

Portage County Combined General Health District
Board Meeting Minutes
October 20, 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, October 20, 2020, via conference call. The meeting was called to order at 6:01pm 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
 Dr. Howard Minott, Member
 Dr. Megan Frank, Member

Board Members Absent:

Staff in Attendance: Joseph Diorio, Health Commissioner
 Mark Arredondo, Medical Director
 Rosemary Ferraro, Director of Nursing
 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

II. APPROVAL OF MINUTES

Board of Health Meeting: September 15, 2020 – Board Member Hammar presented a motion to Accept the Board Meeting Minutes of the September 15, 2020, seconded by Board Member Ribelin. 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)

Mr. Lange, Charlestown Township Trustee and Chairman of the District Advisory Council, stated the township trustees are looking into options to use the CARES funding. The trustees are collaborating ideas within their communities, local cities, and school districts to identify gaps and find ways to spend the money most efficiently.

IV. ACTION ITEMS

A. Expenditure Ratifications

Invoice Batch No. 8647	\$55,785.70
Invoice Batch No. 8649	\$ 8,495.29
Invoice Batch No. 8746	\$17,808.20
Invoice Batch No. 8761	\$988.00
Invoice Batch No. 8800	\$15,096.95
Invoice Batch No. 8857	\$16,448.81
Invoice Batch No. 8864	\$70,813.79
Invoice Batch No. 8930	\$5,151.85
Invoice Batch No. 8966	\$6,678.26
Total Invoice Batch	\$197,256.85

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

*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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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B. Travel:

Robert Walker attended the American Heart Association Basic Life Support Training.

Board Member Minott presented a motion to accept the above travel, 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

C. Resolution #20-91 Amendment to the 2020 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated the budget amendment is for salary adjustments. The Get Vaccinated Ohio program was re-assigned to a full-time staff member upon the resignation of a part-time Public Health Nurse last month who managed the program.

Board Member Ribelin presented a motion to approve Resolution #20-91 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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D. Resolution #20-92 Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor

Ms. Stall stated Resolution #20-92 approves the amount derived from the tax levy on May 8, 2018 for the Health District for next year.

Board Member Cutlip presented a motion to Adopt Resolution #20-92 as stated above, seconded by Board Member Bierlair.

*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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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- E. Resolution #20-93 Resolution to Approve Legal Levels of Appropriation Authority for the Portage County Health Department 2021 Budget.

Resolution #20-93 is final approval of the budget for 2021 that was approved in April of 2020. The budget does not include any COVID-19 grants as they were not received to the Health District until after the budget was created.

Board Member Minott presented a motion to Adopt Resolution #20-93 as stated above, seconded by Board Member Bierlair.

*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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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- F. Resolution #20-94 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Patricia Bissler to Provide Contact Tracing Services for COVID-19 as a Lead Contact Tracer

The Health District has 16 total Contact Tracers. Pat Bissler is a current Contact Tracer for the Health District and has done exceedingly well. Mr. Diorio stated the Health District would like to assign the Contact Tracers into two teams lead by two Lead Contact Tracers. Kaili Mitchell is already a lead Contact Tracer and Resolution #20-94 allows Pat Bissler to become the second Lead Contact Tracer.

Board Member Ribelin presented a motion to Adopt Resolution #20-94 as stated above, seconded by Board Member Minott.

*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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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- G. Resolution #20-95 The Portage County Board of Health to give the Health Commissioner the authority to expedite cases for referral to the Portage County Prosecutor's Office to be ratified at the next scheduled Board of Health meeting.

Mr. Diorio stated the Health District will work collaboratively with the Portage County Prosecutor's Office on cases for referral. Resolution #20-95 gives the Health Commissioner the authority to expedite cases to the Prosecutor's Office rather than wait until the next Board Meeting. After discussion, it was recommended by the Board of Health to grant authority to Mr. Diorio until December 31, 2021.

Board Member Minott presented a motion to Adopt Resolution #20-95 with the recommendation of granting authority until December 31, 2021, 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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- H. Resolution #20-96 The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign Lease Agreement Between Portage County Health District and the Portage County Board of Commissioners for the Portage County Administration Building WIC Annex.
- I. Resolution #20-97 The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign Lease Agreement Between Portage County Health District and the Portage County Board of Commissioners for the Columbiana County WIC Building

Ms. Cooper, Director of WIC, stated the Resolutions 20-96 and 20-97 allow the WIC Division to continue to lease their current space.

Board Member Minott presented a motion to Adopt Resolution #20-96 and #20-97 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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- J. Resolution #20-98 The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Dr. Arredondo, Medical Director, upon completion, in the Amount of \$30,000 for additional services related to contact tracing.

Mr. Diorio stated Dr. Arredondo has been working tirelessly throughout the pandemic assisting the Health District assisting staff, contact tracers, stakeholders, and patients. Dr. Arredondo is fully committed to COVID-19 response, contact tracing, testing, isolation, and quarantine. Mr. Diorio asked the Board to approve Resolution #20-98 approving the Addendum to his original agreement in the amount up to \$30,000 for work rendered since April 1, 2020. Mr. Howard thanked Dr. Arredondo for all the extra time and work he is doing.

Board Member Bierlair presented a motion to Adopt Resolution #20-98 as stated above, seconded by Board Member Minott.

*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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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- K. Resolution #20-99 Declaring a Public Nuisance, Ordering Abatement of that Nuisance, and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems- 10315 Silica Sand Road, Nelson Township

Mr. Sarfo stated the public nuisance was found when completing dry weather screening. An employee noticed the system discharging into the roadside ditch which was traced back to the homeowner. The Health District followed the procedures to abate the nuisance but was not successful.

Board Member Minott presented a motion to Adopt Resolution #20-99 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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- L. Resolution #20-100 Declaring a Public Nuisance, Ordering Abatement of that Nuisance, and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems- 4142 Rock Spring Road, Edinburg Township

The Health District received the nuisance complaint and confirmed the failing system discharging into the roadside ditch. The Health District staff took samples and were able to confirm the system is not functioning properly and discovered a high level of e. Coli in the ditch. Mr. Sarfo asked the Board to approve Resolution 20-100 declaring a public nuisance of 4142 Rock Spring Road, Edinburg, Ohio.

Board Member Minott presented a motion to Adopt Resolution #20-100 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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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V. DISCUSSION REPORTS

A. Administration and Personnel

The Health District celebrated the one-year anniversary of the addition of WIC. Ms. Meduri stated that WIC has been a great addition and fits in well with the Health District.

Ms. Meduri sent out the second Employee Resources Newsletter to staff. The Health District is continuing to see the ramifications of the pandemic response affecting staff. Health District staff and Contact Tracers are burned out. She is continuing to push self-care, stress strategies and available resources to staff on a regular basis. Staff are continuing to do their normal job duties as well as assist in COVID-19 response. Staff are dealing with angry, frustrated, and scared individuals on a daily basis and it's taking its toll. COVID-19 response is 24/7. Ms. Meduri is looking into employee appreciation ideas and ways to help staff throughout the pandemic.

B. Fiscal and Accounting:

Ms. Stall stated the Health District is fiscally in good shape and is still receiving many grants for COVID-19 response.

C. Nursing:

Ms. Ferraro stated the Nursing Division has been extremely busy working on COVID-19 response as well as holding flu clinics. The Public Health Nurses and Epidemiologist have continued to work closely with the universities and schools in Portage County.

D. Environmental:

Ms. Smith stated the Environmental Division has also been very busy with COVID-19 response as well as accomplishing all objectives for their programs. The Health District is organizing a tire amnesty day with Sumerel Tire. Mr. Sarfo is working on more WPCLF contracts and Ms. Speck is working in ArcGIS to map locations for future vaccination clinics.

E. Health Education and Promotion & Accreditation:

Ms. Lehman stated the Health Education and Promotion staff will partner with WIC staff on November 4th for outreach efforts. Staff will distribute carseats and Pack n' Play's at WIC curbside during their evening clinic.

Ms. Lehman was happy to announce that the Health District met every deliverable for the Naloxone Grant for Project Dawn. The goal was set pre-COVID-19 and staff were still able to achieve their goal as well as distribute 504 kits.

Ms. Plough and Mr. Sarfo worked on a stormwater project for messaging on billboards across Portage County. Two billboards are already up within a few miles of the Health District.

The Health District hosted virtual meetings for the Community Health Improvement Plan which were greatly attended. Updates have been posted on the Health District website.

F. Women, Infants and Children (WIC):

Ms. Cooper was pleased to announce WIC celebrated their one-year anniversary with the Health District. She commented, “the Health District is a great fit for WIC and staff are settling in well.”

WIC waivers have been extended through February 20, 2021 based on the Public Health Emergency Declaration curbside services will continue.

WIC received their bi-annual evaluation from the state WIC office with no correction actions and only one minor recommendation.

G. Health Commissioner:

Portage County continues to be in the red through the Public Health Advisory System. Mr. Diorio commented that the Health District is seeing general fatigue and complacency due to the pandemic going on so long. People want to get back to normal and are not following recommendations.

The Health District is holding drive thru flu clinics at fire departments across Portage County. The drive thru clinics will help staff prepare for the COVID-19 mass vaccination clinics. The Health District is in the planning stage for the mass vaccination clinics and are waiting for guidance on dosage and distribution of the vaccine.

VI. OLD BUSINESS

- A. **Second Reading- Resolution #20-90** Revising the Private Water System Fees to comply with Ohio Revised Code Chapter 3701.344 and Ohio Administrative Code Chapters 3701-28 Fees to be Effective January 1, 2021

The Health District held a public hearing with no attendance and only received one phone call regarding the proposed fees.

- B. **Third Reading-Resolution #20-68R** 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

The Board of Health discussed different options for the fees. Fees are determined by using the previous years data to set the following years fees. Due to the pandemic and COVID-19 response efforts, the Health District lost three months’ time for inspections which will impact the cost methodology and future fees. The Health District held a public hearing which had no attendance. Board Members expressed concerns over raising fees after the shutdown a few months prior and the economic impact on local businesses.

A motion was made by Mr. Bierlair to table the discussion, seconded by Dr. Minott.

- C. **Third 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

The Health District held a public hearing which one individual attended to learn how the fees were calculated.

Board Member Cutlip presented a motion to Adopt Resolution #20-69 as stated above, seconded by Board Member Delaney.

*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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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- D. **Third Reading-Resolution #20-70R** 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.

The Health District held a public hearing regarding the fees which had no attendance.

Board Member Ribelin presented a motion to Adopt Resolution #20-70R as stated above, seconded by Board Member Minott.

*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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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- E. **Third Reading-Resolution #20-71R** 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.

Third Reading-Resolution #20-71R-0 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.

Third Reading-Resolution #20-71R-50 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.

The Board discussed the different options for revising fees. Ms. Smith commented on the amount of work staff must do to get a new facility up and running is substantial. Staff also completes two inspections and provides education to the facilities.

Board Member Ribelin presented a motion to Adopt Resolution #20-71R as stated above, seconded by Board Member Bierlair.

*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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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VII. NEW BUSINESS

- A. Permission to Post, Advertise and hire one Deputy Environmental Director.

Mr. Diorio asked the Board for permission to post, advertise and hire one Deputy of Environmental Director. The individual would directly assist Ms. Smith, have knowledge of environmental programs and be part of the Health Districts succession planning.

Board Member Minott presented a motion to grant permission to post, advertise and hire one Deputy Environmental Director, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

- B. Revised Salary Ranges

Mr. Diorio stated the only change for the Salary Ranges include the addition of Deputy of Environmental Director. The range for the Deputy of Environmental Director is \$28-\$32 per hour based on experience. The range falls in line with the AOHC Salary Survey with similar positions.

Board Member Cutlip presented a motion to Adopt the Revised Salary Ranges as stated above, seconded by Board Member Bierlair.

*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	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

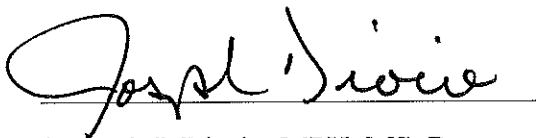
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VIII. BOARD ISSUES AND DISCUSSION

IX. PUBLIC COMMENTS- None

X. EXECUTIVE SESSION

Adjournment: The November 17, 2020 Board meeting was adjourned at 8:56pm. An “aye” vote was cast by all, motion carried.



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

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