

**Portage County Combined General Health District
Board Meeting Minutes
June 21, 2023
6:00 PM**



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Wednesday, June 21, 2023, at 999 East Main Street. The meeting was called to order at 6:11 PM by Board Vice President, Bierlair.

Board Members in Attendance:

James Bierlair, Vice President
Evelyn Cutlip, Member
Amy Everett, Member
Dr. Howard Minott, Member
Brock Kertoy, Member

Board Members Not in Attendance:

Lucy Ribelin, President
Charles Delaney, Member
Linda Grimm, Member

Staff in Attendance:

Joseph Diorio, Health Commissioner
Sarah Meduri, Director of Personnel and
Administrative Services
Christina Jewell, Administrative and
Account Clerk
Branden Burns, Director of Finance
Becky Lehman, Director of Health
Education & Promotions
Justin Rechichar, Director of
Environmental Health
Amos Sarfo, Environmental Health
Supervisor, Stormwater/Wastewater
Amy Cooper, Director of WIC

District Advisory Council:

Bruce Lange, Charlestown Twp.

Others:

Jacob Dudley, Member of the Public

Media Present:

None

II. APPROVAL OF MINUTES:

Board of Health Meeting: On June 21, 2023, Board Member Everett presented a motion to accept the Board Meetings Minutes for May 16, 2023, seconded by Board Member Cutlip.

An “aye” vote was cast by all, and motion carried.

A vote on the motion is as follows:

Board Member Ribelin	Absent	Board Member Everett	Yes
Board Member Bierlair	Yes	Board Member Dr. Minott	Yes
Board Member Cutlip	Yes	Board Member Grimm	Absent
Board Member Delaney	Absent	Board Member Kertoy	Yes

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION: (District Advisory Council)

Mr. Lange announced the appointed Board of Health member via the DAC. The new board member is Brock Kertoy. Mr. Kertoy gave a brief background on his personal and business background. He is employed with a holdings company in Stow, OH. He is from Charlestown Twp., and is excited to be a part of the Board of Health. He noted that it was an honor to be here and upheld Mr. Diorio for his leadership as Health Commissioner.

IV. PUBLIC COMMENT: Jacob Dudley – Member of the public present. Mr. Dudley stated that he has no comment at this time.

V. ACTION ITEMS:

A. Expenditure Ratifications \$ 252,686.56

Invoice Batch No.	3072	\$	11,409.16
Invoice Batch No.	3133	\$	17,669.96
Invoice Batch No.	3175	\$	12,458.93
Invoice Batch No.	3249	\$	33,418.81
Invoice Batch No.	3298	\$	3,255.42
Invoice Batch No.	3320	\$	7,418.85
Invoice Batch No.	3410	\$	24,444.86
Invoice Batch No.	3438	\$	5,190.50
Invoice Batch No.	3350	\$	35,470.61
Invoice Batch No.	3541	\$	85,941.02

Invoice Batch No.	3548	\$	8,745.62
Invoice Batch No.	3564	\$	7,262.82

Mr. Burns requested approval from the board to ratify the payments made this past month.

Board Member Cutlip presented a motion to accept the above Expenditures and Ratify these expenses, seconded by Board Member Minott.

A vote on the motion is as follows:

Board Member Ribelin	Absent	Board Member Everett	Yes
Board Member Bierlair	Yes	Board Member Dr. Minott	Yes
Board Member Cutlip	Yes	Board Member Grimm	Absent
Board Member Delaney	Absent	Board Member Kertoy	Yes

B. Travel Expenditures and Equipment Requests

Mr. Burns requested an approval for the travel expenditures presented to the Board.

A motion was presented by Board Member Kertoy to approve said stated travel expenditures, seconded by Board Member Cutlip.

A vote on the motion is as follows:

Board Member Ribelin	Absent	Board Member Everett	Yes
Board Member Bierlair	Yes	Board Member Dr. Minott	Yes
Board Member Cutlip	Yes	Board Member Grimm	Absent
Board Member Delaney	Absent	Board Member Kertoy	Yes

C. Resolution #23-30 Amendment to the 2023 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Mr. Burns stated that there were a few expenses in the general fund that needed to be appropriated. There is no cash involved, just appropriations, placing items in the correct line items for payment later on. Decreasing allocations and increasing expenses for two major expenses of a new HVAC project for the building and a new vehicle for Stormwater, totaling \$85,000. Mr. Diorio stated that the HVAC replacement is anticipated in August/September of 2023, which will replace the 60-ton unit.

A motion was presented by Board Member Minott to Approve Resolution #23-30, seconded by Board Member Everett.

A vote on the motion is as follows:

Board Member Ribelin	Absent	Board Member Everett	Yes
Board Member Bierlair	Yes	Board Member Dr. Minott	Yes
Board Member Cutlip	Yes	Board Member Grimm	Absent
Board Member Delaney	Absent	Board Member Kertoy	Yes

D. Resolution #23-31 A Journal Entry Reversal/Expense Correction for Portage County Combined General Health District.

Mr. Burns stated that this is an advance return for funds advanced out to various special revenue funds. This consists of the mortgage payment, payroll and salaries, which are being allocated to the appropriate grants to then return those funds back to the general fund once reimbursement is received.

A motion was presented by Board Member Cutlip to Approve Resolution #23-31, seconded by Board Member Minott

A vote on the motion is as follows:

Board Member Ribelin	Absent	Board Member Everett	Yes
Board Member Bierlair	Yes	Board Member Dr. Minott	Yes
Board Member Cutlip	Yes	Board Member Grimm	Absent
Board Member Delaney	Absent	Board Member Kertoy	Yes

E. Resolution #23-32 A Journal Entry Cash Transfer for the Portage County Combined General Health District.

Mr. Burns stated that this is an expense correction to reimburse \$48,400 back to the general fund. These dollars were advanced and are slowly returning back to the general fund to assist with the revenue funds. Mr. Burns explained that most of the funds are expenses related to grant programs that can be reimbursed. Mr. Burns plans to discuss this further in his cash basis report.

A motion was presented by Board Member Everett to Approve Resolution #23-32, seconded by Board Member Minott

A vote on the motion is as follows:

Board Member Ribelin	Absent	Board Member Everett	Yes
Board Member Bierlair	Yes	Board Member Dr. Minott	Yes
Board Member Cutlip	Yes	Board Member Grimm	Absent
Board Member Delaney	Absent	Board Member Kertoy	Yes

VI. DISCUSSION REPORTS:

a. Administration and Personnel:

Ms. Meduri stated that the Epidemiologist position was filled by Olivia Card, and she will start on June 26th. She stated that Ms. Card comes from the Cleveland Clinic Lerner Research Institute. She has previous experience from Columbia University and completed her masters there. She has already done some work with GIS and some of the different layers that we wanted to do so we are excited to see what she is going to bring to our agency, which also will be a great asset with the environmental staff. Ms. Meduri stated that Alexandra Kapper and Samantha Mellott have started their positions with PCHD and are doing very well. Ms. Heather Harouff has submitted her letter of resignation as billing clerk and will be taking on a new venture. Her last will be June 30th, which is one extra day that Ms. Harouff agreed to so that staff can become further trained in her duties. Ms. Meduri also noted that she plans to request approval to advertise, post and hire one part-time dietician for the WIC offices. There are many new staff changes that Ms. Meduri plans to address in her discussion later in the executive session.

Ms. Meduri stated that Clemens, Nelson and Associates will be meeting with all PCHD staff on Thursday, June 22nd, for staff training on the social media and harassment training provided by Clemens, Nelson & Associates. Ms. Meduri shared with the board that she has completed her certification for SHRM-CP, (Society for Human Resource Management, Certified Professional) and is also certified in PMQ (People Manager Qualification) for human resource management. This has been a great accomplishment for Ms. Meduri and PCHD is proud of her success. Ms. Meduri recalled from a previous board meeting, the resolution brought forward to the board for approval to enter into a contract with Clemens, Nelson & Associates, which has been utilized a great deal and Ms. Meduri is grateful for the education and assistance this has brought to PCHD. Clemens, Nelson & Associates will return in August for another staff training course in leadership.

b. Fiscal and Accounting:

Mr. Burns stated that in the cash basis report, there has been a reduction of over \$600,000 in outstanding advances since he began. Currently, the general fund is \$2,647,167.12. Of that total, \$1,291,521.79 are currently unassigned funds. Currently, we are in great shape for the general fund with \$1,291,521.79, compared to February 2023, where the general fund had dipped to about \$300,000. Mr. Burns stated that the annual financial report (AFR) will be submitted once it is signed and

uploaded for ODH (Ohio Department of Health) to review. Mr. Burns shared that he has entered the 2024 budget into Munis. He noted that upon entering it, the original carryover that he and Ms. Stall stated was \$2,800,000, but he feels more confident at this point that we should have a carryover of about \$3,200,000 or higher as we are doing fairly well with ensuring that our expenses are reimbursed through the grant programs, which assures that the general fund stays healthy. In Mr. Burns' words, "We are Winning"! Lastly, he noted that the audit should be completed soon, hopefully by the end of the month. Mr. Diorio clarified that this is a state audit, and it has taken a bit longer due to the pandemic which paused the audits until this year.

General Fund Unassigned	\$1,291,521.79
General Fund Assigned	\$867,246.33
General Fund Advances Out	\$488,400.00
Total General Fund	\$2,647,168.12
Special Revenue Funds	\$1,530,831.59
General Fund Advances In	-\$488,400.00
Total Special Revenue Funds	\$1,042,431.59
Total Funds	\$3,689,599.71
Net Change In Funds	(\$67,842.69)

c. Nursing:

Mr. Diorio presented the nursing division's monthly discussion report. He noted that this condensed report showed specific stats of how many vaccines were given, how much was billed for clinical services and our BCMH for the children with medical handicap for how many clients are seen and, how much is billed for these clients. This report also shows the number of animal bite reports that our agency receives and finally, the communicable disease totals and the communicable disease totals for positive cases.

d. Environmental Health:

Mr. Rechichar presented his division's monthly report, which is also in a condensed format. He noted that the tire recycle event was a success and that nearly four tractor trailers were filled in just 1-½ days of the 3-day event which took place on June 13 – 15th. The Board Vice President, Mr. Bierlair shared that he attended the event and stated that they did a wonderful job and assisted in unloading and loading the tires for the attendees. Mr. Rechichar stated that the Ohio Tire Embassy is having four tire recycling events throughout the state this year to assist with the recycling of unused tires.

Mr. Rechichar stated that Han Gilligan and Natalie Menke are close to completing standard one for the FDA (Food and Drug Administration) for the voluntary food program standards. This is ahead of schedule as Mr. Rechichar stated that he felt this

standard was going to be quite difficult to complete in comparing the FDA code to Ohio local code. He also noted that his division has already met two standards and are close to completing the third deliverable. The mentor team will be meeting with their mentoree, the Pawling County Health Department, to partake in the mentorship program. Their environmental director will be visiting PCHD's environmental health division and EH will review their self-assessment for the standards program.

Lastly, Mr. Rechichar noted that as Ms. Meduri mentioned the new employees we have brought on board, we have had new staff coming in and training and it has been pretty busy, but it's also been exciting seeing everybody catch on so quickly.

e. Health Education & Promotion & Accreditation:

Ms. Lehman stated that the Community Health Improvement meetings will be coming up in July. On July 11th, there will be a 9am meeting on Mental Health & Addiction, a 10am meeting on Chronic Disease and an 11am meeting on Family, Pregnancy and Infant & Child Health. The meetings are here at PCHD in the large conference room, located in the basement.

Ms. Lehman & Mr. Sexton are currently working on reaccreditation documents, completing year 4 of a 5-year accreditation term. She noted that they will be meeting on June 22nd to go over our readiness assessment for reaccreditation and develop a reaccreditation document collection team.

Ms. Lehman stated that Mr. Walker will be presenting for the Board of Health this evening and she is also thrilled to report that all deliverables for the COVID-19 Vaccination (CN22) grant has been met, approved and have been billed. Ms. Lehman stated that, "We are ready to start the next grant year." The COVID-19 Vaccination (CN22) grant will be ending on June 30, 2023 and the Enhanced Operations COVID-19 grant (EO22) will be ending on July 31, 2023. The new COVID-19 Vaccination (CN23) grant will start on July 1st. Board member, Dr. Minott asked if the Enhanced Operations COVID-19 (EO22) grant cover vaccines and Ms. Lehman stated that the Enhanced Operations (EO22) grant will only cover mitigation, PPE, test kits, masks and equipment to support COVID-19. Mr. Diorio added that currently we do not pay for the COVID-19 vaccine but at some time does anticipate that we will be required to pay a portion for the vaccine as it becomes more frequently covered by insurance and being administered more frequently. Mr. Diorio stated that the Enhanced Operations (EO23) grant will extend to 2024, but he does not expect those funds to continue to 2024.

Ms. Lehman did share a moment of success for herself with the board. She has successfully completed her second master's degree program with Kent State University. She now has a master's in public health & a master's in public health administration. Ms. Lehman plans to pursue her Ph.D. very soon. The board showed great admiration for Ms. Lehman's accomplishments.

f. Women, Infants, and Children (WIC):

Ms. Cooper stated that the clinics are busy at both locations. Both locations are also short-staffed and doing the best that they can to assist their clients. She provided photos in the board packet to show the Lisbon office. With the new owners of the property there have been a few updates to the facility as well, such as new exterior doors, landscaping and clean-up, along with a new air conditioning system. Ms. Cooper stated that are having many updates and shared pictures to show the board. She is hopeful of having a supervisor for the Lisbon office very soon.

g. Health Commissioner:

Mr. Diorio stated that last month he spoke about the possibility of a consent agenda. Which would condense our current agenda and the board would pass one vote for all resolutions presented on the agenda. He does not see it as a time saver and with the condensed reports, it is not a need at this time. He would like to table this idea and if the board decides to revisit this idea, he will be more than willing to share details.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- a. Accept the Resignation of Heather Harouff, Billing Clerk, Effective June 30, 2023.

A motion was made by Board Member Cutlip to accept the resignation of Heather Harouff, regretfully, and seconded by Board Member Everett. An “aye” vote was cast by all, and the motion carried.

- b. Accept the Hiring of Olivia Card, Epidemiologist, Effective June 26, 2023.

A motion was made by Board Member Everett to accept the hiring of Olivia Card, and seconded by Board Member Kertoy. An “aye” vote was cast by all, and the motion carried.

- c. Accept the Hiring of Alexandra Kapper, Seasonal Mosquito Worker, Effective May 30, 2023.

A motion was made by Board Member Minott to accept the hiring of Alexandra Kapper, and seconded by Board Member Cutlip. An “aye” vote was cast by all, and the motion carried.

- d. Permission to Post, Advertise and Hire one Part-Time Health Professional 2 (Dietitian) for the WIC Division of Both Locations.

A motion was made by Board Member Minott, to advertise, post and hire one Part-Time Health Professional 2 (Dietitian) for the WIC Division, seconded by Board Member Everett. An “aye” vote was cast by all, and the motion carried.

- e. Permission to Review Workforce Development Plan.

Ms. Meduri requested that this item of new business be tabled until the July 18th Board of Health meeting to ensure all board members have ample time to review the Workforce Development Plan prior to voting. A motion was made by Board Member Kertoy to table item E of new business until July 18, 2023's Board of Health meeting, seconded by Board Member Minott. An "aye" vote was cast by all, and the motion carried.

IX. BOARD ISSUES AND DISCUSSION:

Mr. Walker, PCHD PHEP and Emergency Preparedness Coordinator gave a presentation on the Portage County Emergency Response Plan and Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) Terrorism Response Annex. This was given as a biennial promulgation for the continued education units for the Board of Health members. Mr. Walker asked the Board of Health, "What is the BOH responsible for"? He noted that in the event of an emergency, PCHD and all MRC/Volunteers of Portage County would be on hand to assist in time of need. Mr. Walker noted that the BOH is responsible for taking and leading the County on vital information and planning that is given and delegated. Board Vice President, Mr. Bierlair stated that he would think that the Health Commissioner would have the authority to oversee the situation until the BOH can be notified and assembled to further delegate. Mr. Diorio stated that the Health Commissioner has authority to the approved base plan. However, if the Health Commissioner cannot reach the BOH members, a plan must be clear on the authority given to the Health Commissioner to further act and delegate. An Emergency Response level within the State of Ohio show that there are limitations of that can happen. Ohio law requires a quorum in order to distribute funding. Mr. Walker referred to page 41 on how disasters are declared and not declared to allow financial aid. Mr. Diorio stated that he would plan to contact each board member directly, via their home addresses, to assess the circumstances. Mr. Walker further stated that legislation must state what can occur in the time of a disaster. Mr. Walker requested that the Board of Health develop a resolution to further define these areas for the Portage County Emergency Response Plan in the event of a future emergency.

Board Vice President, Bierlair stated that an executive session will follow the adjournment of this meeting. Mr. Diorio stated that the executive session is to consider the employment, dismissal, discipline, promotion and compensation of public employees. Ms. Meduri was asked to stay for the executive session.

- X. **EXECUTIVE SESSION:** To consider the employment, dismissal, discipline, promotion and compensation of public employees.

A motion to end the executive session and return to regular session at 8:17pm was presented by Board Member, Everett, seconded by Board Member, Minott. An “aye” vote was cast by all. Board commenced regular session.

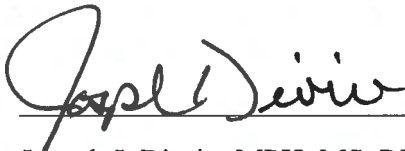
A motion was made by Board Member, Everett to create the Community Health Division and promote Becky Lehman as the Division Director with a salary increase, seconded by Board Member Kertoy. An “aye” vote was cast by all, motion carried.

- XI. **ADJOURNMENT:**

A motion was made by Board Member Everett to create the Community Health Division and promote Becky Lehman as the Division Director with a salary increase, seconded by Board Member Kertoy. An “aye” vote was cast by all, motion carried.

A motion was moved to adjourn by Board Member Cutlip at 7:28 PM, and seconded by Board Member Minott. An “aye” vote was cast by all, motion carried.

A motion was made to adjourn by Board Member, Minott at 8:26pm.



Joseph J. Diorio, MPH, MS, REHS
Health Commissioner