



**Portage County Combined General Health District
Board Meeting Minutes
May 16, 2023
6:00 PM**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, May 16, 2023, at 999 East Main Street. The meeting was called to order at 6:01PM by Board Vice President, James Bierlair.

Board Members in Attendance:	James Bierlair, Vice President Linda Grimm, Member Amy Everett, Member Evelyn Cutlip, Member Charles Delaney, Member
Board Members Not in Attendance:	Lucy Ribelin, President Dr. Howard Minott, Member
Staff in Attendance:	Joseph Diorio, Health Commissioner Mark Arredondo, Medical Director Sarah Meduri, Director of Personnel and Administrative Services Christina Jewell, Administrative and Account Clerk Branden Bums, Director of Finance Rosemary Ferraro, Director of Nursing Becky Lehman, Director of Health Education & Promotions Justin Rechichar, Director of Environmental Health William Duck, Environmental Health Supervisor Amos Sarfo, Environmental Health Supervisor, Stormwater/Wastewater Amy Cooper, Director of WIC
District Advisory Council:	Bruce Lange, Charlestown Twp.
Others:	None
Media Present:	None

II. APPROVAL OF MINUTES:

Board of Health Meeting: On May 16, 2023, Board Member Everett presented a motion to accept the Board Meetings Minutes for April 18, 2023, seconded by Board Member Delaney.

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	Absent
Board Member Cutlip	Yes	Board Member Grimm	Yes
Board Member Delaney	Yes		

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

None

IV. PUBLIC COMMENT: None

V. ACTION ITEMS:

A. Ex enditure Ratifications **\$142,533.37**

Invoice Batch No.	2600	\$	24,840.67
Invoice Batch No.	2602	\$	1,441.68
Invoice Batch No.	2635	\$	29,536.33
Invoice Batch No.	2733	\$	26,919.53
Invoice Batch No	2738	\$	5,209.94
Invoice Batch No	2807	\$	27,868.83
Invoice Batch No	2815	\$	366.37
Invoice Batch No	2995	\$	9,790.79
Invoice Batch No	3001	\$	1,793.43
Invoice Batch No	3008	\$	14,765.80

Mr. Burns requested approval from the board to ratify the payments made this past month. He noted that while these ratifications

Board Member Delaney presented a motion to accept the above Expenditures and Ratify these expenses, 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	Absent
Board Member Cutlip	Yes	Board Member Grimm	Yes
Board Member Delaney	Yes		

B. Travel Expenditures and Equipment Requests

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

A motion was presented by Board Member Delaney 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	Absent
Board Member Cutlip	Yes	Board Member Grimm	Yes
Board Member Delaney	Yes		

C. Resolution #23-22 Amendment to the 2023 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Mr. Bums stated that there were a few things 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.

A motion was presented by Board Member Cutlip to Approve Resolution #23-22, seconded by Board Member Delaney.

A vote on the motion is as follows:

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

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

Mr. Bums stated that this is an advance return for funds advanced out to some of the special revenue funds. We are looking to put \$35,000 back into the general fund.

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

A vote on the motion is as follows:

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

E. Resolution #23-24 A Journal Entry Cash Transfer for the Portage County Combined General Health District.

Mr. Bums stated that this is an expense correction. He stated that the majority of these expenses are actually expense corrections for payroll. Mr. Bums explained that when an employee is paid, we typically pay them out of general fund, and then go back and expense correct, returning the money back to the general fund and then expensing it out of the specific grant fund. He explained that other than payroll, the other expense correction is for a contract, which he plans to explain and break out in his financial presentation on why this had to be done. Mr. Bums explained that the contract is for \$22,800 through Quality IP. This contract was paid out of the general fund, and it is being expense corrected to be taken out of the Work Force Development grant.

A motion was presented by Board Member Delaney to Approve Resolution #23-24, 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	Absent
Board Member Cutlip	Yes	Board Member Grimm	Yes
Board Member Delaney	Yes		

F. Resolution #23-25 WPCLF - #202209 26 Townline Rd., Mantua Twp.

G. Resolution #23-26 WPCLF- #202210 7947 Newton Falls Rd., Charlestown Twp.

H. Resolution #23-27 WPCLF- #202211 6279 Allyn Rd., Hiram Twp.

I. Resolution #23-28 WPCLF- #202212 8512 Henderson Rd., Palmyra Twp.

Mr. Sarfo stated that three of the four contracts were granted to Clonch & Son's and the fourth contract was granted to Pag's Construction. Mr. Sarfo stated that both contractors submitted the best and the lowest bids for the four WPCLF contracts.

A motion was presented by Board Member Cutlip to Approve Resolutions #23-25, #23-26, #23-27 and #23-28, 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	Absent
Board Member Cutlip	Yes	Board Member Grimm	Yes
Board Member Delaney	Yes		

J. Resolution #23-29 Declaring a Public Nuisance, Ordering Abatement of That Nuisance Located at 3901 Industry Road, Rootstown Township and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems.

Mr. Duck stated that this is a nuisance complaint from 2022, in which Mr. Sarfo went out and investigated this property. On September 6, 2022, Portage County Health District conducted an inspection of the sewage treatment system serving the above-referenced address. The inspection was prompted by an environmental nuisance complaint received by our office. An inspection and dye test were conducted on the same day revealing the presence of sewage effluent discharging on the property. Since then, the Portage County Health District has sent three certified notices of violation to replace the sewage treatment system and eliminate the public health nuisance. The property has been evaluated by a soil scientist, but no sewage treatment system design plan has been submitted for review. Therefore, the environmental division is requesting the Portage County Board of Health to declare a public nuisance, order abatement of that nuisance and approve the referral to Portage County Prosecutor's office for legal proceedings to accomplish compliance with the Ohio code of enforcement.

The board inquired if literature was given for WPCLF and Mr. Sarfo stated that a brochure for the WPCLF program and information for the Portage County Regional Planning Commission to offer financial assistance if qualified. It was noted that this nuisance is for a business which is a horse stable.

A motion was presented by Board Member Everett to Approve Resolution #23-29, seconded by Board Member Grimm.

A vote on the motion is as follows:

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

VI. DISCUSSION REPORTS:

a. Administration and Personnel:
Ms. Meduri stated that she had nothing to contribute other than what was provided in the board packet. She stated that there was quite a bit of personnel changes, and she will provide details on those later in the agenda for "New Business".

b. Fiscal and Accounting:
• Continuing Educational Compliancy Presentation & Report
Mr. Bums explained the cash basis report to the board as part of the CEU compliancy presentation. Mr. Bums gave a detailed presentation of the fundamentals of financing and explained in detail each expense account and how expenses are moved from one funding account to another based on the grant funding that it is associated with. He also integrated the cash basis report in with the presentation to give actual examples for the board to visualize on the white board. The cash basis carryover and month end are as follows.

General Fund Unassigned	\$1,140,037.72
General Fund Assigned	\$873,753.17
General Fund Advances Out	\$695,400.00
Total General Fund	\$2,709,190.89
Special Revenue Funds	\$1,743,651.51
General Fund Advances In	-\$695,400.00
Total Special Revenue Funds	\$1,048,251.51
Total Funds	\$3,757,442.40
Net Change In Funds	\$246,451.61

Board Member, Ms. Cutlip asked if the grants and grant funds are budgeted and provided in advance for grants? Mr. Bums explained that expenses, reimbursements and deliverables (PHEP grant), COVID-19 grants, are based on a budget for every month or quarter. Prior to receiving the grant, a budget is submitted with the grant application to allocate potential expenses for the grant funds. Once approved, the grant is then approved for funding, which is through periodic reimbursements that were expenses from the general fund. The PHEP grant says that PCHD is to be paid for deliverables, which are described in the grant, which are paid upon completion.

Board Vice President, Mr. Bierlair was impressed and appreciative for Mr. Bums and the informative presentation he provided. It was warmly accepted by all board members.

c. Nursing:
Ms. Ferraro stated that her division will hold a Vaccine Clinic on Wednesday, May 24th (3pm-6pm), at the Ravenna Elks Lodge. Vaccines that are needed pertaining to COVID-19 and other vaccinations will be readily available. Ms. Ferraro also stated that the Nursing Division underwent a Site Visit for the COVID-19 Vaccines through the Ohio Department of Health, with just minimal changes that need to be updated.

d. Environmental Health:

Mr. Rechichar gave a few updates pertaining to the retail voluntary retail food standard program. He stated that Han and Natalie are really good at completing the fine details. Standard one, which is by far the hardest, is comparing our Ohio Food Rules to the FDA's approvals. So, Han and Natalie have been collaborating with some of those items. He noted that there will be another Tire Recycle event. He stated that they are still trying to confirm times and dates, but they are aiming at June 13th - June 15th, pending funding.

This will include 4 trailers for tire recycling. Mr. Rechichar stated that they will put out information on social media and through advertising. The limit will be up to 10 tires per person. Mr. Rechichar stated that basically, they are awaiting the Portage County Sheriffs Office, for the trustee program for the labor of inmates.

Mr. Rechichar spoke about the internship program. He stated that the first intern that they agreed to, actually found other employment and backed out. However, there's a second person that's matched with us, so we're just awaiting the final approval from them. So hopefully we can obtain that intern. He stated that they picked 3 candidates for the seasonal worker for the mosquito program employee interview. Two, we're moving forward with one and then we're excited that Samantha Mellott, our new sanitarian, starts at the end of the month. Samantha will be working in the stormwater program, primarily. Mr. Rechichar asked if Mr. Sarfo had any comment.

Mr. Sarfo stated that the WPCLF 2023 funds are ready to be disbursed. NDS will have the updated 2023 income qualifications and application that homeowners can apply for the 2023 funds.

e. Health Education & Promotion & Accreditation:

Ms. Lehman stated that her highlights were for the None for Under 21 event. The day after the event, she stated that the feedback was overwhelmingly positive. Ms. Lehman stated that she feels that we found our new home with Kent State University. She stated that it was a really nice menu and there was something special about having everything up on the Megatron with the pictures and speakers. She expressed what a great job Ms. Selva did.

Mr. Walker is planning the Public Health Preparedness Symposium is on Friday, May 19th. The topics are going to be the assets that Portage County has available, cybersecurity, and the solar eclipse that's coming here for our county. The nursing staff will have some communicable diseases and some lessons learned from COVID-19, so registration is still open. Board Member Everett asked if Ms. Lehman felt that the pending solar eclipse will bring as much traffic as predicted. Ms. Lehman stated that the primary concerns are the school dismissals, since the eclipse is within the time frame of Portage County's school dismissal leading to an area of concern for public safety of the children, the bus transportation, the need for medical, fire or law enforcement, and the overall safety of the solar eclipse viewers. The Turnpike is a concern of not just the incoming traffic, but the outgoing traffic once the solar eclipse has ended. These are areas of concern that EMA (Emergency Management Agency) will continue to monitor as we get closer to that date.

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

Ms. Cooper stated that business as usual for both WIC staff locations. Columbiana is back in full force. There is new staff training and both locations are gearing up for summer programs, including the Farmer's Markets, and Breastfeeding Awareness month. The photos provided in the board packet were from the Bright Side Project. Who brought in safety items that were given to the WIC participants in both counties. Ms. Cooper shared that both locations are building partnerships with other businesses and those benefit the participants and families. Ms. Cooper added that she has been working on submitting the necessary paperwork for the new grant and is looking forward to submitting this by Monday. She noted that she is still looking to fulfill the Site Supervisor position in Lisbon very soon.

- g. Health Commissioner: Mr. Diorio shared with the board his idea of a possible consent agenda for the board of health monthly meetings. He learned of this while attending the AOHC conference. The consent agenda is a condensed and combined agenda with consent for all items with one vote. A commissioner from another county noted that it certainly speeds up the meetings. Mr. Diorio noted that there would be a policy in place for the consent agenda and board members would have an option to discuss any item(s). Board Vice President, Mr. Bierlair noted that this would allow the board to have more time for the divisional discussion items of the meetings. Mr. Diorio stated that he will obtain further information on the consent agenda and provide it to the board for consideration.

Mr. Diorio also shared that there are two possible candidates for the vacancy of a board of health member. Interviews will be scheduled, and he is hopeful to have a new member on board for the next board meeting in June.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- a. Accept the retirement of Rosemary Ferraro, Director of Nursing, Effective May 31, 2023.

A motion was made by Board Member Everett to accept the retirement of Ms. Ferraro, regretfully, and seconded by Board Member Cutlip. An "aye" vote was cast by all, and the motion carried.

- b. Accept the resignation of Penny Paxton, Epidemiologist, Effective May 19, 2023.

A motion was made by Board Member Delaney to accept the resignation of Ms. Paxton, regretfully, and seconded by Board Member Grimm. An "aye" vote was cast by all, and the motion carried.

- c. Accept the termination of Renee Zembala, WIC Clinic Assistant, Effective May 12, 2023.

A motion was made by Board Member Cutlip to accept the termination of Ms. Zembala and seconded by Board Member Everett. An "aye" vote was cast by all, and the motion carried.

- d. Request permission to advertise, post and hire one full-time Director of Nursing.

A motion was made by Board Member Everett, to advertise, post and hire one full-time Director of Nursing, seconded by Board Member Cutlip. An "aye" vote was cast by all, and the motion carried.

- e. Request permission to advertise, post and hire one full-time Epidemiologist.

A motion was made by Board Member Everett, to advertise, post and hire one full-time Epidemiologist, seconded by Board Member Grimm. An "aye" vote was cast by all, and the motion carried.

- f. Request permission to advertise, post and hire one full-time WIC Clinic Assistant for the WIC Ravenna location.

A motion was made by Board Member Cutlip, to advertise, post and hire one full-time WIC Clinic Assistant, seconded by Board Member Delaney. An "aye" vote was cast by all, and the motion carried.

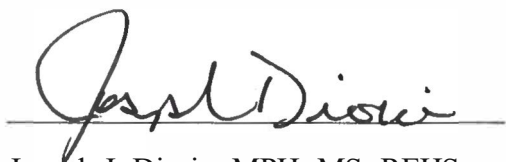
IX. BOARD ISSUES AND DISCUSSION:

XI. EXECUTIVE SESSION: None

XII. ADJOURNMENT:

A motion was made by Board Member Cutlip to adjourn and seconded by Board Member Grimm. An "aye" vote was cast by all, motion carried.

Meeting Adjourned at 6:47PM, on May 16, 2023.



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