

Portage County Combined General Health District
Board Meeting Minutes
September 21, 2021
6:00 PM



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, September 21, 2021, 705 Oakwood Street, Ravenna, Ohio 44266. The meeting was called to order at 6:00pm by Board President Howard.

Board Members in Attendance: Robert Howard, President
 Evelyn Cutlip, Vice President
 Lucy Ribelin, Member
 James Bierlair, Member
 Dr. Howard Minott, Member
 Linda Grimm, Member
 Amy Everett, Member

Board Members Absent: Charles Delaney, Member

Staff in Attendance: Joseph Diorio, Health Commissioner
 Sarah Meduri, Personnel Officer

Staff in Attendance Virtually: Mark Arredondo, Medical Director
 Rosemary Ferraro, Director of Nursing
 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
 Debra Stall, Director of Finance

Advisory Council: Bruce Lange, Charlestown Township

Others: None

Media Present: None

II. APPROVAL OF MINUTES:

Board of Health Meeting: August 17, 2021 – Board Member Cutlip presented a motion to Accept the Board Meeting Minutes of the August 17, 2021, seconded by Board Member Ribelin. 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	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) –

Bruce Lange, Charlestown Township Trustee and Chairman of the District Advisory Council, stated that he didn’t have an update on the Opioid settlement. He was unsure of the number of municipalities that joined in the settlement. At least 95 % of municipalities must sign in order for the deal to go forward.

IV. ACTION ITEMS

A. Expenditure Ratifications

Invoice Batch No.	3221	\$	19,059.68
Invoice Batch No.	3265	\$	32,512.65
Invoice Batch No.	3276	\$	16,289.51
Invoice Batch No.	3313	\$	4,368.89
Invoice Batch No.	3372	\$	7,027.44
Invoice Batch No.	3427	\$	8,062.43
Invoice Batch No.	3441	\$	15,103.99
Invoice Batch No.	3518	\$	20,579.08
Invoice Batch No.	3572	\$	17,594.08
Invoice Batch No.	3645	\$	5,616.34
Invoice Batch No.	3649	\$	8,376.53
Total Invoice Batch		\$	155,590.62

Ms. Stall stated Batch 3221 includes the trailer that was purchased with Covid-19 grant funding. Batch 3265 includes expenses from the staff Appreciation Day which was funded through grant funding by University Hospitals Portage Medical Center and PNC Bank. No levy funds or tax dollars were used for the Appreciation Day.

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

*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	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

B. Resolution #21-100 Amendment to the 2021 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated the budget amendment redistributes monies to get through the end of the year and shifts money for the WIC Grant which starts October 1, 2021.

Board Member Ribelin presented a motion to Adopt Resolution #21-100 as stated above, seconded by Board Member Everett.

*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	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

C. Resolution #21-101 A Journal Entry Reversal/Expense Corrections for Portage County Combined General Health District

Ms. Stall stated Resolution #101 will allow the Health District to repay the General Fund from the Mosquito Grant, PHEP Grant, Safe Communities Grant, Covid Grants and WIC Grant. Ms. Stall must pay out of the General Fund until the money comes in. Then she can repay the General Fund from the grant funds.

Board Member Everett presented a motion to Adopt Resolution #21-101 as stated above, seconded by Board Member Minott.

*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	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

D. Resolution #21-102 Establishing Fund 8922 FEMA Grant Fund for Portage County Combined General Health District.

E. Resolution #21-103 The Portage County Board of Health Acceptance to Enter into Agreement Between CoreBio Labs and the Portage County Combined General Health District for The Purpose of Comprehensive Covid-19 testing within Portage County

Mr. Diorio is working with FEMA to apply for funding to setup Covid-19 testing in Portage County. The testing would be completed by CoreBio Labs from October 1, 2021, through December 31, 2021, for PCR testing. Pending grant funding, the testing would be hosted at NEOMED two days a week on Tuesdays and Thursdays up to 200 tests a day, in the amount of \$85.00 per test but would be free to the public. The testing would be paid through the FEMA grant.

The Health District ordered 1,000 at home test kits to distribute onsite at the Health District that the community can come pickup. Mr. Diorio stated the home test kits should help reduce the number of individuals seeking testing at the emergency room. The Health District is working collaboratively with UH to divert individuals away from the hospital. Ms. Lehman created testing location flyers and is working to post on social media, the website and distribute to community partners.

Board Member Ribelin presented a motion to Adopt Resolution #21-102 and Resolution #21-103 as stated above, seconded by Board Member Minott.

*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	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

- F. **Resolution #21-104** The Portage County Board of Health Acceptance of Amendment No. 1 to the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Kelley Beck-Plishka to Provide Epidemiological Assistant services for COVID-19.
- G. **Resolution #21-105** The Portage County Board of Health Acceptance of Amendment No. 1 to the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Jacob Dudley to Provide Epidemiological Assistant services for COVID-19.
- H. **Resolution #21-106** The Portage County Board of Health Acceptance of Amendment No. 1 to the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Patricia Bissler to Provide Epidemiological Assistant services for COVID-19.
- I. **Resolution #21-107** The Portage County Board of Health Acceptance of Amendment No. 1 to the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Jeremy Brewer to Provide Epidemiological Assistant services for COVID-19.

The Health District currently has four Epidemiological Assistants supporting the Nursing Division with case investigations. One individual is working forty hours a week, two at thirty hours and one at twenty hours per week. Mr. Diorio stated the Health District would like to increase the hours of three of the Epi Assistants to forty hours per week and extend the contract term through June 30, 2022. The Health District contracted with fourteen Contact Tracers in 2020 for contact tracing efforts. Then, the Ohio Department of Health contracted with PCG for contact tracing which resulted in the Health District terminating the contracts for the Contact Tracers contracted by the Health District. The Health District since received grants to allow for Epi Assistants to assist with case investigations. Based on demand, the Health District has identified an immediate need to increase their hours to forty hours per week and extent the timeline of the grant.

Mr. Howard is also working with Kent State University to potentially use students to assist with case investigations. He is anticipating 8-10 students to assist the Health District. The

students would be paid through KSU and would go through formal onboarding and training through the Health District.

Board Member Minott presented a motion to Adopt Resolution #21-104 Resolution #21-107 as stated above, seconded by Board Member Bierlair.

*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	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

J. Variance Request- 346 Driftwood Drive, Deerfield Township

Ms. Smith stated the homeowner is located on a small peninsula on Berlin Lake. There are 12-18 houses that had community water supplied by one well. Ohio EPA is working to decommission the well. Each homeowner will need to drill their own well. This particular property does not have 10 feet isolation distance from the property line and is requesting a variance to reduce the isolation distance to 7 feet. Ms. Smith stated upon review, the Health District recommends approving the variance to OAC 3701-28-07 (J) from 10 feet to no less than 7 feet to the property line with the following terms and conditions:

- 1.The private water system is maintained accessible for repairs and servicing.
- 2.The PWS is maintained in compliance with chapter 3701-28 Private Water Systems.
- 3.All work must be maintained on the property owner's property.

Board Member Ribelin presented a motion to Approve Variance Request 346 Driftwood Drive, Deerfield Township as stated above, seconded by Board Member Bierlair.

*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	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

V. DISCUSSION REPORTS

A. Administration and Personnel:

Ms. Meduri updated the Board of the status on the current job postings. The Health District is struggling to attract applicants. Ms. Meduri is reviewing candidates for each position with respective directors and working to schedule interviews.

The Health District Debriefing Sessions with Portage Path are starting on September 23, 2021. The group sessions will entail the facilitators guiding a constructive, nonjudgmental discussion of typical reactions to stress such as the pandemic, including work stress, family stressors, and other sources of difficulty. The discussion will seek to validate the feelings and issues being faced by PCHD staff, and will then provide information on coping skills, means

of setting appropriate boundaries, and other helpful information specifically tailored to the discussion in the Workshop. Each session will end with approximately ten minutes describing potential next steps for people wishing to seek individual counseling. Lastly, all participants will be invited to talk with the facilitators one-on-one after the group discussion. The Leadership Team will also have a separate session for Leadership Training. Portage Path will be able to identify critical topics where reinforcement of existing policies and practices will be encouraged. Portage Path will train staff leaders in the best means of encouraging these positive concepts and inspire regularly bringing wellness topics into workplace discussions. Portage Path will train leaders on constructive ways to remediate any areas for growth that are identified. Ms. Meduri is working with Portage Path to schedule the remaining sessions.

Ms. Meduri informed the Board of the increase in the Consumer Price index which rose 5.3% for the last twelve months ending in August 2021. Mr. Howard stated the importance of watching what is happening with the debt ceiling and the potential government shutdown.

B. Fiscal and Accounting:

Ms. Stall stated the Health District is fiscally looking very well. The grants have helped supplement salaries. The Health District does have an emergency plan in place in the event the government shuts down as some grants are covered solely through federal funding. Ms. Stall stated the Health District would rely on the General Fund and then pay it back once funding is restored. Ms. Stall commended Ms. Miley, Grants Fiscal Manager and Becky Lehman, Director of Health Education and Promotion, for their hard work in keeping the grants straight. She stated it is a lot of work and they are doing a wonderful job.

C. Nursing:

Ms. Ferraro stated the Nursing Division is continuing to provide vaccine. They are working with the jail to go onsite and vaccinate inmates every month. They are also preparing for flu clinics.

Currently, there are 49 Covid-19 positive staff members in Portage County schools and 386 positive students. The Epi Assistants and PCG are working through cases and contacts. Ms. Ferraro reported that Portage County has had 16,000 cases of Covid-19 and 242 lives lost with three of them in the last 7 days. Portage County is seeing 71 positive cases per day average. In comparison, Portage County saw 12 cases per day average this time of year last year.

D. Environmental:

Ms. Smith was excited to announce that Ms. Cianciolo had her baby yesterday. They both are doing well. Staff have implemented a mini-COOP Plan to cover her duties while she is on maternity leave.

Ms. Smith pointed out the mosquito PowerPoint presentation in the Board Packet. Ohio EPA asked staff to talk about the program at a state meeting. Ms. Smith worked with Ms. Menke

and Mr. Bull on the presentation and Ms. Plough on implementing the educational billboards across Portage County.

Ms. Smith also presented for the Homeowners Association of Portage and Summit Counties regarding regulations and how to interact with the Health District. She commented that it was very well received.

Staff from the Solid Waste Program of the Health District were notified from Ohio EPA that Ramsdell Quarry Landfill located within James A. Garfield reached their thirty years post closure care and no longer needs monitored by the Health District.

E. Health Education and Promotion & Accreditation:

Ms. Blasiman is working on a school bus project with the State Troopers to provide educational videos and share on social media.

Ms. Holtz, Ms. Mitchell and Ms. Lehman are working to complete the final grant report for Project Dawn. The Health District is expecting to receive the NOA for IN23 soon.

Ms. Lehman commended Ms. Plough for doing a nice job on creating the employee newsletter which included pictures of the Randolph Fair. Ms. Lehman stated the Health District had great staff turnout to work the fair.

The Health District has reopened the Covid-19 phone line ext. 198 for Covid-19 questions. Ms. Holtz, Ms. Todd and Ms. Wine have been busy responding to calls.

F. Women, Infants and Children (WIC):

Ms. Cooper stated WIC is continuing to serve participants curbside and waivers have been extended through early 2022. She indicated the report showing participants served is misleading. If WIC does not issue benefits, the participant is not counted in the numbers. She commented that WIC staff are working very hard, but the numbers are not reflecting in the report.

WIC staff are organizing community outreach to promote breastfeeding.

G. Health Commissioner:

Mr. Diorio stated the Health District is waiting on guidance regarding Covid-19 booster vaccine. The Health District has been working behind the scenes in preparation for the guidance to be released. The clinics will be held at the Elk's Lodge in Ravenna. The Health District used the Elk's Lodge for previous vaccination clinics at no cost and Mr. Diorio thanked the Elk's for their generous donation of space. The Health District will pay for future clinics through grant funding. Mr. Bierlair commented that the previous clinics were very well run.

VI. OLD BUSINESS

A. Resolution #21-96 Declaring a Public Health Nuisance at 3332 Mogadore Road, Brimfield Township

Mr. Howard stepped out of the meeting.

Mr. Bierlair made a motion to un-table Resolution #21-96, seconded by Ms. Everett. An “aye” vote was cast by all, Resolution #21-96 was un-tabled.

Ms. Smith stated last month the Health District was not aware that the house located at 3332 Mogadore Road, Brimfield Township sold and discovered it the day of the Board Meeting which led to the Resolution being tabled. The new property owners already started the replacement process for the system and are not eligible for the WPCLF Program. Ms. Smith recommended Board Members to not adopt Resolution #21-96 and to vote no.

Board Member Grimm presented a motion to not Adopt Resolution #21-96 as stated above, seconded by Board Member Bierlair.

*Vote on the motion is as follows:

Board Member Howard	Absent	Board Member Everett	No
Board Member Cutlip	No	Board Member Ribelin	No
Board Member Minott	No	Board Member Delaney	Absent
Board Member Bierlair	No	Board Member Grimm	No

B. NEW BUSINESS

C. BOARD ISSUES AND DISCUSSION:

D. PUBLIC COMMENTS: None

E. EXECUTIVE SESSION:

A. To Discuss Compensation of Public Employees (Salary Ranges) ORC 121.22 (G)(1)

A motion was made by Board Member Ribelin to enter Executive Session, seconded by Board Member Minott. An “aye” vote was cast by all.

A motion was made by Board Member Ribelin to exit Executive Session, seconded by Board Member Bierlair. An “aye” vote was cast by all.

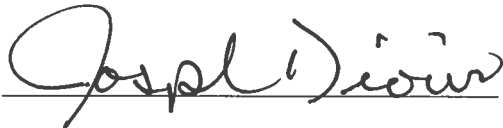
Dr. Minott asked the Minutes to reflect the promotion of Sarah Meduri from Personnel Officer to Director of Personnel and Administrative Services. Ms. Ribelin thanked Ms. Meduri for her hard work and looking into different ways to support staff. Mr. Howard commented that the Board is happy to adjust the salary range schedule and recognizes the hard work of all staff. Mr. Bierlair suggested to investigate the proposed 3% increase for staff in 2022 as the CPI has increased over 5.3%. Dr. Minott suggested to review all salaries to ensure they are competitive.

Board Member Grimm presented a motion to Adopt the revised Salary Ranges, 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	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

Adjournment: The September 21, 2021 Board meeting was adjourned at 7:27pm. An “aye” vote was cast by all, motion carried.



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