

**Portage County Combined General Health District  
Board Meeting Minutes  
April 19, 2022  
6:00 PM**



**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, April 19, 2022, at the Ravenna Elks Lodge. The meeting was called to order at 6:06 PM by Board Member Howard.

**Board Members in Attendance:**

Robert Howard, President  
Evelyn Cutlip, Vice President  
Amy Everett, Member  
Lucy Ribelin, Member  
Linda Grimm, Member

**Board Members Absent:**

Charles Delaney, Member  
James Bierlair, Member  
Dr. Howard Minott

**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  
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:**

Bruce Lange, Charlestown Township

**Others:**

None

**Media Present:**

None

## II. APPROVAL OF MINUTES:

Board of Health Meeting: On April 19, 2022, Board Member Cutlip presented a motion to Accept the Board Meetings Minutes for March 15, 2022, seconded by Board Member Ribelin.

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

A vote on the motion is as follows:

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

Board of Health Meeting: On April 19, 2022, Board Member Everett presented a motion to Accept the Board Meetings Minutes for March 18, 2022, Emergency Board Meeting, seconded by Board Member Grimm.

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

A vote on the motion is as follows:

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

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

Mr. Lange stated that he received an email regarding House Bill #463 which would eliminate the District Advisory Council for general health districts and transfer those duties to the Board of County Commissioners. Mr. Lange reached out to several individuals to obtain feedback on House Bill #463. He stated that he has reached out to Mr. Coia who is the President of the Portage County Townships Association and would like to voice his perspective view to the Ohio Townships Association regarding this House Bill #463. Mr. Lange is hoping to hear back soon from Mr. Coia to obtain further insight regarding House Bill #463. Mr. Diorio stated that this bill has been in place since last year and part of this bill is the restructuring of the Board of Health allowing the Board of County Commissioners to appoint and approve members for the Board of Health. He also stated that the Association of Health Commissioners has been involved with legislation since the beginning when this was proposed in late 2021. There has been discussion amongst the Associations and legislation pertaining to the duties and responsibilities of the District Advisory Committee. There has not been much feedback from the Board of Commissioner’s Office regarding their thoughts. Mr. Diorio stated that he plans to keep a close eye on this situation and update the Board of Health with any information he receives.

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

#### IV. ACTION ITEMS

A. Expenditure Ratifications	\$ 517,200.06
Invoice Batch No. 6211	\$ 600.18
Invoice Batch No. 6317	\$ 23,147.12
Invoice Batch No. 6390	\$ 3,666.83
Invoice Batch No. 6408	\$ 7,762.75
Invoice Batch No. 6501	\$ 11,543.00
Invoice Batch No. 6506	\$ 397,970.00
Invoice Batch No. 6553	\$ 30,436.16
Invoice Batch No. 6609	\$ 6,082.14
Invoice Batch No. 6612	\$ 15,309.55
Invoice Batch No. 6755	\$ 2,756.82
Invoice Batch No. 6792	\$ 780.00
Invoice Batch No. 6848	\$ 10,162.71
Invoice Batch No. 6856	\$ 6,512.81
Invoice Batch No. 6878	\$ 969.99

Ms. Stall is requesting that these expenditures be ratified.

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

A vote on the motion is as follows:

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

#### B. Travel and Expenditures

A motion was presented by Board Member Grimm to approve said stated expenditures, seconded by Board Member Everett.

A vote on the motion is as follows:

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

#### C. Equipment Request: Ultra-Low Under-counter Freezer for Vaccine Clinic (CN22).

Ms. Lehman requested approval for an ultra-low under-counter freezer for COVID-19 vaccinations and plans to utilize funds from the CN22 COVID-19 grant. A motion was

presented by Board Member Everett to permit said stated equipment request expenditures be approved, seconded by Board Member Cutlip.

A vote on the motion is as follows:

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

D. **Resolution #22-37** Amendment to the 2022 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated this is a budget amendment to set up appropriations for proper line items for future use of funds. The first line item is from the General Fund #8900 for \$300,000 which is for contract services. The second line items are for the Food Service fund #8903, for \$20,000 from the AFDO grant program, and #8908 is for the MRC fund as Ms. Lehman and Mr. Walker have been working on obtaining grants for this fund. Ms. Stall explained that #8911 was for the Maternal Child Health grant (MCH), which PCHD no longer receives, however there is a balance in this grant for unused funds that is not a siloed grant but a deliverable grant and the stipulations pertaining to this grant is that if the funds expended are used in the same categorical expense per the grant's terms, the remaining balance can be utilized as needed. These funds will be disbursed and transferred to salaries for Cribs for Kids and Car Seats. This line item needs to be appropriated so that these funds can be set up for future use.

A motion was presented by Board Member Cutlip to Adopt Resolution #22-37, seconded by Board Member Grimm.

A vote on the motion is as follows:

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

- E. **Resolution #22-38** A Journal Entry for an Expense Correction for Portage County Combined General Health District.

Ms. Stall submitted an expense correction for payments that were made prior to receiving the grant funds.

A motion was presented by Board Member Cutlip to Adopt Resolution #22-38, seconded by Board Member Everett.

A vote on the motion is as follows:

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

- F. **Resolution #22-39** The Portage County Combined General Health District Acceptance to Enter into a Contract with Quality IP for Data Informatician Services and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.

Mr. Diorio is requesting approval to utilize the Workforce Development grant for data informatician services provided through Quality IP and authorization to sign a contract pending completion. Upon approval, this contract would provide an individual assigned through Quality IP to provide services to assist with the conversion and integration of HealthSpace among other database systems as well as assist all divisions with the appropriate IT language and be a liaison for PCHD. Mr. Diorio would also like to incorporate this individual into the Environmental Health scanning project and working towards associating those documents to a GIS layer for a future public portal that can be accessed for informative data and videos pertaining to septic systems and the parcel numbers that are associated with those systems. The current contract is for \$7,600 per month for 12 months and is completely separate from the IT services Quality IP currently provides.

A motion was presented by Board Member Everett to Adopt Resolution #22-39, seconded by Board Member Cutlip.

A vote on the motion is as follows:

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

- G. **Resolution #22-40** The Portage County Combined General Health District Acceptance to Enter into a Contract with Sanctuary Marketing Group for Website Services and Permit Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.

Mr. Diorio is requesting approval to utilize the WFD grant funds towards a contract with Sanctuary Marketing Group to design and establish a new website and website services for PCHD and obtain authorization for Mr. Diorio to sign a contract pending completion. This contract is expected to be completed by June 30, 2023.

The development and completion of services will be conducted in accordance with the following two phases:

Phase I (Discovery) \$4,500

Phase II (Website Development) \$25,000 - \$35,000 but total not to exceed \$39,500.

The board inquired on the status of the WFD Grant. Mr. Diorio and Ms. Meduri explained that the WFD Grant is for a total \$305,000. (\$300,000 for WFD and \$5,000 for Administrative Services), which is managed by Ms. Meduri.

A motion was presented by Board Member Ribelin to Adopt Resolution #22-40, seconded by Board Member Grimm.

A vote on the motion is as follows:

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

H. **Resolution #22-41** Variances and More Stringent Standards from the Requirements of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems for Advantage Inspections.

Mr. Rechichar requests approval from the board for a variance with Mr. Brandberry of Advantage Inspections, Inc. Mr. Brandberry submitted a written application for a variance requesting to waive the requirements to have obtained the required continuing education credit hours in 2021 and provided documentation of six (6) hours continuing education that was obtained year to date in 2021 and 2022.



A motion was presented by Board Member Everett to Adopt Resolution #22-41, seconded by Board Member Ribelin.

A vote on the motion is as follows:

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

## **V. DISCUSSION REPORTS**

### **A. Administration Division:**

Ms. Meduri had a great deal to share with the board.

Ms. Stall, Director of Finance is retiring from PCHD on May 31, 2022. PCHD wishes her a very enjoyable retirement and thanks her for her many years of dedication.

Ms. Todd, Environmental Health Clerk, is resigning from PCHD on April 29<sup>th</sup> and will be returning to the Portage County Clerk of Courts. PCHD wishes her well and thanks her for her time here.

Mr. Diorio and Ms. Meduri met multiple times regarding the PCHD Personnel Policies to review and update 11 Personnel Policies. Chris Meduri, Portage County Attorney is currently reviewing the updates for the FMLA Policy which will be forthcoming. The policies were presented to the leadership team for discussion and feedback was encouraged.

Mr. Diorio, Ms. Meduri, Ms. Ferraro, and Ms. Paxton met with Quality IP regarding Data Informatician services to assist with the conversion and integration of HealthSpace among other database systems. The project will be funded through the PHW Grant.

Ms. Meduri reported that all staff received a training on trauma and coping mechanisms provided by Portage Path at the last staff meeting on March 17<sup>th</sup>. The next staff meeting will be on April 21<sup>st</sup> and will include a training on COOP provided by Bob Walker and Becky Lehman. Staff will continue to receive monthly trainings in conjunction with the staff meeting through the end of the year.

The Quarterly Report is due for the first quarter of 2022. The report will be emailed to stakeholders upon completion.

Ms. Meduri, Ms. Lehman, and Ms. Menke attended the Kent State University Career Day to represent the Health District and provide information regarding internship opportunities and job openings on April 7th at KSU.

The PHW Grant Program Report was completed and approved for the first quarter for 2022.

Ms. Meduri also provided an update on the current employment positions.

Administrative and Account Clerk: Ms. Jewell prepares and organizes Board of Health meetings including agendas, minutes, resolutions, BOH packets, distribution, and

maintenance of all BOH similarly related items as well as for the District Advisory Council. She assists Administration with projects and is responsible for inventory management, tracking and maintenance of the WPCLF Program and all PCHD contracts, as well as other fiscally related tasks.

Ms. Meduri expressed the stress of recruiting new talent to the six open positions. Since October 2021, there have been 103 candidates contacted for interviews. Of the 103 candidates, 47 did not call back, 15 were either a no show or cancelled, 28 interviews were completed, with 2 follow-up interviews and 5 offers extended. Although, prior to the Board of Health meeting, an offer was extended and accepted for the Fiscal Account Clerk. Ms. Underwood will be onboarding with PCHD on Monday, May 2, 2022.

**B. Fiscal Division:**

Ms. Stall provided an updated Cash Basis Report to the board with their packets. Her updates were regarding the advances from the General Fund. Currently, there is a carryover balance of \$4,370,725.01. The month end (March 31<sup>st</sup>) cash balance was \$1,345,353.53. Additionally, there were \$1,160,400.00 advanced toward the following funds, which are grant funded programs.

- #8901 PHEP: \$73,400.00
- #8903 FSO/FE: \$70,000.00
- #8904 PRIV WTR: 10,000.00
- #8905 IAP: \$20,000.00
- #8906 PARK/CAMP: \$10,000.00
- #8910 CMH: \$22,000.00
- #8912 CORONAVIRUS: \$75,000.00
- #8913 MTR CYCLE: \$20,000.00
- #8914 SAFE COM: \$20,000.00
- #8916 WIC: \$215,000.00
- #8920 COVID-19 ENHANCED OPERATIONS: \$225,000.00
- #8923 WORKDFORCE DEV: \$300,000.00
- #8924 COVID-19 VACCINATION: \$100,000.00

This brought the cash balance to \$2,505,753.53. The Health Education division's expenses are \$63,774.89 and the Nursing division's expenses are \$73,408.21, which are allocated from the General Fund, leaving a new cash balance of \$2,368,570.43 in the General Fund. Ms. Stall feels that we are looking fairly good.

**C. Nursing Division:**

Ms. Ferraro stated that the month of March and into April have been busy. The new strain of COVID-19 has been identified as BA.2, it has hit Europe and it is starting to penetrate the US, and in Portage County.

The 7-day average for 17 and younger is 16.7% (7.1 cases per day) and 18 and older is 1.4 cases per day.



The statistics for Portage County through March 13<sup>th</sup> are:

- Total cases: 28,759
- Confirmed cases: 22,390
- Probable cases: 6,369
- Total lives lost: 456
- Hospitalizations: 1,634
- ICU Admissions: 205

For the month of March, the Nursing Staff worked aimlessly to catch up on COVID outbreaks, communicable disease outbreaks, and communicable diseases, and vaccine administration. They are utilizing two Prolink Nurses to assist with the COVID vaccine and COVID cases/updates. There are plans to replace Ms. Halas once our contract with Prolink expires in June 2022. Our Epidemiologist Assistant and Prolink Nurses are working on all the positive cases of COVID-19 by entering the COVID-19 immunization dates into the Ohio Disease Report System (ODRS), there are over 20,000 records that will have to be reviewed. This will help to determine if it was a breakthrough case, or not. Tuesdays and Wednesdays PCHD continually offer vaccines at our Adult and Childhood clinics from 8am -12:00pm appointments only. The nurses will continue to provide COVID/Flu vaccines during these clinics even if someone walks in. The Nursing division provided Tdap vaccines, COVID, and flu vaccines at the Portage County Jail on March 31st. PCHD will continue to offer vaccines to the Jail on a monthly basis.

PCHD will be providing vaccines at the Windham Renaissance Family Center, starting in April. The vaccines will be provided every month on the 4th Tuesday from 2pm-4pm. The first clinic will start on April 26th. The Nursing staff are in the process of working with the Windham Schools to offer back to school vaccines/COVID vaccines on April 1st and April 22nd and will attend the kindergarten open house in August 2022. The Nursing staff has been very busy with HealthSpace, we are in the process of developing Health Space for the Nursing Division. Providing what is needed for immunizations and now working on CMH. Health Space must build the Nursing Departments functions. We will be the first Nursing Department that they will have used HealthSpace.

Ms. Ferraro spoke of an unusual case pertaining to a child under 10 years of age who contracted Hepatitis E, which typically results from a transplanted organ. However, this child did not have a donor, all organs were her own. It was discovered that the surgeon who performed the surgery on the child has done extensive travel to and from Africa. Unsure if this was from contact from the surgeon. Fortunately, this type of Hepatitis is not contagious. She is still very pale but looking forward to healing. Ms. Ferraro has been keeping in contact with the child's mother on her condition. The state has been contacted regarding this case. Further information will be forthcoming.

**C. Environmental Health Division:**  
**a. Stormwater Management Plan Updates Slides**

Ms. Smith and Mr. Sarfo met with the Stormwater Steering Committee in March and provided the slideshow pertaining to the Stormwater Management Plan Updates. The Stormwater Steering Committee presented the Stormwater Management plan to the County Commissioners on March 17th to explain the changes that were made under the 2021 State

MS4 Stormwater permit. Mr. Sarfo provided a printed copy of the slides to the Board of Health as well as a brief update on how the plan was received overall. He is awaiting on a response from the State regarding feedback on the MS4 Stormwater permit.

Mr. Rechichar expressed his gratitude to the Board on the hiring of Ms. Gilligan as the new EHSIT. He stated that it is so refreshing to finally get back to training. Ms. Gilligan is currently training with Mr. Bull and the Food Service staff. Mr. Spies has transferred programs and is transitioning from the Stormwater program to the Food & Pools programs and will eventually assist in the Campground program as well. A replacement for Mr. Spies has been requested of the Board and hope to fulfill Mr. Spies position soon. Mr. Rechichar stated that the Environmental Division will be conducting surveys for the Food and Recreational programs over the next few months.

Mr. Bull stated that the Environmental Health Division has underwent quite a bit of transition, however, everyone is working together all is coming together. He was excited that his staff will be traveling down to West Virginia in May to train with a fellow mentor, Mr. Custard, who is the former President of The National Environmental Health Association (NEHA), on the National Association of County and City Health Officials (NACCHO) Retail Food Program Standards Mentorship site visit at the Jefferson County Health Department.

#### **D. Health Education and Promotion Division:**

Ms. Lehman stated that her division is excited as well to be back to training and interacting with the public. She stated that the Project Dawn program has been providing a "Train the Trainer" to spread awareness of drug overdoses and how to save a life with the Naloxone (NARCAN). Ms. Lehman stated that NEOMED has a new health clinic and has partnered with PCHD to offer the Project Dawn program services and distribute the Naloxone kits to those who need them. This program is led by Ms. Holtz of the Health Education Division.

Ms. Lehman stated that Kim and Ali attended the SAIL training program, (Stay Active & Independent for Life). SAIL is an evidence-based fall prevention strength, balance, and fitness program for adults 65 years and older. UH Portage also was trained in SAIL. PCHD plans on partnering with UH Portage to offer this program in the community.

Ms. Lehman stated Standards and Measures for Reaccreditation Version 2022 was received. Mr. Sexton has created a spreadsheet to help track the data collection process and to provide a quick reference to what each standard and measure requiring. Ms. Lehman is currently working on the PHAB yearly report (year 3) Section I and is expected to be completed by June 2022.

Ms. Lehman stated that The MRC continues to be requested by the PCHD for the filing of hardcopy of vaccine records to be filed by patient name, setting up SignUp Genius for the volunteers in the month of March and April, including the beginnings to set-up of classes to complete deliverables of NACCHO Award. Ms. Lehman and Mr. Walker applied for the applied for and received two NACCHO Awards: \$10,000.00 for training classes, and \$25,000.00 for Team Leader to help manage the MRC volunteers. A big part of these deliverables is to purchase mannequins, and to have one CPR class per month with volunteers and staff.

Ms. Lehman stated that PCHD has been provided three licenses for the Clear Impact PMS. She is implementing this new tool for 2022. Mr. Sexton is being trained on Clear Impact and will move forward with imputing PCHD performance measures into Clear Impact. Mr. Sexton has also been working on adding data into the clear impact system, starting with the Health Education and Promotion Division.

**E. Women, Infants, and Children (WIC) Division:**

Ms. Cooper did share that her Columbiana staff assisted with their first “Pop-Up” WIC in East Liverpool, who partnered with Carnegie Library to offer an opportunity for E. Liverpool residents/WIC participants to have WIC benefits loaded at the library. Twenty-nine participants who had missed appointments due to transportation challenges received WIC benefits! Ms. Cooper plans to offer a Pop-Up WIC again in May and build upon this pilot in the months ahead. Staff received positive comments and appreciation from participants and the word is spreading within the community.

Ms. Cooper is working on the Management Evaluation with the State WIC Office which has been virtual, and she has been busy scanning documents for review. Ms. Cooper stated that her staff is currently working on their FY23 grant application which has a competitive cycle of every five years, rather than every three years. There was a loss of \$5,500 from their FY22 grant and she has been collaborating with her staff to balance her budget because of the loss of funds.

Ms. Cooper shared that she is really excited for the Focus Group integration with the Health Education and Nursing Divisions and how this will benefit the WIC participants and families. The Nursing Division will provide a vaccination clinic at the WIC office once a month to assist the WIC families in child immunizations. Ms. Copper stated that while Public Health Emergency was extended through mid-July of 2022, so the WIC waivers have been extended through October of 2022, so has the timeline for their ability to assist their clients in person rather than curbside. Her office is hoping that they can eventually offer a sort of hybrid clinic to assist their families and their needs. Ms. Cooper touched on the effects that her staff has dealt with through the pandemic as well as the infant formula recall and shortage. The State WIC office has been contacted and the State WIC office has contacted the infant formula companies, unfortunately, there just is not a great deal that can be done at this time.

**F. Health Commissioner:**

Mr. Diorio stated that the Association of Health Commissioners and the Ohio Department of Health discussed the fluctuation of food fees and food fee placement due to COVID-19. Our agency did not see much fluctuation in fees as other agencies within the state did. The food fees were based on the staff availability and our agency will be receiving approximately \$30,000 as a subsidy fund that can be utilized through the general fund as funds that can be utilized as needed and wherever it is needed.

Mr. Diorio stated that while PCHD staff is busy with COVID related activity, there has been monitoring of the COVID-19 stats within the County. Fortunately, Portage County has remained relatively low on positive cases and PCHD’s Nursing Division has been working to maintain the COVID-19 vaccinations and boosters within the community.

There are currently two COVID-19 grants. One is the EO grant and the CN grant. The EO and CN grant will be extended to June 2023. Mr. Diorio is hoping to steer clear of another outbreak with COVID-19 but is anticipating an uptick in the months to come.

## **VI. OLD BUSINESS:**

**A.** Request to Remove Items from Table for Personnel Policies from March 15, 2022, Board of Health Meeting.

It was moved by Board Member Cutlip, seconded by Board Member Everett, that these Personnel Policies be removed from the table and returned to the table for the Board to approve.

Upon call of the roll, the vote was as follows:

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

## **VII. NEW BUSINESS:**

- A.** 2.11 Hours of Work and Overtime Policy
- B.** 2.23 Pre-Employment Procedure Policy
- C.** 2.24 Emergency Closings Policy
- D.** 2.29 Continuing Education Policy
- E.** 3.09 Dress Code Policy
- F.** 4.01 Sick Leave Policy
- G.** 4.10 Retirement / Resignation/ Voluntary Separation Policy
- H.** 4.11 Tuition Reimbursement Policy
- I.** Flexible Schedule Policy
- J.** Teleworking Policy

It was moved by Board Member Ribelin seconded by Board Member Everett, that the Hours of Work and Overtime Personnel Policy #2.11 be approved.

Upon call of the roll, the vote was as follows:

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

It was moved by Board Member Ribelin seconded by Board Member Everett, that this Pre-Employment Procedure Policy Personnel Policy #2.23 be approved.

Upon call of the roll, the vote was as follows:

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

It was moved by Board Member Ribelin seconded by Board Member Everett, that this Emergency Closings Policy Personnel Policy #2.24 be approved.

Upon call of the roll, the vote was as follows:

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

It was moved by Board Member Ribelin seconded by Board Member Everett, that this Continuing Education Personnel Policy #2.29 be approved.

Upon call of the roll, the vote was as follows:

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

It was moved by Board Member Ribelin seconded by Board Member Everett, that this Dress Code Personnel Policy #3.09 be approved.

Upon call of the roll, the vote was as follows:

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



It was moved by Board Member Ribelin seconded by Board Member Everett, that this Sick Leave Personnel Policy #4.01 be approved.

Upon call of the roll, the vote was as follows:

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

It was moved by Board Member Ribelin seconded by Board Member Everett, that this Retirement / Resignation/ Voluntary Separation Personnel Policy #4.10 be approved.

Upon call of the roll, the vote was as follows:

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

It was moved by Board Member Ribelin seconded by Board Member Everett, that this Tuition Reimbursement Personnel Policy #4.11 be approved.

Upon call of the roll, the vote was as follows:

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

It was moved by Board Member Ribelin seconded by Board Member Everett, that this Flexible Schedule Personnel Policy be approved.

Upon call of the roll, the vote was as follows:

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



It was moved by Board Member Ribelin seconded by Board Member Everett, that this Teleworking Personnel Policy be approved.

Upon call of the roll, the vote was as follows:

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

**K. Accept the Retirement of Ms. Debra Stall, Director of Finance.**

Board Member Ribelin presented a motion to accept the retirement of Ms. Debra Stall, Director of Finance, with regret, seconded by Board Member Grimm.  
An “aye” vote was cast by all, motion carried.

**L. Permission to Post, Advertise and Hire One Full-Time, Director of Finance.**

Board Member Ribelin presented a motion to grant permission to post, advertise and hire one full-time Director of Finance, seconded by Board Member Grimm.  
An “aye” vote was cast by all, motion carried.

**M. Accept the Resignation of Ms. Stephanie Todd, Clerk.**

Board Member Cutlip presented a motion to accept the resignation of Ms. Stephanie Todd, Clerk for the Environmental Health Division, with regret, seconded by Board Member Everett.  
An “aye” vote was cast by all, motion carried.

**N. Permission to Post, Advertise and Hire One Full-Time Clerk for the Environmental Division.**

Board Member Ribelin presented a motion to grant permission to post, advertise and hire one full-time Clerk for Environmental Health, seconded by Board Member Grimm.  
An “aye” vote was cast by all, motion carried.

**O. Accept the hiring of Melissa Underwood, Account Clerk for the Finance Division.**  
Pending Drug Screen and Background Check Are Completed and Approved.  
An “aye” vote was cast by all, motion carried.

**VIII. BOARD ISSUES AND DISCUSSION:**

**A. Executive Session: Acquisition of Property.**

A motion was moved to enter into an Executive Session by Board Member Ribelin at 7:52 PM, seconded by Board Member Cutlip.  
An “aye” vote was cast by all, motion carried.

**B. Reinstate Board of Health Meeting.**

A motion was moved by Board Member Everett at 8:35 PM and seconded by Board Member Grimm to reinstate the Board of Health meeting to discuss and vote on the acquisition of property in resolution #22-42.

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

**P. Resolution #22-42** The Portage County Board of Health to Give Joseph Diorio, Health Commissioner the Authority to Sign a Purchase Agreement for the Acquisition of Property Located at 999 East Main Street, City of Ravenna, County of Portage, Ohio with Intent to Relocate the Portage County Combined General Health District.

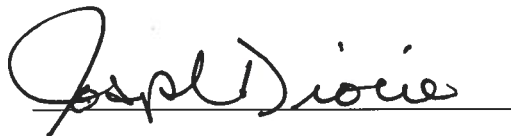
A motion was presented by Board Member Everett to Adopt Resolution #22-42, seconded by Board Member Grimm.

A vote on the motion is as follows:

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

**IX. EXECUTIVE SESSION:** A motion was moved to exit an Executive Session by Board Member Ribelin at 8:40 PM and seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

**X. ADJOURNMENT:** A motion was moved to adjourn by Board Member Ribelin at 8:42 PM, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.



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