

Portage County Combined General Health District
Board Meeting Minutes
November 16, 2021
6:00 PM



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, November 16, 2021, at 705 Oakwood Street, Ravenna, Ohio 44266. The meeting was called to order at 6:00 pm by Board President Howard.

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

Board Members Absent: Dr. Howard Minott, Member

Board Members Virtual: Charles Delaney, Member

Staff in Attendance: Joseph Diorio, Health Commissioner
 Sarah Meduri, Director of Personnel and
 Administrative Services
 Christina Jewell, Administrative and Account Clerk

Staff in Attendance Virtually: 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, Deputy Director of Environmental
 Health
 Andy Bull, Environmental Supervisor

Advisory Council: Bruce Lange, Charlestown Township

Others: None

Media Present: None

II. APPROVAL OF MINUTES:

Board of Health Meeting: October 19, 2021 – Board Member Ribelin presented a motion to Accept the Board Meeting Minutes of the October 19, 2021, seconded by Board Member Everett. 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-Virtual Vote
Board Member Bierlair	Yes	Board Member Grimm	Yes

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) –

Mr. Lange announced that the Portage County Township Association is having their fall meeting Saturday, November 20th in Deerfield. It will be sponsored by NOPEC. Judge Patricia Smith will be a speaker along with NOPEC as a speaker to the township.

Mr. Lange noted that Ms. Calcei sent out invitations to all newly elected township officials inviting them to the meeting. Several townships elected new trustees as of January 1, 2022. These include Freedom, Deerfield, Atwater and Ravenna.

IV. ACTION ITEMS

A. Expenditure Ratifications

Batch No. 4192	\$23,080.29
Batch No. 4196	\$597.83
Batch No. 4278	\$15,714.30
Batch No. 4298	\$13,608.25
Batch No. 4399	\$37,808.18
Batch No. 4451	\$8,712.18
Batch No. 4540	\$16,414.42
Batch No. 4543	\$16,516.50
Total Invoice Batch	\$132,451.95

Ms. Stall presented the board with the above expenditure ratifications.

Board Member Bierlair presented a motion to accept the above Expenditures and Ratify these expenses, 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-Virtual Vote
Board Member Bierlair	Yes	Board Member Grimm	Yes

B. Travel

Board Member Bierlair presented a motion to approve the travel, 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-Virtual Vote
Board Member Bierlair	Yes	Board Member Grimm	Yes

C. Equipment Request- Smart Boards

Mr. Rechichar requested approval to purchase two smart boards with monies provided by the Food and Drug Administration and the Association of Food and Drug Officials grants. This equipment would be utilized for presentations and plan review.

Board Member Ribelin presented a motion to approve the equipment request 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	Absent	Board Member Delaney	Yes-Virtual Vote
Board Member Bierlair	Yes	Board Member Grimm	Yes

D. Resolution #21-124 A Resolution to Rescind Resolution 21-110 the October 2021 Journal Entry Reversal/Expense Corrections for Portage County Combined General Health District

Ms. Stall asked the board to rescind resolution 21-110 which included an error in the expense correction by including a transfer.

Board Member Everett presented a motion to Adopt Resolution #21-124 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	Absent	Board Member Delaney	Yes-Virtual Vote
Board Member Bierlair	Yes	Board Member Grimm	Yes

E. Resolution #21-125 A Journal Entry Cash Transfer for the Portage County Combined General Health District

Ms. Stall requested a transfer from the WIC fund 8916 to the WIC accumulating fund 8919. The WIC grant funds that were not used will be placed into the WIC accumulating fund to

payout employees from the WIC department who leave at retirement rather than paying their salaries out of the general fund. This transfer was included in the expenditures from October's board meeting. These funds were left over from the prior WIC grant (8916) which expired on October 1, 2021.

Board Member Ribelin presented a motion to Adopt Resolution #21-125 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	Absent	Board Member Delaney	Yes-Virtual Vote
Board Member Bierlair	Yes	Board Member Grimm	Yes

F. **Resolution #21-126** Amendment to the 2021 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified

Ms. Stall stated that the budget amendment transfers appropriations in the general fund and puts money in place through end of year for the salaries and benefits. Appropriations need to be completed by the second week of December.

Board Member Cutlip presented a motion to Adopt Resolution #21-126 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	Absent	Board Member Delaney	Yes-Virtual Vote
Board Member Bierlair	Yes	Board Member Grimm	Yes

G. **Resolution #21-127** A Journal Entry Cash Advance for Portage County Combined General Health District

Ms. Stall stated the cash advance will allow her to move \$400,000 from the general fund into the new FEMA grant 8922. As soon as the grant is reimbursed, the money will be moved back to general fund. This grant is funding the COVID-19 testing at NEOMED.

Board Member Bierlair presented a motion to Adopt Resolution #21-127 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	Absent	Board Member Delaney	Yes-Virtual Vote
Board Member Bierlair	Yes	Board Member Grimm	Yes

H. **Resolution #21-128** A Journal Entry Reversal/Expense Corrections for Portage County Combined General Health District (No.1)

Ms. Stall stated that this resolution is for a reversal of expenditures made from the general fund that were grants and are now expending monies out of the grants to pay back to the general fund, 8912 (Covid grant) 8915 (Motorcycle Ohio grant) 8916 (WIC grant) & 8918 (Covid grant). These were expended from the general fund because appropriations were not set in place.

Board Member Everett presented a motion to Adopt Resolution #21-128 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-Virtual Vote
Board Member Bierlair	Yes	Board Member Grimm	Yes

I. **Resolution #21-129** A Journal Entry Reversal/Expense Corrections for Portage County Combined General Health District (No. 2)

Ms. Stall stated that this reversal is to expend monies from grants to payback the general fund. Included in resolution #21-129 are funds 8903 and 8912.

Board Member Cutlip presented a motion to Adopt Resolution #21-129 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-Virtual Vote
Board Member Bierlair	Yes	Board Member Grimm	Yes

J. **Resolution #21-130** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum No.2 to the Agreement with Kent City Health Department for COVID-19 Enhanced Operations Grant.

Ms. Lehman stated that this Addendum is for the Enhanced Operations Grant from the Ohio Department of Health that is passed through to the Kent City Health Department. The amount is for \$39,941.40.

Board Member Bierlair presented a motion to Adopt Resolution #21-130 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-Virtual Vote
Board Member Bierlair	Yes	Board Member Grimm	Abstain

K. Resolution #21-131 – Qualtrics

Mr. Diorio stated that he would like to rescind the Qualtrics resolution at this time. Due to timing and funding cycle with the Covid grants ending in the next few weeks and end of the fiscal year, there is not ample time to complete this contract with Qualtrics.

Board Member Bierlair presented a motion to withdraw Resolution #21-131 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-Virtual Vote
Board Member Bierlair	Yes	Board Member Grimm	Yes

V. DISCUSSION REPORTS

A. Administration and Personnel:

Ms. Meduri welcomed Ms. Jewell and introduced her to the Board of Health. She commented that she is doing a great job and a welcome addition.

The Accreditation Coordinator position has been filled and Ms. Jarrells will be starting with Portage County Health District on November 29, 2021.

Ms. Meduri stated that an offer had been extended to a Marketing, Website and Communications Specialist candidate, however, the offer had been declined. The interviewing process has resumed to fulfill this position and others.

Ms. Meduri also shared that the leadership team had an FMLA training a few weeks ago and a Leadership Workshop with Portage Path is scheduled for Thursday, December 2, 2021.

There is a new Probationary Period Evaluation Form and a new, New Employee Curriculum for all new hires. Ms. Meduri is working with Quality IP for technology and security training that will include multiple trainings, phishing emails and a portal for staff to track their progress. This will enhance the Portage County Health District security as it was identified through the PEP audit as an area of improvement.

The staff meeting schedule is included in the packet on page 83. Staff meetings will resume in person in January at the Elks- in conjunction to the staff meeting, Portage County Health District will have staff trainings or Portage Path Workshops every month. Ms. Meduri is working out the schedule for these events.

The BOH Meeting schedule for 2022 is on page 84. There are two Thursday meetings due to schedule conflicts for the AOHC Conferences for Health Commissioners and Medical Directors.

Ms. Meduri extended a huge shoutout to the staff. She stated, “we say we’re busy, but to say how busy we really are and how many staff are truly hanging on by a thread still doesn’t even give you an accurate depiction. We have such hard working, resilient staff and wanted to give a big kudos to all divisions, all directors, all employees who are working tirelessly every single day”.

B. Fiscal and Accounting:

Ms. Stall stated that the cash basis, as of the end of October, that Portage County Health District is in a good position. Covid grants have saved a great deal of money in salaries and fringe line items. Ms. Stall anticipated a carryover of \$2.4 million for 2021 and the Portage County Health District is currently at \$2,349,000, which is right on budget.

C. Nursing:

Ms. Ferraro stated that the first clinic at NEOMED for five- to eleven-year-olds, provided a total of 91 vaccinations, (43 aged 5-11, and 48 adults over the age of 11). All clinics in October distributed 532 COVID-19 vaccinations.

6 Johnson & Johnson
332 Moderna
190 Pfizer
532 Total vaccines distributed in October.

There is a vaccination clinic at NEOMED this Saturday and Sunday, December 6th and December 7th.

Ms. Ferraro indicated that there were 19,409 current COVID-19 cases. Of those cases, there were 289 deaths, those averaged between (2 days old and 99 years old), which is an uptick. In the past 4 weeks, there had been an increase of 28%, with a 7-day average of 79 cases per day.

Ms. Ferraro stated that the nursing division is continuing to work with schools, jails, KSU & Portage DD.

Upcoming clinics:

Thursday, November 18, 2021 – James A. Garfield School
Friday, November 19, 2021 – Portage County Jail
Saturday, November 20, 2021 – NEOMED

Ms. Ferraro also stated that the cases in schools revealed 186 new positive cases over a two-week period with a total of 1095 positive cumulative cases. There were 352 new contact cases over a two-week period and a total of 2,585 cumulative contacts.

Lastly, Ms. Ferraro reported that the nursing division is currently awaiting a Maternal Child Visiting grant that is expected to provide funding in January 2022 and moving forward with the Get Vaccinated Ohio grants for 2022.

Mr. Howard asked Ms. Ferraro what the general impression is on community with vaccinations. Ms. Ferraro stated that Kent has done a really good job. Akron Children's has been going to schools to vaccinate (Kent, Southeast, Rootstown and Streetsboro) and has administered almost 500 vaccinations. Akron Children's held clinics at one school location and the other schools would go to that location for their vaccinations.

Ms. Ferraro spoke with Mr. Ben Ribelin of Ravenna City schools to promote the vaccination clinics. Mr. Ribelin placed a bulletin on the website for Ravenna City schools to offer the opportunity to receive a vaccine and the location of the clinics. Parents are also receiving feedback from the Superintendents of whom would like vaccination clinics at the schools.

Mr. Diorio stated that he solicited superintendents to see if they would like a clinic to be held at their school. James A. Garfield was the only school who accepted. The other schools are utilizing Akron Children's. Mr. Diorio is grateful for Akron Children's holding clinics and helping the community.

Mr. Howard stated that Akron Children's Hospital ranked 16th in world for children's hospitals. It is one of six hospitals who received an award for nursing. Mr. Diorio also commented on Akron Children's for stepping up in the community for the 5 to 11-year-old clinics and how this has helped the community tremendously.

The nursing division administered flu shots at the Elks in October.

D. Environmental:

Ms. Smith updated the board on the Litzinger Board Order Report regarding the construction demo debris removal and the illegal disposal landfill. The prosecutors' office issued an appeal to Environmental Review Appeals Commission (Columbus). Currently there is a standstill with the opposing attorneys, as negotiations have been ongoing for about a year. Ms. Smith and a colleague completed a walkthrough with Case Management and plans to file on Monday with Environmental Review Appeals Commission to propose a timeline for cleanup and resolution.

Ms. Smith stated in accordance with the Revised Code 3714, the construction and demolition debris cannot remain in place because, as it decomposes, there is no verifiable way to confirm that contaminants are not being absorbed into the underlying ground soil and ground water. In the proposal, a time and settlement will be presented with goals of settlement by September of 2022.

Ms. Smith also stated that at the recent Annual Storm & Wastewater Contractor Meeting presented by Ms. Speck and Mr. Safo, 71 people attended the meeting at NEOMED. It was held in the largest room available to provide social distancing and it was very well received.

Ms. Smith also presented information regarding the Fair Housing Requirements. A presentation was given by Regional Planning to the Sanitarians and Environmental Division, offering to assist the public with landlord and tenant issues and provided them guidance and contacts. A brochure was developed to provide and refer individuals to NEO Legal Services or the Portage County Regional Planning department for further assistance.

Mr. Bierlair commended the Environmental Health Division on their hard work.

E. Health Education and Promotion & Accreditation:

Ms. Lehman expressed her excitement to have an Accreditation Coordinator starting soon. She also shared that Ms. Plough was recently recertified as a Child Passenger Safety Technician which is valid for two years. She commented that this is not an easy process. She was able to complete this program and become re-certified through a car seat tech event that Portage County Health District held with Akron Children's Hospital.

Stormwater Awareness Week was October 18th through 23rd, Ms. Plough worked with Ms. Smith, Mr. Safo and Ms. Speck quite a bit on getting some Stormwater awareness out every day through social media. Billboards for the Stormwater Program are displayed around the county.

Ms. Blasiman worked with Ravenna High School through a State Farm funded program called "Think Fast", a program for high school students who go to Ravenna High school.

Mr. Walker is continuing to work with the nursing division and assisting clinics as the liaison.

The CHIP Quarterly Meeting was held on October 12, 2021. The Health District is working with UH Portage and re-connecting with community partners who have not been participating regularly.

F. Women, Infants and Children (WIC):

Ms. Cooper stated that WIC is still curbside and keeping very busy. Families are very appreciative for the increased fruits and vegetables until the end of December and hopeful for congress to extend the benefits until September 2022. The dieticians trained on urgent maternal signs of pre-natal and post-partum to look for warning signs for babies and mothers. The dieticians have developed a monthly newsletter to provide ongoing information and education.

G. Health Commissioner:

Mr. Diorio stated that the scheduled clinics in December are the last community clinics for this year. He commented that the staff certainly need a break. The three community clinics coming up will be held on:

Saturday, November 20th: 9am – 1pm at NEOMED

Monday, December 6th: 3pm - 7pm at NEOMED

Saturday, December 11th: 9am - 1pm at NEOMED

In between the community clinics, Portage County Health District provides vaccines for JAG, DD Board and Portage County schools

Portage County Health District was awarded \$408,000 from FEMA for COVID-19 testing utilizing Core Bio Labs. The PCR testing is being offered at NEOMED on Tuesday, Wednesday and Thursday (except Thanksgiving) through the end of the year at NEOMED from 10am to 4pm. So far, 47 people have used the testing already. The testing has been steady with approximately 30 – 40 tests a day. Portage County Health District will be invoiced by Core Bio Labs and will pay for testing and be reimbursed through the FEMA grant.

Mr. Diorio stated that the Binax Now home test kits have slowed down a great deal. Portage County Health District received another 500 kits and are promoting those to the community. Mr. Diorio arranged for the schools to order direct, so they will not be required to go through Mr. Diorio for distribution. The proctored tests are the only official test. Individuals download the Navica application via smart phone and call the number for the proctor at home test to ensure it is completed properly. The test takes about 15 minutes to get the results. Mr. Diorio stated that the PCR is still the gold standard. The PCR tests are about 85% accurate.

VI. OLD BUSINESS

- A. **Resolution #21-94R** Authorizing the Portage County Combined General Health District to enter into a *Revised* Agreement with Werab Enterprises, LLC for the 2021 Water Pollution Control Loan Fund Contract #202104 Located at 4527 State Route 43 in Brimfield Township

This agreement will allow Werab Enterprises, LCC to connect the house to sanitary sewer to ensure each household is connected to each treatment system. Portage County Water Resources originally quoted the contractor \$5720 to connect the home. The contractor entered the quote into their itemized bid. When the contractor went to pull the permit to connect the house, Portage County Water Resources realized it was a duplex and adjusted the amount to \$11,300. The revised amount was approved by Ohio EPA. Ms. Smith asked the board to approve the revised amount.

Board Member Bierlair presented a motion to Adopt Resolution #21-94R 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-Virtual Vote
Board Member Bierlair	Yes	Board Member Grimm	Yes

- B. Second Reading- Resolution #21-123** Revising Food Service Operations and Retail Food Establishment Fees to Comply with Ohio Revised Code Chapter 3717 and Ohio Administrative Code Chapters 3701-21 and 901:3-4 Fees to be effective December 31, 2021

Mr. Rechichar revised the handout to the board of the descriptions of the risk levels for the fee schedule.

There was a public hearing on November 16, 2021, with no attendance. The Health District will seek approval for the fee schedule at the next Board of Health meeting.

VII. NEW BUSINESS

- A.** Permission to move Debbie Wine from part-time to full-time Clerk in the Environmental Health Division. Ms. Wine will be vital in going full-time to utilize her in the scanning project and data conversion of Health Space.

A motion was made by Board Member Bierlair, to grant permission to move Debbie Wine to full-time, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

- B.** Accept the hiring of Christina Jewell, Administrative and Account Clerk

A motion was made by Board Member Bierlair, to accept the hiring of Christina Jewell seconded by Board Member Everett. An “aye” vote was cast by all, motion carried.

- C.** Accept the hiring of Ashley Jarrells, Accreditation Coordinator

Ms. Lehman is thrilled to bring Ms. Jarrells on board and will be training her to take over the role. She will complete the PHAB education online.

A motion was made by Board Member Bierlair, to accept the hiring of Ashley Jarrells seconded by Board Member Everett. An “aye” vote was cast by all, motion carried.

- D.** Accept the resignation of Kari Jones, Registered Environmental Health Specialist.

Ms. Jones worked in the Food Safety Program and was a Registered Environmental Health Specialist within Environmental Health Division.

A motion was made by Board Member Ribelin, to accept the resignation of Kari Jones with regret, seconded by Board Member Belair. An “aye” vote was cast by all, motion carried.

E. Permission to post, advertise and hire one Registered Environmental Health Specialist

A motion was made by Board Member Everett, to grant permission to post, advertise and hire one REHS, seconded by Board Member Cutlip. An "aye" vote was cast by all, motion carried.

VIII. BOARD ISSUES AND DISCUSSION:

IX. PUBLIC COMMENTS: None

X. EXECUTIVE SESSION:

A. To Discuss the Purchase of Property

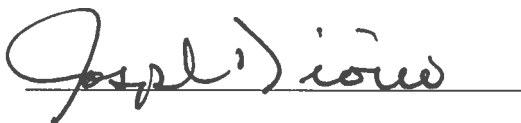
B. To Discuss the Compensation of Public Employees (Salary Ranges)

A motion to enter executive session made by Board Member Cutlip, seconded by Board Member Ribelin at 7:12pm. An "aye" vote was cast by all, motion carried.

A motion to exit executive session made by Board Member Ribelin, seconded by Board Member Grimm. An "aye" vote was cast by all, motion carried. The Board entered regular session at 7:19pm.

Board Member Ribelin presented a motion for a 3% increase for current staff, pay adjustments for certain staff members, excluding new employees in their probationary period, seconded by Board Member Cutlip. An "aye" vote was cast by all.

Adjournment: Board Member Ribelin made a motion to adjourn, seconded by Board Member Bierlair. An "aye" vote was cast by all. The November 16, 2021, Board meeting was adjourned at 8:20pm.



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