

**Portage County Combined General Health District**  
**Board Meeting Minutes**  
**June 16, 2020**  
**6:00 PM**



**COVID-19 response has changed our Board of Health in-person meeting to a conference call.**

**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, June 16, 2020, via conference call. The meeting was called to order at 6:09pm by Board President Howard.

Board Members in Attendance:      Robert Howard, President  
   Evelyn Cutlip, Vice President  
   Amy Hammar, Member  
   Lucy Ribelin, Member  
   Charles Delaney, Member  
   Dr. Megan Frank, Member

Board Members Absent:                James Bierlair, Member  
   Dr. Howard Minott, Member

Staff in Attendance:                    Joseph Diorio, Health Commissioner  
   Mark Arredondo, Medical Director  
   Rosemary Ferraro, Director of Nursing  
   Debra Stall, Director of Finance  
   Mary Helen Smith, Director of Environmental Health  
   Becky Lehman, Director of Health Education and  
   Promotion, Accreditation Coordinator  
   Amy Cooper, WIC Director  
   Justin Rechichar, Environmental Supervisor  
   Amos Sarfo, Environmental Supervisor  
   Sarah Meduri, Personnel Officer

Advisory Council:                        Bruce Lange, Charlestown Township

Others:                                        None

Media Present:                            None

## II. APPROVAL OF MINUTES:

Board of Health Meeting: May 19, 2020 – Board Member Hammar presented a motion to Accept the Board Meeting Minutes of the May 19, 2020, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

## III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) –

Mr. Lange stated that Charlestown Township Town Hall will be opening soon. He worked with Ms. Lehman for signage for the building and sent out a letter regarding expectations and rules to attend events moving forward.

## IV. ACTION ITEMS

### A. Expenditure Ratifications

Batch No. 7144	\$2,596.51
Batch No. 7166	\$116,182.19
Batch No. 7195	\$2,878.93
Batch No. 7241	\$7,148.25
Batch No. 7249	\$955.38
Batch No. 7324	\$461.49
Batch No. 7326	\$4,316.35
Batch No. 7368	\$6,320.44
Batch No. 7371	\$3,913.34

**Total Invoice Batch** **\$144,772.88**

### Journal Entries:

May Rent for WIC	\$4,650.46
JFS BCI Fingerprint – Chelsea Sadinski	\$25.00
June Rent for WIC	\$4,650.46
Water Resources – Lab Testing	\$1,116.00

**Total Journal Entries** **\$10,441.92**

**Total Payments** **\$155,214.80**

Board Member Ribelin presented a motion to accept the above Expenditures and Ratify these expenses, seconded by Board Member Frank.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

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- B. **Resolution #20-42** The Portage County Board of Health Acceptance to Enter into a Revised Services Agreement Between the Portage County Combined General Health District and Kent City Health Department for Services Related to the Coronavirus Response Grant.

Ms. Lehman stated that Ohio Department of Health has given Portage County Health District additional funding for the Coronavirus Response Grant. Additional funding must be provided to Kent City Health Department through the Coronavirus Response Grant. The Resolution #20-42 is an amendment to the original budget.

Board Member Ribelin presented a motion to Adopt Resolution #20-42 as stated above, seconded by Board Member Cutlip.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

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- C. **Resolution #20-43** The Portage County Board of Health Acceptance to Enter into a Services Agreement Between the Portage County Combined General Health District and Kent City Health Department for Services Related to the COVID-19 Contact Tracing Grant

Mr. Diorio stated that Portage County Health District received grant funding for services related to contact tracing. The Ohio Department of Health broke down funding by jurisdictions. Kent City Health Department will be awarded \$30, 808 for contact tracing response. Kent City Health Department will abide by the same guidelines as the Portage County Health District and must complete a budget justification as well. They will submit a budget and workplan each month in order to get reimbursed.

Board Member Ribelin presented a motion to Adopt Resolution #20-43 as stated above, seconded by Board Member Delaney.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

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- D. **Resolution #20-44** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Kaili Mitchell to Provide Contact Tracing Services as the Contact Tracing Lead for COVID-19.

Mr. Diorio stated the Portage County Health District is establishing independent contracts for each contact tracer. Kaili Mitchell is the first contract and will be the lead contact tracer. She has been working as an intern in the Nursing Division for several months alongside the Public Health Nurses and Epidemiologist. She has assisted throughout the COVID-19 response and is already trained. Mr. Diorio, Ms. Ferraro, Ms. Meduri and Ms. Paxton are working through candidates from the Medical Reserve Corps (MRC) to work as contact tracers for Portage County Health District.

Board Member Cutlip presented a motion to Adopt Resolution #20-44 as stated above, seconded by Board Member Frank.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

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- E. **Resolution #20-45** Declaring a Public Nuisance, Ordering Abatement of that Nuisance, and Approving the Civil Prosecution for Violation (s) of Ohio Revised Code Chapter 3718 and Ohio Administrative Code Chapter 3701-29 Sewage Treatment Systems; 6745 Berry Road, Charlestown Township.

Ms. Smith stated that the original complaint was filed in February 2017 and the Portage County Building Department determined that the house is not unsafe for human habitation. In 2019 Mr. Lange contacted the Portage County Health Department and an inspection was conducted on August 12, 2019. On October 31, 2019, a NOV was sent for the open dumping of solid waste and for a housing complaint. On February 6, 2020, in response to a follow-up inspection conducted on January 28, 2020, the open dumping of solid waste was abated. The solid waste had been properly removed. The abatement letter stated that the NOV for a public health nuisance due to the house being unsafe for human habitation was still valid and in effect. Charlestown Township obtained a search warrant on November 6, 2019. On November 13, 2019, the Portage County Building Department determined that the house was unsafe for human habitation after executing a search warrant in conjunction with Portage County Health District and the Portage County Sheriff's Department. October 31, 2019, original NOV for nuisance abatement was sent. On November 21, 2019 PCHD sent a second NOV declaring the house a public health nuisance. On February 24, 2020 PCHD sent a follow-up NOV for a public health nuisance. On March 23, 2020 in response to a follow-up inspection conducted on February 24, 2020, PCHD sent a third NOV for a public health nuisance in response to a follow-up inspection conducted by Stan Carlisle, Registered Sanitarian. After multiple violations served, Ms. Smith asked the Board to determine 6745 Berry Road Ravenna, Ohio 44266 a public nuisance.

Board Member Ribelin presented a motion to Adopt Resolution #20-45 as stated above, seconded by Board Member Hammar.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

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- F. **Resolution #20-46** A Resolution Authorizing the Portage County Combined General Health District to enter into an Agreement with Pag's Excavating Inc. for the 2020 Water Pollution Control Loan Fund Contract #202001

Mr. Sarfo asked the Board to approve Resolution 20-46 with the terms and conditions outlined.

Board Member Cutlip presented a motion to Adopt Resolution #20-46 with the terms and conditions, as stated above, seconded by Board Member Ribelin.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

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## V. DISCUSSION REPORTS

### A. Administration and Personnel:

Ms. Meduri updated the Board on the Portage County Health District job openings. Julia Sykes started with PCHD on June 8<sup>th</sup>, 2020 as the new full-time Account Clerk in the Finance Division. She is working alongside Ms. Gill and has experience working in several programs. Ms. Sykes came from Summit County and is very happy to be at PCHD.

Mamie Sawyer Brewer will start with PCHD on June 29<sup>th</sup> as the new full-time Public Health Nurse. She has 17 years of experience working as a public health nurse and is moving from Canada to Ohio in late June. She has a wide array of experience and is currently working on COVID-19 contact tracing efforts in Canada.

Ms. Meduri and Mr. Diorio are working to update inventory to reflect the changes and purchases necessary for operational needs due to COVID-19 response efforts. They are also working to redistribute desktop computers of those employees who now have laptops to replace old unsupported Microsoft 7 computers. Employees with laptops are getting docking stations installed.

Ms. Meduri sent an email to staff and the Board of Health regarding health equity and racism. As part of the Community Health Improvement Plan, social determinants of health and health equity have already been identified as cross cutting factors. The current COVID-19 pandemic has highlighted and further exacerbated health inequities. PCHD has already been working with stakeholders to create a formal implicit bias training detailing the

association between implicit bias and inequity. Ms. Meduri is working on a training series for all staff regarding health equity, social determinants of health, racism, and inclusion. She will include these trainings as part of the new employee curriculum in the onboarding process, as well as providing the training to all staff. A discussion ensued to declare racism a public health crisis at the July Board of Health meeting. Mr. Howard commented that he would like to move forward to declare racism a public health crisis. He stated that it fits into the Portage County Health District Community Health Assessment (CHA), Community Health Improvement Plan (CHIP) and the PCHD Strategic Plan. He further stated that it is a prime opportunity to recognize these issues but will require sustained effort to see improvement and change. Ms. Ribelin also commented that she thinks it is important to make a statement and even more so, to do so at this time. Mr. Howard commented on behalf of Mr. Bierlair that he was passionately interested and strongly supportive of the declaration. Mr. Delaney commented that he is looking forward to how PCHD will respond and would like to see data included to support the declaration. Mr. Diorio responded that PCHD will work on a declaration but even more so, would like to ensure PCHD will substantiate it and asked the Board to respond to Ms. Meduri's email with comments on what each member would like to see in the declaration or what could be implemented at PCHD. Ms. Meduri will work to put a resolution together for the next meeting and will work collaboratively with staff members and board members who would like to assist in the process.

B. Fiscal and Accounting:

Ms. Stall stated that Portage County Health District is fiscally looking very good at the end of May. Ms. Miley is tracking the amount of time employees spend on COVID-19 response efforts. Over \$185,000 has already been tracked as COVID-19 response time with a portion of it being paid out of the Coronavirus Response Grant. Due to grant restrictions only some employees can be paid out of the grant funding.

C. Nursing:

Ms. Ferraro stated the Nursing Division is starting to see an increase in communicable diseases again which had temporarily slowed down with COVID-19. The Nursing Division has started to have immunization clinics again but requiring individuals to park in the designated parking spots and call before coming inside the clinic. They have also held curbside drive through clinics as well. There has been discussion of when to reopen the Kent City clinic. Ms. Ferraro commented that Ms. Paxton is a welcome addition to the Nursing Division and to PCHD. Mr. Delaney also complimented Ms. Paxton in that she was very helpful and a pleasure to talk to.

D. Environmental:

Ms. Smith informed the Board of a complimentary email she received on behalf of Emily Speck, Registered Sanitarian. The email stated how patient Ms. Speck was and stated, "Emily is truly an asset to your department and her ability to be a knowledgeable

professional yet empathetic at the same time is highly valued.” Ms. Smith stated the email is a great representation of staff working in wastewater program.

Ms. Smith was pleased to inform the Board that the WPCLF program has brought in over 1.1 million dollars to Portage County Health District. She is happy to be able to help homeowners and is working through contracts utilizing the balance of 2019 and 2020 funds.

Ms. Smith thanked the staff working within the food, pools, and camps programs as they were not given leeway from the state for inspections even with COVID-19 and response efforts. Staff are completing risk-based inspections following FDA guidelines.

Last year Portage County Health District was awarded an intern paid for by the CDC, Suhani Patel. Suhani assisted the Environmental Division with various tasks. PCHD was awarded two interns for 2020 who have already begun working with the Environmental Division virtually. Mr. Bull, Ms. Todd and Ms. Menke scanned 600 data sets for the food program for the interns to enter into spreadsheets and run analysis on.

Ms. Smith complimented Ms. Speck on discovering how to download ARCGIS data maps at home. Her education and discovery has enabled staff to pin locations in real time. Ms. Smith stated that it is a major advancement for the Environmental Division and was a positive outcome from working from home. Mr. Sarfo stated that an individual can click on a pinned location and get all the information needed from it. He hopes to continue to add new data to help reduce costs, phone calls, and provide more information to the public. He thanked Ms. Speck for her hard work.

#### E. Health Education and Promotion & Accreditation:

Ms. Lehman stated the Health Education and Promotion Division worked to make carseat and pack n’ play programs available curbside. Patrons can call PCHD and staff educates and provides the resources curbside. Ms. Mitchell is working to make Project Dawn train the trainer curbside. Ms. Holtz is working to make Project Dawn educational classes virtual and Ms. Mitchell is working to make tobacco cessation classes virtual as well.

Motorcycle Ohio Classes have restarted in person following the rules and guidance from ODH on Thursdays at the Health District. Ms. Lehman is already receiving great feedback.

Mr. Walker, PHEP Coordinator is working hard on COVID-19 response efforts. He has also trained almost all staff from Family and Community Services on personal protective equipment PPE.

Ms. Lehman stated that the Portage County Health District achieved Accreditation one year ago. She just completed the year one report and it was approved, so she is already working on section 2 which is due next month.

Ms. Lehman complimented Ms. Mitchell for all her work on social media on behalf of Portage County Health District. Ms. Mitchell has been running the Health Districts social media pages and has done a wonderful job keeping everyone informed.



F. Women, Infants and Children (WIC):

Ms. Cooper stated that WIC is still working curbside at both Ravenna and Lisbon locations. WIC is waiting to see if the waiver is extended through July. WIC has planted a garden and has worked with Health Education and Promotion on signs for nutrition education for participants to read curbside. WIC is also working on Zoom breastfeeding educational classes for participants.

G. Health Commissioner:

Mr. Diorio stated Portage County Health District has worked diligently with congregate care throughout the whole COVID-19 response. The Ohio National Guard will be onsite in Portage County testing all healthcare workers in skilled nursing facilities. PCHD will receive a 1-2-day notice prior to the Ohio National Guard being onsite at the facilities.

Mr. Diorio is anticipating the Restart Ohio order to move to a risk-based strategy with individuals assuming their own risk. There will be risk-based levels identified for low, medium, and high-risk activities. He also thanked staff for working tirelessly on COVID-19 response efforts and now also working to reconstitute all programs and services as well. The Health District is still working with staff to be flexible by staggering hours and allowing remote work to reduce the number of employees in the office. The Health District will also continue with appointment only services as a strategy to reduce risk for employees and patrons.

Board of Health meetings can continue to be completed through conference calls through December 2020.

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

A. Accept the Hiring of Julia Sykes, Account Clerk

Board Member Ribelin presented a motion for the hiring of Julia Sykes, Account Clerk, seconded by Board Member Delaney. An “aye” vote was cast by all, motion carried.

B. Accept the Hiring of Mamie Sawyer Brewer, Public Health Nurse

Board Member Cutlip presented a motion for the hiring of Mamie Sawyer Brewer, Public Health Nurse, seconded by Board Member Frank. An “aye” vote was cast by all, motion carried.

C. 4.04 Vacation Policy

New employees without prior years' service will now be eligible to use vacation time as accrued without having to wait a full year to use their time. No employee shall use time that has not been accrued for available use. New language was added for Part-time, Seasonal and Temporary Employees. A part-time, seasonal, or temporary employee is not entitled to vacation leave. However, if the employee subsequently becomes a full-time, the total accumulative hours worked will count in determining the total amount of service. Language was also updated for unused vacation time. Upon separation from PCHD with at least (1) year of service with PCHD, an employee is entitled to compensation for accrued but unused vacation time. There will be no pay out of accrued vacation time if one year of service was not accomplished. The accrued time will be forfeited.

Board Member Ribelin presented a motion to Adopt the revised 4.04 Vacation Policy stated above, seconded by Board Member Frank.

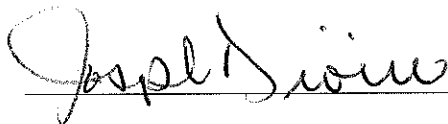
Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Absent	Board Member Delaney	Yes

**VIII. BOARD ISSUES AND DISCUSSION:** None

**IX. PUBLIC COMMENTS:** None

**X. EXECUTIVE SESSION:** No executive session needed this month.

**Adjournment:** The June 16, 2020 Board meeting was adjourned at 7:37 pm. An "aye" vote was cast by all, motion carried.



\*Joseph J. Diorio, MPH, MS, R  
Health Commissioner

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