

**Portage County Combined General Health District
Board Meeting Minutes
January 16, 2024
6:00 PM**



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, January 16, 2024, at 999 East Main Street. The meeting was called to order at 06:03PM by Board President Ribelin.

Board Members in Attendance:	Lucy Ribelin, President James Bierlair, Vice President Brock Kertoy, Member Amy Everett, Member Dr. Howard Minott, Member
Board Members Not in Attendance:	Evelyn Cutlip, Member Charles Delaney, Member Linda Grimm, Member
Staff in Attendance:	Joseph Diorio, Health Commissioner Sarah Meduri, Director of Personnel and Administrative Services Christina Jewell, Administrative and Account Clerk Branden Burns, Director of Finance Becky Lehman, Deputy Health Commissioner 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 January 16, 2024, Board Member Kertoy presented a motion to accept the Board Meetings Minutes for December 12, 2023, seconded by Board Member Bierlair.

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

A vote on the motion is as follows:

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

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

Mr. Lange stated that the Township Association will have its quarterly meeting on Saturday, February 17th in Atwater, OH. The newly elected trustees and fiscal officers from the previous election will be welcomed in. Mr. Lange noted that he plans to meet with Mr. Diorio to start planning the District Advisory Council’s annual meeting and dinner that takes place in March.

IV. PUBLIC COMMENT: None

V. ACTION ITEMS:

A. Expenditure Ratifications \$44,726.14

Invoice Batch No. 6583 \$ 2,423.77

Invoice Batch No. 6613 \$ 43,302.37

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

Board Member Bierlair 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	Yes
Board Member Bierlair	Yes	Board Member Dr. Minott	Yes
Board Member Cutlip	Absent	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 Everett to approve said travel expenditures, seconded by Board Member Minott.

A vote on the motion is as follows:

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

C. Resolution #24-01 Amendment to the 2024 Portage County Combined General Health District Annual Appropriations Previously and to be Certified

Mr. Burns stated that due to budgeting early for the 2024 budget back in February of 2023, there were two grant funds that we not budgeted adequately for expenditures. He is allocating \$150,000.00 for the WPCLF #8927 fund and \$50,000.00 for the EO24 #8920 grants.

A motion was presented by Board Member Minott to Approve Resolution #24-01, seconded by Board Member Everett.

A vote on the motion is as follows:

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

D. Resolution #24-02 A Resolution Authorizing the Portage County Combined General Health District to Enter into the 2024 Water Pollution Control Loan Fund Agreement for the Repair and/or Replacement of Household Sewage Treatment Systems.

Mr. Sarfo, requesting approval for Mr. Diorio to approve the contract and accept the funding from the Ohio EPA for the 2024 WPCLF grant fund. He noted that in 2023, PCHD received \$150,000.00 and then received another \$62,000.00 from the H2Ohio grant.

Board President Ribelin inquired on what the time frame is to utilize these funds. Mr. Sarfo stated that PCHD has 18 months from the day it was signed to spend those funds. It was also asked if any of these funds will be used in the Chinn Allotment. Mr. Sarfo

stated that the Chinn allotment has been awarded funding directly from the state of Ohio. Therefore, the WPCLF funds would not be used for that project.

A motion was presented by Board Member Everett to Approve Resolution #24-02, seconded by Board Member Minott.

A vote on the motion is as follows:

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

- E. **Resolution #24-03** 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 #202308R-H2Ohio. Located at 9674 Bryant Road in Windham Township.

Mr. Sarfo stated that this resolution is in regard to last month’s requested disapproval of the resolution due to the need for a rebid. The rebid was due to a system change from lot restrictions. Originally, this contract was set for a soil-based system. This location is not permitted for a soil-based system, so it was agreed to install an NPDES system. There were two bids that came in, and Jared Clonch of Clonch & Sons Excavating was the best and lowest bid to complete the new system.

A motion was presented by Board Member Bierlair to Approve Resolution #24-03, seconded by Board Member Minott.

A vote on the motion is as follows:

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

- F. **Resolution #24-04** A Resolution Requesting the Portage County Board of Health’s Permission to Enter into Agreement Between the Portage County Board of Commissioners and the Portage County Combined General Health District for the Purpose of Cooperation and Coordination as it Relates to the Execution of the Responsibilities of the Portage County Storm Water District.

Mr. Sarfo stated that this resolution is for the annual stormwater contract with the Board of Commissioners. He stated that the minimum control issue #3 is to prevent illicit discharge going into the storm drains. The contract total is \$350,000.00 and is requesting approval from the Board to allow Mr. Diorio to sign the contract.

A motion was presented by Board Member Kertoy to Approve Resolution #24-04, seconded by Board Member Minott.

A vote on the motion is as follows:

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

- G. Resolution #24-05** The Portage County Board of Health Acceptance of the Contract for Medical Director Services Between the Portage County Combined General Health District and Mark Arredondo, M.D., and Allow the Health Commissioner to Sign Agreement.

Mr. Diorio presented a renewal contract for Dr. Arredondo to extend his contract into 2027. A cost-of-living increase was added to the contract to coincide with the 5% increase that was approved by the Board of Health for PCHD employees in November of 2023. Board Member, Everett inquired on the flexibility for changes if need be and Mr. Diorio stated that additional changes can be addressed and adjusted if need be.

A motion was presented by Board Member Kertoy to Approve Resolution #24-05, seconded by Board Member Everett.

A vote on the motion is as follows:

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

VII. DISCUSSION REPORTS:

a. Administration:

Ms. Meduri addressed some staffing updates in which she congratulated Ms. Lehman on her newest achievement and the title of Deputy Health Commissioner. With Ms. Lehman taking on this new endeavor, there is a vacancy for her former position of Director of Community Health. There is currently a job posting for this position and quite a few applicants have applied. Ms. Meduri and Ms. Lehman plan to schedule and conduct interviews to fill this vacancy. The need for Public Health Nurses is still ongoing and hope to have those positions filled very soon. Ms. Meduri shared that she also has some other staffing changes that she will address later in the New Business section of the agenda. Ms. Meduri also informed that board of an employee who was involved in an accident last month. The employee was not hurt in the accident, however, the PCHD vehicle was a total

loss. This was reported to the insurance company, a claim was opened and completed along with a check to replace the 2012 Jeep Liberty that was totaled.

b. Finance:

Mr. Burns stated that this year’s end of year cash basis report shows \$3,117,908.54 and is still awaiting approximately \$90,000.00 from MAC funding. He stated that this would bring us close to what he originally planned for the end of year. Mr. Burns stated that at the end of the year general fund unassigned funds are \$1,155,359.31. Which is a vast improvement compared to 2022, which ended the with \$373,000.00. Mr. Burns focused on special revenue funds and ensured all grant dollars were spent for the year which worked in our favor for our general fund and overall financial health. In 2023, PCHD did a much better job of utilizing expenses through the use of grant funds.

General Fund Unassigned	\$1,155,359.31
General Fund Assigned	\$1,059,634.66
General Fund Advances Out	\$375,000.00
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Total General Fund	\$2,589,993.97
Special Revenue Funds	\$902,914.57
General Fund Advances In	-\$375,000.00
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Total Special Revenue Funds	\$527,914.57
Total Funds	\$3,117,908.54
Net Change In Funds	(\$156,561.77)

c. Environmental Health:

Mr. Rechichar shared with the board the opportunity his division had to bring on a Community Health Worker to assist as an Intern. Ms. Kylie McCracken will join PCHD as an intern and Mr. Rechichar stated that his goal is to ensure Ms. McCracken will have a well-rounded visit and understanding of all divisions by the end of her term. He noted that there will be more interns joining as well for the GIS program with students from KSU. Mr. Rechichar noted that there is a small team that will spearhead the GIS program. The GIS team will work on the COVID-19 dashboard and GIS tracking, along with the wastewater mapping and scanning project.

Mr. Rechichar shared that the Wastewater files are now electronic and available through the PCHD portal. He noted that there are not as many calls requesting those records. The EH lobby offers a QR code to scan and this will take the user right to the website to obtain the records request. Mr. Rechichar hopes to have the private water files completely scanned and ready for the electronic search in a couple of months. He also shared that the food database and Strategic Solutions have been working with Ms. Victoria who has been scanning and working with Strategic Solutions to upload these files to the portal as well. He hopes to have this up and going soon so that the vendors will be able to upload and access their information through the portal as well.

Ms. Menke shared that PCHD has been assigned to be a Mentor / Mentoree program, and

PCHD has been paired with Kent City Health Department through NACCHO for food standards. Ms. Menke and Mr. Rechichar shared that they were awarded a grant which will allow Ms. Olivia Card, Epidemiologist, to partake in the NEARS (National Environmental Assessment Reporting System) program through NEHA to provide services pertaining to outbreaks and foodborne illnesses.

Mr. Duck gave an update for the wastewater division. He shared that while things are a little slow, this last week the wastewater staff went to Newark for the Ohio Onsite Wastewater Association annual conference. He noted that it was a good conference with live education. He noted that it was more interaction driven than sanitarian driven. Mr. Rechichar shared that it is the beginning of the year, registrations are coming in and the staff is reviewing those, making sure that the bond, the insurance and that it all matches in order to approve the registrations for the pumpers, installers and that those services can be completed. In addition to that, we're updating some of our policies and reviewing those and fine tuning those for the reaccreditation and also just for our good well-being.

d. Community Health:

This is the season of grant writing, so we have been furiously writing quite a few grants, like one right now, Bob is working on the PHEP grant, and it is competitive this year. We are finalizing the writing of a couple different NACCHO grants and one for mental health for suicide prevention. Ms. Lehman stated that we had our CHIP meeting last week. It was really well received and attended. This was our fourth quarter for the first year. So, we will be collaborating with our community partners and updating some of those activities and goals. This is to ensure we meet funding as well as where we are right here and now. We will have performance management plan completed, as every division had a work plan of what our goals and objectives are for each of our divisions. That goes into a performance management system called Clear Impact. Mr. Sexton, the accreditation coordinator, is the one who is responsible for putting that together. So, we are finished up our year. He did not get it completed by the year end but will have it available for the next BOH meeting. The reaccreditation process is underway. It opens on April 1st. So, we are working extremely hard. Josh is leading the reaccreditation team getting documents together. Ms. Lehman stated that there are ten domains that follow the ten essential services of public health. Out of those ten we have three domains completely packaged and put together. There are a lot of pieces and parts to gather so, we are moving forward at a decent pace. Everyone is working together to ensure the main six are completed.

Ms. Lehman spoke on the strategic plan. She encouraged that board members to attend a meeting. She stated that while she does not have a meeting scheduled for the strategic plan, she and Joe are working together, diligently on the draft plan. Ms. Lehman recollected when they worked on all the worksheets out of the NACCHO workbook for the strategic plan, those are all finished to take the worksheets and provide an overview on our mission, vision and values. All of those components along with the grid that is a piece of the strategic plan that we all look at on a routine basis. So that piece is about 95% done. The grid and then the rest will be completed soon. Mr. Diorio stated that he is hopeful to have the plan to the board for the next meeting in February. But we will make

sure it gets emailed because Dr. Minott will not be here. So, he plans to make sure the board has the draft to review.

Ms. Barreca shared that we are restarting the long-term care solution that Mr. Diorio had spoken about during this pandemic. We are going to start that up again. So just communicate with our long-term care facilities and our assisted living facilities. We are also going to invite University Hospital's Infection Prevention. We are hoping to have our first meeting around March or April of this year, so that is really exciting to have those connections. She stated that we have a KSU nursing student starting next week, and we are excited about mentoring her. We have been interviewing lots of great candidates. We are confident we can get two great public health nurses.

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

Ms. Cooper spoke on the wonderful events in December and how great it was to have it available after being on hiatus due to Covid. She stated that the case load continues to grow. She is still awaiting congress's decision on their funding and is hopeful for those results very soon. She shared that the WIC division has a Community Health Worker intern assisting for a short time and is very excited to have this opportunity.

f. Health Commissioner:

Mr. Diorio shared that the Covid-19 dashboard that Ms. Olivia Card and Mr. Amos Sarfo worked very hard on and has been maintained throughout the pandemic. It is now up to date with current data and very thankful for Ms. Card's hard work on completing this project. We have an up-to-date COVID resource page. This includes our current data and our numbers, which are trending downwards. Mr. Diorio want to ensure that the board is aware of this and to check out the website.

VII. OLD BUSINESS:

- a. **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.

Mr. Diorio recommended this item remain tabled and revisit it on February 7th at the Special Board Meeting.

VIII. NEW BUSINESS:

- a. Election of Officers for the Board of Health for President and Vice President, FY 2024.

Board Member Bierlair nominated current President of the Board, Ribelin to continue to serve as President of the Portage County Board of Health, seconded by Board Member Everett.

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

Board President, Ribelin nominated Board Member Bierlair to continue to serve as Vice-President of the Portage County Board of Health, seconded by Board Member Minott.

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

- b. Upcoming Bi-Annual Mortgage Payment: Mr. Burns gave a brief discussion on the upcoming bi-annual mortgage payment due in March. He wanted to ensure that the board was up to date and aware of the upcoming payment.

- c. Accept the resignation of Han Gilligan, Full-Time EHSIT, effective 1/16/2024.

A motion was presented by Board Member Kertoy to accept the resignation of Han Gilligan, seconded by Board Member Minott.

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

- d. Permission to post, advertise and hire one Full-Time EHSIT or REHS.

A motion was presented by Board Member Bierlair to post, advertise and hire a full-time EHSIT or REHS, seconded by Board Member Everett.

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

- e. Accept the resignation of Connie Suliot, Full-Time WIC Clinic Assistant, effective 1/17/2024.

A motion was presented by Board Member Kertoy to accept the resignation of Connie Suliot, seconded by Board Member Bierlair.

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

- f. Permission to post, advertise and hire one Part-Time WIC Clinic Assistant.

A motion was presented by Board Member Minott to post, advertise and hire a part-time WIC , seconded by Board Member Bierlair.


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

IX. BOARD ISSUES AND DISCUSSION: Board President Ribelin pointed out an adjust to the February board meeting date which was incorrect on the agenda.

X. EXECUTIVE SESSION: None

XI. ADJOURNMENT:

A motion was moved to adjourn by Board Member Kertoy at 6:48 PM, and seconded by Board Member Bierlair. An “aye” vote was cast by all, a motion was carried.


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