

**Portage County Combined General Health District  
Special Board Meeting Minutes  
September 10, 2019 (12:00pm)**

**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, September 10, 2019, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 12:05pm by Board President Howard.

Board Members in Attendance:      Robert Howard, President  
   Evelyn Cutlip, Vice President  
   James Bierlair, Member  
   Lucy Ribelin, Member  
   Charles Delaney, Member

Board Members Absent:              Amy Hammar, Member  
   Dr. Megan Frank, Member  
   Dr. Howard Minott, Member

Staff in Attendance:                  Joseph Diorio, Health Commissioner  
   Mary Helen Smith, Director of Environmental  
   Health  
   Sarah Meduri, Personnel Officer

Advisory Council:

Others:

Media Present:

**II. ACTION ITEMS**

- A. **Resolution #19-70** PCHD Agreement with Stark Aeration & Excavation Inc. WPCLF 201904
- B. **Resolution #19-71** PCHD Agreement with Stark Aeration & Excavation Inc. WPCLF 201905
- C. **Resolution #19-72** PCHD Agreement with Stark Aeration & Excavation Inc. WPCLF 201901

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- D. **Resolution #19-73** PCHD Agreement with Stark Aeration & Excavation Inc. WPCLF 201902
- E. **Resolution #19-74** PCHD Agreement with Stark Aeration & Excavation Inc. WPCLF 201903

Ms. Smith explained this group of WPCLF contracts were awarded to Stark Aeration & Excavation Inc. as they were the only bidder. Two bidders applied for the sanitary sewer contracts but missed the deadline of September 6, 2019 at 11am. Ms. Smith reached out to Assistant Prosecutor Manayan and she confirmed the Health District is unable to accept them. The documents for contracts 201901, 201902, 201903, 201904 and 201905 were submitted to EPA and approved. Ms. Smith stated two of the contracts are for emergency repairs. Ms. Smith explained the Health District had to solicit at least three bids. She reached out to nine contractors, of which four picked up the bid information and only Stark Aeration & Excavation Inc. submitted for bid. Ms. Smith asked the Board to approved Resolutions #19-70 through Resolution #19-74.

Board Member Ribelin presented a motion to Adopt Resolution #19-70 through Resolution #19-74 as stated above, seconded by Board Member Delaney.  
Vote on the motion is as follows.

|                       |        |                      |        |
|-----------------------|--------|----------------------|--------|
| Board Member Howard   | Yes    | Board Member Hammar  | Absent |
| Board Member Cutlip   | Yes    | Board Member Ribelin | Yes    |
| Board Member Minott   | Absent | Board Member Frank   | Absent |
| Board Member Bierlair | Yes    | Board Member Delaney | Yes    |

### III. NEW BUSINESS

- A. Permission to Post, Advertise and Hire One Full-Time Public Health Emergency Preparedness Coordinator (**Action**)

Mr. Diorio informed the Board that Ms. Kitakis will be transitioning into the Public Health Nurse position. She applied for the opening and would like to get back into more of the clinical setting. This enables Ms. Kitakis to utilize her nursing skills more and for the Health District to post for the Public Health Emergency Preparedness Coordinator position. Mr. Diorio asked the Board for permission to post, advertise and hire one full-time Public Health Emergency Preparedness Coordinator.

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Board Member Bierlair presented a motion to grant permission to post, advertise and hire one full-time Public Health Emergency Preparedness Coordinator, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

B. Accept the Hiring of Debbie Wine, PT Clerk (**Action**)

Mr. Diorio informed the Board of the return of Debbie Wine. Ms. Wine has decided to return to the Health District as the part-time Environmental Clerk. The part time hours and schedule adjustment will allow her to continue to pursue her own business while continuing to work for the Health District. Ms. Wine is an asset to the Health District with her wealth of knowledge and will help aid in the transition for the future new employee that fills the full-time Environmental Clerk position.

Board Member Ribelin presented a motion to Accept the hiring of Debbie Wine, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

C. Accept the Hiring of Maria Constantino, PT Health Professional 2 Dietitian Float- WIC (**Action**)

Mr. Diorio asked the Board to accept the hiring of Maria Constantino as the part-time Health Professional 2 Dietitian. She will float between the Ravenna and Lisbon WIC offices. She is currently an RD for WIC. Due to budget constraints and pending Notice of Award, the float position was not filled immediately. Since the Health District has received the Notice of Award for the WIC Grant and has the ability to fill the float position.

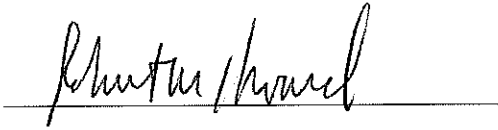
Board Member Cutlip presented a motion to Accept the hiring of Maria Constantino, seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried.

#### IV. BOARD ISSUES AND DISCUSSION

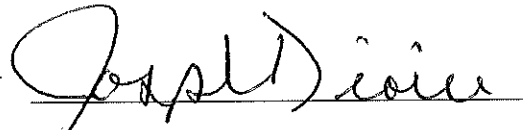
Mr. Howard suggested to the Board to receive Board Education provided by the Assistant Prosecutor regarding information relating to board members, board meetings, special meetings, conflicts of interest, board operations and quorum information. Ms. Ribelin agreed that education would be beneficial as both a refresher as well as for the new Board members. Mr. Diorio will reach out to schedule board education as scheduling permits.

**V. EXECUTIVE SESSION**

**Adjournment:** The September 10, 2019 Board meeting was adjourned at 12:24pm. An “aye” vote was cast by all, motion carried.

A handwritten signature in cursive script, appearing to read "Robert Howard", written over a horizontal line.

Robert Howard  
Board President

A handwritten signature in cursive script, appearing to read "Joseph J. Diorio", written over a horizontal line.

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