

**Portage County Combined General Health District  
Board Meeting Minutes  
December 13, 2022  
6:00 PM**



**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, December 13, 2022, at 999 East Main Street. The meeting was called to order at 6:08 PM by Board President, Robert Howard.

**Board Members in Attendance:**

Robert Howard, President  
Lucy Ribelin, Member  
Amy Everett, Member  
Linda Grimm, Member  
James Bierlair, Member  
Dr. Howard Minott, Member

**Board Members Not in Attendance:**

Evelyn Cutlip, Vice President  
Charles Delaney, Member

**Staff in Attendance:**

Joseph Diorio, Health Commissioner  
Mark Arredondo, Medical Director  
Sarah Meduri, Director of Personnel and  
Administrative Services  
Christina Jewell, Administrative and  
Account Clerk  
Debra Stall, Temporary Fiscal Officer  
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:**

None

**Media Present:**

None

## II. APPROVAL OF MINUTES:

Board of Health Meeting: On December 13, 2022, Board Member Ribelin presented a motion to accept the Board Meetings Minutes for November 15, 2022, seconded by Board Member Bierlair.

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	Late 6:15 PM
Board Member Cutlip	Absent	Board Member Dr. Minott	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

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

Mr. Lange was not in attendance.

## IV. PUBLIC COMMENT:

No public comment.

## V. ACTION ITEMS:

### A. Expenditure Ratifications      **\$167,444.14**

Invoice Batch No.	0235	\$256.89
Invoice Batch No.	0284	\$40,566.44
Invoice Batch No.	0311	\$61,547.35
Invoice Batch No.	0328	\$29,779.25
Invoice Batch No.	0363	\$898.06
Invoice Batch No.	0400	\$9,319.43
Invoice Batch No.	0524	\$11,285.22
Invoice Batch No.	0535	\$12,776.89
Invoice Batch No.	0632	\$1,014.61

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

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

**B. Travel Expenditures and Equipment Requests**

Ms. Stall requested that these travel expenditures be approved by the board.

A motion was presented by Board Member Ribelin to approve said stated travel expenditures, 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	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

**C. Resolution #22-122 Amendment to the 2022 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.**

Ms. Stall stated to the board that resolution #22-122 is for a budget amendment regarding appropriations previously certified. Ms. Stall is adjusting line items which will also show in the expense correction requests to prepare for these items to be paid for the end of year. There is no physical cash handled in this an amendment, just adjusting line items.

A motion was presented by Board Member Minott to Approve Resolution #22-122, 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	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

**D. Resolution #22-123 A Journal Entry Reversal/Expense Correction for Portage County Combined General Health District #1.**

Ms. Stall stated to the board that resolution #22-123 is an expense correction, which pertains to the rent expenses at the Oakwood location for the months of January through July 2022. Ms. Stall stated that she took the total from January 1<sup>st</sup> to August 1<sup>st</sup> of 2022 and divided them amongst the PCHD staff and corrected the amount of funds to be adjusted from the Environmental Health fund to the general fund. Ms. Stall stated that she plans to use this process moving forward with the current mortgage.

A motion was presented by Board Member Grimm to Approve Resolution #22-123, 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	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

**E. Resolution #22-124 A Journal Entry Cash Transfer for Portage County Combined General Health District.**

Ms. Stall stated to the board that resolution #22-124 is a cash transfer for the end of year monies set aside for WIC's staff and for those employees who have leave time remaining from employee retirement payouts from WIC grant funds (#8916 WIC Fund & #8919 WIC Accumulating Fund).

A motion was presented by Board Member Bierlair to Approve Resolution #22-124, 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	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

**F. Resolution #22-125 A Journal Entry Reversal/Expense Correction for Portage County Combined General Health District #2.**

Ms. Stall stated this expense correction is to pay back the general fund #8900 for salaries and fringes that were grant funded items. These grants included, #8920 (EO22 grant),

#8908 (MRC grant), #8917 (RHWP), and #8923 (WFD) . This was used to correct payroll that was paid out of general fund, which will be reimbursed by grant funding once received to be applied for salaries and fringes in the amount of \$50,607.44.

A motion was presented by Board Member Ribelin to Approve Resolution #22-125, seconded by Board Member Minott.

A vote on the motion is as follows:

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

**G. Resolution #22-126** Portage County Combined General Health District's Acceptance to Enter into a Contract with Kent State University to Provide Staff Trainings to Portage County Combined General Health District Staff and Permit the Health Commissioner to Sign the Contract Pending Completion.

Ms. Meduri stated that this resolution is for PCHD staff trainings and will be provided by Kent State University at the Portage County Combined General Health District's location. Board President, Mr. Howard inquired if these classes were open for the board members to attend as well. These training classes will be fully funded by the Work Force Development grant. Ms. Meduri stated that it would be possible if the board members would like to attend during the allotted time for the PCHD staff, which would be in conjunction with the monthly staff meeting.

A motion was presented by Board Member Grimm to Approve Resolution #22-126, 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	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

**H. Resolution #22-127** Portage County Combined General Health District & Patricia Bissler Amendment No. 1 to MRC Team Leader for 2023.

Ms. Lehman stated that the NACCHO grant has allowed an extension to the MRC program that Ms. Bissler has been under contract as a Team Leader. This contract will

extend her completion date to June 30, 2023.

A motion was presented by Board Member Minott to Approve Resolution #22-127, 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	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

- I. **Resolution #22-128** Authorizing the Portage County Combined General Health District to enter into an Agreement with George Gibson Excavating for WPCLF #202205-H2Ohio: 9411 Edgewood Dr.
- J. **Resolution #22-129** Authorizing the Portage County Combined General Health District to enter into an Agreement with George Gibson Excavating for WPCLF #202206-H2Ohio: 4080 Lynn Rd.
- K. **Resolution #22-130** Authorizing the Portage County Combined General Health District to enter into an Agreement with George Gibson Excavating for WPCLF #202207-H2Ohio: 7363 Tallmadge Rd.
- L. **Resolution #22-131** Authorizing the Portage County Combined General Health District to enter into an Agreement with George Gibson Excavating for WPCLF #202208-H2Ohio: 3992 Lynn Rd.

Mr. Sarfo stated that this is the 2<sup>nd</sup> round of the Ohio H2O program for WPCLF funding. These four contracts will be the last round for 2022. Making this year a total of eight candidates that have received assistance from the WPCLF program. All four of these contracts are for NPDES systems and will be complete by Springs of 2023.

A motion was presented by Board Member Bierlair to Approve Resolutions #22-128, #22-129, #22-130 and 22-131, 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	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

- M. Resolution #22-132** Portage County Combined General Health District to Enter into a Contract with Strategic Solutions, LLC to Provide Professional Services for Electronic Forms/Workflow and Form Campaign Modules for The Stormwater and Wastewater Programs.

Mr. Rechichar stated that this resolution is to allow Strategic Solutions to develop and add access to the PCHD website to search scanned records for sewer and property permits. This will be an ongoing, renewed contract to handle maintenance of these documents and software access.

A motion was presented by Board Member Ribelin to Approve Resolution #22-132, 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	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

- N. Resolution #22-133** A Variance for 10587 Northview Drive, Deerfield Twp.

Mr. Rechichar stated that this variance request is for a Household Sewage Treatment System Variance to Ohio Administrative Code (OAC) 3701-29-06(G)(3)(a) & (c). It is a request to install a replacement sewage treatment system within the required isolation distance of the property line and water well. Mr. Rechichar stated that there is limited space on the lot, and it does not permit the replacement system to be sited without encroaching within the required isolation distances of the property line and the water well of the neighboring property. The proposed replacement system will be approximately 6.67 feet from the property line and 23.7 feet from the neighboring water well. Mr. Rechichar does approve and is requesting approval of the board to proceed.

A motion was presented by Board Member Minott to Approve Resolution #22-133, 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	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

- O. Resolution #22-134** Portage County Combined General Health District to Allow Joseph Diorio Permission to Accept and Sign Agreement with Ohio EPA for Grant Funds for the WPCLF 2023 Program.

Mr. Rechichar stated that this resolution is a request to allow the Health Commissioner, Joseph Diorio to apply for the 2023 Ohio Water Pollution Control Loan Fund loan, sign all documents for, and enter into a Water Pollution Control Loan with the Ohio Environmental Protection Agency and the Ohio Water Development Authority for the repair and/or replacement of household sewage treatment systems on behalf of Portage County, Ohio and accept the fund of \$150,000.00 in grant funding for 2023.

A motion was presented by Board Member Everett to Approve Resolution #22-134, 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	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

- P. Resolution #22-135** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Agreement Between the Portage County Combined General Health District and UH Portage Medical Center/Jail and the Juvenile Justice Center to Coordinate Development of a Plan to Prevent Transmission, Limit Transmission, and Control Spread of COVID-19, and Other Infectious Diseases in the Confinement Facilities.

Ms. Ferraro stated that this contract is fully funded by a grant and that the Portage County Health District (PCHD) will assist UH Portage Medical Center, Director of Nursing for the Jail, and the Juvenile Center to work on developing a work plan to improve testing strategies and disease mitigation to prevent COVID-19 and other diseases. This contract began on November 1<sup>st</sup> 2022 through October 31<sup>st</sup> 2023.



A motion was presented by Board Member Grimm to Approve Resolution #22-135, 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	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

- Q. Resolution #22-136** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Agreement Between the Ohio Department of Health and Portage County Combined General Health District (PCCGHD) for The Integrated Naloxone Access and Infrastructure Grant (IN23).

Ms. Lehman stated that this is for grant funding to extend our availability of Naloxone through the Project DAWN program until March 31, 2023. At that time, new funding will be established for 2023. The contract states, "Agency must submit naloxone distribution data per Project DAWN requirements. Data must demonstrate that naloxone kits were distributed to the community between January 1<sup>st</sup> and March 31<sup>st</sup> of 2023. Programs under this contract must submit all data to REDCap and to the web application by 3/31/2023".

A motion was presented by Board Member Bierlair to Approve Resolution #22-136, 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	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

## **VI. DISCUSSION REPORTS:**

### **Administration and Personnel:**

Ms. Meduri provided an update to the board on the status of the current open employment opportunities as well as the recent resignations and retirement of four additional employees. Ms. Meduri stated that there is currently a total of eight positions to fulfill for PCHD, with one vacancy included for the WIC Lisbon, Columbiana County location. Ms. Meduri gave updates to the board regarding the current job postings and results thus

far. All candidates are currently under review. The directors are selecting candidates to interview. Ms. Meduri has posted open positions on Indeed, Handshake (KSU, YSU, Mount Union, Hiram College) and the PCHD website. Ms. Meduri will schedule interviews with selected candidates and conduct interviews with each director.

- EHS/ REHS: 5 candidates selected; 4 interviews scheduled, 2 interviews cancelled (same individual scheduled and rescheduled; cancelled both times) 2 interviews completed. Attempted to move forward with a candidate but applicant is now non-responsive.
- Public Health Nurse: 5 candidates selected; 2 interviews scheduled; no response from other candidates.
- Director of Finance: 4 candidates selected; 1 interview completed.
- WIC Clinic Assistant: 9 candidates selected; 4 interviews completed; 1 no call/ no show.

Ms. Meduri is also in the midst of scheduling staff trainings with Kent State University, provided through a Workforce Development grant. Ms. Meduri is also partnering with Mr. Sexton of the Health Education division to review the job descriptions and integrating the 2023 Core Competencies for each division.

#### Fiscal and Accounting:

Ms. Stall stated that the cash basis report from last month shows a month end cash balance of \$871,913.12 in the general fund. She stated that last month's expense corrections were not entered into the system by the auditor's office until the 1st week of December. Ms. Stall stated that there was a total of \$1,160,400.00 in advances for grant funding that has not been received and once the figures for Health Education (\$245,278.58) and the Nursing Division (\$307,393.67) are accounted for in the general fund, the general fund has a balance of \$1,479,640.87. Ms. Stall stated that the funds that were approved last month to have transferred to the general fund from grant funding was approximately \$78,000.00. In adding this, the general fund has a true balance of \$1,557,547.00. The current carryover of all funds is \$3,502,051.44. Compared to last years proposed budget for 2022, which was \$2,523,515.00, the budget is doing very well at this point. There were quite a few grants that had remained from the beginning of the COVID-19 pandemic and plan to renew along with new grant funding for 2023. Ms. Stall stated that this is aiding the general fund very nicely.

#### Nursing:

Ms. Ferraro stated that her division has been extremely busy with vaccines as the positive cases for COVID-19, Influenza and RSV have been on the rise. Board Member Ms. Ribelin asked Ms. Ferraro if there has been a large number of adults contracting RSV. She stated that yes, there are quite a few cases in adults but mainly the children are the greatest number affected and hospitalized. The Nursing Division continues to monitor

Ohio Disease Reporting System (ODRS) daily. Ms. Ferraro informed the board of a confirmed TB case, and this is an ocular TB case. She is working with the physician and will complete direct observation therapy (DOT), where they will observe her and ensure her medications are administered daily. Ms. Ferraro stated that a confirmed case of rabies was diagnosed in a bat, she notified the patient, who was potentially bitten, and the patient received treatment at the local hospital. She also mentioned that the Community Health Workers Workforce Development Initiative grant started on August 1<sup>st</sup> and will carry on to May 31<sup>st</sup> of 2023. The nursing division will work with the KSU Community Health Program, to provide education and training for this grant applicates as appropriate. We are hopeful that this grant will help us provide healthcare services in areas of highest need and that as more funds become available that we will be able to make this program sustainable in the future. The nursing division is hopeful that this grant continues to provide areas of highest need for healthcare services with a continuation of funding. Ms. Ferraro and her division along with the Prolink nurses have kept busy administering vaccinations, positive cases and outbreaks within the communities. There have been several outbreaks pertaining to nursing homes, daycares, schools and businesses. Her division is continuing the vaccination clinics twice a week, monthly visitation to the jail as well as the juvenile justice center.

#### Environmental Health:

Mr. Rechichar stated that the environmental division received a verbal approval from the Department of Agriculture as well as the Department of Health stating that PCHD passed both surveys in October and November. Official documentation is forthcoming and will place PCHD in full compliance with both agencies. Ms. Smith, Ms. Speck, and Mr. Duck all spoke at the Wastewater Contractor Continuing Education Workshop held at NEOMED on November 30<sup>th</sup>. Ms. Plough of the Health Education division assisted the Environmental Health division with answering calls and questions from the contractors who attended, those who required their certification or other information needed. Mr. Sarfo presented four new WPCLF resolutions for NPDES systems to be funded through the H2Ohio funds received mid-Spring from Governor DeWine. These will be the last and final round for 2022.

#### Health Education & Promotion & Accreditation:

Ms. Lehman stated that her division has some exciting news. Ms. Selva who took over Ms. Blasiman's position upon retirement in early 2022, plans to launch a "None for 21" event at Kent State University in April of 2023. This would be the 1<sup>st</sup> of this event prior to the COVID-19 pandemic. Ms. Lehman stated that Ms. Plough has been quite busy assisting the Environmental Health division. She continues to work with NEOPIPE on educational campaigns for the Stormwater program. Ms. Plough worked with Ms. Smith on planning the Wastewater Contractor Continuing Education Workshop. Ms. Plough designed invites with QR code for registration, put the event on EventBrite for registration, worked with NEOMED on reserving the conference room, organizing food, answered calls from contractors with questions on the meeting, prepared all handouts, sign in sheets, and certificates for the workshop.

Ms. Lehman also shared that the NACCHO grant funding has allotted additional funds in the amount of \$8,750.00 for a contract extension with Ms. Bissler to cover her wages as well as assist with the AHA Training Program and new equipment and supplies. Ms. Bissler is the MRC Team Leader, and this will extend her contract to the end of June 2023. Ms. Bissler has done a great job on presenting educational training for CPR training, Bloodborne classes and extending these classes to our community partners. Mr. Walker assisted Ms. Bissler with educational training to Children's Advantage in recently, with plans to extend to the Portage County employees.

Ms. Lehman also shared that Mr. Sexton recently had a master's student with KSU who was assessing the health district on Ethics in Public Health. This student presented a PHAB presentation, produced a training manual along with documentation and a survey at the very end for the Health Education staff to complete. Ms. Lehman stated that this was an eye opener and was amazed at how well the information was presented and the information that was given. The survey generated a positive feedback, overall, for the KSU student. Ms. Lehman shared that the CHA and CHIP are nearly complete! Conduent Health Communities plans to have this completed and released by December 19<sup>th</sup>. There are plans to launch a hybrid style meeting on January 10<sup>th</sup> of 2023. Ms. Lehman announced that the new PCHD website should be complete and active in March of 2023.

#### Women, Infants, and Children (WIC):

Ms. Cooper shared her division's report with the board. In the month of November, the Columbiana location served 668 participants (certification, recertification and education appointments, transfers, walk-ins). The Portage location served 507 participants (certification, recertification and education appointments, transfers, walk-ins). She shared that Columbiana presented a "Warmup with WIC" and offered crockpot recipes and shared a variety of healthy meals that can be made in a crockpot along with a raffle to win a crockpot. Ms. Cooper also requested hats and mittens donations for the WIC families and also received a donation of children's books. Many WIC families were able to have a gift of new hats, mittens and a book for each child.

#### Health Commissioner:

Mr. Diorio stated that he is working on the 2023 budget to include The K Company for the supplies needed to complete the VAV's, which he plans to initiate in March of 2023. Mr. Diorio is also researching and obtaining quotes on additional cameras to secure the building and adding the card access for the staff to ensure security of all PCHD staff. He is currently reviewing grant funds that could assist in these additions.

### **VII. OLD BUSINESS:**

- a. **Resolution #22-87R Change Order:** Authorizing the Portage County Combined General Health District to enter into an Agreement with Werab Enterprises, LLC for the 2022 Water Pollution Control Loan Fund Contract #202204-H2Ohio – 3627 Parker Rd.

Mr. Sarfo stated that this resolution for this address was previously approved in August 2022. Upon installation, Werab Enterprises, LLC. encountered a high groundwater table that created hydrostatic uplift on the tank sufficient to require a low-profile tank. A changed order was submitted to and approved by the Ohio Environmental Protection Agency in the amount of \$1,020.00 for a total contract amount of \$27,320.00. Mr. Sarfo is requesting board approval to move forward with the change order repairs for this client.

A motion was presented by Board Member Minott to Approve Resolution #22-87R, 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	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

#### **VII. NEW BUSINESS:**

- a. Accept the resignation of Carley Buzzard, Part-Time Breastfeeding Peer at WIC Lisbon in Columbia County, effective, December 15, 2022.

A motion was made by Board Member Bierlair to accept the resignation of Ms. Carley Buzzard and seconded by Board Member Everett. An “aye” vote was cast by all, and the motion carried.

- b. Permission to Post, Advertise and Hire One Part-Time Breastfeeding Peer for WIC Lisbon in Columbia County.

A motion was made by Board Member Bierlair to accept the request to post, advertise and hire one Part-Time Breastfeeding Peer for WIC Lisbon in Columbia County, and seconded by Board Member Everett. An “aye” vote was cast by all, and the motion carried.

- c. Accept the Resignation of Mr. Andrew Bull, Full-Time Supervisor for Food, Pools & Camps for the Environmental Health Division, Effective, December 27, 2022.

A motion was made by Board Member Bierlair to accept the resignation of Mr. Andrew Bull and seconded by Board Member Ribelin. An “aye” vote was cast by all, and the motion carried.



- d. Permission to Post, Advertise and Hire One Full-Time Supervisor for the Environmental Health Division.

A motion was made by Board Member Minott to accept the request to post, advertise and hire one Full-Time Supervisor for the Environmental Health Division and seconded by Board Member Everett. An “aye” vote was cast by all, and the motion carried.

- e. Portage County Solid Waste Transfer Station Facility License 2023 License Issuance.

A motion was made by Board Member Everett to accept the Portage County Solid Waste Transfer Station Facility License 2023 License Issuance, seconded by Board Member Bierlair. An “aye” vote was cast by all, and the motion carried.

- f. Accept the Resignation of Ms. Angela Konkle, Full-Time WIC Clinic Assistant, Effective, December 30, 2022.

A motion was made by Board Member Ribelin to accept the resignation of Ms. Angela Konkle, WIC Clinic Assistant for the WIC Division of Ravenna in Portage County, Effective, December 30, 2022, seconded by Board Member Minott. An “aye” vote was cast by all, and the motion carried.

- g. Permission to Post, Advertise and Hire One Full-Time WIC Clinic Assistant for the WIC Division in the Portage County, Ravenna office.

A motion was made by Board Member Everett to accept the request to post, advertise and hire one Full-Time WIC Clinic Assistant for the WIC Division of Ravenna in Portage County, seconded by Board Member Minott. An “aye” vote was cast by all, and the motion carried.

- h. Accept the Retirement of Ms. Karen Hendrickson, Full-Time WIC Clinic Assistant, Effective, December 30, 2022.

A motion was made by Board Member Bierlair to accept the resignation of Ms. Karen Hendrickson, WIC Clinic Assistant for the WIC Division of Ravenna in Portage County, seconded by Board Member Ribelin. An “aye” vote was cast by all, and the motion carried.

- i. Permission to Post, Advertise and Hire One Full-Time WIC Clinic Assistant for the WIC Division in the Portage County, Ravenna office.



A motion was made by Board Member Everett to accept the request to post, advertise and hire one Full-Time WIC Clinic Assistant for the WIC Division of Ravenna in Portage County, seconded by Board Member Bierlair. An "aye" vote was cast by all, and the motion carried.

**VIII. BOARD ISSUES AND DISCUSSION:** None

**XI. EXECUTIVE SESSION:**

Board Member Everett made a motion to enter executive session at 7:15pm to discuss the compensation of employees, seconded by Board Member Minott. An "aye" vote was cast by all members.

Board Member Bierlair made a motion to exit executive session and approve wage increases in the flat amount of .75 cents for all staff including the Environmental Health Specialist in Training position, seconded by Board Member Minott. Board Members Howard, Ribelin, Everett and Bierlair voted "aye" and Board Member Grimm voted "no".

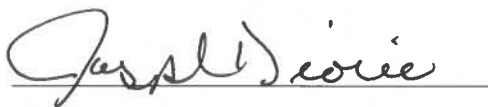
Executive session adjourned at 7:58pm, on December 13, 2022.

**XII. ADJOURNMENT:**

A motion was made by Board Member Ribelin to adjourn and seconded by Board Member Bierlair; an "aye" vote was cast by all.

Meeting Adjourned at 7:58pm, on December 13, 2022.

**Next Board Meeting: January 17, 2023**



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