

**Portage County Combined General Health District  
Board Meeting Minutes  
September 19, 2023  
6:00 PM**



**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, September 19, 2023, at 999 East Main Street. The meeting was called to order at 6:02 PM by Board Vice President, Bierlair.

Board Members in Attendance:	James Bierlair, Vice President Charles Delaney, Member Linda Grimm, Member Amy Everett, Member Brock Kertoy, Member
Board Members Not in Attendance:	Lucy Ribelin, President 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 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:	None
Media Present:	None

## II. APPROVAL OF MINUTES:

Board of Health Meeting: On September 19, 2023, Board Member Everett presented a motion to accept the Board Meetings Minutes for August 15, 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	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:

Dr. Arredondo recommended the most recent COVID-19 booster which is a monovalent to treat the most prevalent cases of the virus. He noted that if you are immunocompromised, to consider getting vaccinated and boosted.

## V. ACTION ITEMS:

### A. Expenditure Ratifications \$295,823.42

Invoice Batch No. 4507	\$ 20,185.72
Invoice Batch No. 4572	\$ 58,799.64
Invoice Batch No. 4598	\$ 5,420.57
Invoice Batch No. 4619	\$ 41,071.81
Invoice Batch No. 4680	\$ 110.85
Invoice Batch No. 4714	\$ 30,989.82
Invoice Batch No. 4778	\$ 6,633.76
Invoice Batch No. 4822	\$ 2,375.00
Invoice Batch No. 4830	\$ 1,272.22
Invoice Batch No. 4838	\$ 106,273.89
Invoice Batch No. 4964	\$ 18,722.76
Invoice Batch No. 4984	\$ 3,967.38

Mr. Burns requested approval from the board to ratify the payments from this past month. He noted that this batch of payments included the 3<sup>rd</sup> mortgage payment for the

new PCHD location.

Board Member Kertoy 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	Absent	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 approval for the travel expenditures presented to the Board.

A motion was presented by Board Member Grimm to approve said stated 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	Absent
Board Member Cutlip	Absent	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

**C. Resolution #23-47 Amendment to the 2023 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.**

Mr. Burns requested that the board review and approve the budget amendment which allocated budgeted items to increase to \$279,975.00 and decreased items to \$303,701.00, which was a net decrease of \$23,726.00. Mr. Burns noted that as the end of the year is approaching, he plans to decrease the areas that are no longer needed and re-allocate those funds.

A motion was presented by Board Member Everett to Approve Resolution #23-47, seconded by Board Member Kertoy.

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	Absent	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

**D. Resolution #23-48** A Journal Entry Reversal/Expense Correction for Portage County Combined General Health District.

Mr. Burns stated that there are two major expense corrections on this resolution which are salaries and wages. He noted that when there are salaries and wages that can be moved from the general fund and paid through grant funding, an expense correction will be generated. Mr. Burns noted that we are going into a new grant cycle year, so he explained the differentials of 1B and 2B on the expense corrections.

A motion was presented by Board Member Delaney to Approve Resolution #23-48, 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	Absent	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

**E. Resolution #23-49** A Journal Entry Cash Transfer for the Portage County Combined General Health District.

Mr. Burns stated that there are two advanced returns. One is the remaining funding from the “Get Vaccinated Ohio” grant and the other is from the “Workforce Development” grant. Mr. Burns noted that these funds are going back into the general fund for a period of time. These funds are the last of the grant funds that PCHD shared with KCHD. Once these grant funds are reimbursed back, they will be funneled back into the general fund.

A motion was presented by Board Member Everett to Approve Resolution #23-49, seconded by Board Member Kertoy.

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	Absent	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

**F. Resolution #23-50** Journal Entry Cash Advance for PCHD Annual Appropriations for Revenue Previously Certified.

Mr. Burns explained that this cash advance is to advance funds into the WIC fund to assist with payroll obligations and expenses without reimbursement for a short period of time. He will be adding \$48,000.00 to the WIC fund. The majority of it will be temporary and he plans to try to move it back by the end of this grant cycle.

Mr. Burns also shared that the CN-22 grant has ended and he will be transferring \$25,000.00, along with the \$25,000.00 that was just received from the advanced return, back to the general fund, which will be a net increase to the general fund of \$2,000.00 once the WIC advance is allocated.

A motion was presented by Board Member Kertoy to Approve Resolution #23-50 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	Absent	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

**G. Resolution #23-51** WIC Columbiana County Lease Contract – 7876 Lincole Place, Lisbon.

Ms. Cooper stated that this is for the renewal of the lease agreement for the WIC Lisbon location. Ms. Cooper noted that the monthly rent was not increased though there was additional space factored into the contract.

A motion was presented by Board Member Delaney to Approve Resolution #23-51, 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	Absent	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

**H. Resolution #23-52** Contract with Christine Darling as MRC Team Leader.

Ms. Lehman presented a resolution to contact with Ms. Darling as an MRC Team Leader. Previously, Ms. Bissler was the MRC Team Leader but has since retired. This contract with PCHD is fully funded through the NAACHO and PHEP grant funds from October of 2023 into Mid-2024.

A motion was presented by Board Member Kertoy to Approve Resolution #23-52, 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	Absent	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

- I. Resolution #23-53** WPCLF #202301-H2Ohio with Werab Enterprises, LLC, for 353 Howe Rd., Brimfield Twp.

This contract will provide a sewer connection to Kent City sewer services.

A motion was presented by Board Member Grimm to Approve Resolution #23-53, 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	Absent	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

- J. Resolution #23-54** WPCLF #202302-H2Ohio with Pag's Excavating, Inc., for 4543 Sandy Lake Rd., Rootstown Twp.

This contract will be installing a new NPDES septic system.

A motion was presented by Board Member Delaney to Approve Resolution #23-54, 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	Absent	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

- K. Resolution #23-55** WPCLF #202303-H2Ohio with Clonch & Sons Excavating, LLC, for 8825 S. Main Street, Windham Village.

- L. Resolution #23-56** WPCLF #202304-H2Ohio with Clonch & Sons Excavating, LLC, for 3702 Tallmadge Rd., Rootstown Twp.

**M. Resolution #23-57** WPCLF #202305-H2Ohio with Clonch & Sons Excavating, LLC, for 6530 McClintocksburg Rd., Paris Twp.

**N. Resolution #23-58** WPCLF #202306-H2Ohio with Clonch & Sons Excavating, LLC, for 1910 Mahoning Rd., Deerfield Twp.

These contracts will be installing four new NPDES septic system.

A motion was presented by Board Member Everett to Approve Resolutions #23-55, #23-56, #23-57, and #23-58, 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	Absent	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

**O. Resolution #23-59** Kent City Home Sewage Treatment Systems & Private Water Systems & Nuisance Complaints Contract for 2024.

Mr. Rechichar stated that this contract will renew a two-year contract beginning January 1, 2024 with Kent City to provide the city with home sewage treatment systems & private water systems & nuisance complaints services.

A motion was presented by Board Member Delaney to Approve Resolution #23-59, seconded by Board Member Kertoy.

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	Absent	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

**P. Resolution #23-60** A Resolution Declaring a Public Health Nuisance, Ordering Abatement of that Nuisance, and Approving the Civil Prosecution for Violation(S) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Regulating Sewage Treatment Systems – 12530 Nelson Parkman Rd.

Mr. Duck stated that this home has gone through a Point-of-Sale inspection. It has a leach well and the homeowner was told to replace the leach well, which has not occurred. The property has since been transferred. A notice of violation has been restarted for the current homeowners.



A motion was presented by Board Member Grimm to Approve Resolution #23-60, 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	Absent	Board Member Grimm	Yes
Board Member Delaney	Yes	Board Member Kertoy	Yes

### **DISCUSSION REPORTS:**

a. Administration:

Ms. Meduri wished to welcome Rebecca Barreca to the meeting as well as the agency. Ms. Barreca shared that this is a great team and is happy to be here. Ms. Meduri also shared that she will be onboarding Cynthia Hilbish, the newest addition to the Ravenna location as a Health Professional Dietician, who will be replacing Becky Chonko who is retiring on September 30<sup>th</sup> after thirty plus years with the WIC division. Ms. Meduri also updated the board with the newest addition to the WIC Lisbon location. Danielle Steighner, the new WIC Supervisor will start in early October.

Ms. Meduri shared that she and Mr. Diorio had been taking turns visiting the Lisbon staff to provide support and prepare for Ms. Steighner's arrival. Ms. Meduri noted that this past week, several PCHD staff participated in LEAN training, which also included the Summit and Trumbull County Health Department's staff as well. Ms. Meduri shared that the visiting health departments shared how the PCHD staff is much more integrated and really pleased to share that comradery with staff. This new training was fully funded through the WFD grant and Ms. Meduri is looking into 2024 for new trainings.

b. Finance:

Mr. Burns shared with the board the cash basis report. The cash basis report shows the general fund unassigned balance as well as the general fund assigned balance to give the board a clearer view of the funds and special revenue that are allocated for the budget throughout the year.

<b>General Fund Unassigned</b>	<b>\$1,800,474.29</b>
<b>General Fund Assigned</b>	<b>\$743,127.81</b>
<b>General Fund Advances Out</b>	<b>\$365,000.00</b>
<b>Total General Fund</b>	<b>\$2,908,602.10</b>
<b>Special Revenue Funds</b>	<b>\$1,260,042.82</b>
<b>General Fund Advances In</b>	<b>-\$365,000.00</b>
<b>Total Special Revenue Funds</b>	<b>\$895,042.82</b>



**Total Funds                      \$3,803,644.92**

**Net Change In Funds                      \$511,555.27**

Mr. Burns stated that compared to this time last year, we are doing great with utilizing grant funds. Mr. Burns shared that he is working on proposals for the October Board of Health meeting pertaining to cost of living and merit raises for PCHD staff. He also plans to propose a longevity of service table and proposal. The October Board of Health meeting will include the proposals along with options for different percentages and how this would appear as we continue to grow, as well as a longevity proposal. Mr. Diorio stated that he plans to send this package to BOH members ahead of time for review prior to the scheduled meeting. Board Vice President, Bierlair requested a PowerPoint presentation with education so that all Board of Health members are on the same page.

**c. Environmental Health:**

Mr. Rechichar stated that the Ohio EPA will be conducting a solid waste survey. Mr. Rechichar also gave recognition and gratitude to staff that assists with the WPCLF program and shared the many details that this program consists of and appreciates all the efforts that go into this program to assist the homeowners who qualify for assistance for their household septic treatment systems. Mr. Rechichar shared that he is excited to bring on an EH Supervisor as well as a Clerk and REHS/EHSIT to the Environmental Health Division. He noted that they are continuing to interview and do have some promising candidates.

The Portage County Fair brought in 100 food inspections which were fully executed by the Environmental Health inspectors who teamed up from all divisions, even the Health Commissioner was on hand to assist and complete each inspection site. Our Epidemiologist, Ms. Card, was able to create a data table using ARGIS and create a map, while Ms. Speck provided images of all the licenses and pictures of the food booths at the fairgrounds to upload to the map. This enabled inspectors to upload their reports onto the map and have a visual of the location with a link to the table with all the information linked to it. This will also enhance the insights of potential issues for foodborne illnesses, etc., to pinpoint the exact location.

Mr. Rechichar stated that the private water system files are being scanned by Scan View so that these will be available online via the PCHD website portal and through the Scan View website for instant access. Also, there will be an Ohio Environmental Health Association conference coming up. This will be a two-day educational experience to all environmental health inspectors.

Mr. Sarfo shared that as we are coming towards the end of the year, the WPCLF fund has leftover funding from the 2023 grant year. He also noted that a small amount from the 2022 grant year. Mr. Sarfo stated that we are working with NDS to see if we can qualify additional applicants before the end of this year. Board member, Everett requested that we share this information on the agency's Facebook social media page so

that it could be shared to aid in spreading the word to potential candidates who need the assistance.

d. Community Health:

Ms. Lehman shared her excitement to have Rebecca Barreca onboard and noted that she has been here just about a month and has been inundated with Communicable Diseases & Immunizations. The Project DAWN stats appear to be down compared to previous months; this is due to the additional funding that was received. She noted that September is Awareness Month and 94 boxes of Narcan were distributed as well as Fentanyl testing strips and the extra funding that was received provided 300 Hygiene kits that were provided to Our Place in downtown Ravenna who have been distributing those to the tent communities for the homeless population as well as some of the underserved areas in Portage County.

Ms. Plough has been working a great deal with Mr. Duck and Mr. Sarfo in EH for upcoming workshops. Ms. Speck will be at the Septic Smart Workshop this upcoming Saturday, September 23<sup>rd</sup>. Ms. Lehman stated that September 1<sup>st</sup>, the big change in the Community Health Division, changed the clinics as well as all services that assist the educators are working from 10:00am to 6:00pm on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month. She also shared that every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday will be a typical 8hr day. She commented on Fair week and how fun it was to work with staff and assist the community. She noted that there were a couple of rabbit bites reported from 4H, but nothing serious. Each day of the fair brought a new theme, which was fun. This was also the 1<sup>st</sup> year that PCHD conducted a "Hot Wash" after the fair to review all that happened at the fair and what we can improve for next year. It was well received by the staff.

Ms. Barreca shared that the new COVID-19 booster vaccine is coming soon. She is working on the standing orders from PCHD's Medical Director, Dr. Arredondo. She noted that they are currently working on Flu and COVID-19 clinics.

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

Ms. Cooper shared that August was Breastfeeding Awareness month. PCHD staff participated and wore their tee shirts to support WIC for this event. She noted that they have been understaffed, but pushing through. She is excited for both WIC locations to be fully staffed soon. Ms. Chonko will be retiring at the end of September and has been with WIC since 1988. Though her predecessor, Ms. Hilbish, comes from Coshocton County WIC location, is well affiliated with WIC and will surely fit in just fine. Ms. Cooper shared that she is looking forward to the new fiscal year on October 1<sup>st</sup>.

f. Health Commissioner:

Mr. Diorio shared with the board a letter that was sent by the Nelson Twp. trustees regarding the drug and criminal activity that Nelson Ledges Campgrounds and Quarry Park has brought to the community. He spoke with the Portage County Prosecutor, Victor Viglucci about the issue and he plans to push the letter and request a meeting

with the Portage County Sheriff, Bruce Zuchowski. Mr. Diorio stated that we are doing our part as an agency to work on compliance. He noted that the Ohio Department of Health shows the campground to allow a total of 852 campsites at Quarry Park. However, there are at times up to 2,500 people there on the weekends for venues and concerts. This has been an ongoing issue for some time. Mr. Diorio stated that he has now consulted with ODH to initiate a joint inspection process and will provide updates on the progress and outcome of this issue. He and Mr. Rechichar shared that several entities are onboard to escalate these issues at hand. The trustees were given information from both he and Mr. Rechichar in the past regarding the campground and quarry park. They are appreciative of moving forward and have had several meetings on the violations.

Mr. Diorio also shared an update with the board regarding the HVAC 60-ton unit. He stated that the unit is in stock, but the coil and mechanism is on order and will be installed soon. Also, the 2 rooms which have the max density systems will have a new location to call home. Mr. Diorio was adamant about finding a new home for these units to ensure that they were repurposed and not thrown into a landfill. He was able to bring in two companies who will dismantle them and reuse them at Case Western Reserve. He noted that this will take about 5 days to remove.

Lastly, Mr. Diorio spoke about the new PCHD website and the portal that is now open to the public to search for septic system records that we have on file. He gave an example to the board and showed them from his laptop the simplicity of the site and how quickly the data report and forms are readily available to the public. He plans to extend this option with the auditor's office and share it on their website as well. The well records are next to be scanned and added to the portal.

## **VII. OLD BUSINESS: NONE**

## **VIII. NEW BUSINESS:**

- a.** Accept the hiring of Danielle Steighner, Site Supervisor for the WIC Division at the Lisbon location.

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

- b.** Accept the hiring of Cynthia Hilbish, Dietitian for the WIC Division at the Ravenna location.

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

- c.** Accept the resignation of Jennifer Lowry, REHS, Effective August 30, 2023.

A motion was made by Board Member Kertoy to accept the resignation of Jennifer Lowry, regretfully, and seconded by Board Member Delaney. An “aye” vote was cast by all, and the motion carried.

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

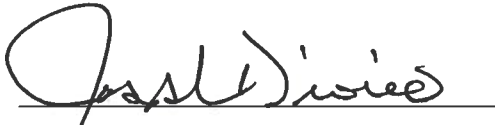
A motion was made by Board Member Everett to grant permission to post, advertise, and hire, one full-time REHS or EHSIT, seconded by Board Member Kertoy. An “aye” vote was cast by all, and the motion carried.

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

**X. EXECUTIVE SESSION: None**

**XI. ADJOURNMENT:**

A motion was moved to adjourn by Board Member Delaney at 7:02 PM, and seconded by Board Member Everett. An “aye” vote was cast by all, a motion was carried.

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

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