

**Portage County Combined General Health District  
Special Board Meeting Minutes  
August 21, 2017 (5:00pm)**

**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Monday, August 21, 2017, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The Special Meeting was called to order at 5:00pm by Board President Palmer.

Board Members in Attendance:	Robert Palmer, President Evelyn Cutlip, Vice President Amy Hammar, Member James Bierlair, Member Robert Howard, Member Lucy Ribelin, Member Marian Copley, Member
Board Members Absent:	Dr. Howard Minott, Member
Staff in Attendance:	Joseph Diorio, Health Commissioner Mary Helen Smith, Director of Environmental Health Dorothy Filing, Director of Administration & Personnel
Others:	None

**II. APPROVAL OF AGENDA:**

Board Member Howard presented a motion to approve the Agenda of the August 21, 2017 Special Board Meeting, seconded by Board Member Ribelin. An "aye" vote was cast by all, motion carried.

**III. ACTION ITEMS**

Discussion: Mary Helen Smith, Director of Environmental Health, presented information and tables for the Water Pollution Control Loan Fund (WPCLF) bidding process and contract awards before adoption of the Resolutions. The first table lists all installers that were contacted regarding the bid for four contracts. The second table indicates which contract bids were returned. The third table shows which installer was awarded contracts. All bids were submitted correctly. EPA has signed off on the installations.

- A. Resolution #17-61 – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2016 Water Pollution Control Loan Fund Contract #5A – Board Member Bierlair presented a motion to Adopt Resolution #17-61 as stated above, seconded by Board Member Ribelin.

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Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

- B. Resolution #17-62 – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with B Shimer Construction for the 2016 Water Pollution Control Loan Fund Contract #08 – Board Member Hammar presented a motion to Adopt Resolution #17-62 as stated above, seconded by Board Member Cutlip.

Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

- C. Resolution #17-63 – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2016 Water Pollution Control Loan Fund Contract #09 – Board Member Cutlip presented a motion to Adopt Resolution #17-63 as stated above, seconded by Board Member Copley.

Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

- D. Resolution #17-64 – A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Dynamerican for the 2016 Water Pollution Control Loan Fund Contract #10 – Board Member Hammar presented a motion to Adopt Resolution #17-64 as stated above, seconded by Board Member Howard.

Vote on the motion is as follows:

Board Member Palmer	Yes	Board Member Cutlip	Yes
Board Member Bierlair	Yes	Board Member Hammar	Yes
Board Member Howard	Yes	Board Member Minott	Absent
Board Member Ribelin	Yes	Board Member Copley	Yes

Mrs. Smith will include the bid locations in the next set of awards. She then reviewed the status of the WPCLF Program. With these approved systems, we are around \$240,000 of the \$300,000 award amount in 2016. Other locations being investigated would bring the total to just over \$300,000. All 2016 award amounts need to be encumbered by November 3, 2017. These systems are located in communities throughout the County.

It was the consensus of the Board that Mrs. Smith apply for the 2018 Water Pollution Control Loan Fund in the amount of \$200,000.

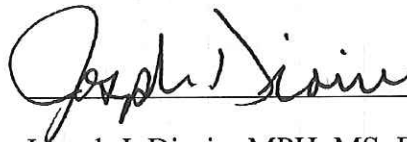
- E. Board Support for NACCHO Accreditation Grant – Mr. Diorio informed the Board of a \$15,000 Grant available from the National Association of City and County Health Officials (NACCHO) to help defray expenses for the Accreditation Application process. Even though there is a very limited number of grant awards, we would still like to apply. In the Grant Application, there is a section to indicate your Board support. The fee to apply for Accreditation is estimated around \$50,000. We hope to start the Accreditation Application process at the end of this year or early 2018. Board Member Howard presented a motion for the Board to Support the Application of the \$15,000 NACCHO Grant for Accreditation Application Expenses, seconded by Board Member Hammar. An “aye” vote was cast by all, motion carried.

#### IV. EXECUTIVE SESSION:

**Adjournment:** The August 21, 2017 Special Board of Health Meeting was adjourned at 5:15pm.



Robert Palmer  
Board President



Joseph J. Diorio, MPH, MS, RS  
Health Commissioner