

Portage County Combined General Health District
Board Meeting Minutes
January 18, 2022
6:00 PM



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, January 18, 2022, Community Room, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 6:00 pm by Board Vice President Cutlip.

Board Members in Attendance: Evelyn Cutlip, Vice President
Dr. Howard Minott, Member
Linda Grimm, Member
Lucy Ribelin, Member
Charles Delaney, Member

Board Members Virtual: Robert Howard, President - Virtual

Board Members Absent: James Bierlair, Member
Amy Everett, 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
Andy Bull, Environmental Supervisor
Amy Cooper, Director of WIC

Advisory Council: None
Others: None
Media Present: None

II. APPROVAL OF MINUTES:

Board of Health Meeting: January 18, 2022, Board Member Minott presented a motion to Accept the Board Meeting Minutes of the December 14, 2021, seconded by Board Member Delaney. An “aye” vote was cast by all, motion carried.

Mr. Howard (<i>Virtual</i>)	-	Ms. Everett	Absent
Ms. Cutlip	Yes	Ms. Ribelin	Yes
Dr. Minott	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Absent	Mr. Delaney	Yes

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) None

IV. PUBLIC COMMENT – No public in attendance.

V. ACTION ITEMS

A. Expenditure Ratifications

Invoice Batch No. 5067	\$ 7,369.99
Invoice Batch No. 5101	\$ 31,231.18
Invoice Batch No. 5305	\$ 8,619.17
Invoice Batch No. 5331	\$ 904.34

Total Invoice Batch \$48,124.68

Ms. Stall asked the board to ratify the expenses shown above.

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:

Mr. Howard (<i>Virtual</i>)	-	Ms. Everett	Absent
Ms. Cutlip	Yes	Ms. Ribelin	Yes
Dr. Minott	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Absent	Mr. Delaney	Yes

B. Travel and Expenditures

Ms. Paxton will attend a course for PHEP Epidemiology training. Ms. Stall is requesting the board’s approval for Ms. Paxton to attend.

A motion was presented by Board Member Grimm to permit said stated expenditures, seconded by Board Member Delaney.

Vote on the motion is as follows:

Mr. Howard (<i>Virtual</i>)	-	Ms. Everett	Absent
Ms. Cutlip	Yes	Ms. Ribelin	Yes
Dr. Minott	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Absent	Mr. Delaney	Yes

C. **Resolution #22-01** Establishing Fund CN22 for Portage County Combined General Health District for COVID-19 Vaccinations.

Ms. Stall stated that 8924, which is a new grant for CN22 is a COVID-19 grant for vaccinations. This grant will cover salaries for additional support for the nursing division and any supplies pertaining to the COVID-19 vaccinations.

Board Member Minott presented a motion to Approve Resolution #22-01 as stated above, seconded by Board Member Delaney.

Vote on the motion is as follows:

Mr. Howard (<i>Virtual</i>)	-	Ms. Everett	Absent
Ms. Cutlip	Yes	Ms. Ribelin	Yes
Dr. Minott	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Absent	Mr. Delaney	Yes

D. **Resolution #22-02** Amendment to the 2022 Portage County Combined General Health District Annual Appropriations for Revenue to Be Certified.

Ms. Stall stated that not all of the grants were budgeted for 2022 and needed to be approved in this resolution. There were appropriations that were not allocated into the 2022 budget in time to be appropriated. Ms. Stall included a revised version of this resolution to include grant 8922, which was a FEMA grant. Ms. Stall stated that this is a budgetary amendment for line items and that this is not a monetary amendment. Ms. Stall stated that she does plan to do another budget amendment in February once the Budget Committee meets and completes their documentation.

Board Member Delaney presented a motion to Approve Resolution #22-02 as stated above, seconded by Board Member Ribelin.

Vote on the motion is as follows:

Mr. Howard (<i>Virtual</i>)	-	Ms. Everett	Absent
Ms. Cutlip	Yes	Ms. Ribelin	Yes
Dr. Minott	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Absent	Mr. Delaney	Yes

E. **Resolution #22-03** The Portage County Board of Health Acceptance to Enter into a Services Agreement Between the Portage County Combined General Health District and Kent City Health Department for COVID-19 Vaccinations, CN22.

Ms. Lehman stated that this is a request to grant permission for Mr. Diorio to enter into an agreement with Kent City Health Department to provide services under the CN22 contract for COVID-19 vaccinations.

Board Member Minott presented a motion to Approve Resolution #22-03 as stated above, seconded by Board Member Delaney.

Vote on the motion is as follows:

Mr. Howard (<i>Virtual</i>)	-	Ms. Everett	Absent
Ms. Cutlip	Yes	Ms. Ribelin	Yes
Dr. Minott	Yes	Mrs. Grimm	Abstain
Mr. Bierlair	Absent	Mr. Delaney	Yes

- F. **Resolution #22-04** The Portage County Board of Health Acceptance to allow Joseph Diorio to sign the Agreement with Kent State University to Provide Epidemiological Assistant Services for COVID-19 Pending Contract Completion.

Mr. Diorio stated that this to utilize grant funding to hire five Epidemiology Assistants which are currently KSU students that had been trained for Contact Tracing and have them listed under one contract to be funded, which is currently totaling \$83,200. The grant ends June 30, 2022. These epidemiology assistants' services would begin once the contract has been completed and agreed upon with dates and a contract total. Mr. Diorio stated that PCHD currently has four epidemiology assistants who are currently working 40 hours per week. In having the extra epidemiology assistants, this would aid in balancing their time. This would also give PCHD a total of nine epidemiology assistants to assist PCHD with the COVID-19 pandemic.

Board Member Ribelin presented a motion to Approve Resolutions #22-04 as stated above, seconded by Board Member Grimm.

Vote on the motion is as follows:

Mr. Howard (<i>Virtual</i>)	-	Ms. Everett	Absent
Ms. Cutlip	Yes	Ms. Ribelin	Yes
Dr. Minott	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Absent	Mr. Delaney	Yes

- G. **Resolution #22-05** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Josee Boal to Provide Motorcycle Classes.

Ms. Lehman requested contract approval of 12 instructors for the Motorcycle Ohio program (**Resolutions #22-05 through #22-16**).

- H. **Resolution #22-06** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Joseph Boal to Provide Motorcycle Classes.
- I. **Resolution #22-07** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Donald Calvert to Provide Motorcycle Classes.
- J. **Resolution #22-08** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Dale Crutchman to Provide Motorcycle Classes.
- K. **Resolution # 22-09** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Ken Hudnall to Provide Motorcycle Classes.
- L. **Resolution #22-10** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Cathy Gustafson to Provide Motorcycle Classes.
- M. **Resolution #22-11** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Jeffrey Shall, M.D. to Provide Motorcycle Classes.
- N. **Resolution #22-12** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and James Kestel to Provide Motorcycle Classes.
- O. **Resolution #22-13** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Denise Taylor to Provide Motorcycle Classes.
- P. **Resolution #22-14** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Denise Taylor to Provide Motorcycle Classes.
- Q. **Resolution #22-15** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Nicole Waldren to Provide Motorcycle Classes.
- R. **Resolution #22-16** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Jeff Heimerman to Provide Motorcycle Classes.

Board Member Ribelin presented a motion to Approve Resolutions #22-05 through Resolution #22-16 as stated above, seconded by Board Member Minott.

Vote on the motion is as follows:

Mr. Howard (<i>Virtual</i>)	-	Ms. Everett	Absent
Ms. Cutlip	Yes	Ms. Ribelin	Yes
Dr. Minott	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Absent	Mr. Delaney	Yes

- S. **Resolution #22-17** Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 4737 Mogadore Road, Brimfield Township and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems.

Mr. Rechichar explained that this is 1 household of 57 households inspected in this development, that is illicitly discharging sewage. This property continues to operate on an old aeration system and does not have a motor. The homeowner was given numerous notices and PCHD contacted the Portage Water Resource department, per Ms. Speck, this homeowner has not complied to repair the sewer system for this property. The EPA was notified and ordered that this sewer system be ran and brought to compliancy, however, the homeowner has not complied. Board member, Dr. Minott inquired on assistance for the homeowner through the WPCLF grant. Mr. Sarfo informed the board that each time a complaint was filed, resources on how to apply for the WPCLF grant were provided to assist the homeowner. Mr. Diorio stated that the homeowner can still apply for the WPCLF grant to assist in repair of the sewer system, however, PCHD would like the board to move to approve in declaring this property as a public nuisance and rectify this issue.

Board Member Ribelin presented a motion to Approve Resolutions #22-17 as stated above, seconded by Board Member Minott.

Vote on the motion is as follows:

Mr. Howard (<i>Virtual</i>)	-	Ms. Everett	Absent
Ms. Cutlip	Yes	Ms. Ribelin	Yes
Dr. Minott	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Absent	Mr. Delaney	Yes

- T. **Resolution #22-18** To Perform Environmental Public Health Professional Services (PWS and HSTS) for the Years 2022-2023 and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.

Mr. Rechichar stated that the PCHD will enter into and accept a 2022 - 2023 contract with the Kent City Health Department for environmental public health professional services. The PCHD will provide monitoring, investigating, and inspection services for the Private Water Systems and Household Sewage Treatment System Programs.

Board Member Ribelin presented a motion to Approve Resolutions #22-18 as stated above, seconded by Board Member Delaney.

Vote on the motion is as follows:

Mr. Howard (<i>Virtual</i>)	-	Ms. Everett	Absent
Ms. Cutlip	Yes	Ms. Ribelin	Yes
Dr. Minott	Yes	Mrs. Grimm	Abstain
Mr. Bierlair	Absent	Mr. Delaney	Yes

- U. **Resolution #22-19** To Apply For, Accept, and Enter into the 2022 WPCLF Agreement for Repair and/or Replacement of HSTS and Permit Health Commissioner, Joseph J. Diorio, to Sign the Agreement.

Mr. Sarfo stated the Health District was awarded \$150,000 for the continuation of the WPCLF Program the Health District.

Board Member Ribelin presented a motion to Approve Resolutions #22-19 as stated above, seconded by Board Member Delaney.

Vote on the motion is as follows:

Mr. Howard (<i>Virtual</i>)	-	Ms. Everett	Absent
Ms. Cutlip	Yes	Ms. Ribelin	Yes
Dr. Minott	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Absent	Mr. Delaney	Yes

VI. DISCUSSION REPORTS: None

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- A. Accept the Resignation of Sherry Halas, PHN, Effective January 14, 2022.

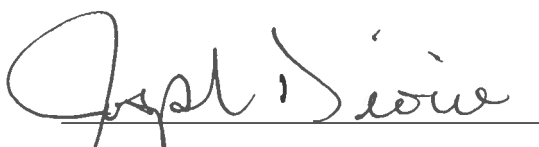
Board Member Ribelin presented a motion to accept the resignation of Sherry Halas, PHN with regret, seconded by Board Member Minott. An “aye” vote was cast by all, motion carried.

IX. BOARD ISSUES AND DISCUSSION:

Mr. Diorio stated that he and Ms. Ferraro were able to work together with the Ohio Department of Health and contract 3 full time nurses to assist the Nursing division for PCHD. These contracts are valid through April 2022 and possibly into November 2022. The additional nurses are fully funded through the Ohio Department of Health which will aid PCHD against the COVID-19 pandemic.

EXECUTIVE SESSION:

Adjournment: Board Member Grimm moved to adjourn, seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried. the January 18, 2022, Board meeting was adjourned at 6:32 pm.



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