

**Summit County Combined General Health District
Board of Health Meeting
Thursday, January 13, 2022 – 5 p.m.
Summit Auditorium – Building A**



MINUTES

Public Conference: 330 926 5796; ID#74883

- A. Welcome of Persons Present – Sandy Waino, Public Health Nurse**
- B. Call to Order – Dr. DePompei called the meeting to order at 5:04 p.m.**
- C. Board Member Roll Call:**

Patricia Billow	<i>01/01/2022 -12/31/2025</i>	<i>Virtual</i>
Dr. James Boex	<i>01/01/2019-12/31/2022</i>	<i>In Person</i>
Todd Burdette	<i>03/21/2017-03/20/2022</i>	<i>In Person</i>
Dr. Kimberly Cook	<i>04/01/2021-03/31/2025</i>	<i>In Person</i>
Dominic Cugini	<i>04/01/2019-03/31/2023</i>	<i>In Person</i>
Lynn Clark	<i>01/01/2019-12/31/2022</i>	<i>In Person</i>
Dr. Roberta DePompei	<i>01/01/2020-12/31/2023</i>	<i>In Person</i>
Dr. Kristine Gill	<i>01/01/2022-12/31/2025</i>	<i>In Person; Arrived After Roll Call</i>
Dan Karant	<i>01/01/2021-12/31/2025</i>	<i>In Person</i>
Dr. Gayleen Kolazcewski	<i>01/01/2020-12/31/2023</i>	<i>In Person</i>
Michelle Krysinski	<i>06/10/2021-12/31/2024</i>	<i>Absent</i>
Dr. Aleksandra Mamonis	<i>01/01/2020-12/31/2023</i>	<i>In Person; Arrived After Roll Call</i>
Leon Rieks	<i>01/01/2019-12/31/2022</i>	<i>Absent</i>
Jeffrey Snell	<i>04/01/2018-03/31/2022</i>	<i>Virtual</i>
Marco Sommerville	<i>01/01/2019-12/31/2022</i>	<i>In Person; Arrived After Roll Call</i>
Karen Talbott	<i>01/01/2019-12/31/2022</i>	<i>In Person</i>
Sheila Williams	<i>01/01/2022-12/31/2025</i>	<i>In Person</i>

Others Present: Tonia Burford, Angela Burgess, Joanne Emery, Clay Knapp, Eddie Mink, Brenda Pickle, Alison Rogalski, Dr. Erika Sobolewski and Donna Skoda

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D. Approval of the Minutes of the Regular Board Meeting

Motion by Mr. Karant, seconded by Ms. Talbott to approve the Board of Health meeting minutes from December 9, 2021.

Approved by voice vote.

E. Public and Staff Comments (three minute maximum.) – None.

F. Reading of Schedule E – Late Filings – None.

Motion by _____, seconded by _____ to accept Schedule E – Late Filings:

G. Motion by Dr. Boex, seconded by Ms. Clark to adopt Resolution No. 001-22, entitled “Approval of the Consent Agenda, Schedules and all matters on the Consent Agenda”.

Schedule A	Personnel
Schedule B	Employee Training and Travel Expenses
Schedule C	Contracts
Schedule D	Finance
Schedule E	Late Filings

Approved by voice vote.

H. Health Commissioner’s Report

- 1. Proposed Amendments to Board of Health Bylaws (30-day notice of amended changes emailed to Board of Health on November 18, 2021; Bylaws ad hoc Zoom meeting held January 6, 2022.) The Board agreed to keep revisions as policy. Dan Karant and Dr. Jim Boex will review bylaws versus policies and advise.**
- 2. Nominating Committee Selection – for the purpose of making recommendations for candidates for the election of the Board of Health President and President Pro Tempore (Term: 04/01/2022 – 03/31/23.)**

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Motion by Ms. Clark, seconded by Mr. Karant to approve the nominations of Lynn Clark, Marco Sommerville and Karen Talbott as the Nominating Committee.

3. *Lynn Clark, Karen Talbott and Marco Sommerville will serve as the Nomination Committee.*

Approved by voice vote.

4. **2022 Committees and Meeting Schedule** *(See Enclosure.) Mr. Cugini reviewed new committees with members serving two-year rotations. Any Board member may attend a committee meeting but only appointed committee members may vote.*

Motion by Ms. Talbott, seconded by Dr. Gill, approving the 2022 Committees and Meeting Schedule *(See Enclosure.)*

Approved by voice vote.

5. **Covid Policies for Staff** – *Ms. Skoda reported SCPH has a mandatory staff COVID vaccination policy with a vaccination for hire policy to be discussed at the Finance & Personnel Committee meeting February 10, 2022.*
6. **Motion by Ms. Clark, seconded by Dr. Gill, to adopt Resolution No. 005-22, entitled “Expressing Appreciation and Praise from the Board of Health, Community and Staff of Summit County Combined General Health District to James Nelson for 15 years of public health service as Chairman of the District Advisory Council (March 7, 2006 to December 31, 2021.)”**

Approved by voice vote.

7. **Fourth Quarter, 2021 Personnel Policy and Procedure Manual Revisions** *(See Enclosure.)*
8. **Fourth Quarter, 2021 Non-Board Contract Report** *(See Enclosure.)*
9. **Fourth Quarter, 2021 Full-Time Equivalency Report** *(See Enclosure.)*
10. **Fourth Quarter, 2021 Strategic Plan Report** *(See Enclosure.)*

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11. **102nd District Advisory Council (DAC) Meeting – Monday, March 7, 2022 at 12 noon, Summit Auditorium.**
12. **Board of Health Continuing Education Videos – videos posted to the Board of Health website for viewing and 2021 CEU credit; two hours of continuing education required by each member per calendar year. Please complete and forward Continuing Education Presentation Record form to bpickle@scph.org.**
13. **The Finance & Personnel Committee will meet immediately after the February 10, 2022 Board Meeting.**
14. **Fiscal Report**
 - a) **COVID-19 Rolling Expense Report (See Enclosure.)**
 - b) **2022 Mileage Reimbursement**

Effective January 1, 2022, the rate for mileage will increase from \$0.56 per mile to \$0.585 per mile (per Resolution No. 343-15 entitled, “Resolution authorizing approval to amend the employee mileage allowance annually to conform to the Internal Revenue Service mileage rate for business use of personal vehicles”.)
15. **Policy and Legislation – No Report.**

I. Environmental Report

1. **Motion by Mr. Cugini, seconded by Ms. Clark, to adopt Resolution No. 002-22 approving and granting the issuance of a variance for Jeff Hornak at 4159 Melcher Avenue, New Franklin, Parcel I.D. 26-00582, Summit County, Ohio, 44319 for the installation of a new sewage treatment system (See Enclosures.)**

Approved by voice vote.

2. **Motion by Ms. Clark, seconded by Mr. Karant, to adopt Resolution No. 003-22 approving and granting the issuance of a variance for Kenneth and Coreina Spencer at 3589 Mong Avenue, Coventry Township, Parcel I.D. 19-00698, Summit County, Ohio, 44319 for the installation of a new sewage treatment system (See Enclosures.)**

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Approved by voice vote.

J. Clinical Health/Medical Director's Report

- 1. Motion by Dr. Boex, seconded by Mr. Cugini to adopt Resolution No. 004-22 entitled, "Resolution Adopting a Clinical Health Fee Schedule for the Year 2022 and Declaring an Emergency" effective January 17, 2022 (See Enclosure.)**

Approved by voice vote.

- 2. Communicable Disease Report (See Enclosure.)** – *Dr. Sobolewski reported a sharp increase in syphilis cases in Summit County and across Ohio. SCPH no longer provides travel vaccinations. Sand Run Pharmacy provides travel vaccines. SCPH offers rapid STD testing with results and treatment in 30 minutes. Mail order Narcan now available. Refocus on opioid care initiatives. Two overdose clusters in 24-48 hours due to lacing. Support systems were shut down during COVID.*
- 3. Influenza Surveillance Report (See Enclosure.)**
 - c) COVID-19 Report (See Enclosure.)** -- *Contact tracing modified to high-risk or serious outbreaks. Data collection only. Demand for COVID testing decreasing. Advocating for Emergency Room testing.*

K. Miscellaneous Business

- 1. Motion by Dr. Boex, seconded by Mr. Cugini, to adjourn into Executive Session at 5:45 p.m.:**
 - a) To conference with an attorney for the Board of Health concerning a dispute involving the Board that is the subject of imminent court action pursuant to ORC 121.22(G)(3); and**
 - b) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee pursuant to ORC 121.22(G)(1).**

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Roll Call Vote:

Patricia Billow (-), Todd Burdette (Aye), Dr. Kimberly Cook (Aye); Lynn Clark (Aye), Dominic Cugini (Aye), Dr. Roberta DePompei (Aye), Dr. Kristine Gill (Aye), Dan Karant (Aye), Dr. Gayleen Kolazcewski (Aye), Michelle Krysinski (-), Dr. Aleksandra Mamonis (Aye), Leon Ricks (-), Jeffrey Snell (-), Marco Sommerville (Aye), Karen Talbott (Aye), and Sheila Williams (Aye).

Motion carried.

Motion by Mr. Cugini, seconded by Ms. Talbott, to reconvene from Executive Session at 6:50 p.m.


Roll Call Vote:

Patricia Billow (-), Todd Burdette (Aye), Dr. Kimberly Cook (Aye); Lynn Clark (Aye), Dominic Cugini (Aye), Dr. Roberta DePompei (Aye), Dr. Kristine Gill (Aye), Dan Karant (Aye), Dr. Gayleen Kolazcewski (Aye), Michelle Krysinski (-), Dr. Aleksandra Mamonis (Aye), Leon Ricks (-), Jeffrey Snell (Aye), Marco Sommerville (Aye), Karen Talbott (Aye), and Sheila Williams (Aye).

Motion carried.

No action taken.

L. The meeting of the Board of Health adjourned at 6:51 p.m.


Secretary


President Pro Tempore

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SCHEDULE A - PERSONNEL

- 1. Approve the appointment of Eric Flint, Human Resources Supervisor, full-time, \$36.77 per hour effective January 18, 2022** *(Eric is a graduate of Walsh University with a Bachelors in Business Management.)*
- 2. Approve the promotion of Joanne Emery, from Manager, full-time, \$55.03 per hour to Director of Nursing, full-time, \$57.78 per hour effective January 17, 2022** *(Joanne has been with SCPH since the consolidation in 2011, prior to that she worked at the Akron Health Department since 1991.)*
- 3. Approve the promotion of Shaleeta Smith, from Manager, full-time, \$46.82 per hour to Director of Family Health, full-time, \$55.00 per hour effective January 17, 2022** *(Shaleeta has been with SCPH since 2016, serving in a variety of positions with increasing levels of responsibility and managing multi-million dollar grants that support healthy families.)*
- 4. Approve the promotion of Elizabeth Foster, Epidemiology Supervisor, full-time, \$40.18 per hour to Epidemiology & Biostatistics Manager, full-time, \$42.85 per hour effective January 17, 2022** *(Liz has been with SCPH since 2013, working on various programs, including Quality of Life and SCCHI.)*
- 5. Approve the promotion of Clay Knapp, from Fiscal Supervisor, full-time, to Fiscal Officer, full-time, from \$39.01 per hour to \$42.85 per hour effective January 17, 2022** *(Clay has worked in the Fiscal department since 2019 and has a Bachelor degree in Accounting and a Master degree in Business Administration.)*
- 6. Approve the promotion of Marlene Martin, HR Coordinator, full-time, \$41.25 per hour to Community Liaison-Office of the Health Commissioner, full-time, \$43.31 per hour effective January 17, 2022** *(Marlene has been with SCPH for more than 20 years, she serves as the agency's main PIO and has worked on various programs that support the agency.)*

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SCHEDULE B - EMPLOYEE TRAINING AND TRAVEL

JANUARY TRAINING AND TRAVEL REPORT 2022

TRAVEL OVERVIEW

Employee Name(s)	Jennifer Kale
Employee Number(s)	4078
Date Attending	03/18/2022
Date Returning	03/19/2022
Multiple Meetings?	Yes/No: No Total # of Meetings: 1
Grant or General Fund?	General Fund

Name of Conference	Ohio Dental Association Leadership Institute
Name of Sponsor	Ohio Dental Association
Address	1370 Dublin Rd
City	Columbus
State	OH

COST(S)

Airfare & Luggage		Lodging	
Shuttle/Rideshare		Meals	Date::
Parking &/or Tolls			# of meals::
Registration		Total Cost of Meals	Total \$ amount for day::
Mileage \$.585/mile	Miles traveled:		
	\$ Amount:		
Total Cost of Expenses: time only			

TRAVEL OVERVIEW

Employee Name(s)	Donna Barrett
Employee Number(s)	4071
Date Attending	12/02/2021
Date Returning	12/02/2021
Multiple Meetings?	Yes/No: No Total # of Meetings: 1
Grant or General Fund?	Grant

Name of Conference	Alzheimer's Disease and Related Dementia Task Force Listening Session
Name of Sponsor	Ohio Department of Aging and NEOMED
Address	4211 OH 44
City	Rootstown
State	Ohio

COST(S)

Airfare & Luggage	0	Lodging	0
Shuttle/Rideshare	0	Meals	Date::
Parking &/or Tolls	0		# of meals::
Registration	0	Total Cost of Meals	0
Mileage \$.585/mile	Miles traveled: 46 \$ Amount: \$26.91		
Total Cost of Expenses: \$26.91			

TRAVEL OVERVIEW

Employee Name(s)	Nate King
Employee Number(s)	2238
Date Attending	01/27/2022
Date Returning	01/27/2022
Multiple Meetings?	Yes/No: No Total # of Meetings: 1
Grant or General Fund?	General Fund

Name of Conference	Commercial Pesticide Applicator Exam
Name of Sponsor	Ohio State University- CFAES
Address	77 E Mill St
City	Akron
State	OH

COST(S)

Airfare & Luggage	0	Lodging	0
Shuttle/Rideshare	0	Meals	Date:: 0,...
Parking &/or Tolls	0		# of meals:: 0,...
Registration	\$35.00	Total Cost of Meals	0
Mileage \$.585/mile	Miles traveled: 0 \$ Amount: 0		
Total Cost of Expenses: \$35.00			

TRAVEL OVERVIEW

Employee Name(s)	Desaree Masters
Employee Number(s)	4032
Date Attending	01/24/2022
Date Returning	01/24/2022
Multiple Meetings?	Yes/No: No Total # of Meetings: 1
Grant or General Fund?	General Fund

Name of Conference	Food Safety Forum
Name of Sponsor	Ohio Department of Agriculture Division of Food Safety
Address	8995 E Main St bldg 21
City	Reynoldsburg
State	OH

COST(S)

Airfare & Luggage	0	Lodging	0
Shuttle/Rideshare	0	Meals	Date: # of meals: Total \$ amount for day: 0,...
Parking &/or Tolls	0		
Registration	0	Total Cost of Meals	0
Mileage \$.585/mile	Miles traveled: \$ Amount: 0		
Total Cost of Expenses: time only			

TRAVEL OVERVIEW

Employee Name(s)	Leah Cambouris
Employee Number(s)	4340
Date Attending	01/24/2022
Date Returning	01/27/2022
Multiple Meetings?	Yes/No: No Total # of Meetings: No
Grant or General Fund?	Grant

Name of Conference	NFP Unit 4 Training
Name of Sponsor	Nurse Family Partnership
Address	
City	Akron
State	Ohio

COST(S)

Airfare & Luggage		Lodging	
Shuttle/Rideshare		Meals	Date::
Parking &/or Tolls			# of meals::
Registration	\$950.00	Total Cost of Meals	Total \$ amount for day::
Mileage \$.585/mile	Miles traveled:		
	\$ Amount:		
Total Cost of Expenses: \$950.00			

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SCHEDULE C - CONTRACTS

A. Clinical Health

- 1. Adopt Contract No. 141093 authorizing an agreement between Community Support Services Inc. and Summit County Combined General Health District to provide funding to SPCH to compensate for the difference between SCPH established system of charges for clients seen at CSS for dental services (pending Prosecutor approval for the period January 1, 2022 through December 31, 2025 in an amount not to exceed \$25,500.00 [\$8,500 annually] payable to SCCGHD.)**
- 2. Adopt Contract No. 141095 authorizing an agreement between Summit County Combined General Health District and Ohio Department of Health to allow for American Rescue Plan Act dollars to support training and purchasing/distribution of items for families within Maternal Infant and Early Childhood Home Visiting Program (pending Prosecutor approval for the period October 1, 2021 through September 30, 2022 in an amount not to exceed \$39,000.00 payable to SCCGHD.)**

B. Office of the Health Commissioner

- 1. Adopt Contract No. 141098 authorizing an agreement between Brouse McDowell and the Summit County Combined General Health District for Legal Representation (pending Prosecutor approval for the period January 1, 2022 through December 31, 2022 for on-site services at \$6,600.00 per month. Any additional unforeseeable legal services will not exceed \$5,500.00 per month. Total contract amount not to exceed \$145,200.00 payable to Brouse McDowell.)**

C. Support Services

- 1. Adopt Contract No. 141091 authorizing agreement between Effectiff Services LLC and Summit County Combined General Health District to provide translation/interpretation services (pending Prosecutor approval for the period January 1, 2022 through December 31, 2022 in an amount not to exceed \$75,000.00 payable to Effectiff Services LLC.)**

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SCHEDULE C - CONTRACTS

- C. Support Services *(continued)***
- 2. Adopt Contract No. 141094 authorizing an agreement between the Summit County Prosecutor's office and Summit County Combined General Health District for legal services *(pending Prosecutor approval for the period January 1, 2022 through December 31, 2022 in an amount not to exceed \$25,000.00 payable to Summit County Prosecutor's Office.)***
 - 3. Adopt Contract No. 141097 authorizing an agreement between Community Legal Aid Services, Inc. and Summit County Combined General Health District to provide assistance in the areas of policy research and development, community engagement and facilitation *(pending Prosecutor approval for the period January 1, 2022 through December 31, 2022 in an amount not to exceed \$34,000.00 payable to Community Legal Aid Services, Inc.)***

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SCHEDULE D - FINANCE



Summit County Public Health

General Fund Executive Summary

December 2021 Preliminary Financial Report

	<u>2020 YTD</u>	<u>2021 YTD</u>	<u>2020 vs 2021 YTD Variance</u>
<u>Cash Receipts</u>			
Total Cash Receipts	13,066,955	13,254,640	187,685
<u>Cash Disbursements</u>			
Total Cash Disbursements	10,903,620	8,695,360	(2,208,260)
RECEIPTS LESS DISBURSEMENTS	2,163,335	4,559,280	2,395,945
FUND BALANCE	9,765,322	14,324,602	4,559,280

**Res. 001-22
Schedule D - Appropriations**

Date: January 13, 2022

EXPECTED REVENUES

<u>Fund Name</u>	<u>Fund No.</u>	<u>Org</u>	<u>Account</u>	<u>Program</u>	<u>Description</u>	<u>Amount</u>
General Fund	93601	9451	13241	HD313	Grants - Federal	\$ 39,000.00
						<u>\$ 39,000.00</u>

BUDGETED EXPENDITURES

<u>Fund Name</u>	<u>Fund No.</u>	<u>Org</u>	<u>Account</u>	<u>Program</u>	<u>Description</u>	<u>Amount</u>
General Fund	93601	9451	30999	HD001	Supplies - Miscellaneous	\$ 3,800.00
	93601	9451	30999	HD015	Supplies - Miscellaneous	\$ 1,500.00
	93601	9451	30999	HD021	Supplies - Miscellaneous	\$ 500.00
	93601	9451	30999	HD023	Supplies - Miscellaneous	\$ 4,000.00
	93601	9451	30999	HD041	Supplies - Miscellaneous	\$ 500.00
	93601	9451	30999	HD051	Supplies - Miscellaneous	\$ 800.00
	93601	9451	30999	HD110	Supplies - Miscellaneous	\$ 2,000.00
	93601	9451	30999	HD132	Supplies - Miscellaneous	\$ 200.00
	93601	9451	30999	HD151	Supplies - Miscellaneous	\$ 500.00
	93601	9451	30999	HD520	Supplies - Miscellaneous	\$ 1,000.00
	93601	9451	30999	HD528	Supplies - Miscellaneous	\$ 3,000.00
	93601	9451	30999	HD551	Supplies - Miscellaneous	\$ 500.00
	93601	9451	30999	HD575	Supplies - Miscellaneous	\$ 2,000.00
	93601	9451	30999	HD802	Supplies - Miscellaneous	\$ 14,000.00
	93601	9451	30999	HD803	Supplies - Miscellaneous	\$ 2,000.00
	93601	9451	30999	HD804	Supplies - Miscellaneous	\$ 1,000.00
	93601	9451	30999	HD805	Supplies - Miscellaneous	\$ 8,000.00
	93601	9451	30999	HD806	Supplies - Miscellaneous	\$ 1,000.00
	93601	9451	30999	HD809	Supplies - Miscellaneous	\$ 55,000.00
	93601	9451	30999	HD810	Supplies - Miscellaneous	\$ 1,500.00
	93601	9451	30999	HD811	Supplies - Miscellaneous	\$ 3,500.00
	93601	9451	30999	HD900	Supplies - Miscellaneous	\$ 2,000.00
	93601	9451	30999	HD910	Supplies - Miscellaneous	\$ 4,000.00
	93601	9451	30999	HD920	Supplies - Miscellaneous	\$ 6,500.00
	93601	9451	30999	HD313	Supplies - Miscellaneous	\$ 39,000.00
						<u>\$ 157,800.00</u>