

**Trumbull County Board of Health – Regular Meeting  
March 22, 2017 – 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:** Marisha Agana, MD

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

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

**MINUTES**

- I. The meeting was called to order at 1:30 PM, and the Pledge of Allegiance was said.**
- II. Adoption of Agenda: *MOTION: 17-36* made by Mr. Borocz, second by Mr. Messersmith 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: 17-37* made by Mrs. Salapata, second by Mr. Borocz to approve the minutes of the February 22, 2017, 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. Election of Officers – *MOTION: 17-38*** made by Mr. Messersmith, second by Mr. Simon to reappoint Mr. Biery as President.

**Roll Call Vote:**

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

Motion carried.

***MOTION: 17-39*** made by Mr. Simon, second by Mr. Dubos to reappoint Mr. Messersmith as President Pro Tempore.

**Roll Call Vote:**

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

Motion carried.

- V. Health Commissioner Report:** Mr. Migliozi presented a written report to the Board for their review. In addition, Mr. Migliozi informed the Board that he had not proceeded with the purchase of a vehicle as yet, explaining that he wished to wait until the finances in the general fund are better, and that he had also requested staff to curtail their mileage to the best of their ability. Mr. Simon questioned as to how many vehicles the health department had. Mr. Migliozi responded that currently there are two, but that if and when a new vehicle is purchased, one of the current vehicles would be traded in. Mr. Simon asked as to whether it would be better to utilize those vehicles more, in lieu of paying for mileage. Mr. Migliozi stated that currently the vehicles are used for out of county travel to meetings and conferences. Mr. Simon asked if the vehicles, for the majority of the time, are parked and not being used. Mr. Migliozi stated that that was correct. Mr. Simon suggested having someone use a health department vehicle first and his or her vehicle second, as a means to save money.

Mr. Migliozi also informed the Board that on March 20, 2017, he received notice that ODH Director, Richard Hodges, was resigning, effective March 31, 2017, and Lance Himes would serve as Interim Director.

The District Advisory Council (DAC) held their annual meeting on March 15, 2017. The DAC appointed several members to the Licensing Council, and granted authorization to the Licensing Council to appoint their Board of Health representative. This authorization was granted because the Licensing Council is made up of 5 seats, but 3 seats were vacant. The Licensing Council met on March 20, 2017. At their meeting, they voted to reappoint Mr. Biery as their representative to the Board of Health. They also reviewed the proposed sewage fees and made changes to the by-laws to officially only have one annual meeting versus quarterly, have the Health Commissioner serve as Secretary to the Council, and added a Vice Chairperson position to the Council.

At this time, Mr. Migliozi announced that Richard Curl was named as March's Employee of the Month. Mr. Curl is a registered sanitarian, and is a public health sanitarian with the health district. Mr. Curl spearheaded wastewater treatment continuing education classes for the registered tank installers for their continuing education credits. Mr. Migliozi and the Board congratulated Mr. Curl, and thanked him for his hard work on behalf of the health district.

**MOTION: 17-39** made by Mr. Messersmith, second by Mr. Dubos to accept the Health Commissioner's written report.

**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 Nursing** – Mrs. Swann presented a written report to the Board for their review. In addition to Mrs. Swann's report, she also reported that she had received the 2016 overdose statistics. In 2016, Trumbull County had 104 confirmed overdose deaths, with two pending toxicology reports. Year to date, Trumbull County already has had 30 confirmed overdoses, with 16 occurring since March 1, 2017. The health district is working with other agencies to help address this escalating issue.

**MOTION: 17-40** made by Mr. Borocz, second by Mrs. Salapata to accept the Director of Nursing's written report.

**Roll Call Vote:**

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

Motion carried.

**VII. Director of Environmental Health Report** – Mr. Wilster presented a written report to the Board for their review. In addition, Mr. Wilster informed the Board that early last year the Ohio Department of Health had conducted a survey on the district’s pool program, and cited a couple deficiencies in the program. Since that survey, those deficiencies were addressed, and a follow up survey was conducted in November 2016. The results of the follow up survey were received today, and ODH was happy with the changes that were made, and the program was approved.

**MOTION: 17-41** made by Mr. Simon, second by Mrs. Salapata to accept the Director of Environmental Health’s 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.

**VIII. Health Educator Report** – Ms. Amerine presented a written report to the Board for their review. In addition, Ms. Amerine also presented a copy of the Creating Healthy Communities Coalition’s 1<sup>st</sup> quarter newsletter. Mr. Dubos questioned as to whether the proposed federal cuts would affect the CHC grant. Ms. Amerine stated that because the grant is federal funded, it is possible that the funding cuts will affect the grant.

**MOTION: 17-42** made by Mr. Dubos, second by Mr. Borocz to approve the Health Educator’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.

**IX. Accreditation Coordinator Report** – Mrs. Markusic presented a written report to the Board for their review. Mrs. Markusic stated that in addition to the policies that were initially on the agenda, four additional policies were added, along with the forwards for the Human Resource and Operations Manuals.

**MOTION: 17-43** made by Mrs. Salapata, second by Mr. Dubos to accept the Accreditation Coordinator’s written report as presented.

Mr. Biery asked as to when the policies, documents and manuals were expected to be completed. Mrs. Markusic responded that the goal was to have everything completed by May.

**Roll Call Vote:**

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

Motion carried.

- X. Board Report** – Mr. Biery reported that he attended the District Advisory Council meeting, and was very proud of the Health Commissioner’s presentation and comments. Mr. Migliozi spoke from his heart, and did a tremendous job. Mr. Biery thanked the Board for letting him be a part of public health in Trumbull County.
- XI. Old Business - A. Passage of Revision of the “Regulation of the Trumbull County Combined Health District for Establishing Fees” .03 Household Sewage Disposal – 2<sup>nd</sup> Reading** – The proposed fees were presented to the Licensing Council for their review, and they voted unanimously to support the proposed fees. Mr. Dubos asked if the council had any issue with a proposed 20% increase. Mr. Biery stated that it was explained how the fees were arrived at, and what they could possibly have been. Mr. Wilster added that when the cost methodology was conducted, it showed that the fees could have been as high as \$1,000.00, but that they did not want to charge that high of a fee. Mr. Wilster checked with other county health departments, the new proposed fees are comparable to other departments in our area, and that he was confident that the new proposed fees would carry the division through for 3-5 years.

**MOTION: 17-44** made by Mr. Messersmith, second by Mr. Borocz to pass the revision of the “Regulation of the Trumbull County Combined Health District for Establishing Fees” .03 Household Sewage Disposal and approve them for their second reading.

**Roll Call Vote:**

- Mr. Borocz – Yes
- Mr. Dubos – Yes
- Mrs. Salapata – Yes
- Mr. Simon – Yes
- Mr. Messersmith – No
- Mr. Biery – Yes

Motion carried.

**B. UPDATE – Declaration of Unfit for Human Habitation – 192 S. High St., Cortland – Brian Blank (Co Trustee), Owner** – Mr. Hedge stated that he had reinspected the structured, and the owner gutted the building, removing all the walls and ceilings, so all issues have been addressed.

**XII. New Business – A. Declaration of Unfit for Human Habitation, 2336 Wick Campbell Rd., Hubbard Twp.**  
– Deutsch Bank National Trust, Owners – Not present. The structure was inspected on February 24, 2017. Upon inspection, the inspector noted water damage and exposed insulation, solid waste, mold and moisture contamination, no heating components, missing plumbing or piping and the structure was full of garbage.

**MOTION: 17-45** made by Mr. Messersmith, second by Mr. Dubos to declare the structure at 2336 Wick Campbell Rd., Hubbard 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. Declaration of Unfit for Human Habitation, 117 E. Second St., Girard City – Marveta Wells, Owner – Ms. Wells, Jerry Lambert, Girard Safety Service Director, and James Melfi, Girard City Mayor, were present at the meeting. An inspection of the structure was conducted on March 1, 2017. Upon inspection, the inspector noted missing cement foundation blocks, smoke and fire damage, mold and moisture contamination and the presence of solid waste. Mr. Wilster pointed out that Ms. Wells did have a building permit, which was valid until June 1, 2017. Mr. Hedge also stated that a new roof and siding had been added relatively recently by Ms. Wells’ contractor. Mayor Melfi stated that the fire occurred in October 2015, and some improvements had been made, but not much. All Girard City wants is the structure rehabilitated and occupied, or lacking that, the structure removed. Following lengthy discussion with all present, Mr. Biery suggested giving Ms. Wells 60 days to continue the improvements.**

**MOTION: 17-46** made by Mr. Messersmith, second by Mr. Simon to declare the structure at 117 E. Second St., Girard City, unfit for human habitation. The property owner must secure, make improvements or raze the structure within 60 days.

**Roll Call Vote:**

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

Motion carried.

**C. Declaration of Unfit for Human Habitation, 120 Jackson St., Hubbard City – John Shellock, Owner – Mr. Shellock passed away two days after being removed from the structure. An inspection of the structure occurred on March 17, 2017. Upon inspection, it was noted that the inside was filthy and the ceiling was in collapse.**

**MOTION: 17-47** made by Mr. Messersmith, second by Mrs. Salapata to declare the structure at 120 Jackson St., Hubbard City unfit for human habitation. The property is to be secured, improvements made, or the structure razed within 60 days.

**Roll Call Vote:**

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

Motion carried.

- D. Approval of Policy ADM-1060 Vacation Leave Buy-Back
- E. Approval of Policy ADM-1090 Work Rules
- F. Approval of Policy ADM-1280 Employee Lunch Hour
- G. Approval of Policy ADM-1290 Overtime/Comp Time Procedure
- H. Approval of Policy ADM-1260 Cellular Phone
- I. Approval of Policy ADM-1030 Obtaining Purchase Orders (PO) & Reimbursements
- J. Approval of Policy ADM-1040 Travel Policy
- K. Approval of Policy ADM-1050 Records – Box/Storing/Destroying
- L. Approval of Policy ADM-1110 Payroll
- M. Approval of Policy ADM-1130 Pay-In
- N. Approval of Policy ADM-1120 Payment of Bills/Purchase Orders
- O. Approval of Policy ADM-1270 Public Records
- P. Approval of Policy ADM-1100 Equipment/Vehicle Use
- Q. Approval of Policy ENV-1040 Girard Grass Complaint Procedure
- R. Approval of Policy ENV-1050 Girard Unfit Housing Procedure
- S. Approval of Policy ENV-1060 Girard Water Shut Off
- T. Approval of Policy ENV-1080 Mosquito Surveillance – BG Sentinel
- U. Approval of Policy ENV-1110 Procedure for Issuing Orders & Prosecuting Nuisance Cases
- V. Approval of Policy NUR-1010 Exposure Control Plan for Blood Borne Pathogens
- W. Approval of Policy NUR-1030 Sending Specimens to the ODH Laboratory Procedure
- X. Approval of Policy ADM-1320 Social Media
- Y. Approval of Policy ADM-1300 Harassment
- Z. Approval of Policy ADM-1310 Grievance Procedure
- AA. Approval of Policy ENV-1150 Mosquito Control Program

**MOTION: 17-48** made by Mr. Simon, second by Mrs. Salapata to approve and adopt all the policies listed as Items D. through AA.

Mr. Dubos asked why there was a policy for grass complaints for Girard City, should zoning not handle those complaints. Mr. Wilster responded that this was a program that the health district inherited when Girard City combined with the health district, and that it is also done in Niles City. Mr. Dubos stated that he felt it was setting a bad precedence. Mr. Migliozzi responded that Ohio Revised Code stipulates that all townships and villages must be part of the health district, but cities have the right to have their own or merge with another district. Whenever they do merge with another district, a contract for services must be

developed. The health district can enforce any and all issues that affect public health, and issues with high grass and it can be argued that it is a public health issue because it causes rodents, ticks, etc.

**Roll Call Vote:**

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

Motion carried.

BB. Approval of Human Resources Manual – The Human Resources Manual is a compilation of the following administrative procedures that have been adopted by the Board, ADM-1010 BOH Members Role & Responsibilities, ADM-1060 Vacation Leave Buy-Back, ADM-1070 Call-Offs and Leave Requests, ADM-1080 Drug Free Workplace, ADM-1090 Work Rules, ADM-1140 Dress Code, ADM-1150 Confidentiality Policy, ADM-1180 New Hire, ADM-1190 Staff Qualifications Verification, ADM-1200 Employee Recognition, ADM-1220 Fraud Reporting, ADM-1230 Ethics Policy, ADM-1240 Equal Employment Opportunity Employer, ADM-1250 Proper Identification, ADM-1280 Employee Lunch Hour, ADM-1290 Overtime/Comp Time Procedure, ADM-1300 Sexual Harassment Policy and ADM-1310 Grievance Procedure.

**MOTION: 17-49** made by Mrs. Salapata, second by Mr. Borocz to approve the Human Resources Manual.

**Roll Call Vote:**

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

Motion carried.

CC. Approval of Operations Manual – The Operations Manual is a compilation of the following policies and procedures: ADM-1000 Document control Procedure, ADM-1030 Obtaining POs and Reimbursement, ADM-1040 Travel, ADM-1050 Records, ADM-1100 Vehicle Equipment use, ADM-1110 Payroll, ADM-1120 Payment Bills POs, ADM-1130 Pay In, ADM-1260 Cellular Phone Policy, ADM-1270 Public Records Policy, ADM-1320 Social Media, ADM-1160 ICS, ADM-1170 Branding and ADM-1210 Health Promotion Program Procedure.

**MOTION: 17-50** made by Mr. Simon second by Mr. Borocz to approve the Operations Manual.

**Roll Call Vote:**

Mr. Borocz – Yes  
Mr. Dubos – Yes  
Mrs. Salapata – Yes



Mr. Simon – Yes  
Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried.

DD. Tax Assessment for Unpaid Permit to Operate Fee Level 3 (The Board was provided a list of property owners.) – Property owners were issued applications in October to renew their Level 3 Permit to Operate for 2017. They were also sent late notices by regular and certified mail on February 2, 2017. To date the owners have not renewed their permits, not have they submitted a written response/opposition to the permit and/or fee. Some owners paid the renewal fee late, but did not pay the late fee. Currently these properties are operating sewage treatment systems without a permit to operate.

**MOTION: 17-51** made by Mr. Dubos, second by Mr. Borocz to pass a resolution, pursuant to ORC 3709.091, To Authorize the Health Commissioner to Cause Assessments to be Filed Against Property Owners in the amounts stated on the document provided to the Board, (Assessment is for Failure to Pay the Permit to Operate Fee Required in the Trumbull County Household Sewage Treatment System Rules. All Parties were Served Notice & Have Not Responded Within the 30 Day Allotted Timeframe.)

**Roll Call Vote:**

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

Motion carried.

EE. Tax Assessment for Unpaid Permit to Operate Fee Level 4 (The Board was provided a list of property owners.) – Property owners were issued applications in October to renew their Level 4 Permit to Operate for 2017. They were also sent late notices by regular and certified mail on February 2, 2017. To date the owners have not renewed their permits, not have they submitted a written response/opposition to the permit and/or fee. Some owners paid the renewal fee late, but did not pay the late fee. Currently these properties are operating sewage treatment systems without a permit to operate.

**MOTION: 17-52** made by Mr. Dubos, second by Mr. Simon to pass a resolution, pursuant to ORC 3709.091, To Authorize the Health Commissioner to Cause Assessments to be Filed Against Property Owners in the amounts stated on the document provided to the Board, (Assessment is for Failure to Pay the Permit to Operate Fee Required in the Trumbull County Household Sewage Treatment System Rules. All Parties were Served Notice & Have Not Responded Within the 30 Day Allotted Timeframe.)

**Roll Call Vote:**

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

Mr. Biery – Yes

Motion carried.

FF. Tax Assessment for Unpaid Permit to Operate Fee Level 5 (The Board was provided a list of property owners.) – Property owners were issued applications in October to renew their Level 5 Permit to Operate for 2017. They were also sent late notices by regular and certified mail on February 2, 2017. To date the owners have not renewed their permits, not have they submitted a written response/opposition to the permit and/or fee. Some owners paid the renewal fee late, but did not pay the late fee. Currently these properties are operating sewage treatment systems without a permit to operate.

**MOTION: 17-53** made by Mr. Dubos, second by Mr. Borocz to pass a resolution, pursuant to ORC 3709.091, To Authorize the Health Commissioner to Cause Assessments to be Filed Against Property Owners in the amounts stated on the document provided to the Board, (Assessment is for Failure to Pay the Permit to Operate Fee Required in the Trumbull County Household Sewage Treatment System Rules. All Parties were Served Notice & Have Not Responded Within the 30 Day Allotted Timeframe.)

**Roll Call Vote:**

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

Motion carried.

**XIII. Citizens Comments (Citizens must have filled out the “Public Participation Request Form & Turned it into the Board.) – None.**

**XIV. Executive Session: MOTION: 17-54** made by Mr. Messersmith, second by Mr. Simon to close for executive session for discussion regarding pending litigation.

**Roll Call Vote:**

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

**MOTION: 17-55** made by Mr. Simon, second by Mr. Messersmith to reopen to public session.

**Roll Call Vote:**

Mr. Borocz – Yes  
Mr. Dubos – Yes  
Mrs. Salapata – yes  
Mr. Simon – Yes

Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried. (Closed 2:27 PM – Reopened 2:44 PM)

**XV. Approval of Payment of the Bills: MOTION: 17-56** 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.

**XVI. Date of Next Regular Meeting -- April 26, 2017** – Mr. Simon informed the Board that he would be unable to attend the next meeting.

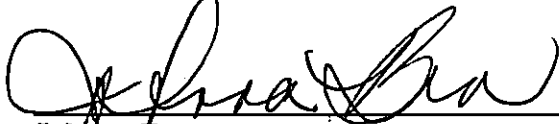
**XVII. Adjournment – MOTION: 17-57** made by Mr. Messersmith, second by Mr. Dubos to adjourn.

**Roll Call Vote:**


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

Motion carried. (Adjournment 2:46 PM)

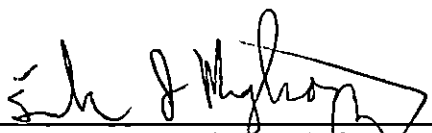
**RECORDED BY:**

  
\_\_\_\_\_  
Johnna Ben  
Administrative Secretary  
Trumbull County Combined Health District

**ATTESTED BY:**

  
\_\_\_\_\_  
Robert Biery, Jr.  
President  
Trumbull County Board of Health

For

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

## Health Commissioner's Report –March 2017 Board of Health Meeting

### 1) Budget

- The all fund balance is at \$595,335.28. You may notice that Fund 972 and several of the grant funds show low or no revenue for the month of February, this is due to payments received at the end of February being deposited in the month of March. In addition, our MAC payment, in the amount of \$63,275.75, which is transmitted electronically, was not received by the county until February 27, 2017, and therefore it did not get deposited into our fund accounts until March.
- The general fund balance is still negative; however, we continue to make payroll and health insurance adjustments. In addition, we will be receiving our tax payment in April, along with the quarterly reimbursements from the grants. As I had stated in my previous report, I anticipate the general fund to remain in the negative until April for the reasons stated.

2) Attached is my time study for the month of March. The bulk of my time was spent on administrative matters and accreditation.

3) The District Advisory Council will have their annual meeting Wednesday, March 15<sup>th</sup>, which I will be attending. At this meeting, the District Advisory Council will be granting authorization to accept the selection made by the Trumbull County Health Licensing Council for their Board of Health Member seat. The selection is to be made prior to the March 22<sup>nd</sup> Board of Health meeting, with notification of their selection to both the Trumbull County Board of Health Chairperson and the Chairperson of the Trumbull County Health District Advisory Council. This authorization is being granted because 3 out of the 5 Licensing Council seats are vacant; therefore, the Licensing Council could not meet and make their selection due to a lack of a quorum. The District Advisory Council will also be making appointments to the three vacant Licensing Council seats Wednesday night, and reappointing Mr. Biery as the Retail Food Establishment representative.

I will also be presenting the annual report to the District Advisory Council. In the annual report, we focused mainly on the achievements attained in 2016 in each department.

**TRUMBULL COUNTY COMBINED HEALTH DISTRICT**  
**FINANCIAL REPORT**  
**As of February 28, 2017**

FUND	BUDGET	JANUARY		FEBRUARY		YEAR TO DATE		REV - EXP	REMAINING BUDGET	% REMAINING	CALENDAR REMAINING	FUND CASH BALANCE
		REVENUE	EXPENDITURES	REVENUE	EXPENDITURES	REVENUE	EXPENDITURES					
GENERAL FUND 950	\$ 2,085,000.00	\$ 16,459.83	\$ 152,078.61	\$ 10,335.22	\$ 139,774.94	\$ 26,795.05	\$ 291,853.55	\$ (265,058.50)	\$ 1,793,146.45	86.00%	83.33%	\$ (255,668.55)
FOOD SERV. FUND 951	\$ 333,000.00	\$ 770.09	\$ 25,610.42	\$ 370,122.87	\$ 20,038.80	\$ 70,892.96	\$ 45,649.22	\$ 25,243.74	\$ 287,350.78	86.29%	83.33%	\$ 134,691.11
PDOF FUND 952	\$ 123,936.00	\$ 14,454.20	\$ -	\$ -	\$ 179.92	\$ 14,454.20	\$ 179.92	\$ 14,274.28	\$ 123,756.08	99.85%	83.33%	\$ 7,485.05
CFHS FUND 953	\$ 133,098.00	\$ -	\$ -	\$ -	\$ 1,403.10	\$ -	\$ 1,403.10	\$ (1,403.10)	\$ 131,694.90	98.95%	83.33%	\$ (1,142.75)
TUPCP FUND 954	\$ 105,800.00	\$ 5,100.00	\$ -	\$ -	\$ 275.83	\$ 5,100.00	\$ 275.83	\$ 4,824.17	\$ 105,524.17	99.74%	83.33%	\$ (1,575.83)
CAR SEAT. FUND 955	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	100.00%	83.33%	\$ 10,206.98
PROJECT DAWN FUND 956	\$ 33,539.86	\$ -	\$ 723.29	\$ -	\$ 126.07	\$ -	\$ 849.36	\$ (849.36)	\$ 32,690.50	97.47%	83.33%	\$ 14,822.04
PARKS/CAMPS FUND 958	\$ 5,710.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,710.00	100.00%	83.33%	\$ -
PRIV WATER SYS FUND 959	\$ 28,000.00	\$ 1,084.00	\$ 1,960.00	\$ 1,587.00	\$ -	\$ 2,671.00	\$ 1,960.00	\$ 711.00	\$ 26,040.00	93.00%	83.33%	\$ 17,412.53
POOLS FUND 960	\$ 16,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000.00	100.00%	83.33%	\$ 1,542.00
IMMUNIZATIONS FUND 963	\$ 30,553.07	\$ 4,669.87	\$ -	\$ -	\$ -	\$ 4,669.87	\$ -	\$ 4,669.87	\$ 30,553.07	100.00%	83.33%	\$ 20,209.78
WELCOME HOME FUND 967	\$ 475,000.00	\$ 62,024.74	\$ 33,121.78	\$ 947.76	\$ 29,875.33	\$ 62,972.50	\$ 62,997.11	\$ (24.61)	\$ 412,002.89	86.74%	83.33%	\$ 51,403.19
REIMB SWD FUND 970	\$ 20,000.00	\$ -	\$ 4,567.65	\$ 5,000.00	\$ 2,855.53	\$ 5,000.00	\$ 7,423.18	\$ (2,423.18)	\$ 12,576.82	62.88%	83.33%	\$ (2,382.23)
PUBLIC HEALTH FUND 971	\$ 182,000.00	\$ 11,288.40	\$ 2,650.00	\$ -	\$ 11,288.40	\$ 2,650.00	\$ -	\$ 8,638.40	\$ 179,350.00	98.54%	83.33%	\$ 72,985.01
CONSTRUCTION & DEMO FUND 972	\$ 1,200,000.00	\$ 63,040.44	\$ 21,623.34	\$ 542.27	\$ 119,023.02	\$ 63,582.71	\$ 140,646.36	\$ (77,063.65)	\$ 1,059,353.64	88.28%	83.33%	\$ 137,323.29
HSTS PROGRAM FUND 974	\$ 699,828.00	\$ 114,558.25	\$ 152,990.69	\$ 49,537.00	\$ 51,425.51	\$ 164,095.25	\$ 104,416.20	\$ 59,679.05	\$ 595,411.80	85.08%	83.33%	\$ 254,861.57
CREATING HEALTHY COMMUNITIES FUND 976	\$ 155,000.00	\$ -	\$ 375.00	\$ -	\$ 959.28	\$ -	\$ 1,334.28	\$ (1,334.28)	\$ 153,665.72	99.14%	83.33%	\$ 18,511.11
MIECHV FUND 978	\$ 163,190.00	\$ 11,071.36	\$ -	\$ -	\$ 11,071.36	\$ -	\$ -	\$ 11,071.36	\$ 163,190.00	100.00%	83.33%	\$ 20,872.48
TB CONTROL UNIT FUND 979	\$ 61,000.00	\$ 230.00	\$ 3,166.12	\$ 155.00	\$ 8,086.03	\$ 385.00	\$ 11,252.15	\$ (10,867.15)	\$ 49,747.85	81.55%	83.33%	\$ 71,419.98
<b>* TOTAL</b>	<b>\$ 5,865,654.93</b>	<b>\$ 304,751.18</b>	<b>\$ 298,866.90</b>	<b>\$ 138,227.12</b>	<b>\$ 374,023.36</b>	<b>\$ 442,978.30</b>	<b>\$ 672,890.26</b>	<b>\$ (229,911.96)</b>	<b>\$ 5,192,764.67</b>	<b>88.53%</b>	<b>83.33%</b>	<b>\$ 595,335.28</b>

\* TOTAL AMOUNT INCLUDES RESTRICTED FUNDS C & DD GROUND WTR FUND 975 OF \$72,273.87

HEALTH COMMISSIONER WORK HOURS  
 FEBRUARY 1, 2017 - FEBRUARY 28, 2017

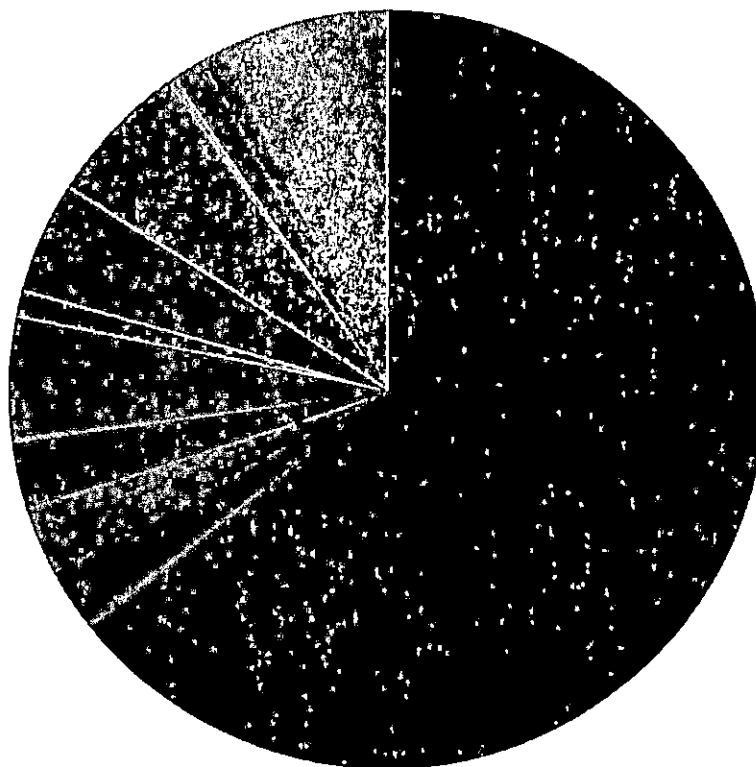
<u>SUMMARY -YTD</u>	COUNT	MINUTES	PERCENTAGE	HOURS
ACCR	86	1290	17.4%	21.5
ADMIN	232	3480	47.0%	58
BCMh	1	15	0.2%	0.25
CFHS	12	180	2.4%	3
CFR	1	15	0.2%	0.25
CHC	9	135	1.8%	2.25
DAWN	0	0	0.0%	0
EBOLA	0	0	0.0%	0
HMG	5	75	1.0%	1.25
IMM	14	210	2.8%	3.5
MEDICAID	0	0	0.0%	0
MIECH	1	15	0.2%	0.25
PHEP	24	360	4.9%	6
RAB	1	15	0.2%	0.25
TB	6	90	1.2%	1.5
FSO	23	345	4.7%	5.75
RFE	0	0	0.0%	0
SFO	12	180	2.4%	3
NUIS	3	45	0.6%	0.75
HSTS	15	225	3.0%	3.75
PWS	2	30	0.4%	0.5
SW	6	90	1.2%	1.5
C&DD	5	75	1.0%	1.25
BGT	36	540	7.3%	9
LUNCH	68	1020		17
SICK	4	60		1
OFF	0	0		0
VAC	42	630		10.5
HOLIDAY	32	480		8
<b>TOTAL MINUTES</b>	<b>640</b>	<b>9600</b>	<b>100%</b>	<b>160</b>
<b>MINUTES LESS SICK, VAC, HOL, LUNCH</b>		<b>7410</b>		

SUMMARY -YTD

PERCENTAGES

ACCR	17.41%
ADMIN	46.96%
BCMh	0.20%
CFHS	2.43%
CFR	0.20%
CHC	1.82%
DAWN	0.00%
EBOLA	0.00%
HMG	1.01%
IMM	2.83%
MEDICAID	0.00%
MIECHV	0.20%
PHEP	4.86%
RAB	0.20%
<hr/>	
TB	1.21%
FSO	4.66%
RFE	0.00%
SFO	2.43%
NUIS	0.61%
HSTS	3.04%
PWS	0.40%
SW	1.21%
C&DD	1.01%
BGT	7.29%

PERCENTAGES



- ACCR
- ADMIN
- BCMH
- CFHS
- CFR
- CHC
- DAWN
- EBOLA
- HMG
- IMM
- MEDICAID
- MIECHV
- PHEP
- RAB
- TB
- FSO
- RFE
- SFO
- NUIS
- HSTS
- PWS
- SW
- C&DD
- BGT

Trumbull County Combined Health District  
Nursing Department Board Report

**Board of Health Report March 22, 2017, for February 2017**

- TCCHD Nursing is applying for the Moms Quit for Two Program grant which includes the Baby & Me – Tobacco Free evidence based program. TCCHD currently implements this program using MCH grant funds, but it is being removed from the MCH grant effective October 1, 2017. TCCHD is eligible to apply for 9 months of funding to be used once the MCH grant funding has ended. We are asking for over \$71,000.00 to implement this program using two nursing staff.
- TCCHD is receiving carry over funds for the 2017 PHEP grant period, which ends June 30, 2017. Our award amount is \$19,127.00 and it must be spent by June 30<sup>th</sup>.
- Our DAWN Program has distributed 60 kits and 12 refills for 2017. There have been 8 responder kits used with 8 successful reversals for 2017; 1 Health Department kit use with 1 successful reversal.

**Nursing Division Staff Report:**

<b>Reported Communicable Disease Cases for <u>February 2017</u></b>	
<b><u>Reportable condition</u></b>	<b><u># of cases reported</u></b>
Chlamydia	36
Giardiasis	3
Gonococcal	10
Hepatitis B (chronic)	2
Hepatitis C (chronic)	22
Influenza – associated hospitalization	70
Legionella	2
Listeriosis	1
Lyme Disease	2
Neisseria Meningitidis	1
Pertussis	2
Rabies	1 tested –negative
Streptococcal Disease Group A Invasive	4
Streptococcus pneumoniae – antibiotic resistance unknown or non-resistant	1
TB (active)	1
Varicella	2
<b><u>Total cases reviewed</u></b>	<b><u>160</u></b>



Trumbull County Combined Health District  
Nursing Department Board Report

MONTH <u>February 2017</u>		
Nursing Programs	# of Services Provided	Clients Served
BCMH	19	7
Health Fairs / Presentations	Kindergarten Fair	>250 attendees
Car Seat Classes		
Car Seats Provided		
Children Immunization Clinics	1 – Clinics	9 Children
Adult Immunization Clinics	1 – Clinic	14 Adults
TB Testing	1 – Clinic	12 TB tests
Pregnancy Testing	4	2 – Positive 2 - Negative
Referrals to Agencies: (WIC, DJFS, Immunization Clinics, Mental Health)	10	10
WIC Class		
Immunization Appointments	1 – Child Appt. Clinic 1 – Adult Appt. Clinic	19 scheduled; 7 no show; 2 cx 16 scheduled; 1 no show; 1 cx
TB Clinic Appointments	7	7
TB Nurse Appointments	14	14
Cribs for Kids	2 classes	7 families – 7 cribs 5 HV families received a crib
Tobacco Activities	1 Stand Mtg.	11 Students
Baby & Me Smoke Free Sessions	4 – Postpartum visits	4 clients
DAWN Program	52 – kits 4 - refills	51 people trained

02/27/2017 – All Nursing staff received Safety / PPE and Ethics Training.

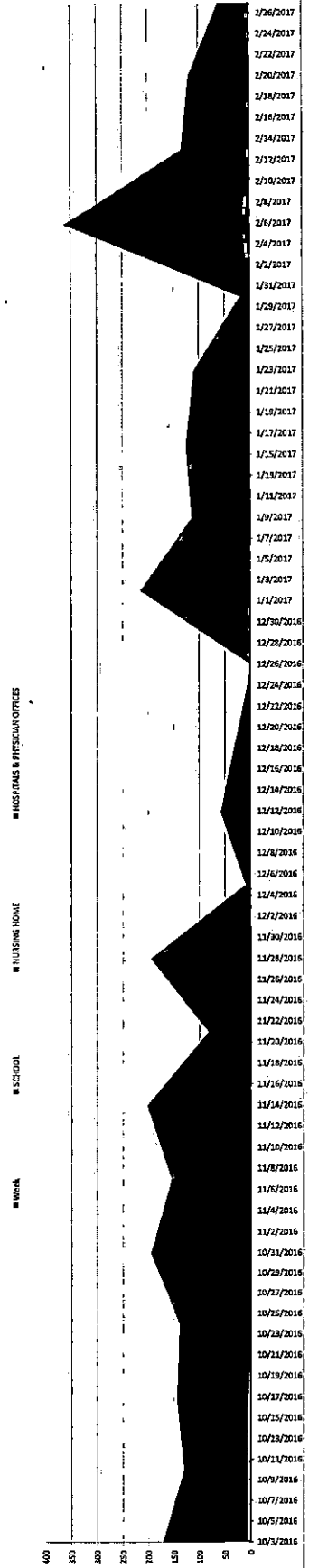
Trumbull County Combined Health District  
Nursing Department Board Report

HOME VISITING PROGRAMS MONTH <u>February 2017</u>			
HMG – Maximum Cases – 120			
MIECHV – Maximum Cases - 43			
Home Visiting Programs	Caseload Beginning of Month Cases/Referrals	Case Load End of Month Cases/Referrals	# of Home Visits Kept/Un-Kept Visits
HMG	60/22	63/15	54/14
MIECHV	38/5	40/4	58/1
PART C (EI)	55/35	57/44	31/1
<b>Total Caseload</b>	<b>153/62</b>	<b>160/63</b>	<b>143/16</b>

- 02/27/2017 - All home visiting staff received Safety/PPE and Ethics training.
- 02/22/2017 and 02/28/2017 – EI Family Service Coordinators received Family Centered Practice Part 2 training.

**\*\* See attached Influenza, and Animal Bite Reports.**

2016 - 2017 Influenza Surveillance for Trumbull County



# Ohio Local Health Department Survey of Reported Animal (Mammal) Bite/Rabies Exposure Events

For Year: 2017 *February*

Person Completing Form: \_\_\_\_\_

Phone: 1-330-675-2590

List health jurisdictions covered below	Jurisdiction (County, City or Combined)
1 <u>TRUMBULL COUNTY COMBINED HEALTH</u>	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____

SPECIES OR ANIMAL GROUP	HUMAN EXPOSURE EVENTS		3. OTHER RABIES EXPOSURE EVENTS	4. TOTAL EVENTS	5. TOTAL PERSONS EXPOSED	6. TOTAL PERSONS STARTING PEP
	1. BITES	2. NON-BITE				
BAT	0	0	1	1	0	0
CAT	1	0	0	1	1	0
DOG	14	0	0	14	14	0
FERRET	0	0	0		0	0
LIVESTOCK	0	0	0		0	0
OTHER DOMESTIC	0	0	0		0	0
OTHER WILD	0	0	0		0	0
RACCOON	0	0	0		0	0
RODENT/RABBIT (DOMESTIC)	0	0	0		0	0
RODENT/RABBIT (WILD)	0	0	0		0	0
SKUNK	0	0	0		0	0
<b>TOTAL</b>	<b>15</b>	<b>0</b>	<b>1</b>	<b>16</b>	<b>15</b>	<b>0</b>

Electronic submission of the excel file by Email is preferred.

**Please rename the file with your health department name before submitting.**

In columns 1, 2, 3, 5 and 6 enter a number or zero. Count each event only once.

See the Animal Bite Survey Instructions file for definitions of events and exposures

Please return by February 8, 2013 to: Joanne Midla, VMD  
 Zoonotic Disease Program  
 Bureau of Infectious Diseases  
 Ohio Department of Health  
 35 E Chestnut St., 6th Floor  
 Columbus, OH 43215      Fax: (614) 564-2456  
 Email [Joanne.midla@odh.ohio.gov](mailto:Joanne.midla@odh.ohio.gov)



# TRUMBULL COUNTY COMBINED HEALTH DISTRICT

*"Building a Healthy Community"*

Frank J. Migliozi, MPH, REHS/RS

Health Commissioner

176 Chestnut N.E. • Warren, Ohio 44483

www.tcchd.org



**Public Health**  
Prevent. Promote. Protect.

Kris Wilster, MPH, RS/REHS  
Director of Environmental Health Report  
March 22, 2017

- **Permits & Applications for February 2017:**
  - Residential Septic .....40
  - Private Water Systems .....23
  - Plumbing – Residential .....18
  - Plumbing – Commercial .....5
  - Real Estate Applications .....28
  
- **Inspections for February 2017:**

<ul style="list-style-type: none"> <li>- Private Water Systems .....19</li> <li>- Plumbing .....54</li> <li>- Manufactured Home Parks ....5</li> <li>- Schools .....0</li> <li>- Public Pools/Spas .....1</li> <li>- Tattoo &amp; Body Piercing .....2</li> <li>- Campgrounds .....0</li> <li>- Food Service Operations .....103</li> <li>- Food Service Mobile Units ....1</li> <li>- Food Service Temporary Units .....0</li> <li>- Retail Food Establishments ...54</li> <li>- Mosquito Investigations .....0</li> <li>- Institution Inspections .....1</li> <li>- Nuisances – Sewage .....8</li> </ul>	<ul style="list-style-type: none"> <li>- Nuisances – Solid Waste .....62</li> <li>- Nuisances – Housing .....24</li> <li>- Nuisances – Grass .....0</li> <li>- Rodent Control (Complaints) .....0</li> <li>- Real Estate Evaluations .....83</li> <li>- Residential Sewage .....181</li> <li>- O &amp; M Sampling .....82</li> <li>- Semi-Public Sewage Systems .....25</li> <li>- Solid Waste Landfill .....0</li> <li>- C&amp;DD .....5</li> <li>- Smoking Investigations .....2</li> </ul>
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  - Water Sampling and Baseline Sampling of Water for Oil & Gas Drilling .....29
  
- **Administrative Hearings Scheduled for February 2017:**

<ul style="list-style-type: none"> <li>- Private Water Systems .....8</li> <li>- Sewage Complaints .....9</li> <li>- Real Estate Upgrades .....7</li> <li>- Animal Complaints .....0</li> </ul>	<ul style="list-style-type: none"> <li>- Solid Waste .....0</li> <li>- Point of Sale .....0</li> <li>- Sewer Tie Ins .....1</li> <li>- O &amp; M .....0</li> </ul>
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- **Administrative Hearing Outcomes for February 2017:**

<ul style="list-style-type: none"> <li>- Complied .....10</li> <li>- No Shows – F &amp; O Issued ....7</li> <li>- Tabled .....3</li> </ul>	<ul style="list-style-type: none"> <li>- Consent to Board Order .....3</li> <li>- Vacant .....1</li> <li>- Cancelled .....1</li> </ul>
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- Attached please find the status updates on the Board’s Findings & Order’s cases

Board's Findings Orders Update

Last Name	First Name	Violation Address	Township	Program/Type	Date of Board Meeting	Findings & Orders	Time-frame	Status
					Admin Hearings			
Fetterolf Jr.	Gary Lee	4073 Selkirk Bush	Newton	real estate	6/28/16	Upgrade the septic system	07/01/17	
Kaja Holdings LLC	Jim Wright, Agent	300 Homeview	Warren	Solid Waste complaint				
Penza	Dan Michael	2667 Mary Jane	Weathersfield	real estate	9/20/16	Upgrade septic system	07/01/17	
Mott	Paul E.	Parcel #03-471701 Youngstown Conneaut	Brookfield	Solid Waste complaint	9/22/16	Remove debris and submit receipts	30 days	11/15/16 work with Rod Hedge, 90 days
Miller	Kerry E.	3125 Cadwallader Sonk	Fowler	real estate	10/4/16	Submit paperwork/upgrade septic system	6 months	
Bud	Brett	2356 McCleary Jacoby	Bazetta	real estate	10/18/16	Submit paperwork/upgrade septic system	06/01/17	
	Cunningham/Kerr	2423 Janice	Southington	real estate upgrade	10/25/16	Submit paperwork/upgrade septic system	90 days	On-lot system
Billock	Timothy J.	4394 Prospect	Newton	real estate	11/1/16	Submit paperwork/upgrade septic system	90 days	NPDES prepared 12/14/16
Arnett	James	5618 Mt. Everett	Hubbard	Sewage complaint	11/3/16	Submit paperwork/upgrade septic system	90 days	On-lot system Preliminary 12/19/16
Bennett	Paul & Tracey	5803 Parkman Rd.	Champion	real estate	12/6/16	Submit paperwork/upgrade septic system	06/01/17	
Ague	Peter & Ashley	3227 Bell South	Fowler	real estate	12/6/16	Submit paperwork/upgrade septic system	45 days/ 6/1/2017	
Miller	Bill & Viola	8586 Girdle	Mespo	real estate upgrade	12/6/16	Submit paperwork/upgrade septic system	90 days	
Illencik	Thomas	1473 Melbourne	Vienna	PWS	1/5/17	Seal well	6 months	
Zambrini	Frank	6963 Thornton	Hubbard	Solid Waste complaint	1/12/17	Remove solid waste and submit receipts	30 days	
Walters	Audriaunna	476 Stateline	Brookfield	Solid Waste complaint	1/12/17	Remove solid waste and submit receipts	30 days	
Wildman	Roberta A.	7113 Oakfield	Bristol	Solid Waste complaint	1/12/17	Remove solid waste and submit receipts	04/01/17	
Blaney	Barry	4612 St. Rt. 7	Hartford	PWS	1/19/17	Disinfect well & retest	30 days	
Byler	Andrew	17745 Old State	Farmington	PWS	1/19/17	Submit completion form & test water	30 days	
Stoltzfus Jr.	Robert	4597 Parks West	Mespo	PWS	1/19/17	Schedule water test	30 days	
McCollum	Laura	1955 St. Rt. 88	Bristol	PWS & septic	1/19/17	Abandon tank & seal well	30 days	
Mundy	Thomas	2714 Kinsman	Bloomfield	Solid Waste complaint	1/26/17	Remove solid waste and submit receipts	05/01/17	
Cryster	Mark	8244 Ohio	Brookfield	Solid Waste complaint	1/26/17	Remove solid waste and submit receipts	30 days	
Lucas	Lois	597 N. Leavitt	Warren	Solid Waste complaint	1/26/17	Remove solid waste and submit receipts	30 days	
Fisher	Rosanna	9015 Durst Colebrook	Greene	Solid Waste complaint	1/26/17	Remove solid waste and submit receipts	30 days	
Janik/Dally	Linda/Bonnie	2460 W. River	Newton	Solid Waste complaint	1/26/17	Remove solid waste and submit receipts	30 days	
Postlethwait	Eric	2035 Anderson Anthony	Southington	Sewage complaint	2/2/17	Have septic system serviced and brought into operation status	14 days	

Board's Findings Orders Update

Estenzo	Anna C.	2060 Howland Wilson	Bazetta	PWS	2/23/17	Submit completed application & fee	30 days
Oviatt/Richmond	Karen/Harold	6889 St. Rt. 45	Bristol	Real estate	2/28/17	Submit paperwork/upgrade septic system	10/31/17
Whipple	Gary & Mary	2521 Phalanx Mills Herner	Southington	Real estate	2/28/17	Schedule dye test	30 days
Ruff	Nathan C.	2837 St. Rt. 534	Southington	Real estate	2/28/17	Submit paperwork/upgrade septic system	10/31/17
Drotar	Jeffrey	2108 Wilson Sharpville	Bazetta	PWS	3/2/17	Submit application & fee, seal well	30 days
Naypaver	Frank	351 Florine	Warren	Solid Waste complaint	3/2/17	Remove solid waste and submit receipts	90 days
Kohn Jr.	Gwendolyn & Timothy	5742 Thompson Clark	Bristol	Solid Waste complaint	3/2/17	Remove solid waste and submit receipts	60 days



**Report of the Health Educator  
Trumbull County Combined Health District  
Jenna Amerine  
February 2017 for March 22<sup>nd</sup> Board Meeting**

**Creating Healthy Communities Grant**

**• CHC Grant Activities:**

- Hosted 2017 1<sup>st</sup> quarter CHC Coalition Meeting.
  - Hosted 2017 1<sup>st</sup> quarter CHC State Site Visit.
  - Waiting on signed 2017 contracts from contractors.
  - Interviewed for CHC Intern and scheduled second interview to make decision in early March.
  - Attended CHC All-Project Meeting in Columbus and took 2 coalition members from Trumbull Neighborhood Partnership.
  - Attended Safe Routes to School Funding webinar.
  - Met with Howland Township about plans for expanding pop-up farmers' markets at Bolindale Park in 2017.
  - Attended Howland Park Board Meeting to discuss Pickelball Court plans for 2017.
  - Attended American Cancer Society Volunteer Leadership Council Meeting.
  - Attended Safe Kids Coalition Meeting.
  - Hosted Ohio Healthy Program session 1 classes and taught Session 2 & 3 classes for early childcare centers.
  - Continue to plan Safe Kids Day May 20<sup>th</sup>.
  - Attended CHC All-Project Conference call.
  - Attended Howland Health and Wellness Committee meeting to discuss 2017 Bolindale projects and plans.
  - Hosted first Bike to Work Warren Meeting for the 6<sup>th</sup> Annual Breakfast Event in May.
  - Attended Well-Being of Ohio Collaborative Steering and Population Meetings.
- Continue to promote the Facebook Page as well as post informational material and programs on the site.
  - Attended Weekly Administrative Meetings and Accreditation Meetings.
  - Attended County Wellness Committee Meeting.
  - Attended Staff Meeting.
  - Presented to Niles Middle School 6<sup>th</sup> grade health classes about the dangers of tobacco use and secondhand smoking.
  - Attended Community Development Block Grant Public Hearing Meeting.

**Days Worked**

- 19



### Early, Late and Weekend Hours

- Worked early on February 9<sup>th</sup> for Howland Township Park Board Meeting and American Cancer Society Volunteer Leadership Council Meeting.
- Worked late on February 14<sup>th</sup> & 28<sup>th</sup> for Ohio Healthy Program Session 1 Training Classes.
- Worked early and late on February 21<sup>st</sup> for CHC All-Project Meeting in Columbus.
- Worked late on February 22<sup>nd</sup> for Community Development Block Grant Public Hearing.
- Worked early on February 23<sup>rd</sup> for Well-Being of Ohio Collaborative Meeting.
- Worked late on February 27<sup>th</sup> for Howland Health and Wellness Committee Meeting.

### Plans for March

- Continue operating and updating the Facebook Page.
- Hire a new CHC Intern to implement a CHC Twitter account and help with CHC projects.
- Attend Accreditation and Weekly Update meetings.
- Attend Trumbull County Wellness Committee Meeting.
- Attend Howland Health and Wellness Committee Meeting.

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- Continue to meet with Safe Kids and TNP to plan Safe Kids Days in May.
- Attend CHC All-Project conference call on March 9<sup>th</sup>.
- Host School Food Service Conference Planning Meeting.
- Present to McDonald Home Ec High School students about nutrition and physical activity.
- Finish Ohio Healthy Program Training classes.
- Attend Farm-to-School Legislative Day on March 10<sup>th</sup>.
- Attend Howland Park Board Meeting on March 9<sup>th</sup>.
- Present to Brookfield Afterschool Program about nutrition and physical activity on March 13<sup>th</sup>.
- Attend Kick Butts Day at Niles Middle School 6<sup>th</sup> with Youth STAND group on March 15<sup>th</sup>.
- Attend Ohio Action Institute Webinar on March 14<sup>th</sup>.
- Attend NECO Exercise Evaluator Training at NEOMED on March 28<sup>th</sup>.
- Host Bike to Work Planning Meeting on March 31<sup>st</sup>.

## Did you know...

The number of trips made by bicycle in the U.S. has more than doubled from 1.7 billion in 2001 to 4 billion in 2009?



# CREATING HEALTHY COMMUNITIES COALITION NEWSLETTER

December 2016

## Welcome Back,

### May is National Bike Month

Sponsored by the League of American Bicyclists and celebrated in communities from coast to coast, National Bike Month is a chance to showcase the many benefits of bicycling and encourage more folks to giving biking a try. There are many reasons to ride your bicycle such as:

- ⇒ Bike to Work, School, or Grocery Store
- ⇒ Ride to save money or time
- ⇒ To preserve your health or the environment
- ⇒ For fun to explore your community

National Bike Month is an opportunity to celebrate the unique power of the bicycle and the many reasons we ride! <http://bikeleague.org/bikemonth>

### Our Mission:

Creating Healthy Communities is committed to preventing and reducing chronic disease statewide. Through cross-sector collaboration, we are activating communities to improve access to and affordability of healthy food, increase opportunities for physical activity, and assure tobacco-free living where Ohioans live, work, and play. By implementing sustainable evidence-based strategies, CHC is creating a culture of health.

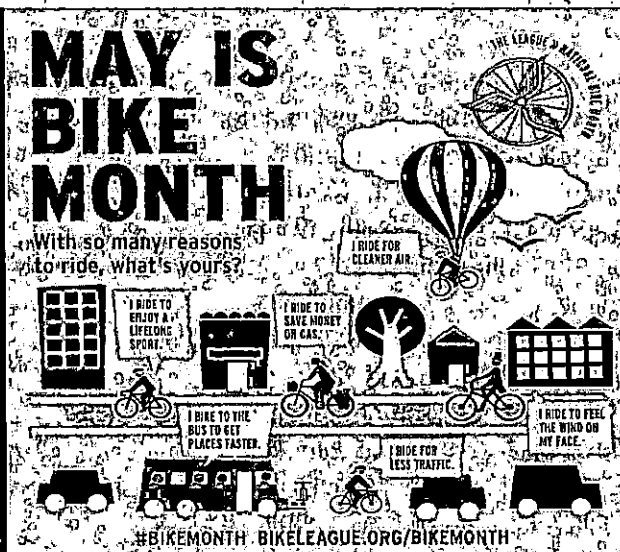
### Making the Healthy

## Upcoming Meetings

2017 Coalition meetings:  
April 25 @ 9am—TCESC  
July 25 @ 9am—TCESC  
Dec. 12 @ 9am—TCESC  
Grant Planning Meeting  
June 28 @ 9am—  
TCCHD

Tobacco Sub-Committee  
Meeting

May 4 @ 2pm—TCCHD



## In This Issue

- New TCAP Program
- Ohio Healthy Program
- Local Bike Events
- HUD Smoke-Free Rule
- Akron Children's Fitness Class Schedules
- SCOPE's New Lunch Program

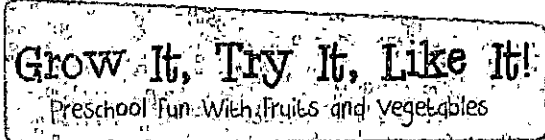
# TCAP introduces nutrition and physical activity education program to children

When it comes to nutrition education, you can never start too early. In fact, because food choices of young children are largely determined by their families and primary caregivers, many experts believe formal nutrition education should begin during a child's preschool age years.



With that in mind, Team Nutrition, an initiative of the U.S. Department Agriculture's (USDA) Food and Nutrition Service, decided to fund a nutrition education program aimed at introducing fruits and vegetables to preschool age children. The program was named *Grow It, Try It, Like It!* The goal of the program is 'to improve children's lifelong eating and physical activity habits through nutrition education.' The guiding principles of the program are based on the *Dietary Guidelines for Americans* and *MyPlate*.

On March 13, 2017, Trumbull Community Action Program will offer the *Grow It, Try It, Like It* nutrition education and physical activity program to all six of its current locations. Children will be introduced to the first of nine, weekly, nutrition education and physical activities designed to meet the learning needs of young children, as well as provide them with opportunities to grow and develop. By participating in the structured activities, children will learn simple math skills; science concepts; food safety habits; develop small motor skills, and develop a sense of self-esteem. Also, they will smell, touch, and taste the foods and

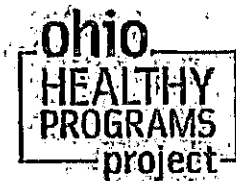


learn where vegetables and fruits grow. The hope is for each child to plant a fruit or vegetable, then, *Grow It, Try it, Like it!*

TCAP Head Start Director, Janet Diegan, expressed her support and enthusiasm for the project, and looks forward to seeing how the children learn and grow from the experience.

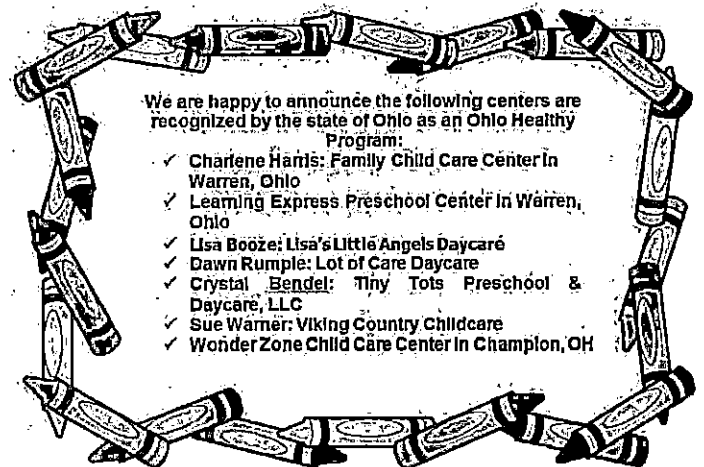
For more information about the program contact TCAP Dietitian, Bill Masters @ 330-393-2507 Ext. 277 or [wmas-ters@tcaphelps.org](mailto:wmas-ters@tcaphelps.org)

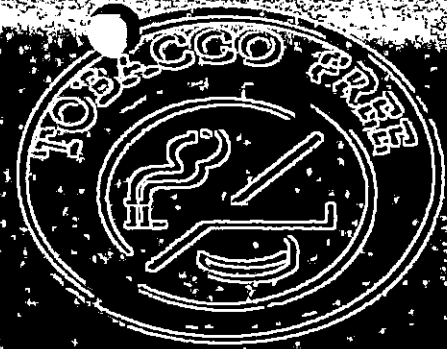
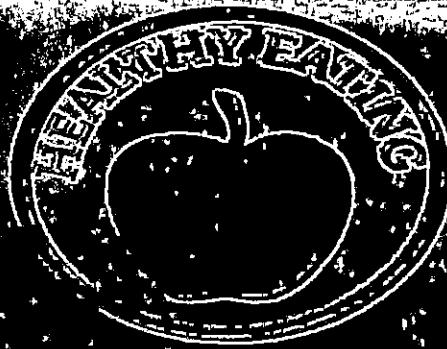
## Ohio Healthy Programs in Trumbull County



Ohio Healthy Programs (OHP) is a statewide designation earned by Child Care and Home Care providers who commit to providing a healthier environment for the children they serve through written policies, healthier menus, trainings and family engagement. With

collaboration between Trumbull County Creating Healthy Communities, Trumbull County Combined Health District, and Trumbull County Ohio State University Extension training classes began being offered in Trumbull County back in 2015. The first Home Care Provider in Trumbull County became OHP designated by the state in Spring 2016. Since then a total of 7 Early Childcare Providers have been OHP designated with 2 locations currently in the process of completing their applications. OHP Training classes are still being offered in Trumbull County for more information contact Jenna Amerine at 330-675-7807 or Marie Economos at 330-638-6783.





# Local Bike Events

In celebration of National Bike Month the Bike to Work Warren Committee is hosting the 6th Annual Bike to Work Breakfast Event. The Bike to Work Event will be on Friday, May 19th from 6:00 AM - 9:00 AM at the Log Cabin west of Court House Square in Downtown Warren. There will be free breakfast, t-shirts, and prizes. This is a great way to show your enthusiasm for biking as well as promoting active transportation through riding your bike to work that day. If you don't work near downtown make sure to still check-in on social media using #BikeToWorkWarren2017 to be eligible for prizes.



**Safe Kids Mahoning Valley**  
**Safe Kids Day 2017**  
May 20, 2017

10am-2pm  
Held at:  
**Jefferson PK-8 School**  
1543 Tod Avenue SW, Warren, Ohio 44485

Safe Kids Mahoning Valley will also be hosting Safe Kids Day 2017 at Jefferson PK-8 School on Saturday, May 20th from 10:00 AM - 2:00PM. There will be activities and games for children of all ages to learn about bike safety, fire safety, pool safety, and many more activities.

Please contact Stephanie Wetzel @ 330-729-1387 for more information and registration



6TH ANNUAL

BIKE TO WORK



## BREAKFAST EVENT

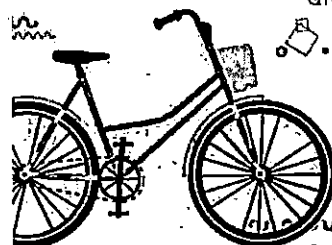


Get behind Warren's Bike to Work but all want to participate? Tag a photo of you riding your bike to work on #BikeToWorkWarren2017 to be submitted for a raffle!

If you can attend make sure to check in on Facebook for another chance to win.

**WHEN:** Friday, May 19, 2017  
**TIME:** 6:00 am-9:00 am  
**FREE:** Free continental breakfast to anyone who arrives on a bicycle.  
**WHERE:** Log Cabin West of Court House Square Warren, Ohio  
**WHY:** The purpose of the event is to encourage people to be more physically active by bicycling for transportation.

**WHO SHOULD ATTEND:** All bicycle enthusiasts  
**T-SHIRTS & GIVE-AWAYS:** T-Shirts given to the first 100 people who arrive on a bicycle. Other prizes will also be available.



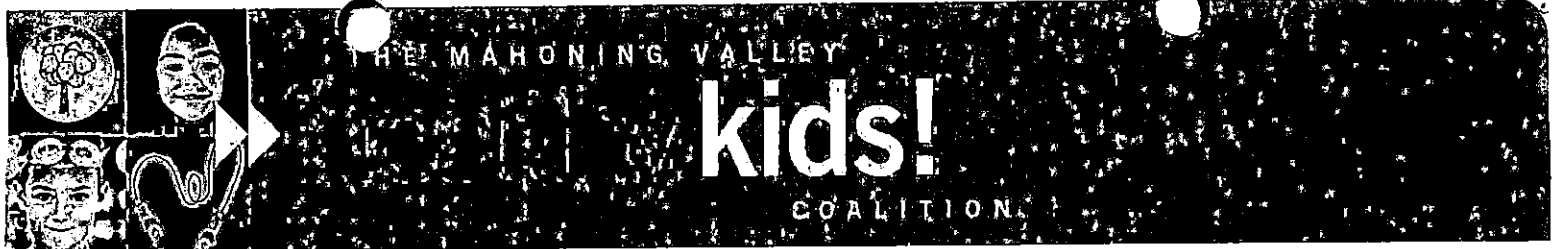
LINK US ON FACEBOOK AT BIKE TO WORK WARREN #BIC

ponsored BY Bike to Work Warren Committee  
FOR MORE INFORMATION CONTACT: Jenna Amstutz at 330-473-7007 or <http://www.transitline.com/park/bike-to-work-warren>

# HUD Smoke-Free Ruling



- November 30, 2016 HUD released the final rule that requires ALL federally funded housing to go smoke-free.
- Public Housing Authorities (PHAs) have 18 months from February 2017 to implement a smoke-free policy.
- Applies to single family homes and MUH that is federally funded. Does NOT apply to MUH that includes some market-rate tenants.
- Law requires common areas, building units, laundry rooms, community facilities, and other indoor areas.
- Law requires smoke-free property grounds 25 feet from windows and doors as a minimum.
- Law includes lit tobacco products, water pipes, and hookahs. Recommend including e-cigs and vapes.



## FITNESS LIFESTYLE

Fun activities promote healthy fitness and eating habits that result in safe and gradual weight loss to help participants achieve their fitness goals.

The Fitness Lifestyle Challenge is **FREE** to students ages 7-15 and requires a registration form available on [www.akronchildrens.org/healthykids](http://www.akronchildrens.org/healthykids). Submit form to Melody Case, Youth Fitness Specialist at Akron Children's Hospital Mahoning Valley Community Outreach, Education and Support Center, Southwoods Executive Centre, 100 DeBartolo Place, Boardman, OH 44512.

For more information, please contact Melody Case at [mcase@chmca.org](mailto:mcase@chmca.org) or 330-729-1391

### SPRING 2017 SCHEDULE & LOCATIONS

#### The Mayor Ralph A. Infante Wellness Center

213 Sharkey Drive, Niles

Phone: 330-349-9355

**April 5 – May 12, 2017**

Wednesdays & Fridays: 6:00 – 7:00 PM

#### The Davis Family YMCA

45 McClurg Road, Boardman

Phone: 330-480-5659

**April 17 – May 25, 2017**

Mondays & Wednesdays: 5:00 – 6:00 PM;

Thursdays: 4:15 – 5:00 PM

#### Youngstown Central YMCA

17 North Champion Street, Youngstown

Phone: 330-744-8411

**April 17 – May 26, 2017**

Mondays, Wednesdays, & Fridays: 6:30 – 7:30 PM

#### Trumbull Family Fitness

210 High Street NW, Warren

Phone: 330-394-1565

**April 17 – May 26, 2017**

Mondays, Wednesdays, & Fridays: 5:30 – 6:30 PM

## FITNESS COACH

The Fitness Coach Program is **FREE** to students ages 7-18 and requires a registration form available on [www.akronchildrens.org/healthykids](http://www.akronchildrens.org/healthykids).

Submit form to Kris Kriebel, Fitness Coach at Akron Children's Hospital Mahoning Valley Community Outreach, Education and Support Center Southwoods Executive Centre, 100 DeBartolo Place, Boardman, OH 44512.

For more information, please contact Kris Kriebel at [kkriebel@chmca.org](mailto:kkriebel@chmca.org) or 330-746-8767

#### Fitness Coach (Individual):

- Individualized assessment of physical activity and nutritional needs
- Personal short-term and long-term goal setting
- Positive lifestyle changes
- Recurring interaction, encouragement and motivation

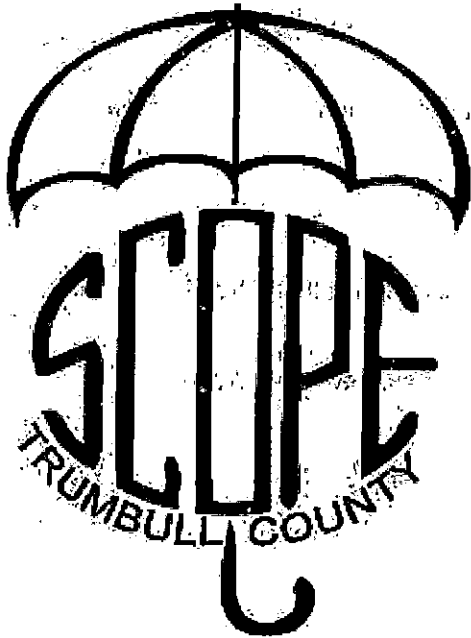
#### Fitness Club (Group):

- Engages students in non-judgmental group activities
- Promotes healthy habits
- Increases awareness of an active lifestyle and a balanced nutritious selection of food
- Encourages and motivates group to actively participate - as a team (TEAMWORK)

THE DAVIS FAMILY YMCA 45 McClurg Rd., Boardman Phone: 330-480-5659	
Date	Time
1/9	5-6 pm
2/13	5-6 pm
3/13	5-6 pm
4/10	5-6 pm
5/8	5-6 pm
6/12	5-6 pm

THE MAYOR RALPH A. INFANTE WELLNESS CENTER 213 Sharkey Dr., Niles Phone: 330-349-9355	
Date	Time
1/20	7-8 pm
2/17	7-8 pm
3/17	7-8 pm
4/21	7-8 pm
5/19	7-8 pm
6/16	7-8 pm

# SCOPE PARTNERS WITH OFFICE OF ELDERLY AFFAIRS TO OFFER LUNCH



The Trumbull County Commissioners approved in December three of the SCOPE Senior Centers to serve as hosts of their nutrition lunch program for 2017.

Cortland, Lordstown and Warren SCOPE Centers have been providing the \$2 Nutritional Lunch since January 3<sup>rd</sup> as coordinated by the Trumbull County Office of Elderly Affairs with a grant through the Area Agency on Aging District 11.

The key to eating lunch at these centers is to remember the number 'two' as in making a reservation two days before you plan to eat by 2 pm for only a \$2 donation for those over 60 and \$5 donation for those under 60.

SCOPE centers serve lunch at 11:30 am. Sorry there are no carry outs available.

Menus are provided for the entire month to make it easier for reservations with dessert options available for those with diabetes issues.

"The food tastes great for a very reasonable cost with very nice Elderly Affairs staff serving our seniors," stated Mike Wilson, SCOPE's Director. "We have already seen a huge increase in the total number of individuals eating lunch at these three sites in just the first two months." Wilson added.

Simply call 330-675-2486 or tell the on-site food manager to make a reservation to eat. The Office of Elderly Affairs also provides lunches delivered to those who are homebound and shut in by calling this number.

Transportation to the SCOPE Senior Centers are available through TCAP with a donation by calling 330- 395-2287.

**SCOPE Senior Services of Trumbull County Corporate Office**  
**220 West Market Street Warren, Ohio 44481**  
**330-399-8846 | email: [mwilson@fcsohio.org](mailto:mwilson@fcsohio.org)**

# Trumbull County Upcoming Events

## April

April 5, 7 PM Food Policy Talk w/Mark Winne, St. John's Episcopal Church

April 18, 10 AM - 12 PM Tobacco Free Ohio Alliance Meeting, State Library Columbus

April 25, 9 AM - 10:30 AM CHC 2nd Qtr. Coalition Meeting, Trumbull County Educational Service Center

## May

May 4, 2 PM Tobacco Coalition Meeting, Trumbull County Combined Health District Offices

May 19, 6 AM - 9 AM, 6th Annual Bike to Work Breakfast Event, Log Cabin Downtown Warren

May 20, 10 AM - 2 PM, Safe Kids Day 2017, Jefferson PK-8 School Warren

## June

June 3, 8 PM - 2 PM Health Fair on the Square, Courthouse Square Downtown Warren

June 10, 13th Annual WOW Bike Ride, Western Reserve Greenway Trail

June 28, 9 AM CHC 2018 Grant Planning Meeting, Trumbull County Combined Health District Offices



## For More Information

Jenna Amerine, MPH, CHES

Creating Healthy Communities

Coalition Coordinator

(330) 675-7807



[www.facebook.com/trumbullpublichealth](http://www.facebook.com/trumbullpublichealth)



# TRUMBULL COUNTY COMBINED HEALTH DISTRICT

*"Building a Healthy Community"*

Frank J. Migliozi, MPH, REHS/RS

Health Commissioner

176 Chestnut N.E. • Warren, Ohio 44483

www.tcchd.org



**Public Health**  
Prevent. Promote. Protect.

**Date:** 3/14/17

**To:** TCCHD Board of Health

**From:** Natalie Markusic

**RE:** Board Accreditation Report – 3/22/17

**Document Selection.** Collecting, reviewing, editing and formatting documents. Worked with staff members to develop and revise procedures. Prepping documents for upload. Uploading documents. (90% of Time)

The following policies/procedures will be presented at the BOH meeting for approval. Several of the documents will be organized into two separate manuals; Administration Manual and Operations Manual. The individual documents are presented in your packet for review (with the exception of several that the BOH has already approved), but the manuals as organized documents will be presented at the BOH meeting.

Administration Manual

- ADM-1060 Vacation Leave Buy-Back
- ADM-1070 Call Offs/Leave Requests *(BOH approved)*
- ADM-1080 Drug-Free Workplace *(BOH approved)*
- ADM-1090 Work Rules
- ADM-1140 Dress Code *(BOH approved)*
- ADM-1150 Confidentiality *(BOH approved)*
- ADM-1180 New Hire *(BOH approved)*
- ADM-1190 Staff Qualifications *(BOH approved)*
- ADM-1200 Employee Recognition *(BOH approved)*
- ADM-1220 Fraud Reporting *(BOH approved)*
- ADM-1230 Ethic Policy *(BOH approved)*
- ADM-1240 EEOE *(BOH approved)*
- ADM-1250 Proper Identification *(BOH approved)*
- ADM-1280 Employee Lunch Hour
- ADM-1290 Overtime/Comp Time

Operations Manual

- ADM-1000 Document Control *(BOH approved)*
- ADM-1030 Obtaining POs & Reimbursements
- ADM-1040 Travel
- ADM-1050 Records
- ADM-1100 Vehicle/Equipment Use
- ADM-1110 Payroll
- ADM-1120 Payment Bills/POs
- ADM-1130 Pay In
- ADM-1260 Cell Phone
- ADM-1270 Public Records

Additional Individual Policies

- ENV-1040 Girard Grass Complaint
- ENV-1050 Girard Unfit Housing
- ENV-1060 Girard Water Shutoff
- ENV-1080 Mosquito Surveillance (BG Sentinel)
- ENV-1110 Issuing Orders & Prosecuting Nuisances
- NUR-1010 Exposure Control Blood Borne Pathogens
- NUR-1030 Sending Specimens to ODHL

**Quality Improvement.** Continuing to work with the HSTS QI Team on Point of Sale portion of the project. (5% of Time)

**Newsletter.** Gathering data and information for the 1<sup>st</sup> QTR 2017 TCCHD Newsletter. (5% of Time)