

Portage County Combined General Health District
Board Meeting Minutes
December 15, 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, December 15, 2020, via conference call. The meeting was called to order at 6:03pm by Board President Howard.

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

Board Members Absent: Dr. Howard Minott, Member
 Amy Hammar, Member
 City of Streetsboro Representative, Vacant

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: November 17, 2020 – Board Member Ribelin presented a motion to Accept the Board Meeting Minutes of the November 17, 2020, seconded by Board Member Delaney. An “aye” vote was cast by all, motion carried.

Board Member Howard	Yes	Board Member Hammar	Absent
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	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 that he is proud of everything the Health District is doing and very proud to be affiliated with the Health District.

IV. ACTION ITEMS

A. Expenditure Ratifications

Invoice Batch No. 9536	\$ 43,716.95
Invoice Batch No. 9565	\$ 13,265.96
Invoice Batch No. 9629	\$ 5,613.00
Invoice Batch No. 9668	\$ 32,925.79
Invoice Batch No. 9669	\$ 3,673.27
Invoice Batch No. 9717	\$ 6,711.74
Invoice Batch No. 9751	\$ 4,989.18
Invoice Batch No. 9814	\$ 281,843.19
Invoice Batch No. 9872	\$ 23,862.34
Total Invoice Batch	\$ 416,601.42

Ms. Stall reviewed the expenditure ratifications and explained that many are due to grant expenditures. Dr. Arredondo’s addendum to his contract and WPCLF contracts are also included in the batches.

Board Member Cutlip presented a motion to accept the above Expenditures and Ratify these expenses, 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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and respective vote. The Health Commissioner, Secretary to the Board of Health, will sign all resolutions to verify completeness and accuracy of Board members as well as their vote.

- B. Resolution #20-111 Amendment to the 2020 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated Resolution #20-111 is a budget amendment to adjust monies into the correct line items for end of year reconciliation.

Board Member Ribelin presented a motion to approve Resolution #20-111 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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- C. Resolution #20-112 A Journal Entry Cash Advance for the Portage County Combined General Health District

Ms. Stall explained Resolution #20-112 transfers money out of the previous WIC grant into the new fund 8919 WIC Accumulating Fund. This fund allows the Health District to pay employee's retirement payouts out of this fund.

Board Member Bierlair presented a motion to Adopt Resolution #20-112 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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D. Resolution #20-113 A Journal Entry Reversal/Expense Corrections for the Coronavirus Response FY21 Grant adjustment for Portage County Combined General Health District

The Resolution #20-113 debits monies out of grant funds from the Coronavirus Response Grant into the General Fund for employees who were paid out of the General Fund when they should have been paid from the Coronavirus Response Grant.

Board Member Cutlip presented a motion to Adopt Resolution #20-113 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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E. Resolution #20-114 A Journal Entry Reversal/Expense Corrections for Portage County Combined General Health District

Ms. Stall explained Resolution #20-114 debits funds to repay the General Fund and also corrects percentages for staff paid out of pools and camps to repay the correct funds from salaries. These corrections must be made by end of fiscal year.

Board Member Ribelin presented a motion to Adopt Resolution #20-114 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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- F. Resolution #20-115 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 Lead Contact Tracing Services for COVID-19.
- G. Resolution #20-116 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 Lead Contact Tracing Services for COVID-19.
- H. Resolution #20-117 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Kelly Beck-Plishka to Provide Contact Tracing Services for COVID-19.
- I. Resolution #20-118 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.
- J. Resolution #20-119 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Jacob Dudley to Provide Contact Tracing Services for COVID-19.
- K. Resolution #20-120 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Edward Eichler to Provide Contact Tracing Services for COVID-19.
- L. Resolution #20-121 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Helen Jane Eichler to Provide Contact Tracing Services for COVID-19.
- M. Resolution #20-122 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Tamara Fox to Provide Contact Tracing Services for COVID-19.
- N. Resolution #20-123 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.
- O. Resolution #20-124 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Barbara Miller to Provide Contact Tracing Services for COVID-19.
- P. Resolution #20-125 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.
- Q. Resolution #20-126 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Russ Buckbee to Provide Contact Tracing Services for COVID-19.
- R. Resolution #20-127 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.
- S. Resolution #20-128 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Nancy Jankowski to Provide Contact Tracing Services for COVID-19.

Ms. Ferraro stated the contracts are for the same Contact Tracers the Health District has been utilizing for contact tracing and monitoring. Their current contracts expire at the end of the year due to grant expiration. The new grant begins January 1st and goes through June 30th which coincides with the new contract terms. All Contact Tracers aside from one individual are renewing their contracts. Ms. Ferraro commended them for their hard work and dedication throughout the pandemic and expressed her gratitude for all their help with COVID-19 response.

Board Member Ribelin presented a motion to Adopt Resolution #20-115 through Resolution #20-128 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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- T. Resolution #20-129 The Portage County Board of Health Acceptance to Allow Joseph Diorio, Health Commissioner, to sign the Agreement with HealthSpace USA pending contract completion, for HealthSpace Cloud Suite

The Health District currently uses HDIS (Health Data Information System) for programs and time tracking for staff. The Health District was able to purchase HealthSpace which would replace HDIS through grants and will only be responsible for annual maintenance fees. The new software is a needed upgrade with additional technology features that coincide with the Health Districts goals of utilizing technology to be more paperless. Other features highlighted include reminder alerts, public facing portals for inspections and will allow Health District staff to be able to conduct inspections from a mobile device. The contract is under review with the Prosecutors Office and internal fiscal staff.

Board Member Ribelin presented a motion to Adopt Resolution #20-129 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 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 Health District's job openings. Four interviews were conducted for the Public Health Nurse job opening and two interviews were conducted for the Deputy Director of Environmental Health position. The internal hiring teams are discussing candidates and will make a decision soon.

The Employee Resources Volume 3 newsletter went out to staff. Ms. Meduri is continuing to push self-care and resources out to staff. She is working on staff appreciation ideas for Health District staff. The Board is working on writing an appreciation letter to staff and providing a PCHD tumbler as a way to show gratitude and support during the ongoing pandemic.

B. Fiscal and Accounting:

Ms. Stall stated the Health District is fiscally looking very well and has saved about \$100,000 in the General Fund from additional grants. She commented that all funds look very good for the end of the year.

C. Nursing:

The Nursing Division is working diligently on COVID-19 response and is expecting 300 doses of the Moderna vaccine in the coming weeks. The Health District is working on vaccination planning and waiting for official guidance from the Ohio Department of Health.

D. Environmental:

Ms. Smith thanked the Board for their continued support of Health District staff.

The Environmental Division has implemented the COOP Plan and staff are working from home. Staff are also assisting with Incident Command and planning for mass vaccination clinics.

The Health District is waiting for final announcement of the 2021 WPCLF program. Ms. Smith would like to bring resolutions to the Board for approval in January.

E. Health Education and Promotion & Accreditation:

Staff in the Health Education and Promotion Division are continuing to work within their programs as well as COVID-19 response.

Ms. Blasiman is working with the Safe Communities Coalition for safety messages on social media.

Ms. Mitchell, Ms. Lehman and Ms. Meduri attended a training with Ryan Shackelford from EMA on how to track and archive social media platforms. The Health Education Division has been manually completing these tasks since 2016 and

are thrilled to have a new system to complete it automatically. Ms. Lehman and Ms. Meduri are planning to create a social media training for staff in the future.

F. Women, Infants and Children (WIC):

WIC staff are continuing with clinic operations curbside. Ms. Cooper was happy to announce that WIC is currently serving 3,500 participants which provides access to food, nutrition support, breastfeeding support among other services and education.

G. Health Commissioner:

Mr. Diorio provided a vaccine update. The Health District will receive the Moderna vaccine around December 22, 2020. The Moderna vaccine is a two-dose series separated by 28 days. The hospital will receive their own vaccine and CVS, Walgreens among others will assist in vaccinating long term care facilities. The Health District has been planning for mass vaccination clinics for months and will begin the vaccination campaign by vaccinating Tier 1A, once vaccine comes in. The Health District will also continue with contact tracing and monitoring processes. The Health District is also prioritizing positive cases due to backlog of cases and influx of daily positive cases increasing substantially. In the beginning of December, the average cases per day in Portage County was 35 cases, but as of December 14th the average cases per day has reached 125 cases. Staff and Contact Tracers are doing the best they can to keep up with the uptick in cases.

VI. OLD BUSINESS

VII. NEW BUSINESS

A. 2021 Portage County Solid Waste Transfer Facility License

Board Member Ribelin presented a motion to approve the 2021 Portage County Solid Waste Transfer Facility License, 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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VIII. BOARD ISSUES AND DISCUSSION:

A. AxxessPointe Reproductive Health and Wellness Grant

Mr. Diorio stated the Ohio Department of Health contacted the Health District to take on the Reproductive Health and Wellness Grant knowing the Health District could not provide the services, in turn making it a pass-through grant to AxxessPointe. A new RFP is coming out and

AxessPointe notified the Health District that they did not want to continue with the grant, though they will continue to provide the same services. The current grant ends March 2021.

B. Portage County Solid Waste Management District Contract

Ms. Smith stated Bill Steiner from the Solid Waste Management District notified the Health District that they could not fulfill a new contract with the Health District due to a change in their funding. Ms. Smith is reviewing the ORC and the Solid Waste Management Plan approved by the EPA with the Prosecutors Office. The Health District will continue with the Solid Waste program using general funds to cover the program.


C. 2021 Board of Health Meeting Calendar

The 2021 Board of Health Meeting Calendar was distributed. All meetings will be held on the third Tuesday of the month at 6:00PM aside from December 2021 due to fiscal end of year shutdown.

IX. PUBLIC COMMENTS: None

X. EXECUTIVE SESSION:

Adjournment: The December 15, 2020 Board meeting was adjourned at 7:28pm. An “aye” vote was cast by all, motion carried.

A handwritten signature in black ink, appearing to read "Joseph J. Diorio", is written over a horizontal line.

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

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