

**Portage County Combined General Health District
Board Meeting Minutes
November 14, 2023
6:00 PM**



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, November 14, 2023, at 999 East Main Street. The meeting was called to order at 06:04PM by Board President, Ribelin.

Board Members in Attendance:

Lucy Ribelin, President
James Bierlair, Vice President
Brock Kertoy, Member
Charles Delaney, Member
Linda Grimm, Member
Dr. Howard Minott, Member

Board Members Not in Attendance:

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

District Advisory Council:

Bruce Lange

Others:

None

Media Present:

None

II. APPROVAL OF MINUTES:

Board of Health Meeting: On November 14, 2023, Board Member Grimm presented a motion to accept the Board Meetings Minutes for October 17, 2023, seconded by Board Member Bierlair.

The Board President, Ribelin and Board Member, Grimm both requested changes pertaining to the 'Executive Session' section of the October 17, 2023 minutes. The changes requested were the arrangement of tabled resolutions and the arrangement of entering and exiting 'Executive Session'. A motion to accept the minutes otherwise was approved. Ms. Jewell notated the changes and will ensure the minutes reflect the requests accordingly.

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	Absent
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)

Mr. Lange stated that there is a Township Association meeting on Saturday, November 18th. Mr. Lange stated that there will be some changes in Shalersville Township for their Fiscal staff and Trustees from this past election. Mr. Lange said that Mr. Eddie Dean will become the President for the Township Association, which is a two-year term and Mr. Lang will continue as the Vice President of the Township Association for the next two years.

IV. PUBLIC COMMENT: None

V. ACTION ITEMS:

A. Expenditure Ratifications \$ 116,162.58

Invoice Batch No. 5551	\$ 10,304.49
Invoice Batch No. 5572	\$ 54,931.05
Invoice Batch No. 5622	\$ 64,402.41
Invoice Batch No. 5649	\$ 4,524.43
Invoice Batch No. 5749	\$ 9,959.03
Invoice Batch No. 5804	\$ 2,662.37

Invoice Batch No. 5837 \$ 14,906.02

Invoice Batch No. 5921 \$ 4,512.78

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 Kertoy.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Everett	Absent
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 travel expenditures, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

C. Resolution #23-73 Revised 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. This is a revised version, and a copy of the revision has been given to the board members for review. The revision resulted due to a grant fund that had less than \$1 left in the account, therefore, a revision to the budget amendment was required for the auditor's office to close fund #8911, MCH Maternal Child Health program.

A motion was presented by Board Member Bierlair to Approve Resolution #23-73, seconded by Board Member Kertoy.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Everett	Absent
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

D. Resolution #23-74 A Journal Entry Reversal/Expense Correction for Portage County Combined General Health District.

Mr. Burns presented an expense correction for salaries and wages. He stated that this expense correction is mainly focusing on closing out grant funds, which included \$3,200 for grant fund #8926, COVID-19 Detection & Mitigation.

A motion was presented by Board Member Bierlair to Approve Resolution #23-74, seconded by Board Member Minott.

A vote on the motion is as follows:

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

E. Resolution #23-75 The Portage County Board of Health's Acceptance of The Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Sylvia Autumn for The Purpose of Providing Services for Interim Safe Communities Project Coordinator.

Ms. Lehman is requesting this resolution to contract with Ms. Sylvia Autumn to act as an interim project coordinator for Safe Communities while Ms. Selva is away on maternity leave. Ms. Lehman shared that Ms. Autumn is working towards her master's degree in public health and plans to use this project for her appellate with Kent State University. Ms. Autumn would contract with PCHD for the months of January through March 2024.

A motion was presented by Board Member Kertoy to Approve Resolution #23-75, seconded by Board Member Delaney.

A vote on the motion is as follows:

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

VII. DISCUSSION REPORTS:

a. Administration:

Ms. Meduri shared a PCHD personnel update, which included Ms. Selva's 10-year anniversary with PCHD! Ms. Selva was awarded with a plaque commending her on her PCHD journey. Ms. Meduri also was acknowledged for her 5-year anniversary and awarded a plaque and commended for her success and efforts on her PCHD journey. Ms. Meduri shared that we have 4 new hires who have and will soon join the PCHD staff. Ms. Orr, Public Health Nurse, on-boarded on 11/06. Environmental Health will have three new hires. Miss. Lipchik, who on-boarded on 11/05 and Mr. Smiley, who on-boarded on 11/13, both are EHSIT's, and Ms. Victoria, Environmental Clerk, on 11/27. There are 2 open listings for PHN positions that Ms. Meduri stated have been a work in progress to fulfill as the descriptions and requirements for those positions have been revised and will be reposted for potential candidates, shortly. She noted that the Community Health Directors are really aiming to focus in on children's vaccinations and the vaccine schedules. Ms. Card has been helping out tremendously with communicable diseases and case studies. Ms. Meduri shared that she has been doing a wonderful job and appreciate for her assistance and dedication. Ms. Meduri also gave thanks and congratulated Ms. Jewell on her achievements, growth and her two-year work anniversary with PCHD. She noted that Ms. Jewell has taken on a great deal of work and has assisted the Environmental Health division with administrative needs.

Ms. Meduri stated that the Strategic Plan has been making great strides with the administrative and personnel aspects, and communicating them back to board. Ms. Meduri also shared that access cards will now include the access reader on the elevator. She noted that in the event that the public need access, the elevator can be programmed for a certain time frame or use a key on an as needed basis for events in the basement. This added change is to enhance the security of the building and who is in the building at all times. Ms. Meduri shared that a personnel manual update has been received. There are many changes and she and Mr. Diorio have been reviewing sections of the manual on separate occasions. As soon as it has been reviewed, changes will be discussed and a final approval by the board prior to instating the new manual for the staff. Ms. Meduri also stated that there is a new 6-day leadership training, which will actually be staggered out to a 6-week leadership training, starting this upcoming Monday, 11/20. This is fully funded by the WFD grant. Ms. Meduri has a schedule of topics that she will soon share with the board.

b. Finance:

Mr. Burns shared the cash basis report. He noted that October is the month of "Where's Our Money". He stated that some of the grant funding was delayed by the Ohio Department of Health due clerical issues, the funds were not in the correct line items and had to be reallocated. This also occurred with the MAC funding as well. The entire state has delayed payments, but is expected to be in very soon. Mr. Burns shared that within the 1st week of November, we brought in a great deal of revenue since it was delayed in October. PCHD is expecting a WIC disbursement of \$200,000.00 very soon from grant funds. Mr. Burns shared the cash basis report, and the final figures are below.

General Fund Unassigned	\$1,780,244.74
General Fund Assigned	\$558,860.19
General Fund Advances Out	\$375,000.00
Total General Fund	\$2,714,104.93
Special Revenue Funds	\$832,415.01
General Fund Advances In	-\$375,000.00
Total Special Revenue Funds	\$457,415.01
Total Funds	\$3,171,519.94
Net Change In Funds	(\$293,364.83)

c. **Environmental Health:**

Mr. Rechichar plans to present a presentation of the WPCLF program at the quarterly Township Association meeting to share the program with the township trustees in hopes to promote the enrollment and the benefits of the program for homeowners. Mr. Rechichar shared that his division is fully staffed and excited for EH.

Mr. Sarfo stated that the WPCLF grant program released 4 new contracts. This is the 4th round of contracts this year. He stated that this recent round was sent out to ensure that all funding for 2022 would be accounted for through the grant funds by the end of December when the grant year for 2022 closes out. Mr. Sarfo stated that a Zoom meeting and bid release were completed on 11/14, with 2 contracting companies who joined and 2 contracting companies who came in to pick up the bid packets. Mr. Sarfo is planning for 11/28 for the bid opening. This will ensure ample time to prepare the contracts. He stated that the WPCLF 2023 grant fund still has \$150,000.00 and is hoping to have the 2024 grant funding approved for an additional \$150,000.00. All divisions are working together to share the program within the county. The PCHD website is also undergoing an update to utilize all platforms for community awareness.

Mr. Duck shared that there is a large developmental project which has 42 proposed lots for building, off of SR 43 in Suffield Twp. The EH team has been working on the lot reviews and included the food service inspectors for cross training. Mr. Duck also shared that on 11/28 there will be a Wastewater Contractor Conference at NEOMED for contractors who are in need of completing their CEU requirements. Mr. Duck stated that he invited the Ohio Department of Health to the conference and the invitation was accepted. So, the conference will be a six-hour event with several speakers. Mr. Duck also shared that ODH will then plan to review the Wastewater program, conduct a survey to pull random samples, review the permits, design plans, file review, onsite inspections, checklists, review permit fees and cost methodology on the operation and maintenance programs. Mr. Rechichar and Mr. Duck both feel very confident and welcome the ideas and recommendations from the ODH inspectors.

Ms. Menke attended her first meeting as an Environmental Health Supervisor. This was her 1st time meeting with the board. She shared that she has been with PCHD for 5 years. She started as an intern in the mosquito program and is so excited for Food/Pool and Camps programs. Mr. Rechichar shared that the new EHSIT's are field shadowing, and

he is very excited for his division and the future of PCHD.

d. **Community Health:**

Ms. Lehman shared that she, Mr. Sarfo, and Ms. Plough created a WPCLF flyer for the social media platforms (Facebook and X, formerly Twitter). Ms. Lehman stated that Facebook offers a Boost option which is to promote a post as a paid advertisement to amplify the range of a targeted audience. Ms. Lehman noted that the funds used to boost this were Stormwater funds to promote the WPCLF program. All have worked together as an agency on the WPCLF program. She stated that the boost calculated a total of 2,000 views with 87 active engagements on that post and had been shared 9 times. Ms. Lehman shared that the WPCLF program is a great example of how the entire agency works together on a project.

Ms. Lehman shared that Ms. Orr, our new Public Health Nurse, is on day 6 with PCHD and she and Ms. Card worked together on a TB investigation. A special thank you to Dr. Arredondo for being on hand for Ms. Lehman with questions pertaining to the TB investigation. Ms. Lehman shared that the Project Dawn program is now available online with online training and mail order. Ms. Lehman shared that the Pfizer COVID-19 booster vaccine has been ordered, however, there is a wait from other manufacturers on the vaccine.

Ms. Lehman shared that she was excited for the Comprehensive Sexuality Training at Southeast Schools, and this is the 2nd year that Ms. Holtz has presented this training. The new grant will cover all of Ms. Holtz's expenses to teach this class. Ms. Card is working on a dashboard for COVID-19 for the PCHD website. This will track the increase of cases within the county. Ms. Card was able to use Mr. Sarfo's GIS data for the dashboard, however, it may not be interactive, but it is a work in progress, and she plans to have it updated on a monthly basis. Ms. Lehman asked Dr. Arredondo for any updates.

Dr. Arredondo stated that the COVID-19 booster and Flu vaccine are available, and he recommends the vaccines, also, if you are eligible for RSV vaccine, please do so. Be sure to wash your hands. Ms. Lehman stated that while PCHD cannot order the RSV vaccine as of yet, she and Ms. Barreca are working with CPP (Childrens Practicing Pediatricians) for vaccine access. She stated that this is a wholesale supplier and cost comparison is a significant difference. Ms. Barreca has been working on obtaining contracts with various vendors and it has taken quite a bit of time. Pfizer was the 1st to allow a contract with PCHD. The other contracts are forthcoming.

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

Ms. Cooper stated that her division is awaiting a positive outcome on the ODH budget for the 2024 grant. Thus far, there has been an increase for fruit and vegetable vouchers. This has all her staff busy calling the Columbus office to have the extra benefits added to the WIC participants vouchers as this is not something internal that the WIC staff can do. She noted that her staff has been working with the evening clinics and has been very busy in both locations. Ms. Cooper is also excited to be fully staffed at both locations. She stated that Ms. Steighner is doing well and excelling as the new WIC Site Supervisor at the

Lisbon location. Board President Ribelin inquired if the evening hours were the same for every week. Ms. Cooper noted that at this time, the extended hours are every other week.

f. **Health Commissioner:**

Mr. Diorio stated that the Strategic Plan is on track for the end of the year. He noted that Board President Ribelin attended the last meeting. Mr. Diorio stated that there is a template that has been created of the top 3 priorities. The goal is to have this completed by the 1st of the new year. He plans to move forward with the Performance Management and Quality Improvement plan. Mr. Diorio also shared that Clemons and Nelson provided the new personnel manual. He and Ms. Meduri have been meeting to review the manual and then compare the current manual before presenting it to the board for review.

Mr. Diorio shared that the HVAC is in. The timeline of 10 days turned into 3 weeks and the service technicians will be back in the Spring to finalize the system and verify that the air conditioning unit is working. This will extend the warranty due to the weather. Mr. Diorio stated that the next BOH meeting will be early as well due to the auditor's office schedule and the end of year process.

Ms. Meduri added that Ms. Jewell added the 2024 BOH meeting dates to the board packet. Board President Ribelin shared how impressed she was in the strategic plan meetings and the interactions amongst the staff.

Mr. Diorio stated that there are COVID-19 test kits in the lobby. ODH has supplied them to us at no cost. The community has been consistently obtaining the test kits. We will continue to distribute these to the jails and libraries as well as circulating them to the community.

VII. OLD BUSINESS:

- **Resolution #23-70R** 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 – **2nd Reading**

Mr. Rechichar shared that per last months' request, a comparison of the adjacent counties has been provided in a table format for the board. He stated that there are variations, so it is not apples to apples. The cost comparisons show that PCHD is not the lowest or the highest but are on par with other agencies. Mr. Rechichar stated that a public meeting was held today and reviewed this information with the food staff. There were no attendees from the public for the meeting.

The revisions to the 2nd reading were ensuring the codes for the cost methodology. He stated that there was about \$10,000.00 removed from the cost methodology, such as gift thermometers. In doing so, the fees were reduced. Mr. Rechichar recommends that at the next meeting for the final reading, we keep the fees as proposed and vote for the final reading.

VIII. NEW BUSINESS:

- a. Accept the hiring of Kirsten Orr, PHN, for the Community Health Division.
- b. Accept the hiring of Nicole Lipchik, EHSIT, for the Environmental Health Division.
- c. Accept the hiring of Chad Smiley, EHSIT, for the Environmental Health Division.
- d. Accept the hiring of Veronica Victoria, Clerk, for the Environmental Health Division.

A motion was made by Board Member Minott to approve the hiring of Kirsten Orr as a Public Health Nurse, Nicole Lipchik as an Environmental Health Sanitarian in Training, Chad Smiley as an Environmental Health Sanitarian in Training and Veronica Victoria as an Environmental Health Clerk, and seconded by Board Member Kertoy. An “aye” vote was cast by all, and the motion carried.

- e. Review Quality Improvement Plan for Approval.

Mr. Burns stated that the Quality Improvement team highlighted 3 topics.

- 1. Travel for the Win project. Set up accounts for travel and utilize reward points to pay for travel expenses. This becomes a great benefit for us as an agency, such as the director of nursing travel expenses which would be paid out of the general fund. Ensuring financial health.
- 2. Hot Wheels – Utilizing the PCHD Vehicles. A dry erase board has been designated for a complete timetable of each vehicle and the usage. This gives the Administration division a full visualization of a schedule to utilize and eliminate mileage reimbursement.
- 3. Faxes – Ensuring the incoming faxes reach the proper individual and are kept confidential.

The Board approved of the plan and allowed the Board of Health President to sign along with the Health Commissioner.

IX. BOARD ISSUES AND DISCUSSION: None

X. EXECUTIVE SESSION: To Discuss Wages and Salaries of Public Employees

A motion to enter Executive Session to discuss wages and salaries of public employees and adjourn the open meeting by Board Vice-President, Bierlair at 7:03 PM, on November 14, 2023. seconded by Board Member Grimm.

A motion was made to exit executive session and enter regular session by Board Member Bierlair at 8:16 PM, on November 14, 2023. seconded by Board Member Kertoy. An “aye”

vote was cast by all, motion carried.

A motion to un-table resolutions 23-65, 23-66, 23-67 and 23-68, by Board Member Kertoy, seconded by Board Vice-President, Bierlair. An “aye” vote was cast by all, and the motion carried.

- A. 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%.

A motion was presented by Board Member Kertoy to Approve Resolution #23-65 seconded by Board Member Delaney.

A vote on the motion is as follows:

Board Member Ribelin	No	Board Member Everett	Absent
Board Member Bierlair	No	Board Member Dr. Minott	No
Board Member Cutlip	Absent	Board Member Grimm	No
Board Member Delaney	No	Board Member Kertoy	No

- B. 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%.

A motion was presented by Board Member Kertoy to Approve Resolution #23-66, seconded by Board Member Minott.

A vote on the motion is as follows:

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

- C. 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.

A motion was presented by Board Member Kertoy to Approve Resolution #23-67 seconded by Board Member Delaney.

A vote on the motion is as follows:

Board Member Ribelin	No	Board Member Everett	Absent
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Board Member Bierlair	No	Board Member Dr. Minott	No
Board Member Cutlip	Absent	Board Member Grimm	No
Board Member Delaney	No	Board Member Kertoy	No

- D. 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.

Board Member, Kertoy requested this item to be re-tabled at this time.

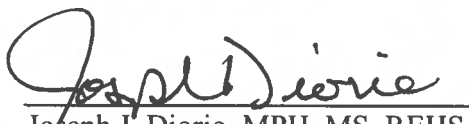
A motion to re-table resolution #23-68, by Board Member Bierlair, seconded by Board Member, Minott. An “aye” vote was cast by all, and the motion carried.

The Board requested additional options to review from October’s meeting to discuss for November’s meeting. These ideas included an additional longevity table proposal and a series of proposed wage increases ranging from fifty cents to four percent. Other ideas were presented including work week hours, a clothing allowance, job titles and additional time off.

Board President Ribelin stated that the board members request a finance workshop for all board members to attend and have a full review of the financial health and wellbeing of the agency, as well as guidelines for the board members regarding their duties and responsibilities. This will provide a much more in-depth review of the finances and staff compensation, which could also include additional thoughts and ideas on staff recognition. Mr. Burns agreed to offer this workshop. The workshop would take place at a later date in the upcoming new year, which will more than likely take place in February 2024.

XI. ADJOURNMENT:

A motion was moved to adjourn by Board Member Bierlair at 8:19PM, and seconded by Board Member Kertoy. An “aye” vote was cast by all, a motion was carried.


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

