

**Portage County Combined General Health District  
Board Meeting Minutes  
February 15, 2022  
6:00 PM**



**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, February 15, 2022, Conference Room #205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 6:01pm by Board President Howard.

Board Members in Attendance:	Robert Howard, President James Bierlair, Member Amy Everett, Member Lucy Ribelin, Member Dr. Howard Minott, Member Linda Grimm, Member
Board Members Absent:	Evelyn Cutlip, Vice President Charles Delaney, Member
Staff in Attendance:	Joseph Diorio, Health Commissioner Sarah Meduri, Director of Personnel and Administrative Services Christina Jewell, Administrative and Account Clerk Rosemary Ferraro, Director of Nursing
Staff in Attendance Virtually:	Debra Stall, Director of Finance Becky Lehman, Director of Health Education and Promotion, Accreditation Coordinator Mary Helen Smith, Director of Environmental Health Justin Rechichar, Deputy Director of Environmental Health Amos Sarfo, Supervisor Amy Cooper, Director of WIC
Advisory Council:	Bruce Lange
Others:	None
Media Present:	None

## II. APPROVAL OF MINUTES:

Board of Health Meeting: February 15, 2022, Board Member Minott presented a motion to Accept the Board Meeting Minutes of the January 18, 2022, seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried.

Mr. Howard	Yes	Ms. Everett	Yes
Ms. Cutlip	Absent	Dr. Minott	Yes
Ms. Ribelin	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Arrived late: 6:04 p.m.	Mr. Delaney	Absent

## III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)

- IV. Mr. Lange stated that in the last election, Mr. Zizka did not run, but did retire and was on the Ohio Township Association. Mr. Kovacich from Atwater will take Mr. Zizka’s place. Mr. Diorio added that the District Advisory Council handles 5 of the 8 Board of Health members with regard to appointing and reappointing. There is no reappointment needed at this time. Mrs. Grimm has been reappointed to represent the City of Streetsboro by the Mayor and City Council. At this time, the DAC needs to approve the annual report and last year’s minutes from the District Advisory Council meeting. This year’s meeting will take place in March via Zoom. PCHD is currently awaiting the Governor to sign a bill granting permission for public bodies to meet virtually or a hybrid meeting. This would take effect immediately through at least June 2022.

- V. **PUBLIC COMMENT** – No public in attendance.

## VI. ACTION ITEMS

### A. Expenditure Ratifications

Batch No. 5374	\$26,686.33
Batch No. 5396	\$28,805.91
Batch No. 5493	\$6,940.62
Batch No. 5503	\$335.46
Batch No. 5528	\$9,140.46
Batch No. 5608	\$3,871.81
Batch No. 5620	\$21,364.41
Batch No. 5711	\$384.97
Batch No. 5727	\$13,193.75

**Total Invoice Batch** **\$110,723.72**

Ms. Stall asked the board to ratify the expenses.

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

Vote on the motion is as follows:

Mr. Howard	Yes	Ms. Everett	Yes
Ms. Cutlip	Absent	Dr. Minott	Yes
Ms. Ribelin	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Yes	Mr. Delaney	Absent

## **B. Travel and Expenditures**

Ms. Speck attended the Northeast OEHA Committee meeting. This is a reimbursement for her mileage on 02/15/2022.

A motion was presented by Board Member Bierlair to permit said stated expenditures, seconded by Board Member Grimm.

Vote on the motion is as follows:

Mr. Howard	Yes	Ms. Everett	Yes
Ms. Cutlip	Absent	Dr. Minott	Yes
Ms. Ribelin	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Yes	Mr. Delaney	Absent

## **C. Resolution #22-20 Amendment to the 2022 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.**

Ms. Stall stated that this amendment involves no cash from the general fund. Ms. Stall is moving funds over from the general fund. There were funds from the Association of Food and Drug Officials & NACCHO grants in food services that were not appropriated prior to the submission of the budget until now.

Board Member Everett presented a motion to Approve Resolution #22-20 as stated above, seconded by Board Member Minott.

Vote on the motion is as follows:

Mr. Howard	Yes	Ms. Everett	Yes
Ms. Cutlip	Absent	Dr. Minott	Yes
Ms. Ribelin	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Yes	Mr. Delaney	Absent

- D. **Resolution #22-21** The Portage County Combined General Health District Acceptance to Enter into Contract with Trumbull County Health District for Back Up Plumbing Inspection Services and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.

Mr. Diorio stated the contract would cover any time off for PCHD's plumber, Mr. Robinson. This would allow backup plumbing services to be provided by Trumbull County Health District in the event our Plumbing Inspector is taking time off. Mr. Diorio stated that \$10,000 was allocated per year to cover the salary expenses of the remainder of 2022 and all of 2023.

Board Member Minott presented a motion to Approve Resolution #22-21 as stated above, seconded by Board Member Ribelin.

Vote on the motion is as follows:

Mr. Howard	Yes	Ms. Everett	Yes
Ms. Cutlip	Absent	Dr. Minott	Yes
Ms. Ribelin	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Yes	Mr. Delaney	Absent

- E. **Resolution #22-22** A Resolution Concerning Variances and More Stringent Standards of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Regulating Sewage Treatment Systems – ABC Porta Thrones.
- F. **Resolution #22-23** A Resolution Concerning Variances and More Stringent Standards of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Regulating Sewage Treatment Systems – Trapper's Design & Trade.
- G. **Resolution #22-24** A Resolution Concerning Variances and More Stringent Standards of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Regulating Sewage Treatment Systems – Werab Enterprises.

Ms. Smith is supporting the variances for the board to waive the requirement of ORC Chapter 3718 and OAC 3701-29. In 2020, the Ohio Department of Health deferred any contractors that could not obtain the necessary educational training requirements until 2021. That requirement was 12 continuing educational hours to register to complete business in the county for 2022. These three contractors failed to obtain the 12 credit hours in the previous years due to the pandemic. These contractors have requested a variance and have since met the requirements for 2022 and PCHD supports the contractors as this is believed to be a hardship and requests the board to waive the prior requirements for 2020 - 2021. It is in the best interest of PCHD to allow these contractors to operate business in Portage County moving forward. It is also recommended that the contractors continue with an additional 6 hours of continuing education hours into 2023.

Board Member Bierlair presented a motion to Approve Resolutions #22-22 through #22-24 as stated above, seconded by Board Member Grimm.

Vote on the motion is as follows:

Mr. Howard	Yes	Ms. Everett	Yes
Ms. Cutlip	Absent	Dr. Minott	Yes
Ms. Ribelin	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Yes	Mr. Delaney	Absent

- H. **Resolution #22-25** A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Pag's Excavating, Inc. for the 2021 Water Pollution Control Loan Fund Designer & Installer Contract.

Mr. Sarfo stated that Pag's Excavating submitted a winning bid of \$15,950. He is requesting the board to allow Mr. Diorio to sign the contract for Pag's Excavating to design and provide installation for the repair and/or replacement of failing household sewage treatment systems using the 2021 Water Pollution Control Loan Fund for the residence of 2039 State Route 183 in Atwater Township.

Board Member Minott presented a motion to Approve Resolutions #22-25 as stated above, seconded by Board Member Bierlair.

Vote on the motion is as follows:

Mr. Howard	Yes	Ms. Everett	Yes
Ms. Cutlip	Absent	Dr. Minott	Yes
Ms. Ribelin	Yes	Mrs. Grimm	Yes
Mr. Bierlair	Yes	Mr. Delaney	Absent

## VII. DISCUSSION REPORTS

- A. Administration and Personnel: Ms. Meduri stated that there are several employment vacancies to fulfill and feels confident on the recent applicants that have applied compared to the end of last year's response. She feels that PCHD has a competitive wage with the current employment market and is anticipating fulfilling these open positions very soon. Ms. Meduri has also been preparing revisions to current policies and plans to have them submitted to the board for approval in March. Mr. Diorio added that with the end of 2021 and the high number of Covid-19 cases affected the overall applicant process. Currently, we are on a downward trend across the State of Ohio and stated that our clinics are starting to slow a bit compared to the inundation in December 2021 to January 2022. PCHD is continuing the clinical hours until 6:00 P.M. on Tuesday's and Wednesday's,

there is walk-in availability from 2:00 P.M. to 6:00 P.M. The agency does plan to continue vaccinations and extended clinical hours as we move forward into 2022.

**B. Fiscal and Accounting: Inserts provided**

Ms. Stall stated that the cash basis came in late from the auditor's office, hence why it was not available in the electronic version of the board packet. There is a carryover of \$4,188,000. At the end of December, Finance typically zero's out the Health Education and Nursing's budget and a new budget would be established by tracking the previous expenditures; however, this did not occur for Health Education and Nursing at that time. Health Education shows a negative of \$401,000, but truly only spent \$22,000 for the month of January 2022. The nursing division shows \$522,000 but truly only \$26,000 was spent for the month of January 2022. This has been corrected and will be provided for the next cash basis report in March 2022. Overall, Ms. Stall states that we are still looking pretty good. Anticipating several grants have been fully completed and those funds have been received. Ms. Stall plans to transfer those funds back to the general fund to cover the advances of those grants, which in return will make the general fund look a whole lot better.

The draft for the 2023 budget has been provided for review. This needs to be approved by March by the board, so that Ms. Stall may submit to the Budget Commission in April for approval. Conducting the drafted budget was a bit difficult due to the revenue and expenses tracked over the previous 3 years, leaving the revenue and expenses very skewed from the grants received. Ms. Stall feels that this is the best estimate of the proposed budget. The nursing budget will be adjusted to include the payoff of the vehicle.

Board member Ribelin inquired on the grant and the funds that will be utilized for the vehicle. Mr. Diorio stated that this is currently the CN22 grant, it is the only grant thus far to allow a vehicle to be leased.

Mr. Diorio stated that the CN22 grant out of all grants received is the only grant that would permit this. Paperwork has been submitted to the state for approval, we are unsure of the outcome. Several quotes were obtained. Approximately \$9,000 of grant funds would be utilized for a lease through June of 2023. The balance of the vehicle, approximately \$25,000 would be to purchase the vehicle out right. If not approved, PCHD will not proceed with this purchase. Ms. Ferraro stated that this vehicle is needed to aid in transport of the cooler utilized for the vaccinations, which also requires a plug-in adapter at all times. Currently, Ms. Ferraro's husband's personal SUV and Mr. Walker's truck are the only vehicles available to transport the cooler and supplies. A Chevrolet Equinox has been the prime choice from Sarchione Chevrolet. Mr. Rechichar did obtain several quotes for a Chevrolet Blazer, Chevrolet Equinox, Ford Escape, and a Ford Econoline van. This leased vehicle would also be used for the Windham clinic, assistance with



the school nurses, more home visits and KCHD clinic, UH clinics, as well as the jails.

- C. Nursing: Ms. Ferraro stated that the current 7-day average is about 30 cases per day. For 17 and younger, the average case per day is 10 cases in a 7-day average. Ms. Ferraro stated that she has ordered the vaccine for the kids six months of age to four years of age and though it hasn't been approved yet, it has been ordered so the nursing division will be ready to move forward once it is approved. Ms. Ferraro also stated that the nursing staff is still providing COVID-19 vaccinations per, home visits and going to the jail once a month. The jail wants us there once a month because of the turnover. PCHD has been vaccinating a lot of staff there as well as inmates. There have been multiple outbreaks. There have been outbreaks in nursing homes, as well as outbreaks in businesses. The nursing division has been continually vaccinating businesses as well. Ms. Ferraro stated that the nursing division has been vaccinating the University Hospital Portage Medical Center staff as well. Mr. Frost who is the manager at the UH Pharmacy has requested the nursing staff to come in on every Monday until March 14<sup>th</sup>, which is the last Monday UH has given for their staff to be fully vaccinated, which is for both vaccines. Nursing is continuing to do homebound visits on an as needed basis. The flu vaccines have been ordered. We have to order our what we call free booking with all of our flu vaccine. Ms. Brewer has picked up where Ms. Halas left off with the returns of expired vaccines, which is currently in progress. The clinics are open every Tuesday and Wednesday from 2 until 6 p.m. There is no appointment necessary. Ms. Ferraro is hoping that it will be busier once the younger kids are approved to be vaccinated.
- D. Environmental Division: Ms. Smith stated that there was good news delivered, that the Water Pollution Control Loan Fund was approved, and the EPA sent over the assistance agreement. Mr. Diorio signed it and was sent back to EPA for them to have their director and attorney sign it. The Environmental division will receive another \$150,000 in grant funding for septic system replacements, which will bring a total \$1.4 million dollars granted since 2016. Ms. Smith added that her division's stats were a bit light this month since they have transitioned into HealthSpace Data Systems after migrating from the Health Department Information Software (HDIS) since 2015. This new system will allow the inspectors to add their timesheets and daily activities by programs and track their time as well as run reports more efficiently. The Food staff has moved forward with learning how to conduct food inspections. The fiscal staff (Ms. Gill and Ms. Sykes) have been working on how to navigate in the system to conduct invoicing and learning the process of the permits section. There are a lot of moving parts at the moment pertaining to the new system.

Mr. Rechichar shared with the board that Mr. Bull took some time to apply for some of the grants mentioned by Ms. Stall and Mr. Bull was able to generate an additional \$26,500 in grant funding from AFDO and NACCHO.

- \$14,000 to continue the mentorship program on the food program.
- \$5,000 to write a strategic plan on a plan to meet the rest of the standards.
- \$7,500 for additional training.

- E. Health Education and Promotion: Ms. Lehman stated that Ms. Mitchell has fully transitioned into that Safe Communities grant program, and she'll continue with the Motorcycle Ohio till the end of June. So as Ms. Mitchell transitioned to Safe Communities, the Safety program then transitioned over to Ms. Plough. Ms. Plough will be the lead on both the Pack and Play program, as well as the Car Seat program that she's been doing for quite some time. Ms. Holtz has solidly taken on the project for the Naloxone grant. Ms. Holtz is relishing in the joys of learning the grant management system (GMIS). Mr. Walker has been continuing to support the nursing vaccine operation efforts. Ms. Lehman added that while her division had an accreditation coordinator, they worked pretty diligently at getting the performance management system started, so her staff are actively implementing some of the programs into the Clear Impact system. Ms. Lehman stated that she did send out the updated CHIP report from the January meeting. While it took a little bit of time to get some of the updates from some of the community partners, it was finished up and sent out, and Mr. Diorio and Ms. Lehman are actively working on setting things up for the next round of CHA & CHIP.
- F. WIC: Ms. Cooper stated in her update that WIC plans to continue curbside operations until at least July 2022. The fruits and vegetables cash value benefit was increased temporarily due to the pandemic and the WIC division is hoping for an additional extension to assist their WIC participant's and their families. Ms. Cooper stated that her staff is preparing for National Nutrition Month, which occurs in March.
- G. Health Commissioner: Mr. Diorio reported that the Portage Path Mental Health Resources for the Mental Health Community Health Assessment is working with the PCHD staff every other month throughout the remainder of 2022 to talk with our staff to provide them with mental health resources and coping mechanisms, and make sure that it's a good value to the staff as well. The other item Mr. Diorio mentioned was what Ms. Lehman had mentioned about the Community Health Assessment (CHA) and the Community Health Improvement Plan (CHIP). He believes that we have successfully identified a company to assist those with the Community Health Assessment and to implement the Community Health Improvement Plan. We should have an updated community health assessment by



the Summer and then have the ability to have an updated community health improvement plan that would hopefully be done by Winter 2022. Mr. Diorio also stated that University Hospital is going to be partnering with us, which means that they would pick up about 50 percent of the cost of the of everything with regards to the Community Health Assessment and the Community Health Improvement Plan. Mr. Diorio stated that he is not looking to revamp the whole community health assessment. Simply trying to look at some resources through the hospitals via patient data. We're also going to be looking at other stats to provide data to assist in the assessment and CHIP. He stated that he believes some focus groups were going to be incorporated as well as some COVID data from UH. Mr. Diorio also mentioned that a YRBS survey to target toward the schools to try and get a more reflective information on how things are going and how they survived the pandemic. He plans to bring the contract to board next month in March. This company is not one that was utilized in the past but was recommended by UH and is more structured than previous companies.

Board member, Mr. Howard asked Mr. Diorio about Quality IP and how he felt about the outcome compared to the previous IT provider. Mr. Diorio stated how pleased he is with our current IT provider and how throughout the pandemic, the ongoing need for remote access and the ability to provide most staff with laptops who could utilized remote access was well worth the changeover and that it was not just the services provided but also the quality as Quality IP is also the provider for the phone services and server maintenance. Ms. Meduri shared that PCHD has recently started a training portal for Cyber Security that will be required for all staff to take a 90-minute training on Cyber Security and various Phishing schemes.

Mr. Diorio was asked for a building update. He stated that he has emailed as well as left several messages for the commercial realtor representing Huntington Bank with no results prior to this BOH meeting. Mr. Diorio stated that he has previously submitted the Huntington Bank requested LOI (Letter of Intent), have a verbal agreed upon price and is waiting for a purchase agreement from the bank with a confirmed purchase price. Ms. Meduri was able to acquire the contact information for the Akron Regional office CEO of Huntington Bank. Mr. Diorio contacted the CEO and informed him of the issues we have had since the beginning and the multiple LOI's that have been sent since 10/2021. The CEO did confirm that PCHD is the only entity working toward a Purchase Agreement and should continue with the process and the commercial realtor representing Huntington Bank.

#### **VIII. OLD BUSINESS: None**

#### **IX. NEW BUSINESS:**

- A.** Election of Officers for the Board of Health for President and Vice President. The board moved to keep the President and Vice President as is.

Board President, Mr. Howard stated that he has given his retirement notice to Kent State University and plans to retire overall. He did give his acceptance for this term through March of 2023. Vice President Evelyn Cutlip until next year, 2023. Board Vice President, Ms. Cutlip was not present for the voting, but an issue was not foreseen in her serving another term.

Board member, Mr. Bierlair presented a motion to leave as is, seconded by Board member, Ms. Everett. An “aye” vote was cast by all, motion carried.

- B.** Accept the resignation of Gail Roberts, WIC Clinic Assistant effective March 18, 2022. Gail Roberts was with PCHD WIC for 2 years. Ms. Robert’s husband has since accepted another employment opportunity, resulting in her resignation.

Board Member Minott presented a motion to accept the resignation of Gail Roberts, WIC Clinic Assistant, with regret, seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried.

- C.** Accept the retirement of Carol Pillsbury, Account Clerk effective March 3, 2022.

Ms. Stall stated that Ms. Pillsbury had been with PCHD for about 10 years and will be greatly missed but excited for her retirement.

Board Member Bierlair presented a motion to accept the retirement of Carol Pillsbury, Account Clerk, with regret, seconded by Board Member Grimm. An “aye” vote was cast by all, motion carried.

- D.** Permission to Post, Advertise and Hire one full-time WIC Clinic Assistant to replace Gail Roberts.

- E.** Permission to Post, Advertise and Hire one full-time Account Clerk to replace Carol Pillsbury.

- F.** Permission to Post, Advertise and Hire One Accreditation Coordinator.

- G.** Permission, to Post, Advertise and Hire one Seasonal Worker for the Environmental Division.

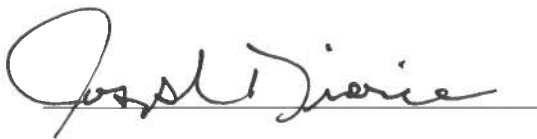
Board Member Ribelin presented a motion to grant permission to post, advertise and hire for the above positions, seconded by Board Member Everett. An “aye” vote was cast by all, motion carried.

**X. BOARD ISSUES AND DISCUSSION:**

**XI. EXECUTIVE SESSION:** None

**Adjournment:** Board Member Ribelin moved to adjourn, seconded by Board Member Grimm. An “aye” vote was cast by all, motion carried.

The February 15, 2022, Board meeting was adjourned at 7:06 p.m.

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

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