

Portage County Combined General Health District
Board Meeting Minutes
February 16, 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, February 16, 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:

Board of Health Meeting: January 19, 2021 – Board Member Hammar presented a motion to Accept the Board Meeting Minutes of the January 19, 2021, 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	Yes	Board Member Delaney	Yes
Board Member Bierlair	Yes	City of Streetsboro Vacant	N/A

II. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) –

Mr. Lange, Charlestown Township Trustee and Chairman of the District Advisory Council, stated he has received positive feedback regarding the vaccination clinics the Health District has been putting on. Mr. Lang and his wife both attended an event and commented that it ran very smoothly. Mr. Howard also commented how extremely well run the clinics are. Dr. Minott also agreed.

Mr. Diorio thanked the Board and Mr. Lang for their feedback and support. He also thanked Ms. Hammar, Mr. Bierlair and Dr. Minott for their commitment to serve another term on the Board. He is still awaiting a representative to fill the vacancy for the City of Streetsboro.

III. ACTION ITEMS

A. Expenditure Ratifications

Invoice Batch No.	0139	\$	11,069.67
Invoice Batch No.	0155	\$	13,705.96
Invoice Batch No.	0170	\$	13,990.50
Invoice Batch No.	0214	\$	50,840.48
Invoice Batch No.	0307	\$	3,500.00
Invoice Batch No.	0312	\$	6,325.22
Invoice Batch No.	0334	\$	12,592.96
Invoice Batch No.	0408	\$	7,011.59
Invoice Batch No.	0428	\$	6,496.01
Invoice Batch No.	0536	\$	1,311.08
Invoice Batch No.	0589	\$	6,638.20
Invoice Batch No.	0614	\$	40,553.00
Total Invoice Batch		\$	174,034.67

Board Member Minott 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 #21-33 Amendment to the 2021 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall commented that the way the state is providing grant money is extremely difficult to keep up with and even more so when it is provided without guidance. The finance division is working very hard to keep up with the grants, appropriating money, completing budget revisions, and following the everchanging grant guidance.

Board Member Hammar presented a motion to approve Resolution #21-33 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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C. Resolution #21-34 A Journal Entry Cash Advance for Portage County Combined General Health District

Ms. Stall stated the advance is from the General Fund to the Contact Tracing Grant fund until monies can be reallocated.

Board Member Ribelin presented a motion to Adopt Resolution #21-34 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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- D. **Resolution #21-35** The Portage County Board of Health Acceptance of the Contract for Medical Director Services Between the Portage County Combined General Health District and Mark Arredondo, M.D.

Mr. Diorio stated the contract amount was increased from \$24,000 to \$30,000 annually and changed from a one-year agreement to a three-year agreement. The contract also includes language that if the Board of Health decides to give a percent increase to staff that Dr. Arredondo would also be eligible receive a cost-of-living increase and a clause if grant funding is available, the Health District could pay an additional amount based on time spent. The contract was reviewed with the Prosecutor's office. Mr. Howard commented that Dr. Arredondo is doing a terrific job on behalf of the Health District and community and he is pleased to have a three-year agreement with him. Dr. Arredondo thanked the Board of Health for their kind words and support and stated he is looking forward to continuing to work with the Health District staff, Board and community.

Board Member Ribelin presented a motion to Adopt Resolution #21-35 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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- E. **Resolution #21-36** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Jeffrey Heimerman to Provide Motorcycle Classes.
- F. **Resolution #21-37** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Ken Hudnall to Provide Motorcycle Classes.

Ms. Lehman commented the contracts are the same as the Motorcycle Ohio contracts approved the previous month.

Board Member Minott presented a motion to Adopt Resolution #21-36 and Resolution #21-37, 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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G. Variance Request- 601 Albert Horning Road, Randolph Township

Ms. Smith stated the homeowner built a new home and it is ready to be occupied. The variance request is to allow the temporary use of an aeration tank as a holding tank because current weather conditions prevent the installation of the soil-based STS components.

Board Member Minott presented a motion to approve the Variance Request for 601 Albert Horning Road, 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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IV. DISCUSSION REPORTS

A. Administration and Personnel:

Ms. Meduri stated she is continuing to support staff, send out resources, serve as technology chief and assist with vaccine clinics.

The part-time WIC Health Professional 2 Dietitian position has received six applicants and Ms. Cooper and Ms. Johnson are reviewing the candidates.

B. Fiscal and Accounting:

Ms. Stall stated the Health District has a carry over of over three million dollars. The CARES funding has greatly attributed to the carryover as well as other COVID-19 grants. Ms. Stall sent out a rough draft 2022 budget to the Board for review. Due to COVID-19 response and time spent away from programs, Ms. Stall struggled to estimate what the budget would look like. She discussed providing staff with a raise between 1-3%. After discussion from the Board, it was decided to continue with a 3% raise included and adjust accordingly, if needed later. Dr. Minott commented the tremendous amount of work the staff has taken on due to COVID-19 response in addition to normal job duties. He stated his concerns of not only keeping staff but remaining competitive for obtaining new staff going forward. Ms. Stall commented she would like to review the budget again and include new COVID-19 grants and evaluate further. She plans to present the updated 2022 budget to the Board in March.

C. Nursing:

Ms. Ferraro stated the nursing division staff are very busy with multiple clinics each week and also working with the schools to vaccinate their staff as well. She is working with the MRDD group and has clinics at Skeels, the Elks and NEOMED this week.

D. Environmental:

Ms. Smith stated the Health District is slated to receive \$150,000 in WPCLF funding again this year. She is working with Mr. Sarfo on the program and hopes to have more resolutions for the Board in March. Ms. Smith stated the environmental division is working to update subdivision regulations. Mr. Bierlair commented that he is hopeful on the progress and has high hopes in getting them updated.

E. Health Education and Promotion & Accreditation:

Ms. Lehman stated the Health Education and Promotion division is still maintaining programs curbside successfully.

The regularly scheduled quarterly CHIP meeting was held virtually on January 12th and was well attended.

F. Women, Infants and Children (WIC):

Ms. Cooper stated many WIC staff are assisting with the vaccine clinics on the weekends due to restrictions with grant funding staff are unable to assist during the week.

WIC received their farmers market redemption information for 2020 of which 60% of coupons were used for Portage County WIC and 67% were used for Columbiana WIC. The state average is 55% so Ms. Cooper was very pleased with their redemption rates.

G. Health Commissioner:

Mr. Diorio commended the Health District staff for the amount of work all staff are doing every day in addition to normal job duties. The Health District is working with the schools to schedule clinics and get all the K-12 schools completed. Mr. Diorio stated he was thrilled

that he requested 1,300 doses for the K-12 schools and actually received 1,300 doses. The Health District will vaccinate 11 schools that identified Portage County Health District as their vaccine provider.

Mr. Diorio stated the Health District has vaccinated over 4,000 individuals so far and that vaccine is still very limited.

V. OLD BUSINESS

- A. 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

Board Member Cutlip presented a motion to un-table Resolution 21-27 seconded by Board Member, Ribelin. An “Aye” vote was cast by all, motion carried.

The environmental staff confirmed property owners applied for funding through the County Commissioners funding source administered by Regional Planning. They were approved for the lien program and selected Chet Clem Excavating as the contractor. The installer is working with the sanitarian to select an appropriate discharge point. Staff will work with the contractor and homeowner to establish an appropriate timeframe to install the sewage treatment system and grant an extension Therefore, it is requested the board vote no at this time.

Board Member Bierlair presented a motion to not declare a public health nuisance as stated above, seconded by Board Member Minott.

*Vote on the motion is as follows:

Board Member Howard	No	Board Member Hammar	No
Board Member Cutlip	No	Board Member Ribelin	No
Board Member Minott	No	Board Member Delaney	No
Board Member Bierlair	No	City of Streetsboro Vacant	N/A

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- B. 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

Ms. Smith respectfully requested that Resolution 21-28 remain tabled while they clarify the details of the nuisance process.

- C. 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

Board Member

Bierlair presented a motion to un-table Resolution #21-29, seconded by Board Member Minott. An “Aye” vote was case by all, motion carried.

The environmental staff confirmed property owner is working with Cutlip Excavating for the replacement of the sewage treatment system. The owner submitted an application for a voluntary repair, an application for an installation paperwork and the operating permit. The owner also submitted a written statement stating the intent to repair the sewage treatment system and indicated she paid a deposit and signed an agreement with the contractor. She requested an extension and staff will work with the owner and contractor to establish a realistic deadline and grant the extension. The property is a duplex, and the property owner is not eligible for either the WPCLF or County Commissioner funding.

Board Member Bierlair resented a motion not Adopt Resolution #21-29 as stated above, seconded by Board Member Ribelin.

*Vote on the motion is as follows:

Board Member Howard	No	Board Member Hammar	No
Board Member Cutlip	No	Board Member Ribelin	No
Board Member Minott	No	Board Member Delaney	No
Board Member Bierlair	No	City of Streetsboro Vacant	N/A

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- D. 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

Ms. Smith respectfully requested that Resolution 21-30 remain tabled while they clarify the details of the nuisance process.

- E. 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

Ms. Smith respectfully requested that Resolution 21-31 remain tabled while they clarify the details of the nuisance process.

VI. NEW BUSINESS

VII. BOARD ISSUES AND DISCUSSION:

A. Executive Session: To Consider the Purchase of Property

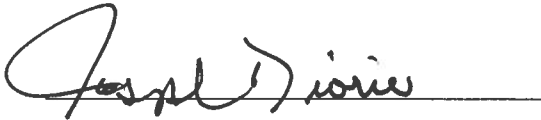
Board Member Hammar presented a motion to enter executive session at 7:12pm, seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried.

Board Member Minott presented a motion to enter executive session at 7:34pm, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

VIII. PUBLIC COMMENTS: None

IX. EXECUTIVE SESSION:

Adjournment: The February 16, 2021 Board meeting was adjourned at 7:35 pm. 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, R
Health Commissioner

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