

**Portage County Combined General Health District  
Board Meeting Minutes  
April 18, 2023  
6:00 PM**



**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, April 18, 2023, at 999 East Main Street. The meeting was called to order at 6:04 PM by Board President, Lucy Ribelin.

Board Members in Attendance:	Lucy Ribelin, President Linda Grimm, Member Amy Everett, Member Dr. Howard Minott, Member Charles Delaney, Member James Bierlair, Vice President
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Board Members Not in Attendance:	Evelyn Cutlip, Member
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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 Branden Burns, Director of Finance Rosemary Ferraro, Director of Nursing Becky Lehman, Director of Health Education & Promotions Justin Rechichar, Director of Environmental Health Amos Sarfo, Environmental Health Supervisor, Stormwater/Wastewater Amy Cooper, Director of WIC
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District Advisory Council:	Bruce Lange, Charlestown Twp.
Others:	None
Media Present:	None

## II. APPROVAL OF MINUTES:

Board of Health Meeting: On April 18, 2023, Board Member Delaney presented a motion to accept the Board Meetings Minutes for March 21, 2023, seconded by Board Member Minott.

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

A vote on the motion is as follows:

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

Board of Health Meeting: On April 18, 2023, Board Member Bierlair presented a motion to accept the Board Meetings Minutes for March 22, 2023, seconded by Board Member Minott.

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

A vote on the motion is as follows:

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

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

Mr. Lange, DAC Chair, thanked the Health District for the District Advisory Council meeting. He stated that there were some new trustees, and some who never had the opportunity to attend a meeting due to the pandemic. Mr. Lange stated that there are currently two applicants who are interested in filling the Board of Health vacancy. Mr. Lange plans to meet with Mr. Diorio mid-May to review the applicants and conduct interviews of the applicants who are from Ravenna Township and Charlestown Township. Board President, Ms. Ribelin inquired on the voting parties and Mr. Lange stated that voting process is made up of three township trustees, one commissioner and one mayor.

## IV. PUBLIC COMMENT: None

V. **ACTION ITEMS:**

A. **Expenditure Ratifications**      \$ 360,152.88

Invoice Batch No.	1952	\$	8,452.09
Invoice Batch No.	2029	\$	3,631.88
Invoice Batch No.	2054	\$	53,215.30
Invoice Batch No.	2097	\$	77,726.63
Invoice Batch No.	2154	\$	77,654.89
Invoice Batch No.	2184	\$	17,903.72
Invoice Batch No.	2259	\$	18,987.52
Invoice Batch No.	2278	\$	15,716.60
Invoice Batch No.	2282	\$	3,045.00
Invoice Batch No.	2283	\$	237.11
Invoice Batch No.	2337	\$	54,621.66
Invoice Batch No.	2339	\$	3,984.78
Invoice Batch No.	2520	\$	9,409.54
Invoice Batch No.	2524	\$	3,070.38
Invoice Batch No.	2535	\$	12,495.78

Mr. Burns requested approval from the board to ratify the payments made this past month. He noted that while these ratifications are a bit higher than the previous month, this month's ratifications include the mortgage and principal payments, which are listed under batch #2054.

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

A vote on the motion is as follows:

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

B. **Travel Expenditures and Equipment Requests**

Mr. Burns requested an approval for the travel expenditures presented to the Board.

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

A vote on the motion is as follows:

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

**C. Resolution #23-15 Amendment to the 2023 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified**

Mr. Burns stated that there were a few things in the general fund that needed to be appropriated. There is no cash involved, just appropriations, placing items in the correct line items for payment later on.

A motion was presented by Board Member Everett to Approve Resolution #23-15, seconded by Board Member Minott.

A vote on the motion is as follows:

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

**D. Resolution #23-16 A Journal Entry Reversal/Expense Correction for Portage County Combined General Health District.**

Mr. Burns stated that the expense correction was due to a budget line item that was not previously budgeted for in a line item. In which, these funds would be pulled from the general fund or another allowable fund and then expense corrected later on. However, Mr. Burns stated that he has been working on ensuring the line items are appropriated for the budget amendment, which will in return cut back on the need to enter an expense correction each month.

Board President, Ms. Ribelin asked Mr. Burns if we tend to have an extensive amount of expense corrections and he stated that there has been quite a few and there will be a few next month for the Board to review. He also noted that his goal is to taper those expense corrections back as we progress through the summer months.

A motion was presented by Board Member Delaney to Approve Resolution #23-16, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

**E. Resolution #23-17** A Journal Entry Cash Transfer for the Portage County Combined General Health District.

Mr. Burns stated that the resolution is to return funds to the general fund. Mr. Burns stated that these funds were advanced from the general fund and distributed to various grant-funded programs that would be reimbursed later on. Mr. Burns referred to the cash basis report to give a breakdown of each grant for 2023.

A motion was presented by Board Member Bierlair to Approve Resolution #23-17, seconded by Board Member Delaney.

A vote on the motion is as follows:

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

**F. Resolution #23-18** The Portage County Board of Health Acceptance of the Agreement for Income Qualification Assistance Between the Portage County Combined General Health District and Neighborhood Development Services, Inc. (NDS).

Mr. Sarfo stated that this resolution is for a continuation of a contract with the Neighborhood Development Services, Inc. (NDS) to provide Income Qualification Assistance in accordance with the Water Pollution Control Loan Fund (WPCLF) Program guidelines. This contract would initiate on May 30, 2023, and would continue until all WPCLF funds have been expended or the conclusion of the 2023 WPCLF Program on December 31, 2024 whichever comes first.

A motion was presented by Board Member Bierlair to Approve Resolution #23-18, seconded by Board Member Everett.

A vote on the motion is as follows:

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

- G. Variance Request #23-19** 11385 State Route 82, Hiram Township.  
Household Sewage Treatment System Variance Request to Ohio Administrative Code (OAC) 3701-29-06(G)(3)(a).

Mr. Rechichar provided the board with a description for this variance request. He explained that the topography of the lot does not permit the replacement system to be sited without encroaching within the required isolation distances of the deck and walkway. The proposed replacement system proposed location will be in the footprint of the existing STS and will be approximately 2.7 feet from the deck and walkway.

Mr. Rechichar stated that the backside of the property has a very deep slope, and this would not be an ideal position for sewer and septic services due to the aeration system shifting. Therefore, he is requesting that the board approve the variance request.

A motion was presented by Board Member Delaney to Approve this Variance Request, seconded by Board Member Everett.

A vote on the motion is as follows:

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

- H. Resolution #23-20** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign Lease Agreement Between Portage County Health District and the Port Authority for Columbiana County for the Columbiana County WIC Building.

Ms. Cooper stated that the location of the Columbiana County WIC building has been sold and was purchased in March of 2023, by the Columbiana County Port Authority. The Columbiana County Port Authority would like to enter into a lease agreement with PCHD and the Columbiana County WIC Lisbon, OH office. The lease agreement that has been provided would allow the Columbiana County WIC staff to continue their services in the same building. The building is located at 7876 Lincole Place, Lisbon Ohio 44432, for a total of 2,500 square feet on the main floor upper level only. The lease agreement states that the terms of the agreement shall be 6 months beginning April 1, 2023 and ending September 30, 2023. The lease will then be renewed annually for terms

of no more than one (1) year. Ms. Cooper stated that the rent will remain \$9.00 per sq. foot, based on Portage County cost allocation plan in equal monthly installments in the amount of one thousand, eight hundred seventy-five dollars and 00/100 (\$1,875.00) each payable on the 1st day of each month beginning on April 1, 2023 and continuing until the expiration of the lease. This agreement would also include the maintenance of the building for snow removal and lawn care. Ms. Cooper is requesting the board to allow Mr. Diorio to sign the lease agreement, effective, April 1, 2023.

Board President, Ms. Ribelin asked Ms. Cooper if this is for same amount of space that the Lisbon office has had in the past. Ms. Cooper stated that they have lost a bit of storage space in the basement area.

Mr. Diorio reminded the board that the WIC Lisbon lease agreement is paid for through grant funding.

A motion was presented by Board Member Minott to Approve Resolution #23-20, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

- I. Resolution #23-21 To Add Persons Authorized to Use the Portage County Combined General Health District Issued Credit Card and To Remove the Names of Previously Authorized Persons Who Have Now Retired from the Portage County Combined General Health District.**

Mr. Burns stated that this resolution requests approval to allow Mr. Diorio permission to update current card users and authorized users and remove past staff that are no longer with PCHD. Mr. Burns would then have authorization to inquire about a cash back credit card for PCHD which would save the health district money on all purchases.

A motion was presented by Board Member Delaney to Approve Resolution #23-21, seconded by Board Member Minott.

A vote on the motion is as follows:

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

**VI. DISCUSSION REPORTS:**

**VII. Administration and Personnel:**

Ms. Meduri shared with the board all of the latest updates for personnel. Her report stated that Han Gilligan, EHSIT, was nominated for the Ohio Public Health Future Leaders Program and was selected to attend the upcoming conference for new trainees at no cost. This will also give Han Gilligan a mentorship into the program. Ms. Meduri stated that the WIC Clinical Assistant and the REHS positions have been fulfilled. Samantha Mellott, the newly hired REHS spent some time with the Summit County Health Department for approximately five years and spent some time in North Carolina for an additional five years. So, she'll be bringing ten years of experience with various areas in environmental health. Ms. Meduri plans to have Ms. Mellott onboard at the end of May.

Ms. Meduri stated that she is currently working to recruit and hire the WIC Site Supervisor for the Lisbon location. It has been a struggle because this position requires the person to be a registered dietician. Ms. Meduri stated that Ms. Stall gave her two-week notice and will complete her last day on April 21<sup>st</sup>. With the recent positions filled, this leaves two positions left to fill. One being a Seasonal Worker for the Mosquito Program and the Columbiana County WIC Site Supervisor position. Ms. Meduri noted that she has been trying to utilize the recruiting mechanisms through LinkedIn with current openings and updates. Ms. Meduri shared that she and Mr. Sexton attended the KSU Career Day and had good feedback from the students regarding the LinkedIn page and several inquiries on internships.

Ms. Meduri shared that she applied for the Workforce Development (WFD) grant for \$540,000, which is utilized for salaries for Ms. Jewell, Ms. Miley and Ms. Meduri as well as provides training for staff, such as the recent DEI trainings and the trainings provided through Kent State University for the PCHD staff. Ms. Meduri plans to include additional staff education and leadership programs in the near future. Ms. Meduri also provided the board with a current schedule of PCHD Staff Trainings that she has registered for the year.

Ms. Meduri also noted that the WFD Plan is close to being finalized and will then be submitted to the board for their review. Ms. Meduri also shared with the board all the events PCHD has completed with the staff, including Public Health Week with various daily activities and staff appreciation of food trucks provided by Mr. Diorio. There was also a PCHD Open House for the public and a staff picture taken in front of the new building. We also celebrated the birthdays and work anniversaries of Han Gilligan, Josh Sexton as well as the new hires; Jim Meyer, Andrea Arroyo and Chelsea Kyer.

b. Fiscal and Accounting:

Mr. Burns stated that the current cash basis of the general fund for the end of March was \$1,154,079.58, which included grant-funding that was received back into the general fund from advances to various funded programs. Mr. Burns noted that the cash basis report reflected a beginning balance in the general fund of \$363,016.07 and ended the month of March with \$1,154,079.58 in the general fund. The cash basis report shows an overall total of \$3,510,990.79 in all funds.

Mr. Burns stated that auditors from Charles Harris & Associates visited PCHD for an audit. They were here for about a week. Mr. Burns stated that 80% of the audit was completed at PCHD and the remainder will be completed within a couple of months. Mr. Diorio stated that these auditors are contracted by the state to perform the audits. PCHD has had audits from the Ohio Department of Health for our COVID-19 grants, those audits were more extensive and typically would take a few weeks to complete. The last state audit PCHD had was pre-pandemic, so, 2+ years ago.

Lastly, Mr. Burns addressed a financial key-point that would save the agency quite a bit pertaining to the Board of Health packets that are distributed every month. He shared that Board President, Ms. Ribelin and Board member, Mrs. Grimm both had a Surface Pro tablet in front of them with the current Board packet loaded onto it through Adobe Reader. Mr. Burns said that one of the things that we as an agency are trying to do is work on sustainability and some cost-saving measures. One of those is the board packets that Ms. Jewell prints. Mr. Burns requested Ms. Jewell to send a copy of the board packet to the ComDoc printer to view the costs per packet just to print it. We found that on average, we're spending about \$3,000 to \$4,000 a year just for the ComDoc fee. This does not include the paper, or the brass tabs that we try to reuse, then on the sustainability side, we are going through an excessive amount of paper. Mr. Burns explained that what we are hoping to do is utilize the Surface Pro tablets that we already have available. Mr. Burns asked that the members pass around the two Surface Pro's for all to view the board packet digitally for an idea of what to expect. Each Board member would have their own Surface Pro. He also added that this saves paper and paid employee time. He also noted that when we have updates to resolutions and other documents for the packets, before the board meeting, he was actually working on one of the resolutions with Ms. Jewell and she was taking apart the board packet that we already created, pulling out the parts that needed to be changed. Reprinting updated documents and reattaching them into the packet. If we went to the digital version, we would have cost savings. We would have sustainability and if we need to change something, we can go right into Adobe, pull out the pages we need to pull out, insert the ones we need to put in, hit save and it is done. This also aids in saving on our employee costs and employee time.

Mr. Diorio added that each of the Surface Pro tablets would be pre-loaded prior to the Board meeting with no need for Wi-Fi connections, which were an issue during the pandemic. Mr. Diorio added that we have the inventory already, and these tablets were not currently in use on a daily basis. They were utilized periodically for surveys and Quality IP will clear them out and load Adobe Reader so that the digital packet can be loaded onto the tablet. Mr. Burns stated that we plan to use the tablets for May's board meeting and see how this goes.

c. Nursing:

Ms. Ferraro thanked the board for the approval of staff to attend the annual World TB Day conference in Columbus. Ms. Sawyer-Brewer and Ms. Mathews were able to attend the conference. Ms. Ferraro stated in her report that her staff is about  $\frac{3}{4}$  of the way through their grant cycle and she is looking forward to seeing how many of the Interns become certified community health workers once classes are complete at the end of May.

Ms. Ferraro stated that her staff has an outbreak of eight cases of Noro virus and other gastrointestinal illnesses in various nursing homes at the moment. She and Mr. Rechichar had been working together on these cases to narrow the probabilities. Ms. Menke went out to one of the locations for further information and she spoke with the kitchen staff who confirmed that there had been some gastrointestinal illnesses within the facility but were unsure as to what it was, however, the probability of Noro virus were high. Ms. Ferraro stated that in-care nursing home facilities have a high turnover rate at the moment, so the number of cases of these outbreaks could be much higher but without them reporting, it is difficult to track. The nursing home staff was advised that they are to inform staff that they must contact PCHD to report these outbreaks so that we can track them. Ms. Ferraro stated that outbreaks are more involving and are reported to the Ohio Department of Health (ODH) and require a great deal of tracking and reporting to ensure all stages of support and protocol are taken and a final report is required to close those cases. ODH will occasionally do a follow-up visit with the facility without notice.

Board member, Dr. Minott asked if Ms. Ferraro could comment on the 2<sup>nd</sup> COVID-19 booster. Ms. Ferraro stated that is most likely to occur this fall for the newest variant. She noted that as soon as the agency is notified, the board will be notified, though she is hoping to not see an uptick in COVID-19 cases. Ms. Ferraro noted that there is still a significant number of deaths, some totaling up to 1,500 deaths that are being reported each month from COVID-19.

d. Environmental Health:

Mr. Rechichar stated that the EH division wrote and submitted a grant for an EH Intern through the National Environmental Public Health Internship program (NEPHI). Mr. Rechichar explained that with this program, PCHD would write a proposal and submit it and it is submitted and potential interns can view the proposal and can apply for the internship. PCHD was paired with Brianna Bruce from Kentucky. PCHD will have a fully funded intern provided by either the National Environmental Health Association (NEHA) or the Centers for Disease Control & Prevention (CDC) for up to 400 hours. Mr. Rechichar was excited about this opportunity as it is a win-win for PCHD and Ms. Bruce.

Mr. Rechichar stated that the mosquito grant was accepted for \$25,000, which will fund a seasonal employee for the mosquito program. He also stated that the current grant has about \$4,600 left that was extended out for the source reduction and plan to utilize this with another tire amnesty event with Bob Sumerel Tire Company, hopefully sometime in the month of June.

Mr. Rechichar stated that solid waste and environmental nuisances are increasing due to the warmer weather. He also shared with the board that the National Retail Food Program, 1<sup>st</sup> call last week

with Paulding County, OH. PCHD is the mentor, Paulding County is the mentoree. Mr. Rechichar relayed Duck's excitement regarding the progress of the current training of Mr. Jim Meyer, EHSIT, in the water sampling that he has been conducting. He noted that Mr. Meyer was brought onto the PCHD staff just a couple of months ago and he is currently off of his probationary period and is out on his own conducting water samples and other given tasks for the storm and wastewater programs. Training is a lengthy process, as an inspector cannot be released any earlier than what the training protocol states. While there are still areas of training to cover, Mr. Duck is very pleased with the training thus far.

Mr. Sarfo stated that there is a WPCLF Bid Opening scheduled for April 28<sup>th</sup> for four new contracts for WPCLF. These are spread out over the entire county. Including Mantua Twp., Charlestown Twp., Hiram Twp., and Palmyra Twp., for three NPDES systems and one soil-based system.

e. Health Education & Promotion & Accreditation:

Ms. Lehman stated that Ms. Selva wrote, applied for and was accepted for the "Put a Lid on it" grant program for bicycle helmets. PCHD was awarded 72 helmets and Health Education plans to work with the Portage Municipal Housing Authority (PMHA) and Ravenna Parks & Recreation to distribute the 72 bicycle helmets. Ms. Plough has been busy with the completion of eight billboards with Lamar Advertising and planning for the placement of each billboard for the storm water and wastewater programs. One of the billboard locations for the month of May will be located at the Deerfield Circle.

Mr. Sexton has been working on the annual report and the PHAB accreditation via their new portal on the website. Once that has been completed, it will be sent to Mr. Diorio for his review and approval and then forwarded to the board. Mr. Sexton is working to complete the readiness assessment for next month and Ms. Lehman looks forward to sharing those results once it is complete. Mr. Walker completed training sessions with Ms. Bissler who is contracted through the Medical Reserve Corps (MRC) on CPR and Bloodborne Pathogen Trainings. Ms. Bissler will be leaving PCHD at the end of her contract in June. Currently, she and Mr. Walker have been working with the Emergency Management Agency (EMA) and Family Assistance Centers (FAC) to provide information in the event of an active shooter or active threat to promote awareness for safety. Mr. Walker is currently working on two training courses and two drills.

The Project DAWN program will now include other harm reduction activities, including comprehensive sexuality. Which is exciting news. Prior to April 6th, you could only distribute or obtain Narcan or Naloxone, which is used as an overdose reversal drug, under a licensed doctor. After April 6th, according to the laws that were passed, any individual or any government entities can obtain the Narcan (Naloxone) to distribute it. This is a big change. Ms. Lehman added that this is honestly an incredibly good thing because it enabled more Narcan kits to be distributed versus just through a licensed distributor. Ms. Lehman asked if Dr. Arredondo had anything to add regarding the Project DAWN program and the Naloxone distribution for harm reduction. Dr. Arredondo stated that a licensed distributor will no longer require a permit and with the current overdoses, that is great news. Pharmacies will receive prescriptions for NARCAN and will offer NARCAN over the counter. It can be reimbursed via prescriptions to insurance companies. The

price of NARCAN has increased tremendously. In 2015, a kit was just \$7.00. Currently, it is \$86.00. NARCAN and Naloxone are the only current overdose reversal medications. PCHD will continue providing the educational materials as well. The hospitals receive the NARCAN and Naloxone and provide their EMT's with their kits. PCHD replenishes the supply of kits for law enforcement. 185 kits this past month. Kent, Ravenna, and Streetsboro have been our highest number of users. We distributed 185 kits just this past month, so those numbers are quickly increasing. Our largest user, honestly, is OUR Place, (Open United Recovery) here in downtown Ravenna. They just recently opened their doors. They have a storefront here in Ravenna, they are truly our biggest true harm reduction agency that we partner with that welcome people who are in active addiction and active recovery. They distribute a lot of Narcan and go to the tent community behind Walmart in Ravenna. She stated that they offer AA (Alcohol Anonymous) meetings, NARC narcotics anonymous and many other different meetings and events like, "Sober-Oke" (sober karaoke) once a month. All meetings and events are volunteer run.

f. Women, Infants, and Children (WIC):

Ms. Cooper stated that WIC completed National Nutrition Month in March and did a Kid in the Kitchen event. Which included lots of good incentives such as aprons and whisks for the little ones. Which aimed to include the little ones to help their parents in the kitchen. Ms. Cooper stated that she had been busy splitting her time between the Ravenna and Lisbon locations. We're training our new staff and shared that their grant was just released, and the application is a continuation grant. She noted that there was an increase of about \$40,000.

g. Health Commissioner:

Mr. Diorio gave the board a couple of updates. He stated that prior to them moving into the new building, there were some card access readers for some of the doors in the building and some added cameras as well. At the time, there were three card access readers and three cameras. Mr. Diorio stated that he is in the process of using Quality IP to add an additional five cameras that would give us wide coverage throughout the building as well as outside of the building. He stated that he is adding six more card access readers, so if all staff are gone, and United Way comes in on the weekends, they would have access just to their area or if they had people coming into the building, they would have just access to that area. Which would also give us the ability to work after hours, if our staff had to go to an event, we could activate their cards and they would have access to the building, so that our staff would be limited to the building. This would give us a better idea to monitor who has access to the building and who is coming and going, as well as time frames.

Mr. Diorio stated that internally, we are working on the Strategic Planning without involving the board of health on what we can change without board approval needed. He stated that we are just about ready to launch the stakeholders survey and launch into the action items of the strategic plan for the next 3 years. Mr. Diorio reminded the board that this is not creating a new strategic plan, just updating our current strategic plan. He stated that while the frequency to meet was once a week, however, since the stakeholder survey is ready to launch, he plans to take a couple of weeks off and reconvene in mid-May, which will then include the board of health members, which would require 1-2 members on hand for approval. Board President, Ms. Ribelin offered to partake in the strategic planning and Board member, Ms. Everett showed interest, but would require additional

time to assess her schedule and will update Mr. Diorio.

Mr. Diorio stated that he wished to continue with the board of health CEU's (continued education units). He said that he spoke to the directors earlier and we were discussing the board of health continued education, and expressed how the board got an overdose of continuing education in the last couple years with COVID-19, but moving forward we are still responsible to give you 2 hours of continuing education, each year. Mr. Burns volunteered for the month of May, which is going to be finance month. He's planning to discuss finance. Mr. Diorio noted that Mr. Burns is really excited about it, and he's also excited to have him speak with the board. Mr. Burns is going to keep it to 30 minutes so he can talk for like about 15 minutes about different things and share documents for the remainder. Mr. Diorio stated that we plan to trim down our discussions to ensure we are condensing the board meeting so that we can roll into Brandon's presentation. He noted that we may just do like a 15-minute segment, for example, if I could bring in Mr. Sarfo and Ms. Speck to talk about storm water and how they use their cellphones and GIS (Geographic Information System) for 15 minutes to share what they have been working on so, you all are getting more than you would during any meeting to know what our staff is doing in the field.

**VII. OLD BUSINESS:** None

**VIII. NEW BUSINESS:**

- a. Accept the resignation of Debra Stall, Fiscal Officer, Effective April 21, 2023.

A motion was made by Board Member Bierlair to accept the resignation of Ms. Stall, regretfully, and seconded by Board Member Everett.

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

- b. Accept the hiring of Samantha Mellott, REHS.

A motion was made by Board Member Minott to accept the hiring of Ms. Mellott, and seconded by Board Member Delaney.

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

**IX. BOARD ISSUES AND DISCUSSION:**


**XI. EXECUTIVE SESSION:** None

**XII. ADJOURNMENT:**

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

An "aye" vote was cast by all, motion carried.

Meeting Adjourned at 7:17pm, on April 18, 2023.

A handwritten signature in black ink, appearing to read "Joseph J. Diorio", is written over a horizontal line.

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