



**Portage County Combined General Health District
Board Meeting Minutes
July 18, 2023
6:00 PM**

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, July 18, 2023, at 999 East Main Street. The meeting was called to order at 6:05 PM by Board President, Ribelin.

Board Members in Attendance:

Lucy Ribelin, President
James Bierlair, Vice President
Charles Delaney, Member
Linda Grimm, Member
Amy Everett, Member
Brock Kertoy, Member

Board Members Not in Attendance:

Dr. Howard Minott, Member
Evelyn Cutlip, Member

Staff in Attendance:

Joseph Diorio, Health Commissioner
Dr. Mark Arredondo, Medical Director
Sarah Meduri, Director of Personnel and
Administrative Services
Christina Jewell, Administrative and
Account Clerk
Branden Burns, Director of Finance
Becky Lehman, Director of Community
Health
William Duck, Environmental Health
Supervisor, Wastewater
Amos Sarfo, Environmental Health
Supervisor, Stormwater/Wastewater
Amy Cooper, Director of WIC

District Advisory Council:

None

Others:

None

Media Present:

None

II. APPROVAL OF MINUTES:

Board of Health Meeting: On July 18, 2023, Board Member Kertoy presented a motion to accept the Board Meetings Minutes for June 21, 2023, seconded by Board Member Everett.

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

A vote on the motion is as follows:

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

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

None

IV. PUBLIC COMMENT: None

V. ACTION ITEMS:

A.	<u>Expenditure Ratifications</u>	\$ 196,466.60
	Invoice Batch No. 3637	\$ 3,673.53
	Invoice Batch No. 3638	\$ 111,149.29
	Invoice Batch No. 3688	\$ 11,431.22
	Invoice Batch No. 3716	\$ 9,447.54
	Invoice Batch No. 3758	\$ 2,375.00
	Invoice Batch No. 3820	\$ 3,154.44
	Invoice Batch No. 3856	\$ 26,859.15
	Invoice Batch No. 3921	\$ 2,145.15
	Invoice Batch No. 3963	\$ 23,289.11
	Invoice Batch No. 3972	\$ 2,922.17

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

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

A vote on the motion is as follows:

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

B. Travel Expenditures

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

Mr. Burns stated that in previous meetings, there had been many requests for mileage reimbursements. He noted that he is working to slow down the mileage reimbursements and utilize the PCHD vehicles that are available instead.

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

A vote on the motion is as follows:

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

C. Equipment Requests

Mr. Burns stated that there are two requests to purchase two new vehicles. Firstly, is a 2023 Ford F150 pickup truck to be purchased from the Stormwater fund. The sales quote is from Sarchione Chevrolet and is not to exceed \$48,000. This vehicle is necessary for the various terrains that our sanitarians endure on a daily basis when out in the field and the extra space would benefit the extra equipment that the agency and staff carry while out in the field.

Secondly, is a 2023 Chevrolet Equinox SUV to be purchased with grant funds from the Food Safety fund. The sales quote is from Charles Family Automotive and is not to exceed \$35,000. This SUV has a plugin that will also aid the Nursing Division that can be utilized for the transport of refrigerated vaccines and the extra space will be an asset for the agency.

Board Member, Kertoy inquired if these vehicles were budgeted in the current budget. Mr. Burns stated that, yes, they had been appropriated as Ms. Stall and Mr. Burns spoke about purchasing these vehicles in previous meetings.

Board Member Kertoy inquired on how quickly the mileage reimbursements would cover the cost of a new vehicle. Mr. Burns stated that the depreciation terms are currently 3 to 3-1/2 years.

A motion was presented by Board Member Bierlair to approve said stated equipment requests, seconded by Board Member Kertoy.

A vote on the motion is as follows:

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

D. Resolution #23-33 Amendment to the 2023 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Mr. Burns stated that there was a last-minute change with a slight adjustment for the budget amendment than what was shown in the digital Board of Health packet. He stated that the total did not change, however, the allocation of funds did change. The change in #8912, are the (4's contracts), Which will not be utilized for software and other areas in #8918, rather than spending out of the general fund to allocate later and expense correct later. These expenses will be budgeted and will be paid accordingly.

A motion was presented by Board Member Delaney to Approve Resolution #23-33, seconded by Board Member Kertoy.

A vote on the motion is as follows:

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

E. Resolution #23-34 A Journal Entry Reversal/Expense Correction for Portage County Combined General Health District.

Mr. Burns stated that this expense correction is for salaries and wages. Mr. Burns gave thanks and appreciation to Ms. Lehman and Ms. Miley, who looked at wages and salaries and were able to utilize grant funding in the amount of \$19,000 to credit back to the general fund.

A motion was presented by Board Member Kertoy to Approve Resolution #23-34, seconded by Board Member Everett.

A vote on the motion is as follows:

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

F. Resolution #23-35 A Journal Entry Cash Transfer for the Portage County Combined General Health District.

Mr. Burns stated that this resolution is returning \$75,000 back to the general fund. He stated that these funds were initially advanced out of our special revenue funds for grant funding until deliverables and reimbursements were complete.

A motion was presented by Board Member Delaney to Approve Resolution #23-35, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

G. Resolution #23-36 Amendment for 60-ton Trane Condensing Unit and Coil Replacement.

Mr. Burns stated that this is a resolution to reaffirm the purchase of the 60-ton condensing unit and coil replacement. These funds were allocated in resolution #23-22 and in resolution #23-30. He noted that in the spirit of transparency and in the event of an audit, a large purchase such as this should have affirmation from the board members of where the funds were allocated from and where these funds are being utilized. So, this resolution is just to reaffirm the total amount for the purchase.

Mr. Diorio stated that 30-40% of the unit is operating to sustain the building. He noted that the Board was advised when purchasing the building that this would need to be replaced. Mr. Diorio stated that originally, he was quoted \$150,000 to replace the 60-ton unit. The current company who has been servicing the HVAC also replaced all the VAV's and electronic controls and server. The current company is also less than the original quote. Mr. Diorio plans for this to be installed around the end of August or the beginning of September. This would be the largest purchase for the building. In the allocation of funding, a deposit of \$25,000 was placed, and the remaining balance is now due.

A motion was presented by Board Member Everett to Approve Resolution #23-36, seconded by Board Member Bierlair .

A vote on the motion is as follows:

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

H. Resolution #23-37 Health Commissioner to Sign the Promulgation Statement for Emergency Response Plan.

Ms. Lehman stated that this resolution is in regard to Mr. Walker's presentation in June's board meeting. Board Vice-President, Bierlair noted that Mr. Walker did a phenomenal job presenting.

A motion was presented by Board Member Bierlair to Approve Resolution #23-37, seconded by Board Member Everett .

A vote on the motion is as follows:

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

I. Resolution #23-38 Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 6530 McClintocksborg Road, Paris 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 a nuisance complaint was filed a year ago against this homeowner. Since then, there have been 3 violations filed. The Ohio EPA approved a septic design from the contractor, Mr. Ryan Yoho. However, the homeowner has not complied, and the contractor has not installed the approved design system. At this time, Mr. Duck is requesting a board order. Mr. Duck stated that he had offered information referring to the WPCLF program, the Home Improvement Program through Brad Cromes, and Regional Planning. He states that the homeowner has made numerous excuses to evade the issue.

Board Member, Kertoy inquired on the process of a nuisance complaint, follow-up

actions and how this situation got to this point. Mr. Duck explained the process as well as the grants that are available for homeowners. He noted that he gave the homeowner numerous timelines, letters and financial assistance materials to assist her, but she has yet to comply. Mr. Diorio added that the H2Ohio funding has also provided additional funds to assist with the septic repairs, replacement and sewer connections for Portage County homeowners. Mr. Sarfo added that the WPCLF grant funds have assisted 110 homeowners, with a total of \$1.6 million in assistance since the beginning of this program. There are resources to aid the homeowners who qualify, they just need to apply. Mr. Duck is requesting that the board approve the plan to move forward with civil prosecution.

A motion was presented by Board Member Bierlair to Approve Resolution #23-38, seconded by Board Member Grimm.

A vote on the motion is as follows:

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

J. Variance Request #23-39 Household Sewage Treatment System Variance
Request to Ohio Administrative Code (OAC) 3701-29-06(G)(3)(a). Located at 475 Trump Rd., Hartville.

Mr. Duck stated that this variance request is in regard to the wastewater rules. The homeowner is requesting a variance for the isolation distance of the septic tank to his patio in which the homeowner is requesting approval to build a roof over the patio. The current allowable isolation distance is 10 feet. In which the Portage County Building Department requested that he obtain approval from the Board of Health through a variance before he can be approved for a building permit. Mr. Duck stated that he is in favor of this variance request as there is only 7ft from the septic tank to the patio, providing ample space to access the septic tank. He does not see this being an issue to the septic system. Mr. Duck is requesting approval from the Board to allow the homeowner to obtain the building permit and the homeowner will be required to sign the terms and conditions stated in the variance request prior to obtaining the permit.

A motion was presented by Board Member Kertoy to Approve Resolution #23-39, seconded by Board Member Delaney.

A vote on the motion is as follows:

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

- K. Resolution #23-40** Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 6520 McClintocksburg Rd., Paris 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. Sarfo stated that his resolution is quite similar to Mr. Duck's previous resolution, #23-38. Mr. Sarfo stated that the homeowner has made several excuses as to why the septic system has not been replaced, including that they could not find a contractor who could do the job. Mr. Sarfo provided the homeowner with a list of contractors that could assist them as well as financial assistance materials pertaining to the WPCLF program, the Home Improvement program through Brad Cromes, and Regional Planning. The homeowner has not complied, and Mr. Sarfo is requesting that the board approve the plan to move forward with civil prosecution.

A motion was presented by Board Member Everett to Approve Resolution #23-40, seconded by Board Member Grimm .

A vote on the motion is as follows:

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

VI. DISCUSSION REPORTS:

a. Administration:

Ms. Meduri shared that the directors have been working on the reorganization of the agency. She noted that a WIC Site Supervisor was offered and accepted, but decided not to pursue. She and Ms. Cooper are reviewing potential candidates to fulfill the opening at the WIC Lisbon location. The Director of Nursing Programs is now a part-time position. There are a few potential candidates for this position but nothing for certain. Ms. Meduri stated that they did extend an offer for a peer helper in Lisbon. Ms. Meduri shared that Ms. Howe has transferred from the Environmental Health Clerk to WIC as a Clinic Assistant. Ms. Gill has taken ownership of the PCHD website as a website coordinator and has been doing a great job updating the website with all the

changes. Ms. Card, the new Epidemiologist has started and is doing quite a bit of shadowing and obtaining information on all programs and providing overall data across the agency. Ms. Meduri shared that the Workforce Development (WFD) grant was approved and awarded PCHD with a total of \$550,000. This includes an additional \$10,000 to utilize equity training for staff. She is currently exploring those options.

- b. Finance: Mr. Burns provided the financial figures below from the cash basis report. He stated that we are currently at the end of the grant cycle. New grant cycles will be starting shortly. Mr. Burns noted that August will bring in tax returns for the agency. He stated that the division heads have done a wonderful job utilizing the grant funds to ensure that the general fund stays healthy.

General Fund Unassigned	\$1,276,961.64
General Fund Assigned	\$862,220.36
General Fund Advances Out	\$440,000.00
Total General Fund	\$2,579,182.00
Special Revenue Funds	\$1,266,247.16
General Fund Advances In	-\$440,000.00
Total Special Revenue Funds	\$826,247.16
Total Funds	\$3,405,429.16
Net Change In Funds	(\$284,170.55)

Mr. Burns shared that while our audit is complete, it has not been made public as of yet, and once it is, it will be released for viewing. However, he did state that he and Mr. Diorio have met and shared some ideas on recommendations for moving forward. Mr. Burns was asked by the board how finance looks this year compared to last year. He stated that while we had some expenses that were streamlined, we are right on par and are looking strong for next year.

- c. Environmental Health:

Mr. Sarfo stated that this is a busy time of year for the environmental health division. All sanitarians are out and about, just about every day, completing inspections and ensuring that goals are accomplished and providing training for the newer sanitarians. Mr. Sarfo says that all is well at this time.

Mr. Duck stated that wastewater is really picking up right now. He shared that he just learned of a new development in Suffield Township. He noted that the plan is proposing 45 lots of all soil-based systems. Mr. Duck stated that this would keep the team very busy. He noted that the food inspections have been busy with mobile licensing and permits. Everyone is very busy, which is great.

d. Community Health:

Ms. Lehman stated the nursing division, and the health education division are blending well as this is the first month for the community health division. The public health nurses shared that they are doing very well and staying busy. Every Friday is “T.B.” (Tuberculosis) training throughout the state of Ohio. This was a training course that Ms. Ferraro started with the nurses prior to her retirement. Ms. Lehman stated that Community Health is working with the WIC division on July 19th. They will be providing car seat checks and installation of car seats during the WIC Farmers Market here at the Ravenna location. The Community Health Division distributed 72 bike helmets during PMCHA Free Lunch Program which were provided by the “Keep a Lid On It” grant program. Ms. Lehman shared that she and Ms. Holt requested additional funding for the “Overdose Awareness” fund and received \$2,500 in grant funds along with 600 boxes of Narcan and 1,000 Fentanyl testing strips and the plan is to prepare hygiene kits to distribute. She stated that “Our Place” in Ravenna will assist in distributing these items as they are a primary source for the most active outreach and recovery services. Ms. Holtz is working with Our Place to generate a list of items for the hygiene kits and Ms. Lehman stated that she can email a flyer to the board members and staff to inform them of what will be in those kits. Ms. Lehman shared that the nursing staff are busy providing back to school vaccination clinics. She shared that in less than half an hour, there were 15 children who received at least 3 vaccinations each. Board Member Delaney inquired on the Safety Towns and Ms. Lehman shared the past Safety Towns that PCHD has presented. The most recent was in Ravenna, which highlighted booster seats and how to encourage children to stay seated and buckled in them.

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

Ms. Cooper shared that her staff is in Farmer’s Market mode for July 19th. She noted that the Farmer’s Market in Columbiana County was a great success. 71 vouchers were handed out in 4 hours’ time, and most were redeemed right away. She shared that these are very busy and exciting times. Staff are working very hard. She stated that they are preparing for “Breastfeeding Awareness Month”. She shared that the most recent group of mom’s who came for a get together on breastfeeding was such a success that a one-hour meet turned into a 2 and a 1/2-hour meet. Ms. Cooper stated that both location’s clinics are picking up as the COVID waivers are coming to an end, which provided exemption of physical presence for weight, height and hemoglobin check-ups. She was excited to be fully staffed in the Ravenna location and that feels really good though she is looking forward to having Lisbon fully staffed soon as well.

f. Health Commissioner:

Mr. Diorio shared that he is awaiting results from the strategic planning survey, which he is hoping to have completed by the end of August. He noted that we are continuing our public health accreditation and our reaccreditation for next year. A small internal team has been assembled and are working on the document collection and planning to have completed by end of this year to have ready for submission for 2024. He shared that PCHD receives a double subsidy for being accredited, so this does benefit the agency. Mr. Diorio shared that the “Cruise In” is coming August 2nd. The agency will be

closing at 12pm, since Main Street will be closed at 1:00pm for this event. He shared that staff will be paid for a full day.

VII. OLD BUSINESS:

- a. Resolution #23-32R** A Revision for a Journal Entry Cash Advance Return for PCHD Annual Appropriations for Revenue Previously Certified.

Mr. Burns stated that this was just to rectify a clerical error in the general ledger account.

A motion was presented by Board Member Kertoy to Approve Resolution #23-33R, seconded by Board Member Everett .

A vote on the motion is as follows:

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

VIII. NEW BUSINESS:

- a.** Accept the Resignation of Cassandra Felekey, Peer Helper for WIC Lisbon in Columbiana County, Effective July 31, 2023, adjusted to July 26th.

A motion was made by Board Member Delaney to accept the resignation of Cassandra Felekey, regrestfully, and seconded by Board Member Bierlair An “aye” vote was cast by all, and the motion carried.

- b.** Accept the Resignation of Alexandra Kapper, Seasonal Worker for the Environmental Health Division for the Mosquito Program, Effective June 29, 2023.

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

- c.** Permission to Post, Advertise and Hire one Part-Time Peer Helper for the WIC Lisbon.

A motion was made by Board Member Bierlair to advertise, post and hire one Part-Time

Peer Helper for the WIC Division in Lisbon, OH. , and seconded by Board Member - Delaney. An “aye” vote was cast by all, and the motion carried.

d. Permission to Review Workforce Development Plan.

Ms. Meduri shared with the board the changes and additions that were made to the Workforce Development plan, which included a medical director’s section, to which an addendum will be offered if needed for further succession planning. Ms. Meduri stated that staff are completing an annual assessment for core competencies and some of the gaps shown are designated markers of what can be improved. Ms. Meduri shared that the WFD committee worked a very long time on updating the WFD plan to assist in the future of staff and training opportunities which will tie in with strategic planning of the agency.

A motion was made by Board Member Kertoy to advertise, to accept and approve the Workforce Development Plan , and seconded by Board Member Grimm. An “aye” vote was cast by all, and the motion carried.

e. Salary Ranges.

Ms. Meduri, Mr. Burns and Mr. Diorio performed some projections on salary ranges for the agency. This was to ensure that the agency is matching across divisions and with additional positions. The Community Health Division was added since this is a new addition to the agency.

Board Member Kertoy inquired on the red areas of the salary changes and Mr. Diorio stated that there are no changes in salaries at this time, however, this is just approving the salary ranges for the future.

A motion was made by Board Member Kertoy to advertise, to accept and approve the Salary Ranges, and seconded by Board Member Delaney.

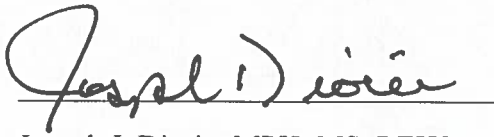
Board Member Ribelin	Yes	Board Member Everett	Yes
Board Member Bierlair	Yes	Board Member Dr. Minott	Absent
Board Member Cutlip	Absent	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

IX. BOARD ISSUES AND DISCUSSION: None

X. EXECUTIVE SESSION: None

XI. ADJOURNMENT:

A motion was moved to adjourn by Board Member Delaney at 7:37 PM, and seconded by Board Member Grimm. An “aye” vote was cast by all, motion carried.

A handwritten signature in black ink, reading "Joseph J. Diorio", written over a horizontal line.

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