

**Portage County Combined General Health District
Board Meeting Minutes
February 17, 2026
6:00 PM**



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, February 17, 2026, at 999 East Main Street, Ravenna, OH, 44266. The meeting was called to order at 6:04 PM by Board President Ribelin.

Board Members in Attendance:	Lucy Ribelin, President Linda Grimm, Member Diana Clarke, Member Amy Everett, Member James Bierlair, Vice President
Board Members Not in Attendance:	Chad Delaney, Member Brock Kertoy, Member Dr. Philip Keyser, Member
Staff in Attendance:	Becky Lehman, Health Commissioner Sarah Meduri, Administrator & PIO Christina Jewell, Administrative Assistant Branden Burns, Director of Finance Amy Cooper, Director of Community Health Danielle Steighner, WIC Supervisor - Lisbon Justin Rechichar, Director of Environmental Health Natalie Menke, Environmental Health Supervisor Mark Arredondo, Medical Director Rebecca Barreca, Director of Nursing Programs Kirsten Orr, Public Health Nurse
District Advisory Council:	Bruce Lange, Charlestown Township
Others:	None
Media Present:	None

II. BOARD OF HEALTH EDUCATION:

Per the Ohio Administrative Code (OAC) 3701-36-05, which outlines board responsibilities, including training; A 30-minute educational session presented for the Board of Health CEUs (0.50 CEU) on Complex Medical Health (CMH) Program, Presented by Ms. Kirsten Orr, Public Health Nurse

Ms. Orr presented an overview of the Complex Medical Health (CMH) Program, formerly known as BCMH. CMH serves individuals with chronic medical conditions and functions as a secondary insurance resource.

Key points included:

- Serves individuals up to age 26
- Provides coverage for medical services, durable equipment, and specialty care
- Links families with public health nursing services and care coordination
- Funded through federal, state, county, and third-party sources
- Approximately 200 active CMH clients in Portage County
- Applications increased during COVID-19 due to automatic renewals and have since stabilized

Public health nursing services include home visits, application assistance, care coordination, emergency planning, and connection to community resources.

Board members thanked Ms. Orr for her presentation.

III. APPROVAL OF MINUTES:

- A. Board of Health Meeting: On February 17, 2026, Board Member Bierlair presented a motion to accept the Board Meetings Minutes for January 20, 2026, 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	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Dr. Keyser	Absent

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

Trustee Bruce Lange, Chairperson of Charlestown Township, reported on the Winter Conference held February 4–6, 2026, noting a strong turnout. He stated that Ohio is comprised of 1,308 townships, representing approximately 35% of the state’s population—about 12 million residents.

Major conference topics included property tax reform, township responsibilities, and potential fiscal impacts should property tax revenue be eliminated. Thursday’s session featured opening remarks from the OTA President, election of new officers, and attendance by Mike DeWine, Governor of Ohio. A panel discussion featuring Bill Sides, David Thomas, and Chris Galloway received positive feedback, particularly during the Q&A session addressing property tax reform alongside the Governor’s response.

Mr. Lange noted that while momentum surrounding certain statewide issues appears to be slowing, efforts continue to prevent some proposals from reaching the ballot. The Ohio Township Association distributed an informational flyer highlighting the long-standing structure of township government—established more than 400 years ago and continuing to operate with three trustees per township. He also referenced a letter sent to Governor DeWine and discussed Ohio’s low-income tax rates and the possibility of the state sales tax increasing from 5.75% to as high as 15–18%.

Approximately 40 individuals from Portage County attended the conference. The upcoming Portage County Township Association meeting in Shalersville on February 21, 2026, will be attended by Health Commissioner Ms. Lehman, Administrator Ms. Meduri, and Director of Portage County Recycling, Ms. Collins.

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

VI. **ACTION ITEMS:**

A.	<u>Expenditure Ratifications:</u>	<u>\$51,190.89</u>
	Invoice Batch No. 8073	\$ 4,132.84
	Invoice Batch No. 8113	\$ 1,817.00
	Invoice Batch No. 8170	\$ 4,037.46
	Invoice Batch No. 8219	\$ 4,557.76
	Invoice Batch No. 8256	\$ 9,587.08
	Invoice Batch No. 8301	\$ 12,381.75
	Invoice Batch No. 8412	\$ 10,013.20
	Invoice Batch No. 8429	\$ 4,663.80

Mr. Burns requested approval from the board to ratify the payments from this past month’s expenses. ratifications of payments totaling \$51,190.89.

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	Yes	Board Member Kertoy	Absent
Board Member Delaney	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Dr. Keyser	Absent

B. Travel Expenditures

Mr. Burns requested approval of the travel expenditures presented to the Board.

A motion was presented by Board Member Everett 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	Yes	Board Member Kertoy	Absent
Board Member Delaney	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Dr. Keyser	Absent

C. Resolution #26-04 Amendment to the 2026 Portage County Combined General Health District’s Annual Appropriations Previously and to be Certified.

Mr. Burns presented a budget amendment to allocate grant funds for the replacement of WIC Lisbon’s workspace technology. An expense correction will be submitted next month upon receipt of grant reimbursement. Ms. Meduri reported that the previous laptops purchased in 2020 and most of the agency have upgraded to those. However, the WIC Lisbon office had been utilizing outdated desktops and monitors; the replacement laptops, equipped with additional RAM, are necessary to support staff workspace functionality and operational efficiency.

A motion was presented by Board Member Grimm to Approve Resolution #26-04, 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	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Dr. Keyser	Absent

D. Resolution #26-05 A Journal Entry Reversal / Expense Correction for Portage County Combined General Health District.

Mr. Burns requested approval to reallocate salaries and wages to appropriate grant funds for reimbursement.

A motion was presented by Board Member Clarke to Adopt and Approve Resolution #26-05, 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	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Dr. Keyser	Absent

- E. **Resolution #26-06** Portage County Board of Health to Establish Fees Training and Certification Fees Pertaining to the Families and Friends of HeartSaver and the BLS Programs.

Ms. Cooper presented a resolution to adopt a training fee schedule for CPR and First Aid courses provided by Mr. Bob Walker. These courses are offered to staff, Medical Reserve Corps (MRC) volunteers, partner agencies, and community members. Previously, the courses were provided at no cost through an agreement with University Hospitals; however, associated costs have now been passed on to the Health District. As a result, fees will be assessed to individuals registering for the classes.

A tentative course schedule and fee structure have been developed in coordination with Mr. Burns and Mr. Walker. Fees will vary based on the course selected and whether participants purchase a course manual or utilize library copies. Staff and MRC volunteers will continue to receive training at no cost.

The courses are open to the general public and have been utilized by a variety of partners, including the Engineer’s Office, Sheriff’s Department, nurses, daycare providers, and Health District staff. Classes are offered monthly at the Health District.

A motion was presented by Board Member Bierlair to Approve #26-06, 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	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Dr. Keyser	Absent

- F. **Resolution #26-07** Portage County Board of Health to Allow the Health Commissioner to Adjust Training and Certification Fees to Offset the Fluctuation of Administrative and Processing Costs Pertaining to the Families and Friends of

HeartSaver and the BLS Programs.

Ms. Cooper presented the second part of the resolution noting that this approach is consistent with the Health District's vaccine fee resolution. Ms. Cooper is requesting approval to authorize the Health Commissioner to adjust the training fee schedule as necessary to reflect changes in shipping, materials, or related costs to ensure program expenses are fully covered.

A motion was presented by Board Member Everett to Approve #26-07, 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	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Dr. Keyser	Absent

- G. Resolution #26-08** The Portage County Board of Health Acceptance of the Agreement for Income Qualification Assistance Between the Portage County Combined General Health District and Neighborhood Development Services, Inc. (NDS) for 2025 through 2030.

Mr. Rechichar requested approval for the renewal of the agreement with NDS to continue providing income qualification services for the WPCLF program. The renewal maintains the current rate of \$550 per application, with annual expenditures not to exceed \$10,000 per year and a total contract cap of \$40,000 through December of 2030. NDS requested no price increase. Board Member Clarke noted a correction of minor typographical errors noted in the contract. Ms. Jewell acknowledged and will correct and notate in the minutes.

A motion was presented by Board Member Bierlair to Approve #26-08, 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	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Dr. Keyser	Absent

- H. Variance #26-09** Portage County Board of Health for the Household Sewage Treatment System (HSTS) Variance Request for OAC 3701-29-03(C)(5) Continuing Education Requirement for the septic contractor, 5C Excavating & Septic, LLC.

Mr. Rechichar requested approval of a variance for Mr. Jon Steele of 5C Excavating and Septic, LLC, to allow him to continue performing sewage treatment system work despite not completing the required 2025 continuing education credits (CEUs) within the required timeframe. Mr. Steele obtained the credits at the beginning of 2026 and must still complete an additional six CEUs to meet current requirements. The variance permits continued work while the remaining credits are obtained. Mr. Rechichar noted that multiple free and accessible CEU opportunities are provided annually, including a no-cost wastewater conference and online training options.

A motion was presented by Board Member Grimm to Approve Variance #26-09, 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	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Dr. Keyser	Absent

I. Variance #26-10 Portage County Board of Health for the Household Sewage Treatment System (HSTS) Variance Request to Administrative Code (OAC) 3701-29-06(F). Located at 3680 Centennial Trail, Shalersville Twp.

Mr. Rechichar presented a second variance request for approval allowing temporary use of a holding tank at 3680 Centennial Trail, Ravenna, until installation of the full system, with completion required by July 31, 2026.

A motion was presented by Board Member Bierlair to Approve Variance #26-10, 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	Absent
Board Member Delaney	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Dr. Keyser	Absent

VI. DISCUSSIONS:

Administration:

Ms. Meduri noted that January felt unusually long and the team is working to regain momentum. Recruitment efforts continue for the Marketing Coordinator position, with additional interviews conducted and careful consideration being given due to the importance of the role. The

Environmental Health Specialist in Training position has been filled; Dominic Duponty has been hired, onboarded, and brings strong experience. Recruitment for the part-time Health Professional II position has been paused while the position undergoes restructuring, which will be discussed later in the meeting.

This period is particularly busy for staff as they complete the annual report, conduct employee evaluations, and participate in various professional development trainings. An all-staff DISC follow-up session and a leadership session with Dr. Matt Deevers were held on-site and received very positive feedback. The sessions focused on strengthening communication, teamwork, and leadership practices, and staff are actively incorporating these strategies into daily operations.

Upcoming training includes “Tulip Town: To Understand Life and Poverty,” an immersive experience hosted in partnership with Job and Family Services. The training will transform the meeting space into a simulated community environment with approximately 15 partner agency tables. Staff will be assigned family scenarios and required to navigate real-world systems and resources, fostering a deeper understanding of challenges faced by community members and improving interagency collaboration.

Kent State University’s Public Information Office recorded video footage of the Pop-Up Pantry for marketing and promotional use, which will coincide with Public Health Week outreach and a related interview.

Due to ongoing performance issues, the cleaning services contract with Jan Pro was terminated with proper notice. Shortly thereafter, the company removed equipment and transferred access credentials to another franchise without prior authorization. Building access was immediately revoked, and Environmental Control was contracted to begin services; they were able to accelerate their start date by two weeks. In the interim, staff have assumed cleaning responsibilities internally, resulting in increased appreciation for custodial services and improved building upkeep by Ms. Meduri and Ms. Lehman.

The Pop-Up Pantry has already served 432 families this year, including 214 families last month alone. The 2025 network report indicates a significant increase in community need, with 1,350 more households served compared to the previous year, representing 3,704 additional individuals. Despite extreme cold temperatures, staff proceeded with pantry operations while two other sites canceled, demonstrating dedication to maintaining services for residents in need. Staff reported receiving strong appreciation from participants, though those working outdoors required time to recover from the severe weather conditions.

Finance:

Mr. Burns presented the current cash basis report. He noted that this reflects a net decrease in funds of \$265,125.35 for January. This decline is typical for the beginning of the year due to the timing gap before receipt of property tax levy revenues. Levy funds are expected in March, which will significantly improve the balance. Despite the temporary decrease, the agency’s financial position is stronger than in prior years, including January of last year.

Environmental Health:

Ms. Menke presented the Environmental Health status report. She noted that the monthly report format has been redesigned to improve clarity and presentation. Explaining that the two graphs at

the top will rotate monthly to highlight key statistics, while a bottom graph will remain consistent, displaying inspection totals across four programs over a rolling three-month period to show trends over time. A link remains available for those who wish to review the full monthly statistical report.

Food license renewal season is underway, resulting in increased administrative activity. Staff are also developing an educational video for mobile food operators to explain what to expect during inspections in Portage County. The video is intended to assist both local and visiting operators by clarifying inspection expectations and reinforcing that those requirements align with state code. A one-page visual “roadmap,” designed in-house by Inspector Leah Luli, will accompany the video and include a QR code linking to the resource. Filming was completed inside an operating mobile unit to provide realistic guidance.

Mr. Rechichar shared that Mr. Duck recently presented at the WWETT (Wastewater & Environmental Technology) Show, a national trade event for wastewater professionals. His presentation focused on improving inspection preparedness and efficiency to save contractors time and money. Staff expressed pride in his representation of the department.

Legislative and regulatory updates continue to be monitored. Proposed changes include efforts to eliminate the soil evaluation requirement used in septic system design, while micro-enterprise home kitchen regulations are advancing with bipartisan support. A professional license review bill is progressing to the Senate and incorporates feedback from the Ohio Environmental Health Association, including reducing the experience requirement for advancement to Registered Environmental Health Specialist status and expanding acceptable educational coursework. Overall, environmental health staff are managing a busy renewal season while enhancing education, outreach, and regulatory awareness.

Community Health:

Ms. Barreca provided an update on the Child Fatality Review Board, an unfunded state mandate that reviews and investigates deaths of children from birth through age 17. The Board completed reviews for 2025, documenting approximately 12 child deaths. The next meeting is scheduled for March 3, after which the review cycle will begin again. No child deaths have been reported so far in 2026. The review process aims to identify prevention opportunities and improve child safety outcomes.

The department has been recertified for the Vaccines for Children (VFC) Program for 2026. Through this program, vaccines are supplied at no cost through the CDC and Ohio Department of Health and provided to uninsured and underinsured children. Staff are working to increase vaccination uptake during the seasonal slowdown through targeted education and outreach. Ms. Cole is preparing a Get Vaccinated Ohio 2027 grant application with oversight from leadership. Efforts are being made to address public confusion surrounding vaccine recommendations by emphasizing disease prevention education and providing clear, accessible information. Outreach strategies may expand into additional community settings during this slower vaccination period.

In communicable disease updates, the department continues to manage two tuberculosis cases; one patient has successfully completed treatment and been discharged from care, and another is expected to complete treatment within the next month.

A confirmed case of meningococcal disease associated with Kent State University was reported. While classified as a serious Class A disease, transmission requires close contact (such as sharing drinks or utensils, kissing, or exposure to saliva) and is not spread through casual contact. Symptoms include fever, severe headache, stiff neck, and altered mental status, and the illness can progress rapidly. Vaccination remains the primary preventive measure. The health department offers meningococcal vaccines, including ACWY and MenB formulations, and continues to provide evidence-based guidance to families. Colleges often recommend or require meningitis vaccination, and routine immunization typically begins around ages 11–12, with additional doses recommended later in adolescence.

Ms. Steighner provided WIC updates, noting clinics are busy with preschool registration season and outreach efforts. Head Start programs are sharing clinic information through their parent communication platforms, expanding reach to families. January was relatively quieter due to weather and seasonal illness, and the program is using this period for planning and outreach activities.

Ms. Cooper shared that first planning meeting for the 2026 Farmers Market, marking the start of seasonal preparation and efforts to enhance programming and community engagement for the upcoming year.

The Community Health Improvement Plan (CHIP) for the 2025–2028 cycle is in its final stages and is expected to be completed within the next week. Final edits are being coordinated with key community partners, including Kent City, University Hospitals Portage, and the Mental Health & Recovery Board. Once finalized, the plan will be submitted to the University Hospitals system for board approval at its early March meeting. The CHIP establishes priority focus areas for the next four years, including mental health and substance misuse, population health and safety, and continued initiatives addressing chronic disease prevention and management.

In addition, the department recently completed its accreditation site visit. Staff and partners participated in virtual sessions as part of the review process. The accreditation report is scheduled for consideration by the accreditation committee in February, with a final determination expected within the next several weeks. Staff reported receiving very positive feedback from site reviewers and expressed confidence in a favorable outcome. Leadership thanked staff and partners for their extensive work and collaboration in preparing documentation, participating in interviews, and supporting the accreditation review process.

Health Commissioner:

Ms. Lehman shared that leadership participated in a one-and-a-half-day executive leadership training held at Northeast Ohio Medical University (NEOMED) and facilitated by Dr. Matt Deevers. The session focused on strengthening communication, alignment, and cohesion among the agency's leadership team to ensure staff receive clear, consistent messaging and unified direction. The training emphasized practical strategies to improve internal communication and decision-making. One key takeaway was the "inform vs. involve" communication approach, which clarifies whether information is being shared for awareness or to request input or action.

Leadership noted the training was highly insightful, intensive, and immediately applicable, particularly for leaders inclined to step in and solve problems quickly. The team has already begun applying these strategies in daily operations to strengthen collaboration and clarity.

Preparations for the 2026 Farmers Market are underway. Ms. Cooper is taking a lead role in planning efforts, working in coordination with Brandon and his team. The market is scheduled to begin June 16 and run through the first week of September, continuing its role as a community engagement and public health outreach opportunity.

The agency will also adjust its annual open house format. Instead of hosting the event during Public Health Week in April, when weather conditions are often unfavorable and indoor space limits participation, the open house will be held June 23 to coincide with the second week of the Farmers Market. This change will allow the event to utilize the facility's outdoor space, accommodate a larger number of community partners, and increase community participation and visibility. Ms. Lehman encouraged board members to reserve the date.

VII. OLD BUSINESS: N/A

VIII. NEW BUSINESS:

- a. Accept the Retirement of Vicki Caddell, WIC Clinic Assistant. Effective April 30, 2026.

The Board was asked to accept the retirement of WIC Clinic Assistant Vicki Caddell, effective April 30. Ms. Caddell began her public health career as an employee in Columbiana County in 1986 and has been a longstanding and valued member of the agency. Ms. Cooper expressed appreciation for her decades of service and noted she will be greatly missed while wishing her well in retirement.

Motion made with regrets, by Board Member Grimm
Motion seconded by Board Member Bierlair

An "aye" vote was cast by all; a motion was carried.

- b. Permission to Accept the Hiring of Dominic DuPonty, EHSIT.

Mr. Rechichar requested the approval to accept Mr. DuPonty. He shared that Mr. DuPonty brings prior experience working with the EPA, including extensive water sampling and environmental testing. Shared that he has strong technical background and expressed confidence in his potential contributions to the division.

Motion made by Board Member Everett
Motion seconded by Board Member Bierlair

An "aye" vote was cast by all; a motion was carried.

- c. Permission to Post, Advertise, and Hire One Full Time Diet Technician at the WIC location in Columbiana County at a Salary Range Consistent with the Current Health Professional 1 (Nutritionist) Classification.

The Board was asked to grant permission to post, advertise, and hire one full-time Dietetic Technician for the WIC clinic in Columbiana County at a salary consistent with the current Health Professional classification. With the retirement of **Vicki Caddell** and an existing vacant part-time Health Professional position, leadership proposes combining clerical and health professional duties into a single dietetic technician role. This position will perform heights and weights, intake verification, and low-risk nutrition counseling, allowing greater flexibility to support clinic operations and reduce staffing gaps. Leadership noted this model has been successful in the past and provides a strong foundation for staff development and advancement while enabling more efficient clinic workflow.

It was further clarified that the agency maintains three nutrition classification tiers and currently has no staff within the entry-level nutritionist tier. Final salary range language will be presented at the next meeting to ensure alignment with internal pay structures and audit requirements.

Motion made by Board Member Grimm
Motion seconded by Board Member Clarke

An “aye” vote was cast by all; a motion was carried.

- d. Resolution #26-11 Portage County Board of Health to Adopt a Sick Leave Donation Policy.

Ms. Meduri presented a resolution to adopt a Sick Leave Donation Policy and requested Board of Health approval to establish a Sick Leave Donation Program to support employees experiencing serious medical or personal hardships. Leadership explained the policy was advanced following recent staff emergencies and is intended to provide a structured and equitable mechanism for employees to assist coworkers in times of crisis. Similar programs exist at the county level and within other public agencies, and the proposed policy aligns with those models. The policy has been reviewed by legal counsel.

The program permits eligible employees who maintain a minimum leave balance of 120 hours to voluntarily donate accrued sick leave to a specific coworker who has exhausted available leave and meets defined eligibility criteria. The minimum balance requirement is intended to prevent unintended hardship for donors and maintain consistency with other leave policies. Donations are made in hourly increments to simplify payroll processing and administrative tracking.

The policy outlines eligibility requirements, application procedures, confidentiality protections, and administrative oversight. Employees requesting donated leave must provide written consent for the release of necessary information, with confidentiality

preferences documented. In situations where an employee is incapacitated, leadership may initiate the request process based on information provided by family members or through welfare checks. Donated leave is compensated at the recipient’s rate of pay, ensuring no change to the recipient’s earnings regardless of donor pay rates. Any unused donated time is returned to donors in the order received. The policy also establishes procedures for tracking donated time, addressing retirement or separation scenarios, and ensuring compliance with fiscal controls.

Board members discussed operational considerations including confidentiality safeguards, administration when an employee is incapacitated, payroll implications when pay rates differ, minimum leave balance requirements, and eligibility criteria. It was clarified that donations are directed to a specific recipient rather than a general leave bank and that finance staff will maintain tracking documentation.

Leadership noted the policy has been under consideration for some time and is being implemented now in response to identified staff needs.

A motion was presented by Board Member Clarke to Adopt resolution #26-11, 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	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Dr. Keyser	Absent

- e. Resolution #26-12 Portage County Board of Health to Allow Health Commissioner to Post, Advertise & Hire Approved Positions.

Ms. Meduri requested Board approval to authorize the Health Commissioner to post, advertise, and hire for positions that become vacant between regularly scheduled Board meetings, provided the positions are already approved within the current budget, salary ranges, and organizational structure. The request was presented to address recurring timing challenges when staff submit resignations shortly after a Board meeting, resulting in delays of several weeks before authorization can be obtained to begin recruitment. These delays can extend vacancies by an additional month or more, impacting service delivery and increasing workload burdens on remaining staff.

Under the proposed authorization, leadership may proceed immediately with recruitment efforts when an employee resigns or a vacancy otherwise occurs, ensuring continuity of operations and minimizing disruptions to programs and services. This authority applies only to existing, approved positions and does not permit the creation of new roles, reclassification of positions, or hiring outside approved salary ranges or budget allocations.

All hires made under this authorization will be presented to the Board at the next scheduled meeting for ratification, preserving Board oversight and accountability. The Board retains full authority over position approvals, budgetary controls, and organizational structure.

Board members clarified that the request represents a procedural and timing adjustment rather than a change in governance authority. The intent is to maintain operational efficiency while keeping all actions within the Board’s purview and subject to subsequent review.

A motion was presented by Board Member Bierlair to Approve resolution #26-12, 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	Absent	Board Member Clarke	Yes
Board Member Everett	Yes	Board Member Dr. Keyser	Absent

IX. BOARD ISSUES AND DISCUSSION: N/A

X. ADORJOURNMENT TO END OPEN MEETING TO ENTER EXECUTIVE SESSION:

A motion was moved to adjourn the open session and enter into executive session by Board Member Clark at 7:15 PM and seconded by Board Member Bierlair.

An “aye” vote was cast by all; a motion was carried.

XI. EXECUTIVE SESSION:

Portage County Board of Health enter into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) and (G) (5).

- a. To consider the employment, dismissal or discipline, of a public employee.

A motion was moved to adjourn the executive session and re-enter into the open session by Board Member Grimm at 7:43 PM and seconded by Board Member Everett.

An “aye” vote was cast by all; a motion was carried.

XIII. RETURN TO OPEN SESSION:

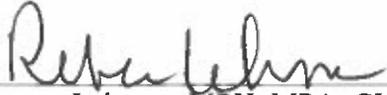
A motion was moved to adjourn the executive session and re-enter into the open session by Board Member Grimm at 7:43 PM and seconded by Board Member Everett.

An “aye” vote was cast by all; a motion was carried.

XIV. ADJOURNMENT:

A motion was moved to adjourn the meeting by Board Member Grimm at 7:43 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

