

**Portage County Combined General Health District
Board Meeting Minutes
July 25, 2022
6:00 PM**



I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Monday, July 25, 2022, at 705 Oakwood Street. The meeting was called to order at 6:02 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
Charles Delaney, Member
Amy Everett, Member

Board Members Not in Attendance:

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
Melissa Underwood, Account Clerk
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, Environmental Health
Supervisor
Ereka Johnson, WIC Site Supervisor

Advisory Council:

Bruce Lange, Charlestown Township

Others:

None

Media Present:

None

II. APPROVAL OF MINUTES:

Board of Health Meeting: On July 25, 2022, Board Member Ribelin presented a motion to Accept the Board Meetings Minutes for June 21, 2022, seconded by Board Member Bierlair.

An “aye” vote was cast by all, and 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	Yes	Board Member Delaney	Yes

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council)

Mr. Lange stated that he and Ms. Forgacs received letters in the mail from University Hospitals requesting monetary donations to purchase an emergency squad vehicle for ambulatory transport to free up the other emergency squad units for Portage County. The Township Association is meeting on August 20th, with plans to discuss this topic further. Mr. Lange stated that if each township donated \$5,000 towards the purchase of a new squad, this would be a great asset to achieve for the County.

IV. PUBLIC COMMENT – No public comment.

V. ACTION ITEMS

A. Expenditure Ratifications		\$ 149,445.96
Invoice Batch No. 7877		\$ 17,550.74
Invoice Batch No. 7880		\$ 7,761.70
Invoice Batch No. 7953		\$ 22,379.41
Invoice Batch No. 7966		\$ 2,894.08
Invoice Batch No. 8077		\$ 16,982.10
Invoice Batch No. 8101		\$ 38,277.44
Invoice Batch No. 8118		\$ 3,792.23
Invoice Batch No. 8223		\$ 7,697.98
Invoice Batch No. 8258		\$ 32,110.28

Mr. Fletcher stated that these invoices and batches are to be ratified and approved by the board.

Board Member Bierlair presented a motion to accept the above Expenditures and Ratify these expenses, 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	Yes	Board Member Delaney	Yes

B. Travel Expenditures and Equipment Requests

A motion was presented by Board Member Bierlair to approve said stated travel expenditures, 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	Yes	Board Member Delaney	Yes

Mr. Fletcher stated that this equipment request is for a vaccine generator for the Nursing Clinic in the new building. This generator is needed for the purpose of backup support for all the freezers and refrigeration of the vaccinations. The price is \$20,000, which includes the generator (\$16,500), wiring and receptacles for the Vaccine room (\$1,900), and wiring and receptacles for the IT room (\$1,600). The generator will also have the capacity to operate the security floodlights and back up the server in the new building should there be a power outage. There are two grants that will be covering the costs of this project.

A motion was presented by Board Member Everett to approve said stated equipment request, seconded by Board Member Delaney.

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	Yes	Board Member Delaney	Yes

C. Resolution #22-68 Amendment to the 2022 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Mr. Fletcher stated that this was simply a budget amendment for appropriations of revenue previously certified. There is no cash involved, just line items to appropriate within the general fund.

A motion was presented by Board Member Bierlair to Adopt Resolution #22-68, 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	Yes	Board Member Delaney	Yes

D. **Resolution #22-69** A Journal Entry for an Expense Correction for Portage County Combined General Health District.

Mr. Fletcher stated that this expense correction was for expenses for the Nursing Divisional programs, salaries, and miscellaneous contracts that needed funds.

A motion was presented by Board Member Cutlip to Adopt Resolution #22-69, seconded by Board Member Delaney.

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	Yes	Board Member Delaney	Yes

E. **Resolution #22-70** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Agreement Between the Mental Health Recovery Board of Portage County (MHRB) and Portage County Combined General Health District (PCCGHD) for Services Related to Project DAWN.

Ms. Lehman stated that this contract is for the MHRB Project Dawn project and to ensure that the contract is in place should grant funding not be available to fund the program, this contract would be initiated so that PCHD could invoice MHRB for the cost of the Narcan, which is \$10,000.

A motion was presented by Board Member Bierlair to Adopt Resolution #22-70, 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	Yes	Board Member Delaney	Yes

- F. **Resolution #22-71** The Portage County Board of Health Acceptance to Allow Joseph Diorio, Health Commissioner, to Sign the Agreement with Kent City Health Department for the Grant Deliverables of the Tobacco Use and Cessation Grant 2023 (TU23).

Ms. Lehman stated that this contract is to partner with KCHD. PCHD will provide the grant deliverables of items six and seven of the contract, which will be fulfilled by Ms. Holtz of the Health Education and Promotion Division.

A motion was presented by Board Member Bierlair to Adopt Resolution #22-71, 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	Abstain
Board Member Bierlair	Yes	Board Member Delaney	Yes

- G. **Resolution #22-72** The Portage County Board of Health to Approve Acceptance and Allow Joseph Diorio to Sign the Agreement Upon Completion with Knox Marketing Inc., and the Portage County Combined General Health District (PCCGHD) to Develop and Provide a Media Plan for the 999 E. Main Street Location.

Ms. Lehman stated that she and Ms. Meduri reviewed several marketing companies to assist with the marketing and media plan needed for the new location. Knox Marketing was the only company that was within reason and could provide all services needed. This contract will be funded through the Workforce Development fund which Ms. Meduri oversees.

A motion was presented by Board Member Ribelin to Adopt Resolution #22-72, 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	Yes	Board Member Delaney	Yes

- H. **Resolution #22-73** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Agreement with Public Consulting Group, LLC (PCG) for Services Related to COVID-19.

Ms. Lehman stated that this contract is with PCG which the state of Ohio contracted for contract tracing since the beginning of Covid-19. The state recently canceled the contract and stated that grant funding should be utilized to cover the costs of the contract moving forward. This contract is for those purposes and will be funded by the EO22 grant from the Ohio Department of Health.

Ms. Ferraro stated that this contract will allow three individuals to assist PCHD's nursing division. One is a supervisor, and two nurses can assist the nursing division on numerous tasks pertaining to Covid-19. Their schedules will be Monday through Saturday and will assist with interviewing individuals and then tracing outbreak cases for Covid-19 and updating the systems with current information.

A motion was presented by Board Member Ribelin to Adopt Resolution #22-73, 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	Yes	Board Member Delaney	Yes

- I. **Resolution #22-74** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Agreement Between Lindsey Cianciolo and Portage County Combined General Health District (PCCGHD) for Epidemiological Assistant Services for COVID-19.

Ms. Lehman stated that this contract will provide contract tracing and potential outbreaks for the Nursing division. Ms. Cianciolo will be working 30 hours per week and would be an asset since the nursing staff recently lost three Epi Assistants. Ms. Cianciolo's contract will be funded through the EO22 program.

A motion was presented by Board Member Everett to Adopt Resolution #22-74, 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	Yes	Board Member Delaney	Yes

- J. **Resolution #22-75** A Resolution Declaring a Public Health Nuisance, Ordering Abatement of that Nuisance, and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Regulating Sewage Treatment Systems for 5249 Hayes Road in Ravenna Twp.

Ms. Smith advised the Board that since this resolution was submitted, the homeowner has since corrected the sewage system and is no longer deemed a public nuisance. She has requested that the board all vote "No" on this resolution.

A motion was presented by Board Member Bierlair to Adopt Resolution #22-75, seconded by Board Member Ribelin

A vote on the motion is as follows:

Board Member Howard	No	Board Member Everett	No
Board Member Cutlip	No	Board Member Dr. Minott	Absent
Board Member Ribelin	No	Board Member Grimm	No
Board Member Bierlair	No	Board Member Delaney	No

- K. **Resolution #22-76** A Resolution Declaring a Public Health Nuisance, Ordering Abatement of that Nuisance, and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems for 7319 Infirmary Rd., Ravenna Twp.

Ms. Smith stated that this residence did not procure a service contract for the sewage treatment system. A sanitarian was called to inspect the system. The report states that the ultraviolet light for disinfection was not operating and the alarm had malfunctioned and was not operating at the time of inspection. Two violations were submitted to the homeowner and were received via Certified Mail. There has been no update provided by the homeowner on a service contract or compliance as of yet. Ms. Smith is requesting that the board approve the prosecution of this public nuisance to have the homeowner bring the system to compliance and obtain a service agreement.

A motion was presented by Board Member Bierlair to Adopt Resolution #22-76, 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	Yes	Board Member Delaney	Yes

VI. DISCUSSION REPORTS:

Administration and Personnel

Ms. Meduri shared the Onboarding and Offboarding of staff. PCHD's Environmental Health Division will be onboarding Jacob Draime as an environmental health sanitarian in training (EHSIT). The interviewing process continues for a public health nurse (PHN) and Ms. Meduri is hopeful to have this position filled by next month. Ms. Meduri was optimistic to be fully staffed very soon. The Workforce Development Committee revised a new budget justification and was able to allocate \$17,000 for staff training. Ms. Meduri applied for a Pep+ grant to go toward security access cards and cameras for the new building. Her updates on the new location for PCHD were quite extensive. These included details 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 needed vendors for signage, cleaning, electricians, elevator maintenance, HVAC, maintenance and cleaning services, marketing, moving companies, permits for signage, technology needs with Quality IP, security, roof updates, and much more as we prepare to move in the fall of 2022.

Fiscal and Accounting

Mr. Fletcher provided the board with a cash basis spreadsheet breaking down all the current grants and funds. Mr. Fletcher stated that the carryover from the current cash basis report generated does not show the impact of the new building as of yet. Board member Grimm and Board President Howard inquired if there has been a significant change with the new building expenses. Mr. Fletcher stated that next month's cash basis and budget amendments will start to show the impact of those expenses, more so into September. The cash basis reports showed that there was a carryover of \$3,773,698.71 from June 2022, which included \$1,164,400.00 for advances of various funded programs shown in the cash basis report, leaving the general fund with a total of \$2,290,497.89.

Nursing

Ms. Ferraro stated that her staff has been busy keeping up with the uptick of Covid cases within Portage County. With the approval for Covid vaccines for children over the age of 6 months of age, the clinics have been busy and there has been a lot of activity in scheduling vaccinations for young children. Board President Howard asked Ms. Ferraro if her division had noticed a decline in the Covid vaccinations of children. Ms. Ferraro stated that the back-to-school letters for needed vaccinations will circulate once the new school year starts. Currently, there are several outbreaks of Covid-19 that are being monitored, which consist of six long-term care facilities and eight businesses. Ms. Ferraro and her staff are continuing to visit the jail, WIC Ravenna office, the Windham Family Renaissance Center, the clinic here at PCHD, and those who are homebound to ensure that those who need vaccinations for Covid-19 are able to receive them. Ms. Ferraro shared that the Monkeypox virus has been placed on a heightened alert as the ODH (Ohio Department of Health) has obtained confirmation of two positive cases in Ohio and a total of six hundred five cases throughout the United States. The ODH is continuing to track those cases.

Environmental

Ms. Smith stated that Ms. Pham, the Seasonal Worker for the Mosquito Program continues to test the mosquitos obtained from the mosquito traps. So far, there has not been a positive result of the West Nile Virus detected. The Tire Recycle Program at Bob Sumerel Tires in Ravenna, OH was a success. The Portage County Sheriff's Department with the prison detail assisted in lifting and packing the recyclable tires into the trailers, which held approximately 1,000 tires divided into two trailers. Ms. Smith stated that there are plans to hold another event soon on August 8th – 10th. Advertised through just social media and The Portager news.

The food safety workers will be heading out to the Portage County Randolph Fair soon. Mr. Sarfo stated that the Stormwater Program is going very well. The revised map has a total of 2100 areas, divided into 4, to ensure a 1-year cushion, currently ahead of the scheduled timeframe for dry weather screening.

Health Education and Promotion & Accreditation

Ms. Lehman stated that the Portage County Randolph Fair week is approaching, taking place the 3rd week of August. Ms. Mitchell is doing safety communities and providing several other areas of information and education to the community. On August 3rd from 3 PM to 10 PM Ravenna's Mongoose Motorsports will host its annual Octane Nights on East Main Street. Ms. Lehman and her staff will have an opportunity to utilize the front lawn of the new building and distribute flyers and information for PCHD and announce our new location. Approximately 15,000 people attend this event every year. Ms. Lehman stated that the 2022 CHA Reveal is on August 8th from 9-11 am at PCHD's new building in the conference room. The 2022 CHIP Priority meetings will be held on August 30th and September 13th from 9 am-12 noon at PCHD's new building in the conference room. Board President Howard inquired about the accreditation process timeline. Ms. Lehman stated that all is on track. Mr. Sexton has been quite busy. There are no outstanding deliverables for this 2021-2022 PHEP Grant. The end of the grant is June 30th, 2022. The new grant will begin July 1st, 2022. The new grant cycle for 2022-2023 will be July 1, 2022, to June 30, 2023.

Women, Infants, and Children (WIC)

Ms. Johnson, the WIC Site Supervisor of the Lisbon location was available for the board of health conference call. Mr. Diorio stated that he and Ms. Cooper gave a presentation to the Board of Commissioners for the Lisbon location in hopes of maintaining the current property and securing a lease agreement.

Health Commissioner

Mr. Diorio stated that the air conditioning system at the new location had been out for about four days due to the weather. The HVAC technician was there Monday morning for another matter, so he was not able to assist with this issue. Another maintenance technician could not come out until Wednesday at the earliest. There have been many quotes for services to the building. Mr. Diorio addressed the board on the main items that need to be done as soon as possible in order to move and open to the public. He is trying to hold off on replacing the

HVAC unit for next year, the elevator fan needs replaced but it is solid and in great shape. The carpet for environmental health has been installed and looks very nice. The Cat5 and Internet cabling is being installed shortly.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- a. Review and Approve the Quality Improvement Plan - Sign Signature Page.
- b. Review and Approve the Performance Management Plan – Sign Signature Page.
- c. Accept the hiring of Jacob Draime, EHSIT

Board Member Ribelin presented a motion to approve the Quality Improvement & Performance Management Plan and Sign the Signature Pages, seconded by Board Member Grimm.

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

Board Member Bierlair presented a motion to accept the hiring of Jacob Draime, EHSIT, seconded by Board Member Cutlip.

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

VII. BOARD ISSUES AND DISCUSSION:

Board Member Everett inquired about the timer for the new vaccination generator. Mr. Diorio addressed Ms. Everett and the Board stating that there is a set timer for the generator to kick on weekly basis to verify that it is working properly. It will turn on for about 15 minutes, and then shut off once the system is verified that all systems are functioning within normal ranges. The system will be set to bypass mode. Ms. Ferraro also stated that there will be two forms of communication should there be a power outage. One will be to speak to a person who can verify if the refrigerators are within range and the other would be to be able to set a test run on the new generator on a monthly basis to see where the levels are for the refrigeration. Currently, there is a website where the Nursing staff can view the status of the freezers and refrigerators to ensure they are within normal levels and an alert is issued when the units are not within range. This is an issue as the current system forces the units to work harder if there is no movement or air circulated within the area of the vaccination refrigerators, forcing the units to go offline and activate the alert system.

Board President Howard wanted to ensure that the resolution 22-70 for the Mental Health and Recovery Board’s Project Dawn was indeed reviewed and approved by the Prosecutor’s office and Ms. Lehman assured him that it had been reviewed and approved by Assistant Prosecuting Attorney, Ms. Blakemore Manayan.

Board Member Ribelin inquired about resolution 22-72 for Knox Marketing and asked Ms. Lehman what Knox Marketing will relay to the public for PCHD. Ms. Lehman stated that Knox Marketing will be marketing the services that PCHD offers as well as letting the general public know of the new location of PCHD.

This media plan will cover all social media, visual materials, signs, and advertising. Ms. Meduri stated that this will be a combination of advertising for the services offered by PCHD and the new location and will propel the overall purpose of PCHD's ethics and core values that is offered to the community.

VIII. EXECUTIVE SESSION: N/A

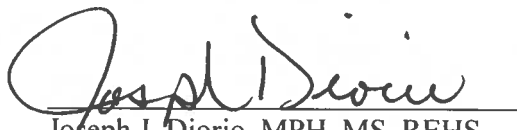
XI. ADJOURNMENT:

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

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

The July 25, 2022, Board of Health meeting was adjourned at 8:30 PM.

Next Board Meeting: August 16, 2022



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

