

Portage County Combined General Health District
Board Meeting Minutes
November 17, 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, November 17, 2020, via conference call. The meeting was called to order at 6:02pm by Board President Howard.

Board Members in Attendance: Robert Howard, President
 Amy Hammar, Member
 Lucy Ribelin, Member
 Charles Delaney, Member
 James Bierlair, Member
 Dr. Howard Minott, Member

Board Members Absent: Evelyn Cutlip, Vice President
 Streetsboro Representative, Vacant

Staff in Attendance: Joseph Diorio, Health Commissioner
 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
 Robert Walker, PHEP Coordinator

Advisory Council: Bruce Lange, Charlestown Township

Others: None

Media Present:

II. APPROVAL OF MINUTES:

Board of Health Meeting: October 20, 2020 – Board Member Minott presented a motion to Accept the Board Meeting Minutes of the October 20, 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)

Mr. Lange, Charlestown Township Trustee and Chairman of the District Advisory Council, stated the Township Trustees are working to help as many people as they can through the CARES funding.

IV. ACTION ITEMS

A. Expenditure Ratifications

Invoice Batch No. 9077	\$ 8,147.31
Invoice Batch No. 9088	\$ 34,210.97
Invoice Batch No. 9129	\$ 5,763.66
Invoice Batch No. 9150	\$ 13,223.85
Invoice Batch No. 9241	\$ 11,464.43
Invoice Batch No. 9256	\$ 21,632.11
Invoice Batch No. 9334	\$ 15,032.95
Invoice Batch No. 9342	\$ 12,217.72
Invoice Batch No. 9419	\$ 7,762.55
Invoice Batch No. 9452	\$ 15,613.50

Total Invoice Batch \$ 145,069.05

Ms. Stall stated Batch 9088 includes grant money for Kent City Health Department. Batch 9334 includes the Reproductive Health and Wellness Grant as well as Contact Tracers and Quality IP invoices.

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

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

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B. Equipment Request 2021 Jeep Gladiator

Ms. Smith stated the Environmental Division is purchasing the 2021 Jeep Gladiator through the Solid Waste Program. The vehicle is a smaller SUV with 4-wheel drive and a tow package. The bed on the truck can be used for mosquito trapping among other programs. The vehicle was quoted at \$40,800.00 and will be paid through the Wastewater Program \$7,600, the HB110 Program \$7,550 with the remaining balance of \$25,650.00 to be paid by the Solid Waste Management District at 46% of the balance in total \$11,799.00 and PCHD Solid Waste Program at \$13,851.00. As part of the last contract with the Solid Waste Management District, the contract included a payment of 46% of a vehicle to be purchased in December of the contract term.

Board Member Minott presented a motion to accept the above travel, seconded by Board Member Ribelin.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

C. Resolution #20-101 Amendment to the 2020 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated that Resolution #20-101 appropriates monies into the correct line items.

Board Member Delaney presented a motion to approve Resolution #20-91 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

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D. Resolution #20-102 A Journal Entry Reversal/Expense Corrections for Coronavirus Response FY21 for Portage County Combined General Health District

The Resolution #20-102 repays the money used out of the General Fund and other PCHD funds for salaries from the Coronavirus Response Grant related to COVID-19 response.

Board Member Hammar presented a motion to Adopt Resolution #20-102 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

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E. Resolution #20-103 A Journal Entry Reversal/Expense Corrections for Motorcycle Ohio and Contact Tracing FY20 for Portage County Combined General Health District

The Resolution #20-103 allows Ms. Stall to debit monies out of the Motorcycle Ohio Grant and Contact Tracing Grant to repay the General Fund and other funds for time and activities relating to those grants.

Board Member Minott presented a motion to Adopt Resolution #20-103 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

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F. Resolution #20-104 Establishing Fund 8919 WIC Accumulating Fund by the County Auditor for the purpose of accumulating funds for future severance obligations of WIC grants awarded to the Portage County Combined General Health District.

The WIC Accumulating Fund would allow PCHD to transfer excess WIC grant funding to the Accumulating Fund and enable PCHD to pay WIC employees for payouts when leaving or retiring from the Health District from the new fund.

Board Member Ribelin presented a motion to Adopt Resolution #20-104 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

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G. Ratification of 3% raise for PCHD staff for 2021 Budget

Ms. Stall stated the 2021 budget was previously approved in March by the Board. Budgets must be approved by the Board of Health in March in order to get approved by the Budget Commission in April of each year. Ms. Stall confirmed there is enough funding coming in to the Health District to offset costs and continue with the 3% raise for staff.

Board Member Bierlair presented a motion to grant a 3% raise to PCHD staff for 2021 seconded by Board Member Minott.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

H. Resolution #20-105 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Desiree Bechtol to Provide Contact Tracing Services for COVID-19 as a Lead Contact Tracer

Ms. Bechtol will take over the Lead Contact Tracer role for Kaili Mitchell who is leaving at the end of the month. This will allow the Contact Tracers to continue to have two leads going forward.

Board Member Hammar presented a motion to Adopt Resolution #20-105 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

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- I. Resolution #20-106 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Yesenia Ramos to Provide Contact Tracing Services for COVID-19.

Board Member Ribelin presented a motion to Adopt Resolution #20-96 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

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- J. Resolution #20-107 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Jeremy Brewer to Provide Contact Tracing Services for COVID-19.

Board Member Ribelin presented a motion to Adopt Resolution #20-107 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

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- K. Resolution #20-108 The Portage County Board of Health Acceptance to Allow Joseph Diorio, Health Commissioner, to sign the Document Management Agreement with ComDoc for managed print services.

The Health District's current managed print services contract with Ricoh is terminating at the end of 2020. Ms. Meduri reached out to several vendors for information regarding their printers and other solutions offered. A demo was scheduled for each of the three companies that provided a quote to the Health District. Ms. Meduri ensured staff participation in the demos and involved Quality IP to install each printer on the PCHD network to enable employees to use the equipment as they would normally during their workday. Each demo lasted a week or longer and staff feedback overwhelming supported ComDoc's managed print services. ComDoc also beat other vendors pricing and provided more solutions to the Health District which will help propel PCHD into a more technology advanced work environment through the upgrades and new software solutions integrated in the printers. ComDoc will also pay out the remaining balance of the Ricoh contract.

Board Member Ribelin presented a motion to Adopt Resolution #20-108 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

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- L. Resolution #20-109 Amendment to the 2020 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

The Health District was awarded \$400,000 through the Coronavirus Response Grant provided by the Ohio Department of Health. Of that \$400,000 grant, \$200,000 was awarded to the Kent City Health Department. The grant funding must be appropriated and used by the end of 2020.

Board Member Ribelin presented a motion to Adopt Resolution #20-108 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

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- M. Resolution #20-110 The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Kent City Health Department for Coronavirus Response Supplemental Grant

The Resolution #20-110 is an Addendum to the Agreement with Kent City Health Department to provide the additional \$200,000 in funding from the Coronavirus Response Grant.

Board Member Minott presented a motion to Adopt Resolution #20-110 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

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V. DISCUSSION REPORTS

A. Administration and Personnel:

Ms. Meduri updated the Board on the status of the Contact Tracers. Kaili Mitchell, Lead Contact Tracer and Jacob Dudley, Contact Tracer both put in resignations. Ms. Meduri is working to onboard two additional Contact Tracers Yesenia Ramos and Jeremy Brewer. Desiree Bechtol will replace Kaili Mitchell as a Lead Contact Tracer.

Ms. Meduri discussed employee burnout due to COVID-19 response. Staff are experiencing overwhelming stress, anxiety, and burnout from the ongoing pandemic response both personally and professionally. Most staff are working their normal jobs as well as assisting with COVID-19 response efforts. Ms. Meduri continues to send information and resources to staff on a regular basis and conducts employee check-ins. Ms. Meduri discussed staff appreciation ideas to help boost morale and show support to staff. The Board was in favor of Ms. Meduri moving forward with staff appreciation ideas.

B. Fiscal and Accounting:

Ms. Stall stated the Health District is financially looking very well and due to grant funding have saved \$110,000 in the General Fund.

C. Nursing:

Ms. Ferraro stated the Nursing Division is overwhelmed with COVID-19 response. Staff are doing as much as they can to maintain internal programs while working on COVID-19 response. The Health District is continuing to work with schools and universities as well as congregate care settings. Staff across divisions are also assisting with contact tracing monitoring, letters, and data entry.

D. Environmental:

Environmental staff are assisting with contact tracing and monitoring efforts as well as responding to complaints, answering the COVID-19 phone lines, and participating in the ICS.

The Health District submitted the Water Pollution Control Loan Fund application for additional funding. The draft plan will provide PCHD with \$150,000 in funding to assist homeowners with their household sewage treatment systems. Portage County Water Resources applied for the CHIN allotment and was awarded \$10.6 million.

Mr. Rechichar submitted for the NACCHO Food Program Grant and was awarded \$12,000 for retail food standardization program which uses risk-based assessments.

Mr. Bull and Ms. Menke worked with Sumerol Tire to host a tire collection day for the community. The Health District sponsored the event while Sumerol collected the tires. The event was a major success in collecting over 2,000 tires in two and a half days.

Ms. Plough and Mr. Sarfo created a stormwater billboard campaign with messaging stating "Dump no waste, drains to creek." Through the stormwater program, the Health District is required provide education and public outreach. The campaign has created conversations and caught the attention of local schools that are now educating their students on stormwater and the environmental impact.

The staff in the Stormwater Program accomplished all of their goals by completing all stormwater screenings, abating multiple nuisance complaints and escalating enforcement on others. Mr. Sarfo was happy to announce that Oakwood Acres is working to connect 66 homes to sanitary sewer.

E. Health Education and Promotion & Accreditation:

Ms. Lehman stated the Health Education and Promotion Division is continuing with their normal programs through modified activities and curbside services.

Ms. Blasiman wrote for a grant and received funding in the amount of \$11,115 for a desktop driving simulator for the Safe Communities Program.

The division has been working rigorously to promote COVID-19 testing sites and education. Ms. Speck created an interactive map for all location's individuals can get tested at in Portage County and includes the date, time location and map to that location from their residence or current location. The map has been on the PCHD website for 10 days and already had 578 views. Health Education staff are also assisting with other COVID-19 response activities and ICS.

F. Women, Infants and Children (WIC):

WIC staff are continuing with curbside services and virtual classes for outreach. Staff have created a Zoom cooking demonstration class as well as breastfeeding classes.

Ms. Cooper was pleased to announce that WIC received donations from Bright Star Books that will allow WIC staff to distribute five children's books per family at upcoming appointments and events.

Ms. Cooper also announced that yogurt was added to the WIC food package. Staff are educating their participants on the addition.

G. Health Commissioner:

Mr. Diorio thanked the staff and expressed his concerns for staff working beyond capacity. He stated that staff are going above and beyond in all aspects of the agency with COVID-19 response as well as working through the pandemic keeping up on modified programs. Mr. Diorio stated that the influx of cases puts added strain on the staff and contact tracers to keep up on contact tracing and monitoring as well as regulations, outreach, and public response.

Mr. Diorio highlighted the increase in cases over a three-week period in November. On November 4th, the seven-day case average was 34 positive cases a day, on November 16th, the new average was 62 positive cases per day. On Saturday, November 14th, PCHD received 152 cases in one day, setting a new high record. The Health District receives results of positive cases and completes COVID-19 response 24/7. Portage County continues in the red with a positivity rate of 10.5%.

The Health District along with Portage County used CARES funding to provide a comprehensive testing solution, Visit Healthcare for free COVID-19 testing for Portage County. Dr. Arredondo researched the company extensively. The contract is paid by the Portage County Commissioners and the Health District will complete the outreach and contact tracing and monitoring of the positive results. Testing will be held every Tuesday and Thursday through the end of December in different locations throughout Portage County.

The Health District is looking into prioritizing cases. All 88 counties are overwhelmed with the influx of cases and are looking into options to reach as many individuals as possible and let all those who test positive know what they need to do for isolation for themselves and quarantine for contacts. The Health District is waiting on official guidance from the Ohio Department of Health for prioritizing cases.

VI. OLD BUSINESS

- A. **Third 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

Board Member Ribelin presented a motion to adopt Resolution #20-90 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

- 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

Board Member Ribelin made a motion to un-table Resolution #20-68R, seconded by Board Member Bierlair.

Ms. Smith stated the Health District has not received any additional calls or questions regarding the proposed fees.

Board Member Ribelin presented a motion to Adopt Resolution #20-68R 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	No	City of Streetsboro Vacant	n/a

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VII. NEW BUSINESS

- A. Accept Resignation of Maria Constantino, Registered Dietitian.

Ms. Constantino is retiring after 30 years with the WIC Program. Ms. Cooper commended her for her work over the years within the WIC program.

Board Member Minott presented a motion to accept the resignation of Maria Constantino, Registered Dietitian seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried.

- B. Hazard Pay

The Board discussed Hazard Pay for employees to thank staff for their ongoing dedication to COVID-19 response. The Board elected to provide Hazard Pay to directors at \$1,000,

supervisors at \$750, all other full-time staff at \$500 and part-time employees at \$250 for a one-time Hazard Pay allocation.

Board Member Bierlair presented a motion to grant Hazard Pay to PCHD employees, seconded by Board Member Ribelin.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

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C. PCHD Wellness Reimbursement Program

Ms. Meduri surveyed PCHD staff earlier in the year to explore ways to assist staff throughout the pandemic and beyond. Through the survey, she discovered a comprehensive wellness program was needed for employees and worked with the PCHD Wellness Team to create a PCHD Wellness Reimbursement Program that encompasses a variety of wellness options from in person gym memberships to virtual programs and beyond. The program includes reimbursement for nutritional guidance, apps for meditation, affirmations, exercise, counselling and more. The program will be offered to all staff, both full and part-time and will provide reimbursement of \$100 per individual, per calendar year. Employees must submit receipts along with the PCHD Wellness Reimbursement Program Form in order to get reimbursed. Ms. Meduri was already working with the PCHD Wellness Team to create a comprehensive Activity Points Program to include things like health screenings and assessments among other preventative care measures, as well as mental, physical, social, emotional categories for a Wellness Activity Points Program. Due to COVID-19 response the planning has been temporarily paused.

Board Member Hammar presented a motion to grant PCHD Wellness Reimbursement Program, seconded by Board Member Bierlair.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

D. Portage County Emergency Response Plan

Mr. Walker and Ms. Lehman updated the Portage County Emergency Response Plan to include a unified command in an emergency that includes Kent City Health Department. The revised plan includes how the agencies will work together in a unified process with stakeholders depending on what the emergency is as well as how stakeholders should act in an emergency.

Board Member Bierlair presented a motion to approve the Portage County Emergency Response Plan seconded by Board Member Ribelin. An “aye” vote was cast by all. Motion carried.

VIII. BOARD ISSUES AND DISCUSSION:

Mr. Diorio stated the vacancy for the board member for the City of Streetsboro is still open. He reached out to Dr. Frank, previous member representing the City of Streetsboro, for an official letter to provide to the mayor. Once the letter is received the mayor can pursue new candidates.

IX. PUBLIC COMMENTS: None

X. EXECUTIVE SESSION:

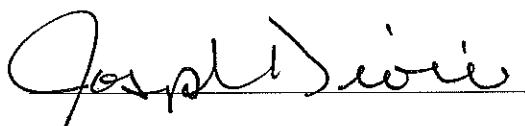
Board Member Ribelin made a motion to enter executive session at 8:37pm, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

Board Member Minott made a motion to exit executive session at 9:07pm, seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried.

Board Member Bierlair made a motion to pay Joseph Diorio, Health Commissioner, \$7,500 in Hazard Pay with an understanding that further adjustments will be considered as part of upcoming contract negotiations, 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	n/a

Adjournment: The November 17, 2020 Board meeting was adjourned at 9:09pm. An “aye” vote was cast by all, motion carried.



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

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