

Portage County Combined General Health District
Board Meeting Minutes
May 19, 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, May 19, 2020, via conference call. The meeting was called to order at 6:03pm by Board President Howard.

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

Board Members Absent:

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, Supervisor
 Amos Sarfo, Wastewater Supervisor
 Sarah Meduri, Personnel Officer

Advisory Council: Bruce Lange, Charlestown Township

Others: None

Media Present: None

II. APPROVAL OF MINUTES:

Board of Health Meeting: April 21, 2020 – Board Member Frank presented a motion to Accept the Board Meeting Minutes of the April 21, 2020, 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) –

Mr. Lange stated that Charlestown Township cancelled their Memorial Day parade as well as Summer Fest in August. He commented that the Township Association appreciates everything the Board and staff have done to keep everyone safe and informed during the pandemic.

PUBLIC COMMENT – No comment

IV. ACTION ITEMS

A. Expenditure Ratifications

Batch No. 6799	\$9,563.80
Batch No. 6862	\$1,664.09
Batch No. 6881	\$429.34
Batch No. 6895	\$2,716.51
Batch No. 6936	\$9,822.90
Batch No. 6955	\$1,467.21
Batch No. 6999	\$7,875.58
Batch No. 7066	\$5,821.95
Batch No. 7077	\$1,411.54

Total Expenditures	\$40,772.92
Total Payments	\$40,772.92

Board Member Ribelin presented a motion to accept the above Expenditures and Ratify these expenses, 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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B. Travel and Expenditures- No travel for this month

C. **Resolution #20-31** Amendment to the 2020 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated the budget amendment is an increase of \$75,000 from certified unappropriated money to be used to fund 8912 which is the Coronavirus Response Grant, to cover Coronavirus response efforts.

Board Member Cutlip presented a motion to Adopt Resolution #20-31 with the correction to Section 1 for the 8900 Totals as \$75,000, as stated above, seconded by Board Member Bierlair.

*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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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D. **Resolution #20-32** A Journal Entry Cash Advance for the Portage County Combined General Health District.

Ms. Stall asked the Board for approval to advance \$75,000 out of the General Fund into the Coronavirus Grant Fund to cover expenditures until reimbursement from the grant.

Board Member Hammar presented a motion to Adopt Resolution #20-32 as stated above, seconded by Board Member Minott.

*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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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E. **Resolution #20-33** A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District.

Ms. Stall explained the expenditure correction is for an expense made out of the PHEP grant that did not include the project code 9D069, so she is going to credit the main project code and debit the 9D069 project code in order for it to be accurately paid for out of the correct line item. Ms. Stall further explained that employee Chris Reese was allowed to work on the Coronavirus response but couldn't be paid out of the grant, Get Vaccinated Ohio, for her time working on Coronavirus response. Ms. Reese has been allowed to work on contact tracing efforts through her grant but must be paid for out of the General Fund while doing so.

Board Member Ribelin presented a motion to Adopt Resolution #20-33 as stated above, seconded by Board Member Bierlair.

*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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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F. **Resolution #20-34** Agreement for Income Qualification Assistance between Portage County Combined General Health District and Neighborhood Development Services, Inc.

Ms. Smith stated Resolution 20-34 allows Portage County Combined General Health District to enter into agreement to have the Neighborhood Development Services, Inc. to continue to do the income qualifications for the Water Pollution Control Loan Program. Ms. Smith noted a correction to increase from \$350 to \$500 per unit (homeowner) as there has not been an increase in five years, but the total amount will still not exceed \$10,850.

Board Member Bierlair presented a motion to Adopt Resolution #20-34 with the corrected amount of \$500 per unit 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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- G. **Resolution #20-35** The Portage County Board Of Commissioners and Portage County Combined General Health District for the purpose or Cooperation and Coordination as it relates to the Execution of the responsibilities of the Portage County Storm Water District and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.

Ms. Smith stated the Resolution is authorization to correct the Resolution number with the current contract with Portage County Board of Commissioners after successfully passing new stormwater regulations throughout the Stormwater District. New language was added to clarify the new 5-year cycle for the National Pollution Discharge Permit that the County Engineer holds on behalf of the Portage County Commissioners. It will be the first year for dry weather screening, so a clarification was made in the contract that after five years of identifying and verifying outfall points, a set base of 2,100 outfall points were pinpointed. Any new additional outfall points will continue to be added as discovered and the same processes and paperwork will continue to be completed. Ms. Smith explained that an outfall point is where stormwater enters waters what is defined as waters of the State of Ohio.

Board Member Bierlair presented a motion to Adopt Resolution #20-35 as stated above, seconded by Board Member Minott.

*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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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- H. **Resolution #20-36** 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; 45 Hartzell Rd, N. Benton, Ohio.

Mr. Sarfo explained the Health District received a complaint regarding the septic system located on 45 Hartzell Road, Benton, Ohio. It was discovered that the system was failing. Health District staff tried all possible avenues to attain compliance with the homeowner with no response to the request. The homeowner was given 60 days initially with no response and given an additional 60 days to comply. The homeowner failed to respond to the requests for compliance.

Board Member Ribelin presented a motion to Adopt Resolution #20-36 as stated above, seconded by Board Member Minott.

*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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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- I. **Resolution #20-37** 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; 7146 Red Brush Rd, Ravenna, Ohio.

Mr. Sarfo explained the Septic System located at 7146 Red Brush Road, Ravenna, Ohio is also failing, and Health District staff have tried multiple attempts to attain compliance, but the homeowner has refused. Mr. Sarfo asked the Board to escalate enforcement and approve Resolution 20-37.

Board Member Bierlair presented a motion to Adopt Resolution #20-37 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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- A. **Resolution #20-38** Establishing Fund 8918 by the County Auditor to account for the receipts and disbursements of the Contact Tracing Grant awarded to the Portage County Combined General Health District.

Ms. Stall addressed a correction to the Resolution to state "Establishing Fund 8918 by the County Auditor to account for the receipts and disbursements of the Contact Tracing Grant awarded to the Portage County Combined General Health District."

Board Member Bierlair presented a motion to Adopt Resolution #20-38 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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- J. **Resolution #20-39** Amendment to the 2020 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Board Member Hammar presented a motion to Adopt Resolution #20-39 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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- K. **Resolution #20-40** A Journal Entry Cash Advance for the Portage County Combined General Health District

Ms. Stall explained the Resolution 20-40 will advance money from the General Fund to Fund 8918, the Contact Tracing Grant Fund.

Board Member Ribelin presented a motion to Adopt Resolution #20-40 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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L. Resolution #20-41 The Portage County Combined General Health District Acceptance of Uniform Electronic Transactions / Signatures

Ms. Smith explained the Resolution to allow the acceptance of electronic transactions and signatures is at the request of many contractors and realtors. Many contractors and realtors pointed out to staff that individuals wanted to go to their offices to sign documents and asked if the Health District would consider accepting electronic signatures. Allison Manayan, Portage County Attorney for Portage County Prosecutors Office worked with Ms. Smith regarding the statutes to ensure verifiability. The Health District will work with Quality IP to move forward with technology requirements and electronic method of documentation. Mr. Diorio noted the urgency due to the COVID-19 response as staff are utilizing technology in a multitude of ways. Mr. Diorio stated policies will be put in place and brought to the Board for approval.

Board Member Cutlip presented a motion to Adopt Resolution #20-41 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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V. DISCUSSION REPORTS

A. Administration and Personnel:

Ms. Meduri returned from maternity leave on Monday, May 18th. She is happy to be back and will provide a report for the Board next month.

B. Fiscal and Accounting:

Ms. Stall reviewed the Cash Basis Report and stated the Health District is still fiscally looking very well. The Health District received MAC (Medicaid Assistance Claiming) money for time employees spent assisting or educating individuals on Medicare.

Staff are tracking their time and efforts for COVID-19 response. Finance has been tracking all expenses due to the response efforts, personnel costs being the largest expense. Other purchases were made to help assist staff to help with the response including laptops, cell phones, masks, hand sanitizer, thermometers, and other supplies to enable staff to work remotely. Several employees are working from home and some staff are staggering their hours at the office. The state sent money to LDH's (Local Health Departments) to assist with the response. The state would like LHD's to increase their contact tracing efforts by hiring local Contact Tracers. Mr. Diorio stated the Health District received the Notice of Award for \$170,681 to hire Contact Tracers and add equipment. The addition of these Contact Tracers to assist the Health District temporarily, will increase the need for additional cell phones, laptops, and other office supplies.

The Association of Ohio Health Commissioners worked with the Ohio Department of Health and the Governor regarding COVID-19 response and planning. Additional funding should be available in June to help with COVID-19 response. Mr. Diorio stated the Health District will continue to update the Board each month. Ms. Stall commended Ms. Miley, Grants Fiscal Manager for her hard work on the new grants. She is a great asset to the Health District.

Discussion ensued regarding equitable treatment for overtime time opportunities for staff working on COVID-19 response efforts. The main priority remains the safety of staff and patrons. Bob Walker, Public Health Emergency Preparedness Coordinator trained Ali Mitchell and Becky Lehman on how to fit test staff for N95 masks. They worked together to fit test all staff working at the office for N95 masks. Staff were also provided surgical masks and cloth masks. WIC is continuing to offer services curbside. Other Divisions also were able to reconfigure how to deliver services to the community. The Health District worked with Emerald Transportation and Family and Community Services to fit test drivers who were transporting individuals and provided them with masks as well. Portage County has become the "Gold Standard" for LHD's and EMA working together for PPE requests.

C. Nursing:

Ms. Ferraro stated the Nursing Division is continuing to work on contact tracing and monitoring. She thanked the staff from other divisions for assisting the nurses with contact monitoring efforts. Nursing staff are working with Ohio Contact Tracing System to put in information. The system sends text messages to individuals to attain signs and symptoms for COVID-19. The system has been useful, but unfortunately does not cover all individuals as some individuals do not have cell phones. Ms. Ferraro also thanked Penny Paxton, Epidemiologist for her hard work and communication on COVID-19. She commented what a great addition she has been to the Health District.

D. Environmental:

Ms. Smith stated the Environmental Division is working to get back to normal activities. Plumbing, private water and sewage treatment system activities have continued to keep the continuity of services to the public. Ms. Smith thanked the Board of Health for the technology advancements. The Environmental Division is getting back to completing inspections for food, pools and campgrounds as they

continue to reopen. Staff have been busy with responding to complaints, plan review and other inspections that were not waived by ODH. Ms. Smith commended Mr. Rechichar for his work in setting up another mobile rodeo for completing mobile inspections in a concise manner.

Environmental staff response to COVID-19 included staff answering phone calls. There were 1,061 COVID-19 related calls, of those 433 escalated to complaint mode. Staff created an online complaint reporting form as a managed document, monitored by the COVID-19 complaint response team of staff to help streamline the process.

Ms. Smith thanked Ms. Towne of Health Education Division, for taking Minutes on the Governors briefings. Ms. Smith updates the Portage County Combined General Health Districts website for COVID-19 information and updates as they become available. Staff are working hard to educate and put information on the website to help get businesses back to work while remaining compliant to rules and regulations as they update.

The Health District was awarded the 2020 Mosquito Control Grant again and brought back seasonal employee Natalie Menke to assist with the program.

Environmental Staff are continuing to work on the National Retail Food Standards Program virtually.

The Health District was awarded students again for 2020 from the CDC, who are in undergraduate and graduate programs to work on projects for the Health District. The students will work 40 hours a week and create videos of virtual inspections by using Go Pros supplied by the CDC.

E. Health Education and Promotion & Accreditation:

Ms. Lehman stated the Health Education and Promotion Division is continuing to educate and provide services to the public. Appointments can be made for several Health Education and Promotion services as well as phone or video communications. The public is still able to attain Pack N Plays through WIC drive through services or make appointments for the Safe Sleep, Cribs for Kids and Project Dawn programs.

The Community Health Improvement Plan (CHIP) Quarterly Report is available on the website.

The IN 22 Grant for Project Dawn providing Narcan has been extended another year.

F. Women, Infants and Children (WIC):

Ms. Cooper stated WIC staff will continue to offer curbside services. USDA has approved waivers through the end of June. WIC staff are continuing to move forward with alternative education options including Zoom breastfeeding classes, sharing YouTube videos for nutrition education, and investigating other ways to utilize technology to reach the public. Ms. Cooper was excited to announce the submission for the WIC Grant for 2021 was completed.

G. Health Commissioner:

Mr. Diorio stated the Health District will move toward reestablishing services to the public as things reopen according to the Ohio Department of Health and the Governor. The Health District will continue to emphasize and focus on the safety of staff and patrons. Staff will continue to work remotely, stagger shift schedules, maintain social distancing and wearing PPE. A discussion ensued regarding employee safety in the field. Mr. Diorio has empowered staff to leave any situation they feel uncomfortable and to always follow social distancing and basic PPE guidelines.

The Health District will work to build capacity for contact tracing and monitoring efforts by hiring contact tracers to offset staff. This will allow Health District employees to resume normal job duties and provide core services while continuing to complete contact tracing and monitoring efforts.

Mr. Diorio, Ms. Ferraro and Ms. Stall worked on filling the Public Health Nurse and Account Clerk openings. Eight zoom interviews were conducted for each position. Second interviews have been scheduled. They are hopeful to fill both open positions soon.

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Contact Tracing Grant

The Health District was awarded \$170,000 for the Contact Tracing Grant for contact tracing and monitoring. It is a reimbursement only grant. Mr. Diorio is working out the details for the grant and how the Health District will hire contact tracers and asked the Board to grant flexibility for the hiring of contact tracers. The Contact Tracers will have a specific skillset, education, and background to conduct contact tracing and monitoring for the Health District.

Board Member Bierlair presented a motion for the hiring of Contact Tracers, 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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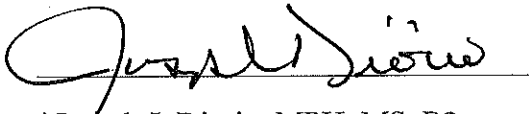
VIII. BOARD ISSUES AND DISCUSSION: None

IX. EXECUTIVE SESSION:

Board Member Ribelin presented a motion to enter executive session to discuss the purchase of property, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried. Executive session began at 8:07pm.

Board Member Minott presented a motion to end executive session, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried. The meeting resumed regular session at 8:22pm.

Adjournment: The May 19, 2020 Board meeting was adjourned at 8:22pm. An “aye” vote was cast by all, motion carried.

A handwritten signature in black ink, appearing to read "Joseph J. Diorio", written over a horizontal line.

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

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