

Portage County Combined General Health District
Board Meeting Minutes
May 19, 2026
6:00 PM



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, May 19, 2026, at 999 East Main Street, Ravenna, OH, 44266. The meeting was called to order at 6:02 PM by Board President Ribelin.

Board Members in Attendance:

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

Board Members Not in Attendance:

Chad Delaney, Member

Staff in Attendance:

Becky Lehman, Health Commissioner
Sarah Meduri, Administrator & PIO
Veronica Victoria, Environmental Health Clerk
Branden Burns, Director of Finance
Amy Cooper, Director of Community Health
William Duck, Interim Director of Environmental Health
Natalie Menke, Environmental Health Supervisor
Dr. Arredondo, Medical Director

District Advisory Council:

Bruce Lange, Chair of Charlestown Twp.

Others:

None

Media Present:

None

II. APPROVAL OF MINUTES:

- A. Board of Health Meeting: On May 19, 2026, Board Member Keyser presented a motion to accept the Board Meetings Minutes for April 21, 2026, 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 Dr. Keyser	Yes

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

Bruce Lang provided an update regarding the recent Township Association meeting. He discussed ongoing concerns related to proposed property tax initiatives and ballot petition efforts occurring at the state level. It was noted that organizers continue collecting signatures but may not meet required deadlines. Discussion occurred regarding the validity period of petitions and challenges associated with verifying older signatures and residency status.

Mr. Lange continued that Lori Calcei, and he attended the County Officers' meeting in Columbus where an update regarding the property tax was shared. The Ohio Township Association's latest bulletin had information from the group Ohioans to Protect Public Services, which includes sharable social media information.

IV. PUBLIC COMMENT: N/A

V. ACTION ITEMS:

B. Expenditure Ratifications: \$98,425.24

Invoice Batch No. 9470	\$	8,094.76
Invoice Batch No. 9482	\$	5,169.83
Invoice Batch No. 9589	\$	3,296.59
Invoice Batch No. 9597	\$	3,421.03
Invoice Batch No. 9598	\$	214.15
Invoice Batch No. 9620	\$	24,700.60
Invoice Batch No. 9674	\$	7,890.40

Invoice Batch No. 9768	\$	14,512.74
Invoice Batch No. 9815	\$	1,787.48
Invoice Batch No. 9849	\$	10,817.28
Invoice Batch No. 9867	\$	18,520.38

The Board reviewed the ratification of payments.

Board Member Bierlair 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 Dr. Keyser	Yes

C. Travel Expenditures

Mr. Burns presented the travel expenditure requests. Most of the travel was for educational purposes. There was a slight correction on Mr. Walker’s travel form. It stated the fund used was Maintenance fund, which isn’t an official fund. Maintenance funds come out of the General Fund. Ms. Lehman explained that it was less of an expense to reimburse for mileage than to pay shipping costs. This was for the railings for the new ramp in the parking lot.

A motion was presented by Board Member Kertoy to approve said travel expenditures, 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

D. Resolution #26-25 Amendment to the 2026 Portage County Combined General Health District Annual Appropriations Previously and to be Certified.

Mr. Burns presented a budget amendment totaling \$258,290 which is increasing appropriations to the General Fund, WIC, and None 4 Under 21.

A motion was presented by Board Member Bierlair to approve resolution #26-25, seconded by Board Member Kertoy.

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

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

Mr. Burns presented a journal entry reversal expense corrections moving an expense from Nursing to the Get Vaccinated Ohio grant.

A motion was presented by Board Member Everett to approve resolution #26-26, seconded by Board Member Kertoy.

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

F. Resolution #26-27 A Resolution to Authorize an Increase in the Credit Card Limit for the Portage County Combined General Health District Issued Credit Card with Huntington National Bank to Twenty-Five Thousand Dollars (\$25,000.00).

Mr. Burns shared that more items can be paid for by credit card with no fees and it is more efficient than paying by check. PCHD does get cash back with the credit card. This increase doesn't affect the budget; it is just a different way of paying. He requested the increase due to the increase in costs of products and services, such as Indeed. The request is for a larger amount so there does not have to be another resolution for an increase in the near future. The board asked what the previous limit was. Mr. Burns replied it was \$15,000.

A motion was presented by Board Member Clarke to approve the revisions to resolution #26-27, seconded by Board Member Kertoy.

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

G. Resolution #26-28 A Resolution Authorizing the Portage County Combined General Health District to Enter into the 2026 Water Pollution Control Loan Fund Agreement

for the Repair and/or Replacement of Household Sewage Treatment Systems

Mr. Duck stated that this allows PCHD to receive funds from the WPCLF grant. He shared that PCHD still has a small amount of 2024 money, and the 2025 fund has not been utilized yet. The fund for 2026 will be \$250,000. Ms. Lehman shared that additional funds were requested to help with projects in the Chinn allotment. Ms. Lehman continued that staff have been working with Neighborhood Development Services and Adam Pierce at Ohio EPA on streamlining the income qualification process. The next part is to look at streamlining the project bid process for contractors. Board President Ribelin asked what the time limit was for using the funds. Mr. Duck replied that it is for 18 months and PCHD can ask for an extension.

A motion was presented by Board Member Keyser to approve resolution #26-28, seconded by Board Member Kertoy.

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

H. Resolution #26-29 A Resolution Declaring a Public Health Nuisance, Ordering Abatement of that Nuisance, Located at 7613 Yale Road, Edinburg Township 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

Mr. Duck stated that resolution #26-29 started with a compliance inspection, which failed as the motor was not working. PCHD sent certified notices of violation which were sent back unclaimed. Ms. Ribelin asked about the mailing process. Mr. Duck explained that letters are sent certified and if returned, will be sent in regular mail. Ms. Clarke asked about tracking systems related to service contracts. Mr. Duck explained that the goal is to have the homeowner obtain a service contract and if the homeowner contacts PCHD at any time during this process, PCHD works with them to give them time to obtain said contract.

A motion was presented by Board Member Bierlair to approve resolution #26-29, seconded by Board Member Clarke.

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

I. Resolution #26-30 A Resolution Declaring a Public Health Nuisance, Ordering Abatement of that Nuisance, Located at 8059 Tallmadge Road, Edinburgh

Township 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

Mr. Duck stated that resolution #26-30 is a similar situation to #26-29. The second certified NOV was claimed but there was no communication from the homeowner. Dr. Keyser asked about the cost of a motor. Mr. Duck replied that it varies and shared that the sooner the motor is fixed or replaced the better, as it can cause more damage if it is not fixed. Mr. Duck stated that the cost is typically around the \$500-\$600 range.

A motion was presented by Board Member Keyser to approve resolution #26-30, seconded by Board Member Clarke.

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

J. Resolution #26-31 A Resolution Declaring a Public Health Nuisance, Ordering Abatement of that Nuisance, Located at 12947 Brosius Road, Nelson Township 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

Mr. Duck stated that Resolution #26-31 was a nuisance complaint, and not a service contract. Ms. Everett asked if this was an Amish house and if they had an outhouse. Mr. Duck explained that the typical residential sewage treatment is traditional low mechanical: a gravity-fed mound system. Mr. Duck further explained that Ohio code allows for privies, but that is typically in a commercial setting.

A motion was presented by Board Member Keyser to approve resolution #26-31, seconded by Board Member Bierlair.

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

VI. DISCUSSIONS:

Administration:

Ms. Meduri shared an item that was not in the board packet. On May 12 there was a cybersecurity incident. An email was sent to an employee, who thought it was an email from an organization she

has worked with before. Once she entered her credentials, hackers were able to access her contacts and sent out emails. As soon as the team realized what happened, it took only 11 minutes to work with QualityIP to shut down things and reset. Other steps taken were external partner notification, Homeland Security and Auditor of State reporting, Internal system audits, Enhanced monitoring and cybersecurity protections, and additional employee training initiatives. Administration stated there was no evidence of confidential information exposure at the time of reporting. Board President Ribelin asked what could have been done differently. Ms. Meduri stated slowing down, not multitasking and verifying if the email was legitimate would have been steps to take.

Ms. Meduri reported that there are 6 job postings still open. Over five months there were 10 employees offboarding, and 7 employees onboarding. Ms. Meduri conducted exit interviews to see why employees were leaving. The reasons for leaving were for personal and family reasons, 2 left for other jobs; there were 2 retirements; and 1 employee went into contract.

Ms. Meduri stated that the sick leave donation policy was implemented and two employees were able to obtain sick leave donations to cover their leave, after using their own time.

Ms. Meduri shared that while there were some second interviews conducted, jobs were not offered. PCHD wants to be sure to get the right candidate.

In other news, Ms. Meduri shared that PCHD celebrated two retirements. Ms. Lehman graduated from Leadership Portage County. The quarterly reports were sent out, and the annual reports are online.

Board Member Kertoy inquired whether the employees who departed for other positions had made lateral moves or advanced to higher-level roles. Ms. Meduri responded that two people had accepted positions with greater advancement.

Ms. Meduri reported that the pop-up pantry has moved to market style this month. 202 families were served and multiple community partners offered services. Next month, vision screenings services will be offered for the first time.

Finance:

Mr. Burns presented the cash basis report. Ms. Lehman asked Mr. Burns to expand the capital fund that is in place. PCHD is in the process of getting quotes for the replacement of the roof. The cost will come from the capital improvement fund. Mr. Burns discussed how having the building paid off is allowing us the ability to use funds to replace the roof as needed. Mr. Burns shared that PCHD received a refund of \$22,233.25 related to prior real estate assessment fees.

Environmental Health:

Mr. Duck shared that Ms. Luli left the division for a new job and that it reflects well on her work here at the health district because the job she accepted is one that audits the environmental division. He also stated that the new Environmental Health Clerk, Mr. Daniel Colvin-Lovett, is doing well. Mr. Nolte moved from the food program to water quality, which means EH is seeking

two positions for the food program. Ms. Plough, health educator, added a video on the PCHD YouTube channel about alarms on septic systems. Ms. Lehman added that other health departments have used PCHD's videos as training tools.

Mr. Duck continued that on June 1st the new Environmental Health Director will start. Mr. Duck and Ms. Menke are conducting interviews for the seasonal position. Ms. Menke shared that PCHD received grant funds for the vector program, which means the vector program can start, including the tire drop off program. Ms. Lehman shared that PCHD received the full amount asked for; not all health departments did. Ms. Menke stated she is holding a Tick Talk on Thursday May 21st with 60 people registered. Ms. Menke shared that campground inspections started. Board President Ribelin asked about Nelson Ledges – Ms. Menke responded that nothing new is happening there. She continued that there is a new campground in Deerfield, which is now licensed.

Community Health:

Dr. Arredondo shared that there are no Ebola cases in the United States, but there are Ebola cases in the Democratic Republic of Congo and Uganda. Dr. Arredondo talked about Hantavirus, which is a disease that transmits from animals to human. The Andes strain talked about on the news is easily transmissible; it is not the same strain, but Hantavirus can be found in United States, typically in Arizona. Measles outbreaks are still occurring in the United States; there are no outbreaks in Portage County. There are outbreaks in central Ohio and Cuyahoga County. Ms. Menke asked about revaccination for measles; Dr. Arredondo replied that it is recommended. The vaccine lasts about 10 years.

Dr. Arredondo shared that Saturday, June 13th from 8-noon is the first work and sports physicals clinic. It is by appointment, but walk-ins won't be turned away. Community partners, such as the Axess Pointe dental bus and mental health groups will be there. Ms. Cooper added that there have been some signups. Information about the clinic went to the schools.

Ms. Cooper highlighted the None for Under 21 event. She shared that it is a very powerful day and is proud that PCHD participates in such an important event.

Ms. Cooper shared that Community Health is actively seeking grants. One grant is a subcontract under Summit County Health Department for HIV testing and counseling here at PCHD. The amount for that is just under \$15,000. Ms. Cooper and Ms. Lehman applied for a \$100,000 grant for youth resiliency. The WIC grant is in process. The Project Dawn grant is coming soon.

Ms. Cooper stated that the first Farmers Market is June 16th, with 7 vendors signed up so far.

Ms. Cooper shared that the PCHD Open House will take place on June 23rd from 3-6 pm, along with the Farmers Market. The Open House will include community partners, UH health screenings, and other interactive displays.

Health Commissioner:

Ms. Lehman shared that her focus over the past month has been on supporting and maintaining operations as PCHD experiences staff changes.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- a. Accept the Resignation of Cindy Hilbish, WIC Site Supervisor at the WIC Ravenna Location in Portage County. Effective May 30, 2026.

Motion made with regrets, by Board Member Clarke
Motion seconded by Board Member Everett

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

- b. Accept the Resignation of Leah Luli, Registered Environmental Health Specialist. Effective May 15, 2026.

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

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

- c. Accept the Resignation of Aaron Belknap, Certified Plumbing Inspector. Effective May 1, 2026, moving to contract.

Motion made with regrets, by Board Member Keyser
Motion seconded by Board Member Kertoy

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

- d. Accept the Hiring of Alison Rogalski, Director of Environmental Health. Onboarding June 1, 2026.

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

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

- e. Accept the Hiring of Ivory Joy, Dietetic Technician at the WIC Lisbon Location in Columbiana County. Onboarding May 11, 2026.

Motion made by Board Member Bierlair
Motion seconded by Board Member Keyser

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

- f. Accept the hiring of Candace Farrell, WIC Clinic Assistant at the WIC Ravenna Location in Portage County. Onboarding May 18, 2026.

Motion made by Board Member Bierlair
Motion seconded by Board Member Kertoy

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

- g. Accept the hiring of Daniel Colvin-Lovett, Environmental Health Clerk. Onboarding May 18, 2026.

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

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

IX. ADJOURNMENT:

A motion was made to adjourn the meeting by Board Member Clarke at 7:13 PM and seconded by Board Member Everett.

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



Rebecca Lehman, MPH, MPA, CHES
Health Commissioner