

Portage County Combined General Health District
Board Meeting Minutes
August 18, 2020
6:00 PM



COVID-19 response has changed our Board of Health in-person meeting to a conference call.

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, August 18, 2020, via conference call. The meeting was called to order at 6:04pm by Board President Howard.

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

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

Staff in Attendance: Joseph Diorio, Health Commissioner
 Mark Arredondo, Medical Director
 Debra Stall, Director of Finance
 Mary Helen Smith, Director of Environmental Health
 Becky Lehman, Director of Health Education and
 Promotion, Accreditation Coordinator
 Amy Cooper, WIC Director
 Justin Rechichar, Environmental Supervisor
 Amos Sarfo, Environmental Supervisor
 Sarah Meduri, Personnel Officer

Advisory Council: Bruce Lange, Charlestown Township

Others: None

Media Present: None

*Mr. Delaney joined the meeting at 6:16PM.

II. APPROVAL OF MINUTES:

Board of Health Meeting: July 21, 2020 – Board Member Ribelin presented a motion to Accept the Board Meeting Minutes of the June 16, 2020, seconded by Board Member Hammar. An “aye” vote was cast by all, motion carried.

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

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) –

Mr. Lange informed the Board that the Charlestown Township Trustee vacancy has been filled. Adam Eskridge of Charlestown Township has filled the seat. Mr. Lange stated three individuals applied for opening. Mr. Eskridge has previously served on the Zoning Appeals Board.

Mr. Lange stated the Trustees received COVID-19 federal funding from the County Commissioners. The funding is based on population size and dispersed throughout the county. Mr. Lange is discussing options with other trustees on what the funding could be used for and where there is a need for aid.

IV. ACTION ITEMS

A. Expenditure Ratifications

Invoice Batch No. 8076	\$2,521.46
Invoice Batch No. 8086	\$6,921.80
Invoice Batch No. 8131	\$2,441.13
Invoice Batch No. 8162	\$19,337.02
Invoice Batch No. 8200	\$8,849.50
Invoice Batch No. 8248	\$15,698.73
Total Invoice Batch	\$55,769.64
Journal Entries:	
July Rent for WIC	\$ 4,650.46
Total Journal Entries	\$4,650.46
Total Payments	\$60,420.10

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

*Vote on the motion is as follows:

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

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- B. **Resolution #20-56** A Resolution to Rescind Resolution 20-48, A Journal Entry Reversal/Expense Corrections for the Portage County Combined General Health District

*Mr. Delaney joined the meeting at 6:16PM.

Last month Ms. Stall submitted Resolution 20-48 an expenditure correction to reimburse the funds from the Coronavirus Response Grant to the General Fund. After approval and submission to the Budget Commission, it was discovered that there was a rounding difference between MUNIS and Excel which caused a difference of 4 cents. Ms. Stall asked to rescind the Resolution in order to accurately reflect the expenditure correction in Resolution 20-57.

Board Member Cutlip presented a motion to Adopt Resolution #20-56 as stated above, seconded by Board Member Ribelin

*Vote on the motion is as follows:

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

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C. **Resolution #20-57** A Journal Entry Reversal/Expense Corrections for the Portage County Combined General Health District for the Coronavirus Response Grant

Board Member Bierlair presented a motion to Adopt Resolution #20-57 as stated above, seconded by Board Member Ribelin.

*Vote on the motion is as follows:

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

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D. **Resolution #20-58** A Journal Entry Reversal/Expense Corrections for the Portage County Combined General Health District

Ms. Stall stated Resolution 20-58 is to correct Environmental funds and reimburse the General Fund.

Board Member Ribelin presented a motion to Adopt Resolution #20-58 as stated above, seconded by Board Member Hammar.

*Vote on the motion is as follows:

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

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E. **Resolution #20-59** Amendment to the 2020 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall explained Resolution 20-59 is to appropriate money from the Contact Tracing Grant.

Board Member Ribelin presented a motion to Adopt Resolution #20-50 as stated above, seconded by Board Member Cutlip.

*Vote on the motion is as follows:

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

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- F. **Resolution #20-60** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Dana Sidor to Provide Contact Tracing Services for COVID-19.
- G. **Resolution #20-61** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Emily Skinner to Provide Contact Tracing Services for COVID-19.
- H. **Resolution #20-62** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Bruce Hartong to Provide Contact Tracing Services for COVID-19.
- I. **Resolution #20-63** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Kelley Beck-Plishka to Provide Contact Tracing Services for COVID-19.
- J. **Resolution #20-64** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Rachel Harris to Provide Contact Tracing Services for COVID-19.
- K. **Resolution #20-65** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Michelle Cheselka to Provide Contact Tracing Services for COVID-19.

Board Member Hammar presented a motion to Adopt Resolution #20-60 through #20-65 as stated above, seconded by Board Member Ribelin

*Vote on the motion is as follows:

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

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- L. **Resolution #20-66** A Resolution Authorizing the Portage County Combined General Health District to enter into an Agreement with Werab Enterprises LLC_for the 2020 Water Pollution Control Loan Fund Contract #202002

Mr. Sarfo stated this contract will be the second contract for the WPCLF program for the year. Contract 202002 is for an emergency septic system repair. Mr. Sarfo asked the Board to approve Resolution 20-66 and permit Mr. Diorio to sign the contract with Werab Enterprises LLC.

Board Member Ribelin presented a motion to Adopt Resolution #20-66 as stated above, seconded by Board Member Hammar.

*Vote on the motion is as follows:

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

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- M. **Resolution #20-67** The Portage County Combined General Health District Acceptance to Enter into Contract with the City of Streetsboro to perform Dry Weather Screening for the Streetsboro Storm Water Management Program and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.

Mr. Sarfo stated Resolution 20-67 is a contract with the City of Streetsboro to perform their dry weather screening. The city of Streetsboro has their own Stormwater Program, but contract with the Health District to conduct the dry weather screening for them which includes 206 outfall points. The contract term is five years.

Board Member Ribelin presented a motion to Adopt Resolution #20-67 as stated above, seconded by Board Member Cutlip.

*Vote on the motion is as follows:

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

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V. DISCUSSION REPORTS

A. Administration and Personnel:

Ms. Meduri thanked for the Board for their support in creating a new Wellness Program for staff. Ms. Meduri worked with Dr. Frank, Ms. Paxton and the Wellness Team to create a Needs Assessment for the program and shared the survey results in the Board Packet. New employees have already joined the team. Ms. Meduri is working with the Wellness Team to have bi-weekly meetings to create the new program.

Ms. Meduri created the first HR Newsletter, *Employee Resources* and dispersed it to staff. She plans to continue the newsletter and will determine frequency pending feedback.

B. Fiscal and Accounting:

Ms. Stall commended her staff for all their hard work especially throughout the pandemic. She stated they are a great team and work very well together. Ms. Pillsbury, Account Clerk, tracks the House Bill 110 Program, WPCLF contracts, invoices the EPA, handles payable invoices for the Environmental Division, month end balancing as well as creates the Cash Basis Report. Ms. Miley, Grants Fiscal Manager, works within and tracks 12 grants for the Health District. She also puts the budgets together, completes reporting in GMIS, transmits information to ODH and handles and completes payroll and MAC billing. Ms. Gill and Ms. Sykes, Account Clerks, are responsible for all revenue coming into the Health District and allocates them between the 32 different funds of the Health District. They ensure all EFTS, credit card payments and all monies get credited to the correct funds and also issues permits and licenses for the Environmental Division. Ms. Stall was very proud of her staff and their work ethics.

Ms. Stall reviewed the Cash Basis Report and stated the Health District is still looking fiscally very well.

C. Nursing:

Mr. Diorio stated the original plan was to have ten Contact Tracers contracted with the Health District by August and contract with an additional five by September.

Mr. Diorio stated the urgency is to build capacity prior to school resuming and further alleviating staff to resume other nursing services. The Nursing Division is planning back to school immunization clinics at the Health District and at Kent City Health Department. They are also planning flu clinics around the County. The Health District is extending hours to accommodate and are still working by appointment only.

D. Environmental:

Ms. Smith informed the Board that the Health District received notification from Ohio EPA that the Health District may apply for additional WPCLF funding for 2021, up to \$150,000. Ms. Smith expects to have four additional WPCLF contracts for the next Board Meeting.

The Environmental Division is working on cost methodologies for both Private Water Systems and Household Sewage Treatment Systems programs.

Ms. Smith stated the public hearings for the revised fees schedules are scheduled for September 11th. Individuals interested in attending must call to register.

E. Health Education and Promotion & Accreditation:

Ms. Lehman stated the Health Education and Promotion Division has been working on lots of signage using Canva for the Portage County Junior Fair. Staff have created signage for COVID-19 response efforts and dispersed them throughout the community and to businesses for use.

Health Education and Promotion staff participated in the pop-up testing held at NEOMED. Staff also put together packets for the event.

Ms. Blasiman and Ms. Mitchell worked with local law enforcement agencies as part of the Safe Communities Program to record a Q & A Spin the Wheel segment to be shared on social media. Staff usually have a booth at the Portage County Fair, but due to the fair being cancelled because of COVID-19, they had to find a solution for outreach measures. They are excited to share their recordings and were grateful for the six different agencies participation.

Ms. Lehman submitted the PHAB Section 2 report and plans to bring an update to the Board at the next meeting, if available.

The Health District was still able to hold July Community Health Improvement Plan (CHIP) meetings through Microsoft Teams. Ms. Lehman stated the reports are available on the Health District's website.

F. Women, Infants and Children (WIC):

Ms. Cooper stated the WIC staff held two Farmer's Markets, one at each WIC office location. The events were highly attended. WIC staff at the Ravenna location also attended the Kent Haymakers Farmer's Market and distributed additional vouchers there.

It is breastfeeding awareness month and WIC staff are actively promotion breastfeeding as well as sharing client stories on their social media platforms

Ms. Cooper commented how appreciative WIC staff are to be part of the Health District and have the extra support with events and signage.

G. Health Commissioner:

Mr. Diorio informed the Board of the continued efforts and communications with the local school districts. The Health District held a virtual meeting with all Superintendents and School Nurses to answer any questions and help provide guidance to the schools. The Health District will continue to assist K-12 schools and the three Universities within Portage County. Mr. Diorio emphasized that it is up to each school board as to when to shut down a school due to COVID-19. The Health District emphasized the need for seating charts, rosters, and preventative measures on the call. Testing is still limited within Portage County. If an individual is showing signs of COVID-19 they can be tested at UH Kent, UH Streetsboro, UH Portage, their primary care physician (PCP), CVS in Kent, or AxessPointe. Dr. Arredondo stated that if testing is not available, a PCP can presume an individual positive without a COVID-19 test based on clinical symptoms and if the individual was in contact with a positive person prior to the onset of the symptoms. All positive cases are reported to the Health District the individual resides in. Any cases within Kent City will be handled by Kent City Health Department. Though Kent City Health Department contracts with the Health District for nursing services, they have opted to receive Coronavirus Response Grant money and build their own capacity to conduct contact tracing by hiring their own Contact Tracers. Any cases from Kent City Schools, Kent State University, congregate care settings or residents within the City of Kent will be managed by Kent City Health Department.

VI. OLD BUSINESS

VII. NEW BUSINESS

- A. First Reading-Resolution #20-68 Revising the Food Service Operations and Retail Food Establishment Fees to Comply with Ohio Revised Code Chapter 3717 and Ohio Administrative Code Chapters 3701-21 and 901:3-4. Fees to Be Effective December 1, 2020

Mr. Rechichar reviewed the proposed fees with the Board and explained the different risk levels according to Ohio Revised Code 3701-21-02.3v1. Minutes reflect his examples as well as risk level definitions. Risk level 1 poses potential risk to the public in terms of sanitation, food labeling, sources of food, storage practices, or expiration dates (ORC 3701-21-02.3v1). A risk level 1 facility sells shelf stable foods or baby formula. Risk level 2 poses a higher potential risk to the public than risk level I because of hand contact or employee health concerns but minimal possibility of pathogenic growth exists (ORC 3701-21-02.3v1). An example of a risk level 2 item would be a cappuccino maker or portioning crackers at a daycare. Risk level III poses a higher potential risk to the public than risk level II because of the following concerns: proper cooking temperatures, proper cooling procedures, proper holding temperatures, contamination issues or improper heat treatment in association with longer holding times before consumption, or processing a raw food product requiring bacterial load reduction procedures in order to sell it as ready-to-eat (ORC 3701-21-02.3v1). Examples of risk level 3 would be cutting meat and cheeses or preparing sandwiches.

Risk level 4 poses a higher potential risk to the public than risk level III because of concerns associated with: handling or preparing food using a procedure with several preparation steps that includes reheating of a product or ingredient of a product where multiple temperature controls are needed to preclude bacterial growth; offering as ready-to-eat a raw

time/temperature controlled for safety meat, poultry product, fish, or shellfish or a food with these raw time/temperature controlled for safety items as ingredients; using freezing as a means to achieve parasite destruction; serving a primarily high risk clientele including immuno-compromised or elderly individuals in a facility that provides either health care or assisted living; or using time in lieu of temperature as a public health control for time/temperature controlled for safety food or performs a food handling process that is not addressed, deviates, or otherwise requires a variance for the process (ORC 3701-21-02.3v1).

The revised fee schedule calculates a plan review fee from a tiered percentage to flat fees. Mr. Rechichar stated that the same time goes into reviewing the plans regardless of the levels. The revised schedule would limit phone calls with percentage questions for plan review as the fees can be listed a flat fee as well as be listed right on the application. He thanked the Finance Division for their assistance in determining the proposed fees. Large facilities would have an additional fee as well as facilities that need expedited plan review. A public hearing is scheduled for September 11th but attendance is by appointment only.

- B. First Reading-Resolution #20-69 Revising the Public Swimming Pool and Spa Fees to Comply with Ohio Revised Code 3749 and Ohio Administrative Code Chapter 3701-31. Fees to be Effective December 1, 2020

Mr. Rechichar stated the revised fee schedule is an increase of 5.22%. There is also a public hearing on September 11th as well.

- C. First Reading-Resolution #20-70 Revising the Recreational Vehicle Parks, Recreation Camps, Combined and Temporary Park-Camp Fees to Comply with Ohio Revised Code 3729 and Ohio Administrative Code Chapter 3701-26. Fees to Be Effective December 1, 2020.

Ms. Smith stated the revised fee schedule is a 5% base increase and .25 centers per campsite increase. Fees have not increased since 2008.

- D. First Reading-Resolution #20-71 Revising the Tattoo and Body Piercing Services (Body Art) Fees to Comply with Ohio Revised Code (ORC) Chapter 3730 and Ohio Administrative Code (OAC) Chapter 3701-9. Fees to Be Effective November 1, 2020.

Ms. Smith stated the proposed increase is the cost to run the program. Staff educate on universal precautions, first aid care, aftercare and conduct two inspections per facility annually.

VIII. BOARD ISSUES AND DISCUSSION:

- A. Mr. Diorio proposed to purchase two new vehicles for the Environmental Division through Stormwater, Wastewater and Solid Waste Programs. Employees currently share the PCHD vehicles, but some still have to drive their own personal vehicle. Employees are then paid mileage for their travel. The current Solid Waste Contract allocates 46% of a 4WD vehicle to be paid with a onetime lump sum payment and the balance paid out of the Storm Water Program expensed over five years. Ms. Stall stated the 2020 budget already appropriated for the purchase of two new vehicles for the Environmental

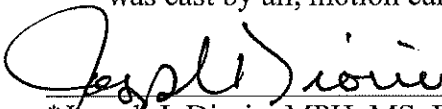
Division. The Board supported the proposal to explore the purchase of two new vehicles. Mr. Diorio stated the Health District will research and bring quotes back to the Board for the September meeting.

- B. Mr. Diorio informed the Board that the Wastewater Supervisor position has been posted for months with a lack of qualified candidates to fill the position. Through internal discussions Mr. Diorio recommended to move toward a Deputy Environmental Director position that would have more qualified candidates as well as assist in alleviating Ms. Smith, Environmental Director and aid in succession planning. Mr. Diorio would like to put together a job description and salary range for the proposed position. Ms. Smith and Mr. Sarfo are both working in the Wastewater Program in order to sustain it. The proposed Deputy Environmental Director would have experience in the program to run it as well as assist in other programs. The Board was in favor of moving in the direction of attaining a Deputy Environmental Director. Mr. Howard stated that he strongly supported the proposal and advocated for adequate staffing so that overtime was occasional and as needed, as opposed to a predictable expense.
- C. Ms. Cutlip and Mr. Howard proposed to add a discussion on racial equity and racism as a public health issue at the next board meeting.
- D. Ms. Hammar suggested to have the next meeting in person and socially distanced. Mr. Diorio is looking into location options that would accommodate social distancing measures.

IX. PUBLIC COMMENTS: None

X. EXECUTIVE SESSION:

Adjournment: The August 18, 2020 Board meeting was adjourned at 8:15pm. An “aye” vote was cast by all, motion carried.


*Joseph J. Diorio, MPH, MS, R
Health Commissioner

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