

**Portage County Combined General Health District  
Board Meeting Minutes  
June 21, 2022  
6:00 PM**



**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, June 21, 2022, at 705 Oakwood Street. The meeting was called to order at 6:05 PM by Board Member Howard.

**Board Members in Attendance:**

Robert Howard, President  
Evelyn Cutlip, Vice President  
Lucy Ribelin, Member  
Linda Grimm, Member  
James Bierlair, Member

**Board Members Not in Attendance:**

Charles Delaney, Member  
Amy Everett, Member  
Dr. Howard Minott, Member

**Staff in Attendance:**

Joseph Diorio, Health Commissioner  
Sarah Meduri, Director of Personnel and  
Administrative Services  
Christina Jewell, Administrative and  
Account Clerk  
Rosemary Ferraro, Director of Nursing  
Matthew Fletcher, 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  
Mark, Arredondo, Medical Director

**Advisory Council:**

Bruce Lange, Charlestown Township

**Others:**

Debra Stall, Rootstown Township

**Media Present:**

None

## II. APPROVAL OF MINUTES:

Board of Health Meeting: On June 21, 2022, Board Member Bierlair presented a motion to Accept the Board Meetings Minutes for May 17, 2022, seconded by Board Member Cutlip.

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

A vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Absent
Board Member Cutlip	Yes	Board Member Dr. Minott	Absent
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 did not have any further updates regarding House Bill #463. He and Mr. Diorio have noted that once an update is received, the board will be notified.

## IV. PUBLIC COMMENT – No public comment.

## V. ACTION ITEMS

### A. Expenditure Ratifications

**\$ 480,824.36**

Invoice Batch No.	7324	\$ 5,335.70
Invoice Batch No.	7336	\$ 3,248.93
Invoice Batch No.	7428	\$ 4,887.83
Invoice Batch No.	7460	\$ 5,923.60
Invoice Batch No.	7516	\$ 8,462.43
Invoice Batch No.	7543	\$ 3,842.98
Invoice Batch No.	7571	\$ 12,680.30
Invoice Batch No.	7620	\$ 400,000.00
Invoice Batch No.	7663	\$ 11,186.42
Invoice Batch No.	7682	\$ 14,495.13
Invoice Batch No.	7757	\$ 6,050.06
Invoice Batch No.	7813	\$ 4,710.98

Ms. Stall stated that these ratifications included the \$400,000 down payment for the new building. She is requesting that these expenditures be ratified and approved.

Board member Ribelin asked Mr. Diorio if the down payment was a specific percentage of the total price of the loan. Mr. Diorio stated that it was not a specific percentage, however, it was a dollar amount that he and Board President, Mr. Howard felt would benefit the agency overall on the mortgage amortization schedule. The mortgage is bi-annual for a period of 10 years, and

this also allows the agency to pay off the mortgage early at any time without a penalty.

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

A vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Absent
Board Member Cutlip	Yes	Board Member Dr. Minott	Absent
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 Grimm to approve said stated expenditures, seconded by Board Member Cutlip.

A vote on the motion is as follows:

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

**C. Resolution #22-63** Amendment to the 2022 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated that this budget amendment was for appropriations that were set up for the programs through the Workforce Development grant and the Covid-19 grants. There was no cash involved, just strictly appropriations for line items.

A motion was presented by Board Member Ribelin to Adopt Resolution #22-63, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

D. **Resolution #22-64** A Journal Entry for an Expense Correction for Portage County Combined General Health District.

Ms. Stall stated that this was a journal entry for an expense correction pertaining to the \$400,000 down payment for the new building. The appropriations of funds came from several funds shown in the board packet.

A motion was presented by Board Member Grimm to Adopt Resolution #22-64, seconded by Board Member Ribelin.

A vote on the motion is as follows:

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

E. **Resolution #22-65** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Contract to the Agreement with Eric Hussing for Epidemiological Assistant Services for COVID-19.

Ms. Lehman stated that this is for an independent contractor contract with Mr. Hussing for Epidemiological Assistant Services for COVID-19. This contract will extend to July 31, 2023 and will be funded by the EO21 grant.

A motion was presented by Board Member Ribelin to Adopt Resolution #22-65, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

F. **Resolution #22-66** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Contract to the Agreement with Marisa Scheoppner for Epidemiological Assistant Services for COVID-19.

Ms. Lehman stated that this is for an independent contractor contract with Ms. Scheoppner for Epidemiological Assistant Services for COVID-19. This contract will extend to July 31, 2023, and will be funded by the EO21 grant.

A motion was presented by Board Member Ribelin to Adopt Resolution #22-66, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

- G. **Resolution #22-67** The Portage County Combined General Health District's Acceptance to Enter into a Contract with SC Strategic Solutions, LLC to Provide Imaging Software for the Stormwater and Wastewater Program Operation and Maintenance Scan Projects.

Ms. Smith stated that this service contract would allow unlimited users of PCHD to access the scanned documents for reference pertaining to the Environmental Health division and their services to the public. Mr. Diorio stated that Quality IP may be another option for these services as well. This resolution will allow Ms. Smith to research further into these services for the best outcome for the agency. Board member Cutlip's concerns were how much information would the public have to these files. Ms. Smith stated that at this time, the access would only be for internal purposes of the EH division as their current contract with Healthspace is not progressing as hoped. Mr. Diorio stated that there are two elements he plans to do. First, once the records are scanned, he would like to upload them to a Septic layer where the user can log onto the Auditor's website, search an address, and see the records for that address for public facing. Secondly, the PCHD website is currently underway for a reconfiguration of design with Sanctuary Marketing Group and he plans to add a public portal where the public can search an address and view the septic reports for that address. Anyone from the public can also call or email the agency for assistance with records as well.

A motion was presented by Board Member Bierlair to Adopt Resolution #22-67, seconded by Board Member Grimm.

A vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Absent
Board Member Cutlip	Yes	Board Member Dr. Minott	Absent
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 gave an update on the Administration Division. Those updates were provided to the board members in the monthly packet. Those items are listed below.

New Building – 999 East Main Street. Mr. Diorio and Ms. Meduri have been working on preparation for the move in the fall and obtaining quotes for a variety of needs as well as assessing workspaces, technology, and furniture. PCHD has updated the utilities and is meeting and working with other vendors for signage, cleaning, electricians, elevator, HVAC, maintenance and cleaning services, marketing, moving companies, permits for signage, technology needs with Quality IP, security, roof updates, and more.

Workforce Development Plan: The Workforce Development Team has been working hard to revise and update the WFD Plan. Team members meet monthly with goals for each meeting to accomplish parts of the plan. The next goal will be to review the Public Health Core Competencies and adopt the 2021 new Core Competencies. The staff will review the new competencies and discuss how they feel it relates to their positions. The new Core Competencies will be updated in all PCHD Job descriptions, evaluations, etc. A staff training will be provided at the June staff meeting.

Workforce Management: Ms. Meduri organizes all aspects of the onboarding and offboarding processes from job postings, scheduling and conducting interviews, organizing background checks, drug screens, new hire paperwork, setup of technology, orientation, tracking of curriculum and probationary periods, etc. Ms. Meduri also completes check-ins, coaching/ discipline sessions, policy management, tracking of CEUs and certifications, licenses, exit interviews, offboarding, and more. Ms. Meduri facilitates the management of PCHD technology and inventory between PCHD and Quality IP.

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. Ms. Jewell 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.

### **b. Fiscal and Accounting**

Mr. Fletcher was in attendance as he is transitioning into the Director of Finance position and gave the board a quick background of himself. Ms. Stall was available to attend the meeting as a member of the public and provide an update of the fiscal and accounting division. Ms. Stall provided the board with a cash basis spreadsheet breaking down all the current grants and funds. Ms. Stall stated that the carryover from May 2022 was \$4,221,264.33 which included \$1,160,400.00 for advances of various funded programs show in the cash basis as well as the expenses for Health Education \$115,871.68 and Nursing



\$138,839.03, are funded through the levy and that generates from the general fund, leaving the general fund with a total of \$2,290,497.89.

**c. Nursing**

Ms. Ferraro gave the board her updates in the board packet and touched on a few items pertaining to the current outbreaks and vaccination schedules her staff has been handling. Local Health Departments have been on a heightened alert for the Monkeypox case from the Ohio Department of Health (ODH). There are 35 cases in the US, however, none in Ohio. The Centers for Disease Control (CDC) are tracking these cases. The alert went out to all local health departments and all physicians with the guidelines on what to do if you suspect someone who may have monkeypox. The closest state that has 11 confirmed cases is in New York, one case in Pennsylvania most of whom were travelers who returned home from foreign countries.

Portage County has been seeing an increase in COVID cases in the past weeks, PCHD is not a reflective number of all the cases, due to residents not reporting positive cases. Though they continue to work on multiple outbreaks, which included 12 long term care facilities and 7 business that are experiencing outbreaks. Tuesdays and Wednesdays are the regular clinics which offer a variety of vaccines to adults and children, including COVID and Flu. Those clinics are held from 8:00am -12:00pm by appointment, however, if a walk-in client presents, the clinic will accommodate to their highest capabilities to fulfill that request. In the month of May, the nursing staff provided at total of 17 COVID vaccines to residents who were home bound. They plan to continue to this service to the residents as needed until there is less of a demand for boosters and follow up secondary vaccines. The Nursing Division continues to provide the Tdap vaccine, COVID, and flu vaccine at the Portage County Jail on 4<sup>th</sup> Thursday of the month. They are also working with the Portage County Juvenile Justice Center to provide vaccines as needed.

Ms. Ferraro also reported that PCHD has reinstated the vaccination clinic in Windham at the Family Renaissance Center every 4<sup>th</sup> Tuesday of the month from 2-4pm. The residents and healthcare providers in the area are elated that the nursing staff has returned. The nursing staff are in the process of working with the Windham Schools to offer back to school vaccines/COVID vaccines and will attend the kindergarten open house in August of 2022, to provide vaccinations. Those dates have not been confirmed as of yet.

**d. Environmental**

Ms. Smith gave an update on her division and what the Environmental Health division has been busy with. She noted that the state has been able to start back with surveying the health districts and accompanying the inspectors on their Campground and Swimming Pools checklist and survey inspections to evaluate the inspectors and apply the code to complete the inspection. The final report will take approximately 6 weeks to receive back on the status of those inspections. Ms. Smith also noted that the Department of Agriculture visited PCHD to perform a food survey. The last noted survey Ms. Smith was aware of

was in 2015. They spent the day reviewing nearly 70 files including the board resolutions and then accompany the inspectors in the field. They were focusing primarily on the cost methodology of the Environmental Health division because Ms. Smith applied to receive funding for COVID-19 for two inspectors that performed contract tracing and removed them from the cost methodology. If this was part of a program through PCHD, it would have given a difference of about 3%. PCHD is one of 120 health districts who have fallen under this same discrepancy.

Mr. Rechichar gave an update on the inspectors and how well they did on those inspector surveys. He shared that Ms. Lowry and Ms. Menke developed a newsletter for Swimming Pools and Spas. They worked together with the Health Education division on printing the newsletters out and laminating them so that the inspectors can distribute them once they arrive for their inspections.

Mr. Bull stated that he and Mr. Rechichar will be traveling to Spokane, WA for an audit verification workshop. This is a requirement for the retail food standards. This workshop will provide training of how to complete an audit using those standards. Mr. Bull stated that the two standards that the Environmental Health division will be audited on are 7 and 9. He and Mr. Rechichar will also be attending the Annual Education Conference for National Environmental Health Association (NEHA) which is the largest organization for the retail food safety programs. He also shared that one of the organizer's for the NACCO and NEHA grant programs inquired if Mr. Bull and Mr. Rechichar would be interested in presenting during one of the breakout forums and provide insight on how to perform an audit, how to apply the food safety standards, and how to apply for grant.

In the month of May, the Grub Buddies performed 122 food protection inspections. The Campers Monthly report for May reported 35 inspections to Campgrounds/RV Parks and Resident Day Camps. The Monthly Plumbing report for May performed 86 inspections. The Storm Water and Wastewater programs are being utilized and Ms. Pham has been busy with her Mosquito studies.

#### **e. Health Education and Promotion & Accreditation**

Ms. Lehman and her division have been busy with the bike helmet safety program that Ms. Mitchell was able to acquire grant funding for as she has in the past several years and offer helmets and bike safety to the communities. This year, PCHD partnered with the Portage Metropolitan Housing Authority (PMHA) and distributed the helmets in two locations. Ms. Lehman stated that her division has been providing Safety Towns for children at various locations. Her division will also be working Jobs & Family Services for their annual Back to School Wellness program, which will be held at NEOMED, in the parking lot on July 21<sup>st</sup>, from 4pm to 7pm. There is also a program that the MRC volunteers will be partnering with the Akron-Canton Food Bank to provide a food distribution. Ms. Plough has been working on the Stormwater billboards and commended on what a nice job she is doing on those. Ms. Mitchell has been busy with the Safe Communities programs, and she has just submitted her first grant. Ms. Lehman stated that her division is preparing for the annual Randolph Fair in August. Mr. Sexton has been busy working on the Accreditation updates.



Ms. Lehman is also preparing a Board Education insert pertaining to Performance Management, in the July Board of Health packet. There will also be an updated Quality Improvement and Performance Management plan to review and sign off on for board approval. She also stated that amidst the overflow of activities, she and her division are also working on the CHA/CHIP assessment. She also stated that her division has been working on the Community Outreach and Education Programs. The car seat program distributed 6 convertible car seats with child passenger safety education and 6 additional car seats were installed.

The Project DAWN community program distributed 73 kits in the month of May, provided 23 classes, which included a total of 57 people who were educated on Project DAWN.

These distributors below are part of the Project DAWN community and are an asset to this program.

- Safer Futures staff
- Townhall II staff
- NEOMED Health Clinic staff/students (trained to distribute kits)
- OUR Place volunteers

#### **Project DAWN Community**

Number of kits distributed to clients by Townhall II: 1

Number of kits distributed to clients by F&CS case management: 0

Number of kits distributed to clients by Hope Village: 0

Number of kits distributed to clients by OUR Place: 37

Number of kits distributed to clients by PCHD: 32

Number of kits distributed to clients by Root House: 3

Number of reversals: 0 reported

Project DAWN classes are now being provided curbside or zoom to reduce the risk of exposure of COVID-19 for staff and clients.

#### **Project DAWN – Law Enforcement**

Total kits distributed: 7

Total boxes distributed: 22

Trainings: 0

Refills/replacement boxes: 22

Additional/Replacement kits: 7

Uses: 3

Reversals: 3

Portage County Sheriff's Office

Deaths: 0

Ms. Lehman stated that her division will be doing a Tobacco Cessation class that is a 5-week program which is partnered with UH Portage Community Hospital. Dates and further details are forthcoming. Ms. Plough's SAIL Fall Prevention program will kick off in September at various Senior Centers. Ms.

Plough continues to work with NEOPIPE on educational campaigns for the Stormwater program. Ms. Plough, Mr. Sarfo and Ms. Speck have been working together on the Stormwater education on billboards, cartvertising and preparing for the Portage County Randolph fair in August.

**f. Women, Infants, and Children (WIC)**

Ms. Cooper stated that for the month of May, the 2 WIC locations provided services to 1,165 families (673 in Columbiana County) and (492 in Portage County). WIC continues to provide Curbside WIC services and the fruits and vegetable waivers have been extended by the government through mid-October 2022. She and her staff are continuing to provide educational materials and resources to their WIC families.

**g. Health Commissioner**

Mr. Diorio gave an update to the board on the new building which PCHD closed on and obtained ownership of in June. He stated that the heating and cooling unit, which is a 60-ton unit is currently operating at half the capacity. Board member Grimm asked if it was brought current with maintenance, would it be worth keeping. Mr. Diorio stated that the repairing is not worth the replacement of a new unit. The drain and air handlers need cleaned and flushed. Once the unit is replaced, it will require service to maintenance at least 1 to 2 times per year. He and Ms. Meduri are working with the Fiscal team on quotes and contractors to ensure all is handled appropriately. Some of the furniture that was left in the new building was donated to Family & Community and the remainder will be repurposed. Mr. Diorio has also been looking into places that could possibly buy and remove the 2 large max density systems in the basement to ensure there's ample room to move some of the equipment over from PCHD. Mr. Diorio shared that he and Ms. Meduri had been the two going back and forth to the new building to meet with contractors and obtain quotes. Fiscal has been assisting in obtaining quotes via phones and internet. This really has been a group effort. Ms. Meduri has created an ongoing spreadsheet of all contractors and quotes that have been received for the new building as well as the utility providers along with account numbers, names of who was contacted and any follow-up information.

Ms. Meduri shared that she and Mr. Diorio visited the Summit County Health District to look over some workstations that they are looking to donate, and they have about 12-16 workstations, which is what is needed for the Environmental Health division at the new building. This would be a great cost savings for the agency since PCHD would only have to pay to have them moved from the Summit County Health District to PCHD. Ms. Meduri also stated that there are a few companies interested in purchasing some of the used office equipment here at the Oakwood location to help offset the purchase of newer office equipment for the new building. Board member Ribelin shared how grateful she is for the work and dedication that Mr. Diorio and Ms. Meduri have provided overall. Board President Howard expressed his gratitude and how the group effort of fiscal and Mr. Diorio and Ms. Meduri have shown great dedication on this project.

**VII. OLD BUSINESS: None**

**VIII. NEW BUSINESS:**

- a. Accept the Hiring of Renee Howe, Environmental Health Clerk.
- b. Accept the Hiring of Matthew Fletcher, Director of Finance.
- c. Accept the Resignation of Lindsey Cianciolo, Environmental Health Sanitarian.
- d. Accept the Resignation of Marianne Kitakis, Public Health Nurse.
- e. Permission to Advertise, Post, and Hire a Full-Time Environmental Health Sanitarian.
- f. Permission to Advertise, Post, and Hire a Full-Time Public Health Nurse.
- g. Accept the Hiring of Leah Luli, Environmental Health EHSIT.

Board Member Cutlip presented a motion to accept the hiring of Renee Howe and Matthew Fletcher, seconded by Board Member Grimm.

An "aye" vote was cast by all, motion carried.

Board Member Bierlair presented a motion to accept the resignations of Lindsey Cianciolo and Marianne Kitakis, seconded by Board Member Ribelin.

An "aye" vote was cast by all, motion carried.

Board Member Grimm presented a motion to post and hire a full-time Environmental Health Sanitarian and a Public Health Nurse, seconded by Board Member Bierlair.

An "aye" vote was cast by all, motion carried.

Board Member Bierlair presented a motion to accept the hiring of Leah Luli, seconded by Board Member Grimm.

An "aye" vote was cast by all, motion carried.

**VII. BOARD ISSUES AND DISCUSSION:**

During Ms. Meduri's divisional update, the current status of the new building and the repairs needed were brought forward for discussion. Ms. Meduri stated that she and Mr. Diorio have been busy obtaining quotes from multiple contractors to provide a financial perspective of what is needed prior to moving staff over. Mr. Diorio stated that the restrooms need to be brought up to ADA compliance, the restructuring of the bank teller area and enclosing the overnight depository slot and ATM area and securing masonry around those areas, the kitchen will need completely gutted and replaced, branding and signage inside and outside of the building, carpet replacement, installing 16 workstations for the Environmental Health division, as well as cabling the entire building for IT purposes and Cat-5 cable for connectivity. Electricians are needed on some parts of the building to ensure the building is code compliant, servicing the elevator, obtaining, and installing generator for backup purposes in the Nursing division for the vaccines that need refrigerated as well as operating safety lights should there be a power outage. There will need to be grounds maintenance and cleaning maintenance as well as security cameras for the building and safety of the staff, security access for the building's doors. Roofing maintenance to ensure

the roof is secure for the remainder of the year. There will be marketing needs along with supplies (business cards and letterhead) as well as supplies to maintain the building and grounds and the moving of the Oakwood location as well as the IT equipment over to the new location. Mr. Diorio stated that while the list is extensive, many of these issues are a one-time fix. He and Ms. Meduri have prioritized a list of issues that require immediate attention, which are.

1. Data drops for the building
2. Electrical – ensuring the building is safe
3. Generator for vaccine refrigeration, which can be funded through 2 COVID-19 grants.
4. Securing the walls for the ATM and night drop.
5. Carpeting – the Environmental Health division will need all new carpet, electricity and Cat-5 cabling prior to their workstations being installed.
6. Max density system removal as there are 2 large systems in the basement of the building.

Obtaining quotes has been an issue due to the pandemic and labor shortage. The list of the to do list will be prioritized but having the quotes for future reference on completing those projects. The main priority is to complete what is needed first to move the staff over.

Board Vice President Cutlip inquired on how many positions are available in the Environmental Health division. Ms. Meduri stated that there are currently two positions available but once Ms. Luli transitions from intern to a full time Environmental Health Sanitarian in Training (EHSIT), there will be one available position for a full time Registered Environmental Health Sanitarian (REHS). Ms. Cutlip asked what the average time frame was to train an individual for this position. Ms. Meduri redirected this question to Ms. Smith. Ms. Smith stated that at the moment, she and Mr. Rechichar will be training Ms. Luli with the Stormwater program. This training for stormwater currently takes about 2 weeks to complete, the EHSIT will learn water samples and nitrate levels and will be able to assist in the Private Water program and those samples once that training is completed. There are incremental processes for the Wastewater program, 12-month inspections, aeration inspections, and then into soil inspections and finishing up with a full walk-through process with an inspector. Ms. Smith also noted that she will be meeting with her Fecal Fighters to develop an transition plan and finalize the new map coverage of the different cities and townships PCHD assists and ensure all is handled upon Ms. Cianciolo's last day. Ms. Smith stated that her division is working together to ensure that when someone is out of the office and has a client or an appointment scheduled that it is handled appropriately so that the client is not ignored. She noted that her division has been eagerly working on fulfilling the REHS position. Board Vice President, Ms. Cutlip asked if the contractors and installers will have notification of schedule changes via voicemails or emails. Ms. Smith stated that her division is working on the assigned locations throughout the county and noting each person's work schedule and their days off. She noted that they have added these changes to the voicemail message that if further assistance is needed, dial 124 and that will roll the call over to the Environmental Health Clerks, Ms. Wine, and Ms. Howe, will be available to assist if possible. Ms. Smith added that Mr. Rechichar are training to assist the shortage of staff and that Mr. Spies will be

available to assist as well. Mr. Sarfo has been diligent with the follow-up calls, point of sales and nuisance complaints.

**VIII. EXECUTIVE SESSION: N/A**

**XI. ADJOURNMENT:**

A motion was made by Board Member Bierlair to adjourn and seconded by Board Member Grimm.

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

The June 21, 2022, Board of Health meeting was adjourned at 7:35 PM.

**Next Board Meeting: July 19, 2022**



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

