Portage County Combined General Health District
Board Meeting Minutes
August 18, 2026
6:00 PM

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, August 18, 2026, at 999 East Main Street, Ravenna, OH, 44266. The meeting was called to order at 6:05 PM by Board President Ribelin.

Board Members in Attendance:	Lucy Ribelin, President James Bierlair, Vice President Diana Clarke, Member Linda Grimm, Member Dr. Philip Keyser, Member
Board Members Not in Attendance:	Amy Everett, Member Brock Kertoy, Member
Staff in Attendance:	Becky Lehman, Health Commissioner Mark Arredondo, Medical Director Branden Burns, Director of Finance Amy Cooper, Director of Community Health Danielle Steighner, Supervisor of WIC Columbiana Kerry Fairchild, Supervisor of WIC Portage Alison Rogalski, Director of Environmental Health William Duck, Environmental Health Supervisor Natalie Menke, Environmental Health Supervisor Veronica Victoria, Environmental Health Clerk
District Advisory Council:	None
Others:	Ivory Kendrick
Media Present:	None

II. Mr. Duck presented BOH education on the HSTS O&M Program. He shared that the main goal is educating homeowners on their septic systems and there was a need to make it easier for the health district to maintain the program.

III. APPROVAL OF MINUTES:

A. Board of Health Meeting: On August 18, 2026, Board Member Grimm presented a motion to accept the Board Meetings Minutes for July 21, 2026, 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	Absent
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Yes	*Vacant*	-

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

Mr. Lange was not in attendance. Ms. Lehman shared that she and Ms. Rogalski attended the trustee meeting this past Saturday. The trustees met Ms. Rogalski. The Portage County treasurer talked about property taxes and how the treasurer's office can help the townships with budgets. There is also a project to help fix cemeteries and markers for veterans.

.

V. PUBLIC COMMENT: Ivory Kendrick, friend of Ms. Ribelin, graduated with a Bachelor's of Public Health in May and is at Kent State University for a dual Master's, MPH and MPA. He likes to attend meetings to see how things run.

VI. ACTION ITEMS:

B. Expenditure Ratifications: $153,780.57

Invoice Batch No.	$ 14,394.19
Invoice Batch No.	$ 1,721.56
Invoice Batch No.	$ 31,399.32
Invoice Batch No.	$ 10,292.32
Invoice Batch No.	$ 64,724.25
Invoice Batch No.	$ 14,925.09
Invoice Batch No.	$ 9,776.09
Invoice Batch No.	$ 3,063.34
Invoice Batch No.	$ 3,484.49

Mr. Burns stated that the payments are the typical expenditures.

Board Member Keyser presented a motion to accept the above expenditures and ratify these expenses, 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 Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Yes	*Vacant*	-

C. Travel Expenditures

Mr. Burns stated that the travel requests are the usual for this time of year; staff are attending various conferences. There were some mileage corrections, so there were travel requests that had been shared and approved previously. Mr. Burns explained that if there are any changes, they have to be re-presented and approved by the board.

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

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Kertoy	Absent
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Yes	*Vacant*	-

D. Resolution #26-45 An Amendment to the 2026 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Mr. Burns presented a budget amendment for the Get Vaccinated Ohio grant. Mr. Burns explained that training is now included in the grant. This amendment is to move funds to cover the training, including registration and travel fees.

A motion was presented by Board Member Grimm to approve resolution #26-45, 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	Absent
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Yes	*Vacant*	-

E. Resolution #26-46 A Journal Entry Reversal / Expense Correction for Portage County Combined General Health District.

Mr. Burns presented Resolution No. 26-46, explaining that the resolution authorizes an expense correction, most of which are for salaries and wages. Some things came out of the general fund and are now being put into specific line items, such as a grant or special revenue fund.

A motion was presented by Board Member Keyser to approve resolution #25-46, 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 Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Yes	*Vacant*	-

F. Resolution #26-47 A Resolution Declaring a Public Health Nuisance, Ordering Abatement of that Nuisance, Located at 10489 Hopkins 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 explained that there is a discharging septic system without a current service contract at this residence. Through an inspection, the health district confirmed it is malfunctioning. PCHD has sent three notices of violation, but there has been little communication with the property owner. The system has not been fixed. Ms. Ribelin asked what happens after the board approves these types of resolutions. Mr. Duck and Ms. Rogalski explained they will get a letter stating that the Board of Health has declared it a public health nuisance and they have 30 days to abate and bring the system back into compliance and abate the nuisance. When PCHD sends that letter, PCHD notifies the prosecutor's office and they send what is called a pre-litigation letter stating that the prosecutor's office is aware that the Board of Health has declared this a nuisance. If they don't see compliance, they try to send a letter and then after that we will file in court to get them to get the system back into working order. Mr. Duck and Ms. Rogalski shared that they are in the process of redoing this process. PCHD will still take enforcement when necessary, but will start following up by phone calls, emails, and visiting the property if needed to limit these board orders.

A motion was presented by Board Member Grimm to approve resolution #26-47, 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	Absent
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Yes	*Vacant*	-

G. Resolution #26-48 The Portage County Board of Health Request to the Portage County Prosecutor's Office to begin the collection of fines awarded to the Portage County Combined General Health District (PCCGHD) from Case No. 225CV209.

Ms. Rogalski explained that this resolution is what happens after a board order has been approved but the nuisance has not been remedied, and the case goes to court. In February 2026, the Court of Common Pleas issued a default judgment to the health district ordering that the home be vacated and a fine of up to $100 a day until the nuisance was abated. The property has not been vacated and is still an active nuisance. The prosector's office advised looking for a resolution from the board to allow the prosector to start collecting the fines. The goal is not necessarily to collect the money, but to get the property owner's attention. PCHD would rather the property owner take this money and replace the septic system. If the money did make its way to the Board of Health, PCHD could then work with the courts to try to get some sort of administrative warrant to go onto the property and replace the septic system. Ms. Rogalski spoke with the homeowner regarding having a signed contract and a permit pulled. She spoke with him and put this information in writing in an e-mail to him to let him know this is where PCHD was going with this.

A motion was presented by Board Member Bierlair to approve variance #26-48, seconded by Board Member Grimm.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Kertoy	Absent
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Yes	*Vacant*	-

H. Resolution #26-49 A Resolution to Adopt the Portage County Combined General Health District Operation and Maintenance Program

Mr. Duck stated that this resolution would allow PCHD to replace the existing Operation & Maintenance (O&M) program with the three-, five-, and ten-year structure to a program with a uniform five-year cycle. PCHD would continue tracking and provide the homeowner education.

A motion was presented by Board Member Keyser to approve resolution #26-49, seconded by Board Member Grimm.

A vote on the motion is as follows:

Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Kertoy	Absent
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Yes	*Vacant*	-

I. Resolution #26-50 Revising a Food Service Operation and Retail Food Establishment Fee to Comply with Ohio Revised Code Chapter 3717 And Ohio Administrative Code Chapters 3701-21 and 901:3-4. Fee to be Effective August 19, 2026

Ms. Rogalski stated this resolution is to remove the $25 duplicate food-service license fee because according to the state it is not an allowable fee under the food code.

A motion was presented by Board Member Clarke to approve resolution #26-50, 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 Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Yes	*Vacant*	-

J. Resolution #26-51 Supplement to Ohio Administrative Code 3701-29 Sewage Rules.

Ms. Rogalski explained that in 2015 the state adopted sewage rules, they had items that were listed as a board of health may do this or do that, which allowed each board to come up with supplemental rules. PCHD had a set of rules that were adopted as a supplement. As PCHD was looking at the O&M program, they realized the supplemental rules needed to be updated. The O&M became their own set of rules and keep the supplemental rules from 2015 separate from O&M. The rules allow a health district to charge a fee for septic abandonment, how to charge if a homeowner wants to be their own installer or service provider, and whether or not to issue permits for gray water recycling systems.

A motion was presented by Board Member Bierlair to approve resolution #26-51, 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	Absent
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Yes	*Vacant*	-

K. Resolution #26-52 The Portage County Board of Health Acceptance to Allow Rebecca Lehman to Sign the Agreement with the Mental Health & Recovery Board (MHRB) For the Youth Suicide Prevention Grant

Ms. Lehman explained that PCHD received a continuation of the Youth Suicide Prevention grant. PCHD contracts with MHRB to provide suicide prevention services in the county. Ms. Ribelin asked if this grant includes going into the schools; Ms. Lehman responded that Townhall II is the organization to go into the schools.

A motion was presented by Board Member Keyser to approve resolution #26-51, 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 Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Yes	Vacant	-

L. Resolution #26-53 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.

Ms. Lehman explained that this is the same grant as in Resolution 26-52; this contract is with Townhall II.

A motion was presented by Board Member Grimm to approve resolution #26-51, 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	Absent
Board Member Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Yes	Vacant	-

Resolution #26-54 A Resolution Authorizing the Portage County Health District Roof Replacement Project and Awarding the Project to JBL Roofing & Construction Inc.

Ms. Lehman shared how last month she had talked about the roof replacement project. PCHD received four quotes. Through discussions with the Portage County Building Department, PCHD received a quote from JBL Roofing and Construction along with three additional roofing companies. JBL's estimate of $96,950 includes replacing the flat roof and shingles around the building. The finance work group met, went over the estimates, and went with JBL Roofing and Construction. The amount is not to exceed $125,000.

A motion was presented by Board Member Clarke to approve resolution #26-54, 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 Everett	Absent	Board Member Clarke	Yes
Board Member Dr. Keyser	Yes	Vacant	-

VII. DISCUSSIONS:

Administration:

Ms. Lehman shared that Ms. Meduri has been working on a leadership resource guide and a New Employee curriculum.

The Pop-up Pantry has been going strong and Medina County Health Department has signed an agreement with the Akron Canton Food bank for a pop-up pantry and is utilizing the PCHD model.

Finance:

Mr. Burns presented the cash-based report and stated that the district's finances continue to track closely with projections. PCHD ended the month of July at $3.7 million. Ms. Ribelin asked if the roof project was planned and budgeted for; Mr. Burns replied yes.

Mr. Burns shared that the Thrive Together Farmers Market was nominated for a Celebrate Portage award.

Environmental Health:

Ms. Rogalski shared that staff continue work on 2027 fee methodology. She is also coordinating with Ohio EPA on nuisance and solid-waste enforcement, and she is working on the development of a general nuisance program.

Mr. Duck stated the Water Quality programs has had 258 inspections and 215 permits issued. Work continues with the Regional Planning Commission on application for the WPCLF assistance program. Two WPCLF bids were awarded recently, which will use the last of the 2024 funds. PCHD can then start using the 2025 funds. Ms. Ribelin asked how long the money can sit. Mr. Duck replied it is 18 months from the date it is received, but an extension can be given. The 2026 fund is $250,000, which can be used for the Chinn allotment project.

Ms. Menke shared that Ms. Gerberry, the newest inspector in the survey programs, is doing well and just signed off on Level 3 inspections. Ms. Menke and Ms. Lipchik presented at the National Environmental Health Association on how to train new inspectors; the session was well attended. Pool and campground inspections continue. Two West Nile virus-positive mosquito pools were reported, with no known human cases in Portage County. Ms. Menke stated that the Portage County Fair is next week and the staff is prepared for food inspections. Ms. Menke shared that Ms.

Lipchik continues to work on the Retail Food Standards through the FDA; she is working on Standard 9, which is the risk factor study and focus on the school food inspections. Ms. Menke concluded with sharing that the Ravenna Balloon-a-Fair is coming up in September.

Community Health:

Dr. Arredondo stated that an executive order came from the federal government concerning childhood vaccine schedule. Dr. Arredondo stated that the health district would continue to follow the American Academy of Pediatrics recommendations and applicable Ohio law.

Ms. Lehman shared that PCHD is actively monitoring a possible measles case; the exposure was in another county.

Ms. Cooper stated that MMR vaccinations have increased, with 24 vaccinations administered in approximately a week and a half. Nine bats have recently been submitted for rabies testing. Cyclospora cases total approximately 210 and are trending downward. The new Director of Nursing starts August 24.

Ms. Cooper shared that the Thrive Together Farmers Market has been extended to September 8. A Job and Family Services partnership offered nutrition education and shopping incentives at the market, though initial turnout was lower than hoped.

Ms. Cooper reiterated that PCHD is preparing for the Portage County Fair; the fair is a good time for the whole team to work together and with different divisions.

Ms. Cooper introduced Ms. Fairchild as the new WIC supervisor for Ravenna site. Ms. Fairchild shared her work experiences with the board.

Ms. Steighner shared that WIC had a management evaluation in May. The onsite visit was at the Lisbon site. The exit evaluation was last week and WIC is deficiency-free, with one small recommendation. WIC Lisbon had a farmers market event; the attendance was lower than previous events. The farmers market program has changed, with decreased benefits, which resulted in fewer participants. WIC Lisbon held their Breastfeeding Awareness event, partnering with Help Me Grow. The event had approximately 200 participants. Ms. Ribelin asked if participants can use the WIC farmers market vouchers at the Kent market. Ms. Cooper shared that changing to digital vouchers has presented challenges. The voucher program used to contract with the market itself, but now each vendor has to contract with program, so participants are not sure which vendors accept the vouchers.

Health Commissioner:

Ms. Lehman shared that new building improvement projects will be presented at the next meeting, which include flooring for WIC and painting the stairwells. Ms. Ribelin asked if Ms. Lehman had any information about a new board member. Ms. Lehman and Mr. Lange will meet after the week of fair to schedule meetings with potential members.

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

a. Accept the Hiring of Kerry Fairchild, WIC Supervisor for the Ravenna location. Onboarding August 17, 2026.

Motion made by Board Member Bierlair
Motion seconded by Board Member Clarke

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

b. Accept the Hiring of Samantha Fitzpatrick, WIC Registered Dietician for the Ravenna location. Onboarding October 5, 2026.

Motion made by Board Member Bierlair
Motion seconded by Board Member Clarke

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

X. BOARD ISSUES AND DISCUSSION: N/A

XI. ADJOURNMENT:

A motion was made to adjourn the meeting by Board Member Grimm at 7:35 PM and seconded by Board Member Bierlair.

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

Rebecca Lehman, MPH, MPA, CHES
Health Commissioner

Next Board Meeting: September 15, 2026