

**Portage County Combined General Health District  
Board Meeting Minutes  
August 15, 2023  
6:00 PM**



**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, August 15, 2023, at 999 East Main Street. The meeting was called to order at 6:02 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  
Dr. Howard Minott, Member  
Evelyn Cutlip, Member

**Board Members Not in Attendance:**

**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  
Justin Rechichar, Director of  
Environmental Health  
William Duck, Environmental Health  
Supervisor, Wastewater  
Amos Sarfo, Environmental Health  
Supervisor, Stormwater/Wastewater  
Amy Cooper, Director of WIC

**District Advisory Council:**

Bruce Lange, Chair for Charlestown  
Township

**Others:**

None

**Media Present:**

None

## II. APPROVAL OF MINUTES:

Board of Health Meeting: On August 15, 2023, Board Member Everett presented a motion to accept the Board Meetings Minutes for July 18, 2023, seconded by Board Member Bierlair

An “aye” vote was cast by all, and the 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	Yes
Board Member Cutlip	Yes	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Absent

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

Mr. Lange stated that there is a Township Association meeting on Saturday the 19<sup>th</sup>. Mr. Lange stated that the two-year term for the President and Vice President are ending, and new candidates will be appointed. He noted that the topic for the meeting will be the tent at the Randolph Fair which is across from the PCHD shed. There will be a few changes to their display in the tent, on what the county and township have to offer. Mr. Diorio shared that he plans to attend the Township Association meeting.

## IV. PUBLIC COMMENT: None

## V. ACTION ITEMS:

<b>A. <u>Expenditure Ratifications</u></b>		<b>\$</b>	<b>206,716.21</b>
Invoice Batch No.	4016	\$	36,661.21
Invoice Batch No.	4069	\$	47,069.93
Invoice Batch No.	4157	\$	34,120.59
Invoice Batch No.	4193	\$	50,577.09
Invoice Batch No.	4323	\$	6,188.62
Invoice Batch No.	4331	\$	3,324.04
Invoice Batch No.	4408	\$	11,503.99
Invoice Batch No.	4481	\$	17,270.74

Mr. Burns requested approval from the board to ratify the payments made this past month. He noted that one of the two new vehicles purchased was included in this batch of payments and will be logoed soon.

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

**B. Travel Expenditures**

Mr. Burns requested 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 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	Yes
Board Member Cutlip	Yes	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Absent

**C. Resolution #23-41 Amendment to the 2023 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.**

Mr. Burns stated that this resolution is to increase appropriations by \$158,000 and decrease by \$3,000. Mr. Burns noted that additional funds came in for the H2Ohio program, which is part of the WPCLF program. Mr. Burns noted that there are new bids for new applicants who have applied for funding through the WPCLF program and the funds that he is requesting to be appropriated will ensure that those new contracts will be funded by the appropriate fund, #8927-WPCL.

A motion was presented by Board Member Everett to Approve Resolution #23-41, 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	Yes
Board Member Cutlip	Yes	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Absent

**D. Resolution #23-42** A Journal Entry Reversal/Expense Correction for Portage County Combined General Health District.

Mr. Burns stated that this reversal of funds was for salaries and wages that were paid out of the general fund and will now be reversed back to the special revenue fund from the appropriate designated fund.

A motion was presented by Board Member Bierlair to Approve Resolution #23-42, seconded by Board Member Cutlip.

A vote on the motion is as follows:

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

**E. Resolution #23-43** A Journal Entry Cash Transfer for the Portage County Combined General Health District.

Mr. Burns stated that this is for an advance return from the CN-22 grant and returning the remaining funds over to the general fund.

A motion was presented by Board Member Minott to Approve Resolution #23-43, 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	Yes
Board Member Cutlip	Yes	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

**F. Resolution #23-44** The Portage County Board of Health Acceptance of Amendment No. 1 to Agreement to Perform Contract Tracing, Case Investigation, Data Entry, and Administrative Services for the COVID-19 Pandemic Between the Portage County Combined General Health District (PCCGHD) and Public Consulting Group, LLC (PCG)

Ms. Lehman stated that this is an amendment to the 2022 contract to utilize the EO-22 funding for Public Consulting Group (PCG). PCHD was awarded funding through the EO-23 grant which will allow the extension of the contract with PCG into 2024. PCG will be aiding in the congregate care settings for COVID-19, which include long-term care from COVID-19 at the jail facilities.

A motion was presented by Board Member Cutlip to Approve Resolution #23-44, 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	Yes
Board Member Cutlip	Yes	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

- G. Resolution #23-45** Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 4445 Edson Road, Brimfield 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 received and confirmed a failure in the sewage treatment system. Several notice of violations have been sent to the homeowner and there have been no efforts to rectify the violations. Mr. Duck is requesting that the board of health approve this resolution.

A motion was presented by Board Member Bierlair to Approve Resolution #23-45, 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	Yes
Board Member Cutlip	Yes	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

- H. Resolution #23-46** Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 930 South Chillicothe Road, Aurora City, 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 resolution is from a nuisance complaint that was received in 2020. It was determined that this property has leach wells. Three notices of violations were sent to the homeowner as of present time, with no resolution to the problem. The City of Aurora has confirmed that there are sewer connections for this property to connect to.



A motion was presented by Board Member Cutlip to Approve Resolution #23-46, seconded by Board Member Minott.

A vote on the motion is as follows:

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

### **DISCUSSION REPORTS:**

a. Administration:

Ms. Meduri stated that we have been working through several staff adjustments with eight openings. Ms. Meduri stated that she has offered the position of DOC of Nursing Programs and Ms. Rebecca Barreca has accepted the position and will join PCHD on August 28<sup>th</sup>. Ms. Shelley Toot returned to PCHD and will be the new peer helper for the WIC Lisbon location on August 14<sup>th</sup>. Ms. Toot was very excited and grateful to return to the WIC division from years ago. Ms. Meduri shared that the leadership team had a ½ day of training with Clemons and Nelson. She stated that the training pertained to administrative discipline and performance evaluations, which was very beneficial and timely. She expressed how grateful she is for the retainer that was paid through WFD grant and hopes to retain this for future use. Ms. Meduri shared her experience with the board of the State Personnel Board of Review Conference she attended. She noted that while it did consist of many attorneys, she did gather a great deal of information. Ms. Meduri also shared that PCHD will be hosting a LEAN Training in September with the QI team and Mr. Diorio has extended this to Trumbull and Mahoning counties. There will be 5 individuals from each county attending the training. Ms. Meduri stated that she feels that this is going to be extremely beneficial to all and will give some insight into the processes and how to become more efficient. Board President Ribelin inquired on the staff changes. Ms. Meduri shared that there were several staff changes on this month's agenda. Ms. Underwood, Ms. Mathew and Ms. Sawyer-Brewer submitted resignations and have decided to pursue new ventures and Ms. Chonko will be retiring after 35 years with the WIC division and shared that we as an agency are thrilled for her and she will be missed.

b. Finance:

Mr. Burns shared the cash basis report. He stated that the general fund currently has a balance of \$2,364,976.07. He explained the differences between the "general fund unassigned" and the "general fund assigned" figures. Stating that the unassigned funds are the funds that are not associated with a funded program, while the assigned funds are the funds that are for specific programs that require funds in advance to pay for those needs and expenses. He noted that the assigned funds are the expense corrections and advance returns that we utilize to slowly move those funds back into the general fund as we are able to receive reimbursements from various grant funded programs. Mr.

Burns stated that this is an important indicator in the financial health of a company. The “net” month’s cash basis will show the levy dollars that we received in.

<b>General Fund Unassigned</b>	<b>\$1,291,051.42</b>
<b>General Fund Assigned</b>	<b>\$708,924.65</b>
<b>General Fund Advances Out</b>	<b>\$365,000.00</b>
<b>Total General Fund</b>	<b>\$2,364,976.07</b>
<b>Special Revenue Funds</b>	<b>\$1,292,113.58</b>
<b>General Fund Advances In</b>	<b>-\$365,000.00</b>
<b>Total Special Revenue Funds</b>	<b>\$927,113.58</b>
<b>Total Funds</b>	<b>\$3,292,089.65</b>
<b>Net Change in Funds</b>	<b>(\$113,339.51)</b>

c. Environmental Health:

Mr. Rechichar provided the board with a printout from the 2023 NEHA conference in New Orleans, LA, which was funded by grant funding. Natalie and Han created and presented a poster at the conference. He noted that they did a fantastic job and the poster presented two standards that they had been working on. Mr. Rechichar expressed that this was quite an opportunity for them to meet such expectations at this point in their careers.

On another note, Mr. Rechichar shared that the fair is around the corner. We're planning something slightly different this year. It's all hands-on deck in the Environmental Health division. He noted that this year, a new unique opportunity for this year is to do some cross-training and provide a mockup food-borne illness exercise, which would enable all of the EH division to partake in an exercise together. Hopefully, this will occur in September.

Mr. Sarfo shared that there are six WPCLF/H2Ohio contracts coming up for bid on August 18<sup>th</sup>. He stated that we plan to use the additional funding from the H2Ohio program to fund these six new contracts. The bid opening is scheduled for September 6<sup>th</sup>. Mr. Duck stated that a letter was sent to the board members about a nuisance complaint, and it was received on July 11, 2022. This property appeared to have a septic system that was failing and the WPCLF program as well as the Regional Planning and Brad Cromes financial programs were offered to the homeowner for assistance in repairing or replacing the existing system. The homeowner reached out to NDS for an application, they did qualify and is one of the six new contracts that will be up for bid, shortly.

Mr. Duck stated that recently, he and Mr. Rechichar visited Norweco in Norwalk, Ohio, who manufacture water and wastewater treatment products, systems and chemicals. He noted that a lot of opportunities and insights were shared, and Mr. Duck wanted to thank the board for approving this opportunity in last month’s board meeting. Mr. Duck

provided updates to two resolutions from last month's board meeting. Last month, a resolution was presented and approved for the prosecution of a homeowner who had not made an effort to bring their septic system up to proper status. Since last month's board meeting, the homeowner who resides on McClintocksburg Rd., applied for the WPCLF program to aid in providing a new system. The homeowner did qualify for 85% funding through the program. This is one of the six new WPCLF contracts that will be up for bid in August. Secondly, Mr. Duck stated that also, last month, he submitted a variance for an isolation distance for a homeowner on Trump Rd. Mr. Duck reached out to the building department and requested that they hold off on their final inspection until PCHD performs a final inspection on the design, terms and conditions agreement to ensure all areas of the agreement have been met. Board President Ribelin was much appreciative for the feedback.

d. Community Health:

Ms. Lehman stated that in Safe Communities, the YTD for crashes and deaths in 2023 are a little less than 2022. This year there were 9 crashes and 9 fatalities. Compared to 2022, which were 9 crashes and 11 fatalities. Ms. Lehman gave an update on the Community Health's vaccinations and noted that it is starting to pick up due to back to school. Communicable diseases will now only be reporting positive cases. So, the reported cases will no longer include probable or suspected cases. While the numbers look lower than previous reports, this is to show that the only number being reported at this time are the positive cases.

Ms. Lehman gave an update on Octane Nights, the country's largest car show. Approximately 5,000 cars and 18,000 spectators were a part of Octane Nights this year. By far more in attendance this year than previous years. While the agency closed at noon to ensure staff did not have an issue leaving, it was quite a shock to see at noon just how many folks had made their way down in preparation of the event. Ms. Lehman shared that it is now time to kick off planning for the fair. It is her favorite week of the year. She and Mr. Rechichar have been working together to gather staff and information for this year. There has been quite a bit of cross-training due to staff shortages and we are all learning new things as we go along. Safe Communities will be in the Merchant's Building again this year, and PCHD has the shed that is being prepared for the fair.

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

Ms. Cooper stated that this is a very busy time of the year with the farmer's market. The Lisbon location was very busy with over 300 vouchers that were handed out in a short amount of time. Ms. Cooper stated that 2 local farmers have been participating in this for at least 15 years. All the vouchers were disbursed and just about all vouchers were redeemed within the same day. August is Breastfeeding Awareness month. There were successful meetings and education provided to breastfeeding mothers. Ms. Cooper shared that the Haymaker Market in Kent offers WIC perks and bonuses for SNAP and WIC participants.



f. Health Commissioner:

Mr. Diorio stated that with the fair coming up, this is the largest event for our staff and our county. There will be approximately 80 different mobile food stations and concessions. PCHD inspects them all, 100%. He stated that there are upwards of about 24 staff out at the fairgrounds. He is ensuring that all sanitarians have teams to assist our workforce for inspections. Food and outside temperatures are critical, especially in this weather. Refrigeration for storage and what is being sold. Mr. Diorio stated that no matter the jurisdiction, we will inspect all mobiles and concessions. All PCHD sanitarians will be on staff and on hand to team up to ensure all areas are inspected and provide education for various staff to teach what we do. Mr. Diorio encouraged the board members to stop by and show their support. Mr. Diorio stated that providing food safety is our key point. Temporary licenses will be available on hand by Finance clerks. Mr. Diorio provided a handout to board members to show a variation of our program services that are provided by PCHD.

**VII. OLD BUSINESS: NONE**

**VIII. NEW BUSINESS:**

- a. Accept the hiring of Shelley Toot, Part-Time Peer Helper.

A motion was made by Board Member Bierlair to accept the hiring of Shelley Toot, and seconded by Board Member Minott. An "aye" vote was cast by all, and the motion carried.

- b. Accept the hiring of Rebecca Barreca, Director of Nursing Programs.

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

- c. Accept the resignation of Melissa Underwood, Account Clerk, Effective August 17, 2023.

- d. Accept the resignation of Katie Mathews, Public Health Nurse, Effective August 11, 2023.

- e. Accept the resignation of Mamie Sawyer Brewer, Public Health Nurse, Effective August 22, 2023.

A motion was made by Board Member Cutlip to accept the resignation of Melissa Underwood, Katie Mathews, and Mamie Sawyer Brewer, regretfully, and seconded by Board Member Delaney. An "aye" vote was cast by all, and the motion carried.

- f. Accept the retirement of Becky Chonko, WIC Dietician, Effective October 1, 2023.

A motion was made by Board Member Bierlair to accept the retirement of Becky Chonko, regretfully, and seconded by Board Member Minott. An "aye" vote was cast by all, and the motion carried.

- g. Permission to Post, Advertise, and Hire, One Full-Time Account Clerk for the Finance Division.
- h. Permission to Post, Advertise, and Hire, Two Full-Time Public Health Nurses for the Community Health Division.
- i. Permission to Post, Advertise, and Hire, One Full-Time Dietician for the WIC Division in Ravenna.
- j. Permission to Post, Advertise, and Hire, One Full-Time Food Supervisor for the Environmental Health Division. Any Bull's position
- k. Permission to Post, Advertise, and Hire, One Part-Time Environmental Clerk for the Environmental Health Division.

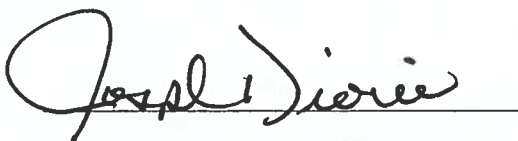
A motion was made by Board Member Cutlip to grant permission to post, advertise, and hire, one full-time account clerk, two full-time public health nurses, one full-time dietician, one full-time food supervisor, and one part-time environmental clerk, seconded by Board Member Kertoy. An "aye" vote was cast by all, and the motion carried.

**IX. BOARD ISSUES AND DISCUSSION:**

**X. EXECUTIVE SESSION:**

**XI. ADJOURNMENT:**

A motion was moved to adjourn by Board Member Minott at 7:00 PM, and seconded by Board Member Everett. An "aye" vote was cast by all, a motion was carried.



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