

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



I. BOARD OF HEALTH EDUCATION:

- A. Tick Talk presented by Olivia Card, MA, Epidemiologist
 - i. Presentation – Ms. Card provided education for the BOH through a presentation about ticks and the prevention of tick-related diseases and illnesses.

II. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, July 15, 2025, at 999 East Main Street, Ravenna, OH, 44266. The meeting was called to order at 6:31 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
Brock Kertoy, Member

Board Members Not in Attendance:

James Bierlair, Vice President
Chad Delaney, 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
William Duck, Environmental Health
Supervisor
Amos Sarfo, Environmental Health
Supervisor
Amy Cooper, Director of Community Health
Cindy Hilbish, WIC Supervisor-Ravenna
Mark Arredondo, Medical Director
Olivia Card, Epidemiologist
Veronica Victoria, Environmental Health
Clerk

District Advisory Council:

Bruce Lange

Others:

None

Media Present:

None

III. APPROVAL OF MINUTES:

Board of Health Meeting: On July 15, 2025, Board Member Keyser presented a motion to accept the Board Meetings Minutes for June 17, 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	Absent	Board Member Kertoy	Yes
Board Member Delaney	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Dr. Keyser	Yes

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

Mr. Lange stated that the Township Association meeting and dinner will be August 16th at 6 pm in Suffield. He shared that the Township and Portage County Engineer's tent for the Portage County Fair have most of the time slots filled. He also shared that Suzanne Coia, wife of township trustee Vince Coia, passed away.

V. PUBLIC COMMENT: N/A

VI. ACTION ITEMS:

A. Expenditure Ratifications \$42,874.60

Invoice Batch No.	4932	\$	7,495.13
Invoice Batch No.	4975	\$	1,841.38
Invoice Batch No.	5038	\$	4,992.90
Invoice Batch No.	5046	\$	7,466.75
Invoice Batch No.	5150	\$	1,096.52
Invoice Batch No.	5214	\$	6,055.00
Invoice Batch No.	5249	\$	709.62
Invoice Batch No.	5254	\$	13,217.30

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

Board Member Keyser 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 Grimm	Yes
Board Member Bierlair	Absent	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 Grimm to approve said travel expenditures, seconded by Board Member Keyser.

A vote on the motion is as follows:

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

C. Resolution #25-46 Amendment to the 2025 Portage County Combined General Health District Annual Appropriations Previously and to be Certified.

Mr. Burns stated that this budget amendment was typical for this time of year. As the budget is done so early, halfway through year is when appropriations are added to different funds and line items.

A motion was presented by Board Member Clarke to Approve Resolution #25-46, seconded by Board Member Keyser.

A vote on the motion is as follows:

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

D. Resolution #25-47 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 \$220, which was fees paid to ODH that were categorized under the wrong fund.

A motion was presented by Board Member Everett to Approve Resolution #25-47, 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	Yes
Board Member Delaney	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Keyser	Yes

- E. Resolution #25-48** The Portage County Board of Health Authorizing the Health Commissioner to Adopt Vaccine Fees Adjustments Based on Real-Time Vaccine Retail Costs.

Ms. Cooper stated that this resolution is asking permission to adjust vaccine fees based on what PCHD is paying for vaccines. Ms. Lehman stated that PCHD worked with Chris Meduri at the prosecutor's office to word the resolution to not have to do three readings each time the vaccine fees needed to be adjusted.

A motion was presented by Board Member Keyser to Approve Resolution #25-48, seconded by Board Member Grimm.

A vote on the motion is as follows:

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

- F. Resolution #25-49** The Portage County Board of Health Acceptance to Allow Rebecca Lehman to Sign the Agreement with Matrix Entertainment for the Save a Life Tour Event for the Portage County Safe Communities Program.

Ms. Cooper stated that this is for PCHD's Safe Communities program. The contract is with Matrix Entertainment for them to go to Streetsboro and Field high schools this fall to provide safe driving education to the students. Students have responded well to the events in the past. Ms. Ribelin asked if this was the large event, None for Under 21; Ms. Cooper clarified no, this is a school-specific and student-focused event.

A motion was presented by Board Member Clarke to Approve Resolution #25-49, seconded by Board Member Grimm.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Absent	Board Member Kertoy	Yes

Board Member Delaney	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Keyser	Yes

- G. Resolution #25-50** Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 3954 Homestead Road, Rootstown Township and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems.

Mr. Duck stated that he inspected this property in December and confirmed it was causing a public health nuisance. In the time since the resolution packet was prepared and the time of this month's board meeting, the property owner contacted Mr. Duck, stating she wants to sell the property. She has brought the system back into compliance. She has submitted a copy of the current service contact and service report. Mr. Duck went to the property last week for an evaluation and the system is functioning as designed. He recommended that the board members not support the board order, as the nuisance has been abated.

A motion was presented by Board Member Grimm to Approve Resolution #25-50, seconded by Board Member Keyser.

A vote on the motion is as follows:

Board Member Ribelin	No	Board Member Grimm	No
Board Member Bierlair	Absent	Board Member Kertoy	No
Board Member Delaney	Absent	Board Member Clarke	No
Board Member Everett	No	Board Member Keyser	No

- H. Resolution #25-51** Declaring a Public Nuisance, Ordering Abatement of that Nuisance located at 4350 Rock Spring Road, Ravenna, OH 44266 and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems.

Mr. Duck stated that this originated from a nuisance complaint that Ms. Luli confirmed. She has sent multiple NOV's and there has been no action by the homeowner to get the HST system into compliance.

A motion was presented by Board Member Clarke to Approve Resolution #25-51, seconded by Board Member Kertoy.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Absent	Board Member Kertoy	Yes

Board Member Delaney	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Keyser	Yes

- I. **Resolution #25-52** Declaring a Public Nuisance, Ordering Abatement of that Nuisance located at 4467 Lynn Road, Ravenna, OH 44266 and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems.

Mr. Duck stated that the homeowner did not submit a service contract so Mr. Duck went out to inspect the system and found it failing. He sent 2 NOVs with no response from the homeowner. The NOVs were returned, and after speaking with the USPS Postmaster, while the property has a mailbox, no mail is registered to the property. The NOVs were then posted to the property's door, still with no response.

A motion was presented by Board Member Grimm to Approve Resolution #25-52, seconded by Board Member Keyser

A vote on the motion is as follows:

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

- J. **Variance #25-53** A Variance Request for the Household Sewage Treatment System (HSTS) Variance for OAC 3701-29-03(C)(5) Continuing Education Requirement for the Septic Contractor below: Matthew Winters / Matt Winters Excavating, LLC. 3310 Kent Road, Suite 6, Stow, OH 44224.

Mr. Duck stated that the contractor failed to get 6 hours of CEUs in 2024 and is seeking the variance in order to register as a contractor in our county. He explained that the contractor will have to make up the hours this year. Ms. Ribelin stated that the board has approved several variances like this and then asked if the contractors comply. Mr. Duck answered that they do comply and do not have to apply for a variance again. They typically only register when they get a job in the county, so if they don't get a job in one year, they don't have the CEUs for the next year. Dr. Keyser asked to confirm that Mr. Duck has stated before that it is easy to earn the 6 CEUs online. Mr. Duck confirmed that it is easy; PCHD provides the Wastewater Conference in the fall, as well as other places offering classes in person and online.

A motion was presented by Board Member Everett to Approve Variance #25-53, seconded by Board Member Kertoy.

A vote on the motion is as follows:

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

- K. Resolution #25-54** The Portage County Combined General Health District Addendum for Acceptance to Enter into Contract with Trumbull County Health District for Back Up Plumbing Inspection Services and Permit Health Commissioner, Rebecca Lehman, to Sign the Contract Pending Completion.

Ms. Lehman stated that PCHD has a contract in place to work with Trumbull County Health District for use of their plumbing inspector, which is for up to \$10,000 annually. Since it took PCHD a little longer to hire a plumbing inspector, we have utilized the \$10,000 for the year already. This resolution asks for an addendum to increase the amount to \$50,000 annually.

A motion was presented by Board Member Keyser to Approve Resolution #25-54, seconded by Board Member Kertoy.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Absent	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 shared that a WIC clinic assistant has been hired and will be starting in August. She stated on Friday there will be an all staff meeting and training. Ms. Meduri shared that Ms. Lipchik received a scholarship to attend the NEHA conference this month. Ms. Meduri shared that PCHD was nominated for the Health Initiative Award for Celebrate Portage. Ms. Lehman, Ms. Cooper, Ms. Ribelin, and Ms. Meduri will be attending the event. The pop-up pantry served 194 families last month. Ms. Ribelin asked if the numbers were still going up. Ms. Meduri responded that the numbers were lower for this past month, but PCHD surpassed the number served last year. In April-December of 2024, PCHD served 1,589 families. For 2025, PCHD has served 1,612 families.
- **Finance:** Mr. Burns presented the cash basis report. Below are the financials from the cash basis report.

General Fund Unassigned	\$1,677,308.55
General Fund Assigned	\$1,214,784.50
General Fund Advances Out	\$260,000.00
Total General Fund	\$3,152,093.05
Special Revenue Funds	\$985,890.39
General Fund Advances In	-\$260,000.00
Total Special Revenue Funds	\$725,890.39
Total Funds	\$3,885,347.03
Net Change In Funds	(\$136,439.41))

- **Environmental Health:** Mr. Duck shared that Mr. Rechichar, Ms. Menke, and Ms. Lipchik are in Phoenix at the NEHA conference. Mr. Duck, Ms. Menke, Mr. Rechichar, and Ms. Barreca attended a Clear Impact training at Kent State a couple of weeks ago, which provided them with a lot of good information. Ms. Lehman added that the state had 4 trainings for Clear Impact and Mr. Sexton, the accreditation coordinator, was asked to present on Clear Impact. Ms. Lehman stated that Ms. Card will go to another training, as it was so beneficial. Ms. Dean, the seasonal employee, is doing well with the mosquito program.

Mr. Sarfo shared that PCHD had paused taking applications for the WPCLF program as PCHD was waiting on 2025 funding. That funding is now available, so applications are being accepted. One contract was released last week for contractors to bid on.

- **Community Health:** Ms. Cooper shared that it is a busy time of year with health fairs and back-to-school fairs, as well as getting ready for the Portage County fair. For the weekly Farmers Market, 61 people attended today, and should be seeing more produce as the season goes on. Nurses are preparing for back-to-school vaccines and ordering flu vaccines. There were several suspected rabies cases that were found to be negative. Community Health educators are providing poison prevention education at Safety Town.

Ms. Hilbish shared that this is the time of year to distribute farmers market coupons to WIC clients. Ravenna WIC recently went to the Garrettsville and Haymakers farmers markets to distribute coupons. Columbiana WIC will host 2 farmers on site. The WIC Dietitians are offering education and activities at the Thrive Together market at PCHD. The Ohio Mothers' Milk Bank drop site has been very successful; there have been 11 drops from five donors and upwards of 3,000 ounces for 2025.

Ms. Cooper shared that the accreditation initial site visit report came back and 13 of 114 documents were reopened for PCHD to clarify and provide more

information to support the measure. PCHD has an internal deadline of August 1 in order to meet the August 18 deadline from PHAB.

- **Health Commissioner:** Ms. Lehman shared that on Thursday, July 17, PCHD will be revealing the draft Community Health Assessment for the prioritization meeting with the community partners.

Ms. Lehman stated that Octane Nights is coming up on August 6th; PCHD will close at noon that day due to road closures.

Ms. Lehman applied for Leadership Portage and was accepted for the next class. Ms. Lehman also accepted a fellowship with the NACCHO leadership program called RISE.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- a. Permission to hire Sierra McDermott, full-time Clinic Assistant for the WIC – Ravenna location, pending background check and drug screening.

Motion made by Board Member Grimm

2nd Board Member Kertoy

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 7:11PM and seconded by Board Member Grimm. An “aye” vote was cast by all; a motion was carried.



Rebecca Lehman, MPH, MPA, CHES
Health Commissioner