

**Portage County Combined General Health District
Board Meeting Minutes
August 19, 2025
6:00 PM**



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, August 19, 2025, at 999 East Main Street, Ravenna, OH, 44266. The meeting was called to order at 6:03 PM by Board President Ribelin.

Board Members in Attendance:

Lucy Ribelin, President
James Bierlair, Vice President
Amy Everett, Member
Linda Grimm, Member
Brock Kertoy, Member
Diana Clarke, Member
Dr. Philip Keyser, Member

Board Members Not in Attendance:

Chad Delaney, Member

Staff in Attendance:

Becky Lehman, Health Commissioner
Sarah Meduri, Director Personnel and
Administrative Services
Branden Burns, Director of Finance
William Duck, Environmental Health
Supervisor
Natalie Menke, Environmental Health
Supervisor
Amos Sarfo, Environmental Health
Supervisor
Amy Cooper, Director of Community Health
Danielle Steighner, WIC Supervisor-Lisbon
Mark Arredondo, Medical Director
Veronica Victoria, Environmental Health
Clerk

District Advisory Council:

None

Others:

None

Media Present:

None

II. APPROVAL OF MINUTES:

Board of Health Meeting: On August 19, 2025, Board Member Keyser presented a motion to accept the Board Meetings Minutes for July 15, 2025, seconded by Board Member Everett.

A vote on the motion is as follows:

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

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

N/A

IV. PUBLIC COMMENT: N/A

V. ACTION ITEMS:

A. Expenditure Ratifications **\$299,337.84**

Invoice Batch No.	5347	\$	10,087.89
Invoice Batch No.	5366	\$	3,183.50
Invoice Batch No.	5392	\$	1,772.65
Invoice Batch No.	5470	\$	1,248.02
Invoice Batch No.	5532	\$	36,343.61
Invoice Batch No.	5559	\$	5,192.39
Invoice Batch No.	5584	\$	13,600.31
Invoice Batch No.	5693	\$	67,146.72
Invoice Batch No.	5726	\$	142,720.13
Invoice Batch No.	5729	\$	748.49
Invoice Batch No.	5802	\$	10,667.30
Invoice Batch No.	5812	\$	2,315.49
Invoice Batch No.	5857	\$	4,311.34

Mr. Burns requested approval from the board to ratify the payments from this past month's expenses. He pointed out that Batch 5726 is a larger number because it includes the mortgage payment. The goal is to have the building paid off by March 30, 2027. The principle left on the building is just under \$250,000.

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

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Kertoy	Yes
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 Clarke to approve said travel expenditures, seconded by Board Member Kertoy.

A vote on the motion is as follows:

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

C. Resolution #25-55 Amendment to the 2025 Portage County Combined General Health District Annual Appropriations Previously and to be Certified.

Mr. Burns stated that with allocating funds, the main amount added to the general fund was from grants that were not originally budgeted for. \$225,000 is being added to the general fund from the grants.

A motion was presented by Board Member Bierlair to Approve Resolution #25-55, seconded by Board Member Keyser.

A vote on the motion is as follows:

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

D. Resolution #25-56 A Journal Entry / Expense Correction for Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Mr. Burns stated that this correction is for two items. One item is insurance costs, which were not originally budgeted for. That was paid for out of the general fund, but now PCHD has been able to allocate more funds so it has been expense corrected. The other item was paid out of the wrong project code and has been corrected.

A motion was presented by Board Member Keyser to Approve Resolution #25-56, seconded by Board Member Kertoy.

A vote on the motion is as follows:

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

E. Resolution #25-57 The Portage County Board of Health's Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Christine Darling to Provide Services for the Medical Reserve Corps as the Team Leader

Ms. Cooper stated PCHD received \$5,000 as part of the NACCHO MRC grant, which allows for a Medical Reserves Corp (MRC) coordinator. PCHD will contract with Christine Darling, who has served as the MRC coordinator for PCHD previously, through December 2025.

A motion was presented by Board Member Kertoy to Approve Resolution #25-57, seconded by Board Member Everett.

A vote on the motion is as follows:

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

F. Resolution #25-58 The Portage County Combined General Health District to Enter into an Agreement with Werab Enterprises LLC, for the 2024 Water Pollution Control Loan Fund Designer & Installer Contract for 695 Old Forge Rd., Brimfield Township.

Mr. Sarfo stated that this is for a WPCLF project for a septic system replacement. This is using money from 2024 funding; there was \$60,000 left before this contract. Ms. Ribelin asked Mr. Sarfo to give a brief summary of how PCHD helps people with this program. PCHD applies for the grant every year. Mr. Sarfo explained that when PCHD confirms a failing septic system, PCHD informs the homeowners about the WPCLF program. Homeowners that meet the income qualification apply for funding and can qualify for one of three funding tiers - 100%, 85% (the homeowner pays 15% of the cost), or 50% (the homeowner pays 50% of the cost). The funds are distributed on a first come, first served basis. Ms. Ribelin asked if this is what is being used at the Chinn allotment. Mr. Sarfo replied no, they are receiving their own funding for the installation of the sewer system. At the time of this board meeting, there is enough funding for the Chinn allotment project that the estimated cost per homeowner is \$4,000. WPCLF can be used to help homeowners if needed.

A motion was presented by Board Member Clarke to Approve Resolution #25-58, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

G. Variance #25-59 Household Sewage Treatment System Variance Request to Ohio Administrative Code (OAC) 3701-29-15(G). Located at 9457 Nichols Road, Freedom Township.

Mr. Duck stated that this variance is about vertical separation distance of soil for a household sewage treatment system. The Board of Health has established this as 8 inches of soil. The board has passed this type of variance in the past so there is precedent. The proposed system is a spray irrigation system; the advisory council that gives outlines of these systems recommends 6 inches. The environmental staff is supportive of the variance.

A motion was presented by Board Member Bierlair to Approve Variance #25-59, seconded by Board Member Keyser.

A vote on the motion is as follows:

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

VI. DISCUSSIONS:

- Administration:** Ms. Meduri stated that it is a busy season; this week is the Portage County Randolph Fair, there is the weekly farmers market, the monthly pop-up pantry, and a lot of community activities. Ms. Meduri shared that Portage County Democrats donated personal hygiene items that were distributed at the August pop-up pantry, where a total of 204 families were served. Akron-Canton Regional Food bank had additional members out to utilize the PCHD pantry as a model for other sites. Ms. Ribelin asked when the pop-up pantry will move to drive-through again; Ms. Meduri replied that it will most likely be for the November date. Dr Keyser asked if the increase in families for the pantry is due to a growing need in the community or if more people are hearing about the program. Ms. Meduri replied that information about the pantry is getting shared more on social media and through different PCHD events and programs. The Community Health Assessment is also showing there is a greater need and PCHD is seeing new families at the food pantry. In 2024, 1,589 families were served; as of August 2025, PCHD has already served 1,846 families, averaging 250 per month. Ms. Cooper added that there are changes with SNAP, which may have more families utilizing the food pantry. Ms. Lehman shared that food insecurity is now its own priority activity in the Portage County Community Health Assessment and Improvement Plan. Ms. Meduri offered congratulations to Mr. Duck for serving on the United Way board. Ms. Meduri shared that Ms. Lehman is in the next Leadership Portage County class; Ms. Sykes, account clerk, has been with PCHD for 5 years; and Mr. Belknap has started as the plumbing inspector. Ms. Meduri stated that she facilitated a Leadership Portage County roundtable discussion and PCHD will be hosting a leadership series. Social media has been very active to get word out to the community about the programs and services PCHD offers.
- Finance:** Mr. Burns presented the cash basis report. Mr. Burns highlighted the interest allocation amount of \$24,551.99 for the month of July. Year-to-date PCHD is just over \$113,000. He shared that at the end of July PCHD has \$3.962 million. Ms. Ribelin asked when the next levy will be. Mr. Burns replied November 2027 is the next levy.

General Fund Unassigned	\$1,638,155.22
General Fund Assigned	\$1,290,238.52
General Fund Advances Out	\$260,000.00
Total General Fund	\$3,188,393.74
Special Revenue Funds	\$977,928.46
General Fund Advances In	-\$260,000.00
Total Special Revenue Funds	\$717,928.46
Total Funds	\$3,926,059.52
Net Change In Funds	\$40,712.49

- **Environmental Health:** Mr. Duck shared that the Water Quality staff has been assisting the Food Programs staff with data entry for their food inspections during the fair. Inspections are still trending up for the Water Quality staff; early Spring rain delayed things.

Mr. Sarfo stated that the 2026 funding for WPCLF will be available; the deadline to submit the application is September 22nd.

Ms. Menke shared that the fair is going well. Out of the 10 food inspections completed at the time of the board meeting, there are only 3 follow-ups. Ms. Menke stated that there are a lot of mosquito pools positive for West Nile Virus but only 2 human cases according to ODH. There is a mosquito dashboard that shows surveillance points; if it is a positive pool it will show as a different color and also shows the flight path. Dr. Keyser asked if there have been any reported cases of zika. Ms. Menke replied no, but there have been some la crosse cases.

- **Community Health:** Dr. Arredondo shared that COVID cases are starting to rise in Ohio slowly. Due to federal changes, he is not sure about covid vaccine availability. Measles cases in Ohio are unchanged; there are still 34. There is one outbreak of rhinovirus. There is also hand foot and mouth disease in Ohio. Dr. Arredondo stated there is a latent tuberculosis case in Portage County; he explained that latent means the individual is infected with TB but does not have the symptoms so the individual is not infectious. The individual is taking medication and has been seen by an infectious disease doctor. Ms. Ribelin asked about flu vaccines; Dr. Arredondo replied that those vaccines will be available end of September/beginning of October. He shared that there will be flu vaccine clinics at the health district. There will also be covid vaccine clinics if there are vaccines available.

Ms. Steighner shared that July is the month for the farmer's market coupons for WIC. Ravenna WIC distributed out coupons at 3 locations, including the health district. Columbiana WIC had farmers come to their WIC location and distributed coupons. WIC's caseload has increased 25 participants in the last month.

Ms. Cooper shared that there were 3 back-to-school fairs last week to get information out to the community. Ms. Cooper stated that as part of the reaccreditation process, some documents had been reopened but have since been corrected. The next step is waiting to hear about the site visit, which will be virtual. The Thrive Together Farmers Market attendance ebbs and flows depending on the weather. A text was sent to WIC participants to let them know about the vouchers and farmers' market. 101 individuals attended the market today.

- **Health Commissioner:** Ms. Lehman stated that the Community Health Assessment did get finalized. PCHD partners with University Hospitals, Kent City Health Department, and Mental Health & Recovery Board for this assessment. She shared that the health district had the prioritization meeting last month with 19 agencies. The priorities will be mental health and addiction, chronic disease, and population health and safety.
PCHD had 3 large events in the first week of August: August 5th was the Thrive Together farmers market, August 6th was Octane Nights, and August 7th was the pop-up food pantry.
Ms. Lehman provided an update for vaccine costs: the shingles vaccine went from \$195 to \$250.
Ms. Lehman shared that there have been repairs done for the roof and gutters, a locksmith came in to fix a few doors, and the grinder pump still needs work. The fire alarm system was tested and any fire extinguishers were replaced if needed.
Ms. Cooper shared that WIC received a grant for a breastfeeding room for employees. The grant paid for all the furnishings but the carpet.
Ms. Ribelin commented that PCHD has made great strides in working with community partners.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- a. Accept the hiring and separation of Candace Johnson, full-time clinic assistant for the WIC – Ravenna location.

Motion made by Board Member Clarke

2nd Board Member Bierlair

All in favor – aye all

- b. Permission to post, advertise, and hire a full-time clinic assistant for the WIC – Ravenna location.

Motion made by Board Member Bierlair

2nd Board Member Everett

All in favor – aye all

IX. BOARD ISSUES AND DISCUSSION: NONE

X. EXECUTIVE SESSION: N/A

XI. ADJOURNMENT:

A motion was moved to adjourn by Board Member Keyser at 6:57 PM and seconded by Board Member Grimm. An “aye” vote was cast by all; a motion was carried.



Rebecca Lehman, MPH, MPA, CHES
Health Commissioner

