

**Portage County Combined General Health District**  
**Board Meeting Minutes**  
**January 19, 2021**  
**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, January 19, 2021, 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

Board Members Absent: 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:

Ms. Ribelin noted a correction on page 12 which was updated to state the following, “Board Member Ribelin presented a motion to approve the 2021 Portage County Solid Waste Transfer Facility License, seconded by Board Member Bierlair.”

Board of Health Meeting: December 15, 2020 – Board Member Ribelin presented a motion to Accept the Board Meeting Minutes with the correction made on page 12 of the December 15, 2020, seconded by Board Member Delaney. 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 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 Health District will receive a search warrant for CF Capital Properties which is the old Crest Rubber, and the plan is to get it demolished.

Dr. Minott joined the Board Meeting at 6:06pm.

## IV. ACTION ITEMS

### A. Expenditure Ratifications

Invoice Batch No.	9968	\$13,110.28
Invoice Batch No.	0046	\$150,416.46
Invoice Batch No.	0088	\$5,869.80

<b>Total Invoice Batch</b>	<b>\$169,396.54</b>
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Ms. Stall stated there were only three batches due to the County closing out the fiscal year in December.

Board Member Cutlip 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	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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B. Resolution #21-01 Amendment to the 2021 Portage County Combined General Health District Appropriations to be Certified

Ms. Stall stated 8918 is for the Contact Tracing Grant. The appropriations need to be certified for the Budget Commission. The previous contracts expired December 31, 2020. The Ohio Department of Health extended the grant to allow monies left over to be spent by December 31, 2021. Any monies leftover will be appropriated next month.

Board Member Ribelin presented a motion to approve Resolution #21-01 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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C. Resolution #21-02 Establishing Fund 8920 Enhanced Operations Fund by the County Auditor for the purpose of COVID-19 Enhanced Operations for Portage County Combined General Health District.

Fund 8920 is for enhanced operations for COVID-19. The Health District received the Notice of Award for over \$400,000 of which, \$363,000 was allocated for PCHD and the remaining funding was allocated for Kent City Health Department. The fund must be established in order to appropriate the money.

Board Member Bierlair presented a motion to Adopt Resolution #21-02 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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- D. Resolution #21-03 A Resolution for Portage County Combined General Health District to adopt the standard IRS Mileage Rate and reimburse for mileage at the current rate established annually by the Internal Revenue Service (IRS).

Ms. Meduri stated the resolution allows PCHD to adopt the current IRS standard mileage rate annually.

Board Member Hammar presented a motion to Adopt Resolution #21-03 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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- E. Resolution #21-04 The Portage County Board of Health Acceptance to Enter into a Services Agreement Between the Portage County Combined General Health District and Richardson Animal Hospital for the Purpose of Preparation of Animals for Rabies Testing.

Ms. Ferraro stated the Health District has had the contract with Richardson Animal Hospital for years. All fees are the same except the decapitation fee increased by \$10.00.

Board Member Ribelin presented a motion to Adopt Resolution #21-04 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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- F. Resolution #21-05 The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Kent City Health Department for COVID-19 Contact Tracing Grant

The Contact Tracing Grant was extended by the Ohio Department of Health until the end of 2021. Monies not spent from the original grant by end of 2020 were reallocated and the extension allows those monies to be spent by the end of 2021.

Board Member Minott presented a motion to Adopt Resolution #21-05 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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- G. Resolution #21-06 The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Kent City Health Department for COVID-19 CO21 Coronavirus Response Supplemental Grant

The CO21 Grant was also extended until the end of 2021. The original Addendum also missed language in the “Now, therefore” section, which was corrected with the help of Allison Manayan, Assistant Prosecutor for Portage County.

Board Member Ribelin presented a motion to Adopt Resolution #21-06 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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- H. **Resolution #21-07** The Portage County Board of Health Acceptance to Enter into a Services Agreement Between the Portage County Combined General Health District and Kent City Health Department for COVID-19 Vaccine Needs Assessment

The Health District and Kent City Health Department conducted a Vaccine Needs Assessment for the grant which is a deliverable based grant and was awarded \$40,000 in total and \$20,000 for each Health Department.

Board Member Ribelin presented a motion to Adopt Resolution #21-07 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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- I. **Resolution #21-08** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Josee Boal to Provide Motorcycle Classes.
- J. **Resolution #21-09** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Joseph Boal to Provide Motorcycle Classes.
- K. **Resolution #21-10** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Donald Calvert to Provide Motorcycle Classes.
- L. **Resolution #21-11** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Dale Crutchman to Provide Motorcycle Classes.
- M. **Resolution #21-12** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and James Dawson to Provide Motorcycle Classes.
- N. **Resolution #21-13** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Cathy Gustafson to Provide Motorcycle Classes.
- O. **Resolution #21-14** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Alan Feldman to Provide Motorcycle Classes.
- P. **Resolution #21-15** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Harry Hakenson to Provide Motorcycle Classes.
- Q. **Resolution #21-16** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and William Jones to Provide Motorcycle Classes.
- R. **Resolution #21-17** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and James Kestel to Provide Motorcycle Classes.

- S. **Resolution #21-18** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Russ Nicholson to Provide Motorcycle Classes.
- T. **Resolution #21-19** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Denise Taylor to Provide Motorcycle Classes.
- U. **Resolution #21-20** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Nicole Waldren to Provide Motorcycle Classes.

Ms. Stall stated the contracts for the Motorcycle Ohio Program are put together annually and have mostly the same instructors annually. The instructors are trained and certified. James Kestel, one of the instructors manages the instruction, schedule and helps manage the program.

Board Member Minott presented a motion to Adopt Resolution #21-08 through Resolution 21-20 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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- V. **Resolution #21-21** A Resolution Authorizing the Portage County Combined General Health District to Enter into the 2021 Water Pollution Control Loan Fund Agreement for the Repair and/or Replacement of Household Sewage Treatment Systems.

Ms. Smith stated the Health District was awarded \$150,000 for the continuation of the programs for the WPCLF Program the Health District has been working diligently on for years.

Board Member Cutlip presented a motion to Adopt Resolution #21-21 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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- W. Resolution #21-22 A Resolution Authorizing the Portage County Combined General Health District to enter into an Agreement with George Gibson Excavating for the 2020 Water Pollution Control Loan Fund Contract #202007 Located at 6470 Knapp Road, Charlestown Township

Resolution #21-23 A Resolution Authorizing the Portage County Combined General Health District to enter into an Agreement with George Gibson Excavating for the 2020 Water Pollution Control Loan Fund Contract #202008 Located at 6810 Avon Street, Paris Township

Resolution #21-24 A Resolution Authorizing the Portage County Combined General Health District to enter into an Agreement with George Gibson Excavating for the 2020 Water Pollution Control Loan Fund Contract #202010 Located at 6854 Benita Avenue, Paris Township

Resolution #21-26 A Resolution Authorizing the Portage County Combined General Health District to enter into an Agreement with George Gibson Excavating for the 2020 Water Pollution Control Loan Fund Contract #202012 Located at 5616 Brave Chief Lane, Charlestown Township

Mr. Sarfo worked on the WPCLF contracts and asked the Board to approve Resolutions 21-22, 21-23, 21-24 and 21-26 as they were all contracts with Gibson Excavating for the 2020 Water Pollution Control Loan Fund Program.

Board Member Ribelin presented a motion to Adopt Resolutions #21-22, 21-23, 21-24 and Resolution 21-26 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

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- X. Resolution #21-25 A Resolution Authorizing the Portage County Combined General Health District to enter into an Agreement with Werab Excavating for the 2020 Water Pollution Control Loan Fund Contract #202011 Located at 5593 New Milford Road, Ravenna Township

Board Member Ribelin presented a motion to Adopt Resolution #21-25 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 Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A



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- Y. Resolution #21-27 Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 5232 Newton Falls Road, Deerfield Township 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

Mr. Sarfo presented the nuisance to the Board.

Board Member Ribelin presented a motion to Adopt Resolution #21-27 as stated above, seconded by Board Member Bierlair.

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

At 7:05 PM the Board discussed tabling all nuisance complaints due to confusion regarding the resolutions.

Board Member Hammar made a motion to rescind the motion to approve the resolution, seconded by Board Member Minott.

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

- Z. Resolution #21-28 Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 9644 Colton Road, Windham Township 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

Board Member Hammar commented that one of the owners is deceased. A discussion ensued on tabling the Resolution.

Board Member Bierlair made a motion to table Resolution 21-28 seconded by Board Member Minott. An “aye” vote was cast by all, motion carried.

- AA. Resolution #21-29 Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 9215 Main Street, Windham Village 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
- BB. Resolution #21-30 Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 9659 Berlin Heights Drive, Deerfield Township 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
- CC. Resolution #21-31 Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 6744 Bronco Road, Charlestown Township 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

Board Member Ribelin made a motion to table Resolutions 21-27 through 21-31 seconded by Board Member Minott. An “aye” vote was cast by all, motion carried.

- DD. Resolution #21-32 The Portage County Combined General Health District Acceptance to Enter into Contract with the Kent City Health Department to Perform Public Health Nursing Services for the Year 2021 and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.

Ms. Ferraro stated Kent City Health Department contracts with the Health District annually for nursing services.

Board Member Bierlair presented a motion to Adopt Resolution #21-32 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 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 stated the Health District is continuing to have weekly COVID-19 updates for staff as well as monthly staff meetings virtually via Zoom. Staff appreciate the communication and updates.

Volume 3 of PCHD Employee Resources went out to staff. Ms. Meduri is continuing to push resources out to staff and complete check-ins.

Each division is finalizing their quarterly report for 2020 and Ms. Meduri will compile and send out to stakeholders soon.

B. Fiscal and Accounting:

Ms. Stall stated the Health District has a carry over of \$3,703,101.79. She is waiting for the Budget Commission to meet on January 26<sup>th</sup> to get official figures. The COVID-19 grants the Health District received in 2020 saved \$324,000 in payroll, but that does not include fringes. Ms. Stall is working on the 2022 budget as it must be submitted to the Budget Commission by April 1<sup>st</sup>, 2021. Ms. Stall will have it ready for the Board of Health for review at the February Board Meeting.

C. Nursing:

Ms. Ferraro stated as of January 1<sup>st</sup>, 2021, 938 vaccines were completed. The Nursing Division has finished 22 congregate care settings. They are working on completing Phase 1A as well as starting second doses. Nursing staff are vaccinating every day except Mondays as the vaccine comes in weekly on Tuesdays or after. Mrs. Lehman and Mr. Rechichar developed an online registration sign-up for vaccine scheduling and the Health Education and Promotion Division staff are scheduling appointments. As of Tuesday, January 19<sup>th</sup>, 4,654 people were already registered online for information and of those individuals 1,272 were individuals 80 years old and up who reside in Portage County. Mr. Diorio stated that vaccine is the most limiting factor as the Health District is not receiving enough to serve the population. Each week, the Health District uses one hundred percent of what is received.

The Nursing Division is working with the Ohio Department of Health to take over cases to get up from being 711 cases behind. The Health District has 12 Contact Tracers but are unable to get caught up due to the continuous caseload.

D. Environmental:

Ms. Smith stated the Environmental Division is continuing to provide support services to battle COVID-19, including assisting at the vaccination clinics, contact tracing and monitoring and letters. Staff are also doing the best they can to keep up with environmental programs and operations.

Ms. Smith is working with the Portage County Prosecutor regarding changes for the solid waste program that EPA made with open dumping that directly affects an estimated 3-4 cases the Health District was planning to bring to the Board. Ms. Smith was invited to participate in the Solid Waste Local Health District Advisory Committee.

Mr. Bull and Ms. Menke applied for the national environmental 2021 EPA Mosquito Grant and Mr. Rechichar applied for a NACCHO Grant.

E. Health Education and Promotion & Accreditation:

Ms. Lehman stated the Health Education and Promotion staff are engulfed with COVID-19 response activities including, scheduling appointments, answering the COVID-19 call line, vaccine registration, letters, educational materials and handling public information.

F. Women, Infants and Children (WIC):

Ms. Cooper stated WIC will continue curbside until mid-May. Staff are looking forward to assisting with the vaccine clinics.

G. Health Commissioner:

Mr. Diorio stated the Health District receives vaccine each week and the goal is to push out one hundred percent of the vaccine by the end of the week. Vaccine is the most limiting factor. Regardless of what Mr. Diorio requests for vaccine, the Health District only receives a few hundred doses. Mr. Diorio is working with Bill Beniot, President of UH Portage to obtain Pfizer vaccine as the hospital is not interested in holding mass clinics. Other providers receiving vaccine in Portage County are Giant Eagle, Marcs and Discount Drug Mart. There are 25 providers signed up to receive vaccine in Portage County once vaccine becomes available. Individuals can sign up online to be scheduled for an appointment or call the vaccine line at extension 400.

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

A. Permission to Post, Advertise and Hire one Seasonal Worker

Ms. Smith asked the Board for permission to post, advertise and hire one Seasonal Worker pending receipt of the 2021 Mosquito Control Grant NOA.

Board Member Ribelin presented a motion to accept the resignation of by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

B. Permission to Post, Advertise and Hire one Part-Time WIC Dietitian (Float)

Ms. Cooper asked the Board for permission to post, advertise and hire one part-time WIC Dietitian to float between both WIC locations. Ms. Constantino retired in December and existing staff are unable to work additional hours to cover the vacancy. The WIC Grant fund will support the cost of the position.

Board Member Bierlair presented a motion to accept the resignation of by Board Member Minott. An “aye” vote was cast by all, motion carried.

C. Accept the Hiring of Justin Rechichar as Deputy Director of Environmental Health

Mr. Diorio stated of the applicants, Mr. Rechichar is far more knowledgeable and diverse in environmental health. He commented that he appreciates his efforts and recommends promoting Mr. Rechichar as Deputy Director of Environmental Health. Mr. Howard stated he is impressed with what a terrific job the Health District has done with hiring high-quality employees and that it is quite a testament to Mr. Diorio and management staff.

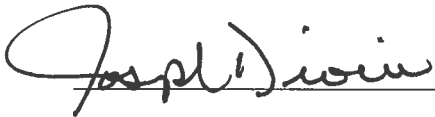
Board Member Ribelin presented a motion to accept the resignation of by Board Member Minott. An “aye” vote was cast by all, motion carried.

**VIII. BOARD ISSUES AND DISCUSSION:**

**IX. PUBLIC COMMENTS:** None

**X. EXECUTIVE SESSION: Ribelin adjourn- Hammar- second**

**Adjournment:** The January 19, 2021 Board meeting was adjourned at 7:56pm. An “aye” vote was cast by all, motion carried.



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

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