

**Portage County Combined General Health District
Board Meeting Minutes
November 15, 2022
6:00 PM**



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, November 15, 2022, at 999 East Main Street. The meeting was called to order at 6:15 PM by Board President, Robert Howard.

Board Members in Attendance:

Robert Howard, President
Lucy Ribelin, Member
Charles Delaney, Member
Amy Everett, Member
Linda Grimm, Member
James Bierlair, Member

Board Members Not in Attendance:

Evelyn Cutlip, Vice President
Dr. Howard Minott, Member

Staff in Attendance:

Joseph Diorio, Health Commissioner
Sarah Meduri, Director of Personnel and
Administrative Services
Christina Jewell, Administrative and
Account Clerk
Rosemary Ferraro, Director of Nursing
Becky Lehman, Director of Health
Education & Promotions
Amos Sarfo, Environmental Health
Supervisor, Stormwater/Wastewater
Andy Bull, Environmental Health
Supervisor
Justin Rechichar, Deputy Director of
Environmental Health
Amy Cooper, Director of WIC

Advisory Council:

None

Others:

Debra Stall

Media Present:

None

II. APPROVAL OF MINUTES:

Board of Health Meeting: On November 15, 2022, Board Member Everett presented a motion to accept the Board Meetings Minutes for October 18, 2022, seconded by Board Member Delaney.

An “aye” vote was cast by all, and motion carried.

A vote on the motion is as follows:

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

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION: (Advisory Council)

Mr. Lange was not present for the board meeting, however, Mr. Diorio stated that Mr. Lange phone him the day after the Portage County election and congratulated Mr. Diorio on the approved levy supported by the county’s voters. Mr. Lange also wanted to extend the outpour of support from the Township’s trustees as well. Mr. Diorio also noted that there was a Township’s Trustees meeting scheduled for the weekend.

IV. PUBLIC COMMENT:

No public comment.

V. ACTION ITEMS:

A. <u>Expenditure Ratifications</u>	\$202,600.99
Invoice Batch No. 9721	\$8,904.83
Invoice Batch No. 9744	\$5,977.48
Invoice Batch No. 9834	\$53,131.64
Invoice Batch No. 9915	\$659.50
Invoice Batch No. 9919	\$17,491.31
Invoice Batch No. 9954	\$361.61
Invoice Batch No. 0026	\$6,953.63
Invoice Batch No. 0142	\$60,287.70
Invoice Batch No. 0154	\$42,241.43
Invoice Batch No. 0158	\$3,565.96
Invoice Batch No. 0169	\$3,025.90

Ms. Stall stated that these invoices and batches are expenditures that are to be ratified and approved by the board.

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

A vote on the motion is as follows:

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

B. Travel Expenditures and Equipment Requests

Travel expense reports that were printed in the board packet were incorrect due to technical errors. Board Member, Ms. Everett requested a verbal clarification for the record of the board meeting. The staff for the expense reports were for:

Ali Selva – Safe Communities Meeting Josh Sexton - AOHC Training
Amos Sarfo – OEHA Conference Kat Holtz – Midwest Institute Conference
Heather Harouff – AOHC Training Penny Paxton – Stark HD Meeting
Heather Harouff – Medina HD Training Rosemary Ferraro – PHN Conference

A motion was presented by Board Member Everett to approve said stated travel expenditures, seconded by Board Member Grimm.

A vote on the motion is as follows:

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

C. Resolutions #22-108, #22-109, #22-110, #22-111, and #22-112 A Resolution to Rescind Resolutions 22-99, 22-100, 22-101, 22-102 and 22-103, the October 2022 Journal Entry Reversal/Expense Corrections for Portage County Combined General Health District.

Ms. Stall stated to the board that she would like to rescind the resolutions from last month's board meeting as they were denied by the auditor's office. These were submitted by Mr. Fletcher, former Director of Finance. Ms. Stall will revise them with the appropriate information needed for the auditor's office to approve them.

A motion was presented by Board Member Bierlair to approve said seconded by Board Member Delaney.

A vote on the motion is as follows:

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

D. Resolution #22-113 Acceptance of Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor.

E. Resolution #22-114 Approve Legal Levels of Appropriation Authority for the Portage County Health District 2023 Budget.

Ms. Stall stated that these resolutions are to set up the proper line items for the appropriations to be approved and clearly identified for expenses and reimbursements on grant funded programs to submit to the Budget Commission. Both resolutions #22-113 & #22-114 are to approve the levy and approve the line items from the budget submitted in March 2022. Ms. Stall stated that this is just a finalization to have the Budget Commission approve.

A motion was presented by Board Member Everett to approve resolutions #22-113 & #22-114, seconded by Board Member Ribelin.

A vote on the motion is as follows:

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

F. Resolution #22-115 Authorization for the Health Commissioner and Other Persons Employed by the Licensor to Take Action Under the Ohio Food Law and Rules as it Pertains to Embargo of Food.

Mr. Rechichar stated that this was an update to include the recent food survey conducted by the Ohio Department of Health. It was discovered on the survey that PCHD's Environmental Health division was dismissing one of the code sections that pertains to a health requirement. An additional line was needed stating that under OAC 3701-21-27, food is to be embargoed in a food service operation shall be embargoed according to rule 901:3-4-15 of the Ohio Administrative Code, which states, "that any action may be taken by a licensor under paragraphs (A) to (E) of this rule may be taken by a health commissioner or other person employed by the licensor of the person employed by the

licensor if the person or health commissioner is authorized by the licensor to take the action". This update to the resolution would give PCHD compliancy with the ODH moving forward.

A motion was presented by Board Member Grimm to Adopt Resolution #22-115, seconded by Board Member Ribelin.

A vote on the motion is as follows:

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

G. Resolution #22-116 A Variance Request for 5146 Skinner Road, Mantua Twp. for a Household Sewage Treatment System Variance Request to Ohio Administrative Code (OAC) 3701-29-11(B)(1).

Mr. Rechichar presented this variance and the issues pertaining to the HSTS. The variance states that Mr. David M. Mitchell, the owner of the property referenced above, submitted a site evaluation application on April 21, 2022, for an STS replacement of a one-bedroom single family dwelling. The application was submitted because the pole barn, acting as a dwelling, located on the property referenced above only has a compost toilet and the owner of the above referenced property was remodeling the interior to make it a single-family dwelling. Included with the application was a copy of the soil report from the soil scientist, Mr. Jim Fincham, and a design plan for leach line system for a one-bedroom single-family dwelling. Due to insufficiencies in the design plan, the environmental division staff could not accept the plan. On June 10, 2022, Mr. David M. Mitchell submitted a variance application with the same design plan previously submitted. The variance states that while the OAC 3701-29-11(B)(1) requires that a HSTS "...the daily design flow for a HSTS shall be one hundred twenty gallons per day per bedroom with a minimum design flow of two hundred forty gallons per day", the environmental division staff was open to hear justification for a one-bedroom STS design. Mr. Rechichar stated that the layout submitted by the Portage County Building Department stated that the blueprint that they have on file states that this address can accommodate a three-bedroom lot.

The Portage County Building Department has indicated that Mr. David M. Mitchell must obtain a zoning permit, submit blueprints of the conversion of the building, and contact a structural engineer to evaluate the pole barn for compliance. The building department has not received any of the documentation needed from Mr. David M. Mitchell. Mr. David M. Mitchell knowingly requested a variance to OAC 3701-29-11(B)(1) to design an STS for a one-bedroom single family dwelling. However, the variance application is incomplete due to insufficient information and missing documentation. The Environmental Division does not recommend approval for this variance. If the homeowner chooses to submit the documentation needed to rectify this variance, he may do so by reapplying for the variance with all necessary documentation. Board President,

Mr. Howard stated that the board has developed a level of trust with the Environmental Health Division's opinion and recommendations and appreciates the detailed information given.

A motion was presented by Board Member Bierlair to Not Approve Resolution #22-116, seconded by Board Member Ribelin.

A vote on the motion is as follows:

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

H. Resolution #22-117 Budget Amendment #1 for Annual Appropriations Previously and to be Certified.

Ms. Stall stated this resolution is for 1 of 2 budget amendments. Budget amendment #1 is to increase a total of \$339,867.00 and a decrease of \$38,806.00. Ms. Stall stated that budget amendment submitted for October's board meeting by Mr. Fletcher did not go through for approval by the auditor's office. Ms. Stall combined the budgets for September and October to develop a new budget to consolidate and submit a new budget amendment to be approved. This is just an appropriation of line items, there is no cash dollar amount affected, just budgetary.

A motion was presented by Board Member Bierlair to Adopt Resolution #22-117, seconded by Board Member Ribelin.

A vote on the motion is as follows:

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

I. Resolution #22-118 Budget Amendment #2 for Annual Appropriations Previously and to be Certified.

Ms. Stall stated that this is the 2nd of the budget amendments for this board meeting. This amendment is for annual appropriations of revenue previously certified. These are line items that are being moved to the appropriate funds, which contained line items for the General Fund #8900, for the TU023 fund (KCHD Tobacco Cessation Grant), Safe Communities Grant #8914, which ended in June of 2022, this is to place a line item for the funds from July 2022 on into 2023, and CVD19 DMCF Detection & Mitigation in Confinement Facilities Grant, #8926 and setting up the proper line items for

appropriation on the expenditures of these funds, which total \$79,278.00.

A motion was presented by Board Member Ribelin to Adopt Resolution #22-118, seconded by Board Member Grimm.

A vote on the motion is as follows:

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

J. Resolution #22-119 A Journal Entry for an Expense Correction for Portage County Combined General Health District.

Ms. Stall stated that this resolution is for an expense corrections that did not get approved in October's board meeting by the auditor's office. These expenses are for funds that were established prior to receiving the grant funds, so the funds were taken from the general fund. This expense correction will justify the correct line items and fund for the journal entry. The total for expenses to be corrected are \$38,476.88.

Board President Howard identified a type-o on the resolution for an expense correction. There was an error on a line item which read as \$170.67, rather than \$170.68, per Ms. Stall. This error was noted and corrected.

A motion was presented by Board Member Ribelin to Adopt Resolution #22-119, seconded by Board Member Delaney.

A vote on the motion is as follows:

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

K. Resolution #22-120 A Journal Entry for a Cash Advance Return for Portage County Combined General Health District.

Ms. Stall stated that this resolution was not approved by the auditor's office from last month's meeting due to an error pertaining to the appropriations being setup for the line item. This cash advance return is for \$75,000 from a COVID-19 grant and \$20,000 from a Motorcycle Ohio grant. Placing \$95,000.00 back into the general fund. This has been corrected by Ms. Stall and per her request, this resolution has been resubmitted for approval.

A motion was presented by Board Member Bierlair to Adopt Resolution #22-120, seconded by Board Member Ribelin.

A vote on the motion is as follows:

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

L. Resolution #22-121 A Journal Entry for a Cash Advance-(B) for Portage County Combined General Health District.

Ms. Stall stated that this resolution was not approved by the auditor's office from October's board meeting due to an error pertaining to line items, appropriation and budgetary issues that have been corrected by Ms. Stall. This resolution is to advance \$20,000.00 from the general fund and place \$10,000.00 into fund #8925 (CHW Grant for Community Health Workers) and \$10,000.00 into fund #8926 (CVD19 DMCF & Detection & Mitigation in Confinement Facilities).

A motion was presented by Board Member Delaney to Adopt Resolution #22-121, seconded by Board Member Grimm.

A vote on the motion is as follows:

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

VI. DISCUSSION REPORTS:

Administration and Personnel

Ms. Meduri was warmly welcomed back from maternity leave. Her report stated that there are currently four vacancies within the Portage County Health District. These positions are for a Director of Finance, an Environmental Health EHSIT or REHS, a Public Health Nurse, and a WIC Clinical Assistant. Ms. Meduri has received quite an influx of applicants for all three postings on various sites. She is working towards reviewing the applicants and resumes to set up interviews for each position. Her report also stated that the available positions have been posted on Indeed, Handshake (KSU, YSU, Mount Union, Hiram College) and the PCHD website.

Candidates as of 11/8/2022
EHS/ REHS: 30 applicants
Public Health Nurse: 3 applicants
Director of Finance: 9 applicants
WIC Clinic Assistant: 137 applicants

Ms. Meduri working with Ms. Miley to determine a current grant budget for the Public Health Workforce Grant, working on scheduling training for staff for 2023 as well as updating personnel policies for the new building and security and assisting Mr. Diorio with building maintenance vendors for the impending weather. Ms. Meduri is also working on the Workforce Development Plan with Mr. Sexton for the new Core Competencies and also on Workforce Management duties pertaining to onboarding, offboarding, job postings, scheduling, interviewing, background checks, drug screens, new hire paperwork, setup of technology, orientation, curriculums, and probationary periods as well as facilitating management of PCHD technology and inventory between PCHD and Quality IP.

Ms. Meduri also updated the board on the Administrative and Account Clerk: Ms. Jewell prepares and organizes Board of Health meetings including agendas, minutes, resolutions, BOH packets, distribution, and maintenance of all BOH similarly related items as well as for the District Advisory Council. Ms. Jewell assists Administration with projects and is responsible for inventory management, tracking and maintenance of the WPCLF Program and all PCHD contracts, as well as other fiscally related tasks. Ms. Meduri stated that PEP did a walkthrough at the new building, and gave an outstanding ovation for the ideas and thoughts on the building. Ms. Meduri also gave a warm thank you to all staff that assisted while she was away on maternity leave.

Fiscal and Accounting

Ms. Stall was on hand to address the cash basis to the board. She stated that at the beginning of September the cash balance was \$3,518,473.51. The total revenue brought in for the month were \$337,600.03 with expenses totaling \$438,512.16, leaving the cash balance for the end of September, \$3,372,561.38. Overall, Ms. Stall stated that the carryover for the end of October appeared to be really good. The general fund advanced a million dollars to fund new grants and provide building renovations and expenses. The new grants will aid in reimbursing the general fund. The renovations and expenses completed for the new building were security cameras, alarm systems on the vaccines, a new backup generator for the vaccine refrigeration and building security lighting as well as the completion of two new restrooms on the 1st floor and new paint throughout the building.

Nursing

Ms. Ferraro stated that her staff has been very busy with COVID-19 and Influenza vaccines, with numbers as high as 70 patients every day. Her staff has administered over 500 doses of COVID-19 vaccines to businesses, and the assisted living populations. Mr. Walker has been a great help in assisting with the home visits and the community clinics, which have been very populated as well. Also grateful for the assistance of the nurses from PCG and ProLink to assist our clinics as well. With October showing a significance

in illnesses, November will be just as busy as RSV and Influenza cases continue to rise. Ms. Ferraro also shared that Portage County experienced a power outage and she received an alert that the vaccine alarm had been triggered and was please to find that the generator had activated immediately and provided backup power until the primary power was restored. Ms. Ferraro shared that she is reviewing her division's policies for potential changes as it has been three years since she last updated them. She also stated that Ms. Paxton is still analyzing data information and conducting and distributing a quarterly report for substance use in Portage County. Ms. Ferraro stated that her staff continues to work on grants to assist their division and the communities. The Community Health Worker Program is still progressing. The participants are currently enrolled in class, but she noted that all is going well and moving forward. The nursing division continues to assist the jails with test kits and vaccinations.

Environmental Health

Mr. Rechichar stated that the environmental health division was surveyed by the Ohio Department of Health & Food Safety Program and all inspectors did an outstanding job and all passed. Mr. Rechichar deferred to Mr. Sarfo and Mr. Bull on other updates for the Environmental Health Division.

Mr. Sarfo stated that he released four WPCLF bids for round two for 2022. There are still funds for next year as well, he requested to the board that if anyone is in need of financial assistance for their septic system, to please pass along the information to help those who may need the assistance. Mr. Sarfo gave an update on the wetlands program. He stated that last year there were 56 locations. This year, there are 62 locations in all. Mr. Sarfo has visited all the locations. Some of the locations were dry but there was 20+ locations that were sampled and are awaiting results.

Mr. Bull stated that the Ohio Department of Health's Food Survey is complete, and it is good news. PCHD's Environmental Health staff endured two surveys in under six months, passing both surveys. Mr. Bull stated that two of the inspectors have only been conducting inspections for six months and both passed. One of the inspectors who was surveyed is an EHSIT (Environmental Health Specialist in Training) and scored the highest. Mr. Bull attended the NACCHO conference in Denver, CO., for a wrap up meeting for the grant program. Mr. Bull presented food standards for deliverables #7 (Community relations and #9 (Risk factors) to jurisdictions from all over the country, as well as NEHA, NACCHO, and the FDA (Food & Drug Administration), which were completed and approved. He also shared the green binder program for the food inspections and the education program that PCHD's food inspectors provide with each food inspection. Mr. Bull stated that about 40-50 other jurisdictions requested to share this process with their inspection areas. Mr. Bull also stated that one of the officials from the FDA requested to have this information added to their website, which is called FoodSHIELD (<https://www.fda.gov/federal-state-local-tribal-and-territorial-officials/national-integrated-food-safety-system-ifss-programs-and-initiatives/foodshield>). Lastly, Mr. Rechichar shared that PCHD was also surveyed, recently, by the Ohio EPA for the Solid Waste Program and is pleased to announce that the agency passed.

Health Education & Promotion & Accreditation

Ms. Lehman stated that Ms. Selva will be at the Turnpike Rest Area on Wednesday, November 23, 2022 for the Safe Communities Program, and safe driving for the holiday weekend. Mr. Walker and Ms. Bissler (MRC Team Leader) had provided classes for CPR, First Aid and HIPPA, offering these classes to the PCHD staff and the MRC volunteers. These classes were phase 1 of a NACCHO grant and Phase 2 is to offer these classes to the Portage County employees, and community partners. Ms. Lehman stated that if interested to please contact Mr. Walker to schedule a class. Currently, the classes had been held on a weekly basis on Wednesdays. Ms. Lehman stated that she and Mr. Sexton had been working quite heavily with Conduent Healthy Communities to finish up the CHA and CHIP assessments and plans. The goal is to have the new CHIP plan completed by the end of 2022, so this included several meetings with the sub committees to complete the strategies to release it to work as a whole united group. Ms. Lehman commended Ms. Plough on a terrific job she has done with the car seat and pack and play services. Assisting with the WIC families has been very busy for car seats and pack and play services.

Ms. Lehman also shared that PCHD was approved for 500 Project DAWN kits, though 622 of those approved kits have already been given. Ms. Holtz is currently working on obtaining more kits from other locations that may have a surplus to donate. Eight reversals were reported from the community. This feedback is crucial to the Project DAWN services. Positive outcomes are not always what is relayed back to public health workers.

Ms. Meduri's Work Force Development Grant assisted PCHD's marketing of combined services and new location signage and marketing services with Knox Marketing for the month of October. Of a \$20,000.00 budget, only \$14,500.00 was used for this project. Knox Marketing reported 1,587,782 impressions or opportunities were promoted on social media and other marketing areas (billboards, banners, bus signage, websites) to be viewed. 3,803 individuals clicked the hyperlink or visited the PCHD website. The marketing strategy for promoting the agency was based on "a new location for better services and better location for more services, provided under one umbrella". Overall, Knox Marketing was impressed with the Facebook engagement PCHD had with the community.

Board Member, Ms. Ribelin inquired on the number of drug overdoses being reported in Portage County compared to other surrounding counties, according to the statistics and data reported by Ms. Paxton's report and the feedback on Project DAWN reversals. Ms. Lehman and Ms. Ferraro both shared that the statistics are solely based on the medical location the individual is treated at.

Women, Infants, and Children (WIC)

Ms. Cooper stated the WIC families are enjoying more face-to-face interaction and the staff is happy to see the children for their visits. Ms. Ereka Johnson represented WIC at Head Start's Trunk or Treat event in Columbiana County. She distributed healthy 'treats' as alternatives to candy, including glow bracelets, spider rings, etc. The staff promoted the WIC program to attendees.

The cash value benefit vouchers for fruits and vegetables have been extended to 12-31-22 but could be extended further into 2023. Currently the vouchers for children are \$25.00 per month, pregnant/postpartum mothers are \$44.00 per month and exclusively breastfed mothers are \$49.00 per month.

The Portage County report for potentially eligible participants data from 2019 does not show current status. Ms. Cooper stated that she is currently working on trying to upgrade the WIC system to have an online system rather than the current system which is outdated and is not current data. However, the time frame for this upgrade is about 3 years out. Ohio will be the 1st state to go online. The Ohio Department of Health leads this process, and it is streamlined before it can be placed for a bid and completed. The formula shortage continues to affect the WIC families. The USDA extended the allowance of the provision of non-contract brand formulas through November 30, 2022. Additionally, other waivers and flexibilities related to the provision of additional contract-brand sizes and foreign formulas will also be available through December, 31, 2022.

Health Commissioner

Mr. Diorio addressed the board with the plan to rehire Ms. Debra Stall temporarily to assist in the Finance Division on a temporary part-time basis. Ms. Stall would assist the Finance Division as a temporary, part-time Fiscal Officer approximately 15 hours per week, at a rate of \$30.00 per hour. This will be for approximately six months and will revisit near that time to review the needs of the agency while the search for a Director of Finance is conducted. The board appeared gracious and accepting of Ms. Stall's return. Mr. Diorio stated that a contract had been the original plan, however, it appeared to be in Ms. Stall's best interest to rehire on a temporary, part-time basis.

Mr. Diorio provided updates pertaining to the current building projects and those for the near future. He stated that he solicited several HVAC companies to obtain quotes for the ceiling controls for the HVAC units and utilizing the Cat-6 cabling. The K Company will be out on Monday, November 21st to turn on the two boilers of the existing system. Mr. Diorio stated that he is currently working on a purchase order to replace the thermostats and controls so that those will work with a reheat system and individual room controls. He plans to have this in three stages over time.

Stage 1: Obtain the lowest and best overall quote from an HVAC vendor for the VAV system.

- The most qualified vendor is The K Company, Inc. (Akron, OH).
- This vendor deals with the current system, which is an Alerton (Electronic Controls).
- This vendor had no issues utilizing the Cat-6 cabling, which PCHD had installed for all VAV's.

Stage 2: Working with the current air handler unit.

- Estimated \$33,000.00 for VAV controls.

- Estimated \$8,900.00 for heat, A/C and AHV installed.
- Estimated \$15,500 for server to control all 30+ zones.

Stage 3: Outside HVAC Unit Replaced & Update Server for HVAC.

- Previous quote from Trane sales representative was \$150,000.00.
- The Geopfert Company in Akron, OH is not willing to use the Cat-6 cabling. They provided a quote to replace the HVAC outside unit for \$134,000.00.
- The replacement unit will be on backorder and will not be available for installation until Spring/Summer 2023.
- Seeking additional quotes.

Mr. Diorio stated that the current system was installed when the building was built in 1997 and has not been updated since. The server for this system is obsolete and does not have a functioning system. The dampers are currently wide open for the forced air. The HVAC should be last big expenditure along with the external unit.

The topic of staff wage increases was lightly touched on, but would be further discussed amongst the board and during an Executive Session at the December 13th board meeting. With the end of the year approaching, Ms. Stall will be preparing a drafted budget for 2024 to present in February 2023 for the board to review and finalize for March 2023.

VII. OLD BUSINESS:

- a. **Resolution #22-96R** Revisions to be Approved for Conduent Healthy Communities Travel Expenses.

Ms. Lehman stated that this revision was in regard to the language in the invoicing section of the contract, which read due at completion of the CHA & CHIP program. Conduent Healthy Communities requested that the travel expenses be rendered upon receipt.

A motion was presented by Board Member Ribelin to Adopt Resolution #22-96R, seconded by Board Member Everett.

A vote on the motion is as follows:

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

- b. **Resolution #22-97** FSO & RFE Fees and Public Hearing Notice - Final Reading.

Mr. Rechichar stated that for the public hearing of the 3rd reading, there was one note of interest from the October 18th meeting. Two safety officers from Heinen's Grocery Store

in Aurora, OH visited and appreciated the PowerPoint presentation that was presented by the Environmental Health Division for the Food Service Operation and Retail Food Establishment Fees.

A motion was presented by Board Member Bierlair to Adopt Resolution #22-97, seconded by Board Member Everett.

A vote on the motion is as follows:

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

VIII. NEW BUSINESS:

- a. Accept the Resignation of Jacob Draime, Environmental Health Specialist in Training, Effective, November 4, 2022.
A motion was made by Board Member Ribelin to accept the resignation of Mr. Jacob Draime and seconded by Board Member Delaney.
An “aye” vote was cast by all, and the motion carried.
- b. Permission to Post, Advertise and Hire One Full-Time (EHSIT or REHS).
A motion was made by Board Member Bierlair to accept the request to post, advertise and hire one full-time EHSIT or REHS and seconded by Board Member Delaney.
An “aye” vote was cast by all, and the motion carried.
- c. Accept the Termination of Matthew Fletcher, Director of Finance, Effective October 27, 2022.
A motion was made by Board Member Grimm to accept the termination of Mr. Matthew Fletcher and seconded by Board Member Bierlair.
An “aye” vote was cast by all, and the motion carried.
- d. Permission to Post, Advertise and Hire One Full-Time Finance Director.
A motion was made by Board Member Everett to accept the request to post, advertise and hire one full-time Finance Director and seconded by Board Member Ribelin.
An “aye” vote was cast by all, and the motion carried.
- e. Permission to Hire Ms. Debra Stall as a Temporary Part-Time Fiscal Officer for the Finance Division.
A motion was made by Board Member Ribelin to accept the hiring of Ms. Debra Stall as a temporary part-time Fiscal Officer and seconded by Board Member Bierlair.

An “aye” vote was cast by all, and the motion carried.

- f. Board President, Mr. Howard requested that the board carry a motion to thank Ms. Stall for her generosity and patience she has given, even beyond retirement to assist when needed on fiscal related inquiries. He noted that he was especially grateful for her decision to return as a temporary part-time fiscal officer while the search for a Director of Finance ensues.

A motion was made by Board Member Ribelin to officially thank Ms. Debra Stall for her generosity and willingness to return to PCHD as a temporary part-time Fiscal Officer and seconded by Board Member Delaney.

An “aye” vote was cast by all, and the motion carried.

IX. BOARD ISSUES AND DISCUSSION:

Board President, Mr. Howard stated that he was able to speak with some of the County’s trustees and Township clerks regarding the levy signage and received positive feedback across the board.

XI. EXECUTIVE SESSION: None

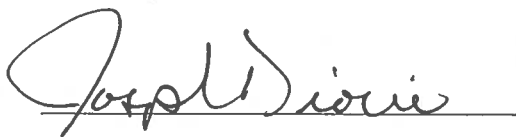
XII. ADJOURNMENT:

A motion was made by Board Member Bierlair to adjourn and seconded by Board Member Delaney.

An “aye” vote was cast by all, and the motion carried.

The Board of Health meeting was adjourned at 7:50 PM., on November 15, 2022.

Next Board Meeting: December 13, 2022



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