



JEFFERSON COUNTY General Health District

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**BOARD OF HEALTH
MINUTES OF REGULAR MEETING
October 18, 2022
8:15 a.m.**

The regular monthly meeting of the Board of Health was held on Tuesday, October 18, 2022 at 8:15 a.m. in the 2nd 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
Hannah Piko, Director of Nursing
Stephanie Chester, RN, WIC Director
Linda Agresta, Environmental Clerk
Rick Stead, PHEP
Dr. Jane Culp, Medical Director

Absent:

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 September 28, 2022 Minutes of the Regular Meeting.</i>	<i>Vote Detail (Roll Call)</i>
Motion-2022-125	Mr. Mougianis moved and Mr. Bell seconded a motion to accept the September 28, 2022 Minutes of the Regular Meeting.	1 st - Mougianis 2 nd - Bell Bell - Aye Crago - Aye



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	Motion passed unanimously.	Macedonia – Aye Mougianis - Aye Rigaud – Aye
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Roll call taken, all board members were in agreement.

September 2022 Revenue Report

<i>Action</i>	<i>Approval of September's Revenue Report</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-126	Mr. Bell moved and Mr. Rigaud seconded a motion to accept September 2022 revenue report. Motion passed unanimously.	1 st - Bell 2 nd - Rigaud Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud - Aye

Roll call taken, all board members were in agreement.

September 2022 Expense Report

<i>Action</i>	<i>Approval of September's Expense Report</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-127	Dr. Macedonia moved and Mr. Bell seconded a motion to accept September 2022 expense report. Motion passed unanimously.	1 st - Macedonia 2 nd –Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud - Aye

Roll call taken, all board members were in agreement.

Personnel – None

Travel Requests – None

Contracts/MOU's –



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Franciscan University Nursing Department Contract:

Health Commissioner Henry stated there are no changes in this contract, this would be a continuance from last year. Andrew stated he will have President, Clark Crago sign beside him on the contract.

<i>Action</i>	<i>Motion to Approve the Franciscan University Nursing Department Contract</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-128	Mr. Rigaud moved and Mr. Bell seconded a motion to approve the Franciscan University Nursing Department Contract. Motion passed unanimously.	1 st - Rigaud 2 nd - Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Job and Family Services MOU:

Health Commissioner Henry stated there are no changes in this MOU, this would be a renewal for another year to provide nursing services for the children’s home.

<i>Action</i>	<i>Motion to Approve the Job and Family Services MOU.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-129	Mr. Bell moved and Mr. Rigaud seconded a motion to approve the Job and Family Services MOU. Motion passed unanimously.	1 st - Bell 2 nd - Rigaud Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Adoption of Forms/Policies - None

Purchase Orders over \$5000 – None

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.



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Nursing Report

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

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.

Mr. Bell asked about the increase in open dumping. He wanted to make sure that the department was following the ORC guidelines and that the townships are generally responsible for the open dumping complaints.

Dr. Macedonia asked about the gas odor complaints from the compressor stations. Health Commissioner Henry stated he took a call last week and Marc was out in the area and he went to inspect the complaint. Dr. Macedonia requested that we make this part of our report so it is documented that we do follow up with the complaints.

Mr. Rigaud asked about the increased odor complaint discussion that we had at the September meeting concerning the plan of action from ISW. The odor management plan is the plan they are bound by with the Ohio EPA. We could ask for a plan but they would give us the same plan they follow for the EPA.

Accreditation

Health Commissioner Henry stated our staff will be attending a virtual training on accreditation readiness on Wednesday, October 19, 2022 from 1 pm – 5 pm.

PHEP

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

Correspondence – None

Committee Reports

Administration – Health Commissioner Henry stated he will be in contact with Commissioner Morelli to schedule a security committee meeting for the Towers building.



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Old Business

Audit Update:

Kelly Wilson reported she has been in contact with the auditor and is hoping to have the final audit report prior to the end of the year. Kelly stated there is no guarantee, as of last week she was still getting emails requesting additional information.

Purchase of All Terrain Vehicle:

Health Commissioner Henry stated we tried to get a quote from a local Kubota dealer and they did not have anything available to us in a four seater. They had a diesel which we are not interested in. In talking with other agencies, there are other county departments that have these type of vehicles. There is training we have found online; however, it would not be specific to the vehicle if we purchase one. The department didn't spend a lot of time researching in the past three weeks as we were unsure about the vote of the board on the purchase. The insurance will cover the vehicle for \$200.00 a year.

Mr. Bell asked if there was a trailer to haul the vehicle and to store it. Rick Stead stated yes there was. Dr. Macedonia asked if there was a windshield and a wench on it. Rick answered a windshield yes a wench no, but we could have a wench added if the board wanted it.

<i>Action</i>	<i>Motion to Proceed with Purchase of an All-Terrain Vehicle not to exceed \$30,000.00, Based on the Recommendation of our Environmental Staff and How They Feel this will Complete our Readiness in the Event of an Emergency that Would Require it.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-130	Mr. Mougianis moved and Mr. Rigaud seconded a motion to proceed with purchase of an All-Terrain vehicle not to exceed \$30,000.00, based on the recommendation of our Environmental staff and how they feel this will complete our readiness in the event of an emergency that would require it. Motion passed.	1 st - Mougianis 2 nd - Rigaud Bell - Aye Crago – Aye Macedonia – Nay Mougianis - Aye Rigaud – Aye

Dr. Macedonia asked what else we could spend the money on. He suggested purchasing lap tops for the board. Kelly Wilson stated the grant is for Emergency Preparedness and would have to justify the purchase according to the grant guidelines.

Roll call taken, all board members with the exception of Dr. Macedonia were in agreement.



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New Business

By-Laws Update:

Health Commissioner Henry stated we had updated the meeting agenda last year and the by-laws were never updated to reflect those changes, specifically, the consent agenda portion.

<i>Action</i>	<i>Motion to Approve the Changes proposed at the September Meeting for the By-Laws.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-131	Dr. Macedonia moved and Mr. Rigaud seconded a motion to approve the changes proposed at the September meeting for the By-Laws. Motion passed unanimously.	1 st - Macedonia 2 nd - Rigaud Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Roll call taken, all board members were in agreement.

CHIP:

Health Commissioner Henry stated as reported last month we have completed the Community Health Assessment and were working on the Community Health Improvement Plan. The board approved our priorities of Maternal Child Health, Mental Health and Substance Abuse, Environmental Improvements and Healthier Communities and we have come up with action plans for each one of those. We are asking for your approval on the Community Health Improvement Plan.

<i>Action</i>	<i>Motion to Approve the 2022 CHIP.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-132	Mr. Rigaud moved and Mr. Bell seconded a motion to approve the 2022 CHIP. Motion passed unanimously.	1 st - Rigaud 2 nd - Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

First Reading of 2023 Fees:

Health Commissioner Henry read aloud the proposed 2023 fees.



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Action	Motion to Approve the First Reading of 2023 Fees.	Vote Detail (Roll Call)
Motion – 2022-133	Mr. Rigaud moved and Mr. Bell seconded a motion to approve the first reading of 2023 fees. Motion passed unanimously.	1 st - Rigaud 2 nd - Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Roll call taken, all board members were in agreement.

Action	Motion to Set the Public Hearing for the 2023 Fees on November 15, 2022 at 8:00 am.	Vote Detail (Roll Call)
Motion – 2022-134	Mr. Rigaud moved and Mr. Bell seconded a motion to set the public hearing for the 2023 fees on November 15, 2022 at 8:00 am. Motion passed unanimously.	1 st - Rigaud 2 nd - Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Roll call taken, all board members were in agreement.

Action	Motion to Approve the Elimination of the Listed Fees that are no Longer Needed.	Vote Detail (Roll Call)
Motion – 2022-135	Dr. Macedonia moved and Mr. Bell seconded a motion to approve the elimination of the listed fees that are no longer needed. Motion passed unanimously.	1 st - Macedonia 2 nd - Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Roll call taken, all board members were in agreement.

ServSafe Certification:

Health Commissioner Henry let the board know that at the July 2020 meeting there was a discussion about the ServSafe Certifications. There were several food service operators that did not have the required ServSafe managers certificate. The board decided at that meeting that all food service operators were required to have that certification before December 31, 2020. After



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that meeting, there were several changes in staffing at the health department and this was not followed up on.

We currently have 12 food establishments that do not have the level two manager certificate. Three of the 12 are new ownerships and we are working with them. However, the other nine have been open for some time and have yet to get the certification. The Health Commissioner recommends we require the nine outstanding establishments to obtain the certification by January 31, 2023 to be in compliance. The state law requires all level 3 and level 4 establishments to have a food managers certificate. It is a one-time certification that costs approximately \$200.00 and takes two days to obtain. A letter will be sent via U.S. mail, email and a letter delivered in person.

<i>Action</i>	<i>Motion to notify all establishments not in compliance with ServSafe Certification that they have until January 31, 2023 to become compliant. Those not complying will have their Food License suspended until they come in to compliance. Notification will be done via Letter by U.S. Mail, Email and Delivery in Person.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-136	Mr. Rigaud moved and Mr. Bell seconded a Motion to Notify all Establishments not in Compliance with ServSafe Certification that they have until January 31, 2023 to become compliant. Those not complying will have their Food License suspended until they come in to compliance. Notification will be done via letter by U.S. Mail, e-mail and delivery in person. Motion passed unanimously.	1 st - Rigaud 2 nd - Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Roll call taken, all board members were in agreement.

Public Participation – None

Executive Session – None

<i>Action</i>	<i>Motion to adjourn</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-137	Mr. Rigaud moved and Mr. Bell seconded a motion to adjourn. Motion passed unanimously.	1 st - Rigaud 2 nd - Bell Bell - Aye Crago – Aye Macedonia – Aye



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		Mougianis - Aye Rigaud - Aye
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There being no further business before the Board, the meeting was adjourned at 9:42 a.m.

The next regular meeting of the Board of Health is scheduled for Tuesday, November 15, 2022 at 8:15 a.m. in the Trumbull Towers Building, 2nd Floor following the Public Hearing of the 2023 Reading of Fees at 8:00 am.

ATTESTED:



Chief Clark Crago, Board President



Andrew Henry, Health Commissioner