

**Trumbull County Board of Health  
Regular Meeting – January 27, 2016 – 1:30 P.M.  
176 Chestnut Ave., NE – Warren, Ohio**

**BOARD MEMBERS PRESENT:** Marisha Agana, M.D.  
Dale Appis  
Thomas Borocz  
John “Jack” Simon, Jr.  
Kathy Salapata, R.N.  
John Messersmith, President Pro Tempore  
Robert Biery, Jr., President

**STAFF:** Frank Migliozi, MPH, REHS/RS, Health Commissioner  
Sandra Swann, R.N., Director of Nursing  
Kris Wilster, MPH, RS/REHS/, Director of Environmental Health  
Jenna Amerine, MPH, CHES, Health Educator/Planner  
Rod Hedge, R.S., Public Health Sanitarian  
Johnna Ben, Administrative Secretary

**OTHERS:** James Enyeart, M.D., Medical Director  
Robert Kokor, Esq., Legal Counsel

**MINUTES**

**I. The meeting was called to order and the Pledge of Allegiance was said.**

**II. Adoption of Agenda: *MOTION: 16-01*** made by Mr. Messersmith, second by Dr. Agana to adopt the agenda as presented.

**Roll Call Vote:**

Dr. Agana – Yes  
Mr. Appis – Yes  
Mr. Borocz – Yes  
Mr. Simon – Yes  
Mrs. Salapata – Yes  
Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried.

**III. Approval of Minutes: *MOTION: 16-02*** made by Mr. Appis, second by Mr. Simon to approve the minutes of the December 16, 2015, regular meeting, as presented.

**Roll Call Vote:**

Dr. Agana – Abstain  
Mr. Appis – Yes  
Mr. Borocz – Abstain

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

Motion carried.

**IV. Health Commissioner Report:** Mr. Migliozi introduced Andrea Cramer. Mrs. Cramer joined the health department from the Girard City Health Department amalgamation, and works as a secretary. The Board welcomed Mrs. Cramer. Mr. Migliozi presented a written report (see Attachment), and reviewed that report with the Board.

Mr. Migliozi requested that the Board adopt a set of By-Laws, and asked to have 2 to 3 individual Board Members, along with Atty. Kokor and himself, to have a rules committee to develop a set of Board of Health By-laws. Once By-Laws are developed and adopted, the committee can be dissolved. Mr. Migliozi added that, as a component of the rules, he would like to see a procedure stipulated for citizen's comments on the agenda.

**MOTION: 16-03** made by Dr. Agana, second by Mr. Borocz to form a rules committee to develop a set of by-laws for the Board of Health.

Mr. Simon questioned as to why only three Board Members are allowed to be on the committee. Atty. Kokor responded that any more than three would constitute a quorum of the Board.

**Roll Call Vote:**

Dr. Agana – Yes  
Mr. Appis - Yes  
Mr. Borocz – Yes  
Mrs. Salapata – Yes  
Mr. Simon - Yes  
Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried.

Mr. Biery asked for volunteers for the by-laws committee, Mr. Simon, Dr. Agana and Mrs. Salapata volunteered, with Mr. Simon being the Chair.

At this time, Johnna Ben went over the refund procedure and explained the process being used to determine which property owners are due refunds. On the "list of bills" that is presented to the Board monthly, will be listed the property owners who have been issued refunds, and the total amount of refunds issued to date. 22 refunds have been issued thus far.

**V. Director of Nursing Report:** Mrs. Swann presented a written report to the Board (see Attachment), but also gave an update on Project DAWN. Through the efforts of Kathy Parrilla, and other staff, the health department has been awarded additional funding for Project DAWN, will receive a total of \$33,539.86 in funding for Project DAWN.

Mr. Biery acknowledged Mrs. Swann and the nursing department for all of the good work that they are doing in the county.

**VI. Director of Environmental Health Report:** Mr. Wilster presented a written report to the Board (see Attachment) for their review, but elaborated stating that the real estate evaluations may appear a little inflated due to training. Administrative hearings have begun and will be ongoing. During an EPA conference call, there will be \$300,000 in financial assistance for sewage system upgrades. Mr. Wilster also informed the Board that he was reviewing the health department's environmental policies. Mr. Messersmith asked that, on the update spreadsheet that is giving to the Board, that what the court's decision is be added to the spreadsheet. Mr. Wilster stated that he would have that added. Mr. Appis questioned as to when a property owner complies, whether they are taken off the spreadsheet, because there was one listed wherein a trailer was supposed to be removed or burnt down by 8/27/15, but was still on the list. Mr. Hedge responded for that case, the property owner had been ill, and she had not been able to get hold of Mesopotamia officials yet, and she had requested additional time.

**VII. Health Educator Report:** Ms. Amerine informed the Board that the health department now has a Facebook page, which will be updated with information of interest and concern to the public.

**VIII. Accreditation Coordinator Report:** - Mrs. Markusic informed the Board that the department is in the process of getting all of the staff trained in the lean/Sigma training through the LeanOhio Boot Camps. The goal is to have all staff trained to create a total culture of quality within the agency. The purpose of the training to have all staff gain knowledge that will allow them to recognize areas/processes that can be improved and then feel comfortable either imitating or participating in a quality improvement project. As Mr. Migliozi had stated in his the employees were given a satisfaction survey the first week of January 2016, for the year 2015. 33 out of 35 employees responded. Mrs. Markusic summarized the top 5 strengths and top 5 opportunities for improvement that were noted. The Community Public Health Assessment Survey is open to all Trumbull County residents. A link has been placed on the health department's website, 800+ surveys are being sent with the food license renewals, Warren City Health Department is mailing out the surveys with Warren City residents' water bills and surveys are going to be placed in the emergency rooms at St. Joseph's Hospital and Trumbull Memorial Hospital. The health department's intern will also visit other local medical offices, pharmacies and county offices to have surveys placed in waiting rooms. The survey closes March 31<sup>st</sup>. Results will be presented to the community stakeholders, and it will help determine how the Community Health Assessment will be reprioritized and the results will also be used to obtain funding.

A. Adoption of Document Control Procedure – A copy of the proposed procedure was present for review. This procedure is how the department is going to write and control documents within the health department. This procedure will ensure that everyone is using the most current form, ensures the department supervisors are in agreement with any proposed changes, it will make cross-training or new employee training easier, and will help the department streamline processes.

**MOTION: 16-04** made by Dr. Agana, second by Mrs. Salapata to adopt the Document Control Procedure as presented.

**Roll Call Vote:**

- Dr. Agana – Yes
- Mr. Appis – Yes
- Mr. Borocz – Yes
- Mr. Simon – Yes
- Mrs. Salapata – Yes
- Mr. Messersmith – Yes
- Mr. Biery – Yes

Motion carried.

**IX. Board Report:** At this time, Mr. Biery introduced and welcomed the new Board Member, Mr. Thomas Borocz. Mr. Borocz is Girard City’s representative on the Board. Mr. Biery also took a moment to recognize Dr. Enyeart for his years of service as Health Commissioner, and his continued service as Medical Director for the Health Department, and his appreciation to the staff and current leadership team for their work and continued efforts for the community. In addition, Mr. Biery also acknowledged the community group members who were in attendance at the meeting.

**X. Old Business:** None.

**XI. New Business:**

A. Variance Request – None

B. Declaration of Unfit for Human Habitation – 12 S. Lorain St., Girard City, Tracey E. Miller, Owner – Ms. Miller was present at the meeting. A request was made by Girard City officials, and an inspection was conducted on January 22, 2016. Upon inspection, inspector Rod Hedge noted missing or badly damaged ceiling tiles, walls and/or flooring, the present of solid waste inside and out, a huge insect infestation and gross unsanitary conditions. Ms. Miller’s stepdaughter is living in the home, and a dumpster had been brought in to clean up the property and they have been instructed to obtain the services of an exterminator. The property is in the process of being transferred into Ms. Miller’s stepdaughter’s name. Mr. Migliozi explained to the Board that the process for handling Niles & Girard cities’ unfits is different than it is for townships. In the cases for Niles & Girard, the health department will handle the whole process, and it does not matter if anyone is living in the homes or not. Mr. Wilster added that if the Board declared the structure unfit today, the health department would work with the owner to clean up the structure, if the process stalls, charges would be filed in court and it would then be up to the judge to issue orders.

**MOTION: 16-05** made by Dr. Agana, second by Mr. Borocz to declare the structure at 12 S. Lorain St., Girard City, unfit for human habitation.

**Roll Call Vote:**

- Dr. Agana – Yes
- Mr. Appis – Yes
- Mr. Borocz – Yes
- Mr. Simon – Yes

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

Motion carried.

**XII. Approval of Payment of the Bills: MOTION: 16-06** made by Mr. Messersmith, second by Mr. Simon to approve payment of the bills as presented.

**Roll Call Vote:**

Dr. Agana – Yes  
Mr. Appis – Yes  
Mr. Borocz – Yes  
Mr. Simon – Yes  
Mrs. Salapata – Yes  
Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried.

**XIII. Date of Next Regular Meeting:** February 24, 2016

**XIV. Adjournment: MOTION: 16-07** made by Mr. Appis, second by Dr. Agana to adjourn.

**Roll Call Vote:**

Dr. Agana – Yes  
Mr. Appis – Yes  
Mr. Borocz – Yes  
Mr. Simon – Yes  
Mrs. Salapata – Yes  
Mr. Messersmith – Yes  
Mr. Biery – Yes

Motion carried. (Adjournment 2:51 P.M.)

**RECORDED BY:**

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

**ATTESTED BY:**

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

**For**

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