

**Portage County Combined General Health District
Board Meeting Minutes
March 21, 2024
5:00 PM**



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Thursday, March 21, 2024, at the Elks Lodge #1076, 776 N. Freedom Street, Ravenna, OH, 44266. The meeting was called to order at 5:39pm by Board President Ribelin.

Board Members in Attendance:	Lucy Ribelin, President James Bierlair, Vice President Brock Kertoy, Member Charles Delaney, Member
Board Members Not in Attendance:	Dr. Howard Minott, Member Linda Grimm, Member Amy Everett, 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, Deputy Health Commissioner Justin Rechichar, Director of Environmental Health William Duck, Environmental Health Supervisor, Wastewater Amy Cooper, Director of WIC
District Advisory Council:	None
Others:	Diana Clarke, DAC Appointed BOH Nominee
Media Present:	None

II. APPROVAL OF MINUTES:

Board of Health Meeting: On March 21, 2024, Board Member Kertoy presented a motion to accept the Board Meetings Minutes for February 20, 2024, 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 Dr. Minott	Absent
Board Member Bierlair	Yes	Board Member Grimm	Absent
Board Member Delaney	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member, Vacant	N/A

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

None

IV. PUBLIC COMMENT: None

V. ACTION ITEMS:

A. <u>Expenditure Ratifications</u>	\$ 100,923.47
Invoice Batch No. 7393	\$ 10,207.92
Invoice Batch No. 7451	\$ 1,185.61
Invoice Batch No. 7487	\$ 8,246.00
Invoice Batch No. 7523	\$ 14,830.58
Invoice Batch No. 7609	\$ 5,194.61
Invoice Batch No. 7644	\$ 1,441.03
Invoice Batch No. 7727	\$ 12,210.29
Invoice Batch No. 7800	\$ 39,160.27
Invoice Batch No. 7847	\$ 8,447.16

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 Bierlair.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Dr. Minott	Absent
Board Member Bierlair	Yes	Board Member Grimm	Absent
Board Member Delaney	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member, Vacant	N/A

B. Travel Expenditures

Mr. Burns requested approval for the travel expenditures presented to the Board. One of the travel expenses, Ms. Speck will be attending the National ESRI Conference in San Diego, CA. on 07/15, which will be paid for through grant funds.

A motion was presented by Board Member Delaney to approve said travel expenditures, seconded by Board Member Bierlair.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Dr. Minott	Absent
Board Member Bierlair	Yes	Board Member Grimm	Absent
Board Member Delaney	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member, Vacant	N/A

C. Resolution #24-15 Amendment to the 2024 Portage County Combined General Health District Annual Appropriations Previously and to be Certified.

Mr. Burns noted that the majority of the budget amendment is allocating funds to different areas. As well as increasing the grant funding to \$65,000 for #8920 to complete the contract with University Hospitals through the COVID-19 Enhanced Operations “EO” grant. Mr. Burns explained to the board that since PCHD proposes their budgets a year in advance, these funds were not budgeted, and budget amendments are necessary to allocate those funds where needed to ensure the budget for the year stays on target.

A motion was presented by Board Member Delaney to Approve Resolution #24-15, seconded by Board Member Bierlair.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Dr. Minott	Absent
Board Member Bierlair	Yes	Board Member Grimm	Absent
Board Member Delaney	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member, Vacant	N/A

D. Resolution #24-16 A Journal Entry Reversal / Expense Correction for Portage County Combine General Health District.

Mr. Burns stated that this correction is for salaries and wages that went to general fund to

expense and will now be applied to the EO-23 and WFD-23 grants.
 A motion was presented by Board Member Bierlair to Approve Resolution #24-16, seconded by Board Member Delaney.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Dr. Minott	Absent
Board Member Bierlair	Yes	Board Member Grimm	Absent
Board Member Delaney	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member, Vacant	N/A

E. Resolution #24-17 A Journal Entry Cash Advance for Portage County Combined General Health District.

Mr. Burns stated that this is an advance out to fund the COVID-19 EO grant for the contract with University Hospitals for an Emergency Medical Response Plan for COVID-19 and infectious diseases. Mr. Burns stated that once the grant is funded, PCHD will be reimbursed.

A motion was presented by Board Member Delaney to Approve Resolution #24-17, seconded by Board Member Bierlair.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Dr. Minott	Absent
Board Member Bierlair	Yes	Board Member Grimm	Absent
Board Member Delaney	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member, Vacant	N/A

F. Resolution #24-18 The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Agreement with National Association of County and City Health Officials (NACCHO) For the Medical Reserve Corps Program (MRC Program).

Ms. Lehman stated that this is a grant for additional MRC funding from NACCHO. This grant will allow the continued funding of an MRC team leader and provide funding for training expenses through the American Heart Association and CPR education.

A motion was presented by Board Member Kertoy to Approve Resolution #24-18, seconded by Board Member Delaney.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Dr. Minott	Absent
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Board Member Bierlair	Yes	Board Member Grimm	Absent
Board Member Delaney	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member, Vacant	N/A

G. Resolution #24-19 Addendum to 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 stated that this resolution is an addendum to extend Ms. Sylvia Autumn’s contract to the end of May, 2024, due to Ms. Selva’s departure from the Community Health Division. Ms. Autumn’s contract is completely funded through the Safe Communities funding.

A motion was presented by Board Member Kertoy to Approve Resolution #24-19, seconded by Board Member Delaney.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Dr. Minott	Absent
Board Member Bierlair	Yes	Board Member Grimm	Absent
Board Member Delaney	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member, Vacant	N/A

H. Resolution #24-20 The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Agreement with Townhall II for the Youth Suicide Prevention Grant.

Ms. Lehman shared that 26 counties were eligible for this grant and 6 counties were awarded. Portage County was selected as 1 of the 6 awards. The supplemental funds will be for a 4-year term. Each year will be approximately \$70,000. This year for 2024, PCHD can anticipate \$40,000 for a partial supplement, by the time the grant is funded for use. Ms. Lehman explained that these funds are supplemental funds, which is for further education and treatment resources, which cannot be used to plant a location. Ms. Lehman expressed how these funds will aid in suicide prevention for the youth of Portage County as this topic is still very fresh after the loss of two young lives just within this past year. Townhall II can use these funds to help assist those in need in Portage County’s areas that are most suitable and needed.

A motion was presented by Board Member Kertoy to Approve Resolution #24-20, seconded by Board Member Bierlair.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Dr. Minott	Absent
Board Member Bierlair	Yes	Board Member Grimm	Absent
Board Member Delaney	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member, Vacant	N/A

I. Resolution #24-21 Wastewater Variance Request to Ohio Administrative Code (OAC) 3701-29-03(C) (5) – CC Sprag Excavating.

Christopher Speros & Christopher Ragon of CC Sprag Excavating LLP, are requesting a variance to register as a septic installer without meeting the required continuing education requirements as set forth in 3701-29-03 (C) (5) which states, in part,

"Beginning with the registration year starting on January 1, 2016, proof of completion of at least six continuing education hours during the previous calendar year"

Mr. Speros obtained three continuing education units (CEU) in 2023 and three additional CEU's in February 2024. On February 29, 2024, Mr. Ragon submitted a written application requesting a variance to OAC 3701-29-0J(C) (5) and provided proof of completion of the required six credits. Mr. Duck stated that he was in favor of the variance request and asked the board to consider approving the variance request.

A motion was presented by Board Member Kertoy to Approve Variance #24-21, seconded by Board Member Delaney.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Dr. Minott	Absent
Board Member Bierlair	Yes	Board Member Grimm	Absent
Board Member Delaney	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member, Vacant	N/A

J. Resolution #24-22 Declaring a Public Nuisance, Ordering Abatement of that Nuisance: 2729 Pioneer Trail, Mantua Twp., Approving Prosecution for Violation of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems.

Mr. Duck stated that on September 29, 2023 Portage County Health District conducted an inspection of the sewage treatment system serving the above-referenced address. The inspection was prompted by an environmental nuisance complaint received by our office. An inspection and dye test were conducted and revealed that the sewage treatment system was altered and/or is no longer functioning as designed. Since then, the Portage County Health District has sent two certified notices of violation to replace the sewage treatment system and eliminate the public health nuisance. Therefore, the

environmental division is requesting the Portage County Board of Health to declare a public nuisance, order abatement of that nuisance and approve the civil prosecution for the above-listed violations in the box above.

Board President Ribelin requested Mr. Duck discuss the process of leading to a notice of violation of a public health nuisance and WPCLF process for Ms. Clarke to have a clearer understanding of the process Mr. Duck time lined for this resolution.

Mr. Duck stated that explained the process from the moment a nuisance complaint is received, the stages of site evaluations and soils and water tests that are conducted along with the issuance of the notice of violations and the information provided for the WPCLF program to assist with the septic repair or replacement and the information to contact the Neighborhood Development Services “NDS” office for further information on how to qualify for the WPCLF program along with other information for financial assistance. Mr. Duck noted that in this case, the homeowner received multiple notices over the 6-month period since the inspection was conducted. The homeowner has made no effort to address the situation, nor have they reached out to NDS for assistance. At this time. Mr. Duck is requesting that the board approve the resolution for prosecution.

A motion was presented by Board Member Kertoy to Approve Variance #24-22, seconded by Board Member Bierlair.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Dr. Minott	Absent
Board Member Bierlair	Yes	Board Member Grimm	Absent
Board Member Delaney	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member, Vacant	N/A

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- a. Accept the Resignation of Ali Selva, Health Educator. An “aye” vote was cast by all, motion carried.
- b. Permission to Post, Advertise & Hire one Full-Time Health Educator for the Community Health Division. An “aye” vote was cast by all, motion was carried.
- c. Permission to Post, Advertise & Hire one Seasonal Worker for Mosquito Program for the Environmental Health Division, Pending Notice Of Award for funding. An “aye” vote was cast by all, motion was carried.
- d. Approve 2025 Budget to Submit to Budget Commission.
A motion was presented by Board Member Kertoy to Approve the 2025 Proposed Budget, seconded by Board Member Bierlair.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Dr. Minott	Absent
Board Member Bierlair	Yes	Board Member Grimm	Absent
Board Member Delaney	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member, Vacant	N/A

- e. Approve 2024-2026 Portage County Combined General Health District Strategic Plan.

The Health Commissioner, Mr. Diorio, presented the final version of the Portage County Combined General Health District revised Strategic Plan. The Health Commissioner noted that two of the BOH members were on the Strategic Planning team (Lucy Ribelin and Amy Everett). He also discussed that the plan contains a “working document” and will be discussed internally on a quarterly basis.

A motion was presented by Board Member Kertoy to Approve the 2024 – 2026 Strategic Plan, seconded by Board Member Delaney.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Dr. Minott	Absent
Board Member Bierlair	Yes	Board Member Grimm	Absent
Board Member Delaney	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member, Vacant	N/A


- f. Accept the Promotion of Amy Cooper as Director of Community Health. An “aye” vote was cast by all, motion carried.
- g. Permission to Post, Advertise and Hire One Full-Time Supervisor for the WIC Ravenna location. An “aye” vote was cast by all, a motion was carried.

IX. BOARD ISSUES AND DISCUSSION: None

X. EXECUTIVE SESSION: None

XI. ADJOURNMENT:

A motion was moved to adjourn by Board Member Kertoy at 5:51 PM, and seconded by Board Member Delaney. An “aye” vote was cast by all, a motion was carried.



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