

**Portage County Combined General Health District  
Board Meeting Minutes  
August 20, 2019 (6:00pm)**

**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, August 20, 2019, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 6:15pm by Board President Howard.

Board Members in Attendance:      Robert Howard, President  
                                                 Evelyn Cutlip, Vice President  
                                                 James Bierlair, Member  
                                                 Lucy Ribelin, Member  
                                                 Charles Delaney, Member  
                                                 Dr. Howard Minott, Member\*

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

Staff in Attendance:                  Joseph Diorio, Health Commissioner  
                                                 Rosemary Ferraro, Director of Nursing  
                                                 Mary Helen Smith, Director of Environmental  
                                                                                         Health  
                                                 Debra Stall, Director of Finance  
                                                 Becky Lehman, Director of Health Education and  
                                                                                         Promotion, Accreditation Coordinator  
                                                 Justin Rechichar, Supervisor  
                                                 Amos Sarfo, Supervisor  
                                                 Sarah Meduri, Personnel Officer  
Advisory Council:                      Bruce Lange, Charlestown Township

Others:                                      Ryan Markham, Quality IP

Media Present:

\*Board Member Howard was called into the meeting late. Minutes will reflect his absence and arrival.

**II. APPROVAL OF MINUTES:**

Th Board of Health Meeting Minutes of May 21, 2019 and July 16, 2019 were tabled as there was not a quorum of eligible members to vote.

**III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) – No comment.**

**IV. PUBLIC COMMENT – No public in attendance.**

**V. ACTION ITEMS**

A.	Expenditure Ratifications	<b>\$ 93,564.71</b>
	Journal Entry- Water Resources	\$1,856.00
	Batch No. 2917	\$3,626.37
	Batch No. 2936	\$13,076.95
	Batch No. 3043	\$3,293.57
	Batch No. 3047	\$6,969.13
	Batch No. 3176	\$3,329.03
	Batch No. 3201	\$4,610.03
	Batch No. 3215	\$46,938.49
	Batch No. 3303	\$5,472.51
	Batch No. 3338	\$4,394.63

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

Vote on the motion is as follows.

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

**B. Exhibit A: Travel and Expenditures**

- I. Ali Mitchell, BSPH, picked up a Safe Kids table cloth from Stark County Safe Kids for an event on 7/31/2019.

Date:	July 15, 2019
Location:	Hartville Marketplace 1289 Edison St. NW Hartville, Ohio 44632
Mileage:	38.5 miles @ 58¢ per mile = \$22.33
Fund Used:	Health Education

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Total for all expenditures: \$22.33

2. Marianne Kitakis, BSN, RN, attended a NECO Executive Committee meeting.

Date: July 17, 2019  
Location: 3200 W. market St.  
Akron, Ohio 44333  
Mileage: 60 miles @ 58¢ per mile = \$34.80  
Fund Used: PHEP

Total for all expenditures: \$34.80

3. Joseph Diorio, MPH, MS, RS, Becky Lehman, MPH, CHES, and Sarah Meduri, BSPH, traveled to Lisbon to conduct WIC interviews onsite.

Date: July 18<sup>th</sup> & July 19<sup>th</sup> 2019  
Location: 7876 Lincole Pl.  
Lisbon, Ohio 44432  
Mileage: 0 miles @ 58¢ per mile = \$0.00

Total for all expenditures: \$0.00

Other: Mr. Diorio, Ms. Lehman and Ms. Meduri rode with Amy Cooper, Director of WIC

4. Kim Plough, Med, CHES, attended the GV Grant IQIP Annual Training.

Date: July 23, 2019  
Location: 6805 Bobcat Way  
Dublin, Ohio 43016  
Mileage: 288 @ 58¢ per mile = \$167.04  
Meals: 1 lunch @\$15.00  
Fund Used: GV Grant

Total for all expenditures: \$182.04

5. Marianne Kitakis, BSN, RN attended Direction Home Area Agency on Aging and Disabilities.

Date: August 1, 2019  
Location: 4350 Mayfair Road  
Uniontown, Ohio 44685  
Mileage: 60 miles @ 58¢ per mile = \$34.80  
Fund Used: PHEP

Total for all expenditures: \$34.80

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6. Ali Mitchell, BSPH, attended a training on Vaping: Myths vs. Truths

Date: August 2, 2019  
Location: Columbus Public Health Auditorium  
240 Parsons Ave.  
Columbus, Ohio 43215  
Mileage: 269 miles @ 58¢ per mile = \$34.80  
Fund Used: Health Education  
Total for all expenditures: \$156.02

7. Chris Mundorf, MPH, PhD, attended an Ohio Injury Prevention Partnership (OIPP) Meeting.

Date: August 2, 2019  
Location: 6805 Bobcat Way  
Dublin, Ohio 43016  
Mileage: 286 miles @ 58¢ per mile = \$34.80  
Fund Used: Health Education  
Total for all expenditures: \$165.88

8. Mary Helen Smith, MPH, CPH, RS, REHS, will attend the statewide Environmental Directors Meeting & Ohio Environmental Health Association Board Meeting.

Date: August 21, 2019  
Location: Union County Health Department  
940 London Avenue  
Marysville, Ohio  
Mileage: 295 miles @ 58¢ per mile = \$171.10  
Meals: 1 lunch @ \$15.00  
Fund Used: Solid Waste, Plumbing, Stormwater, HB110  
Total for all expenditures: \$186.10

9. Becky Lehman, MPH, CHES, will attend Project DAWN and Beyond Conference.

Date: September 13, 2019  
Location: Quest Conference Center  
8405 Pulsar Place  
Columbus, Ohio 43240  
Mileage: 240 miles @ 58¢ per mile = \$139.20  
Registration: \$40.00  
Fund Used: IN20  
Total for all expenditures: \$179.20

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10. Kat Holtz, BS, will attend the Project DAWN and Beyond Conference.

Date: September 13, 2019  
Location: Quest Conference Center  
8405 Pulsar Place  
Columbus, Ohio 43240  
Mileage: 0 miles @ 58¢ per mile = \$0  
Registration: \$40.00  
Fund Used: IN20

Total for all expenditures: \$40.00

Other: Kat will be riding with Becky.

11. Ali Mitchell, BSPH, will also attend the Project DAWN and Beyond Conference.

Date: September 13, 2019  
Location: Quest Conference Center  
8405 Pulsar Place  
Columbus, Ohio 43240  
Mileage: 58.4 miles @ 58¢ per mile = \$33.87  
Registration: \$40.00  
Fund Used: IN20

Total for all expenditures: \$73.87

Other: Ali will be driving from home and meeting Becky and Kat at the Walmart in Brimfield to carpool together.

12. Rosemary Ferraro, MSN, RN, will attend the OPHA PHN Quarterly Meeting.

Date: October 4, 2019  
Location: Franklin County Public Health  
280 E. Broad St.  
Columbus, Ohio 43215  
Mileage: 245 @ 58¢ per mile = \$142.10  
Meals: 1 lunch @\$15.00  
Fund Used: Nursing

Total for all expenditures: \$157.10

A motion was presented by Board Member Bierlair to permit said stated approved expenditures, seconded by Board Member Cutlip.

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

C. **Resolution #19-66** Amendment to the 2019 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated the Resolution will increase appropriations for monies already certified. She increased contractual services line items in preparation for the Quality IP contract for phone and IT services as well as an increase in WPCLF and Wastewater appropriations for laptops and mobile printers.

Board Member Beirlair presented a motion to Adopt Resolution #19-66 as stated above, seconded by Board Member Cutlip.

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

D. **Resolution #19-67** A Journal Entry Reversal/Expense Correction for the Portage County Combined General Health District.

Ms. Stall explained the expenditure correction is due to Ms. Blasiman's time spent for Motorcycle Ohio Grant. Ms. Blasiman's provides her time allotted to Ms. Stall at the end of the grant period. The reversal will move money from the Motorcycle Ohio Grant to the General Fund for salaries and benefits.

Board Member Ribelin presented a motion to Adopt Resolution #19-67 as stated above, seconded by Board Member Bierlair.

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

- E. **Resolution #19- 68** Establishing a Fund by the County Auditor to account for the receipts and disbursements of Women, Infants, and Children Grant awarded to the Portage County Combined General Health District.

Ms. Stall explained that the Health District needs to open a WIC fund so she can appropriate monies next month for the WIC Grant. The Health District needs to have a fund established for the program. The fund will be numbered 8916.

Board Member Bierlair presented a motion to Approve Resolutions #19-68 as stated above, seconded by Board Member Ribelin.

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

- F. Variance Application- 4039 State Route 14 Edinburg Township

The Variance Application of 4039 State Route 14 Edinburg Township was tabled by Board Member Ribelin seconded by Board member Delaney as Ms. Cutlip abstained from voting and there were not enough members to vote. An Aye vote was cast by all to table the Variance Application. The Board called Dr. Minott to see if he was available to come to the meeting. The Board moved on to the next items on the agenda and returned to the Variance Application upon Dr. Minott's arrival. Dr. Minott was able to come late and Board Member Bierlair made a motion to un-table the Variance Application, seconded by Board Member Delaney. An Aye vote was cast by all to un-table the Variance Application.

The property owner submitted an application with a map of the property addressed 4039 State Route 14 in Edinburg Township for a valiance to install a replacemen household sewage treatment system (HSTS) that will not meet the required horizontal isolation distances set forth in Ohio Administrative Code

(OAC) 3701-29-06(G)(3)(a). The homeowner is requesting a Variance to install a trash trap and aeration treatment unit within the required horizontal isolation distance of ten feet to the west property line, to be located at a minimum of five feet from the property line.

The environmental staff worked with the owner of the property and installer (Cutlip Excavating) to determine that there are no areas available on the property to site the components of the replacement NPDES off-lot aeration unit that will meet the required horizontal isolation distances to property lines, the house, and the existing and abandoned wells on the property. In determining a location for the replacement system, the potential risk of damage to the proposed system was considered. The dwelling to be served is a triplex, and so the owner would like to minimize the possibility of damage from vehicle traffic by locating the system no closer than 10 feet to the driveway.

The adjacent property is vacant, and currently maintained by Edinburg Township. The environmental staff spoke with an Edinburg Township Trustee to verify that this system would not cause any issues with maintenance of the adjacent lot. They had no opposition to the proposed location of the replacement system.

Board Member Bierlair presented a motion to Approve the Variance Application of 4039 State Route 14, Edinburg Township as stated above, seconded by Board Member Ribelin.

Vote on the motion is as follows:

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

G. Personnel Policy 1.02 Definitions

Ms. Meduri reviewed the Personnel Policy 1.02 Definitions. She stated the policy was updated to include the Director of Women, Infants and Children (WIC) into the Personnel Policy Manual.

Board Member Bierlair presented a motion to Approve Personnel Policy 1.02 Definitions 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



H. Personnel Policy 2.22 PCHD Property

Ms. Meduri explained the Personnel Policy 2.22 PCHD Property updates include language for employees to provide proof of insurance coverage to the Personnel Officer. This process is already ongoing but wasn't referenced in the policy. The proof of insurance coverage enables the Health District to remain compliant with the Public Entity Pools (PEP) Policy for insurability.

Board Member Ribelin presented a motion to Approve Personnel Policy 2.22 PCHD Property as stated above, seconded by Board Member Cutlip.

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

I. Personnel Policy 2.32 Travel

Ms. Meduri reviewed the updates to the Travel Policy section 2.22 of the Personnel Policy. The updates included language regarding employees attending a work-related activity outside of regular business hours or are deployed to PCHD or to a specific location, mileage reimbursement shall be calculated from the employee's home to location and from the location back to home. The updated policy also included the WIC Lisbon and other WIC sites in Columbiana County to be reimbursed on In-County Vouchers. The language regarding annual Motor Vehicle Records being obtained for employees was eliminated due to new privacy measures the Health District is no longer allowed to obtain these records. Language was clarified for meals and tip amounts and new language was added to state that any receipts that include alcohol shall not be reimbursed.

Board Member Cutlip presented a motion to Approve Personnel Policy 2.32 Travel 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

J. Personnel Policy 4.05 Holidays

Ms. Meduri presented the Personnel Policy 4.05 Holidays. She asked the Board to adjust the Holidays for Health District staff from half day off on Christmas Eve and Good Friday to eliminating Good Friday as a holiday but adding the half day time to Christmas Eve. This would allow the Health District to be closed on Christmas Eve all day and granting a full eight (8) hours off to employees. On the other hand, employees would work full days on Good Friday as it would no longer be considered a holiday. Ms. Meduri explained the change would assist with staffing issues around the holidays as the Health District would be closed Christmas Eve and Christmas Day.

Board Member Cutlip presented a motion to Approve Personnel Policy 4.05 Holidays as stated above, seconded by Board Member Ribelin.

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

**VI. DISCUSSION REPORTS**

A. Administration and Personnel:

Ms. Meduri updated the Board on the current Health District job openings. The Part-Time Clerk had one hundred nineteen (119) applicants, five (5) interviews were conducted, three (3) cancelled interviews. Ms. Meduri extended an offer to one of the applicants, but the applicant later declined in order to take another position elsewhere. Ms. Meduri is going back to review the applicants.

The Wastewater Supervisor opening had 66 applicants with two having their SIT and one RS, but none of the applicants had the necessary experience in the program. The Health District is still accepting applications.

The Public Health Nurse opening had thirty-three (33) applicants and one internal applicant. A discussion of potentially transitioning the internal applicant to the PHN position will occur later this week with the internal candidate.

The WIC openings pulled in more than six hundred (600) applicants. Mr. Diorio, Ms. Lehman, Ms. Meduri and Ms. Cooper reviewed all applications, interviewed

and made selections to fill the positions. The recommendations are presented under New Business. On Wednesday, August 21, 2019 Mr. Diorio, Ms. Cooper and Ms. Meduri will hand deliver letters to all current WIC employees who applied to the open positions regarding the decisions made from the interview process. Due to grant funding and budget constraints, not all staff was able to be retained. Ms. Meduri is working to create an Orientation Day for all new WIC employees that will be onboarding with the Health District. The Orientation Day will be October 1, 2019 which will be their first day as well as the day the Health District takes over the WIC Grant. The Orientation Day will include a welcome introduction to the Health District, new employee paperwork, overview of Personnel Manual and policies, an overview of the Health District and programs, an employee lunch and mixer that will include all Health District staff, an agency-wide staff meeting and a HIPAA training. Ms. Meduri is working on the details and will send staff information as it's finalized.

B. Fiscal and Accounting:

Ms. Stall reviewed the Cash Basis Report with the Board and concluded the Health District is fiscally looking good. She pointed out a donation from State Farm for Safe Communities in the amount of \$13,615.00 that was put under Health Education as it couldn't be allocated under the Safe Communities Grant Fund.

C. Nursing:

Ms. Ferraro reviewed the Communicable Disease Report. She stated there are thirty-three (33) Hepatitis A cases in Portage County. The Nursing staff have conducted fifteen (15) clinics and provided four hundred sixty-three (463) Hepatitis A doses. She pointed out an increase in Lyme Disease diagnoses.

D. Environmental Division:

Ms. Smith reviewed the Environmental reports for the month. She also informed the Board of the Fall Oral Rabies Vaccine Baiting Operation conducted by the United States Department of Agriculture, Animal and Plant Health Inspection Service's Wildlife Services Program, in cooperation with the Ohio Department of Health and several Ohio local Health Departments. Distribution of the rabies vaccine-laden baits will be provided by air and ground and will take place on or around 08/23/19 to 09/03/2019. More information regarding the baiting operation was emailed to the Board and community stakeholders to distribute.

Ms. Smith updated the Board of the WPCLF contracts. She is expecting to have seven more contracts next month. Two of the contracts are for emergency repairs. She plans to apply for the 2020 WPCLF program. Ms. Smith explained how beneficial the program is for residents.

E. Health Education and Promotion and Accreditation:

Health Education and Promotion staff are very busy this week working the Portage County Randolph Fair. Many employees signed up to also work the fair. Ms. Lehman is proud of the new building for the Health District built by the Maplewood students.

Ms. Lehman informed the Board that the Health District is working vigorously on the Community Health Assessment and Community Health Improvement Plan to identify priorities. The priorities align with the state and have condensed from 5 priorities to 3 priorities: Mental Health and Substance Abuse, Maternal, Infant and Child Health and Chronic Disease. She updated the Board of the upcoming meetings and encouraged attendance. Mr. Howard commended the process and the partnerships that the Health District has established. Ms. Lehman also emphasized the strong community partnerships and hard work it took to build these relationships. She complimented Mr. Diorio for his work with the Superintendents and the great response he has received from them.

F. Health Commissioner:

Mr. Diorio stated he had no updates. The Health District has many projects that staff are working on.

**VII. OLD BUSINESS:**

**VIII. NEW BUSINESS:**

- A. Resolution #19-69 The Portage County Board of Health Acceptance to Allow Joseph Diorio, Health Commissioner, to sign the Professional Service Agreement with Quality IP for Phone and IT Services.

Mr. Diorio introduced Ryan Markham from Quality IP. Mr. Markham is the owner of Quality IP, a phone and IT service provider that is family owned out of Kent, Ohio. He stated his company standardizes other systems with iCloud,

helpdesk and other features to provide efficacy. He works with many other municipalities including the City of Ravenna and City of Kent among 400 other companies in the Northeast Ohio region. He emphasized Quality IP's extended service hours from 6am- 11pm to enable assistance to end users. Quality IP would permit the Health District and WIC sites to work cohesively across the same phone and network. Mr. Markham explained his phone system would allow employees to three-digit dial across campuses, use their mobile app, reporting and improve security features the Health Districts current phone system is unable to provide.

Mr. Diorio pointed the two different proposals in the Board packet that include the phone system as well as comprehensive IT services which would provide the Health District to have voice over IP, direct connection between all sites among other upgrades. Quality IP would also perform IT services for the Health District which would improve response time on tickets, purchasing, quotes and provide consultation services for recommendations for future purchases and budgeting. Mr. Markham explained his company will feel like an extension of the Health District and will further assist with onboarding, offboarding, security, licensing and standardization across the multi-office organization.

Mr. Howard inquired about training of staff of the new features and use of equipment. Mr. Markham explained Quality IP will provide comprehensive training to staff to learn how to use the equipment and new features. The training would also include how to maximize features and benefits and reduce current costs if possible.

Board Member Bierlair presented a motion to Approve Resolution #19-69 as stated above, seconded by Board Member Cutlip.

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

B. Accept the Hiring of Ereka Johnson, FT Site Supervisor, WIC- Lisbon (**Action**)

C. Accept the Hiring of Carley Buzzard, PT Peer Helper, WIC- Lisbon (**Action**)

D. Accept the Hiring of Connie Suliot, FT Clinic Assistant, WIC- Lisbon (**Action**)

- E. Accept the Hiring of Victoria Caddell, FT Clinic Assistant, WIC- Lisbon **(Action)**
- F. Accept the Hiring of Jayne Beadnell, FT Clinic Assistant, WIC- Lisbon **(Action)**
- G. Accept the Hiring of Julie Seifert, FT Health Professional 1, WIC- Lisbon **(Action)**
- H. Accept the Hiring of Harley Carroll, PT Health Professional 2, WIC- Lisbon **(Action)**
- I. Accept the Hiring of Kelly Rambo, FT Health Professional 3, WIC- Lisbon **(Action)**
- J. Accept the Hiring of Rachael Stratton, PT Peer Helper 2, WIC- Ravenna **(Action)**
- K. Accept the Hiring of Karen Hendrickson, FT Clinic Assistant, WIC- Ravenna **(Action)**
- L. Accept the Hiring of Angela Konkle, FT Clinic Assistant, WIC- Ravenna **(Action)**
- M. Accept the Hiring of Deborah Stitzel, FT, Clinic Assistant, WIC- Ravenna **(Action)**
- N. Accept the Hiring of Briana Robison, PT Health Professional 2, WIC- Ravenna **(Action)**
- O. Accept the Hiring of Becky Chonko, FT Health Professional 2, WIC- Ravenna **(Action)**
- P. Accept the Hiring of Lindy Goist, FT Health Professional 3, WIC- Ravenna **(Action)**

Mr. Diorio, Ms. Lehman, Ms. Cooper and Ms. Meduri reviewed all applicants for the WIC openings and conducted interviews for top qualified candidates. The recommendations for hire included: Ereka Johnson, Carley Buzzard, Connie Suliot, Victoria Caddell, Jayne Beadnell, Julie Seifert, Harley Carroll, Kelly Rambo, Rachael Stratton, Karen Hendrickson, Angela Konkle, Deborah Stitzel, Briana Robison, Becky Chonko and Lindy Goist. WIC employees will start with the Health District on October 1, 2019, pending Notice of Award.

Board Member Minott presented a motion to Accept the hiring of Ereka Johnson, Carley Buzzard, Connie Suliot, Victoria Caddell, Jayne Beadnell, Julie Seifert, Harley Carroll, Kelly Rambo, Rachael Stratton, Karen Hendrickson, Angela Konkle, Deborah Stitzel, Briana Robison, Becky Chonko and Lindy Goist, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

**Q. Accept the Resignation Letter of Bridget Rinehart, FT Clerk (Action)**

Ms. Diorio stated that himself, Ms. Meduri and Ms. Smith received the resignation notice of Bridget Rinehart the morning of the Board meeting of August 20, 2019. He asked the Board to approve her resignation.

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

**R. Permission to Post, Advertise and Hire One Full-Time Clerk (Action)**

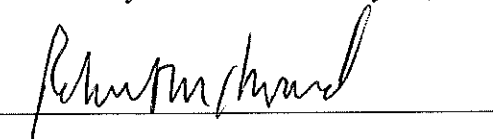
Mr. Diorio explained that the Health District will need to fill Ms. Rinehart’s vacancy. He asked the Board for permission to post, advertise and hire one full-time clerk.

Board Member Cutlip presented a motion to grant Permission to Post, Advertise and Hire a Full-Time Clerk, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

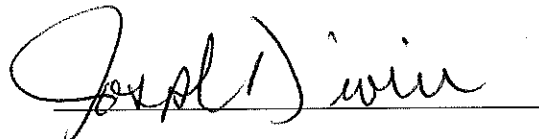
**IX. BOARD ISSUES AND DISCUSSION:**

**X. EXECUTIVE SESSION:**

**Adjournment:** The August 20, 2019 Board meeting was adjourned at 7:48 pm. An “aye” vote was cast by all, motion carried.



Robert Howard  
Board President



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