

September 18, 2018

The regular monthly meeting of the Board of Health was held on Tuesday, September 18, 2018 in the Board Room, 2nd Floor, Trumbull Towers Building, 500 Market Street, Steubenville, Ohio.

Present

Frank L. Petrola
Dale Featheringham
John Parker
Nicole Balakos
Dr. George VanWeelden

Staff

Frank J. Petrola
Annette Stewart
Frank Klinger, SIT
Kim Mark, RN
Ashley Wilson, RN

Absent

Prosecutor

Absent

Guest

See 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 August, 2018 Board Minutes for their approval.

Mr. John Parker made a motion to approve the August 2018 Board Minutes as presented by Mrs. Stewart, seconded by Mrs. Nicole Balakos.

Vote – Unanimous, YES

FISCAL REPORTS

August Fund Balances

Mrs. Stewart presented the Board of Health with August Fund Balances totaling \$581,958.24, August Revenue totaling \$363,442.75, August Expenditures totaling \$167,935.64, August Purchase Orders totaling \$17,779.97, and Then and Now Statements totaling \$56,066.55 for their approval.

Mr. John Parker moved to approve the August Fund Balances totaling \$581,958.24, August Revenue totaling \$363,442.75, August Expenditures totaling \$167,935.64, August Purchase Orders totaling \$17,779.97, and Then and Now Statements totaling \$56,066.55 as presented by Mrs. Stewart, seconded by Mrs. Nicole Balakos.

Vote – Unanimous, YES

Amend Appropriations

Mrs. Stewart requested permission from the Board of Health to amend the following appropriations.

004-450-00015 to \$2,300.00
004-450-00011 to \$660,000.00
004-450-00007 to \$50,000.00

Dr. George VanWeelden moved to grant Mrs. Stewart permission to amend the appropriations as follows: 004-450-00015 to \$2,300.00, 004-450-00011 to \$660,000.00, and 004-450-00007 to \$50,000.00, seconded by Mr. John Parker.

Vote – Unanimous, YES

OPEN ISSUES

House Bill 312 – Credit Cards

Mrs. Stewart presented the Board of Health with the updated and revised Master Card and Credit Card use Policy for their approval. This updated policy brings us in compliance with the minimum standards of House Bill 312 which includes:

1. Designation of the person(s) empowered to authorize and approve credit card transactions.
2. The names and job titles of officers and employees authorized to use cards.
3. Spending limits for each card user.

4. A clear directive that the credit card may be used only for official business and for the benefit of the public entity.
5. Requires an itemized receipt for each credit-card purchase.
6. Outlines disciplinary action that may be taken for misuse of a credit card.
7. A list of the documents that are to be maintained to create an appropriate audit trail.
8. A statement signed by each card user acknowledging that he/she has read the credit card policy and will abide by it.
9. A list of expenditures that are strictly prohibited (e.g. entertainment, alcoholic beverages, personal services, and cash advances).
10. A system for recovery of costs associated with an improper use of the credit card.

Dr. George VanWeelden moved to approve the revised Master Card/Credit Card Policy as presented by Mrs. Stewart, seconded by Mrs. Nicole Balakos.

Vote – Unanimous, YES

NEW BUSINESS

State Auditors – 2016 – 2017 Audit

Mrs. Stewart informed the Board of Health that the Auditors of State have begun their audit for fiscal years 2016 and 2017. They expect to deliver their report of the audit by November 30, 2018. Expected fees and expenses for the audit services will not exceed \$10,537.00.

Performance Review

Mrs. Stewart presented the Board of Health with a copy of Performance Appraisal: Self-Assessment and Performance Review documents which will be used for annual performance reviews of the staff for their approval. Copy attached hereto and made a permanent part of this record.

Mr. John Parker moved to approve the Performance Appraisal: Self-Assessment and Performance Review documents which will be used for annual performance reviews of the staff as presented by Mrs. Stewart, seconded by Dr. George VanWeelden.

Vote – Unanimous, YES

2019 Fees For Service

Mrs. Stewart presented the Board of Health with the first reading of the 2019 Fees For Service. Copy attached hereto and made a permanent part of this record.

Mr. John Parker made a motion to accept the first reading of the 2019 Fees For Service as presented by Mrs. Stewart, seconded by Mrs. Nicole Balakos.

Vote – Unanimous, YES

Letter of Understanding – Family Recovery

Tabled until October 2018 Board Meeting.

ENVIRONMENTAL

Activity Report

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

APEX – Dr. Frank J. Petrola informed the Board that for the month of August we had a total of 64 complaints and so far in September we have had a total of 22. Dr. Frank J. Petrola noted that 28% of the complaints were received from 1 family.

NURSING DIVISION REPORT

Kim Mark, RN, informed the Board of Health there has been an increase in immunizations this month. She stated that they will be going into the schools to administer Menveo and Tdaps.

Mrs. Mark gave the following stats:

Gonorrhea – 21	Chlamydia – 19
Hep C – 4	Lyme Disease – 8
Salmonella – 2	

Mrs. Mark explained to the Board of Health that our Department will be partnering with Molly McGowen of the Friendship Room and Family Recovery to do small health clinics for their clients.

She also stated that we have billed for the Nursing Home Grant Dollars. Once received, we will be going and educating all nursing homes on scabies.

WIC DIVISION REPORT

Ashley Wilson presented the Board of Health with the August WIC Division Activity Report. Attached hereto and made a permanent part of this record.

Mrs. Wilson also noted an increase of 5 participants in the June case load. She stated that she believes there was an increase for July and August too.

The WIC Outreach is currently going on. Our Department has 10 billboards currently displayed. Harrison County has 1, and Carroll County has 1.

Mrs. Wilson stated that they are awaiting their new equipment, which will enable them to operate WIC services from any location. Her plans are to set up in Bergholz and Toronto which in turn, should increase her caseload.

ACCREDITATION COORDINATOR

Frank Klinger informed the Board of Health that he, Kim Mark, and Ashley Wilson attended a Performance Management Training in Columbus which ties directly to Accreditation.

He also noted we are currently awaiting an invite for an Accreditation Workshop in Virginia.

Mr. Klinger stated that our Department is working on being more visible in the public.

ADMINISTRATORS REPORT

Solid Waste

Dr. Petrola was not able not attend the meeting.

Accreditation

PERSONNEL

Mrs. Stewart requested permission from the Board of Health to name Kim Mark, RN as Nursing Director.

Dr. Frank L. Petrola moved to appoint Mrs. Kim Mark, RN to Nursing Director, seconded by Mrs. Nicole Balakos.

Vote – Unanimous, YES

Mrs. Stewart requested permission from the Board of Health to name Mrs. Ashley Wilson, RN as Supervising Nurse.

Mr. John Parker moved to appoint Mrs. Ashley Wilson, RN, to Nursing Supervisor, seconded by Mr. Dale Featheringham.

Vote – Unanimous, YES

Mrs. Stewart presented the Board of Health with the resignation of Ms. Laura Scott, LPN for their approval.

Dr. George VanWeelden moved to accept the resignation of Ms. Laura Scott, LPN, seconded by Mr. Dale Featheringham.

Vote Unanimous, YES

Mrs. Stewart requested permission from the Board of Health to hire Mrs. Shelley Argentine, RN, as a full time Nurse at \$19.13 per hour.

Mrs. Nicole Balakos moved to hire Mrs. Shelley Argentine, RN, as a full time Nurse at \$19.13 per hour, seconded by Mr. Dale Featheringham.

Vote – Unanimous, YES

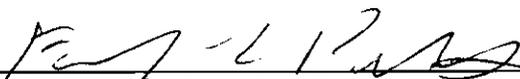
Mrs. Stewart requested permission from the Board of Health to appoint Mrs. Stephanie Chester, RN to the vacant WIC Director Position at 26.56 per hour.

Mr. John Parker moved to appoint Mrs. Stephanie Chester, RN to the vacant WIC Director Position at \$26.56 per hour, 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