

**Portage County Combined General Health District
Board Meeting Minutes
May 17, 2022
6:00 PM**



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, May 17, 2022, at the Ravenna Elks Lodge. The meeting was called to order at 6:02 PM by Board Member Howard.

Board Members in Attendance:

Robert Howard, President
Amy Everett, Member
Lucy Ribelin, Member
Linda Grimm, Member
Dr. Howard Minott, Member
James Bierlair, Member

Board Members Not in Attendance:

Charles Delaney, Member
Evelyn Cutlip, Vice President

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
Mary Helen Smith, Director of
Environmental Health
Justin Rechichar, Deputy Director of
Environmental Health
Amos Sarfo, Supervisor
Andy Bull, Supervisor

Advisory Council:

Bruce Lange, Charlestown Township

Others:

None

Media Present:

None

II. APPROVAL OF MINUTES:

Board of Health Meeting: On May 17, 2022, Board Member Everett presented a motion to Accept the Board Meetings Minutes for April 19, 2022, 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	Absent	Board Member Dr. Minott	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)

Mr. Lange stated that he was in contact with Ms. Calcei, fiscal officer for the Ohio Township Association, who sent out copies of House Bill #463 to all the trustees of the Portage County Township Association. On Tuesday evening of this past election night, Mr. Lange spent some time with Gail Pavliga, a Republican Representative for the State of Ohio, and expressed his concerns and those concerns of the others of Portage County regarding this house bill. Ms. Pavliga had her staff forward information that she had to Mr. Lange for his review. Thus far, Mr. Lange has not received any negative feedback from the township. Mr. Lange did state that the Portage County Township Association did have a meeting this upcoming Saturday at the Portage County garage and Mr. Lange plans to address the Township regarding the house bill. Ms. Pavliga was returning to Columbus where she planned to reach out to the sponsor of the bill and relay the concerns of Mr. Lange and the trustees of the Portage County Township Association. Ms. Pavliga is well aware that the trustees and the Portage County Board of Commissioners are not in favor of this bill to disassemble the District Advisory Committee. Any current information Mr. Lange receives will certainly be shared with the board.

IV. PUBLIC COMMENT – No public in attendance.

V. ACTION ITEMS

A. Expenditure Ratifications	\$ 118,044.42
Invoice Batch No. 6905	\$ 13,715.69
Invoice Batch No. 6973	\$ 9,420.17
Invoice Batch No. 7054	\$ 11,300.21
Invoice Batch No. 7090	\$ 15,051.64
Invoice Batch No. 7099	\$ 6,374.52
Invoice Batch No. 7184	\$ 11,584.83
Invoice Batch No. 7286	\$ 11,265.93
Invoice Batch No. 7288	\$ 550.30
Invoice Batch No. 7252	\$ 38,781.13

Ms. Stall is requesting that these expenditures be ratified.

Board Member Minott 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	Absent	Board Member Dr. Minott	Yes
Board Member Ribelin	Yes	Board Member Grimm	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

B. Travel and Expenditures

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

A vote on the motion is as follows:

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

C. Resolution #22-43 Amendment to the 2022 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated that this is a budget amendment to appropriate funds to the grants and line items. The appropriations are for this year's Mosquito Grant (2MSQT/#8900), PHAB Grant (2D069/#8901), AFDO Grant (2AFDO/#8903), NACCHO Grant (NCCHO/#8903), and the Get Vaxxed Ohio Grant (2ROOO/#8905). Ms. Stall is requesting these funds be approved for an appropriation for future spending.

A motion was presented by Board Member Ribelin to Adopt Resolution #22-43, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

D. Resolution #22-44 To Book Memo Entry of Payment from Portage Community Bank to Purchase Property/Loan for Funds to Be Certified.

Ms. Stall worked with the Portage County Auditor's office to appropriate the \$1 million in the general fund and debit the \$760,000 into the #620000 on the revenue side. This process was necessary to properly appropriate the funds for Portage Community Bank to issue payment to Huntington National Bank for the new building.

A motion was presented by Board Member Everett to Adopt Resolution #22-44, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

- E. **Resolution #22-45** For the Portage County Board of Health Authority to Sign Promissory Note Regarding Commercial Lending/Mortgage with Portage Community Bank.

Ms. Stall stated that this is a Promissory Note which includes both the Health Commissioner and the Board of Health President on the note. Mr. Diorio is inquiring about who needs to be on contract once the mortgage paperwork is drawn.

A motion was presented by Board Member Minott to Adopt Resolution #22-45, seconded by Board Member Grimm.

A vote on the motion is as follows:

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

- F. **Resolution #22-46** To Declare the Necessity to Levy a Tax in Excess of the Ten-Mill Limitation and Place on the Ballot at November 8, 2022, General Election a Renewal of Four-Tenths (0.4) of a Mill for the Benefit of the Portage County Combined General Health District.

A motion was presented by Board Member Bierlair to Adopt Resolution #22-46, seconded by Board Member Everett.

A vote on the motion is as follows:

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

- G. **Resolution #22-47** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Patricia Bissler to Provide services for the Medical Reserve Corps as the Team Leader.

Ms. Lehman stated that PCHD was awarded the NACCHO grant, and this will provide an MRC Team Lead to assist Mr. Walker. The grant will cover 100% of the contract for this MRC Team Lead through December 2022.

A motion was presented by Board Member Ribelin to Adopt Resolution #22-47, seconded by Board Member Minott.

A vote on the motion is as follows:

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

- H. **Resolution #22-48** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Addendum to the Agreement with Patricia Bissler for Epidemiological Assistant Services for COVID-19.

- I. **Resolution #22-49** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Addendum to the Agreement with Kelly Beck-Plishka for Epidemiological Assistant Services for COVID-19.

Ms. Lehman stated that these addendums for Ms. Bissler and Ms. Beck-Plishka are to extend their existing contracts until July of 2022 and allow Mr. Diorio to sign their contracts.

A motion was presented by Board Member Minott to Adopt Resolutions #22-48 and #22-49, seconded by Board Member Everett.

A vote on the motion is as follows:

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

J. **Resolution #22-50** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Addendum to the Agreement with Jeremy Brewer for Epidemiological Assistant Services for COVID-19.

K. **Resolution #22-51** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Addendum to the Agreement with Jacob Dudley for Epidemiological Assistant Services for COVID-19.

Ms. Lehman stated that these addendums for Mr. Brewer and Mr. Dudley are to extend their existing contracts until July of 2023 and allow Mr. Diorio to sign their contracts.

A motion was presented by Board Member Ribelin to Adopt Resolutions #22-50 and #22-51, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

L. **Resolution #22-52** The Portage County Combined General Health District Acceptance to Enter into Contract with Indoor Media, Inc., (Cartvertising Services) to Advertise on Grocery Shopping Carts for the 2022-2023 Portage County Stormwater Management Program (SWMP) and Permit Health Commissioner to Sign the Contract Pending Completion.

Ms. Smith stated that the advertising for the Stormwater Management Program (SWMP) was successful in the past and that her division would like to continue to advertise within the district of the Stormwater Management Program where it has the most visual impact on the consumers who shop in this particular area.

A motion was presented by Board Member Bierlair to Adopt Resolution #22-52, seconded by Board Member Minott.

A vote on the motion is as follows:

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

M. **Resolution #22-53** A Resolution Authorizing the Portage County Combined General Health District to Enter into an Agreement with Lamar Advertising Company for the Portage County Storm Water Management Program (SWMP) and Permit the Health Commissioner, Joseph J. Diorio, to Sign the Contract Pending Completion.

N. **Resolution #22-54** A Resolution Authorizing the Portage County Combined General Health District to Enter into a Contract with National Outdoor Media, Inc. for the Portage County Stormwater Management Program (SWMP) and Permit Health Commissioner to Sign the Contract Pending Completion.

O. **Resolution #22-55** The Portage County Board of Health Acceptance to Enter into Agreement Between the Portage County Board of Commissioners and the Portage County Combined General Health District for Cooperation and Coordination as it Relates to the Execution of the Responsibilities of the Portage County Storm Water District.

Ms. Smith stated that the billboard companies will not hold onto the billboards until needed, therefore, this resolution is to get the initial billboards prepared for June of 2022, and then purchase three additional billboards over the next few months allowing the Health Commissioner to sign the contracts upon completion.

A motion was presented by Board Member Bierlair to Adopt Resolutions #22-53, #22-54, and #22-55, seconded by Board Member Ribelin.

A vote on the motion is as follows:

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

P. **Resolution #22-56** The Portage County Board of Health Authorizing the Health Commissioner or Other Person Employed by the Licensor to Take

Action Under the Ohio Food Law and Rules As it Pertains to Requirement to Cease Use.

- Q. **Resolution #22-57** The Portage County Board of Health Authorizing the Health Commissioner and/or Other Person Employed by The Licensor to Take Action Under the Ohio Food Law and Rules for Retail Food Establishment License Suspension/Revocation Due to Violation of Any Requirement (Non-Emergency).
- R. **Resolution #22-58** The Portage County Board of Health Authorizing the Health Commissioner to Take Action Under the Ohio Food Law and Rules for Immediate Suspension of a Retail Food Establishment License for a Violation Presenting a Clear and Present Danger.
- S. **Resolution #22-59** The Portage County Board of Health Authorizing the Health Commissioner or Other Person Employed by the Licensor to Take Action Under the Ohio Food Law and Rules as it Pertains to Embargo of Food.
- T. **Resolution #22-60** The Portage County Board of Health Authorizing the Health Commissioner to Take Action Under the Ohio Food Law and Rules for Immediate Suspension of Food Service Operation License for A Violation Presenting an Immediate Danger to Public Health.
- U. **Resolution #22-61** The Portage County Board of Health Authorizing the Health Commissioner and/or Other Person Employed by The Licensor to Take Action Under the Ohio Food Law and Rules for Suspension/Revocation of a Food Service Operation License Due to Violation of Any Requirement (Non-Emergency).

A motion was presented by Board Member Bierlair to Adopt Resolutions #22-56. #22-57, #22-58, #22-59, #22-60, and #22-61, seconded by Board Member Ribelin.

A vote on the motion is as follows:

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

- V. **Resolution #22-62** Household Sewage Treatment System Variance Request to Ohio Administrative Code (OAC) 3701-29-06(G)(3)(a).

Ms. Smith requested to install a replacement sewage treatment system within the required isolation distance of the gas utility easement. There is a need for an aeration system. Sunoco is aware of the pipeline and location and has requirements that should be met before removing and replacing the existing

sewage system. This was not disclosed to the homeowner before purchasing but would be necessary for potential future buyers to have full disclosure of the pipeline.

A motion was presented by Board Member Everett to Adopt Resolution #22-62, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

VI. DISCUSSION REPORTS:

a. Administration and Personnel:

Ms. Meduri stated that the Administration Division has had four new employees to onboard and five employees to offboard from the end of April to the present. Ms. Stall is retiring on May 31st and the Director of Finance has not been fulfilled. Ms. Meduri and Mr. Diorio are hopeful to have Ms. Stall's position filled soon. PCHD will be onboarding an MRC Coordinator soon, which was completely paid through a NACCHO grant and this individual will be a great addition to both, the Nursing & Health Education Divisions. Ms. Meduri expressed how many applicants have applied for the open positions PCHD currently has.

- Director of Finance: Contacted 7 candidates; completed three interviews in the first round; one-second interview and one re-scheduled, then no call/ no show. The position was re-posted; two interviews scheduled
- Environmental Clerk: Over 170+ applicants; 8 candidates contacted; 5 interviews completed
- EHS/ REHS: EH decision to repost position; 30+ new applicants; waiting on applicant selection for interview scheduling
- Marketing and Communications Specialist: PCHD is exploring the option to contract for specific marketing services

Ms. Meduri also gave updates on a few additional items as well. The PCHD Phone system will have an update to include an "in/out of office button" on the faceplate of all PCHD Yealink phones. This will allow supervisors/directors to press a button on the employee's phone to alert the caller the individual is out of the office and redirects them to the mainline. The PCHD Records Commission Meeting is scheduled for May 18th at 9:00 am with Allison Manayan, Deb Stall, Sarah Meduri, Joseph Diorio, and Christina Jewell. The Records Commission will

review and update the current PCHD Record Retention Schedule. The PCHD First Quarter Report for 2022 was completed and distributed to stakeholders.

b. Fiscal and Accounting:

Ms. Stall explained the cash basis report, which showed a \$4,214,146.92 carryover. There was \$1,160,400.00 in advances out of the general fund. The finance division has also prepared \$400,000.00 for the down payment of the new building. Currently, there is \$2,355,428.81 in the general fund and Ms. Stall states that PCHD is looking pretty good. Ms. Stall has been completing as much as she can before her retirement on May 31, 2022. The staff of the Finance Division has come together and absorbed some key areas of Ms. Stall's financial duties until a replacement is hired.

c. Nursing:

Ms. Ferraro stated that there have been additional strands of the Covid-19 variant. Currently, they are labeled and identified as BA.4 and BA.5. Covid-19 remains a priority in the Nursing Division. The Covid-19 positive cases are up significantly from last month's data. Ms. Ferraro is utilizing two Prolink Nurses to assist with the Covid-19 vaccine and Covid-19 cases/updates. The Nursing Division will be looking to replace Ms. Halas's position once the contract with Prolink expires in June 2022. The Epidemiologist Assistants and Prolink Nurses are working on all the positive cases of COVID-19 by entering the COVID-19 immunization dates into ODRS, there are over 20,000 records that will have to be reviewed. This will help to determine if there was a breakthrough case, or not. Many are reporting a sore throat, and tiredness, even those who are vaccinated, are not feeling as ill as those who are not vaccinated. There has been an increase in children as well. In May, the cases per day were 10.1 (17 and younger). For seventeen and older, it is about fifteen cases per day.

As the Fall season approaches, the CDC warns of an increase in cases to come. Ms. Ferraro stated that it could be that some schools and businesses are not tracking the outbreaks as they should be, so the number could be much higher than what is being calculated on the data. The Covid-19 Clinical visits are starting to slow down. However, there are still those who are homebound and require a house call, Ms. Ferraro stated that she had eleven house calls that were tended to in just a day. The new vehicle provided through the grant for the Covid-19 Vaccinations has finally arrived after months of anticipation. This will be a great asset to the Nursing Division. Ms. Ferraro reported a breakout of Tuberculosis. One TB traveler that tested positive showed poor results on x-rays and is unsure of when they were exposed.

Prolink nurses are doing great and are aiding in the Covid-19 and TB outbreaks. Ms. Ferraro also informed the board that Influenza A is on the rise. There have been several nursing homes and three companies that have been affected by Covid-19 outbreaks. Continuing to practice social distancing, wearing a mask in heavily populated areas, and sanitizing will aid in keeping yourself healthy.

d. Environmental:

Ms. Smith stated that her division is remarkably busy with inspections. Ms. Smith also shared that she received a call from the Ohio EPA which has offered \$115,000.00 through the H2Ohio fund in addition to the WPCLF program. The WPCLF program has assisted 100 homeowners with either sewer connections, septic repair, or a complete replacement of NPDES & Soil Based Systems since the program started at PCHD in 2016, which has provided to date, \$1.4 million in grant funds.

Mr. Bull shared his experience with the Division's recent educational trip to West Virginia to the NACCHO Retail Food Program Standards Mentorship site visit at the Jefferson County Health Department in Kearneysville, WV. His division gave a presentation on food establishments and what the key issues were. Mr. Bull stated that it was a great outcome and knowledge that the team left with. Mr. Rechichar and Mr. Bull both shared that PCHD was able to send all the food inspectors and one nursing contact to a food airborne outbreak training. This was also a helpful outcome for those who attended.

Mr. Sarfo attended a Public Health conference about GIS (Geographic Information System) mapping. Mr. Sarfo stated that he was overwhelmed by the usage of GIS in Public Health. The programs pertained to wastewater testing and solid waste tracking but could be utilized in other programs where PCHD assesses data collection, such as mosquito tracking, stormwater, and solid waste. As technology progresses, this may be a key idea to pursue soon.

e. Health Education and Promotion & Accreditation:

Ms. Lehman stated that Health Education has been busy with many of the programs her division oversees such as Project DAWN which Ms. Lehman, Ms. Mitchell, and Ms. Holtz oversee. In April, 122 Project DAWN kits were distributed, and forty-four classes were conducted for a total of 142 individuals. Ms. Lehman expressed her gratitude as she learned that two lives were saved by someone using Naloxone (NARCAN) just in time. The law enforcement that has utilized the Project DAWN kits were able to have three reversals/lives saved from a drug overdose.

Ms. Lehman stated that the Covid-19 Vaccine Program will continue through 2022, though the clinics have seen a decrease in vaccines for adults and children, they remain hopeful and will continue to vaccinate the jails, schools, and the homebound and whoever requests to receive a vaccination. The MRC Coordinator position was approved and funded back two awards from NACCHO. An individual for this position has accepted this contract and the grants will fund the wages for the contract a big part of these NACCHO deliverables is to purchase mannequins and to have one class per month with volunteers and staff.

The Health Education Division has been educating and servicing the community with several events and programs for all, such as:

it up to date and would require monthly upkeep to ensure long term.

The HVAC system is currently running 24/7. Mr. Diorio spent 3 hours with a repairman who reviewed the system. The repairman reported that 2 of 4 compressors are not working. They are significantly leaking fluid out of the coils. The repairman was reluctant to quote a price and stated that he would need at least 3 days to quote.

Mr. Diorio stated that he was referred to another company for HVAC and will be arriving Thursday to review and quote. The new building would require a new system for a 60-ton unit. Mr. Diorio is also obtaining quotes and possibly new ideas from two additional electricians. The monthly utilities for the new building are currently running at \$5,400.00 a month for janitorial, trash, electric, and water. The electricity alone is \$4,300.00 since the HVAC is running consistently 24 hours a day and 7 days a week. The HVAC also runs two gas boilers in the colder months (not currently running) for hot water, electric heat, and components. This is a complex system. An HVAC specialist stated that five people occupy the building daily (Monday through Friday) and there is a significant issue with the system shutting down over the weekend. The lawn care, snow removal, and HVAC repairs were approximately \$3,000 since July 2021. Mr. Diorio stated the Pep Insurance coverage would be about \$10,000 a year for a \$4 million replacement value.

In terminating the contract with the Ravenna WIC office and moving them to the new building with the PCHD staff, a 30-day notice is requested. There is not a penalty on their current lease. However, there is a year remaining with the Family & Communities lease for the Oakwood location. PCHD would have a \$13,000 payout to finish the contract. Mr. Diorio stated that there is a bit of a push to the initial closing date for the new building due to interest rate increases. The bank is requesting a closing date of June 1st. Mr. Diorio is not in favor of closing early due to the HVAC issues, which estimates between \$75,000 to \$100,000 to replace. If an early close is necessary discussions on the purchase price are crucial. Mr. Diorio did mention the possibility of a rate extension to prolong until closing in July but was unsure if this would apply to commercial realty. He plans to present these concerns to Ms. Bish, of Portage Community Bank.

Mr. Diorio inquired about the WIC Lisbon location with the Board of Commissioners as there has not been a lease or agreement since October 2021 when the initial contract expired. He has offered a quick claim deed on that location. PCHD does pay the monthly expenses. Mr. Diorio has emailed and wrote requesting information to acquire the property. A binding agreement is needed very soon regarding the continuance of occupancy for the Lisbon WIC office. The WIC grant has been idled with funds allocated for leasing expenses that have not been used since October 2021.

Mr. Diorio stated that three separate moving companies came in to provide quotes. This is an incredibly involved process. Each visit ranged about 3-4 hours with each moving company. He would like to reduce our current files and unused

items by one-third to reduce costs. The current estimation would be 5 days by the hour to move everything over. With the costs not to exceed, initially was \$48,000 for company #1. The second company was \$47,000 and he is currently awaiting the third quote. Mr. Diorio plans to address the staff on Thursday for the staff meeting to purge all that they can. In building additions or issues for the new building, before staff can be moved over, there must be two compliant restrooms for WIC and Nursing. The probable move date would be August or September 2022. The commercial contractor requires approximately two months to complete work due to supply chain issues. There will be more information forthcoming.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- a. Accept the Hiring of Thi Pham for Seasonal Worker for the Environmental Health Division.

Board Member Everett presented a motion to accept the hiring of Thi Pham, seconded by Board Member Bierlair.

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

VII. BOARD ISSUES AND DISCUSSION:

Board Member, Mr. Howard made mentioned in the meeting that due to the monthly board packet having a great deal of financial information, he would like the board to consider developing a subcommittee, moving forward to review the financials, before each board meeting. With Ms. Stall retiring, Mr. Howard would prefer that the board meet with the financial staff to review all the financials before the board meetings. Mr. Howard stated that this would be ideal as we prosper and, meeting before discussing these reports and answering questions the board may have ahead of time would be beneficial. Mr. Howard also stated that he and Mr. Lange had discussed how the Townships developed an audit subcommittee to review their financial reports and that the board may want to develop an audit subcommittee as well to meet quarterly to review the financial reports more in-depth and in doing so would protect the agency. He did commend Ms. Stall on her integrity and thoroughness that she has provided the board with each board meeting.

Ms. Stall mentioned that in the past, there was a financial report created through Crystal Reports that was quite helpful, however with the change of software, Munis is a bit more difficult to provide similar reports. There may be a solution about customizing such reports in Munis and restructuring the platform to be more adaptable for PCHD’s needs. Ms. Stall suggested addressing IT of these changes. Ms. Stall stated that she would attempt to locate a Crystal Report from past meetings to have the board review. A follow-up with the Portage County Health Levy Committee is needed. A resolution needs to go to the Portage County Board of Commissioners to approve and send to the Election Board by August 10th for the November Election.

VIII. EXECUTIVE SESSION: None

XI. ADJOURNMENT:

A motion was made by Board Member Everett to adjourn and seconded by Board Member Ribelin.

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

The May 17, 2022, Board of Health meeting was adjourned at 8:08 PM.

Next Board Meeting: June 21, 2022



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