

**Trumbull County Board of Health – Regular Meeting & Public Hearing
October 25, 2017 – 1:30 PM (Board Members Continuing Education – 1:00 PM)
176 Chestnut Ave., NE * Warren, Ohio**

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

STAFF: Frank Migliozi, MPH, REHS/RS, Health Commissioner
Sandra Swann, RN, Nursing Director
Kristofer Wilster, MPH, REHS/RS, Environmental Health Director
Natalie Markusic, REHS/RS, Accreditation Coordinator
Johnna Ben, Administrative Secretary

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

MINUTES

- I. Board Member Continuing Education (Ethics, Conflicts of Interest & “Building a Drug Free Community”)**
- II. Public Hearing for Food Protection Program – Vending -** The public hearing was opened at 1:30 PM. Hearing no opponent or proponent testimony, the hearing was closed at 1:31 PM.
- III. The meeting was Called to Order and the Pledge of Allegiance was said.**
- IV. Adoption of Agenda: MOTION: 17-168** made by Mrs. Salapata, second by Mr. Messersmith to amend the agenda to add item G. Copier Lease, and adopt the agenda as amended.

Roll Call Vote:

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

Motion carried.

- V. **Approval of Minutes: MOTION: 17-169** made by Mr. Simon, second by Dr. Firster to approve the minutes of the September 28, 2017, regular meeting, as presented.

Roll Call Vote:

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

Motion carried.

- VI. **Health Commissioner Report:** Mr. Migliozi presented a written report to the Board for their review. In addition, Mr. Migliozi reported that the final report for the 2016 audit had been received. The state auditor recommended that a policy be developed regarding a disclosure for Board of Health members should there be an ethical conflict regarding a matter coming before the Board, and also that an audit review team be established. This audit review team would be comprised of outside individuals and would be voluntary. Beverly Cope was named Employee of the Month. Mrs. Cope works in the immunization, Baby & Me and animal bite programs. The Board congratulated Mrs. Cope, and thanked her for her hard work. The AOHC's White Paper on opioid overdoses has been completed and submitted to the state. Mr. Migliozi also informed the Board that he was looking into a "shared services" agreement with the Lake County Health Department for grant writing and management services; 10% of the grant award would go to Lake County to pay for this contract. Entering into this type of agreement would allow our agency to apply for more grants.

MOTION: 17-170 made by Mr. Dubos, second by Mr. Borocz to accept the Health Commissioner's report as presented.

Mr. Dubos asked whether a post audit conference was held, and stated that he would like to be included. Mr. Migliozi stated that one was held, and Mr. Biery, as Board President, was asked to attend. Going forward, all Board Members will be informed and given an opportunity to attend.

Mr. Biery raised a question regarding board member reimbursement, and whether it could be increased, which was discussed on one of the CEU videos. Atty. Kokor stated that he would look into it.

Roll Call Vote:

Mr. Borocz – Yes
Mr. Dubos – Yes
Dr. Firster – Yes

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

Motion carried.

- VII. Director of Nursing Report:** Mrs. Swann presented a written report to the Board for their review.

MOTION: 17-171 made by Dr. Firster, second by Mrs. Salapata to accept the Director of Nursing's report as presented.

Roll Call Vote:

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

Motion carried.

- VIII. Director of Environmental Health Report:** Mr. Wilster presented a written report to the Board for their review. Mr. Wilster also informed the Board that Stephen Pop started as Plumbing Inspector on October 16, 2017, and that he would have Mr. Pop at the next meeting to meet the Board.

MOTION: 17-172 made by Mrs. Salapata, second by Mr. Dubos to accept the Director of Environmental Health's report as presented.

Mr. Dubos asked if the change in upper management at Lafarge improved things at the facility. Mr. Wilster stated that he at met with them and currently things seem to be running smoothly.

Roll Call Vote:

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

Motion carried.

- IX. Health Educator’s Report:** Ms. Amerine was not present at the meeting, but did supply the Board with a written report, and the results of the Quinby Park Pop-Up Farmers’ Market Survey.

MOTION: 17-173 made by Mr. Messersmith, second by Mr. Borocz to accept the Health Educator’s written report as presented.

Roll Call Vote:

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

Motion carried.

- X. Accreditation Coordinator Report:** Mrs. Markusic submitted a written report to the Board for their review. Mrs. Markusic informed the Board that all of the compliance documents had been uploaded, and 3 site visitors have been assigned.

MOTION: 17-174 made by Mrs. Salapata, second by Mr. Dubos to accept the Accreditation Coordinator’s report as submitted.

Mr. Dubos recognized Mrs. Markusic for the great job she did in compiling and uploading the massive amount of documents needed for the accreditation process.

Roll Call Vote:

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

Motion carried.

- XI. Board Report: None**

- XII. Old Business:** A. Passage of Revision of “Regulation of the Trumbull County Combined Health District for Establishing Fees” .06 Food A. – E. – 2nd Reading –

MOTION: 17-175 made by Mr. Messersmith, second by Dr. Firster to approve the 2nd reading of the revision of the Regulation of the Trumbull County Combined Health District for Establishing Fees .06 Food A. – E.

Roll Call Vote:

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

Motion carried.

XIII. New Business:

- A. Approval of Policy ENV-1130 Drinking Water Sampling Procedure
- B. Approval of Policy ENV-1250 Equipment Approval for Use in Licensed FSO/RFE
- C. Approval of Policy ENV-1260 Temporary Camps
- D. Approval of Policy ADM-1460 Initial Incident Assessment & Activation of Emergency Response Plan
- E. Approval of Policy ADM-1470 Activation & Opening TCCHD Operation Center
- F. Approval of Policy ADM-1480 TCCHD/Trumbull County Emergency Operation Center

MOTION: 17-176 made by Mr. Simon, second by Dr. Firster to approve policies ENV-1130 Drinking Water Sampling Procedure, ENV-1250 Equipment Approval for Use in Licensed FSO/RFE, ENV-1260 Temporary Camps, ADM-1460 Initial Incident Assessment & Activation of Emergency Response Plan, ADM-1470 Activation & Opening TCCHD Operation Center, & ADM-1480 TCCHD/Trumbull County Emergency Operation Center, as presented.

Roll Call Vote:

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

Motion carried.

G. Copier Lease – The lease for the Ricoh MPC4502 copier upstairs is up in January 2018. The current cost of the copier is \$269.00 per month, which includes 1,000 color and 10,000 black & white copies. The average cost per month for the copier with copies is \$523.50 per month. Bids for a new copier were sought from Team Office, Ricoh, Crosby Mook and

Valley Office Solutions. Crosby Mook has the lowest bid of \$126.00 per month for a Toshiba E-Studio 5005ac with color copies at .0375 and black & white at .00425. In addition, Crosby Mook will buy out the current lease from Ricoh.

MOTION: 17-177 made by Mr. Dubos, second by Mrs. Salapata to approve the lease of the Toshiba E-Studio 5005ac copier from Crosby Mook, at a rate of \$126.00 per month, with color copy charge at \$0.0375 and black & white at \$0.00425.

Mr. Simon stated that he was involved with a similar situation regarding a return of a Ricoh copier, and there was a return charge, in addition to the lease buy out charge; Mr. Simon recommended that the department look into that additional cost.

Roll Call Vote:

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

Motion carried.

XIV. Citizens Comments: None

XV. Approval of Payment of the Bills: MOTION: 17-178 made by Mr. Messersmith, second by Mrs. Salapata to approve the payment of the bills as presented.

Roll Call Vote:

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

Motion carried.

XVI. Date of Next Regular Meeting: Due to the holidays, the November meeting will be changed to Wednesday, November 15, 2017 and the December meeting will be changed to Wednesday, December 13, 2017. Continuing education for the Board Members will begin at 12:45 PM for the November 15, 2017 meeting.

XVII. Adjournment: MOTION: 17-179 made by Mr. Messersmith, second by Mrs. Salapata for adjournment.

Roll Call Vote:

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

Motion carried. (Adjournment 2:15 PM)

RECORDED BY:

ATTESTED BY:

Johnna Ben
Administrative Secretary
Trumbull County Combined Health District

Robert Biery, Jr.
President
Trumbull County Board of Health

For

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