

**Portage County Combined General Health District
Board Meeting Minutes
June 16, 2026
6:00 PM**



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, June 16, 2026, at 999 East Main Street, Ravenna, OH, 44266. The meeting was called to order at 6:10 PM by Board President Ribelin.

Board Members in Attendance:

Lucy Ribelin, President
James Bierlair, Vice President
Diana Clarke, Member
Brock Kertoy, Member

Board Members Not in Attendance:

Linda Grimm, Member
Amy Everett, Member
Dr. Philip Keyser, Member

Staff in Attendance:

Becky Lehman, Health Commissioner
Christina Jewell, Administrative Assistant
Mark Arredondo, Medical Director
Branden Burns, Director of Finance
Amy Cooper, Director of Community Health
Alison Rogalski, Director of Environmental Health
William Duck, Environmental Health Supervisor
Nicole Lipchik, REHS

District Advisory Council:

None

Others:

Michelle Kramarovsky, Online Student for the University of Cincinnati, (Solon, OH)

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 – "Conducting Pool and Spa Inspections", Presented by Nicole Lipchik, REHS.

Ms. Nicole Lipchik provided an overview of pool and spa inspection procedures. Discussion included inspection responsibilities, with Environmental Health Registered Sanitarians (REHS) and Environmental Health Specialist in Training (EHSIT) staff conducting final inspections. The presentation noted that there are approximately 70 pools and spas in Portage County, including splash pads and therapy pools.

III. APPROVAL OF MINUTES:

- A. Board of Health Meeting: On June 16, 2026, Board Member Kertoy presented a motion to accept the Board Meetings Minutes for April 21, 2026, seconded by Board Member Clarke.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Absent
Board Member Bierlair	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Absent	<i>Vacant</i>	-

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

Ms. Lehman introduced Ms. Alison Rogalski to the board. Ms. Rogalski is the director of environmental health. Alison "Ali" Rogalski brings more than 25 years of experience in public health, including prior service with Summit County Public Health. Her professional background includes 20 years in environmental health, two years in community health, and two years in emergency preparedness.

Through her work across multiple areas of public health, Ms. Rogalski has developed broad, practical expertise. She looks forward to applying her knowledge, experience, and perspective in her current role.

Ms. Lehman spoke on behalf of Mr. Bruce Lange regarding the recent board of health resignation of Mr. Charles Delaney.

Mr. Delaney's term is scheduled to expire in March 2029. Ms. Lehman indicated she would work with Mr. Lange to identify and appoint a replacement. A discussion will be forthcoming for potential candidates and desired representation for the vacancy. It was noted that there is interest in considering a candidate from the faith-based community, depending on eligibility and suitability.

Mr. Delaney was acknowledged for his service and contributions to the Board. It was noted that his resignation is related to increasing professional and academic commitments, including work with respite care services and completion of an academic program anticipated in December 2026. He is also pursuing future work in counseling, with an emphasis on marriage and child services.

Board members discussed possible candidates to fill the vacancy. Suggestions included individuals with community and faith-based leadership experience, such as directors of local charitable organizations. Mr. Lange will lead follow-up discussions regarding appointment options and bring additional information forward at the next board meeting.

V. **PUBLIC COMMENT:** None

VI. **ACTION ITEMS:**

B. Expenditure Ratifications: \$141,401.95

Invoice Batch No. 9915	\$ 4,557.85
Invoice Batch No. 9918	\$ 32,031.81
Invoice Batch No. 9941	\$ 18.02
Invoice Batch No. 9980	\$ 2,168.45
Invoice Batch No. 0002	\$ 10,357.54
Invoice Batch No. 0128	\$ 4,763.93
Invoice Batch No. 0131	\$ 6,359.85
Invoice Batch No. 0234	\$ 78,303.19
Invoice Batch No. 0282	\$ 5,009.76

Mr. Burns presented the ratification of payments to the board for approval.

Board Member Bierlair 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	Absent
Board Member Bierlair	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Absent	<i>Vacant</i>	-

C. Travel Expenditures

Mr. Burns presented the travel expenditure requests. Travel requests were presented for Board review, including items listed on page 63 of the meeting packet. One significant item noted was an upcoming trip for Ms. Sarah Meduri and Ms. Natalie Menke to attend the NACCHO 360 Conference in Kentucky. Ms. Meduri's travel was presented in this board packet, while Ms. Menke's is forthcoming and will be submitted in July's board packet. It was also noted that PCHD will be receiving a Model Practice Award at the NACCHO 360

Conference in recognition of its innovative use of ArcGIS technology. This award highlights the agency's work in developing and expanding several GIS-based public health tools, including a mapping menu used at the county fair, story mapping applications, and data dashboards supporting community food resources and human services. During the discussion, it was explained that Ms. Menke will be representing the Food Resource Dashboard at the conference, while Ms. Meduri will present on the Food Insecurity Dashboard, a project she led and developed within the agency. These presentations will showcase how geographic information systems are being used to improve public health planning, resource accessibility, and community engagement. Additional clarification was provided on NACCHO, identified as the National Association of County and City Health Officials, which is a national organization that supports local health departments through funding, training, and technical assistance. It was noted that the agency currently benefits from several NACCHO-supported grants and programs, particularly in the areas of food access and emergency preparedness (MRC).

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

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Absent
Board Member Bierlair	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Absent	<i>Vacant</i>	-

D. Resolution #26-32 A Journal Entry Reversal / Expense Correction for Portage County Combined General Health District.

Mr. Burns presented journal entry reversal expense corrections related to WIC and a budget unit adjustment for the IT upgrade completed the prior month. A budget revision for WIC was also completed and received.

A motion was presented by Board Member Kertoy to approve resolution #25-32, seconded by Board Member Clarke.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Absent
Board Member Bierlair	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Absent	<i>Vacant</i>	-

E. Resolution #26-33 A Resolution for 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 a request to renew the lease agreement for the WIC office located in Lisbon, Columbiana County. She explained that this is the routine annual renewal for the WIC facility. The proposed lease includes a 53% increase; however, the agreement was negotiated for a five-year term in order to lessen the immediate financial impact.

Mr. Burns assisted in reviewing and revising the lease terms. It was noted that the property owners indicated the space had previously been rented at a rate significantly below current market value, which contributed to the proposed adjustment.

A motion was presented by Board Member Clarke to approve resolution #26-33, seconded by Board Member Kertoy.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Absent
Board Member Bierlair	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Absent	<i>Vacant</i>	-

- F. Resolution #26-34** A Resolution for 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 presented an agreement with Matrix Entertainment for the Save a Life tour through Safe Communities that would support a contract for educational programming focused on distracted driving prevention at a local high school in the upcoming school year.

A motion was presented by Board Member Bierlair to approve resolution #26-34, seconded by Board Member Kertoy.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Absent
Board Member Bierlair	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Absent	<i>Vacant</i>	-

- G. Variance Request #26-35** 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 presented the variance request for 7613 Yale Road, Edinburg Township. The installer reported concerns completing the sand mound system due to site saturation. Mr. Duck explained that approval of the variance would allow temporary use of holding tanks while permitting final completion of the septic system and allow the homeowners to occupy residence. The mound is expected to be completed by July 30, 2026.

Mr. Duck recommended approval of the variance.

A motion was presented by Board Member Bierlair to approve variance request #26-35, seconded by Board Member Clarke.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Absent
Board Member Bierlair	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Absent	<i>Vacant</i>	-

H. Resolution #26-36 An Amendment to the 2026 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Mr. Burns presented a last-minute amendment related to WIC funding. The Health District received an annual payment from Humana intended for breastfeeding education programming in August. Due to crossed payments and one check being received in error for Job and Family Services, an additional \$1,000 was added to WIC appropriations to properly allocate funding.

A motion was presented by Board Member Kertoy to approve resolution #26-36, seconded by Board Member Clarke.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Absent
Board Member Bierlair	Yes	Board Member Kertoy	Yes
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Absent	<i>Vacant</i>	-

VII. DISCUSSIONS:

Administration:

Health Commissioner Ms. Lehman presented the Administration Report in the absence of Ms. Meduri who was on scheduled leave for vacation.

Ms. Lehman shared the staffing updates which included continued efforts to fill key positions. The WIC program continues experiencing challenges recruiting for the supervisor position at the

Ravenna office. Interviews remain ongoing for the Director of Nursing position. Additionally, a nurse practitioner recently applied, and an interview was scheduled for the Director of Nursing position.

She shared that the recent pop-up food pantry served approximately 280 families and this past pantry also provided vision screenings onsite.

Finance:

Mr. Burns presented the cash basis report and stated that finances are in good standing. He also provided an update on the property tax issue, noting that it will not appear on the November ballot but may be reconsidered in 2027. He added that the State Legislature has several house bills to watch for, which are, HB20, HB126, HB309 (which could significantly affect the Health District), and HB335.

Lastly, Mr. Burns shared that the annual audit concluded efficiently, requiring only two days onsite. Auditors obtained all requested documentation, and final state approval is expected by July 31, 2026.

Environmental Health:

Ms. Alison Rogalski, Director of Environmental Health, provided staffing updates, including current vacancies, new hires, and staff transitions. Ms. Megan Gerberry, EHSIT, began in the Food Division on June 1. Ms. Brooke Schmitt is scheduled to begin June 29 as a seasonal worker in the mosquito program, with the potential to transition to an EHSIT role. Mr. Seth Nolte is transitioning from Food to Septic and is currently supporting both programs.

Mr. Duck, Ms. Rogalski, and Ms. Lehman met with the Regional Planning Council to discuss a potential contract similar to the NDS agreement for WPCLF applicants and income qualifications. The Health District plans to allocate \$100,000 of the \$250,000 WPCLF 2026 grant funding to the Chinn Allotment project to assist residents with sewer connections.

Ms. Nicole Lipchik provided information on behalf of Ms. Natalie Menke, who was unable to attend the meeting. Ms. Lipchik reported that a tick-related event was hosted at PCHD in partnership with OSU, with approximately 60 participants in attendance. The event was recorded, and selected soundbites will be shared on social media.

Ms. Olivia Artman, Epidemiologist, provided an overview of how the Health District tracks ticks.

Ms. Artman participated in a tick walk with Portage Parks and received a \$50 donation, which will be used to purchase tick removal tools. The first round of camp inspections has been completed. Summer camp inspections are underway. Pool season is in full operation.

Lastly, the Retail Food Program currently meets 5 of 9 FDA standards, with goals to reach two additional standards by year-end.

Community Health:

Dr. Mark Arredondo provided an infectious disease update. He explained that screw worm cases have been reported in animals in parts of the southern United States and neighboring countries, but there are no confirmed human cases in the United States. He also reported that measles cases continue to increase nationally, with approximately 2,000 cases reported. The highest regional concentrations are in Cuyahoga County and Summit County, while no cases have been reported in Portage County. He emphasized that the MMR vaccine provides about 97% immunity after two doses. He also discussed H5N1 avian influenza, noting that current risk levels are low compared to past influenza pandemics such as the 2009 H1N1 outbreak.

Dr. Arredondo and Ms. Lehman summarized the success of the 1st sports physical health fair. The event served 35 adolescents in four hours, providing sports physicals and work permits. The Axess Point dental van served six patients. Multiple community partners participated, including mental health and social service organizations. Students presented educational posters on topics such as sports nutrition and mental health. Survey results from 26 respondents showed that most participants attended for sports physicals, and the majority reported that the no-cost services reduced financial barriers to care. Schools from across the region participated, including Kent, Ravenna, Rootstown, Streetsboro, Waterloo, and Garfield. Additional services included vaccinations and vision screening referrals.

Dr. Arredondo also announced that he has been invited to serve as a keynote speaker at Northeast Ohio Medical University for the Area Health Education Center program. The presentation will focus on encouraging healthcare professionals to work in rural and underserved areas, reflecting his public health leadership role.

Ms. Cooper provided additional updates on community programs and outreach. She clarified that a previously discussed goat bite incident involved a goat that is alive and well and lives in a sanctuary. She also highlighted successful partnerships, including a resident who received eyeglasses through the Lions Club Vision Program after a referral. She discussed the life jacket loaner station at West Branch State Park, which was developed in partnership with the Safe Kids Coalition and the Sheriff's Office, and has been well received by the community.

Ms. Cooper also reported on several outreach initiatives, including a walkability assessment in Ravenna Township, a mindfulness walk with the Portage Park District, and a seatbelt safety campaign conducted in partnership with McDonald's. She also noted that WIC staffing challenges continue, with supervisory duties being shared between locations to maintain services. Amy shared that she has been nominated and accepted into the statewide WIC Task Force, where she will participate in discussions on funding, state staffing, and program policy.

The farmer's market was also highlighted as a major success, with over 100 attendees at its first event and nine vendors participating. The market has the capacity for up to 13 vendors, and additional interest has been received. A variety of fresh produce was available, including fruits and vegetables, and staff expressed excitement about continued growth.

Lastly, Ms. Cooper also announced that the upcoming open house will take place alongside the farmers market and will include approximately 20 community partners. University Hospitals will provide health screenings, and the health department will host interactive educational activities, including wastewater education demonstrations.

Health Commissioner:

Health Commissioner Ms. Lehman provided updates, including a reminder that the Octane Nights community event will occur on August 5. The health department will close at noon that day due to traffic and logistics, and staff will instead host community partners on the front lawn with a focus on cooling and hydration support in collaboration with community organizations. She also announced that the department will begin a strategic plan refresh process at the end of July, with an emphasis on strengthening Environmental Health representation within the plan.

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

- a. Accept the Hiring of Megan Gerberry, EHSIT. Onboarded June 1, 2026.
- b. Accept the Hiring of Brooke Schmitt, Seasonal Worker. Onboarding June 29, 2026.

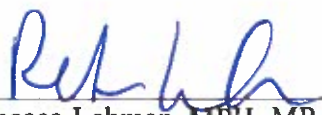
Motion made by Board Member Clarke
Motion seconded by Board Member Kertoy

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

X. ADJOURNMENT:

A motion was made to adjourn the meeting by Board Member Bierlair at 7:30 PM and seconded by Board Member Kertoy.

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



Rebecca Lehman, MPH, MPA, CHES
Health Commissioner

