

**Portage County Combined General Health District
Board Meeting Minutes
December 12, 2023
6:00 PM**



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, December 12, 2023, at 999 East Main Street. The meeting was called to order at 06:05 PM by Board President, Ribelin.

Board Members in Attendance:

Lucy Ribelin, President
James Bierlair, Vice President
Brock Kertoy, Member
Amy Everett, Member
Evelyn Cutlip, Member

Board Members Not in Attendance:

Charles Delaney, Member
Linda Grimm, Member
Dr. Howard Minott, 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
Becky Barreca, Director of Nursing Programs
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 December 12, 2023, Board Member Bierlair presented a motion to accept the Board Meetings Minutes for November 14, 2023, seconded by Board Member Kertoy.

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

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

Mr. Lange wished to thank the board and PCHD for the continuation of support on behalf of the Portage County Township Association and extended holiday wishes to all.

IV. PUBLIC COMMENT: None

V. ACTION ITEMS:

A. Expenditure Ratifications \$ **102,080.75**

Invoice Batch No. 6002	\$	28,199.06
Invoice Batch No. 6034	\$	120.14
Invoice Batch No. 6039	\$	15,601.77
Invoice Batch No. 6083	\$	4,438.25
Invoice Batch No. 6151	\$	492.01
Invoice Batch No. 6185	\$	11,384.23
Invoice Batch No. 6269	\$	3,645.41
Invoice Batch No. 6380	\$	4,143.34
Invoice Batch No. 6463	\$	34,056.54

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

Board Member Everett presented a motion to accept the above Expenditures and Ratify these expenses, 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	Absent
Board Member Cutlip	Yes	Board Member Grimm	Absent
Board Member Delaney	Absent	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 Bierlair to approve said travel expenditures, seconded by Board Member Kertoy.

A vote on the motion is as follows:

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

C. Resolution #23-78 Resolution to Approve Legal Levels of Appropriation Authority for the Portage County Health Department 2024 Budget.

Mr. Burns stated that this resolution is to approve the legal levels of appropriation authority for the upcoming budget year. He noted that the February 2023 budget and this appropriation, shows an approximate \$90,000 difference, which is due to utilizing grant funding to accommodate various expenses. Mr. Burns is requesting approval of these appropriations.

A motion was presented by Board Member Cutlip to Approve Resolution #23-78, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

D. Resolution #23-79 A Journal Entry Reversal/Expense Correction for Portage County Combined General Health District.

Mr. Burns presented an expense correction for salaries and wages. This is the last expense correction for the end of 2023. Mr. Burns is requesting approval for the expense corrections provided to the board.

A motion was presented by Board Member Everett to Approve Resolution #23-79, seconded by Board Member Kertoy.

A vote on the motion is as follows:

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

- E. Resolution #23-80** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Agreement with Kent State University to Provide Assistance Developing Dashboards and Data Visualization Inclusive of the Multifaced Approaches of COVID-19 within Portage County Pending Contract Completion.

Mr. Diorio presented resolution 23-80 to the board for approval to sign and enter into an agreement with Kent State University and the students for assistance with the GIS dashboard capabilities. Mr. Diorio shared that this would provide data visualizations through GIS and Septic issues as well as COVID-19 data and GIS tracking. Mr. Diorio stated that this is 100% funded through grant funds from the EO23 grant.

A motion was presented by Board Member Kertoy to Approve Resolution #23-80, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

- F. Resolution #23-81** Authorizing the Portage County Combined General Health District to enter into an Agreement with Clonch & Sons Excavating LLC. for the 2022 Water Pollution Control Loan Fund/H2Ohio Contract #202307-H2Ohio. Located at 9650 Yale Road in Deerfield Township.

Mr. Sarfo stated that resolutions #23-81, #23-83 and #23-84 are for round #4 of the WPCLF contracts. These were awarded to the winning bidder, Clonch and Sons Excavating for NPDES replacement systems. Partial funding for these contracts are to be paid through the WPCLF grant and homeowner funding which was calculated by income qualifications through NDS (Neighborhood Development Services).

A motion was presented by Board Member Cutlip to Approve Resolution #23-81, #23-83, and #23-84, seconded by Board Member Everett.

A vote on the motion is as follows:

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

- G. Resolution #23-82** Authorizing the Portage County Combined General Health District to enter into an Agreement with Clonch & Sons Excavating LLC. for the 2022 Water Pollution Control Loan Fund/H2Ohio Contract #202308-H2Ohio. Located at 9674 Bryant Road in Windham Township. Request to Disapprove. System changes occurred and will be re-opened for new bids.

Mr. Sarfo stated that this resolution has changed from a soil-based system to an NPDES system. He stated that the evaluation recommended an NPDES system due to the soil levels and the measurements allotted on the land. Due to these changes, the Ohio EPA requires this resolution to be disapproved and re-opened for new bids on an NPDES replacement system.

A motion was presented by Board Member Everett to disapprove Resolution #23-82, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

- H. Resolution #23-85** A Resolution Declaring a Violation to Chapter 3701-29 of the Ohio Administrative Code, Ordering Abatement of That Violation, 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.

Mr. Duck stated this this resolutions is for a public health nuisance, and it has been investigated and proven to be valid. That two properties, two separate dwellings were tied into one septic system, and this is a violation of sewage treatment rules, so therefore letters have been sent. Only did a really good job with the timeline on this one, the property owner, Mr. Michael Kodak. Mr. Kodak is a septic installer for Portage County and provided contract services with PCHD as well. Notably, extensions were granted to correct the public health nuisance and Mr. Duck stated that we are now at a point of

stagnation. Mr. Duck and Mr. Rechichar both stated that this has been an on-going issue for over a year with little to no resolution on this matter.

A motion was presented by Board Member Kertoy to Approve Resolution #23-85, seconded by Board Member Cutlip.

A vote on the motion is as follows:

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

VII. DISCUSSION REPORTS:

a. Administration:

Ms. Meduri shared the recent AT & T transition for all PCHD cellphones and hot spots. She stated that this service is for First Responders, it's called FirstNet, and would provide the agency with cellphone reception and Internet coverage in areas that were difficult to obtain service. Ms. Meduri shared that Portage County's Emergency Management Agency also has this service and commended the service and offered the use of one of their portable hotspots to have PCHD borrow and use in the field for a day to view the connectivity and signals in some of the low signal areas. The FirstNet coverage would enable the use of our equipment in the field, particularly at the Portage County Fairgrounds, while performing inspections and uploading important information for our staff to access. AT & T is also extending this service out to the staff for their personal cellphone plans and a few of the PCHD staff switched their current service over to AT & T. Ms. Meduri shared this information with the board to extend the opportunity to them as well. This is a great savings for the agency, overall, and a wider coverage of service for our County to assist our residents.

Ms. Meduri stated that "Team Becky" referring to Ms. Lehman and Ms. Barreca have worked together to revise the Public Health Nurse job posting on Indeed.com. Since the revision, there has been 14 potential applicants that have applied for the Public Health Nurse position. Ms. Lehman and Ms. Barreca are now preparing to review and possibly interview the new applicants.

Ms. Meduri stated that in reviewing the last survey given to staff of events and new ideas to occur, 33 items from those suggestions were completed for the year. She noted on what a huge success this was. Ms. Meduri also noted that the staff Holiday Party and Staff Meeting will be held on Thursday, December 14th.

Ms. Meduri gave an update on the new policy manual from Clemons and Nelson. She stated that she and Mr. Diorio have gone through the new personnel manual and are now revising and tweaking some items and will share with the division directors and the

board, and then provide those revisions back to Clemons and Nelson for a final review.

Ms. Meduri stated that the AOHC offered a platform called Skillsoft, which offers 2,300 various trainings that individuals can take on their own time to enhance their education and skill sets. The cost is \$35 per person for the year. She is planning to use this as a tool to assist in management and leadership sessions for the new year.

b. Finance:

Mr. Burns stated the cash basis report shows;

General Fund Unassigned	\$1,738,418.72
General Fund Assigned	\$577,981.16
General Fund Advances Out	\$375,000.00
<hr/>	
Total General Fund	\$2,691,399.88
Special Revenue Funds	\$958,070.43
General Fund Advances In	-\$375,000.00
<hr/>	
Total Special Revenue Funds	\$583,070.43
Total Funds	\$3,274,470.31
Net Change In Funds	\$102,950.37

He noted that compared to the previous month's cash basis report, there were some funds that were delayed in being received by the State of Ohio due to a clerical error. A portion of those funds were received, however, there are still a few dollars to be received. Mr. Burns shared that comparing February of 2023, the budget for 2024 that was proposed planned to end the year with \$2.8 million. Then in June of 2023, he shared that he had a goal to end the year at \$3.2 million, and in November, he noted that we were at \$3.274 million, which would bring us right on target at ending the year at \$3.2 million as opposed to \$2.8 million. This is a huge goal that was reached, and Mr. Burns was very excited to share this news with the board.

Mr. Burns shared that in reference to Ms. Meduri's update regarding the FirstNet service, that this was one large area that was targeted to try to save the agency some unnecessary spending and in return offered a much better plan for our staff.

c. Environmental Health:

Mr. Rechichar stated that his division has wrapped up the solid waste survey with Ohio EPA. He noted that they had the exit interview, and still anticipate being on the approved list, moving forward. He shared the EH has onboarded quite a few new faces. Ms. Veronica Victoria is the newest face. She is the new EH Clerk and is doing a great job. Mr. Rechichar stated that regarding the WPCLF enrollment, he took Mr. Diorio's recommendation of presenting a presentation to the Township Association at their quarterly meeting. He noted that it was well received. This program is a benefit to the community and the homeowners.

Mr. Sarfo shared that since the presentation that Mr. Rechichar presented, there has been 3 new applicants for NDS to assist and see if they qualify under the income guidelines. So, this seems to be helping the community and ensuring the community is aware of their options for assistance.

Mr. Duck shared that PCHD presented the Wastewater Conference at NEOMED which allowed the registered contractors who were in need of CEU's to complete their requirements, which took place on 11/28. Mr. Duck stated that it was a good turnout. ODH was onsite and allotted PCHD 2 days for surveying and provided great feedback and insight of where improvements can be made. He noted that we should expect a final report in Spring of 2024. Mr. Duck stated that the Wingfoot Estates project is well underway. There are a couple of lots with some issues and that our EH division is assisting the septic designers on those plans. However, about 95% is unofficially approved. Mr. Duck stated that the travel requests that the board approved were for the Ohio Onsite Wastewater Association Conference. This is for the wastewater staff to go to at the beginning of January 2024. He added that this is a big conference that he has enjoyed attending and now will have the opportunity to take the new staff for our continuing education.

Mr. Rechichar wanted to give a shout of appreciation to Ms. Kim Plough for all her assistance with the EH division. Board President, Ribelin inquired about the Chinn allotment. Mr. Rechichar stated that there was a great deal of grant money that was given to the state to assist in the necessary repairs and improvements needed to state standards. The plans have been approved and will be breaking ground soon. Mr. Diorio stated that after the prosecution and violations from PCHD, the Board of Commissioners received it and allowed funding. There are still some expenses that the homeowners will be responsible for. There are approximately 259-269 residents affected by this issue.

Ms. Menke stated that there are 2 new employees in the EH division and they are doing great and working on their Safe Serve training. She stated that the EH division is also looking to provide a CPO "Certified Pool Operator" class in the upcoming months to the current staff for those who are not up to date on their certification and also to allow other operators who are interested to become certified. She is also in the process of completing the necessary steps for the Mosquito grant for 2024. Those funds allow PCHD to conduct mosquito surveillance throughout the whole county during the summer, and also source reduction and provide education.

d. Community Health:

Ms. Lehman shared that Ms. Plough has been assisting Mr. Sarfo in the advertising of the WPCLF program on social media outlets. Most recently, a boost feature for advertising on Facebook prompted nearly 8,000 views. This is a boost to viewers who would not normally visit PCHD's website. The goal is to bring awareness to the County for those who are in need of assistance with their septic systems. PCHD partners with NDS to have potential applicants apply for this assistance, which is income based.

Ms. Lehman stated that in 2024, PCHD will conduct short informative videos rather than billboards for awareness and training provided by the agency. Ms. Lehman stated that

Ms. Selva is leaving on maternity leave very soon. Ms. Sylvia Autumn will oversee the Safe Communities program, which is funded based on annual reported automobile fatalities. As of early December of 2023, there were 19 fatalities reported. The typical reporting threshold is about 12.

Ms. Lehman stated that her division is working on applying for grant funding for the Mental Health Recovery Board and the Kent City Health Department, who requested for PCHD to apply for a Suicide Prevention grant. Mr. Walker has applied for the NAACHO grant funding which Ms. Darling, our current MRC Leader is paid under, and these additional funds would enable her continuation of her contract with PCHD. The NACCHO grant also funds the CPR and Stop the Bleed programs. Ms. Holtz Completed her 1st class at Southeast schools on comprehensive sexuality education. Ms. Lehman's division is currently working on the reaccreditation process and is embarking on the re-accreditation process with Mr. Sexton for reapplication process this year. The final deadline is in December of 2024; however, the goal is for July of 2024. The collection of necessary documents are underway, and she noted that it feels nice to all be working together on this project. Ms. Lehman stated that Ms. Barreca and Ms. Orr are doing a fantastic job and are fitting in with the vision.

Ms. Barreca shared that Ms. Orr, our Public Health Nurse, has been training on the Child Fatality Review Board, and the Children with Medical Handicaps program. The Ohio Department of Health is supporting PCHD and providing weekly meetings to assist. Ms. Barreca shared that Dr. Arredondo has been consulting with Ms. Lehman and herself on communicable diseases as needed, which has been very helpful. Ms. Barreca stated that the COVID-19 numbers are increasing a little bit, but that is to be expected in the Fall. It's become like flu season and there are a few outbreaks that are currently being monitored. Outbreaks consist of two or more cases at one location. Ms. Barreca shared the clinic schedule for vaccinations. Ms. Barreca shared her experience and feedback from her attendance at the Public Health Nursing Conference and what a great opportunity for education it was.

Board President Ribelin inquired on the COVID-19 outbreaks and if they are primarily in the nursing homes. Ms. Barreca stated that yes, they are in the nursing homes and these outbreaks are being monitored.

Ms. Lehman shared that Ms. Barreca worked earnestly on obtaining the COVID-19 vaccine from Pfizer to ensure the clinics had this readily available. This was not an easy task whatsoever, but Ms. Barreca was successful.

Dr. Arredondo reminded everyone to get your vaccine and wash your hands to stay healthy.

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

Ms. Cooper stated that the clinics are very busy. There were over 300 people served in the month of December and the month is not complete just yet. She stated that staff are working very hard helping families and it feels great. She shared that the children's event

was a great success, which offered the holiday theme. The kids received a healthy snack, hats/mittens and gloves, which were donated by staff, free books that were also donated and had a visit from Belle, from The Beauty and The Beast. Ms. Cooper stated that there were about 50 families that attended the event. There were a lot of happy faces, and she shared how great that felt.

Ms. Cooper stated that the grant funding for 2024 is still uncertain and she is awaiting a response, which is expected in January 2024. She stated that she'll feel more relieved when she has a budget and will not need to manage from month to month. The fruits and vegetables have been extended to February 2024. This has been a challenge for the staff and the participants, as they must come into the offices to have those additional benefits loaded onto their cards and due to the gas prices and transportation issues, this does serve as a challenge. She shared that Columbiana County has Pop-up Clinics at the East Liverpool Health Department, twice a month and they are hopeful to have a more permanent presence there in February of 2024 to offer full WIC appointments to assist the community. This is just the beginning phase, but she is hopeful. Ms. Steighner, the WIC Site Supervisor for the Lisbon location has been spearheading this project and they expect to see an increase in caseloads as this will bring them right into the heart of the community. Ms. Cooper shared that on December 13th, they will have a partner from Ohio State Extension Office come in to offer a cooking meal planning class for the WIC families.

f. Health Commissioner:

Mr. Diorio shared that he and Ms. Meduri have been working diligently on the personnel policies to have them prepared for the 1st of the new year. Mr. Diorio also stated that he had to push back his original goal for the strategic plan from December 2023 to January 2024. Mr. Diorio shared that Board President Ribelin and Board member Everett have been at the meetings and he hopes to have them review and provide comments and feedback. He noted that the committee is working together as a team and would like to have this accomplished by January of 2024.

VII. OLD BUSINESS:

- **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. – Tabled

Board President, Ribelin stated that this resolution was voted to be tabled in November due to lack of information and requested that this item remain tabled at this time.

A motion was presented by Board Member Bierlair to re-table Resolution #23-68 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	Absent

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

- **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 – **3rd Reading**

A motion was presented by Board Member Bierlair to Approve Resolution #23-70R seconded by Board Member Kertoy.

A vote on the motion is as follows:

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

VIII. NEW BUSINESS:

- a. Portage County Solid Waste Transfer Station Facility License 2024 License Issuance.

A motion was moved to approve the Portage County Solid Waste Transfer Station Facility License Issuance for 2024, by Board Member Bierlair, and seconded by Board Member Cutlip. An “aye” vote was cast by all, a motion was carried.

IX. BOARD ISSUES AND DISCUSSION: None

X. EXECUTIVE SESSION: Personnel issues

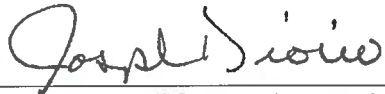
A motion to enter Executive Session to discuss personnel issues and adjourn the open meeting by Board Vice-President, Bierlair at 7:04 PM, on December 12, 2023. seconded by Board Member Cutlip.

A motion was made to exit Executive Session and enter regular session by Board Member Kertoy at 7:18 PM, on December 12, 2023. seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

A motion was moved by consensus of the Board to instruct the Health Commissioner to implement a Deputy Health Commissioner position with internal candidate Becky Lehman, MPH, MPA, CHES. The Health Commissioner was instructed to complete all necessary transitions for this position change and for backfilling her current position by Board Member Cutlip and seconded by Board Member Everett. An “aye” vote was cast by all, the motion was carried.

XI. ADJOURNMENT:

A motion was moved to adjourn by Board Member Bierlair at 7:22 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 Diorio". The signature is written in a cursive, flowing style.

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