Portage County Combined General Health District
Board Meeting Minutes
September 16, 2025
6:00 PM

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, September 16, 2025, at 999 East Main Street, Ravenna, OH, 44266. The meeting was called to order at 6:01PM by Board President Ribelin.

Board Members in Attendance:	Lucy Ribelin, President James Bierlair, Vice President Linda Grimm, Member Diana Clarke, Member Chad Delaney, Member
Board Members Not in Attendance:	Dr. Philip Keyser, Member Amy Everett, Member Brock Kertoy, Member
Staff in Attendance:	Becky Lehman, Health Commissioner Sarah Meduri, Director Personnel and Administrative Services Justin Rechichar, Director of Environmental Health William Duck, Environmental Health Supervisor Natalie Menke, Environmental Health Supervisor Amos Sarfo, Environmental Health Supervisor Amy Cooper, Director of Community Health Mark Arredondo, Medical Director Leah Luli, REHS for Environmental Health
District Advisory Council:	Bruce Lange, Chair for Charlestown Twp.
Others:	None
Media Present:	None

II. BOARD OF HEALTH EDUCATION:

Per the Ohio Administrative Code (OAC) 3701-36-05, which outlines board responsibilities, including trainings; A 30-minute educational session presented for the Board of Health CEUs (0.50 CEU) on "Household Sewage Treatment System Cost Methodology Review" pertaining to the Environmental Health program fees. Resolution #25-64 is on the agenda for a first reading. Presented by Justin Rechichar, Director of Environmental Health & William Duck, Wastewater Supervisor.

This education supports the Ohio Revised Code 3709.09, which states (A) The board of health of a city or general health district may, by rule, establish a uniform system of fees to pay the costs of any services provided by the board.

Mr. Rechichar greeted the board and presented a slideshow presentation on key elements highlighting the need for an increase in fees for the Household Sewage Treatment System program. He stated that it has been 18 years since the last increase. Therefore, identifying the critical and crucial needs to revise the fees for this program.

Mr. Rechichar and Mr. Duck spoke in the direct costs and the indirect costs of the program and how the restructuring of the program and fees will provide proper reinforcements and stability to the program overall. The proposed fee table can be viewed with the resolution to be presented to the board this evening.

Mr. Rechichar shared that the resolution for the revisions will be in an increment of three readings over 3 months with an effective date of January 1, 2026. This will be the 1st reading.

III. APPROVAL OF MINUTES:

Board of Health Meeting: On September 16, 2025, Board Member Grimm presented a motion to accept the Board Meetings Minutes for August 19, 2025, seconded by Board Member Delaney.

A vote on the motion is as follows:

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

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

Mr. Lange shared that the Portage County Township Association met on August 16th. He noted that one of the topics was the proposal to abandon property taxes. The President of Township Association wrote articles in preparation to explain to the residents how their tax dollars are spent and how those funds are allocated. The Portage County Township Association is putting together a statement for the residents regarding the property taxes and providing some education to the residents on how detrimental it is to have the property tax dollars for support of the townships and where those funds go to aid the townships.

Board member Clarke asked if the group talked about alternatives to the property taxes. Ms. Lehman and Mr. Lange explained that they have not met yet. Mr. Lange recommended that the township residents contact legislature representatives for additional information.

V. **PUBLIC COMMENT**: N/A

VI. **ACTION ITEMS:**

B. Expenditure Ratifications $ 61,421.91

Invoice Batch No.	5911	$	8,473.13
Invoice Batch No.	5942	$	927.07
Invoice Batch No.	5967	$	10,897.35
Invoice Batch No.	6002	$	8,948.06
Invoice Batch No.	6131	$	6,181.13
Invoice Batch No.	6144	$	988.47
Invoice Batch No.	6187	$	1,068.91
Invoice Batch No.	6244	$	13,491.90
Invoice Batch No.	6268	$	10,445.89

Ms. Lehman requested approval from the board to ratify the payments from this past month's expenses.

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

A vote on the motion is as follows:

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

C. Travel Expenditures

Ms. Lehman requested approval of the travel expenditures presented to the Board. She explained that there is quite a bit of travel for training and conferences for the staff, with the majority being funded through grant funding.

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

A vote on the motion is as follows:

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

D. **Resolution #25-60** Amendment to the 2025 Portage County Combined General Health District Annual Appropriations Previously and to be Certified.

Ms. Lehman stated that there was some movement in the 5's for materials and supplies and she stated that later in the meeting she'll be presenting a resolution requesting permission to purchase new copiers, as the lease for the current equipment is coming to an end. She shared that Branden, Sarah, and Maria did quite a bit of research and the cost benefit of leasing versus purchasing and the difference is approximately $9,000 that can be saved by purchasing the equipment. Ms. Meduri stated that all maintenance is included, and the new machines will have the newest security enhancements. It is the same material, and the faxing capabilities are compliant and through the current portal. There would be no interruptions, and the current supplies are compatible with the new machines. The one change will be the WIC copier, which will be a month-to-month fee due to grant funding.

A motion was presented by Board Member Clarke to Approve Resolution #25-60, 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	Absent
Board Member Delaney	Yes	Board Member Clarke	Yes
Board Member Everett	Absent	Board Member Keyser	Absent

E. **Resolution #25-61** A Journal Entry / Expense Correction for Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Lehman stated there were some wages paid out of the MAC funding for the WIC staff due to their end of the budget for their grant. So, this will move those funds from the WIC fund and place them back into the MAC fund. Another change noted was for the MRC Team Lead that was approved last month for Ms. Darling whose contract is being funded by a grant. Last month, Mr. Burns requested funds to be moved from the general fund and placed into the MRC fund to pay Ms. Darling. Ms. Lehman is now requesting those funds be moved back to the general fund as the grant funds have now been paid back to the general fund.

A motion was presented by Board Grimm Member to Approve Resolution #25-61, seconded by Board Member Delaney.

A vote on the motion is as follows:

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

F. **Resolution #25-62** The Portage County Board of Health Acceptance to Allow Rebecca Lehman to Sign the Agreement with the Mental Health & Recovery Board for the Youth Suicide Prevention Grant

A motion was presented by Board Member Bierlair to Approve Resolution #25-62, seconded by Board Member Delaney.

A vote on the motion is as follows:

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

G. **Resolution #25-63** The Portage County Board of Health Acceptance to Allow Rebecca Lehman to Sign the Agreement with the Townhall II for the Youth Suicide Prevention Grant

A motion was presented by Board Member Bierlair to Approve Resolution #25-63, seconded by Board Member Grimm.

A vote on the motion is as follows:

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

H. **Resolution #25-64** Establishing Fees for Household Sewage Treatment Operation Permit, Maintenance Permit, Site Re-evaluation, and Layout and Design Plan

Change Review; and Revising Fees for Site Evaluation and Home Sale Sewage Treatment System Inspections. Fees to Be Effective on January 1, 2026 – **1st Reading**

Mr. Rechichar stated that this is a 1st reading and no action is needed but this time can be used by the board to ask questions. He reiterated from the previous presentation for the board education, that he is ensuring that we are recouping our costs.

I. **Resolution #25-65** Revising the Private Water System Fees to Comply with Ohio Revised Code Chapter 3701 and Ohio Administrative Code Chapters 3701-28. Fees to Be Effective January 1, 2026 – **1st Reading**

Mr. Rechichar reviewed the cover page of the definitions and noted that the previous revisions for this program were in 2022. He noted that these fees will increase because in 2022, the environmental health division did not have a private water supervisor or staff working on the program. He also noted that one of the main differences is E18, for the collection and examination of water samples. This is an update on costs for that analysis and noting that this does not include lab costs.

J. **Resolution #25-66** Revising the Food Service Operation and Retail Food Establishment Fees to Comply with Ohio Revised Code Chapter 3717 and Ohio Administrative Code Chapters 3701-21 and 901:3-4. **Fees To Be Effective December 1, 2025 – 1st Reading**

Ms. Menke presented a breakdown table with a proposed fee table. She noted that the food fees are reducing, slightly. She also noted that the letters for the public hearing have been sent out, which will be held on October 21, 2025. It was also noted that the FSO and RFE fees are not constricted to three readings due to separate protocols and restrictions and if passed by the board will take effect on December 1st.

K. **Resolution #25-67** Revising the Public Swimming Pool and Spa Fees to Comply with Ohio Revised Code 3749 and Ohio Administrative Code Chapter 3701-31. Fees To Be Effective January 1, 2026 – **1st Reading**

Ms. Menke provided a breakdown with three categories, and all the fees will be increasing, slightly, with just a 6% difference. Ms. Menke also shared that there is a government discount for agency pools.

L. **Resolution #25-68** Revising the Recreational Vehicle Parks, Recreation Camps, Combined and Temporary Park-Camp Fees to Comply with Ohio Revised Code 3729 and Ohio Administrative Code Chapter 3701-26. Fees To Be Effective January 1, 2026 – **1st Reading**

Mr. Rechichar presented the table of fee changes for the recreational vehicle parks, and camps. He noted that there was a modest increase due to staff working in the program. Mr. Rechichar noted that it has been some time since the last cost methodology was completed. This cost methodology will average out the fees and bring them up to current.

M. **Resolution #25-69** Declaring a Public Health Nuisance, Ordering Abatement of that Nuisance, and Approving the Civil Prosecution for Violation(s) of ORC Chapter 3718 and OAC Chapter 3701-29 Regulating Sewage Treatment Systems, Located at 3618 Pioneer Trail, Mantua Twp.

Mr. Duck stated that a dye test was conducted and was shown to be positive for illicit discharge, resulting in a public health nuisance. Two notices of violations have been sent and there are no efforts to be made by the homeowner. Mr. Duck is seeking the board's approval to declare the property a public health nuisance, ordering abatement of that nuisance and approving civil prosecution for the violations that have been ignored.

A motion was presented by Board Member Bierlair to Approve Resolution #25-69, seconded by Board Member Grimm.

A vote on the motion is as follows:

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

N. **Resolution #25-70** A Resolution Declaring a Public Health Nuisance, Ordering Abatement of That Nuisance, and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Regulating Sewage Treatment Systems, Located at 6829 Avon Avenue, Paris Twp.

Mr. Duck stated that Ms. Luli investigated this property and conducted a dye test, which showed positive for illicit discharge, resulting in a public health nuisance. There have been three notices of violations mailed to the property homeowner with no response or efforts to rectify the issue. Neighborhood Development Services (NDS) did confirm that the owner inquired about information for the WPCLF program, however, as of date, there has been no further communication or financial documentation submitted to NDS for possible WPCLF funding. Mr. Duck is seeking the board's approval to declare the property a public health nuisance, ordering abatement of that nuisance and approving civil prosecution for the violations that have been ignored.

A motion was presented by Board Member Grimm to Approve Resolution #25-70, seconded by Board Member Clarke.

A vote on the motion is as follows:

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

O. **Resolution #25-71** A Resolution of the Portage County Combined General Health District Detailing and Affirming Asset Expenses Allocated in Resolution No. 25-60, Amendment to the 2025 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Ms. Lehman presented to the board a resolution to purchase five new copiers once our current lease ends with ComDoc/Xerox. The lease would be for a 5-year term and by purchasing the new machines, PCHD would save $9,000.

Board President Ribelin asked if the maintenance is extra and Ms. Meduri stated that nothing would change from the current maintenance contract and system requirements from what we currently have. The new machines will provide the current features and functions of the current machines, but the newest software and safety protocol would be an upgrade. All faxes would still be through the current portal, and the current supply of toners would be compatible with the new machines.

A motion was presented by Board Member Bierlair to Approve Resolution #25-71, seconded by Board Member Delaney.

A vote on the motion is as follows:

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

P. **Resolution #25-72** A Journal Entry Cash Advance for Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Ms. Lehman presented a cash advance to board for approval. She stated that this is to transfer from the general fund to fund the "Get Vaccinated Ohio" grant until deliverables are met to be reimbursed. Ms. Lehman explained that PCHD has partook in this grant program in the past and with a change of deliverables and having a director of nursing programs as a lead on the grant program, Ms. Barreca and Ms. Cooper decided to reapply for the grant and offer the program back to the community.

A motion was presented by Board Member Grimm to Approve Resolution #25-72, seconded by Board Member Clarke.

A vote on the motion is as follows:

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

Q. **Resolution #25-73** The Portage County Board of Health Acceptance to Allow Rebecca Lehman to Sign Lease Agreement Between Portage County Health District and the Columbiana Port Authority for The Columbiana County WIC Building

Ms. Cooper presented the annual lease agreement for the year 2025/2026 for the location of WIC Lisbon in Columbiana County. Ms. Cooper stated that there is nothing out of the ordinary than last year's lease and it is 100% funded by the WIC grant.

A motion was presented by Board Member Delaney to Approve Resolution #25-73, seconded by Board Member Grimm.

A vote on the motion is as follows:

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

VI. DISCUSSIONS:

- **Administration:** Ms. Meduri was excited to show that Ms. Heidi Workman who is the State Representative visited the health district last month. Ms. Meduri and Ms. Lehman gave her a tour of the building and briefly spoke about concerns for the community and state programs and services. Also, Mr. River Kale, a constituent for Congressman Dave Joyce visited with Ms. Workman. Ms. Meduri stated that it was nice to be able to have them right here at the Health District and for them to see firsthand, because she felt it was a little bit more eye-opening for them, not realizing all the things that we do here.

  Ms. Meduri shared that she, Ms. Lehman and Mr. Burns attended the local government breakfast. They were able to engage with quite a few different community partners and representatives both locally and throughout the state. She felt that it was a great way to make new connections and bring more awareness to what PCHD offers.

  Ms. Meduri shared that PCHD was nominated for the Pop-Up Food Pantry and Mr. Robert Walker was also nominated as a community hero by Celebrate Portage who plans to hold a dinner and announce the winner on September 27, 2025. This came as a great surprise and is a great reflection of what we do as an agency. Also, Auditor Matt Kelly was raising awareness for the 22 veterans who take their lives every day. He will be walking a mile in 22 locations within the townships and cities. Staff from PCHD have participated in these walks to help raise awareness. Ms. Christina Jewell was able to participate in a Heroes event for the veterans on September 12th at the Randolph Furnishings store in Randolph Township to celebrate the veterans. Ms. Jewell was able to provide a table of pertinent information for seniors and offer programs and services PCHD offers. Ms. Meduri and other staff were able to walk a mile for the 22 in honor of this event as well.

Ms. Meduri was super excited about the September pop-up food pantry, because PBS was on site and interviewed Ms. Meduri and Ms. Lehman about the program. They did some filming of the pantry and staff and volunteers. Ms. Meduri stated that originally it was that PBS was planning to film the food bank here at PCHD but also decided to interview Ms. Lehman and Ms. Meduri. The segment is scheduled to air in November. Ms. Meduri was also notified of a KSU Townhall event on food insecurities and was offered to be a panelist for the event. Ms. Meduri shared that over 2,000 families have been served since the pop-up pantry began. Lastly, Ms. Lehman and Ms. Meduri are presenting at the AOHC conference in September and at the OEHA conference in October.

- **Finance:** Ms. Lehman presented the cash basis report for Mr. Burns. Ms. Lehman stated that the final two cents were spent on the EO grant to officially close out that fund and that the month closed with just over 4 million in total. Below are the figures from the cash basis report.

General Fund Unassigned	$1,972,899.39
General Fund Assigned	$1,181,442.94
General Fund Advances Out	$260,000.00
Total General Fund	**$3,414,342.33**
Special Revenue Funds	$836,142.06
General Fund Advances In	-$260,000.00
Total Special Revenue Funds	**$576,142.06**
Total Funds	**$4,034,969.17**
Net Change In Funds	**$108,909.65**

- **Environmental Health:** Mr. Rechichar presented the statistics and reminded the board of the hyperlink on the document is interactive and will open the statistics to show further details. Mr. Rechichar updated the board of his recent presentations, one being in Massachusetts for the National Environmental Health Association (NEHA), where is presented on the GIS and food programs. He mentioned that he was quite surprised to see where the Ohio food codes are compared to

Massachusetts and how Ohio is a bit further with the food codes. He stated that some individuals at the conference were not aware of the ArcGIS programs. He stated that he is very proud of the staff and what they are doing with the integration of ArcGIS. Mr. Rechichar shared they were able to submit an article to the Ohio Environmental Health Association (OEHA) and it was accepted and will be published. He provided a copy for each of the board members and noted that the QR code that is on the article, once scanned, will open the actual fair map that the EH staff has been working on. Mr. Rechichar shared that they also submitted for the FDA Food Digest version. He stated that it is like the current article, just slightly different and that it was also accepted and will be published in that journal as well.

Ms. Menke stated that the food, pools, and camps, programs had quite a bit of training for the EH staff. She also noted that the Ohio Department of Health (ODH) was also present and did some field training with the inspectors. Ms. Menke stated that they will be back for another round of inspections while in the field with the inspectors. Ms. Menke shared that EH will be providing pool training with seven other jurisdictions sending staff over to participate in the training. NEOMED is providing their pools to perform on-site field inspections. OEPA will conduct a records review and inspections. Ms. Menke also stated that the EH division is working on their Ohio EPA survey for the solid waste program. She said that the Ohio EPA will do a records review and then go out to assist on certain inspections with the EH staff.

Ms. Menke stated that the Balloon A-Fair is coming up and there will be food inspections in town and at the Randolph Fairgrounds. The food program will be doing the biannual food safety council meeting in October. Ms. Menke stated that they provide this meeting twice a year and it helps to meet the students and friends in different parts of the industry versus a mobile so everyone can meet and discuss the different things to target what education would benefit those facilities.

Mr. Duck stated that the wastewater permits are consistent, and those numbers are back up. He stated that it has been relatively steady and there has been a lot of building and construction in Portage County. He shared that next month, Ms. Luli, Mr. Meyer and himself will attend the National On-Site Water Recycling Association (NOWRA) conference in Sandusky, and they plan to collect new contacts, networking and training as well. Mr. Duck shared that last Thursday, he presented at the Akron-Cleveland Realtors Association. He stated that there were quite a few questions, and he gave a presentation that lasted about an hour and a half. Lastly, Mr. Duck spoke at the Ravenna Rotary Club at UH Portage Medical Center and explained to them what the environmental health division does and discussed the private water program and shared some educational information. It was also mentioned that there are YouTube videos with Ms. Speck speaking about mosquitoes and Mr. Duck on leaky toilets.

Mr. Sarfo stated that the House Bill 110 program is almost complete for the stormwater program and groundwater screening and sampling. He stated that he is currently working with the county on areas that were missed for the dry screening program and that it is almost complete. Mr. Sarfo shared that the point-of-sale inspections have been slow, mostly because of private contractors that are new to the point-of-sale inspections and are completing the bulk of the inspections. Lastly, Mr. Sarfo stated that the WPCLF program is moving along, and we are working to gain more qualified candidates to spend the grant funding, and he is currently working on the 2026 application to obtain funding for 2026. The Neighborhood Development Services has several applicants; however, several have not provided the necessary documentation to assess their financial documents for income qualifications.

- **Community Health:** Ms. Barreca was excited to say that all three of the public health nurses have renewed their licenses for the next two years. She also stated that the CDC Advisory Council for the Immunization Practice (ACIP) has made some changes with the rules for vaccinations. She is awaiting the final changes so that she can provide information on COVID vaccine, Hepatitis B for babies, and the MMR and MMRV (Varicella), along with the new flu vaccinations.

Ms. Barreca stated that there are several clinics scheduled for vaccinations. She currently has twenty-one scheduled within the county. Currently, there are no COVID tests, the boxes we had expired, and the State of Ohio is currently not issuing additional tests. Ms. Barreca shared that PCHD is the 1st official site for NEOMED medical students to supplement their education in public health. PCHD onboarded their 1st student for the partnership and will receive education in the Environmental Health and the Community Health divisions.

Board President Ribelin asked about the two different flu vaccines and what the difference was. Ms. Barreca stated that one is thiomersal which contains mercury and the other is non-thiomersal, which is what PHCD will be administering.

Ms. Hilbish shared that the Ohio Mother's Milk Bank passed inspection. They have had three donors who have donated over 7,000 ounces of breast milk. This milk is a necessity for NICU babies and babies that are medically fragile. The donated supply is quite extensive and due to freezer space, WIC staff must ensure the donors are scheduled to ensure adequate space is available. She stated that because we do have to ship those donations out in a meaningful time frame to the Ohio Department of Health who receives them to have the breast milk pasteurized and due to the quantities being received, the Ohio Department of Health has reported that they will be hiring a second shift staff to pasteurize the intake of donations. Otherwise, she stated that her staff is just keeping up with the increased case load.

Ms. Cooper shared that the harm reduction vending machines are here, stocked and have been distributed. One is at UH Portage Medical Center's Emergency

Department, which will be monitored and restocked as needed, and the other is here at PCHD in the lobby. Both machines were purchased by grant funding. These machines offer a more discrete way for receiving Narcan, fentanyl testing strips, condoms, pregnancy tests and a whole myriad of items

Ms. Cooper also shared a program that the health educator's partook in. It was through the project HEAL for Healthy Eating Active Living Photo Voice which will provide a view of neighborhood surveying through photos that will show the stores in their areas that are available and what those stores provide for healthy choices of food options.

Ms. Cooper shared that August was very busy for Community Health. We had the Portage County Randolph Fair, Breastfeeding Awareness Month (BAM), Octane Nights, and the Farmers Market. There were also many health fair events that were scheduled as well. There was a lot of health education provided along with bike helmets, medication lock boxes, fire extinguishers, safety kits for families with young children, and Narcan kits, and mosquito dunks that went very fast.

Also, PCHD will be participating in the Balloon A-Fair parade on Saturday and will be adding one of our F-150's (fondly named Big Bertha) in the lineup and the health educators will be at the fairgrounds on Saturday and Sunday to provide education to the community.

- **Health Commissioner:** Ms. Lehman had nothing to add at this time.

VII. <u>OLD BUSINESS</u>: None

VIII. <u>NEW BUSINESS</u>:

a. Permission to Post, Advertise and Hire, a Part-Time Health Professional 2 for the WIC Lisbon location in Columbiana County.

Motion made by Board Member <u>Bierlair</u>
2nd Board Member <u>Grimm</u>
All in favor – aye all

b. Accept the Hiring of Amelia Donovan, Full-Time WIC Assistant for the WIC-Ravenna Location, Pending Background Check and Drug Screen.

Motion made by Board Member <u>Delaney</u>
2nd Board Member <u>Clarke</u>
All in favor – aye all

XI. <u>BOARD ISSUES AND DISCUSSION</u>: N/A

XII. ADJOURNMENT TO END OPEN SESSION AND TO ENTER EXECUTIVE SESSION:

A motion was moved to adjourn the open session and enter into executive session by Board Member Clarke at 7:19 PM and 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	Absent
Board Member Delaney	Yes	Board Member Clarke	Yes
Board Member Everett	Absent	Board Member Keyser	Absent

XIII. EXECUTIVE SESSION:

Pursuant to Ohio Revised Code 121.22(G)(1), to consider the promotion, compensation, and transition of a public employee (Director of Personnel and Administrative Services to newly defined Administrator position).

A motion was moved to adjourn the executive session and re-enter into the open session by Board Member Grimm at 8:02 PM and seconded by Board Member Bierlair. An "aye" vote was cast by all; a motion was carried.

A vote on the motion is as follows:

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

XIV. RETURN TO OPEN SESSION:

a. Consideration of revision to salary range

Motion made by Board Member Delaney
2nd Board Member Clarke
All in favor – aye all

b. Consideration of transition of Director of Personnel and Administrative Services to the Administrator position.

Motion made by Board Member Clarke
2nd Board Member Grimm
All in favor – aye all

XIII. ADJOURNMENT:

A motion was moved to adjourn the meeting by Board Member Clarke at 8:04 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

Next Board Meeting: October 21, 2025