

**Trumbull County Combined Health District
Regular Meeting – June 22, 2016 – 1:30 P.M.
176 Chestnut Ave. NE * Warren, Ohio**

BOARD MEMBERS PRESENT: Thomas Borocz
Greg Dubos
Kathy Salapata, R.N.
John Messersmith, President Pro Tempore
Robert Biery, Jr., President

BOARD MEMBERS NOT PRESENT: Marisha Agana, M.D.
John “Jack” Simon, Jr.

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
Rodney Hedge, RS, Public Health Sanitarian
Johnna Ben, Administrative Secretary

OTHERS: Robert Kokor, Legal Counsel
James J. Enyeart, M.D., Medical Director
Michael Helco, Intern

MINUTES

- I. The meeting was called to order and the Pledge of Allegiance was said.**
- II. Adoption of Agenda: *MOTION: 16-107* 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. Messersmith – Yes
Mr. Biery – Yes

Motion carried.

- III. Approval of Minutes:** Mr. Messersmith noted that on page 2, Motion 16-82, he was listed as “Dr.”

MOTION: 16-708 made by Mr. Messersmith, second by Mr. Borocz to approve the minutes of the May 25, 2016, regular meeting as corrected.

Roll Call Vote:

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

Motion carried.

- IV. Health Commissioner Report:** Mr. Migliozi presented a written report to the Board. The health district was recently notified by ODH that the PHEP funding will be cut by 4 ½%, and CFHS will be cut by 8%. These cuts are statewide. We have changed our website to www.tchhd.org to align with the new branding strategies. As a PHAB requirement, we will also be required to change the agency's outside sign to reflect our new agency name. The by-laws that the Board adopted included a form for public comment for anyone wishing to address the Board. Those forms are and will be available at all Board of Health meetings for the public. We are approaching the deadline for submission of the documentation for accreditation. We have been meeting twice a month with the Warren City Health Department, and have asked them to bring their documents, but they have submitted none. With less than two months to develop, implement and evaluate their policies, PHAB was contacted and was asked if Warren City is not ready would the Trumbull County Combined Health District get accredited, and their response was no.

MOTION: 16-109 made by Mr. Messersmith, second by Mrs. Salapata to dissolve the multi-jurisdictional accreditation application with the Warren City Health Department.

Mrs. Salapata questioned if we dissolve the multi-jurisdictional application, would that delay our application submission? Mrs. Markusic responded that PHAB would assign a new submission date, but we could still submit at any time prior to the new submission date. Mr. Messersmith questioned as to whether this sets our staff back? Mrs. Markusic responded that it would not; all that would need to be done is remove any references to the Warren City Health Department. Mr. Wilster added that the Trumbull County Combined Health District staff has bought into the accreditation process, but does not think that Warren City's staff has.

Roll Call Vote:

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

Motion carried.

MOTION: 16-110 made by Mrs. Salapata, second by Mr. Borocz to accept the Health Commissioner's report as presented and submitted.

Roll Call Vote:

Mr. Borocz – Yes
Mr. Dubos – Yes
Mrs. Salapata – 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, and added that the health department was awarded one of 5 grants for a Prescription Drug Overdose Program. The first year's award will be for \$130,000.00, for 14 months, and then \$90,000.00 a year for the next 2 years. Mr. Migliozi stated that Mrs. Swann worked very hard on obtaining this grant for the health district.

Mr. Migliozi, Mrs. Swann and Ms. Amerine met with representatives from the Joanie Abdu Cancer Center and they want to partner to provide sites in areas of need in Trumbull County. They would like to see at least four women an hour, and will run this program for a couple months to see if it is viable. In 2017, the health district will offer prostate screening, which will be of no cost to the department. Mr. Biery asked how receptive the Amish community was regarding the screenings. Mrs. Swann stated that they were very receptive, and that Rita Spahlinger, suggested the community center and fire department as possible locations.

MOTION: 16-111 made by Mrs. Salapata, second by Mr. Dubos to accept the Nursing Director's report as presented and submitted.

Roll Call Vote:

Mr. Borocz – Yes
Mr. Dubos – Yes
Mrs. Salapata – 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. Mr. Wilster stated that the water in the health district's building was sampled in 4 different locations, and all 4 samples were found to be below the detectible levels.

The health district, in collaboration with several other county communities, received a \$45,000.00 mosquito grant from the Ohio EPA.

MOTION: 16-112 made by Mr. Dubos, second by Mrs. Salapata to accept the Environmental Health Director's report as presented and submitted.

Roll Call Vote:

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

Motion carried.

- VII. Health Educator Report:** Ms. Amerine presented a written report and newsletter to the Board for their review. Due to the inclement weather, an additional Bike Safety Rodeo will be held on August 13, 2016, to distribute the remainder of the bike helmets. Mr. Messersmith asked where the newsletter is distributed. Ms. Amerine stated that it is distributed to the Creating Healthy Communities List Serve, and other community organizations. Ms. Amerine added that if the Board had any other suggestions for distribution, it would be appreciated.

MOTION: 16-113 made by Mrs. Salapata, second by Mr. Messersmith to accept the Health Educator's report as presented and submitted.

Roll Call Vote:

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

MOTION: 16-114 made by Mr. Messersmith, second by Mr. Borocz to accept the Accreditation Coordinator's report as submitted.

Roll Call Vote:

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

Motion carried.

- IX. Board Report:** Mr. Biery reported that he attended the Ohio EPA Zika Grant presentation at the County Commissioners' office.

- X. Old Business:** A. Passage of Revision of the Trumbull County Combined Health District Fee Schedule .09 Nursing – Addition of T. DAWN Kits – 3rd & Final Reading

MOTION: 16-115 made by Mr. Messersmith, second by Mrs. Salapata to pass the revision of the Trumbull County Combined Health District Fee Schedule .09 Nursing – T. DAWN Kit, for its 3rd & final reading and adopt the fee.

Roll Call Vote:

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

Motion carried.

- XI. New Business:** A. Approval of Addendum to Community Health Assessment (CHA) – The CHA was approved by the Board in August 2014. After further review of the PHAB Standard, it was found that the original CHA was lacking primary and qualitative data as required, and an addendum to the CHA was created.

MOTION: 16-116 made by Mr. Dubos, second by Mrs. Salapata to approve the addendum to the Community Health Assessment as presented.

Roll Call Vote:

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

Motion carried.

B. Approval of Review of Workforce Development Plan – This plan was previously approved by the Board in August 2015. PHAB is now asking that a formalized Successorship Plan be in place in every health department applying for accreditation. This has been addressed through a formalized Mentoring Program, details of which are listed on pages four and five of the plan. In addition, a Training Acknowledgement Form was developed, and is listed as Appendix G, with references to this form appearing on page 8.

MOTION: 16-117 made by Mr. Messersmith, second by Mr. Borocz to approve the Workforce Development Plan, as amended.

Roll Call Vote:

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

Mr. Messersmith – Yes
Mr. Biery – Yes

Motion carried.

C. Approval of Quality Improvement Plan – This is a new plan developed for the health district. Health departments applying for accreditation are required to have a Quality Improvement Plan, which is required to define the quality process implemented by the health department, and how the agency intends to create a culture of quality, ensure all staff is trained, explain how QI projects will be chosen and what projects the agency is currently working on.

MOTION: 16-118 made by Mr. Dubos, second by Mrs. Salapata to approve the Quality Improvement Plan as presented.

Roll Call Vote:

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

Motion carried.

D. Approval of Branding Policy – Health departments applying for accreditation are required to have a branding policy in place. The policy is intended to define how the department formally and consistently presents itself and markets its services. The policy was required to address communications, signage, logos, strategies, etc.

MOTION: 16-119 made by Mr. Borocz, second by Mrs. Salapata to approve the Branding Policy as presented.

Roll Call Vote:

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

Motion carried.

E. Approval of ICS (Incident Command System) Policy – This procedure will define how and when ICS will be used at the Trumbull County Combined Health District. The procedure was developed as the result of a QI project.

MOTION: 16-120 made by Mr. Borocz, second by Mrs. Salapata to approve the ICS Policy as presented.

Roll Call Vote:

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

Motion carried.

F. Declaration of Unfit – 1442 Williamson, Weathersfield Twp., Phillip & Tammy Stabile, Owners – Not present. An inspection of the structure was conducted on May 18, 2016, and it was the recommendation of the sanitarian that this structure be declared unfit.

MOTION: 16-121 made by Mr. Messersmith, second by Mr. Borocz to declare the structure at 1442 Williamson, Weathersfield Twp., unfit for human habitation.

Roll Call Vote:

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

Motion carried.

G. Declaration of Unfit – 8700 St. Rt. 46, Greene Twp., Robert Humphrey, Owner – Not present. An inspection of the structure was conducted on May 26, 2016, and it was the recommendation of the sanitarian that this structure be declared unfit.

MOTION: 16-122 made by Mr. Messersmith, second by Mr. Borocz to declare the structure at 8700 St. Rt. 46, Greene Twp., unfit for human habitation.

Roll Call Vote:

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

Motion carried.

H. Declaration of Unfit – 737 Miller St., Warren Twp., Hayes & Geraldine Jones, Owners – Not present. An inspection of the structure was conducted on June 7, 2016, and it was the recommendation of the sanitarian that this structure be declared unfit.

MOTION: 16-123 made by Mr. Messersmith, second by Mrs. Salapata to declare the structure at 737 Miller St., Warren Twp., unfit for human habitation.

Roll Call Vote:

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

Motion carried.

I. Declaration of Unfit for Human Habitation – 2033 Stillwagon Rd., Howland Twp., Howard McCune, Sr., Owner. Mr. McCune is deceased, and the property is currently in probate. Mr. Lawrence Hardesty, who is Executrix for the estate, was present. An inspection of the structure was conducted on June 3, 2016, and it was the recommendation of the sanitarian that this structure be declared unfit. Mr. Hardesty stated that the people who were living in the home had a potbelly pig, and they have recently moved out. Atty. Kokor explained that any orders issued on the property will go to probate, and as executor of the estate, Mr. Hardesty would be responsible. Atty. Kokor asked Mr. Hardesty if he had any legal representation for the estate to help guide him through the process. An attorney who specializes in probate would be able to explain the procedure to Mr. Hardesty and how to proceed. Neighbors who live next door to the structure stated that the people living in the home had destroyed it over the last four years, and provided pictures for the file. Mr. Hardesty provided his mailing address to be copied on the paperwork.

MOTION: 16-124 made by Mr. Messersmith, second by Mrs. Salapata to declare the structure at 2033 Stillwagon Rd., Howland Twp., unfit for human habitation.

Roll Call Vote:

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

Motion carried.

J. Declaration of Unfit for Human Habitation – 6030 Carter, Hubbard Twp., Randal Mass, Owner – Not present. An inspection of the structure was conducted on June 6, 2016, and it was the recommendation of the sanitarian that this structure be declared unfit.

MOTION: 16-125 made by Mr. Messersmith, second by Mrs. Salapata to declare the structure at 6030 Carter, Hubbard Twp., unfit for human habitation.

Roll Call Vote:

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

Motion carried.

K. Declaration of Unfit for Human Habitation – 8395 St. Rt. 46, Greene Twp., Edith Hammond, Owner – Not present. An inspection of the structured was conducted on May 26, 2016, and it was the recommendation of the sanitarian that this structure be declared unfit.

MOTION: 16-126 made by Mr. Messersmith, second by Mr. Borocz to declare the structure at 8395 St. Rt. 46, Greene Twp., unfit for human habitation.

Roll Call Vote:

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

Motion carried.

L. Variance Request – Penny Lenhart, 6953 Youngstown Kingsville Rd., Johnston Twp. – Not present. Upon laying out the sewage system, it was determined that the sewage drain line could not be installed to comply with the setback requirements from the garage foundation and driveway.

MOTION: 16-127 made by Mr. Dubos, second by Mrs. Salapata to grant a variance from rule OAC 3701-29-06(G)(3) to Penny Lenhart to allow the installation of the sewage drain line five (5) feet from the garage foundation and driveway at 6953 Youngstown Kingsville Rd., Johnston Twp. The owners must be comply with all other code sections.

Roll Call Vote:

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

Motion carried.

M. Alleged Code Violation – Sheila Roberts, 975 Saul, Hubbard City – Not present. On June 8, 2016, the health department was notified by the Hubbard City Administration that the water was shut off to this property. Notices of violation were sent, and a follow up inspection was conducted. To date, water service to the premises has not been restored, which poses a danger to life and health.

MOTION: 16-128 made by Mr. Messersmith, second by Mrs. Salapata to require Sheila Roberts of 975 Saul, Hubbard City, to have potable water service returned to the premises within seven (7)

days, by making arrangements with the Hubbard City Water Department. Failure to comply will result in the matter being turned over for appropriate legal action.

Roll Call Vote:

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

Motion carried.

N. Alleged Code Violation – Anthony w. Kuhnheim, 214 Plymouth, Girard City – Not present. On May 24, 2016, the health department was notified by the City of Girard that the water was shut off to this property. Notices of violation were sent, and inspections were conducted. To date, water service to the premises has not been restored, which poses a danger to life and health.

MOTION: 16-129 made by Mr. Borocz, second by Mrs. Salapata to require Anthony W. Kuhnheim of 214 Plymouth, Girard City, to have potable water service returned to the premises within seven (7) days, by making arrangements with the Girard City Water Department. Failure to comply will result in the matter being turned over to the Girard Court for legal action.

Roll Call Vote:

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

Motion carried.

O. Authorization to Negotiate & Enter into contracts with Cortland & Hubbard Cities

MOTION: 16-130 made by Mr. Borocz, second by Mr. Dubos to authorize the Health Commissioner and legal counsel to negotiate and enter into contracts with Cortland & Hubbard Cities for health services.

Roll Call Vote:

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

Motion carried.

XII. Citizens Comments: None

XIII. Approval of Payment of the Bills: MOTION: 16-131 made by Mrs. Salapata, second by Mr. Dubos to approve the payment of the bills as presented.

Roll Call Vote:

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

Motion carried.

XIV. Date of Next Regular Meeting: There will be no meeting in July; the next regular meeting will be August 24, 2016.

XV. Adjournment: MOTION: 16-132 made by Mr. Messersmith, second by Mrs. Salapata for adjournment.

Roll Call Vote:

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

Motion carried. (Adjournment 2:35 P.M.)

RECORDED BY:

ATTESTED BY:

Johnna Ben
Administrative Secretary
Trumbull County Combined Health District

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 – June 2016 Board of Health Meeting

1) Budget

- All fund balance remains on track with revenues and expenditures.
 - The HSTS Fund expenditures are exceeding revenues currently. Since we did not replace Kris Wilster's position when he became Director, the two sanitarians that work in the O&M program are now covering the real estate program, and we have been paying overtime to try to keep up on the sampling. In addition, we also had to send back approximately 100 PTO applications due to non-submission of a service contract, which was approximately \$15,700.00.
 - The CD&D Fund expenditures are very low for the month of May because effective April 1st, the groundwater monitoring fee was rescinded and is no longer being collected. The EPA did not have the new forms ready that the facilities needed to submit with their check, therefore April's fees were not received until late in May, which in turn held up the expenditures.
- 2) The 2015 audit has been completed. The issues cited in the 2014 audit were reiterated, but no additional findings or citations were reported.
 - 3) The bulk of my time for May was spent on administrative work and accreditation.
 - 4) Transrail's CD&D application will not be coming in front of the Board for a vote. Due to technical deficiencies found by the engineering firm, the application is being returned to the proponent. I will keep the Board informed and updated on this issue.
 - 5) The settlement discussions with the EPA and Lafarge are ongoing. The EPA has asked that if our department has any issues with the application that we notify the facility. The engineering firm has found some technical issues, and we will be notifying Lafarge of those deficiencies.
 - 6) The contracts with the cities of Cortland and Hubbard for health district services were reviewed. It was found that although contracts were executed, and both the District Advisory Council and the cities approved them, they were never signed. I am currently reviewing the contracts with Atty. Kokor, and there is some language that needs to be modified. As soon as the new proposed contracts are complete, they will be given to the Board for their review.
 - 7) Discussions have been taking place with State Representatives Sean O'Brien and Mike O'Brien, regarding Trumbull County's Consent Agreement. The Ohio EPA seems to be receptive to having the consent agreement rescinded, and we will continue to be working with those officials and representatives of the EPA to have the court dismiss the consent.

**TRUMBULL COUNTY COMBINED HEALTH DISTRICT
FINANCIAL REPORT**

FUND	BUDGET	APRIL		MAY		REVENUE	YEAR TO DATE		REVENUE - EXP	REMAINING BALANCE	% REMAINING	CALENDAR REMAINING
		REV	EXP	REV	EXP		EXPENDITURES	REV - EXP				
GENERAL FUND 950	\$ 2,128,453.03	\$ 361,111.26	\$ 219,301.14	\$ 133,064.97	\$ 106,124.64	\$ 737,569.29	\$ 821,725.67	\$ (84,156.38)	\$ 1,306,727.36	61.39%	58.33%	
FOOD SERV FUND 951	\$ 323,146.35	\$ 4,359.66	\$ 34,666.95	\$ 11,338.15	\$ 16,320.77	\$ 340,704.09	\$ 115,890.05	\$ 224,814.04	\$ 207,256.30	64.14%	58.33%	
CFHS FUND 953	\$ 404,515.50	\$ -	\$ 41,276.06	\$ 13,281.00	\$ 81,043.50	\$ 52,726.00	\$ 160,643.26	\$ (107,917.26)	\$ 243,872.24	60.29%	58.33%	
CAR SEAT FUND 955	\$ 15,769.75	\$ 180.00	\$ -	\$ -	\$ -	\$ 405.00	\$ 1,097.81	\$ (692.81)	\$ 14,671.94	93.04%	58.33%	
PROJECT DAWN FUND 956	\$ 33,539.86	\$ -	\$ 3,641.62	\$ 2,060.84	\$ 1,446.58	\$ 21,187.84	\$ 9,318.52	\$ 11,869.32	\$ 24,221.34	72.22%	58.33%	
MOBILE HOME PARK FUND 957	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	100.00%	58.33%	
PARKS/CAMPS FUND 958	\$ 5,710.00	\$ 1,949.84	\$ -	\$ 1,584.92	\$ -	\$ 3,534.76	\$ 960.00	\$ 2,574.76	\$ 4,750.00	83.19%	58.33%	
PRIV WATER SYS FUND 959	\$ 33,101.00	\$ 2,556.00	\$ 1,540.47	\$ 1,734.00	\$ 1,266.51	\$ 8,974.75	\$ 6,514.05	\$ 2,460.70	\$ 26,586.95	80.32%	58.33%	
POOLS FUND 960	\$ 15,199.07	\$ 7,689.00	\$ -	\$ 6,135.50	\$ -	\$ 13,824.50	\$ 1,040.00	\$ 12,784.50	\$ 14,159.07	93.16%	58.33%	
IMMUNIZATIONS FUND 963	\$ 50,798.92	\$ 12,518.00	\$ 15,047.24	\$ 3,130.00	\$ -	\$ 18,177.00	\$ 16,224.74	\$ 1,952.26	\$ 34,574.18	68.06%	58.33%	
WELCOME HOME FUND 967	\$ 495,000.00	\$ 29,539.90	\$ 39,577.96	\$ 69,734.91	\$ 22,114.07	\$ 204,955.93	\$ 143,066.58	\$ 61,889.35	\$ 351,933.42	71.10%	58.33%	
REIMB SWD FUND 970	\$ 20,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 8,750.00	\$ -	\$ 8,750.00	\$ 20,000.00	100.00%	58.33%	
PUBLIC HEALTH FUND 971	\$ 186,869.96	\$ -	\$ 34,135.04	\$ 7,951.20	\$ 26,129.76	\$ 106,424.01	\$ 63,464.80	\$ 42,959.21	\$ 123,405.16	66.04%	58.33%	
CONSTRUCTION & DEMO FUND 972	\$ 1,400,000.00	\$ 177,876.44	\$ 151,732.59	\$ 102,545.24	\$ 2,869.17	\$ 516,534.20	\$ 464,061.73	\$ 52,472.47	\$ 935,938.27	66.85%	58.33%	
HOUSEHOLD SEWAGE TREATMENT SYSTEM PROGRAM FUND 974	\$ 354,500.00	\$ 30,339.25	\$ 62,111.61	\$ 34,168.75	\$ 61,993.67	\$ 148,576.75	\$ 180,363.19	\$ (31,786.44)	\$ 174,136.81	49.12%	58.33%	
C & DD GROUND WTR MONITORING FUND 975	\$ 92,073.00	\$ 11,085.00	\$ 8,868.00	\$ -	\$ -	\$ 25,745.20	\$ 26,669.56	\$ (924.36)	\$ 65,403.44	71.03%	58.33%	
CREATING HEALTHY COMMUNITIES FUND 976	\$ 136,997.73	\$ 7,238.00	\$ 21,707.84	\$ 9,183.00	\$ 29,710.18	\$ 53,955.00	\$ 53,195.59	\$ 759.41	\$ 83,802.14	61.17%	58.33%	
MIECHV FUND 978	\$ 2,199,871.94	\$ 28,380.00	\$ 33,821.83	\$ 34,258.92	\$ 3,819.57	\$ 62,638.92	\$ 39,202.87	\$ 23,436.05	\$ 180,669.07	80.39%	58.33%	
TB CONTROL UNIT FUND 979	\$ 61,000.00	\$ 455.00	\$ 7,589.87	\$ 180.00	\$ 3,782.77	\$ 1,270.00	\$ 24,735.78	\$ (23,465.78)	\$ 36,264.22	59.45%	58.33%	
TOTAL	\$ 5,959,546.11	\$ 680,277.35	\$ 675,018.22	\$ 430,351.40	\$ 356,615.19	\$ 2,325,953.24	\$ 2,128,174.20	\$ 197,779.04	\$ 3,831,371.91	64.29%	58.33%	

HEALTH COMMISSIONER WORK HOURS
MAY 16, 2016 - JUNE 10, 2016

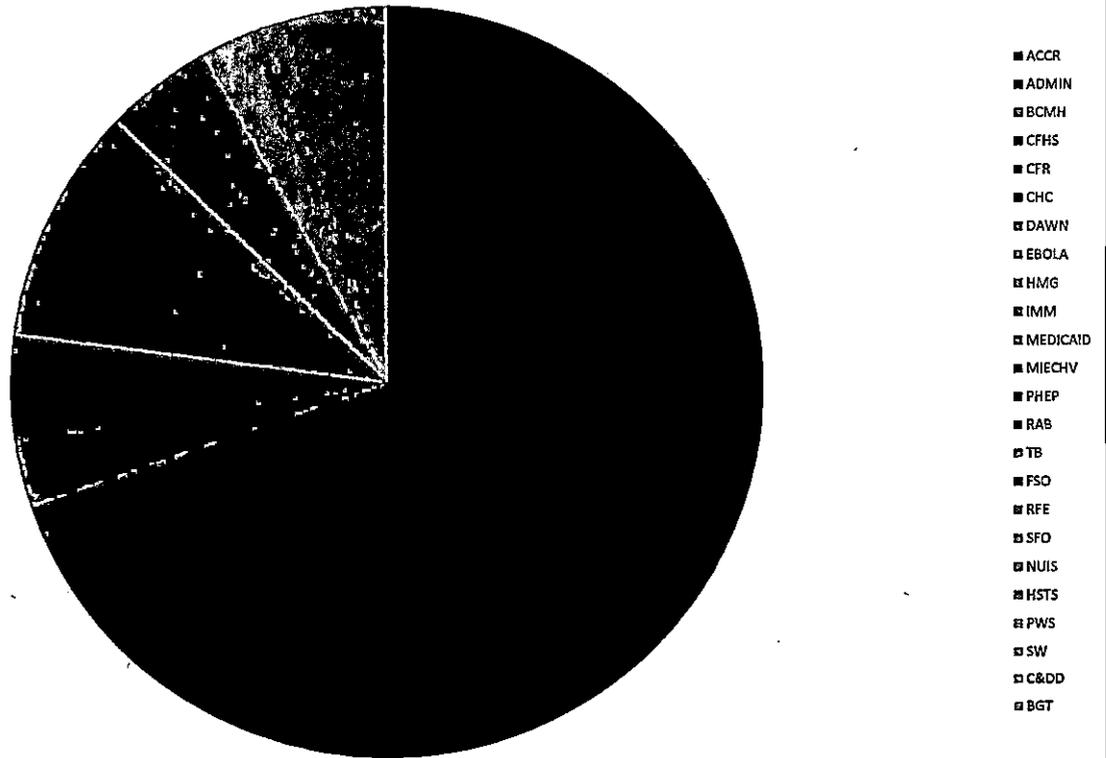
<u>SUMMARY -YTD</u>	COUNT	MINUTES	PERCENTAGE	HOURS
ACCR	171	2565	33.2%	42.75
ADMIN	166	2490	32.2%	41.5
BCMh	0	0	0.0%	0
CFHS	22	330	4.3%	5.5
CFR	0	0	0.0%	0
CHC	13	195	2.5%	3.25
DAWN	2	30	0.4%	0.5
EBOLA	23	345	4.5%	5.75
HMG	16	240	3.1%	4
IMM	0	0	0.0%	0
MEDICAID	0	0	0.0%	0
MIECH	0	0	0.0%	0
PHEP	32	480	6.2%	8
RAB	2	30	0.4%	0.5
TB	0	0	0.0%	0
FSO	2	30	0.4%	0.5
RFE	0	0	0.0%	0
SFO	0	0	0.0%	0
NUIS	17	255	3.3%	4.25
HSTS	7	105	1.4%	1.75
PWS	11	165	2.1%	2.75
SW	0	0	0.0%	0
C&DD	3	45	0.6%	0.75
BGT	28	420	5.4%	7
LUNCH	61	915		15.25
SICK	0	0		0
OFF	0	0		0
VAC	32	480		8
HOLIDAY	32	480		8
TOTAL MINUTES	640	9600	100%	160
MINUTES LESS SICK, VAC, HOL, LUNCH		7725		

SUMMARY -YTD

PERCENTAGES

ACCR	33.20%
ADMIN	32.23%
BCMh	0.00%
CFHS	4.27%
CFR	0.00%
CHC	2.52%
DAWN	0.39%
EBOLA	4.47%
HMG	3.11%
IMM	0.00%
MEDICAID	0.00%
MIECHV	0.00%
PHEP	6.21%
RAB	0.39%
TB	0.00%
FSO	0.39%
RFE	0.00%
SFO	0.00%
NUIS	3.30%
HSTS	1.36%
PWS	2.14%
SW	0.00%
C&DD	0.58%
BGT	5.44%

PERCENTAGES



Health Commissioner's Report – June 2016 Board of Health Meeting

1) Budget

- All fund balance remains on track with revenues and expenditures.
 - The HSTS Fund expenditures are exceeding revenues currently. Since we did not replace Kris Wilster's position when he became Director, the two sanitarians that work in the O&M program are now covering the real estate program, and we have been paying overtime to try to keep up on the sampling. In addition, we also had to send back approximately 100 PTO applications due to non-submission of a service contract, which was approximately \$15,700.00.
 - The CD&D Fund expenditures are very low for the month of May because effective April 1st, the groundwater monitoring fee was rescinded and is no longer being collected. The EPA did not have the new forms ready that the facilities needed to submit with their check, therefore April's fees were not received until late in May, which in turn held up the expenditures.
- 2) The 2015 audit has been completed. The issues cited in the 2014 audit were reiterated, but no additional findings or citations were reported.
 - 3) The bulk of my time for May was spent on administrative work and accreditation.
 - 4) Transrail's CD&D application will not be coming in front of the Board for a vote. Due to technical deficiencies found by the engineering firm, the application is being returned to the proponent. I will keep the Board informed and updated on this issue.
 - 5) The settlement discussions with the EPA and Lafarge are ongoing. The EPA has asked that if our department has any issues with the application that we notify the facility. The engineering firm has found some technical issues, and we will be notifying Lafarge of those deficiencies.
 - 6) The contracts with the cities of Cortland and Hubbard for health district services were reviewed. It was found that although contracts were executed, and both the District Advisory Council and the cities approved them, they were never signed. I am currently reviewing the contracts with Atty. Kokor, and there is some language that needs to be modified. As soon as the new proposed contracts are complete, they will be given to the Board for their review.
 - 7) Discussions have been taking place with State Representatives Sean O'Brien and Mike O'Brien, regarding Trumbull County's Consent Agreement. The Ohio EPA seems to be receptive to having the consent agreement rescinded, and we will continue to be working with those officials and representatives of the EPA to have the court dismiss the consent.

**Trumbull County Health Department
Nursing Division
Board of Health Report June 22, 2016, for May 2016**

- The 2017 Maternal and Child Health (MCH) grant is completed and will be posted by June 27, 2016. This grant was previously called the Child and Family Health Services (CFHS) grant and has been renamed due to a change in bureau at the Ohio Department of Health. This year we are eligible to apply for \$120,000.00 and have written for the full amount. If awarded this funding, we will be able to continue programs we already have in place: Cribs for Kids, Safe Sleep, Baby & Me, Tobacco Free, and Ohio Healthy Program.
- TCCHD staff recently met with staff from the Joanie Abdu Comprehensive Breast Center to discuss obtaining sites in Trumbull County to provide mammography services. They will have a Mammography Van beginning in September, and they would like to bring it to underserved areas in Trumbull County.
- TCCHD will be receiving mosquito repellent to provide to people that test positive for Zika virus infection. This repellent will have guidelines for who will be eligible to receive the repellent. ODH is working with Medicaid so that people will be able to purchase repellent with their Medicaid medical card.
- TCCHD staff recently met with partners that play a role in animal control and surveillance. This meeting was organized to discuss our policies and procedures for handling animal bite reports and rabies surveillance. Lately, we have been receiving many calls regarding baby wildlife and people harboring and/or relocating these animals. It is against the law to harbor wildlife without a license and it is against the law to relocate rabies vector species such as raccoon, skunk, and fox. **We had one raccoon in Trumbull County test positive for raccoon strain rabies. This raccoon had an encounter with a family's dog and this dog has been placed in quarantine for 45 days.**
- Our DAWN Program has distributed **79** Naloxone kits for 2016 – **35** kits were given to family or friends; and **44** kits have been given to agencies that provide services to people with drug addiction. **There have been 7 successful reversals since the start of this program.**

HOME VISITING PROGRAMS			
MONTH <u>May 2016</u>			
HMG – Maximum Cases – 120			
MIECHV – Maximum Cases - 43			
OCTF – Maximum Cases – 12			
Home Visiting Programs	Caseload Beginning of Month Cases/Referrals	Case Load End of Month Cases/Referrals	# of Home Visits Kept/Un-Kept Visits
HMG	79/11 (90)	78/12 (90)	77/11
MIECHV	40/4	40/3	43/5
PART C (EI)	52/52	55/39	35/2
OCTF	5/0	5/0	6/0
Total Caseload	176/67	178/54	161/18



TRUMBULL COUNTY COMBINED HEALTH DISTRICT

Frank J. Migliozi, MPH, REHS/RS
Health Commissioner
176 Chestnut N.E. • Warren, Ohio 44483
www.tcbh.org



Public Health
Prevent. Promote. Protect.

Kris Wilster, MPH, RS/REHS
Director of Environmental Health Report
June 2016

- Permits & Applications for May 2016:
 - Residential Septic.....52
 - Private Water Systems15
 - Plumbing – Residential34
 - Plumbing – Commercial7
 - Real Estate Applications54

- Inspections for May 2016:

<ul style="list-style-type: none"> - Private Water Systems25 - Plumbing97 - Manufactured Home Parks2 - Schools21 - Public Pools/Spas6 - Tattoo & Body Piercing1 - Campgrounds2 - Food Service Operations132 - Food Service Mobile Units35 - Food Service Temporary Units0 - Retail Food Establishments61 - Mosquito Investigations24 - Institution Inspections0 - Nuisances – Sewage10 	<ul style="list-style-type: none"> - Nuisances – Solid Waste53 - Nuisances – Housing14 - Nuisances – Grass66 - Rodent Control (Complaints)0 - Real Estate Evaluations105 - Residential Sewage194 - O & M Sampling585 - Semi-Public Sewage Systems83 - Solid Waste Landfill0 - C&DD2 - Smoking Investigations6 - Water Sampling and Baseline Sampling of Water for Oil & Gas Drilling23
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- Administrative Hearings Scheduled for May 2016:

<ul style="list-style-type: none"> - Private Water Systems11 - Sewage Complaints0 - Real Estate Upgrades12 - Animal Complaints0 	<ul style="list-style-type: none"> - Solid Waste6 - Point of Sale1 - Sewer Tie Ins2
---	--

- Administrative Hearing Outcomes for May 2016:

<ul style="list-style-type: none"> - Complied4 - No Shows – F & O Issued16 - Tabled6 	<ul style="list-style-type: none"> - Consent to Board Order4 - Vacant0 - Cancelled4
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- Attached please find the status updates on the Board’s Findings & Order’s cases
- We have received the mosquito traps from the state, and we have purchased the necessary supplies. We will begin the mosquito trapping in the next couple of weeks.

Board's Findings Orders Update

Last Name	First Name	Violation Address	Township	Program/Type	Date of Board Meeting Admin Hearings	Findings & Orders	Time-frame	Status
Nexlev Inc.	Ed Yasechko	Drummond Ext.	Hubbard	2014144	8/27/15	Remove all solid waste and submit receipts	tabled 90 days	Site visit by Rod Hedge 9/2/15, 1/6/16 - Per Rod Hedge, tickle until March 1, 2016 - Per Rod Hedge, tickled until 6/30/16
Fox	John P.	5970 Youngstown Kingsville	Johnston	2012048	12/3/15	Remove all solid waste	tabled 30 days	Rod Hedge to revisit site
Massacci	Elvira T.	Parcel #21-033105 S. Main	Weathersfield	2013130	12/3/15	Remove all solid waste	tabled 30 days	Per Rod Hedge, tickled until 4/1/16
Swegan	Carl	7932 Rose	Brookfield	2014143	12/3/15	Remove all solid waste	tabled 60 days	2/11/16 site visit, 3/21/16 phone call from church, tickled 90 days
Allman	Jacalyn Ann	2965 Newton Falls Tomlinson	Newton	2014075	12/3/15	Remove all solid waste	tabled (legal issues)	
Yoder	David & Rebecca	8166 Girdle	Mespo	real estate	12/8/15	Upgrade septic system	tabled 90 days	no action - needs follow up admin hearing
Reynolds	Shirley	4989 Brady St.	Newton	real estate upgrade	1/12/16	Upgrade the septic system	11/01/16	
Mosley	Kevin & Amanda	9323 Kinsman Ridge	Kinsman	real estate	1/12/16	Upgrade the septic system	11/01/16	
BHK Properties		1100 E. Liberty	Liberty	2015155	1/11/16	Remove all solid waste	tabled	tabled to consult with Army Corp of Engineer's
Hunter	DeWayne	1116 Tibbetts Wick	Liberty	real estate upgrade	1/26/16	Upgrade septic system	11/01/16	
Rusnak	Jeffrey	815 North River Rd.	Warren	real estate	2/2/16	Upgrade septic system	11/01/16	
Frantz	Mark & Sharon	2513 Newton Falls Tomlinson	Newton	real estate	2/16/16	Upgrade septic system	11/01/16	
Majors	Denise	685 Jane	Brookfield	2015027	3/3/16	Remove all solid waste & submit receipts	60 days	
Couch	Lisa A.	2371 Mahan Denman	Mecca	2015112	3/3/16	Remove all solid waste & submit receipts	30 days	4/16/16 file to Rod to recheck
Mitchell/Kane	David/Lisa	5833 Youngstown Kingsville	Johnston	real estate	3/15/16	Identify all treatment components or upgrade system	11/01/16	
Miller	Willis	5029 Parks West	Mespo	PWS	3/17/16	Seal well & have bacteria test	30 days	Paid fee 4/17/16
Harbour Portfolio VII LP		3309 Anderson Morris	Liberty	real estate	3/22/16	Upgrade septic system	11/01/16	
Swonger	Michael T.	1533 Gordon	Warren	2015096	3/24/16	Upgrade septic system	11/01/16	
Iacino	Eugene Gerald	320 Drummond	Hubbard	2015146	3/24/16	Upgrade septic system	11/01/16	
Darrin	Matthew J.	8523 Red Oak	Howland	PWS	4/7/16	Submit PWS application with fee and seal well	30 days	permit issued 6/6/16
Powell	Gregory	2688 St.Rt. 7	Brookfield	Solid Waste complaint	4/14/16	Remove all solid waste & submit receipts	30 days	
Wheeler	Joseph	3740 Meadowbrook	Warren	Solid Waste complaint	4/14/16	Remove all solid waste & submit receipts	30 days	

Board's Findings Orders Update

Trickett	John	25 Stewart	Hubbard	Solid Waste complaint	4/14/16	Remove all solid waste & submit receipts	30 days
Yeager	Connie	622 Bishop	Warren	Solid Waste complaint	4/14/16	Remove all solid waste & submit receipts	30 days
Yeager	Connie	247 Meadowbrook	Warren	Solid Waste complaint	4/14/16	Remove all solid waste & submit receipts	30 days
Black/Smith Jr.	Pamela/Merle	2766 Warren Meadville	Bazetta	real estate	4/26/16	Upgrade the septic system	11/01/16
Guy Jr.	Bruce	1307 Harrison	Weathersfield	Temporary Fix	4/26/16	Install chlorinator	45 days
Yoder/Byler	Simon/Emma	7289 Curtis Middlefield	Farmington	real estate	4/26/16	Upgrade the septic system	11/01/16
Hilty	Adam	1239 Beech	Weathersfield	real estate	4/26/16	Upgrade the septic system	11/01/16
Midfirst Bank		2793 Barclay Messerly	Southington	Solid Waste complaint	4/21/16	Remove all solid waste & submit receipts	30 days
Kruppa	William	486 Seventh	Warren	Solid Waste complaint	5/5/16	Remove all debris	45 days
Tingler	Shelby	3927 Nelson Mosier	Braceville	Solid Waste complaint	5/5/16	Remove all debris	45 days
Tonkovich	Michael	433 Champion St. East	Champion	Solid Waste complaint	5/5/16	Remove all solid waste & submit receipts	90 days
Kaja Holdings LLC		3697 Youngstown Kingsville	Fowler	Point of sale	5/10/16	Make arrangements to have the sewage system evaluated	30 days
Kolat	Chad	815 Warner	Brookfield	real estate	5/10/16	Complete real estate inspection	30 days
Ellis	Kimberly	3782 Warren Sharon	Vienna	real estate	5/10/16	Upgrade the septic system	120 days
Brown	Martha B.	4526 North Lake	Farmington	real estate upgrade	5/10/16	Upgrade the septic system	90 days
Walker Jr.	Clifford R.	1786 Bloomfield Kinsman	Bloomfield	real estate	5/17/16	Upgrade the septic system	90 days
Byler	Melvin & Linda	5219 Parks West	Mespo	real estate upgrade	5/17/16	Upgrade the septic system	90 days
Byler	Matthew R.	3565 Housel Craft	Farmington	real estate	5/17/16	Upgrade the septic system	90 days
Ozanich	Andrew M.	1318 Airport	Champion	real estate	5/17/16	Upgrade the septic system	90 days
Fegley	John	1043 Wilson Sharpsville	Bazetta	PWS water test	5/26/16	Re-sample well	30 days
Diamond Holding Co.		4539 Warren Sharon	Vienna	PWS	5/26/16	Seal hand dug well	30 days
Ward	Richard J.	7144 Morrell Ray	Mecca	point of sale	5/24/16	Make arrangements to have the sewage system evaluated	30 days
Hodges	Ronald L.	6099 Youngstown Conneaut	Vernon	real estate	5/24/16	Upgrade the septic system	90 days
Goodson	Nancy	4935 Scott	Newton	Temporary Fix	5/24/16	Install chlorinator	60 days
Babb	David N. & David W.	660 Seventh St.	Warren	2014139 SW	6/2/16	Remove solid waste and submit receipts	6 months
Mathews	Marshall	6092 Corey Hunt	Bristol	2015212 SW	6/2/16	Remove solid waste and submit receipts	90 days
	Luzadder	2534 Prichard Ohltown	Lordstown	2016004 SW	6/2/16	Remove solid waste and submit receipts	30 days
Harris	Rosie	8386 Brigden	Mespo	2015208 SW	6/2/16	Remove solid waste and submit receipts	30 days

Board's Findings Orders Update

Sanderson	Lawrence	4255 W. Market	Warren	2015205 SW	6/2/16	Remove solid waste and submit receipts	30 days	
Pawelchak	Michael	3796 Greenville	Johnston	2014012 SW	6/2/16	Remove solid waste and submit receipts	30 days	
Holbrook	Sherman	3602 Ridge	Howland	2015083 SW	6/2/16	Stop pig waste from running onto neighbor's property	30 days	

**Report of the Health Educator
Jenna Amerine
June 2016**

Creating Healthy Communities Grant

- CHC Grant Activities:
 - Hosted CHC ODH 2nd quarter site visit with my state consultant and began discussing 2017 projects.
 - Attended CHC All-Project Conference call.
 - Developed CHC Coalition's 2nd quarter newsletter and distributed to community stakeholders and coalition members.
 - Hosted Smoke-free coalition meeting to update on the progress in the area and discuss Tod's Crossing's process of becoming smoke-free (see below for more detail).
 - Smoke-Free Coalition: Continue to present surveys at community events and health fairs to gain more insight and provide resources to residents in how to ask for smoke-free living.
 - Tod's Crossing will be going smoke-free September 1, 2016 while we present educational materials on quitting and providing resources to help those who smoke become smoke-free by September 1, 2017.
 - Continue to plan for the annual school food service conference in August and accept registrations.
 - Mailed the second round of finalized brochures for the School Food Service Conference on June 21st.
 - Scheduled Rain-out date for the Bike Safety Rodeo on August 13th to distribute the last of the free kids bike helmets we received through the American Academy of Pediatrics Ohio Chapter Grant.
 - Hosted the 12th Annual WOW (World of Wildlife) Bicycle Tour June 11th. We had 433 bicyclist register and will be donating \$11,000 to Trumbull County MetroParks for Phase 4 of the Western Reserve Greenway Bike Trail.
 - Installed 3 TRAFx bicycle trail counters throughout the bike trail section in Warren City to track trail usage.
 - Attended Ohio Healthy Program webinar on curriculum changes as of July 1, 2016.
- Continue to promote the Facebook Page as well as post informational material and programs on the site.

- Continued the Walking Program with 13 health department employees and distributed May's monthly prize to the 2 participants who walked the most steps during the month of May.
- Attended Accreditation Meetings and oversaw the Health Education Intern in writing the Community Health Assessment Addendum.
- Attended the NE Regional forum for the State Health Assessment.
- Attended Swanston Grant Healthy Living Library Storytimes.
- Attended Safe Kids Coalition Meeting.
- Attended Girard/Warren Better Block Meeting with Trumbull Neighborhood Partnership (TNP) and Youngstown Warren Regional Chamber.
- Attended meeting at Joanie Abdu Cancer Center to discuss locations for the new Mammography Van that will be ready in September for the Mahoning Valley.
- Attended Warren's Farmer's Market to pick-up brochures and follow-up on the progress of the market.
- Attended Classic Optical Health Fair and provided materials to employees on the health department programs and the Warren and Howland Farmer's Markets.
- Attended CHIP meeting to begin discussing the Community Health Improvement Plan and my role in steering the Chronic Disease sub-committee.

Days Worked

- 22

Early, Late and Weekend Hours

- Worked late on June 1st for WOW Bicycle Tour Planning Meeting.
- Worked on Saturday June 11th for WOW Bicycle Tour Event.
- Worked late on June 22nd for WOW Bicycle Tour De-brief Meeting.

Plans for July

- Hire another Health Education Intern to help with CHC grant activities and health education projects.
- Continue supervising Mike Helco with his bicycle infrastructure evaluation for his MPH Capstone Project.
- Continue operating and updating the Facebook Page.
- Continue planning for School Food Service Conference and accepting registrations.
- Attend CHC All-Project Meeting in Columbus on July 12th.
- Attend Accreditation and Quality Improvement meetings.
- Attend Trumbull County Wellness Committee Meeting.

Board Accreditation Report - 6/22/16

1. **Community Health Assessment.** Worked with intern and other staff members to finalize the CHA Addendum. The Addendum is attached for your review. We will be asking for the Board to approve the Addendum. (5% Time).
2. **Quality Improvement.** Met with the Car Seat QI Team for status update. Continued to meet weekly to write and develop our Quality Improvement Plan. A copy of the QI plan is included for your review and approval. We are in the process of completing the final editing, so there may be some corrections of that sort on the copy available at the meeting. The Appendices will also be available at the Board meeting. (35% Time)
3. **TCCHD Branding.** Met with the TCCHD/WCHD Branding Subcommittee. Staff voted on new Health Department slogan, “Building a Healthy Community”. Completed the Branding Policy. (25% of Time)
4. **ICS Policy.** Completed the ICS Procedure. (5% of Time)
5. **Workforce Development Plan.** Revised the Workforce Development Plan to include the Mentoring Program to address the issue of successionship and added Training Acknowledgement Form as referenced in the Branding Policy. (5% of Time)
6. **Document Selection.** Began working with new intern to verify PHAB document selection, proper editing, dating, etc. (25% of Time)

- Attend Howland Health and Wellness Committee Meeting to discuss 2016 plans for CHC projects.
- Host 3rd quarter CHC Coalition meeting to begin discussing 2017 project ideas.
- Complete CHC 2nd quarter report and submit to ODH.
- Develop display for our booth at the Trumbull County Fair and assist at the booth during times needed.
- Begin Tod's Crossing presentations to educate residents on becoming smoke-free and order signs for the property.
- Assist with the 1st Bolindale Pop-up market on July 21st.
- Attend Trumbull County Combined Health District Staff Meeting.
- Attend Healthy Retail Conference Call.
- Begin writing and planning 2017 projects for the CHC grant as the RFP was posted early on June 28th.