

Portage County Combined General Health District
Board Meeting Minutes
October 19, 2021
6:00 PM



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, October 19, 2021, at 705 Oakwood Street, Ravenna, Ohio 44266. The meeting was called to order at 6:05pm by Board President Howard.

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

Board Members Virtual: Evelyn Cutlip, Vice President

Board Members Absent: Dr. Howard Minott, Member

Staff in Attendance: Joseph Diorio, Health Commissioner
 Sarah Meduri, Director of Personnel and
 Administrative Services

Staff in Attendance Virtually: 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
 Amos Sarfo, Environmental Supervisor
 Andy Bull, Environmental Supervisor

Advisory Council: Bruce Lange, Charlestown Township

Others: None

Media Present: None

II. APPROVAL OF MINUTES:

Board of Health Meeting: September 21, 2021 – Board Member Ribelin presented a motion to Accept the Board Meeting Minutes of the September 21, 2021, seconded by Board Member Delaney. Vote on the Minutes as followed:

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

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) – No update

IV. ACTION ITEMS

A. Expenditure Ratifications

Invoice Batch No. 3762	\$2,169.21
Invoice Batch No. 3771	\$5,760.01
Invoice Batch No. 3831	\$12,085.49
Invoice Batch No. 3871	\$10,547.64
Invoice Batch No. 3966	\$4,645.25
Invoice Batch No. 3976	\$8,195.36
Invoice Batch No. 4111	\$3,774.13
Invoice Batch No. 4120	\$8,879.92
Total Invoice Batch	\$56,057.01

Ms. Stall commented the expenditure ratifications include normal bills and Covid-19 grants.

Board Member Ribelin presented a motion to accept the above Expenditures and Ratify these expenses, seconded by Board Member Everett. Vote on the motion is as follows:

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

B. Travel

Board Member Bierlair presented a motion to Approve Travel 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	Virtual	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Yes	Board Member Grimm	Yes

C. **Resolution #21-108** Amendment to the 2021 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated the budget amendment includes end of year adjustments.

Board Member Everett presented a motion to Adopt Resolution #21-108 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	Virtual	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Yes	Board Member Grimm	Yes

D. **Resolution #21-109** Amendment to the 2021 Portage County Combined General Health District Annual Appropriations for Revenue to be Certified

Ms. Stall stated the budget amendment to be certified includes new grants which will have new project codes created.

Board Member Ribelin presented a motion to Adopt Resolution #21-109 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	Virtual	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Yes	Board Member Grimm	Yes

E. **Resolution #21-110** A Journal Entry Reversal/Expense Corrections for Portage County Combined General Health District

The expense correction adjusts salaries budgeted in grants and not used. It also reimburses the General Fund for monies paid out in advance for grants.

Board Member Ribelin presented a motion to Adopt Resolution #21-110 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	Virtual	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Yes	Board Member Grimm	Yes

F. **Resolution #21-111** Establishing Fund 8923 Public Health Workforce Grant Fund for Portage County Combined General Health District.

The Public Health Workforce Grant aims to expand public health capacity to provide emergency response and other essential public health services by hiring or contracting new personnel and providing training and professional development for existing and new personnel.

Board Member Everett presented a motion to Adopt Resolution #21-111 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	Virtual	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Yes	Board Member Grimm	Yes

G. **Resolution #21-112** The Portage County Board of Health Acceptance to enter into Agreement and Allow Joseph Diorio to sign the Agreement with Kent City Health Department for the Public Health Workforce Grant

The contract with Kent City Health Department allows Portage County Health District to pass through Workforce Development Grant funding.

Board Member Delaney presented a motion to Adopt Resolution #21-112 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	Virtual	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Yes	Board Member Grimm	Abstain

H. **Resolution #21-113** The Portage County Board of Health Acceptance to Allow Joseph Diorio to sign Amendment No. 1 to the Agreement with Portage Path Behavioral Health for Debriefing and Coping Skills Workshops for Health District Employees

Ms. Meduri asked the Board to extend the contract terms from December 31, 2021, to December 31, 2022. All other aspects of the contract will remain the same including the contracted amount. Portage Path will conduct a follow-up survey in January to assess staff and identify topic areas or concerns. Portage Path will then curate six additional sessions to be held in conjunction with PCHD staff meetings to assist staff and include team building, mindfulness, coping strategies among a variety of other topics.

Board Member Grimm presented a motion to Adopt Resolution #21-113 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	Virtual	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Yes	Board Member Grimm	Yes

- I. **Resolution #21-114** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign Lease Agreement Between Portage County Health District and the Portage County Board of Commissioners for the Portage County Administration Building WIC Annex.

The Lease Agreement extends the contract for the WIC Ravenna program and includes a thirty-day notice for vacating and terminating the Lease Agreement.

Board Member Bierlair presented a motion to Adopt Resolution #21-114 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	Virtual	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Yes	Board Member Grimm	Yes

- J. **Resolution #21-115** The Portage County Board of Health Acceptance of the Agreement for Income Qualification Assistance Between the Portage County Combined General Health District and Neighborhood Development Services, Inc. (NDS).

Neighborhood Development Services, Inc (NDS) completes income verifications for the WPCLF program. NDS assists individuals with completing the forms, verifying, and reviewing financial statements according to federal guidelines.

Board Member Ribelin presented a motion to Adopt Resolution #21-115 as stated above, seconded by Board Member Grimm. Vote on the motion is as follows:

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

- K. **Resolution #21-116** Authorizing the Portage County Combined General Health District to enter into an Agreement with Werab Enterprises LLC for the 2021 Water Pollution Control Loan Fund Contract #202107 Located at 3071 Brady Lake Road in Ravenna Township

Three contractors bid for the WPCLF contracts but only one contractor bid for both systems.

Board Member Ribelin presented a motion to Adopt Resolution #21-116 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	Virtual	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Yes	Board Member Grimm	Yes

- L. **Resolution #21-117** Authorizing the Portage County Combined General Health District to enter into an Agreement with Werab Enterprises LLC for the 2021 Water Pollution Control Loan Fund Contract #202108 Located at 7903 Tallmadge Road in Edinburg Township

Board Member Everett presented a motion to Adopt Resolution #21-117 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	Virtual	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Yes	Board Member Grimm	Yes

- M. **Resolution #21-118** Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 10373 Higgins 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 stated the residence has a class one aeration system that is malfunctioning. The homeowner ignored the first two notices. The third NOV was mailed. The Health District has not heard from the homeowners and no repairs have been made.

Board Member Everett presented a motion to Adopt Resolution #21-118 as stated above, seconded by Board Member Grimm. Vote on the motion is as follows:

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

- N. **Resolution #21-119** Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 5608 Brave Chief Lane, 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 stated the Health District received a complaint from the neighbor regarding the property. The Health District assisted that complainant through the WPCLF program recently and they have now made a complaint to the Health District regarding the nuisance at 5608 Brave Chief Lane. This property is a rental property, so it is not eligible for assistance through the WPCLF Program.

Board Member Ribelin presented a motion to Adopt Resolution #21-119 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	Virtual	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Yes	Board Member Grimm	Yes

- O. **Resolution #21-120** Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 1536 Porter Road, Atwater 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 explained the property has a pre-class one aeration system installed in 1967 that doesn't meet the current technology standards. The Health District issued three NOVs, but the house sold to a new owner during that time period. A point-of-sale inspection was not requested of PCHD, so the Health District began to send NOVs to the new owner. The owner replied by mail with explanations as to why she doesn't believe there is a problem. The Health District addressed each concern and has now involved Assistant Prosecuting Attorney for Portage County, Allison Manayan as well, as the County Auditors Office.

Board Member Ribelin presented a motion to Adopt Resolution #21-120 as stated above, seconded by Board Member Grimm. Vote on the motion is as follows:

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

- P. **Resolution #21-121** Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 353 Howe Road, Brimfield 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 stated 353 Howe Road is part of the Oakwood project that was declared a nuisance several years ago. The two residences located on Howe Road are holdouts to update their systems.

Board Member Bierlair presented a motion to Adopt Resolution #21-121 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	Virtual	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Yes	Board Member Grimm	Yes

- Q. **Resolution #21-122** Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 373 Howe Road, Brimfield 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 #21-122 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	Virtual	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Yes	Board Member Grimm	Yes

V. DISCUSSION REPORTS

A. Administration and Personnel:

The Health District received the Notice of Award for the Public Health Workforce Grant and Ms. Meduri submitted the first program report.

Ms. Meduri is working with the hiring teams to review applicants and schedule interviews to fill the open positions. The Health District is struggling to attract qualified applicants. Andy Bull filled the Environmental Supervisor position through a promotion internally.

Ms. Meduri is working on scheduling monthly staff meetings and staff trainings for 2022.

B. Fiscal and Accounting:

Ms. Stall stated the Cash Basis Report indicates the Health District is fiscally looking very good at the end of the third quarter. The Health District received multiple grants that were able to offset salaries and help the budget.

C. Nursing:

Mr. Diorio reported out for Nursing as Ms. Ferraro was scheduled off. The Health District is providing Covid-19 booster vaccine at the Health District and at the Elks Lodge in Ravenna. At the October 4th clinic the Health District provided 2 first dose Covid-19 vaccines, 22 Covid-19 booster doses and 26 flu vaccines. At the October 7th clinic PCHD provided 15 Covid-19 booster doses and 2 first dose Covid-19 vaccines. On October 18th PCHD provided 30 Covid-19 booster doses, 3 first doses and 20 flu vaccines. The Health District also went to Skeels and provided 70 Covid-19 booster doses.

The Health District began ordering vaccine for children 5 through 11 years old. There are 10 doses per vial. The Health District ordered 600 doses initially and will assess the demand from there. Adult vaccine consists of thirty micrograms whereas the pediatric vaccine consists of ten micrograms of vaccine. The Health District is waiting on standing orders from ODH.

Board Member Delaney asked if the Health District is still seeing a spike in cases and the severity of the cases. Mr. Diorio responded by stating the information PCHD has received from University Hospitals Portage Medical Center is that 90% of individuals in the hospital are unvaccinated and UH is continuing to see an increase in hospitalizations. Mr. Howard commented the severity of issues leading to what is being called long Covid or *long haulers* which are individuals who experience mild to moderate symptoms for an extended period of time. He further commented that the issues resulting from Covid are wreaking havoc on the health care system due to exceptionally large demand on health care workers. Staffing issues, increase demand on the health care workers among other factors are pushing hospitals to cancel electives. Mr. Diorio reminded everyone that the vaccine doesn't make an individual immune from contracting Covid-19 but should lessen the symptoms and severity.

D. Environmental:

Mr. Rechichar and Mr. Bull secured a grant in the amount of \$29,989.00 from the Association of Food and Drug Officials. Ms. Smith commended them for obtaining another grant to assist the Environmental Health Division.

The Environmental Health staff have been very busy working with contractors to assist them in trying to complete work prior to the weather changing. Mr. Sarfo completed all the MS4 outfall points.

E. Health Education and Promotion & Accreditation:

The Health Education and Promotion staff are continuing to work with Akron Children's Hospital to distribute Pack N' Plays to families. The new IN23 Grant has started on September 30th which allows the Health District to continue the distributing Narcan to the community and providing education.

Ms. Ribelin congratulated the Health District on receiving the Pandemic Response Award from Celebrate Portage. Staff members attended the dinner at NEOMED to receive the award on behalf of PCHD.

F. Women, Infants and Children (WIC):

The WIC program is continuing curbside services until April 2022 and has embarked on a new fiscal year for the program as it closed out its grant and started on the new WIC 2022 Grant.

The WIC program added a new infant formula contract and was granted approval to continue the increase in fruits and vegetables of \$24 per month for children, \$43 per month for pregnant and postpartum participants and \$47 per month for breastfeeding participants.

G. Health Commissioner:

Mr. Diorio commented the Strategic Planning Committee is working on reviewing and updating the Strategic Plan and solicited Board Members to participate in the discussions.

The Community Health Assessment (CHA) is due for renewal. Mr. Diorio is working UH Portage to partner with the Health District and is also putting together a new Steering Committee to guide the decision-making process and revise data.

VI. OLD BUSINESS

VII. NEW BUSINESS

- A. First Reading- Resolution #21-123** Revising Food Service Operations and Retail Food Establishment Fees to Comply with Ohio Revised Code Chapter 3717 and Ohio Administrative Code Chapters 3701-21 and 901:3-4 Fees to be effective December 31, 2021

Mr. Rechichar created a handout explaining the Food Fees. The Board will review information to discuss at the next meeting.

B. The Portage County Board of Health Certificate of Approval for the Maternity Licensure Application for Robinson Memorial Hospital DBA UH Portage Medical Center

The Health District received notification from ODH to review the Maternity Licensure Application for UH Portage Medical Center. Mr. Diorio and Ms. Meduri worked with UH Portage Medical Center and ODH to obtain audit information, review the application and revise the approval form. UH Portage Medical Center successfully completed their survey four months ago with no “conditional” findings and no citations.

Board Member Ribelin presented a motion to Approve the Maternity Licensure Application for Robinson Memorial Hospital DBA UH Portage Medical Center 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	Virtual	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Delaney	Yes
Board Member Bierlair	Yes	Board Member Grimm	Yes

C. Accept the Promotion of Andy Bull to Environmental Supervisor

Mr. Diorio asked the Board to formally accept the promotion of Andy Bull to Environmental Health Supervisor. Mr. Bull stated he was very happy to continue to advance at the Health District and enjoys working with everyone.

Board Member Bierlair made a motion to Accept the Promotion of Andy Bull, seconded by Board Member Delaney. An “aye” vote was cast by all, motion carried.

D. Permission to Post, Advertise and Hire one Registered Environmental Health Specialist

Mr. Diorio stated the REHS would backfill Andy Bull’s position. Ms. Smith stated the title change from Registered Sanitarian to Registered Environmental Health Specialist changed as the average person doesn’t know what a Registered Sanitarian means. The change was advocated from the Ohio Environmental Health Association to match the National Environmental Health Association titles and exam standards.

Board Member Everett made a motion to Grant Permission to Post, Advertise and Hire one Registered Environmental Health Specialist, seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried.

E. BOARD ISSUES AND DISCUSSION:

Mr. Howard asked if the Health District could work with the Mental Health and Recovery Board while working on the CHA to create a coalition similar to the Steering Committee to combat opioid overdose and drug management. Ms. Lehman stated the Health District has worked with the MHRB for many years and is attending an annual event regarding mental health and addiction at NEOMED on Tuesday. The Health District also partners with multiple organizations through the Narcan program to provide community education and Narcan kits. The Health District will continue the conversations and education surrounding opioid use.

F. PUBLIC COMMENTS: None

G. EXECUTIVE SESSION:

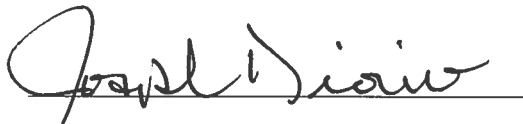
A. To Discuss the Purchase of Property

A motion was made by Board Member Everett to enter Executive Session to discuss the purchase of property, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

A motion was made by Board Member Ribelin to exit Executive Session, seconded by Board Member Delaney. An “aye” vote was cast by all, motion carried.

No further discussion.

Adjournment: Board Member Ribelin made a motion for adjournment. An “aye” vote was cast by all, motion carried. The October 19, 2021, Board meeting was adjourned at 8:00pm.

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

Joseph J. Diorio, MPH, MS, REHS
Health Commissioner