



# JEFFERSON COUNTY General Health District

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**BOARD OF HEALTH  
MINUTES OF REGULAR MEETING  
September 28, 2022  
8:15 a.m.**

The regular monthly meeting of the Board of Health was held on Wednesday, September 28, 2022 at 8:15 a.m. in the 2<sup>nd</sup> floor community room of the Towers Building located at 500 Market Street, Steubenville, Ohio.

**Board Members Present:**

Chief Clark Crago, President  
Terry Bell  
Anthony Mougianis  
Jean-Philippe Rigaud, Vice-President  
Patrick Macedonia, M.D.

**Staff:**

Andrew Henry, Health Commissioner  
Kelly Wilson, Director of Finance  
Michele Henry, Administrative Assistant  
Marc Maragos, Director of Environmental  
Carla Gampolo, Registered Sanitarian  
Stephanie Chester, RN, WIC Director  
Linda Agresta, Environmental Clerk  
Rick Stead, PHEP  
Dr. Jane Culp, Medical Director

**Absent:** Hannah Piko, Director of Nursing

**Prosecutor:**

**Guests:**  
See sign-in sheet

**CALL TO ORDER**

The meeting was called to order at 8:15 a.m. by Chief Clark Crago, President. The Pledge of Allegiance was recited. Roll call was taken and all board members were in attendance.

**APPROVAL OF MINUTES**

<i>Action</i>	<i>Motion to accept the August 16, 2022 Minutes of the Regular Meeting.</i>	<i>Vote Detail (Roll Call)</i>
Motion-2022-108	Mr. Rigaud moved and Mr. Bell seconded a motion to accept the August 16, 2022 Minutes of the Regular Meeting.	1 <sup>st</sup> - Rigaud 2 <sup>nd</sup> - Bell Bell - Aye Crago – Aye Macedonia – Aye



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	Motion passed unanimously.	Mougianis - Aye Rigaud – Aye
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### August 2022 Revenue Report

<i>Action</i>	<i>Approval of August's Revenue Report</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-109	Mr. Bell moved and Mr. Rigaud seconded a motion to accept August 2022 revenue report.  Motion passed unanimously.	1 <sup>st</sup> - Bell 2 <sup>nd</sup> - Rigaud Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud - Aye

Roll call taken, all board members were in agreement.

### August 2022 Expense Report

<i>Action</i>	<i>Approval of August's Expense Report</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-110	Mr. Rigaud moved and Mr. Bell seconded a motion to accept August 2022 expense report.  Motion passed unanimously.	1 <sup>st</sup> - Rigaud 2 <sup>nd</sup> –Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud - Aye

Dr. Macedonia questioned the amount of copier maintenance we are being charged. Kelly Wilson explained it is a maintenance contract with Borden's for maintenance on the copiers. Every department is charged a contract fee plus any overages in copies for the month. We have numerous copiers but its due to the department not having a central location to have one copier.

Roll call taken, all board members were in agreement.

**Personnel – None**

**Travel Requests –**



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<i>Action</i>	<i>Motion to Approve All Travel Requests for Dr. Jane Culp, John McGuire and Emma Gray for Their Conference Attendances.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-111	Dr. Macedonia moved and Mr. Rigaud seconded a motion to approve all travel requests for Dr. Jane Culp, John McGuire and Emma Gray for their conference attendances.  Motion passed unanimously.	1 <sup>st</sup> - Macedonia 2 <sup>nd</sup> - Rigaud Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Roll call taken, all board members were in agreement.

### Contracts/MOU's –

Urban Mission Food Pantry:

This MOU will be a program that our nurses will be educating their clients at the food pantry on nutrition. The nurses will conduct a baseline knowledge assessment of the workers and clients on what their baseline knowledge is on nutrition. We will then do education with them, observe their food choices and post an education assessment to see if we've taught them anything of value throughout our time with them.

This is a grant that is funded through the Ohio Dept. of Health, called Healthy Eating and Active Living. The grant runs through June of 2023. This is grant money (\$1,000.00) we will receive and pass on to the Urban Mission for their participation and commitment.

<i>Action</i>	<i>Motion to Approve the Urban Mission Food Pantry MOU.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-112	Mr. Rigaud moved and Mr. Bell seconded a motion to approve the Urban Mission Food Pantry MOU.  Motion passed unanimously.	1 <sup>st</sup> - Rigaud 2 <sup>nd</sup> - Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Roll call taken, all board members were in agreement.

Urban Mission Training:



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This MOU with Urban Mission is about their Community Conversations. Their last report was conducted in 2011. It is essentially a minority health disparity report that allows them to investigate the health of the community that they serve specifically, the minority population and come up with recommendations for improved quality of life. Part of the preparation for the community conversations is training for moderators and recorders. The moderators will ask questions of the audience and the recorders will write down what the audience responds. We supplied the IT for their training in August. There were two separate trainings, one in person and one held virtually. We will be compensated \$500.00 for the use of our facilities.

<i><b>Action</b></i>	<i><b>Motion to Approve the Urban Mission Training MOU.</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2022-113	Mr. Bell moved and Mr. Rigaud seconded a motion to approve the Urban Mission Training MOUS.  Motion passed unanimously.	1 <sup>st</sup> - Bell 2 <sup>nd</sup> - Rigaud Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Roll call taken, all board members were in agreement.

## WIC & Trinity Pediatrics Trinity Health System/WIC & OB/GYN Trinity Health System:

These agreements are with our WIC program and Trinity Health System for the years 2023 and 2024. One agreement will be for a pediatrician; Dr. Nguyen will serve as a resource for the WIC program should they notice a child in the program in need of a pediatrician this will enable WIC to get that child access to care. The same would hold true for the Women’s Health OB/GYN Dr. Milburn from Trinity has agreed to do the same as it relates to the women during pregnancy and post-partum care.

<i><b>Action</b></i>	<i><b>Motion to Approve the WIC MOU’s with Trinity Health System for Pediatric and OB/GYN Services for WIC Clients.</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2022-114	Mr. Rigaud moved and Mr. Bell seconded a motion to approve the WIC MOU’s with Trinity Health System for Pediatric and OB/GYN Services for WIC clients.  Motion passed unanimously.	1 <sup>st</sup> - Rigaud 2 <sup>nd</sup> - Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Roll call taken, all board members were in agreement.



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## Adoption of Forms/Policies - None

### Purchase Orders over \$5000 –

State Auditor’s Office Invoice:

There will be additional audit costs added making the total cost of the audit \$16,441.00. Due to the amount of the work the auditors have put in the additional costs total \$7,134.00.

<i>Action</i>	<i>Motion to Approve the State Auditors Invoice for the 2020 and 2021 Audit Fees.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-115	Dr. Macedonia moved and Mr. Rigaud seconded a motion to approve the State Auditors Invoice for the 2020 and 2021 Audit Fees.  Motion passed unanimously.	1 <sup>st</sup> - Macedonia 2 <sup>nd</sup> - Rigaud Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Roll call taken, all board members were in agreement.

### Health Commissioner’s Report

A copy of the report is attached hereto and made part of the official minutes.

### Medical Director’s Report

A copy of the report is attached hereto and made part of the official minutes.

Dr. Macedonia reported that Trinity is no longer requiring a Covid test prior to procedures.

Flu season typically runs October through March. If you are immunocompromised it is suggested that you get a flu shot prior to October and get a repeat flu shot in January. The shot normally protects you for 6 months.

Flu shots and Covid boosters may be given on the same day. If you had a recent covid infection, it is suggested that you wait three months for a booster.

### Nursing Report

A copy of the report is attached hereto and made part of the official minutes.



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Chief Crago asked if we've seen a shortage in the Project Dawn kits. Health Commissioner Henry said we used all of our supply and had expended all of the money, we are seeing an increase from the first responders. We do our best to get them out and we try to get them into the first responders hands. Additional funding is available and we recently received a shipment of more kits.

Prevention Recovery Board has a list of all resources available for people to get treatment help.

## **WIC Report**

A copy of the report is attached hereto and made part of the official minutes.

## **Environmental**

A copy of the report is attached hereto and made part of the official minutes.

The increase of odor complaints in August was explained as a plum or garbage cloud that traveled offsite the last two days of the month to the Red Dog Road area. There were 14 complaints called in those two days. Marc has been in contact with IWS and they promised they would do everything they can so this doesn't happen again. The odor investigation form they use has been updated to include the equipment they are currently using. That form is reviewed whenever our staff is onsite performing the odor reports.

The board requested a plan of action from ISW. Marc will work with them to obtain that and report at the next meeting.

## **Accreditation**

Health Commissioner Henry stated our archive status ended. We put in the application to reapply for accreditation. We will retrain as PHAB has made changes to their accreditation submission procedures. The CHA is complete and we are currently working on finishing the CHIP. The priorities have been chosen from the CHA and we have to create goals on those priorities, those have been submitted to Strategy Solutions and they will provide the report for the action items. We will provide those to the board next month.

## **PHEP**

A copy of the report is attached hereto and made part of the official minutes.

## **Correspondence – None**



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## Committee Reports

Environmental – Mr. Bell stated there is still a tremendous amount of Oil and Gas drilling and fracking going on in the county.

Administration – Health Commissioner Henry stated the work group has been established for the security committee for the Towers building.

Mr. Rigaud is still working to provide Human Trafficking training in the near future for the Health Department staff. Issues with obtaining the Forensic Nurse to help with the training.

## Old Business

### Audit Update:

Kelly Wilson reported she has contacted the auditor to find out if we will have the audit report prior to years' end so she is able to make appropriate adjustments to all the line items. We know that there is going to be multiple entries. The audit is still not complete it is still under review. They are hoping to have it done by the end of the year but really not sure at this time. This is not going to be a shining report as the years 2020 and 2021 are what is being audited. We have submitted the request for a yearly audit and we have not yet gotten a response on that.

### Purchase of All Terrain Vehicle:

Health Commissioner Henry stated we briefly spoke about the purchase of an all-terrain vehicle last month and he had told the board he would research and bring more information to this meeting for further discussion. We do now have three quotes, but the most important issue that needs discussed is the importance of it and what other health departments around the state are doing. Other health departments in our region do not have a vehicle like this but nor do they have solid waste programs.

Marc Maragos spoke about the inspections at the landfill and the area near the rail spur that is unattainable in a regular vehicle. It is a four-mile round trip to the bottom of the rail to the top of Crossridge Landfill. Carla Gampolo described the terrain and the difficulty she has encountered while trying to perform her inspections and when the Attorney General's office was onsite to inspect the property.

Dr. Macedonia openly opposed the purchase of this vehicle for a lot of reasons. Concerns about safety, liability and can't justify spending the money for something that will be sitting for most of the time.

Kelly Wilson wanted to remind everyone that the purchase of this vehicle will be will PHEP dollars. The rules have changed with grant funding and the money not spent effective July 1,



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2022 must be returned. The department must figure out what to spend the funds on as it could impact our future grant funding. Emergency preparedness funding so whatever is purchased must fall within the guidelines of that grant to be acceptable, funds have to be expended by June 30, 2023.

Clark Crago spoke and said his department has a John Deere and he wishes they had a Polaris. Rick Stead did say that Polaris did come in with the lowest bid. Kelly Wilson asked about a training that staff could attend, Clark Crago stated the dealer could help with that.

Mr. Mougianis suggested a pros and cons plan for next discussion. Liability insurance will be a factor to get a quote on as well. Clark Crago suggested to contact local departments to see what type of vehicle they have and focus on a utility type vehicle. Mr. Mougianis wants to be able to improve our department and to be ready. If there is an emergency the departments will be dealing with their own emergency and we won't be able to use their vehicles.

Rick Stead stated whatever information the board requires to make a decision we will provide. Rick stated it would be a 3-4 month turnaround time to acquire one if the decision is made to purchase. Rick will reach out to Pytash Tractor Sales as another local vendor.

Purchase of Testing Machine:

Health Commissioner Henry as a follow-up to the last meeting reached out to the vendor who makes the machine for clinical testing and the quotes provided were a lot higher. So the best bet would be to use our vendor Henry Schein to purchase the clinical testing machine at a cost of \$25,685.00. We have excess funds in our RadX grant we were going to use and other grants to cover the cost of the machine.

Kelly Wilson spoke up and said we need to get a purchasing policy in place for the Health Department. Kelly went through a webinar with the state and they were sharing other health departments purchasing policies and we don't have one. Currently we are following the ORC guidelines for purchasing which has a limit of \$50,000.00.

<i>Action</i>	<i>Motion to Proceed with Purchase of a Henry Schein GeneXpert Clinical Testing Machine Model Number GXIV-4-CLIA.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-116	Dr. Macedonia moved and Mr. Rigaud seconded a motion to proceed with purchase of a Henry Schein GeneXpert clinical testing machine Model Number GXIV-4-CLIA.  Motion passed unanimously.	1 <sup>st</sup> - Macedonia 2 <sup>nd</sup> - Rigaud Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye





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Roll call taken, all board members were in agreement.

## New Business

### By-Laws Update:

Health Commissioner Henry stated we had updated the agenda previously and the by-laws were never update to reflect those change, specifically, the consent agenda portion. A discussion of the changes took place but since the board was not given a 10 day notice this update will be tabled until the October meeting.

<i>Action</i>	<i>Motion for the Board to Review the By-Laws and Bring Amendments or Changes to the October Meeting for Approval.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-117	Dr. Macedonia moved and Mr. Bell seconded a motion for the Board to Review the By-Laws and bring amendments or changes to the October meeting for approval.  Motion passed unanimously.	1 <sup>st</sup> - Rigaud 2 <sup>nd</sup> - Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Roll call taken, all board members were in agreement.

### Nuisance Procedure Draft:

Health Commissioner Henry stated the board watched a video as it pertains to nuisances and nuisance complaints. The process is very slow and that is no different here in Jefferson County. We have a lot of difficulty with compliance as it relates to these property owners. In having conversations with our attorney Shawn Blake, we want to come up with a process internally to hold the property owner accountable prior to being sent to the prosecutor’s office. Health Commissioner Henry reached out to other jurisdictions to see what they are doing and one in particular stuck out. In order to hold property owners compliant, they are instituting re-inspection fees. It is designed to hold the property owner responsible and charge them when they fail to comply with the order.

Health Commissioner read the proposed Nuisance Procedure. A copy of the procedure is attached hereto and made part of the official minutes.

The board must make a final official order stating the final compliance date to the property owner at that meeting then it will be sent to the prosecutor’s office.



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<i><b>Action</b></i>	<i><b>Motion to Approve Nuisance Procedure with one revision.</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2022-118	Mr. Rigaud moved and Dr. Macedonia seconded a motion to approve Nuisance Procedure with one revision.  Change: Responsible party <u>shall</u> appear before the Board of Health.  Motion passed unanimously.	1 <sup>st</sup> - Rigaud 2 <sup>nd</sup> - Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Approval of Resolutions Authorizing Transfer of Funds:

Health Commissioner Henry stated we have two resolutions to present for today. The first resolution declaring the necessity for and authorizing the transfer of funds by the JCGHD from Scabies Fund to the General Fund pursuant to ORC 5705.15.

<i><b>Action</b></i>	<i><b>Motion to Approve Resolution 2022-004 Movement of the Scabies Grant Monies \$4963.00 to the General Fund.</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2022-119	Dr. Macedonia moved and Mr. Rigaud seconded a motion to approve Resolution 2022-004 movement of the Scabies grant monies \$4963.00 to the general fund.  Motion passed unanimously.	1 <sup>st</sup> - Macedonia 2 <sup>nd</sup> - Rigaud Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Roll call taken, all board members were in agreement.

The second, a resolution declaring the necessity for and authorizing the transfer of funds by the JCGHD from the HIV Special Revenue Fund to the Nursing Fund and the General Fund pursuant to ORC 5705.15.

<i><b>Action</b></i>	<i><b>Motion to Approve Resolution 2022-005 Movement of the HIV Grant Monies \$13,751.18 to the Nursing Fund and the General Fund. (\$9,985.08 to nursing, \$3,766.10 to general fund)</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2022-120	Dr. Macedonia moved and Mr. Rigaud seconded a motion to approve Resolution 2022-005 movement of the HIV grant monies \$13,751.18 to the Nursing Fund	1 <sup>st</sup> - Macedonia 2 <sup>nd</sup> - Rigaud Bell - Aye Crago – Aye



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	and General Fund. (\$9,985.08 to nursing, \$3,766.10 to general fund  Motion passed unanimously.	Macedonia – Aye Mougianis - Aye Rigaud – Aye
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Roll call taken, all board members were in agreement.

**Public Participation – None**

**Executive Session –**

<i><b>Action</b></i>	<i><b>Motion to Enter into Executive Session</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2022-121	Mr. Rigaud moved and Mr. Bell seconded a motion to enter into executive session. Health Commissioner Henry, Kelly Wilson and Stephanie Chester were asked to attend.  Motion passed unanimously.	1 <sup>st</sup> - Rigaud 2 <sup>nd</sup> - Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

<i><b>Action</b></i>	<i><b>Motion to Return to Regular Session</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2022-122	Mr. Rigaud moved and Mr. Bell seconded a motion to return to regular session.  Motion passed unanimously.	1 <sup>st</sup> - Rigaud 2 <sup>nd</sup> - Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

<i><b>Action</b></i>	<i><b>Motion to Approve the 3% Salary Bonus for WIC Employees Not to Exceed the \$1500.00 of Allowable Amount Expending the remainder of the WIC Funds.</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2022-123	Mr. Rigaud moved and Dr. Macedonia seconded a motion to approve the 3% salary bonus for WIC employees not to exceed the \$1500.00 of allowable amount expending the remainder of the WIC funds.  Motion passed unanimously.	1 <sup>st</sup> - Rigaud 2 <sup>nd</sup> - Macedonia Bell - Aye Crago – Aye Macedonia – Aye Mougianis – Aye Rigaud – Aye



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<i>Action</i>	<i>Motion to adjourn</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-124	Dr. Macedonia moved and Mr. Rigaud seconded a motion to adjourn.  Motion passed unanimously.	1 <sup>st</sup> - Macedonia 2 <sup>nd</sup> - Rigaud Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

There being no further business before the Board, the meeting was adjourned at 10:35 a.m.

The next regular meeting of the Board of Health is scheduled for Tuesday, October 18, 2022 at 8:15 a.m. in the Trumbull Towers Building, 2<sup>nd</sup> Floor.

**ATTESTED:**

  
Chief Clark Crago, Board President

  
Andrew Henry, Health Commissioner