

Portage County Combined General Health District
Board Meeting Minutes
March 16, 2021
6:00 PM



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, March 16, 2021, at 771 North Freedom Street, Ravenna, Ohio 44266. The meeting was called to order at 6:06pm by Board President Howard.

Board Members in Attendance: Robert Howard, President
 Evelyn Cutlip, Vice President
 Amy Everett, Member
 Lucy Ribelin, Member
 James Bierlair, Member
 Linda Grimm, Member

Board Members Absent: Charles Delaney, Member
 Dr. Howard Minott, Member

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. INTRODUCTION OF NEW BOARD MEMBER:

Mr. Howard introduced Linda Grimm as the new Board Member representing the City of Streetsboro. Ms. Grimm was appointed by Mayor Broska and City Council.

III. APPROVAL OF MINUTES:

Board of Health Meeting: February 16, 2021 – Board Member Everett presented a motion to Accept the Board Meeting Minutes of the February 16, 2021, seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried.

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

IV. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) –

Mr. Lange, Charlestown Township Trustee and Chairman of the District Advisory Council informed the Board that the District Advisory Council meeting will be held in executive session virtually through Zoom on Wednesday, March 17, 2021 at 5:00PM.

V. ACTION ITEMS

A. Expenditure Ratifications

Invoice Batch No. 0650	\$ 13,163.03
Invoice Batch No. 0678	\$ 5,563.88
Invoice Batch No. 0718	\$ 1,481.64
Invoice Batch No. 0796	\$ 6,013.68
Invoice Batch No. 0832	\$ 16,708.75
Invoice Batch No. 0881	\$ 3,084.78
Invoice Batch No. 0929	\$ 2,526.37
Invoice Batch No. 1003	\$ 8,225.28
Total Invoice Batch	\$ 56,767.41

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

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

- B. **Resolution #21-38** Amendment to the 2021 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated Resolution 21-38 allows her to appropriate line items to pay invoices.

Board Member Ribelin presented a motion to approve Resolution #21-38 as stated above, seconded by Board Member Bierlair.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

- C. **Resolution #21-39** A Journal Entry Reversal/Expense Corrections for Portage County Combined General Health District

Board Member Ribelin presented a motion to Adopt Resolution #21-39 as stated above, seconded by Board Member Everett.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

- A. **Resolution #21-40** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Patricia Bissler for Contact Tracing Services for COVID-19
- B. **Resolution #21-41** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Desiree Bechtol for Contact Tracing Services for COVID-19
- C. **Resolution #21-42** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Tamara Fox for Contact Tracing Services for COVID-19
- D. **Resolution #21-43** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Barbara Miller for Contact Tracing Services for COVID-19
- E. **Resolution #21-44** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Russ Buckbee for Contact Tracing Services for COVID-19
- F. **Resolution #21-45** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Kelley Beck-Plishka for Contact Tracing Services for COVID-19
- G. **Resolution #21-46** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Bruce Hartong for Contact Tracing Services for COVID-19

- H. Resolution #21-47** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Michelle Cheselka for Contact Tracing Services for COVID-19
- I. Resolution #21-48** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Nancy Jankowski for Contact Tracing Services for COVID-19
- J. Resolution #21-49** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Edward Eichler for Contact Tracing Services for COVID-19
- K. Resolution #21-50** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Helen Jane Eichler for Contact Tracing Services for COVID-19
- L. Resolution #21-51** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Jacob Dudley for Contact Tracing Services for COVID-19
- M. Resolution #21-52** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Yesenia Ramos for Contact Tracing Services for COVID-19
- N. Resolution #21-53** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign the Addendum to the Agreement with Jeremy Brewer for Contact Tracing Services for COVID-19

The Addendum to the contact tracing contracts extends the contact tracers contracts through July 31, 2022. This matches the grant funding provided by the Ohio Department of Health.

Board Member Cutlip presented a motion to Adopt Resolution #21-40 through Resolution #21-53 as stated above, seconded by Board Member Everett.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

O. Variance Request- Dibble Road, Randolph Township

Ms. Smith stated the application was submitted by an attorney on behalf of the deceased property owner. Since 2007 new construction is not allowed to be built with off lot discharging system. The prospective buyer paid for a soil evaluation which revealed the only system able to be used is a spray system. Ms. Smith stated after looking at the design she believes this is the best option for this property and further commented that without the variance approved the property is unbuildable. She recommended approving the request with the terms and conditions outlined.

Board Member Cutlip presented a motion to approve the variance request as stated above, seconded by Board Member Bierlair.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

P. Variance Request- 7180 Hughes Road

Ms. Smith stated the property is new construction and ready to be occupied but the aeration system couldn't be put in yet due to weather. She recommends approval of the variance request which allows using the aeration tank as a holding tank, installation of a high-level alarm, a septic pumping agreement in place and specific terms and conditions as outlined.

Board Member Bierlair presented a motion to approve the variance request as stated above, seconded by Board Member Ribelin.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

Q. Resolution #21-54 The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Lisa Morde to provide services for the Medical Reserve Corps as the Team Leader

Ms. Lehman stated the MRC Team Leader contracted position will assist Bob Walker as PHEP Coordinator with scheduling and coordination of MRC volunteers. This position will be paid utilizing PHEP funding. Prior to the pandemic there were 70 individuals registered as Medical Reserve Corps for Portage County and currently there are over 500 and counting. The Health District relies heavily on the use of MRC volunteers with COVID-19 response with scheduling, data entry, phone assistance to the COVID-19 designated phone lines as well as assist at the mass vaccination clinics. Ms. Lehman stated Lisa Morde would be a great Team Leader as she has experience working with volunteer coordination while employed at John Carroll University.

Board Member Bierlair presented a motion to approve resolution #21-54 as stated above, seconded by Board Member Everett.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

VI. DISCUSSION REPORTS

A. Administration and Personnel:

Ms. Meduri is continuing to receive applications for the open positions, conducting interviews and supporting staff.

B. Fiscal and Accounting:

Ms. Stall stated the Health Districts carryover looks good. There is still grant money coming in to help support COVID-19 response efforts but is slowing down. Ms. Stall stated the Health District tries to monitor overtime but due to COVID-19 response and mass vaccination clinics, overtime is incurring very quickly.

Ms. Stall presented the 2022 Budget with the Board which included a 3% raise for staff.

Board Member Bierlair presented a motion to approve the 2022 Budget, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

C. Nursing:

Ms. Ferraro stated the Nursing Division is very busy with mass vaccination clinics. Clinics have been held on Saturdays at NEOMED, Thursdays at the Elks and Tuesdays at Kent State Field House. Staff have also vaccinated on-site at a variety of locations.

Ms. Lehman informed the Board that the Health District is moving to an online registration for scheduling for the clinics called VMS, vaccine management system provided by the Ohio Department of Health. A current list of individuals who signed up to be registered for an appointment will be uploaded to the VMS system. The Ohio Department of Health will then send out a robo call with information on how to schedule an appointment. Ms. Lehman is thrilled to have this new process for registration as the current internal process for scheduling involves an estimated 10 staff members and multiple MRC volunteers and is very time inducive.

D. Environmental:

Ms. Smith and Mr. Diorio are working with the prosecutor’s office regarding the solid waste contract. Ms. Smith reached out to EPA and discovered the solid waste management district is technically not allowed to stop paying the Health District and must have a modified plan in place. Chris Meduri from the prosecutor’s office is working with the county commissioners regarding the agreement. Ms. Smith stated the Health District staff are continuing to do the work required.

Ms. Smith stated the environmental staff are working on declaring a public nuisance at Foxwood Estates, near cotton corners in Ravenna. An estimated 10 homeowners need to tie into the sewer system. This has been an ongoing issue since 2012.

Mr. Rechichar was pleased to inform the Board that Health District staff are still conducting Serv Safe classes and has a new course starting next week. The Health District is an approved location to teach the highest course for Ser Safe. Kari Jones worked on the program and educated Jenn Lowry, Justin Rechichar and Mary Helen Smith on how to conduct the classes as well. All four staff members are now proctors for the program.

E. Health Education and Promotion & Accreditation:

Health Education and Promotion staff are still conducting programs curbside as well as assisting with COVID-19 response.

F. Women, Infants and Children (WIC):

WIC staff are continuing their program curbside. Waivers have been extended through May. March is National Nutrition Month. Ms. Cooper commented that the amount of outreach staff is doing is tremendous.

Ms. Cooper was pleased to inform the Board that the food and vegetable package individuals get from the WIC program will be increasing from \$9.00 per person to \$35.00 starting in April through July. She is hopeful it will bring people back to the WIC program.

G. Health Commissioner:

Mr. Diorio stated the mass vaccination clinics will be moving from Saturdays at NEOMED to Tuesdays at the Kent State Field House. He commented that the field house will provide an opportunity to increase the number of individuals that can be vaccinated due to the larger venue, as well as provide an opportunity to operate side by side clinics for both Moderns and Pfizer. The Health District will maximize efforts by utilizing PCHD staff, KSU staff, Kent City Health Department staff, UH staff and MRC volunteers. The first clinic will be held on March 23, 2021 from 10am to 6pm. Clinics will be scheduled for every Tuesday going forward.

VII. OLD BUSINESS

A. Resolution #21-28R 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 Cutlip presented a motion to un-table Resolution 21-28R, 21-30R, and 21-31R, seconded by Board Member Ribelin.

Board Member Bierlair presented a motion to Adopt Resolution #21-28R as stated above, seconded by Board Member Everett.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

B. Resolution #21-30R 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

Board Member Bierlair presented a motion to Adopt Resolution #21-30R as stated above, seconded by Board Member Ribelin.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

C. Resolution #21-31R 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 presented a motion to Adopt Resolution #21-31R as stated above, seconded by Board Member Everett.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

VIII. NEW BUSINESS

A. Accept the retirement of Jayne Beadnell, WIC Clinic Assistant

Jayne Beadnell is a Clinic Assistant at the WIC office in Columbiana County. She put in her notice for retirement effective April 9, 2021.

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

B. Permission to Post, Advertise and Hire one full-time Clinic Assistant

Board Member Bierlair presented a motion to grant permission to post, advertise and hire one full-time Clinic Assistant, seconded by Board Member Everett. An “aye” vote was cast by all, motion carried.

C. Accept the resignation of Harley Boyer, Health Professional 2 Dietitian

Harley Boyer provided her resignation as Health Professional 2 Dietitian at the WIC office in Columbiana County.

Board Member Everett presented a motion to accept the resignation of Harley Boyer, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

D. Permission to Post, Advertise and Hire One Health Professional 2 Dietitian

Mr. Diorio stated the Health District would like to replace the part-time WIC Health Professional 2 Dietitian position with a full-time position due to staffing needs.

Board Member Ribelin presented a motion to grant permission to post, advertise and hire one full-time Health Professional 2 Dietitian, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

IX. BOARD ISSUES AND DISCUSSION:

Ms. Ribelin stated her concerns for HB22, legislation which limits the powers of the Board. Mr. Diorio stated it is at the Governors desk which allows him ten days to veto the proposed bill. Mr. Diorio stated the Governor plans to veto and work with legislators to develop a compromise.

Mr. Howard stated he wanted to have the meeting in person at the proposed building location for the Health District so staff and board members would have the opportunity to see the building and walk around. Mr. Diorio stated the building was up for sale and has since went into foreclosure. A contractor from the A Morgan Company purchased the building and started making renovations. He has been working on the building for about a year making renovations which include HVAC, a new roof, plumbing and interior updates. Mr. Diorio stated the contractor is willing to make the building function as the Health District sees fit. The building which is about 20,000 square feet with a finished basement, sits on 4.5 acres. There are about 150 parking spots with room for expansion, a covered awning, is handicap accessible and staff would be all on the main floor. The contractor is estimating a price range between \$1.1-\$1.2 million which would allow him to comfortably finish the building with everything the Health District may want changed or built out. The contractor is ordering an appraisal at his own expense through Portage Community Bank. Board members and staff discussed the logistical aspects of planning and moving and discussed a tour of the building to get a better idea of the building. Board members commented that they are interested in staff feedback. Mr. Lange commented that it would be wonderful to have a reception area and added security, as those key components are missing in the building the Health District is currently in. Ms. Stall plans to see if the Health District can qualify for CARES funding for

the purchase of the building if the Board decides to move forward. Mr. Howard asked board members and staff to tour the building and provide feedback.

X. PUBLIC COMMENTS: None

XI. EXECUTIVE SESSION:

Adjournment: The March 16, 2021 Board meeting was adjourned at 8:02pm. An “aye” vote was cast by all, motion carried.



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