

**Portage County Combined General Health District**  
**Board Meeting Minutes**  
**April 20, 2021**  
**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, April 20, 2021, via conference call. The meeting was called to order at 6:01pm by Board President Howard.

Board Members in Attendance:      Robert Howard, President  
   Evelyn Cutlip, Vice President  
   Amy Everett, Member  
   Lucy Ribelin, Member  
   Charles Delaney, Member  
   Linda Grimm, 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  
   Sarah Meduri, Personnel Officer

Advisory Council:                        Bruce Lange, Charlestown Township

Others:                                        None

Media Present:                            None

## II. APPROVAL OF MINUTES:

Board of Health Meeting: March 16, 2021 – Board Member Ribelin presented a motion to Accept the Board Meeting Minutes of the March 16, 2021, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Absent	Board Member Grimm	Yes

Emergency Board of Health Meeting: March 25, 2021 – Board Member Everett presented a motion to Accept the Board Meeting Minutes of the March 25, 2021, seconded by Board Member Delaney. An “aye” vote was cast by all, motion carried.

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Absent	Board Member Grimm	Yes

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

Mr. Lange stated the District Advisory Council meeting was held on March 17<sup>th</sup> which reappointed him as the Chairman, Thomas Calcei as the Vice Chairman and Dorene Spicer as the Secretary. Board Members Amy Everett and James Bierlair were also reappointed on the Board of Health.

## IV. ACTION ITEMS

### A. Expenditure Ratifications

Invoice Batch No.1038	\$1,988.83
Invoice Batch No.1070	\$22,675.67
Invoice Batch No.1122	\$981.00
Invoice Batch No.1129	\$2,030.18
Invoice Batch No.1144	\$4,185.18
Invoice Batch No.1182	\$2,875.25
Invoice Batch No.1173	\$13,899.50
Invoice Batch No.1218	\$42,287.40
Invoice Batch No.1250	\$6,699.63
Invoice Batch No.1362	\$6,010.74
Invoice Batch No.1348	\$9,131.39
Total Invoice Batch	\$112,764.77

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

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Absent	Board Member Grimm	Yes

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#### B. Travel

Board Member Everett presented a motion to approve said Travel and expenditures, seconded by Board Member Grimm.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Absent	Board Member Grimm	Yes

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#### C. **Resolution #21-57** Amendment to the 2021 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated the resolution is to appropriate money into line items for the new MRC Coordinator, personnel services transferring from part time to full time, supplies and the new Vaccine Equity Supplement grant from the Ohio Department of Health.

Board Member Cutlip presented a motion to Adopt Resolution #21-57 as stated above, seconded by Board Member Ribelin.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Absent	Board Member Grimm	Yes

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D. **Resolution #21-58** A Journal Entry Reversal/Expense Corrections for Portage County Combined General Health District

Ms. Stall stated the resolution will correct expenses made through incorrect employee percentages coming out of the mosquito grant that should have been coming out of the general fund. It also includes 8912 in the amount of \$1.83 left in the grant that needed to be spent as well as a correction in the motorcycle Ohio grant which was paid out of the grant without a project code used.

Board Member Ribelin presented a motion to Adopt Resolution #21-58 as stated above, seconded by Board Member Grimm.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Absent	Board Member Grimm	Yes

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E. **Resolution #21-59** Establishing Fund 8921 Vaccine Equity Supplement for Portage County Combined General Health District.

Ms. Lehman informed the Board the Health District received a new grant called the Vaccine Equity Supplement. The budget for the grant was included in Resolution 21-57. Ms. Lehman stated the grant actually started December 1<sup>st</sup> and goes through June 2021, but the Health District just received the notice of award. The Health District has already actively been working to vaccinate hard to reach populations and have worked with the Center of Hope, Skeels, homeless pockets within the County among a list of other target populations. Portage County Health District can now go back and charge for salaries for staff that worked on those clinics and pay them out of the new grant and correct the general fund. The total amount of the grant is \$144,598 of which \$25,097 passes through the Health District to Kent City Health Department.

Board Member Ribelin presented a motion to Adopt Resolution #21-59 as stated above, seconded by Board Member Delaney.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Absent	Board Member Grimm	Yes

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- F. **Resolution #21-60** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Kent City Health Department for COVID-19 CO21 Coronavirus Response Supplemental Grant

Ms. Lehman stated Resolution 21-60 includes another Addendum to the CO21 grant in the amount of \$15,800.

Board Member Everett presented a motion to Adopt Resolution #21-60 as stated above, seconded by Board Member Ribelin.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Absent	Board Member Grimm	Abstain

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- G. **Variance Request-** 1209 Saxe Road, Suffield Township

Mr. Rechichar stated the variance request is for a resident who wants to add an addition to their house with a first-floor bathroom. Mr. Slaven, resident of 1209 Saxe Road, is requesting a variance of chapter 3701-28-07(D) to reduce the isolation distance from the proposed addition from 10 feet to no less than 6 feet. Documentation submitted by Mr. Slaven included building plans illustrating the exact isolation distances from the exist well to the proposed addition. Upon review of the documentation provided it appears as though there is enough room available for a drilling rig or other applicable equipment to adequately service the well or other

components as needed. It is the recommendation of the program staff to approve the variance to OAC 3701-28-07 (D) reducing the required isolation distance from 10 feet to no less than 6 feet with the terms and conditions identified.

Board Member Ribelin presented a motion to approve the Variance Request for 1209 Saxe Road, as stated above, seconded by Board Member Cutlip.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Absent	Board Member Grimm	Yes

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## **V. DISCUSSION REPORTS**

### **A. Administration and Personnel:**

Ms. Meduri updated the Board of the status of the open job postings for the Health District. Abbie Gallagher filled the WIC Health Professional 2 Dietitian position and has started already and doing very well at both locations. Ms. Meduri is working through applicants for the WIC Clinic Assistant opening and is working with Ms. Johnson and Ms. Cooper to schedule interviews. Ms. Meduri is also working through the Seasonal Worker applicants as well as Public Health Nurse. Ms. Meduri did have interviews scheduled for the Public Health Nurse position and have since been cancelled or the applicant did not respond. She is reposting and looking into recruitment strategies.

Health District staff are working very hard completing normal job duties as well as planning and executing mass vaccination clinics. Ms. Meduri commented that the planning of the clinic takes a lot of work. Then setup of the clinic, working the clinic and tear down of the clinic takes a lot out of staff. She is concerned about the burn out of staff but hopeful for the light at the end of the tunnel through the distribution of vaccine.

### **B. Fiscal and Accounting:**

Ms. Stall reviewed the cash basis report and stated the Health District carry over is looking very good. She stated a big relief to the general fund are the grants coming in. She reminded the Board that though the report shows a carry over of \$1,281,419, the Health District had to advance money in the amount of \$988,300 to cover expenses until reimbursed. The carry over with reimbursement totals \$2,269,719.

C. Nursing:

Ms. Ferraro stated the Health District completed 1,114 Moderna and 1,476 Pfizer vaccinations at the April 20<sup>th</sup> clinic held at the Kent State University Field House. No vaccines were leftover. Staff is going onsite tomorrow to the Center of Hope to distribute vaccine to those who want it. Ms. Ferraro thanked Ms. Lehman for working on the scheduling of appointments and working with ODH on the new Vaccine Management System VMS. The Nursing Division will be taking over scheduling in the coming weeks.

Ms. Sawyer-Brewer attended the Child Fatality Meeting for Portage County. Ms. Ferraro stated Ms. Sawyer-Brewer did a wonderful job.

D. Environmental:

The Ohio Environmental Director approved the Portage County Solid Waste Program. The Health District remains an approved Solid Waste Program and is required to complete inspections whether the Health District receives funding or not. Ms. Ribelin congratulated staff for their success in the program. Ms. Smith stated she trained Mr. Rechichar and Mr. Bull to create more depth in the program.

Ms. Smith stated the environmental staff are still completing their pool, hotel, schools, and restaurant inspections as well as assisting with the mass vaccination clinics. The wastewater and private water programs never stopped during the pandemic.

The Health District received the 2021 Mosquito Control Grant. Ms. Meduri has posted for the job opening of Seasonal Worker for the mosquito program and will be scheduling interviews soon. Ms. Smith thanked Ms. Stall and Mr. Diorio for spending that \$1.83 from the grant so the Health District did not have to return funds. She also thanked Ms. Stall for the expenditure correction on the 2020 MCG. Natalie Meneke was the seasonal worker last year and has since been hired on full time as a Sanitarian-in- Training and has been a great addition to the Health District. Ms. Smith stated the Health District received an OEPA budget approval to reallocate some of the remaining funds for tire disposal rather than return the funds.

Ms. Smith congratulated Mr. Rechichar, Mr. Bull and Ms. Menke for passing their exams to become certified pesticide operators.

The Health District released several WPCLF bids and expect to issue awards at the next meeting.

The Health District is working on the public nuisance declaration for Bryn Mawr.

Ms. Ribelin indicated that the solid waste board orders are being resolved and thanked the staff for the hard work.

Ms. Ribelin also indicated that the Tallmadge Road complaint is ongoing. Ms. Smith explained that the holdup has been because OEPA solid waste and wetland inspectors are not able to conduct field inspections. Also, the ACOE have not been to the site. A separate wetlands delineation is being conducted and then the Health District expects them to go to the site.

E. Health Education and Promotion & Accreditation:

The Health Education and Promotion staff are continuing their programs curbside.

Ms. Lehman thanked Ms. Cooper for leading the CHIP meetings on Tuesday while Health District staff were working the mass vaccination clinics.

The Health District is still completing accreditation activities. The year two report is due very soon and Ms. Lehman commented that section 1 of the report will be completed next month.

F. Women, Infants and Children (WIC):

The WIC staff have been busy with food packages for clients as WIC benefits increased to \$35 from April to July per person. Ms. Cooper stated WIC has added the addition of cheese to the package beginning April 1<sup>st</sup> which has made participants happy.

The public health emergency declaration for WIC waivers have been extended through August allowing WIC to continue working curbside.

Ms. Cooper stated that Abbie Gallagher, the Health Districts new Health Professional 2 Dietitian float is doing a tremendous job learning and acclimating at both clinics. Staff are pleased and very excited to welcome a new Clinic Assistant in the coming weeks.

G. Health Commissioner:

Mr. Diorio thanked the staff for their efforts on planning the mass vaccination clinics and working with the vaccine management system VMS. He commented that it is a tireless effort but rewarded when individuals obtain their vaccine. The clinics held in May will determine if there is still demand for the vaccine. There are a large number of openings for individuals to schedule an appointment for the clinic. Mr. Howard asked what the estimated percentage of Portage County resident have received their vaccine that are eligible and inquired if the Health District is running into vaccine hesitant individuals. In Portage County 59,081 people have received at least the first dose of vaccine per the ODH website. Mr. Delaney asked if there is a timeline for younger children to get vaccinated and Mr. Diorio stated there is not a timeline released yet from the state. Mr. Diorio stated anytime a sixteen- and seventeen-year-old attends a clinic to get vaccinated, the Health District requires the parent to be present due to reactions, anxiety, and possible medication distribution.

Mr. Diorio thanked the Contact Tracers for all their hard work and dedication over the last year. The Health District is in a transition due to ODH requiring contact tracing be administered through a company that ODH contracted with called PCG. The Health District will have to terminate all fourteen contact tracer contracts. Per the contracts, the Health District will provide a fourteen-day notice. The Health District is not allowed to use other funding to pay the contact tracers. The contact tracers will have the option to move over to PCG if they apply. The company does provide benefits if they work over 32 hours. The EO21 grant does, however, allow the Health District to contract for investigations and outbreaks as an Epidemiologist Assistant. Mr. Diorio stated the Health District is looking to contract with two forty hour and two twenty hour per week individuals. They will be able to handle any outbreaks and investigations as it relates to Covid-19 but will not be able to do



any contact tracing work. All contract tracing work will shift to PCG through the state of Ohio. Mr. Diorio is meeting with all contact tracers this week to provide notification of termination of contracts. All contact tracers will also receive a letter providing termination information. Mr. Howard and the Board of Health expressed their gratitude for all their hard work and tireless efforts over the course of the pandemic.

## **VI. OLD BUSINESS**

## **VII. NEW BUSINESS**

### **A. Accept the hiring of Abbie Gallagher, FT Health Professional 2 Dietitian**

Ms. Cooper stated Abbie Gallagher started a few weeks prior and is working through onboarding and training processes.

Board Member Ribelin presented a motion to approve the hiring of Abbie Gallagher, as stated above, seconded by Board Member Cutlip. An aye vote was cast by all, motion carried.

### **B. Accept the resignation of Julie Klusty, Part-Time Nursing Clerk**

Ms. Ferraro stated Ms. Klusty is moving and has provided her resignation notice. She emphasized that she will be tremendously missed and wishes her well.

Board Member Ribelin presented a motion to accept the resignation of Julie Klusty with regret, as stated above, seconded by Board Member Everett. An “aye” vote was cast by all, motion carried.

### **C. Permission to Post, Advertise and Hire one Part-Time Nursing Clerk**

Board Member Cutlip presented a motion to grant permission to post, advertise and hire one part-time Nursing Clerk, as stated above, seconded by Board Member Grimm. An “aye” vote was cast by all, motion carried.

## **VIII. BOARD ISSUES AND DISCUSSION:**

Mr. Diorio presented substitute House Bill 110 which would cause the abolishment of city boards of health for cities less than 50,000 in population and transfers their duties and powers to the board of the general health district that includes the city. The HB 100 includes provisions which requires each city with a population less than 50,000 served by a board of health of a city health district to complete a study evaluating the efficiency and effectiveness of merging with the general health district that includes the city for the administration of health affairs in the new general health district (the city plus the original health district). It also requires the Director of Health, in consultation with the Auditor of State, to develop criteria to be used in determining whether a merger is advisable and requires the city to conduct its evaluation using the developed criteria. If the study indicates that a merger is advisable, it requires the city's chief executive to enter into a contract with the district advisory council for the general health district that include the city for the administration of health affairs in the new general health district, unless the applicable district advisory council for the general health district delays the merger for good cause. Mr. Diorio stated that voting on the Bill is expected to occur very soon. The HB110 would affect Kent City Health Department.

Mr. Howard stated the Board would like to enter executive session to discuss the purchase of real property. Mr. Diorio asked Ms. Stall to remain in the meeting and excused all other PCHD staff.

Ms. Ribelin made a motion to enter executive session and Mr. Delaney seconded. An “aye” vote was cast by all, motion carried.

Ms. Hammar made a motion to exit executive session and return to normal session, seconded by Ms. Ribelin. An “aye” vote was cast by all, motion carried.

- A. Resolution #21-61** The Portage County Board of Health to Give Joseph Diorio, Health Commissioner the Authority to negotiate and sign an Agreement for the Acquisition for property located at 771 North Freedom Street, Ravenna, Ohio 44266 with intent to relocate the Portage County Combined General Health District.

Board Member Cutlip presented a motion to Adopt Resolution #21-61 as stated above, seconded by Board Member Ribelin.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Absent	Board Member Grimm	Yes

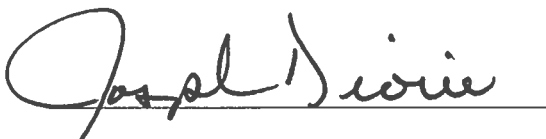
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Dr. Minott was unable to attend the Board Meeting but did express his opinion to Mr. Howard in favor of Resolution 21-61.

**IX. PUBLIC COMMENTS:** None

**X. EXECUTIVE SESSION:**

**Adjournment:** The April 20, 2021 Board meeting was adjourned at 7:53pm. An “aye” vote was cast by all, motion carried.



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

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