

**Portage County Combined General Health District**  
**Emergency Board Meeting Minutes**  
**March 25, 2021**  
**5:00 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 Thursday, March 25, 2021, via conference call. The meeting was called to order at 5:01pm by Board President Howard.

Board Members in Attendance: Robert Howard, President  
Amy Everett, Member  
Lucy Ribelin, Member  
Charles Delaney, Member  
James Bierlair, Member  
Linda Grimm, Member

Board Members Absent: Evelyn Cutlip, Vice President  
Dr. Howard Minott, Member

Staff in Attendance: Joseph Diorio, Health Commissioner  
Debra Stall, Director of Finance  
Sarah Meduri, Personnel Officer

Advisory Council:

Others: None

Media Present: None

## II. ACTION ITEMS

### A. **Resolution #21-55** Amendment to the 2021 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall thanked the Board for organizing to meet to discuss the two financial resolutions included in the Agenda. She explained that the Portage County Budget Commission only meets once a month, which makes it very difficult for her due to the grants coming in for COVID-19 response. Ms. Stall stated she needs to appropriate money into line items and then advance money out of the General Fund into grant funds until the grant money comes in. The Ohio Department of Health has approved a grant under PHEP to cover the MRC Team Leader contract, money to cover the contract with Kent City Health Department and also increased money for supplies. Ms. Stall asked for approval for Resolution #21-55.

Board Member Everett presented a motion to approve Resolution #21-55 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	Absent	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Yes	Board Member Grimm	Yes

\*Due to our agency COVID-19 response, we are using a conference call format to conduct Board of Health monthly meetings. The minutes accurately reflect Board member attendance 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 #21-56** A Journal Entry Cash Advance for the Portage County Combined General Health District

Ms. Stall stated that many of the grants are deliverable grants which have reporting requirements to the Ohio Department of Health prior to reimbursement. Ms. Miley, Grants Fiscal Manager, submits grant reports to ODH on the 10<sup>th</sup> of each month. The Health District is reimbursed by ODH mid-month. Ms. Stall stated the advance from the General Fund into the grant funds will be returned to the General Fund once the Health District receives the reimbursement money from ODH.

Board Member Bierlair presented a motion to Adopt Resolution #21-56 as stated above, seconded by Board Member Delaney.

\*Vote on the motion is as follows:

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

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### **III. ADJOURNMENT:**

Mr. Howard closed the meeting by congratulating the Health District on a very well run and organized mass vaccination clinic at Kent State University Field House. Mr. Diorio thanked Mr. Howard stating over 100 individuals, a combination of staff and volunteers worked together to hold the clinic. He commented that the Health District has great partnerships within the community.

Ms. Ribelin made a motion to adjourn, seconded by Ms. Everett. An “aye” vote was cast by all, motion carried.

The March 25, 2021 Emergency Board meeting was adjourned at 5:17pm.

A handwritten signature in blue ink, reading "Joseph J. Diorio", is written over a horizontal line.

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

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