

**Portage County Combined General Health District
Board Meeting Minutes
April 15, 2025
6:00 PM**



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, April 15, 2025, at 999 East Main Street, Ravenna, OH, 44266. The meeting was called to order at 6:02 PM by Board President Ribelin.

Board Members in Attendance:

Lucy Ribelin, President
Amy Everett, Member
Linda Grimm, Member
Dr. Philip Keyser, Member
Diana Clarke, Member

Board Members Not in Attendance:

James Bierlair, Vice President
Chad Delaney, Member
Brock Kertoy, Member

Staff in Attendance:

Becky Lehman, Health Commissioner
Sarah Meduri, Director Personnel and
Administrative Services
Christina Jewell, Administrative &
Account Clerk
Branden Burns, Director of Finance
Justin Rechichar, Director of
Environmental Health
Amos Sarfo, Environmental Health
Supervisor
William Duck, Environmental Health
Supervisor
Natalie Menke, Environmental Health
Supervisor
Amy Cooper, Director of Community Health
Rebecca Barreca, Director of Nursing
Programs
Mark Arredondo, Medical Director

District Advisory Council:

None

Others:

None

Media Present:

None

II. APPROVAL OF MINUTES:

Board of Health Meeting: On April 15, 2025, Board Member Clarke presented a motion to accept the Board Meetings Minutes for March 18, 2025, seconded by Board Member Grimm.

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 Grimm	Yes
Board Member Bierlair	Absent	Board Member Kertoy	Absent
Board Member Delaney	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Keyser	Yes

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

Not in attendance.

IV. PUBLIC COMMENT: None

V. ACTION ITEMS:

A. Expenditure Ratifications \$105,448.39

Invoice Batch No.	3409	\$	\$7,228.52
Invoice Batch No.	3463	\$	\$10,054.93
Invoice Batch No.	3530	\$	\$678.77
Invoice Batch No.	3541	\$	\$15,298.20
Invoice Batch No.	3611	\$	\$1,015.00
Invoice Batch No.	3695	\$	\$28,956.57
Invoice Batch No.	3697	\$	\$9,696.76
Invoice Batch No.	3726	\$	\$11,528.73
Invoice Batch No	3829	\$	\$15,606.92
Invoice Batch No	3838	\$	\$5,383.99

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

Board Member Clarke presented a motion to accept the above expenditures and ratify these expenses, seconded by Board Member Everett.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Absent	Board Member Kertoy	Absent
Board Member Delaney	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Keyser	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 Clarke.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Absent	Board Member Kertoy	Absent
Board Member Delaney	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Keyser	Yes

C. Resolution #25-25 Amendment to the 2025 Portage County Combined General Health District Annual Appropriations Previously and to be Certified.

Mr. Burns stated that this month's budget amendment was for budgeting to return the advance from fund #8920's, EO-23 grant funds back to the general fund. He plans to have the advance removed and closed out in May.

President Ribelin asked where the money will go after #8920 is closed. Mr. Burns explained that the money will go back to the general fund. He stated that when the fund was opened, it was an expense grant. Which meant that PCHD had to fund everything, originally. So, funds were transferred in the amount of \$80,000 into #8920 from the general fund to get it funded for the projects and expenses needed and then PCHD would be reimbursed for those expenses through the grant.

A motion was presented by Board Member Dr. Keyser to Approve Resolution #25-25, seconded by Board Member Everett.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Absent	Board Member Kertoy	Absent
Board Member Delaney	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Keyser	Yes

D. Resolution #25-26 A Journal Entry Reversal / Expense Correction #1 for Portage County Combine General Health District.

Mr. Burns requested approval for the journal entry reversal / expense correction, which is one of two being presented to the Board. Mr. Burns noted that some funding was for PRC fund (Prevention, Retention & Contingency) to be taken into account.

A motion was presented by Board Member Clarke to Approve Resolution #25-26, seconded by Board Member Dr. Keyser.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Absent	Board Member Kertoy	Absent
Board Member Delaney	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Keyser	Yes

E. Resolution #25-27 A Journal Entry Reversal / Expense Correction #2 EO23 for Portage County Combine General Health District.

Mr. Burns explained that this resolution is to ratify what has already been done due to the EO grant which abruptly ended on March 24th and all expenses had to entered for payment by April 8th. So, we had to get these corrections approved at this board meeting and do a budget revision at the same time.

A motion was presented by Board Member Everett to Approve Resolution #25-27, seconded by Board Member Dr. Keyser.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Absent	Board Member Kertoy	Absent
Board Member Delaney	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Keyser	Yes

F. Resolution #25-28 The Portage County Board of Health Acceptance of Amendment No. 3 to Amend the Services Agreement to Perform Contact Tracing, Case Investigation, Data Entry and Administrative Services for Covid-19 and Other Communicable Diseases Between the Portage County Combined General Health District (PCCGHD) and Public Consulting Group, LLC (PCG)

Ms. Lehman explained that she emailed the BOH members twice regarding the loss of the EO-23 grant funding. She noted that our largest impact was to the contracts and PCG was near the end of their contract, due to funding. She stated that there was about 2 weeks remaining to the original contract end date, so the agreement was closed early and a pause

was placed on the 2 GIS contracts in hopes of the funding possibly returning. However, PCG requested that PCHD amend the current contract end date to reflect the new end of contract date, due to the loss of the EO grant funding. Ms. Lehman stated that PCHD lost exactly \$453,747.82 in grant funding, which included about \$100,000 budgeted for E clinical works in the nursing division. Ms. Lehman shared that Community Health is working together for alternative funding.

A motion was presented by Board Member Dr. Keyser to Approve Resolution #25-28, seconded by Board Member Clarke.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Absent	Board Member Kertoy	Absent
Board Member Delaney	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Keyser	Yes

VI. DISCUSSIONS:

- **Administration:** Ms. Meduri stated that with all of the quarterly reports they are all on the website. Ms. Meduri shared some insight with celebrating Public Health week and the Measles workshop by Ms. Barreca. Ms. Meduri shared that Mike Spies and Chelsea Kyer both resigned and PCHD is moving forward for filling those two positions.

PCHD is excited to welcome a Farmers Market in June. The Pop-Up Food Pantry provided food to 280 families in April and actually ran out of food and sadly had to turn away candidates. This continues to be a need in our community. In May, PCHD will return to market style, and we currently have about 6 community partners signed up to attend. Todd is using our model for all pop-up food pantries for other counties. PCHD has many programs that other counties are modeling from us. Ms. Meduri noted that Todd, who is essentially, the coordinator for the day from the Food Bank, requested Ms. Meduri take pictures every 10 minutes and forward them to their PR person for the food bank. He stated that PCHD's Pop-Up Food Pantry is now the model for all other top food pantries for drive thru and our market style. Ms. Meduri shared the excitement noting how "really cool that it has grown so much in the last year", and we are now the model hub for other counties. Ms. Meduri shared on some other areas that PCHD is now modeling for other counties. Mr. Rechichar will speak more on that for his discussion.

Ms. Meduri shared how she and Ms. Lehman met with "I Support the Girls". She noted that they were able to donate some hygiene products and different things to them and after sharing on social media, we now have other community partners who are linking with each other and "I Support the Girls", directly. Such an amazing resource. Ms. Meduri shared the new staff who onboarded, and they are

- **Finance:** Mr. Burns stated that at last month's meeting, he shared the 2026 budget. Mr. Burns explained that while it is a forecast budget that is subject to change prior to the end of the year, he does require a signature page from the board of health members to provide to the budget commission. In the cash basis report, the 1st quarter comparison to last year's is up \$135,253,89, with a net change highlighted, because we ended the year, up \$98,394.86. See the comparisons below from the cash basis report.

Mr. Burns stated that with changes happening, we will see where we are in the remainder of the quarters for the year, but that we are already making changes and going about things differently and looking at things differently now that we know where we are, and we have already planned for that. So, our 2026 budget already was very conservative, thinking that we were going to have a reduction in funding.

- ### Grants / Achievements

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6. Posting to hire (2) Positions
7. Closing out previous grant
8. Cassie Clouser – OPHA (Ohio Public Health Association) Mentorship Program \$2,000
9. Level Up Leadership hosted by LPC- Emily, Leah, and Natalie

Presentations

Natalie Menke / Emily Speck – Mapping the Menu Presentation @ OEHA AEC and Northeast District

Amos Sarfo – Point of Sale Presentation for work on Doctorate

Natalie Menke / Justin Rechichar - Mapping the Menu Presentation @ July 2025 NEHA AEC

Emily Speck / Justin Rechichar - GIS and Mapping the Menu @ OPHA/AOHC combined meeting

Ohio Environmental Health Association

Justin Rechichar was elected for President Elect of OEHA

Emily Speck was elected as Northeast District OEHA Director

Survey

Completed and pending final report from ODA- very specific this year with paperwork (preliminary said we did ok, recommendations for transmittals, more descriptive for process reviews, and COS for items)

Plastics

128 more pounds to go! 872/1000 lbs., end of the month is the deadline for the bench project.

Food Training

Requesting onsite training from state agencies ODA/ODH

Brandon Santiago is leading inspections (completed 25 shadow and online trainings)

Food Renewals

Just a few outliers left (some may be closed and need verification).

Mr. Rechichar shared that Ms. Cassandra Clouser was awarded a mentorship by the AOHC as a part of their leadership cohort program.

Ms. Menke shared that she and Ms. Speck presented at the OHA Environmental Health Association's main conference, for the entire state of Ohio and also the Northeast District for our mapping menu that we use the GIS for on our mobile

food program. Ms. Menke shared that the next step is building that up to do for all of our brick and mortars.

Mr. Sarfo noted that the dry screening has started. Mr. Sarfo and Ms. Lehman met with the Portage County Engineer's office to discuss the Stormwater program. The discussion pertained to the need for an increase in funding to help offset the costs of the program. Mr. Sarfo stated that the Stormwater program has not had an increase since 2010, when the program began. Mr. Sarfo mentioned that in the past there were very few people in the program. Now there are more people assisting with the program and offering more tests, the costs for those has surpassed the budgeted amount.

Mr. Sarfo spoke about the House Bill 110 program and stated that it is going well. The number of payments received at this time has exceeded the previous year's and they hope to achieve 50% of the inspections by June. Currently, the Point-Of-Sales have slowed a bit and but are starting to pick back up. The anticipated funding for the 2025 WPCLF has moved back the date from the end of June to the end of July to see if PCHD was awarded funding for 2025. Mr. Sarfo is currently working on submitting the resolution to allow the health commissioner to accept and sign the agreement as well as the model contracts to send to Ohio EPA for approval.

Mr. Duck touched on the current software, Clear Impact, stating that it will turn into useful information, as it is currently, a work in progress. He noted that the Open House was a good turnout. He felt that the Water Quality team represented it well. Mr. Duck stated that the team is currently awaiting the drying of the ground to be able to go and do inspections, but that the nuisance complaints are coming in. He also shared that the Wingfoot plans are coming in and the contractors have been contacting him; construction will start soon. Mr. Duck has continued to create new videos for the PCHD YouTube channel, with the assistance of Ms. Plough.

- **Community Health:** Ms. Barreca spoke about the preparation of the measles breakout, with it now being in Ohio. She has been working with Dr. Arredondo and training staff and continuing to perfect the current process and to rectify and miscommunications regarding the disease. She shared that she has been reaching out to communities and the schools to offer resources on measles as well as Hospitals and long-term care facilities are reaching out for information as well. Ms. Barreca stated that measles is a class (A) illness and is highly contagious.

Board member, Ms. Everett asked if there is data on current school children who have been vaccinated.

The Health Commissioner, Ms. Lehman stated that, yes, please feel free to contact her with the presentation that she has available, and that Ms. Barreca has another measles meeting scheduled for 05/17, Thursday morning, and hopes to record and add to the PCHD website for public awareness.

Board member, Ms. Everett, asked about possible boosters for measles. Ms. Barreca stated that there are only 2 vaccines for full immunity. Although a Titers blood draw can detect your immunity and if an additional vaccination is needed.

Dr. Arrendondo stated that currently, Nationwide, as of last Thursday, 04/10, there were 712 cases within 25 states, and it is rapidly expanding. Those are primarily unvaccinated individuals. Dr. Arrendondo stated that this started March 26th. He stated that in Ohio, there are (10) cases in Ashtabula county and (20) cases in Knox county so far. Nationwide, there have been 3 confirmed deaths and 11% of the cases are hospitalized, which are primarily children. Ms. Barreca shared that the clinics are educating the Amish one family at a time, and she, alone, tries to educate them on any question that they may have so that they can make informative decisions on their own.

Ms. Hilbish shared the current WIC numbers for the month and stated that those numbers have been stable. WIC celebrated National Nutrition Month in March. The state provided free items to give to participants in the WIC program as they promoted the goal for eating healthy snacks. The WIC dieticians were able to attend a free nutritional conference, virtually, which was very informative and ensured that the dieticians are up to date on the current skillset and knowledge base.

Ms. Hilbish shared that she received the opportunity to speak with one of the local churches, the Christian Women Fellowship invited us to come out and provide information on the WIC program. Most of the clients that come through the WIC doors are referrals, just from word of mouth. Ms. Hilbish stated the more people that we get to interact with in our community, the better.

Ms. Cooper shared that she has been anxiously awaiting the numbers every day for the 2026 funding and with the resignation of Ms. Kyer, a WIC Clinic Assistant, Ms. Cooper has been hesitant to post for her replacement. While the 2025 Notice of Award (NOA) was given, the numbers have stayed stable, she is hoping to maintain the WIC program for 2026, dependent upon the funding from the state. Ms. Cooper also noted that she has been searching for additional funding for the PHEP, which is another Federally funded program (Emergency Preparedness) and she continues searching the ODH website for any funding to support any new and existing programs. Ms. Cooper stated that she has just enough accounted for from the Integrated Harm Reduction grant for the Narcan funding, are Harm Reduction Vending Machines. One at UH Portage Medical Center and hopefully one here at PCHD. She also noted that currently, Ms. Plough, a Health Educator, is 50%

Environmental Health, and she is going into schools to present environmental education for Earth Day.

Ms. Cooper spoke about the HEAL grant (Healthy Eating Active Living), and they are headed to Mt. Vernon on 04/17 for photo voice training. She shared that this is a new method of training, and they will be giving local residents cameras to illustrate their stories on their day-to-day lives, which accompanies data for insight on healthy eating conditions in their communities. This data will aid in the lack of options the communities have for healthy foods. Ms. Cooper stated that there will be 3 staff members attending the training.

- **Health Commissioner:** Ms. Lehman shared that April 28 – 30th AOHC Spring Conference. On Monday morning of the 28th there is a mandatory WIC meeting at the state building in Columbus and Ms. Lehman plans to attend with Ms. Cooper and Mr. Burns.

Mr. Rechichar will be attending the AOHC Conference with Ms. Lehman since the Spring Conference is more reflective on environmental health. Ms. Speck and Mr. Rechichar will be presenting at the AOHC Conference on the 29th and showcasing the Food Dashboard and as Ms. Menke mentioned, showing how we transitioned from what was learned during the food mapping and the story map with our Community Health Improvement Plan, which Ms. Card presented recently at the CHIP meeting, which was very well received.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- a. Accept the resignation of Chelsea Kyer, WIC Clinic Assistant. Effective March 21, 2025.
- b. Accept the resignation of Mike Spies, Certified Plumbing Inspector/REHS. Effective April 18, 2025.
 - Motion made by: Board Member Clarke
 - 2nd: Board Member Dr. Keyser
 - All those in favor – aye vote
- c. Permission to Post, Advertise and Hire a Part-Time or a Full-Time Certified Plumbing Inspector for the Environmental Health division.
- d. Permission to Post, Advertise and Hire a Part-Time or a Full-Time Clinic Assistant for the WIC Ravenna location, Pending Funding.
 - Motion made by: Board Member Grimm
 - 2nd: Board Member Everett
 - All those in favor – aye vote

Motion made by: Board Member Dr. Keyser

- 2nd: Board Member Grimm
- All those in favor – aye vote

IX. BOARD ISSUES AND DISCUSSION:

Mr. Burns presented a signature page on a draft budget forecast for 2026 that was approved last month in March's board meeting through an "all those in favor / aye vote" rather than a roll call and signature page. Mr. Burns requested to have a signature page to provide to the Budget Commission, should one be requested. Five of the eight board members were in attendance to sign and submit the 2026 draft budget forecast.

X. EXECUTIVE SESSION: N/A

XI. ADJOURNMENT:

A motion was moved to adjourn by Board Member Dr. Keyser at 7:03 PM and seconded by Board Member Clarke. An "aye" vote was cast by all, a motion was carried.



Rebecca Lehman, MPH, MPA, CHES
Health Commissioner

