



**Portage County Combined General Health District  
Board Meeting Minutes  
October 17, 2023  
6:00 PM**

**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, October 17, 2023, at 999 East Main Street. The meeting was called to order at 6:00 PM by Board Vice President, Bierlair.

**Board Members in Attendance:**

James Bierlair, Vice President  
Charles Delaney, Member  
Linda Grimm, Member  
Amy Everett, Member  
Dr. Howard Minott, Member  
Evelyn Cutlip, Member

**Board Members Not in Attendance:**

Lucy Ribelin, President  
Brock Kertoy, 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  
Rebecca Barreca, Director of Nursing  
Programs, PHN  
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:**

None

**Others:**

Mr. & Mrs. Raynor

**Media Present:**

None

## II. APPROVAL OF MINUTES:

Board of Health Meeting: On October 17, 2023, Board Member Everett presented a motion to accept the Board Meetings Minutes for September 19, 2023, seconded by Board Member Delaney.

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

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

Mr. Lange was not present for the October board meeting.

## IV. PUBLIC COMMENT:

Mr. and Mrs. Raynor of 601 Eddy Lane of North Benton in Deerfield Twp., were present to hear their variance request be made to the Board of Health. Mr. Duck stated that Raynor’s filed a variance request pertaining to their septic system and the issues of limitations they are experiencing due to current restrictions and regulations. Mr. Duck plans to address their variance request later in the meeting.

## V. ACTION ITEMS:

### A. Expenditure Ratifications                      \$ 141,589.57

Invoice Batch No. 5052	\$ 20,017.03
Invoice Batch No. 5093	\$ 136.33
Invoice Batch No. 5173	\$ 26,437.49
Invoice Batch No. 5178	\$ 7,627.66
Invoice Batch No. 5289	\$ 44,460.66
Invoice Batch No. 5379	\$ 30,423.10
Invoice Batch No. 5444	\$ 10,361.76
Invoice Batch No. 5469	\$ 1,513.54
Invoice Batch No. 5491	\$ 612.00

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

Board Member Delaney 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	Late	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 Grimm to approve said travel expenditures, 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	Late	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Absent

**C. Resolution #23-61 Amendment to the 2023 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.**

Mr. Burns stated that this resolutions is for the appropriation of funds that have already been established. He noted that he plans to increase appropriations by \$150,100.00, and decrease others by \$93,507.00. Mr. Burns noted that as we get towards the end of the year, the funded accounts will show a higher number of decrease as we decrease the funds that we no longer need to spend from and reduce any certifications that are outstanding

A motion was presented by Board Member Everett to Approve Resolution #23-61, 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	Yes
Board Member Cutlip	Late	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Absent

**D. Resolution #23-62 A Journal Entry Reversal/Expense Correction for Portage County Combined General Health District.**

Mr. Burns presented an expense correction for \$91,192.79 and noted that of that amount, about \$80,000.00 is for salary and wages. Mr. Burns stated that these funds are from the remaining grant funds of previous years and that these grant funds will be transferred to the general fund as a reimbursement of funds.

A motion was presented by Board Member Minott to Approve Resolution #23-62, 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	Yes
Board Member Cutlip	Late	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Absent

**E. Resolution #23-63 A Journal Entry Cash Transfer for the Portage County Combined General Health District.**

Mr. Burns explained that the journal entry cash transfer is for grant fund #8926 UH and Portage County Juvenile Detention Center for COVID-19 detection and mitigation services. Mr. Burns stated that the deliverables have been completed and PCHD has paid UH for their services. Since this was a grant partnership agreement, Mr. Burns would like to return the initial advance back to the general fund and close out this fund account within the next couple of months.

A motion was presented by Board Member Everett to Approve Resolution #23-63, 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	Yes
Board Member Cutlip	Late	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Absent

**F. Resolution #23-64 Journal Entry Cash Advance for PCHD Annual Appropriations for Revenue Previously Certified.**

Mr. Burns stated that this cash advance is for the WIC fund. Due to government funding issues, these funds are being advanced and set aside for WIC should there be a government shutdown, we need to ensure that there are funds to continue for at least a month, without interruptions to the WIC participants and employees. This is just a temporary advance, and it will be reimbursed if used.

A motion was presented by Board Member Minott to Approve Resolution #23-64 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	Yes
Board Member Delaney	Yes	Board Member Kertoy	Absent

- G. Resolution #23-65** Paused for Executive Session.
- H. Resolution #23-66** Paused for Executive Session.
- I. Resolution #23-67** Paused for Executive Session.
- J. Resolution #23-68** Paused for Executive Session.
- K. Resolution #23-69** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Agreement Between the Portage County Combined General Health District (PCCGHD) and University Hospitals Portage Medical Center ("UH" Portage Medical Center) to Coordinate Response Efforts Associated with Infection Prevention and Control for COVID-19 and Other Highly Infectious Diseases.

Ms. Lehman stated that this is for a contract with UH Portage Medical Center for COVID-19 & other highly infectious diseases for activities, which were based on budget approval from Ohio Department of Health through the Enhanced Operations (EO-23) grant.

A motion was presented by Board Member Minott to Approve Resolution #23-69, 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	Yes
Board Member Delaney	Yes	Board Member Kertoy	Absent

- L. Resolution #23-70** Revising the Food Service Operation and Retail Food Establishment Fees to comply with Ohio Revised Code Chapter 3717 and Ohio Administrative Code Chapters 3701-21 and 901:3-4. - **1<sup>st</sup> Reading.**

Mr. Rechichar proposed the 1<sup>st</sup> reading of the Revised Food Service Operation and Retail Food Establishment Fees and memo with a brief description to support said fees. He hopes by providing this memo that the board will have a more perceptive insight into the food facilities and what and/or who they pertain to. Mr. Rechichar noted that the charges increased to reflect the decrease in fees from last year due to the COVID-19 funds that were utilized incorrectly according to the grant. A public meeting for the fees is



scheduled for November 14<sup>th</sup>. The 1<sup>st</sup> reading will reflect in the board meeting minutes. The final reading will be assessed and voted on in December. Board Member Cutlip asked how the fees are in comparison to the surrounding counties. Mr. Rechichar stated that he will research this and provide a follow-up at the next board meeting.

**M. Resolution #23-71** 575 Eddy Lane, Deerfield Twp., Sewage Treatment System Variance Request to Ohio Administrative Code (OAC) 3701-29-06(G)(3)(a).

Mr. Duck stated that Ms. Bruderly, the owner of the property referenced above, is requesting to replace her existing sewage treatment system with an approved NPDES. The owner has been experiencing back-up issues in her home due to the condition of the existing sewage treatment system. Ms. Bruderly and Colian's Multi-Service LLC are proposing to abandon the existing sewage treatment system and replace it with an approved NPDES. The design plan illustrates the proposed location of the replacement sewage treatment system. However, the limited space on the lot does not permit the replacement system to be sited without encroaching within the required isolation distances of the property lines. The proposed replacement system will be approximately 2ft from the neighboring property line.

Board Member Grimm inquired if the restrictions and space limitations along the property lines, are common. Mr. Duck stated that the surrounding area beyond the property line is owned by the United States Government, and this is limiting where and how the homeowners address their septic systems.

A motion was presented by Board Member Grimm to Approve Resolution #23-71, 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	Yes
Board Member Delaney	Yes	Board Member Kertoy	Absent

**N. Resolution #23-72** 601 Eddy Lane, Deerfield Twp., Household Sewage Treatment System Variance Request to Ohio Administrative Code (OAC) 3701-29-06(G)(3)(a) & (c).

Mr. Duck stated that Mr. Raynor, the owner of the property referenced above, is requesting to replace his existing sewage treatment system with an approved NPDES. The owner is planning to renovate and add an additional bedroom to his home and the existing sewage treatment system is not of adequate size to treat the additional flow.

Mr. Raynor and Pag's Excavating Inc. are proposing to abandon the existing sewage treatment system and replace it with an approved NPDES. The attached design plan illustrates the proposed location of the replacement sewage treatment system.

However, the limited space on the lot does not permit the replacement system to be sited without encroaching within the required isolation distances of the property line and the water wells on the owner's and neighboring property. The proposed replacement system will be approximately 2 feet from the neighboring property line (also owned by Mr. Raynor) and 35 feet from the homeowner's and the neighboring water wells.

A motion was presented by Board Member Minott to Approve Resolution #23-72, 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	Yes
Board Member Delaney	Yes	Board Member Kertoy	Absent

### **DISCUSSION REPORTS:**

a. Administration:

Ms. Meduri stated that the administration and personnel report shows that there was an additional resignation. Ms. Kayla Schuefler, PHN, has decided to take on a new role elsewhere. Ms. Lehman and Ms. Barreca are working with Ms. Meduri to find new talent to assist the agency. A Staff Appreciation Day was celebrated in October and planned by PCHD's PHun Committee. This consisted of team building exercises and a picnic style luncheon for staff. It was a great success, and a lot of laughs were shared. Ms. Chonko of the Ravenna WIC division retired after 35 years. She was celebrated by the staff with a breakfast feast provided by WIC. Ms. Chonko will certainly be missed, and we hope she's enjoying her retirement. Ms. Meduri shared that some of PCHD staff participated with Mahoning and Trumbull counties for a 5-day LEAN training and developed partnerships with the two counties on leadership. All LEAN training was entirely funded through the Work Force Development (WFD) grant. Ms. Meduri was asked my board members on the outsource of nurses to assist with the vacancies that are open within the agency. Ms. Meduri shared that it has been reviewed, but would be very costly in the long run. More ideas and discussion will be forthcoming.

b. Finance:

Mr. Burns stated that the cash basis report highlights the \$3,464,884.77 total funds. He is looking to spend some of those funds. He noted that #8905 has been closed out and #8912, #8918, and #8926 will be closed out in the next month or so. Those funds will be reimbursed to the general fund. The unassigned cash balance is \$1,760,326.68, last year the unassigned cash balance was \$1,013,000.00. Mr. Burns noted that in the event of a disaster, we want to ensure we have a healthy balance in the unassigned general fund, should those funds need to be utilized right away. He noted that the special revenue funds are returnable funds to the general fund. He shared that just within this year, we drew down \$110,212.00. In 2022, it was \$138,000.00. Mr. Burns shared that when funds are spent out of the general fund, those are funds that are spent, and cannot be accounted for.

However, when we spend funds from the special revenue funds, it is either coming back through fees such as the cost methodology as Mr. Rechichar spoke about or through our grant funds. In doing so, we can look at the items that we're spending money on and work to attribute those to grant funding or fee-based funding. Mr. Burns noted that this is why he prefers to highlight these areas of the cash basis report so that to ensure that we are spending less money out of our general fund and attributing it to grant funding. Lastly, Mr. Burns shared that #8905 and a few others will be closing out over the next couple of months as these grants are closing out. The cash basis highlights are below.

<b>General Fund Unassigned</b>	<b>\$1,760,326.68</b>
<b>General Fund Assigned</b>	<b>\$667,882.23</b>
<b>General Fund Advances Out</b>	<b>\$358,000.00</b>
<b>Total General Fund</b>	<b>\$2,786,208.91</b>
<b>Special Revenue Funds</b>	<b>\$1,036,675.86</b>
<b>General Fund Advances In</b>	<b>-\$358,000.00</b>
<b>Total Special Revenue Funds</b>	<b>\$678,675.86</b>
<b>Total Funds</b>	<b>\$3,464,884.77</b>
<b>Net Change In Funds</b>	<b>(\$338,760.15)</b>

c. Environmental Health:

Mr. Rechichar shared that he is very excited for the promotion of Ms. Natalie Menke. When Ms. Menke started with PCHD, she was hired as a mosquito seasonal worker. She left PCHD to join the Peace Corp and once COVID came about, her program was closed down due to COVID, so she requested her job back and was hired in as a EHSIT (Environmental Health Specialist in Training) and is now being promoted to an Environmental Health Supervisor for Food, Pools and Camp programs.

Mr. Rechichar shared that he has joined the board of the Retail Food Safety Advisory Council (RFSAC). He stated that the RFSAC is a statewide committee, with a 3-year appointment, pertaining to food rules, policy changes and ensuring certification for food safety. This is part of the Ohio Department of Agriculture, and he looks forward to serving on the board for RFSAC.

Mr. Rechichar stated that the Ohio Environmental Protection Agency performed an audit, and the appointed representative attended a few inspections on the road with Mr. Rechichar. The representative has a couple of inspections left to review.

Mr. Sarfo shared that there are currently four of six, WPCLF contracts to be completed by the end of November. He stated that we are all working with NDS to obtain additional clients to ensure we spend all grant dollars for 2022 by the end of 2023. He asked that we please share with neighbors, friends and family about the WPCLF program. He noted that we have already applied for 2024 funding. Board Member Grimm asked how we currently promote the WPCLF program. Mr. Sarfo stated that it has primarily been



through a word-of-mouth process. He stated that applicants are apprehensive due to the possibility of being prosecuted for their failing septic systems. He noted that there are many mixed feelings about the WPCLF program from potential applicants. Ms. Lehman shared that she did a presentation with the Portage County librarians for public education and provided brochures for the program and financial assistance through Regional Planning and the Brad Cromes program. Board member Everett shared the possibility of placing this information on the PCHD website with a more visual tactic to aid potential applicants. Mr. Duck stated that once he files a Notice of Violation, he includes a WPCLF flyer with an application, which goes out in the mail to the property owners. Recently, the board voted in favor of prosecution for 6530 McClintocksborg Rd., which belongs to the Stonekings. Ms. Stoneking applied for assistance with the WPCLF program and was approved and recently had her new septic system installed. She verbally expressed her gratification and requested that Mr. Duck extend her gratitude to the board.

d. Community Health:

Ms. Lehman spoke about the Project Dawn distributors. She shared that there are currently 12 distributing partners who partook in the Overdose Awareness Day to distribute Naloxone kits. She shared that the Emergency Preparedness utilized the plan that was approved earlier this year and completed a full-scale practice exercise for a potential Anthrax exposure, in preparation of the event of an actual attack, a plan would be set in motion to assist the community, efficiently.

Ms. Lehman shared that the last quarter of the CHIP has been completed, along with a meeting last week. She stated that the attendance and topics were a success. She shared that the 3 areas of discussion were (Tracking Labor and Delivery, Food Insecurities, Mental Health and Addiction). She shared that PCHD's Ms. Olivia Card, Epidemiologist, got to shine at the CHIP meeting and is fully engaged in providing data and sharing those numbers and resources.

Ms. Lehman stated that October 25<sup>th</sup> is the annual Substance Abuse Mental Health meeting. This will take place at NEOMED. The Mental Health Recovery website is available to register, it is free to attend, and lunch is provided.

Director of Nursing Programs, Ms. Barreca stated that COVID cases are on an up-tick and is now a class B disease, and many are not reporting their results as they once did during the pandemic. Dr. Arrendondo has signed the COVID and Immunization Standing Orders.

Ms. Card has been working on highlighting the hot spots of the cases through an interactive website dashboard that can be accessed by the public. Ms. Barreca stated that COVID-19 boosters are on order. There will be a cost associated with the public, just unsure of the actual costs at this time.

Board Member Delaney inquired on the SAIL program, which is a fall prevention program, formally Motion of Balance (MOB), which was an 8-week program for 2 hrs. The updated program SAIL is only exercise based and Ms. Plough, along with 2

educators from Portage Medical Center are trained for this program. Ms. Lehman stated that it is a very interactive and very well received program. Attendance is voluntary, and is offered at the Ravenna, Aurora and Streetsboro Senior Centers. You do not have to be a Portage County resident and is free of charge.

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

Ms. Cooper stated that the caseload is continuously climbing. Which shows a true need for WIC assistance in the Portage and Columbiana counties. She stated that she has secured WIC funding through mid-November. Her new grant year will start in January 2024. She stated that the cash value for fruits and veggies has increased and there are issues they are working through to ensure the participants are receiving their additional funds through the help desk. Ms. Cooper is delighted to have a full staff at both locations. She shared that Ms. Steighner, the WIC Site Supervisor for Lisbon is doing great and Ms. Hilbish, the newest Health Professional & Dietician is doing a fabulous job as well.

f. Health Commissioner:

Mr. Diorio stated that the 60-ton unit has been delivered and is almost installed. The old unit was taken out. This consisted of a crane and two trucks. He noted that it will be about 10 days to transfer over the new coils and have everything in working order. He stated that the air handler had to be disassembled to add in the new coils. Mr. Diorio also shared an update on the strategic plan. He shared that Ms. Everett and Ms. Ribelin have been attending the meetings and he is planning to have them completed by the end of year. Mr. Diorio noted that there has been a significant amount of progress. He also shared that he is requesting an executive session.

**VII. OLD BUSINESS: None**

**VIII. NEW BUSINESS:**

a. Accept the Promotion of Natalie Menke to Environmental Supervisor.

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

b. Request Permission to Post, Advertise and Hire One Full-Time REHS or EHSIT for the Environmental Health Division.

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

A motion was made by Board Member Everett to grant permission to post, advertise and hire one full-time REHS or EHSIT, and seconded by Board Member Cutlip. An “aye” vote was cast by all, and the motion carried.

c. Accept the Resignation of Kayla Schuefler, Public Health Nurse, effective November 1<sup>st</sup>.

A motion was made by Board Member Delaney to accept the resignation of Kayla Schuefler, PHN, and seconded by Board Member Everett. An “aye” vote was cast by all,

and the motion carried.

- b. Request Permission to Post, Advertise and Hire One Full-Time PHN for the Community Health Division.

A motion was made by Board Member Grimm to grant permission to post, advertise and hire one full-time REHS or EHSIT, and seconded by Board Member Cutlip. An “aye” vote was cast by all, and the motion carried.

**IX. BOARD ISSUES AND DISCUSSION:** None

**X. EXECUTIVE SESSION:**

A motion to enter Executive Session and adjourn by Board Member Cutlip at 7:02 PM, on October 17, 2023. seconded by Board Member Grimm.

A motion was made to exit Executive Session and enter regular session by Board Member Everett at 8:55 PM, on October 17, 2023. seconded by Board Member Minott. An “aye” vote was cast by all, motion carried.


The board members asked for additional options including longevity starting at six months – five years. Six months offering a \$500.00 bonus, one year offering an additional \$500.00 bonus with additional increments of \$100.00 per calendar year. The board also requested a 3% increase option with a review of salary ranges and continued discussion at the next board meeting.

- **Resolution #23-65** The Portage County Board of Health Granting Permission to Allow Joseph Diorio to Sign the Resolution of Acceptance for the Increase of Salary Wages of 2.5%.
- **Resolution #23-66** The Portage County Board of Health Granting Permission to Allow Joseph Diorio to Sign the Resolution of Acceptance for the Increase of Salary Wages of 5%.
- **Resolution #23-67** The Portage County Board of Health Granting Permission to Allow Joseph Diorio to Sign the Resolution of Acceptance for the Increase of Salary Wages of Fifty Cents.
- **Resolution #23-68** The Portage County Board of Health Granting Permission to Allow Joseph Diorio to Sign the Resolution of Acceptance of the Longevity of Service Proposal.

A motion was presented by Board Member Cutlip to table resolutions #23-65, #23-66, #23-67 and #23-68 until the board reconvenes in November, seconded by Board Member Grimm. An “aye” vote was cast by all, and the motion carried.

**XI. ADJOURNMENT:**

A motion was moved to adjourn by Board Member Everett at 9:03 PM, and seconded by Board Member Grimm. An “aye” vote was cast by all, a motion was carried.

A handwritten signature in black ink, appearing to read "Joseph J. Diorio". The signature is fluid and cursive, with a large initial "J" and "D".

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