

**Portage County Combined General Health District
Board Meeting Minutes
March 15, 2022
6:00 PM (Virtual)**



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, March 15, 2022, virtually through the Conference line. The meeting was called to order at 6:01 PM by Board Member Howard.

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

II. APPROVAL OF MINUTES:

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

*Board President Howard identified an area of the previous month’s minutes that needed to be revised on page six, the third line of the last paragraph of the Board of Health meeting minutes for February had an incomplete paragraph. Those corrections have been addressed and corrected.

A virtual vote on the motion is as follows:

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

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) – None

IV. PUBLIC COMMENT – No public in attendance.

V. ACTION ITEMS

A. Expenditure Ratifications

Batch No. 4652	\$27,586.30
Batch No. 4701	\$664.20
Batch No. 4738	\$37,605.66
Batch No. 4791	\$55,090.40
Batch No. 4833	\$23,181.64
Batch No. 4888	\$2,712.04
Batch No. 4920	\$35,515.52
Batch No. 4999	\$19,366.42
Batch No. 5003	\$21,901.52
Batch No. 5029	\$23,900.00
Total Invoice Batch	\$247,523.70

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

Ms. Stall is requesting that these expenditures be ratified.

A virtual vote on the motion is as follows:

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

B. Travel and Expenditures

A virtual motion was presented by Board Member Ribelin to permit said stated approved expenditures with revision to include updated IRS mileage rate, seconded by Board Member Everett.

Ms. Stall explained that these travel expenses were from a previous conference in January 2022 for the Ohio Onsite Wastewater Association (OOWA). Attendees were Ms. Smith, Mr. Duck, and Mr. Rechichar. The second travel expense was for Ms. Smith who attended the Ohio Environmental Health Association (OEHA) Board Meeting and Audit in February 2022. Ms. Meduri noted that the mileage allowance for 2022 had not been updated or accounted for on the forms that were submitted for travel. The previous rate for mileage was \$.56 per mile, it has since been increased to \$.585 per mile. These adjustments were noted and rectified immediately. The minutes note the amended approval from the Board.

A virtual vote on the motion is as follows:

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

C. Resolution #22-26 Amendment to the 2022 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated that Resolution #22-26 will allow Finance to make appropriations. There is no cash involved, just appropriating per line item.

- 2WPCL is the project code and funding year for the WPCLF grant: \$150,000 for the WPCLF 2022 program.
- 8916 is a fund for the WIC grant: Ms. Stall is adding money to line items for payments.
- 8918 is a fund for the Contact Tracing grant: This grant was completed at the end of the year, Ms. Stall is appropriating money into the advance return line item, which will show in Resolution #22-27: A Journal Entry Cash Advance Return for Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified. This will transfer those funds back into the general fund.
- 8919 is a fund is for the WIC Accumulating fund: This is set up for WIC employees who retire or leave PCHD.
- 8920 is a fund for the Enhanced Operations grant: This fund is for the appropriations of expenditures, advances, and transfers.
- 8922 is a fund for the FEMA Grant: Ms. Stall is appropriating money into the advance return line item, which will show in Resolution 22-27: A Journal Entry Cash Advance Return for Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified. This will transfer those funds back into the general fund.
- 8924 is a fund for the Covid-19 Vaccination grant (CN22): This fund is for the appropriations of expenditures, advances, and transfers about the Covid-19 vaccination grant.

Board Member Ribelin requested that Ms. Stall break down how the grants and funds are repaid to the general fund. Ms. Stall stated that the advance return line item is returning funds to the general fund. Once a grant is awarded, PCHD receives notice of award letter stating how much grant money has been awarded. PCHD then transfers those allotted funds from the general fund and sets up a grant fund to cover expenses for that associated program. Then once a month, PCHD submits a report to the Ohio Department of Health for expenses that were used for that associated grant, and PCHD is reimbursed for those expenses. Once the grant is completed, the money borrowed from the general fund is paid back to the general fund. Ms. Stall explained that it must be appropriated in a line item each time funds are advanced and returned to the general fund, such as this resolution.

A virtual motion was presented by Board Member Ribelin to Adopt Resolution #22-26, seconded by Board Member Bierlair.

A virtual vote on the motion is as follows:

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

- D. **Resolution #22-27** A Journal Entry Cash Advance Return for Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated that the funds in 8918 (Contact Tracing Grant) & 8922 (FEMA Grant) have now been expended and reimbursed, and she is now requesting approval to move \$175,000 and \$400,000 (\$575,000 total) from the Contact Tracing Grant and the FEMA Grant to repay the general fund.

A virtual motion was presented by Board Member Ribelin to Adopt Resolution #22-27, seconded by Board Member Cutlip.

A virtual vote on the motion is as follows:

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

- E. **Resolution #22-28** A Journal Entry Cash Advance for Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall is requesting Board approval to add funds to the 8924 Covid-19 Vaccination Grant for \$100,000 from the general fund and will repay once reimbursed by the Ohio Department of Health.

A virtual motion was presented by Board Member Everett to Adopt Resolution #22-28, seconded by Board Member Delaney

A virtual vote on the motion is as follows:

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

- F. **Resolution #22-29** The Portage County Combined General Health District Acceptance to Enter into a 24-month lease agreement with Sarchione Chevrolet and Permit Health Commissioner, Joseph J. Diorio, to Sign the Lease Agreement Pending Approval.

Mr. Diorio stated that this resolution will allow PCHD to lease a 2022 Chevrolet Equinox for the nursing division. The CN22 Covid-19 Vaccination Grant will not carry the lease term for a full 24 months but will carry the payment until June 2023. The grant will cover about \$9,000 of the vehicle's lease agreement. Thereafter PCHD can decide to purchase the vehicle after the 24-month lease agreement or once the grant term is complete. This vehicle would be dedicated for the nursing staff to use for Covid-19 vaccines.

A virtual motion was presented by Board Member Everett to Adopt Resolution #22-29, seconded by Board Member Grimm.

A virtual vote on the motion is as follows:

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

- G. **Resolution #22-30** The Portage County Board of Health Acceptance to Enter into a Services Agreement Between the Portage County Combined General Health District and Richardson Animal Hospital for Preparation of Animals for Rabies Testing.

Ms. Ferraro stated that this contract is for rabies testing and decapitation for rabies testing to be sent to the state. There is no cost for testing, however, for large animals, there is a cost for a veterinarian to decapitate and dispose of the animals' remains. The fees depend upon the size and weight of the animal, but no more than \$10,000 in total per year. Board

President Howard inquired on the “auditor’s” page about a \$2,000 annual obligation. This will be updated in the next Board of Health meeting.

A virtual motion was presented by Board Member Ribelin to Adopt Resolution #22-30, seconded by Board Member Everett.

A virtual vote on the motion is as follows:

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

H. **Resolution #22-31** 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 Contract # 202112. Located at 3409 Alexander Road in Randolph Township.

Mr. Sarfo stated that this is one of two WPCLF contracts to permit Mr. Diorio to sign the contract. PAG'S Excavating Inc. provided the lowest bids for this project to replace the sewage treatment system at this location.

A virtual motion was presented by Board Member Ribelin to Adopt Resolution #22-31, seconded by Board Member Cutlip.

A virtual vote on the motion is as follows:

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

I. **Resolution #22-32** 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 Contract # 202111. Located at 9556 State Route 700, Freedom Twp.

Mr. Sarfo stated that this is the last of the two WPCLF contracts to permit Mr. Diorio to sign the contract. PAG'S Excavating Inc. provided the lowest bids for this project to replace the sewage treatment system at this location.

A virtual motion was presented by Board Member Ribelin to Adopt Resolution #22-32, seconded by Board Member Delaney.

A virtual vote on the motion is as follows:

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

- J. **Resolution #22-33** Household Sewage Treatment System Variance Request to Ohio Administrative Code (OAC) 3701-29-06(F) – 5833 Streeter Rd., Freedom Twp.
- K. **Resolution #22-34** Household Sewage Treatment System Variance Request to Ohio Administrative Code (OAC) 3701-29-06(F) – 6165 SR 82, Hiram Twp.
- L. **Resolution #22-35** Household Sewage Treatment System Variance Request to Ohio Administrative Code (OAC) 3701-29-06(F) – 12300 Mumford Rd, Hiram Twp.

Ms. Smith stated that all three variances are identical and is requesting approval to temporarily use an aeration tank as a holding tank because current weather conditions prevent the installation of the soil-based sewage treatment system components. These variances are an economic and financial hardship to the owners and request approval for provisions so that the residents may occupy the residence and will have the proper sewage treatment system installed once the weather permits.

A virtual motion was presented by Member Ribelin to Adopt Resolutions #22-33, #22-34, and #22-35, seconded by Board Member Cutlip.

A virtual vote on the motion is as follows:

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

- M. **Resolution #22-36** The Portage County Board of Health Acceptance to Enter into Agreement with Conduent Health Communities Corporation (CHCC) and Portage County Combined General Health District for Consulting Services to

Conduct and Publish a Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP).

Mr. Diorio stated that the contract will be for \$57,300.00. CHCC will perform and update PCHD's current CHA assessment and CHIP. UH-Portage Hospital will contribute \$28,650.00 towards the contract; the Mental Health Recovery Board will be contributing \$5,000.00 and Kent City is planning to contribute as well. Mr. Diorio is requesting approval for the Health Commissioner to sign the agreement.

A virtual motion was presented by Board Member Cutlip to Adopt Resolution #22-36, seconded by Board Member Bierlair.

A virtual vote on the motion is as follows:

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

VI. DISCUSSION REPORTS

A. Administration Division:

Ms. Meduri stated that PCHD has been consistently interviewing and trying to fill the open positions. PCHD has successfully filled the Accreditation Coordinator position with Josh Sexton and the Environmental Health Specialist in training with Han Gilligan. Both individuals started Monday, March 14th, and are currently onboarding with PCHD.

Last week alone, PCHD completed six interviews and a total of seventeen interviews since last month! PCHD has had multiple cancellations or no-call no-shows. PCHD had a second interview for PCHD's Marketing Website and Communications Specialist as well as our Data Informatician positions. PCHD would like to move forward with one applicant. Ms. Meduri has reached out and is waiting for a response back. Mike Spies one of PCHD's current REHS will be switching programs within the EH division as he's expressed interest in the food, pools camps, and more programs and PCHD has re-posted to backfill his position. PCHD is exploring contractual options to overhaul the website and working with Quality IP at the user level more to assist in the integration of Health Space and other databases.

Carol Pillsbury retired from PCHD on March 3rd and Gail Roberts last day is this Friday, March 18th. PCHD wishes them both well!

PCHD has another staff meeting this Thursday at the Elks and Portage Path Workshop. This month the training will focus on trauma, anxiety, and panic attacks. These topics were identified through employee evaluations feedback. PCHD has been actively meeting to review and update our Workforce Development Plan. PCHD will be putting together a committee to organize our annual Employee Appreciation Day.

Leadership and Finance are exploring an upgrade with Munis – Tyler Technology add-on feature for timesheets and workflows. The upgrade would include actual real-time accrual balances, time of request workflows, and timesheets. PCHD has been wanting this upgrade for quite some time. The county is looking to see what departments are interested in it countywide and obtaining a quote. It would potentially be paid through a grant by the County but are awaiting further information. PCHD is extremely excited about the potential technological advancements.

On March 16th, PCHD will have the annual, executive DAC Meeting at 3:00 PM, which will be held virtually to approve the Minutes and Annual Report.

B. Fiscal Division:

Ms. Stall stated that the cash basis was \$4,166,957.51 for the end of February. The general fund currently shows a balance of \$335,406.58, but Ms. Stall will be moving \$557,000 back into the general fund from two grant funds and advancing \$100,000 out of the general fund to put into a third grant fund. Overall, Ms. Stall states that all looks good for the beginning of the year.

C. Nursing Division:

The nursing division is continuing to hold vaccination clinics which include a second booster and the fourth booster for those who are 65 years or older. The Epi Assistants are reviewing checklists and files to reach out to those individuals who may require a second booster vaccination and/or a third booster vaccination. There are also Epi Assistants working with the Portage County Schools and checking for positive cases. The nursing staff is still seeing Covid-19 cases within nursing homes and a few businesses which include two daycares. The nursing division which includes the Epi Assistants are staying informed and updated on the statistics of the newest variation of the novel Coronavirus, Delta Cron, which is showing rapid growth of cases in Asia, Australia, and Europe.

D. Environmental Health Division:

Ms. Smith stated the “Grub Buddies,” which are the food inspectors, who are now crossing over to an overall environmental inspector title since they oversee a high range of inspections beyond the food program. Currently, the state inspectors have returned to performing inspections and the Department of Agriculture has reached out and plans to visit PCHD’s Environmental Division in June to survey PCHD for the Department of Agriculture’s program. The Ohio Department of Health has also made contact and plans to visit PCHD in the Fall. Ms. Smith stated that the WPCLF program has been highly successful with three new contracts to start the new year

in 2022. Ms. Smith does anticipate that PCHD will use all of the grant money for the WPCLF program by mid-year. She and Mr. Sarfo are meeting to support the Stormwater Program on March 17th and noted that the Stormwater Steering Committee is taking the Stormwater Management plan and presenting it to the County Commissioners on March 17th to explain the changes that were made under the 2021 State MS4 Stormwater permit. Ms. Plough has been working with Mr. Sarfo and sharing information on upcoming campaigns. Ms. Smith noted that there will be travel expenses coming soon for the new grant that was received last month. Ms. Smith plans to send four of her staff to a conference in West Virginia next month, which will be covered under the new grant.

E. Health Education and Promotion & Accreditation Division:

Ms. Lehman stated that Ms. Mitchell received the bike helmet grant for PCHD this year. This grant will provide seventy-two helmets to donate to the community. She plans to partner with Ravenna Parks and Recreation or the Windham Renaissance Center to distribute the bike helmets sometime this Spring. Ms. Lehman stated that Ms. Mitchell leads a small group for seniors called Matter of Balance (MOB). There were two individuals from Health Education who were trained for this program, Ms. Mitchell, and Ms. Blasiman. Since Ms. Blasiman's retirement and Ms. Mitchell taking on a new project, there was no one available who was trained to oversee MOB. Ms. Plough found a new program for seniors called Stay Active and Independent for Life (SAIL) and will be getting training next week. It consists of different exercises, meeting once a week and Ms. Plough plans to partner with Ms. Gusz, UH-Portage Community Outreach Coordinator for UH-Portage Medical Center once they are both trained for the SAIL program. Classes will take place at the UH Portage Medical Center for the time being.

Ms. Holtz received notification of a Tobacco Cessation grant that was awarded and should be received soon. PCHD plans to partner with Kent City Health Department to provide a contract and PCHD will oversee two of the seven deliverables. Mr. Walker is assisting the nursing division with Covid outreach and vaccinations. Ms. Lehman added that she is excited about the CHA/CHIP program and PHAB's accreditation annual reports, which just opened and are perfect timing for the new Accreditation Coordinator, Mr. Sexton. Ms. Lehman also stated that the new PHAB Standards and Measures have been updated and PCHD will be using these new standards and measures once it is time to become re-accredited in two years. Mr. Diorio added that once the District Advisory Council approves the annual report for 2022, he will be sure to share it with the Board.

F. Women, Infants, and Children (WIC) Division:

Ms. Cooper stated that her division celebrated National Nutrition Month recently and did some community outreach with some fun education with the WIC participants. Ms. Cooper stated that she just received information about an extension to the monthly fruits and vegetable vouchers for the WIC families. This extension will extend benefits through September 2022. The voucher will remain at \$24 per month for children and \$43 - \$47 for pregnant, post-partum, and breastfeeding mothers. Ms. Cooper also stated that she has met with the nursing division and plans to partner together to provide immunizations and Covid-19 vaccines to WIC participants.

G. Health Commissioner:

Mr. Diorio touched on what Ms. Meduri relayed to the Board about the current open positions. He wanted to add that PCHD is working diligently to fulfill these positions and looking to utilize the funds which have been awarded for the Workforce Development Grant. There may be a point where there may be revisions to some of the positions and that will be addressed to the Board at that time. As Ms. Meduri mentioned, PCHD may come back to the Board for approval on the website redesign. Mr. Diorio expressed how the months of October, November, and December's incline of Covid-19 activity placed a damper overall on the perspective of what was planned. These past couple of months have been utilized in a strong effort to fulfill the currently available positions. Mr. Diorio stated that he was excited about the District Advisory Council meeting and that he spoke to all five members who were all available for a meeting on March 16th, virtually at 3 PM. This meeting will review and approve 2021's DAC minutes, review the 2021 Annual Report, which will be sent to all board members once approved, and designate positions for Chairman, Vice-Chairman, and Secretary of the District Advisory Council.

Lastly, Mr. Diorio gave an update on the status of the new building. He stated that it is ongoing and progressing positively. There is a signed version of the Letter of Intent that was presented to all the Board Members, and it was agreed to proceed ahead by the Board. Mr. Diorio complied and returned the Letter of Intent and permission to move ahead to the commercial realtor who will forward on to Huntington Bank. The next step would be receiving a purchase agreement from Huntington Bank along with negotiations and involvement of PCHD's legal counsel, extensively as the process projects closer to a purchase agreement and also communicating with Portage Community Bank who has pre-approved the loan for PCHD to purchase the new building and to ensure that the funds are appropriated, and Portage Community Bank will proceed with an appraisal once the purchase agreement is in place.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- A. Accept the hiring of Joshua Sexton, Accreditation Coordinator.
- B. Accept the hiring of Han Gilligan, EHSIT.

A virtual motion was made by Board Member Everett to accept the hiring of Joshua Sexton, Accreditation Coordinator, and Han Gilligan, EHSIT, seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried.

- C. Personnel Policy 2.11 Hours of Work and Overtime
- D. Personnel Policy 2.23 Pre-Employment Procedure
- E. Personnel Policy 2.24 Emergency Closings
- F. Personnel Policy 4.01 Sick Leave
- G. Personnel Policy 4.10 Retirement / Resignation / Voluntary Separation

Ms. Meduri requested the Board to table these policies to be postponed until the April Board meeting as there was not adequate time to review the policies with the Leadership team. These policies are up for immediate discussion at the next Leadership meeting on March 22nd to ensure all leadership understands the changes before presenting them to the Board. Board President Howard requested that once the Leadership team has discussed the changes that those changes be forwarded to the Board for review before the April Board of Health meeting.

A motion was made by Board Member Ribelin to table the personnel policies until the next Board of Health meeting, seconded by Board Member Bierlair. An “aye” vote was cast by all, motion carried.

A virtual vote on the motion is as follows:

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

- H. Fiscal and Accounting 2023 Budget Final Submission for Board Approval

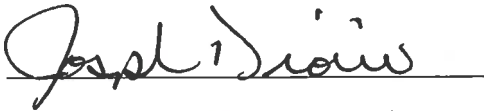
Board Member Grimm noted that the budget that was initially sent was incorrect. Further research revealed that the incorrect budget was submitted to the Board. The Board moved to meet on a separate date to review the corrected 2023 Budget. Ms. Stall will provide a correct budget and those changes will be submitted to the Board for review as soon as possible. An emergency meeting will be held on Friday, March 18th at 5 PM., virtually.

IX. BOARD ISSUES AND DISCUSSION: None

X. EXECUTIVE SESSION: None

XI. Adjournment: A virtual motion was moved to adjourn by Board Member Cutlip at 7:33 PM, seconded by Board Member Ribelin.

An “aye” virtual vote was cast by all, motion carried.

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

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