

**Portage County Combined General Health District  
Board Meeting Minutes  
December 14, 2021  
6:00 PM**



**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, December 14, 2021, Community Room, 705 Oakwood Street, Ravenna, Ohio. 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  
   James Bierlair, Member  
   Amy Everett, Member  
   Dr. Howard Minott, Member  
   Linda Grimm, Member

Board Members Absent:              Lucy Ribelin, Member  
   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:      Rosemary Ferraro, Director of Nursing  
   Debra Stall, Director of Finance  
   Becky Lehman, Director of Health Education and  
   Promotion, Accreditation Coordinator  
   Justin Rechichar, Deputy Director of Environmental  
   Health  
   Amos Sarfo, Supervisor  
   Amy Cooper, Director of WIC

Advisory Council:                      Absent

Others:                                      None

Media Present:                          None

## II. APPROVAL OF MINUTES:

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

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

Mr. Diorio stated that Mr. Roger Klodt, trustee of Randolph Township recently passed away. Mr. Klodt has been a trustee for quite some time for Randolph Township.

## IV. PUBLIC COMMENT – No public in attendance.

## V. ACTION ITEMS

### A. Expenditure Ratifications

Batch No. 4652	\$27,586.30
Batch No. 4701	\$664.20
Batch No. 4738	\$37,605.66
Batch No. 4791	\$55,090.40
Batch No. 4833	\$23,181.64
Batch No. 4888	\$2,712.04
Batch No. 4920	\$35,515.52
Batch No. 4999	\$19,366.42
Batch No. 5003	\$21,901.52
Batch No. 5029	\$23,900.00

<b>Total Invoice Batch</b>	<b>\$247,523.70</b>
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Ms. Stall asked the board to ratify the expenses.

Board Member Minott presented a motion to accept the above Expenditures and Ratify these expenses, 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

**B. Travel and Expenditures**

Mr. Walker transported the new trailer obtained from Leonard Trailers. Ms. Smith, Mr. Rechichar, Mr. Bull and Ms. Menke plan to attend the Ohio Commercial Pesticide Applicators Recertification in January of 2022. Ms. Stall requested approval for the expenditures.

A motion was presented by Board Member Everett to permit said stated expenditures, 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

**C. Resolution #21-131 Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor.**

Board Member Cutlip presented a motion to Adopt Resolution #21-131 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

**D. Resolution #21-132 Resolution to Approve Legal Levels of Appropriation Authority for the Portage County Health Department 2022 Budget.**

Ms. Stall stated that the 2022 budget was approved in March 2021 and asked for final approval.

Board Member Minott presented a motion to Adopt Resolution #21-132 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

**E. Resolution #21-133 A Journal Entry Cash Advance for Portage County Combined General Health District**

Ms. Stall stated that fund 8923 was set up previously and needs appropriations approved, to move funds to cover payroll and expenditures until PCHD is reimbursed by the state. Ms. Stall will advance \$300,000 out of the general fund into the Workforce Development fund.

Board Member Bierlair presented a motion to Approve Resolutions #21-133 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

**F. Resolution #21-134 Amendment to the 2021 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified**

Ms. Stall stated that this is a simple budget amendment which is increasing and decreasing the sum of the appropriation line items in effort to complete the end of the year and complete payments. This is not a cash adjustment, just a budgetary adjustment. The object line items are in the amount of \$414,000, which is the rent line item. There have been discussions over several years of disbursing our cost of rent and dividing it amongst the funds so that the general fund does not accumulate all expenses.

Ms. Everett inquired on Ms. Stall's financial strategy that provided this dollar amount. Ms. Stall stated that she took the total number of employees that are currently in the Family and Community Services building and divided the monthly rent by the number of employees. Then she appropriated those employees by the various funds that are currently covering their salaries via percentage per fund, which is broken down per person, subtracting out the grant funds as those cannot be utilized for this appropriation.

Board Member Minott presented a motion to Approve Resolutions #21-134 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

**G. Resolution #21-135** A Journal Entry Reversal/Expense Corrections for Portage County Combined General Health District (No. 1)

Ms. Stall stated that these are from the AFTO grant and the 8912 COVID-19 grant. This is to correct payroll that was paid out of general fund, which will be reimbursed for salaries and fringes in the amount of \$42,984.94.

Board Member Bierlair presented a motion to Approve Resolutions #21-135 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

**H. Resolution #21-136** A Journal Entry Reversal/Expense Corrections for Portage County Combined General Health District (No. 2)

Ms. Stall informed the board that these are debits from #8912 and #8920, both COVID-19 grants that would be used to reimburse the general fund for salaries and fringes, in effort to close out these grants for the year, in the amount of \$6,796.76.

Board Member Minott presented a motion to Approve Resolutions #21-136 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

**I. Resolution #21-137** A Journal Entry Reversal/Expense Corrections for Portage County Combined General Health District (No. 3)

Ms. Stall stated that this is a correction for rent. Debiting many funds (#8900, #8902, #8903, #8904, #8905, #8906 and #8907) repaying the general fund, \$38,533.68.

Board Member Everett presented a motion to Approve Resolutions #21-137 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

- J. **Resolution #21-138** A Resolution authorizing the Portage County Combined General Health District to enter into a Contract with *National Outdoor Media, Inc.* for the Portage County Storm Water Management Program (SWMP) and permit Health Commissioner, Joseph J. Diorio, to sign the contract pending completion.

Ms. Lehman stated that Ms. Plough put together a memo for both 21-138 and 21-139 for advertising on billboards through the Storm water. These billboard is located in Deerfield.

Board Member Bierlair presented a motion to Approve Resolutions #21-138 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

- K. **Resolution #21-139** A resolution authorizing the Portage County Combined General Health District to enter into a Contract with *Lamar Advertising Company* for the Portage County Storm Water Management Program (SWMP) and permit Health Commissioner, Joseph J. Diorio, to sign the contract pending completion.

Ms. Lehman stated that this resolution is similar to resolution #21-138 pertaining to the billboards for the Storm Water Management Program (SWMP). These billboards are located in Ravenna and Brady Lake and on Route 5.

Board Member Minott presented a motion to Approve Resolutions #21-139 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

- L. **Resolution #21-140** Authorizing the Portage County Combined General Health District to enter into an Agreement with Stark Aeration & Excavation, Inc. for the 2021 Water



Pollution Control Loan Fund Contract #202106A Located at 8850 Freedom Road in Freedom Township.

Mr. Sarfo explained that this resolution will help repair a septic system in Freedom Township.

Board Member Everett presented a motion to Approve Resolutions #21-140 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

- M. **Resolution #21-141** Authorizing the Portage County Combined General Health District to enter into an Agreement with Werab Enterprises, LLC for the 2021 Water Pollution Control Loan Fund Contract #202110 Located at 4775 Loraine Drive in Brimfield Township.

Mr. Sarfo explained that this resolution for a sanitary sewer connection in Brimfield Township with a total not to exceed \$16,000.

Board Member Bierlair presented a motion to Approve Resolutions #21-141 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

## VI. DISCUSSION REPORTS

### A. Administration and Personnel:

Ms. Meduri stated that she is still interviewing and recruiting new applicants and awaiting the new year in hopes to obtain new applicants for the open positions. Ms. Meduri also stated that Ms. Jewell is doing a great job training and learning her new role and has already taken on some big projects.

B. Fiscal and Accounting:

Ms. Stall stated that the cash basis report showed a carryover to November of \$4,168,453,000. The general fund advanced \$1,688,300 into grant funded accounts leaving a carryover of \$1,735,790.46. Ms. Stall plans to finish up the grants that end in December and prepare a final report to the state for a reimbursement of funds. These funds will be utilized to reimburse the general fund in February, leaving a carryover balance of \$2,570,001, which is on target for the budget.

C. Nursing:

Ms. Ferraro stated that the Nursing division is continuing the vaccination coverage. The recent clinical stats for Monday and Saturday clinics were 111 vaccinations on Monday and 110 on Saturday, which include the Portage County Board of Developmental Disabilities and James A. Garfield High School. The total vaccinations administered since December of 2020 are 35,000.

Ms. Ferraro stated that as of December 13, 2021, there are 22,574 positive cases and 321 lives lost from ages of 2 days to 101 years old. There have been 18,276 confirmed cases and 4,298 probable cases 46% male and 54% female with a median age of 22 years old.

As of December 13, 2021, have been 1,130 reported hospitalizations and 180 ICU admissions for COVID-19. There is an increase in positive cases with a daily average of 131 positive cases per day in Portage County, which is up from 130 per day this time in 2020. There has been a total of 1,749 positive COVID-19 cases since the beginning of the school year for 2021. Ms. Ferraro stated during the week of December 13, 2021, there were 337 active cases, 3,542 contacts and 233 positive contacts. The nursing division is continuing to vaccinate the community, jails and businesses that request vaccinations. The nursing division has been busy providing test kits to the community and schools.

The nursing division had two clinics set up for Thursday and Friday to provide employee vaccinations and boosters for McMaster's and Delta.

Providing vaccinations and boosters to McMaster's on Thursday, December 16, 2021, with approximately 45+ employees and providing vaccinations and boosters to Delta's employees on Friday, December 17, 2021, with approximately 70+ employees.

Board Member Howard asked if there have been flu cases reported yet. Ms. Ferraro indicated that yes, there have been both flu and gastro illnesses reported. She was unsure as to how many are COVID-19 related at this time, but there have been flu



cases reported. Hospitalizations for the flu had been reported as well as seasonal allergies due to temperature fluctuations.

D. Environmental Division:

Mr. Rechichar stated that the WPCLF Program brought in \$1.25 million dollars' worth of assistance to Portage County residents. Ms. Smith and Mr. Sarfo initiated this program, assisting up to almost ninety-five households.

Mr. Diorio stated that the EPA will be providing an additional \$150,000 in grant funding coming in 2022 for the WPCLF program.

Board Member, Everett stated what a great program it is and how impressed she is with the efforts that have gone into requesting these funds for the grant and the development of the WPCLF program.

E. Health Education and Promotion and Accreditation: No Report

F. Women, Infants and Children (WIC):

Ms. Cooper stated that WIC will continue with curbside services and increased fruits and vegetables vouchers will continue through March 2022.

G. Health Commissioner:

Mr. Diorio stated that there is data posted on the PCHD website under the COVID-19 tab. Mr. Diorio also stated that PCHD was very fortunate to have received the COVID-19 grants and emphasized how the funding benefitted the general fund a great deal. He relayed how grateful he was to the staff in their abilities to maximize the grant funds and all divisions for following through with the paperwork to ensure the grants were received. Mr. Diorio also informed the Board of Health the privilege PCHD was to receive a fulltime, school liaison for grades K-12. This position will be fully funded through the CDC Foundation. There were several positions through the state of Ohio and with some finagling, Mr. Diorio, was able to obtain a position for a school liaison for Portage County. With the positive cases going up, the Portage County schools will benefit a great deal from this newly added position. PCHD currently has four Epidemiologist assistants, so they and the school board will benefit with a one-point contact for all of Portage County schools regarding contact tracing and positive cases. This individual will start in January 2022 and meet the school officials to begin contact tracing and COVID-19 response.

Mr. Diorio is anticipating this individual to start on January 4, 2022. He also noted that PCHD will be receiving additional grant funds to add additional Epidemiologist Assistants for outbreak investigation. Kent State University and students were able to come in and train for contact tracing and hope to keep a few and bring them on as Epidemiologist Assistants for PCHD. Mr. Diorio stated that

with the new funding coming in 2022, new contracts for the Epidemiologist Assistants will be coming to the board for approval in January 2022. Mr. Diorio also added that he is looking to add COVID-19 booster vaccine clinics in the new coming year in 2022. The need for the booster clinics is evident within the community with a ratio of 2:1 for those who came into the clinics for child vaccinations of COVID-19 to those who requested a COVID-19 booster vaccine. Currently, PCHD clinics are open every Tuesday and Thursday, and the need to expand those hours will be coming in the new year to provide the COVID-19 booster vaccines at the PCHD. Board Member Howard added that KSU was very pleased with their student's work and training with PCHD. The Dean from KSU was very happy with the partnership and the prospect for additional funding is promising.

## VII. OLD BUSINESS:

- A. **Third 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 stated that this is the third reading and asked for approval from the board to move forward with the revision of the food service operations and retail food establishment fees.

Board Member Bierlair presented a motion to Approve Resolutions #21-123 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

- B. **Resolution #21-94R2** Authorizing the Portage County Combined General Health District to enter into a *Revised 2<sup>nd</sup>* Agreement with Werab Enterprises, LLC. for the 2021 Water Pollution Control Loan Fund Contract #202104 Located at 4527 State Route 43 in Brimfield Township.

Mr. Sarfo stated that this project seeks to eliminate an existing, failing household sewage treatment system that was deemed to be a public health nuisance by abandoning the household sewage treatment system and connecting the home to an existing, centralized sanitary sewer system. This is a revised total project cost payable to Werab Enterprises not to exceed \$ 42,980.00.

Board Member Bierlair presented a motion to Approve Resolutions #21-94R2 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

## **VIII. NEW BUSINESS:**

### **A. Transfer Facility License**

Mr. Rechichar stated that this is to renew the Solid Waste transfer facility license to be compliant and effective to operate per the last year's license.

Board Member Bierlair presented a motion to Approve the Transfer Facility License as stated above, seconded by Board Member Minott. An "aye" vote was cast by all, motion carried.

### **B. Salary Ranges**

Mr. Diorio stated that the ranges were adjusted per last board meeting. Ms. Stall, Ms. Meduri and Mr. Diorio adjusted all ranges and modified the salary ranges accordingly to the approved 3% increase. There were some staff that did get some cost adjustments.

Board Member Minott presented a motion to Approve the Salary Ranges 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	Absent
Board Member Minott	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

### **C. Accept the retirement of Lynette Blasiman effective February 7, 2022.**

Mr. Diorio addressed the board in accepting the retirement of Ms. Blasiman. He expressed how saddened he is to see her go as she has been a part of Family & Community Services prior to Mr. Diorio's arrival at the Health District and Ravenna City Health Department and has been a part of the community for 20 years. She has overseen the Safe Communities and Motorcycle Ohio safety

programs. Ms. Blasiman's retirement will leave a void in the department and Mr. Diorio, Ms. Lehman and Ms. Stall will work together to ensure the current projects moving forward are addressed. Ms. Mitchell is currently training to take over Safe Communities & Motorcycle Ohio safety classes.

Board Member, Howard added that Ms. Blasiman has been a part of the Portage Health community for a long time and that deserves recognition.

Board Member Bierlair presented a motion to accept the retirement of Lynette Blasiman with regret, seconded by Board Member Everett. An "aye" vote was cast by all, motion carried.

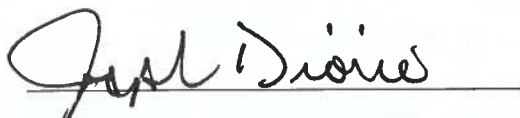
#### **IX. BOARD ISSUES AND DISCUSSION:**

There is PCR Testing at NEOMED (Tuesday, Wednesday & Thursday 10:00 AM to 4:00 PM) through the month of December 2021. The grant funds from FEMA provided PCHD with \$408,000 for both November and December to fund the PCR testing sites. Mr. Diorio added that an invoice was recently received from NEOMED for the PCR testing in November for \$24,500.00 and expecting the month of December to be a bit higher. It was also noted that NEOMED as a facility of its own has received a high demand for the PCR testing. NEOMED facility is an approximate 94% vaccinated facility, one of the highest in the county.

Mr. Diorio shared that the bank accepted an offer from PCHD and is currently awaiting the Department of Justice to approve to move forward with the purchase of new facility. He anticipates a response sometime in January 2022. The WIC building in Columbiana has not received a contract yet from Portage County Commissioners. The current contract ended in October 2021.

#### **X. EXECUTIVE SESSION:**

**Adjournment:** Board Member Cutlip moved to adjourn, seconded by Board Member Bierlair. An "aye" vote was cast by all, motion carried. The December 14, 2021, Board meeting was adjourned at 7:11 pm.



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