

**Trumbull County Board of Health – Regular Meeting  
February 28, 2018 – 1:30 PM  
176 Chestnut Ave. NE \* Warren, Ohio**

**BOARD MEMBERS PRESENT:** Thomas Borocz  
Gregory Dubos  
Kathy Salapata, RN  
John “Jack” Simon, Jr.  
John Messersmith, President Pro Tempore  
Robert Biery, Jr., President

**BOARD MEMBERS NOT PRESENT:** Dr. Harold Firster

**STAFF:** Frank Migliozi, MPH, REHS/RS, Health Commissioner  
Sandra Swann, RN, Nursing Director  
Kristofer Wilster, MPH, REHS/RS, Director of Environmental Health  
Jenna Amerine, MPH, CHES, Health Educator  
Natalie Markusic, REHS/RS, Accreditation Coordinator  
Rodney Hedge, RS, Public Health Sanitarian  
Johnna Ben, Administrative Secretary

**OTHERS:** James Enyeart, MD, Medical Director  
Atty. Robert C. Kokor, Legal Counsel

**MINUTES**

- I. **The meeting was called to order and the Pledge of Allegiance was said.**
- II. **Adoption of Agenda: *MOTION: 18-19*** made by Mr. Messersmith, second by Mrs. Salapata to adopt the agenda as presented.

**Roll Call Vote:**

Mr. Borocz – Yes  
Mr. Dubos – Yes  
Mrs. Salapata – Yes  
Mr. Simon – Yes  
Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried.

- III. **Approval of Minutes: *MOTION: 18-20*** made by Mr. Dubos, second by Mr. Borocz to approve the minutes of the January 24, 2018, regular meeting, as presented.

**Roll Call Vote:**

Mr. Borocz – Yes  
Mr. Dubos – Yes  
Mrs. Salapata – Yes  
Mr. Simon – Yes  
Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried.

- IV. Health Commissioner Report:** Mr. Migliozi presented a written report to the Board for their review. In addition, Mr. Migliozi reported that little progress has been made with the new accounting system with regard to the financial statements. Dan Dean is still working with the new system to come up with a financial statement that will work. In the all fund balance, we have achieved the three months of cash reserve that we have been working toward. The annual District Advisory Council meeting is scheduled for March 14, 2018, and there is a deadline of March 2, 2018, for anyone wishing to submit a nominating petition for the board. Kenya Franklin was named Employee of the Month for the month of February. Since we have gone to using the Survey Monkey for the voting, we are getting a better response from the employees.

**MOTION: 18-21** made by Mr. Simon, second by Mrs. Salapata to accept the Health Commissioner’s written report as presented.

**Roll Call Vote:**

Mr. Borocz – Yes  
Mr. Dubos – Yes  
Mrs. Salapata – Yes  
Mr. Simon – Yes  
Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried.

- V. Director of Nursing Report:** Mrs. Swann presented a written report to the Board for their review. Mr. Dubos questioned if the closing of Super Kmart would have a negative effect on our TB clinic since the patients were getting their prescriptions through their pharmacy. Mrs. Swann stated that that issue had been addressed, and we entered into a contract with Franklin Pharmacy, and we believe we will see a cost savings with Franklin Pharmacy.

**MOTION: 18-22** made by Mr. Dubos, second by Mr. Borocz to accept the written report of the Director of Nursing as presented.

**Roll Call Vote:**

Mr. Borocz – Yes  
Mr. Dubos – Yes  
Mrs. Salapata – Yes  
Mr. Simon – Yes  
Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried.

- VI. Director of Environmental Health Report:** Mr. Wilster presented a written report to the Board for their review.

**MOTION: 18-23** made by Mr. Borocz, second by Mr. Messersmith to accept the written report of the Director of Environmental Health, as presented.

**Roll Call Vote:**

Mr. Borocz – Yes  
Mr. Dubos – Yes  
Mrs. Salapata – Yes  
Mr. Simon – Yes  
Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried.

- VII. Health Educator Report:** Ms. Amerine presented a written report to the Board for their review.

**MOTION: 18-24** made by Mr. Messersmith, second by Mrs. Salapata to accept the written report of the Health Educator as presented.

**Roll Call Vote:**

Mr. Borocz – Yes  
Mr. Dubos – Yes  
Mrs. Salapata – Yes  
Mr. Simon – Yes  
Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried.

**VIII. Accreditation Coordinator Report:** Mrs. Markusic presented a written report to the Board for their review. Mrs. Salapata questioned about the documents that were reopened by PHAB. Mrs. Markusic stated that there were documents that were reopened, but it was not that they needed replaced, but most they just wanted clarification. The site visit is scheduled for March 27, 2018, at 9:00 AM, and March 28, 2018, at 10:00 AM. All Board Members are welcome to come to the “Entrance Interview” at 9:00 AM on March 27<sup>th</sup>, and the “Exit Interview”, which will be at approximately 12:30 on March 28<sup>th</sup>, but only the three Board representatives are able to attend the 10:00 AM meeting on March 28<sup>th</sup>.

**MOTION: 18-25** made by Mrs. Salapata, second by Mr. Dubos to accept the written report of the Accreditation Coordinator as presented.

**Roll Call Vote:**

Mr. Borocz – Yes  
Mr. Dubos – Yes  
Mrs. Salapata – Yes  
Mr. Simon – Yes  
Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried.

**IX. Board Report:** Mr. Dubos stated that he had received a call concerning a point of sale exemption that someone was disagreeing with, and he suggested that he contact Mr. Migliozzi or Mr. Wilster. Mr. Dubos stated that the person called him back and thanked him for his help, that he called and received clarification and that he was told that the health district was receiving an opinion from the prosecutor’s office. Atty. Kokor stated that he had already spoken to the prosecutor’s office, and that they were in the process of redrafting the exemptions.

Mr. Messersmith stated that he was contacted by a trustee who expressed concern about the Amish buying property from each other and not getting an inspection of the sewage system. Mr. Wilster stated that that was something that could be happening. The health district goes through the auditor’s website monthly to try to find properties that have transferred and cross reference them with inspections, but we are not notified by the Trumbull County Recorder’s office when a property is sold. Mr. Wilster stated that he would approach the new county recorder to discuss the matter.

Mr. Simon stated that he wanted to commend the Health Commissioner on achieving the three month cash reserve for the health district, especially with all the cuts that are being made across the board in the other county departments.

**X. Old Business: None**

- XI. New Business:** A. Declaration of Unfit for Human Habitation – 1950 Tibbetts Wick Rd., VT Larney LTD, Owner – Not present. A request was made by the Liberty Township Trustees, and an inspection was conducted on February 12, 2018. Upon inspection, the inspector noted peeling wall paint and water damage, the presence of solid waste, mold and moisture contamination, rodent and/or insect infestations, gross unsanitary conditions, no heating components and burn marks near an electrical socket.

**MOTION: 18-26** made by Mr. Messersmith, second by Mr. Borocz to declare the structure at 1950 Tibbetts Wick Road, Liberty Twp., unfit for human habitation.

**Roll Call Vote:**

- Mr. Borocz – Yes
- Mr. Dubos – Yes
- Mrs. Salapata – Yes
- Mr. Simon – Yes
- Mr. Messersmith – Yes
- Mr. Biery – Yes

Motion carried.

- B. Approval of the Amended Trumbull County Communication Response Annex – Mrs. Swann stated that this was originally adopted on May 24, 2017, and that there was not content changes, but the style had to be changed to match ODH’s requirements.

**MOTION: 18-27** made by Mr. Messersmith, second by Mrs. Salapata to approve the amended Trumbull County Communication Response Annex as presented.

**Roll Call Vote:**

- Mr. Borocz – Yes
- Mr. Dubos – Yes
- Mrs. Salapata – Yes
- Mr. Simon – Yes
- Mr. Messersmith – Yes
- Mr. Biery – Yes

Motion carried.

- C. Variance Request – Steven Cutlip Excavating – Not present. Steve Cutlip Excavating is requesting a variance for not complying with OAC 3701-29-03(C)(5) for 2016. The company representatives were unable to obtain and complete the required six continuing education hours in 2017 for the 2018 tank installer’s registration and septage hauler registration.

**MOTION: 18-28** made by Mr. Dubos, second by Mrs. Salapata to grant a variance for Steven Cutlip Excavating from OAC 3701-29-03(C)(5) for 2018, provided that Steven Cutlip Excavating representative(s) complete the six credit hours for 2018.

**Roll Call Vote:**

Mr. Borocz – Yes  
Mr. Dubos – Yes  
Mrs. Salapata – Yes  
Mr. Simon – Yes  
Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried.

**XII. Citizens Comments – None**

**XIII. Approval of Payment of the Bills: MOTION: 18-29** made by Mr. Messersmith, second by Mr. Borocz to approve the payment of the bills as presented.

**Roll Call Vote:**

Mr. Borocz – Yes  
Mr. Dubos – Yes  
Mrs. Salapata – Yes  
Mr. Simon – Yes  
Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried.

**XIV. Date of Next Regular Meeting: March 21, 2018 – 1:30 PM**

**XV. Board of Health Continuing Education – PHAB Site Visits Tips for Board of Health**

**XVI. Adjournment: MOTION: 18-30** made by Mrs. Salapata, second by Mr. Simon to adjourn.

**Roll Call Vote:**

Mr. Borocz – Yes  
Mr. Dubos – Yes  
Mrs. Salapata – Yes  
Mr. Simon – Yes  
Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried. (Adjournment 2:20 PM)

**RECORDED BY:**

**ATTESTED BY:**

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**Johnna Ben  
Secretary  
Trumbull County Combined Health District**

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**Robert Biery, Jr.  
President  
Trumbull County Board of Health**

**For**

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**Frank Migliozi, MPH, REHS/RS  
Health Commissioner and Secretary  
Trumbull County Board of Health**