Residential	0											0
Plumbing Commercial	0											0

Miscellaneous												
Animal Nuisances	17											17
Schools	3											3
Dilapidated Structures	1											1
Park/Camps	0											0
Swimming Pools	0											0
Tattoos	0											0
Vector Control	0											0
Administration	77											77
Supervisory Time	11											11
PHER	51											51

OVER

ENVIRONMENTAL DIVISION MONTHLY REPORT

2018

Solid Waste												
Solid Waste Facility	46											46
Open Dumping	0											0
Garbage Nuisance	0											0
Solid Waste Hauler	3											3
CD&D Facility	0											0
Residual Landfill	0											0
Composting Facility	0											0
Scrap Tire Generator	0											0
Infectious Waste Gen.	0											0

TOTAL	634
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GENERAL HEALTH DISTRICT

Dr. Dawn L. Poirier, Health Commissioner

Employee Uniform Policy

Employees with the Jefferson County General Health District will be required to dress in accordance with the Employee Uniform Policy. To accommodate the various activities that are provided by the health district, each division will be required a specific uniform procedure that all employees must abide by.

The Jefferson County General Health District branding is a unique government logo. For this reason, employees are not permitted to replicate this symbol on any article of clothing to be worn while in a working capacity. Any uniform additions, deviations, or adjustments that fall outside the guidelines of this policy must be approved by administration prior to enacting those changes.

When Jefferson County General Health District employees are in a working capacity, all tattoos must be covered and not visible to the naked eye. Administration has the ability to make any changes or exceptions to this on a case by case basis.

On Friday of each week, a business casual day will be permitted. All employees will be issued Jefferson County General Health District casual t-shirts that can be worn during that time with jeans. Some divisions may require specific guidelines that differ from the casual guidelines.

Administration has the ability to make any changes to this policy on either a case by case basis or more long term adjustments as needed. Any employee unsure of what is appropriate should check with his or her supervisor for clarification. If a supervisor or manager decides that an employee's dress or appearance is not appropriate as outlined in this policy, he or she may take corrective action and require the employee to leave the work area and make the necessary changes to comply with the policy.

Administration/Vital Statistics:

- Employees working within either the administration or vital statistics divisions will be required to wear casual business attire during normal business activities.
- Professional business attire is required during formal meetings.

Environmental/Public Health Emergency Preparedness (PHEP):

- Employees working within either the environmental or PHEP divisions will have uniform requirements based off of the type of work activity. Due to the nature of these positions, dress attire will depend on the type of work being conducted; field work or formal activities.
- Field work attire would include Jefferson County General Health District polos (issued), blue jeans, and appropriate shoes.
- Blue jeans are not permitted to have holes, tears, or be white-washed.

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

EQUAL OPPORTUNITY EMPLOYER PROVIDER
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JEFFERSON COUNTY

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GENERAL HEALTH DISTRICT

DR. FRANK J. PETROVIC II, HEALTH COMMISSIONER

- Field work shoes would include closed-toe tennis shoes or boots and steel-toe boots when required as per job specific activities.
- Jefferson County General Health District polos (issued) and khaki or dark (docker type) dress pants are required when attending formal activities such as meetings and trainings.
- Appropriate dress attire is also permitted during formal activities at the discretion of the division director or administration.

Nursing:

- Employees working within the nursing division will be required to wear scrubs that have specifically been provided by the Jefferson County General Health District.
- Tennis shoes or similar closed-toe shoes are mandatory. Sandals, flip-flops, or other open-toed shoes are not permitted to be worn in conjunction with the assigned scrubs or on casual dress Fridays.
- Appropriate dress attire is also permitted during formal activities at the discretion of the division director or administration.

Women Infants and Children (WIC):

- Employees working within the WIC division will be required to wear Jefferson County General Health District polos (issued) and khaki or dark (docker type) dress pants.
- Tennis shoes or similar closed-toe shoes are mandatory. Sandals, flip-flops, or other open-toed shoes are not permitted to be worn even on casual dress Fridays.
- Appropriate dress attire is also permitted during formal activities at the discretion of the division director or administration.

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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