

**Portage County Combined General Health District  
Board Meeting Minutes  
February 21, 2023  
6:00 PM**



**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, February 21, 2023, at 999 East Main Street. The meeting was called to order at 6:01 PM by Board President, Lucy Ribelin.

**Board Members in Attendance:**

Lucy Ribelin, President  
Bob Howard, Member  
Evelyn Cutlip, Member  
Linda Grimm, Member  
Amy Everett, Member  
Dr. Howard Minott, Member

**Board Members Not in Attendance:**

Charles Delaney, Member  
James Bierlair, Vice President

**Staff in Attendance:**

Joseph Diorio, Health Commissioner  
Mark Arredondo, Medical Director  
Sarah Meduri, Director of Personnel and Administrative Services  
Christina Jewell, Administrative and Account Clerk  
Debra Stall, Fiscal Officer  
Rosemary Ferraro, Director of Nursing  
Katie Mathews, Public Health Nurse  
Becky Lehman, Director of Health Education & Promotions  
Justin Rechichar, Deputy Director of Environmental Health  
Amos Sarfo, Environmental Health Supervisor, Stormwater/Wastewater  
William Duck, Environmental Supervisor  
Amy Cooper, Director of WIC

**District Advisory Council:**

Bruce Lange, Charlestown Twp.

**Others:**

None

**Media Present:**

None

## II. APPROVAL OF MINUTES:

Board of Health Meeting: On February 21, 2023, Board Member Howard presented a motion to accept the Board Meetings Minutes for January 17, 2023, seconded by Board Member Grimm.

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

A vote on the motion is as follows:

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

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

Mr. Lange, DAC Chair, stated that on February 2, 2023, he met with Mr. Diorio, Ms. Spicer, DAC Secretary, and Mr. Calcei, DAC Vice Chair, to schedule the District Advisory Council annual meeting and this will be the first in-person public meeting since 2019, which will take place at the Elks Lodge in Ravenna. Wednesday, March 22<sup>nd</sup> will be the District Advisory Council meeting. A “Save the Date” flyer was created and sent via email, to all the township trustees. Mr. Lange also noted that the Township Association met on Saturday, February 18<sup>th</sup> and he shared this information at the meeting as well and informed the trustees that they will each receive an invitation letter after the 1<sup>st</sup> of March. Mr. Lange also shared with the Township Association the desire to have candidates to run for the open Board of Health position since Member, Mr. Howard will be retiring in March. He advised the Township Association that any interested parties should contact the Portage County Health Commissioner, Mr. Diorio to be placed as a potential candidate for the vacancy on the Board of Health. Mr. Diorio stated that he plans to touch base with Mr. Thomas Calcei who is Vice-Chairperson of the District Advisory Council. Mr. Diorio shared that Mr. Thomas Calcei had planned to speak with Mr. Nicolas Coia as a potential candidate.

## IV. PUBLIC COMMENT: None

## V. ACTION ITEMS:

### A. Expenditure Ratifications      \$ 136,596.32

Invoice Batch No.	864	\$	10,634.38
Invoice Batch No.	929	\$	439.00
Invoice Batch No.	938	\$	16,519.23
Invoice Batch No.	948	\$	4,184.08
Invoice Batch No.	1007	\$	848.10
Invoice Batch No.	1008	\$	867.38

Invoice Batch No	1076	\$	2,994.21
Invoice Batch No	1129	\$	13,148.80
Invoice Batch No	1193	\$	9,691.27
Invoice Batch No	1263	\$	30,456.22
Invoice Batch No	1340	\$	6,621.97
Invoice Batch No	1368	\$	39,340.27
Invoice Batch No	1392	\$	851.41

Ms. Stall stated that these invoices and batches are expenditures that are to be ratified and approved by the board. Invoice batches #864 – #1392, totaling \$136,596.32. Board Member Dr. Minott questioned where the revision was located within the ratification, both Ms. Stall and Ms. Jewell explained that the revision was further down on the agenda for a budget amendment.

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

A vote on the motion is as follows:

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

#### **B. Travel Expenditures and Equipment Requests**

Ms. Stall requested an approval for the travel expenditures presented to the Board. Board Member, Mr. Howard stated “I think it's really important that we continue to support this kind of educational work and happy to see that people are able to take advantage”.

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

A vote on the motion is as follows:

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

**C. Resolution #23-04R** Amendment to the 2023 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified - Revised.

Ms. Stall apologized to the board for the late revision and expressed that this has been a lengthy budget amendment, which is typical at the beginning of the year. She stated that there were a few things in the general fund that needed to be appropriated. There is no cash involved, just appropriations, placing items in the correct line items for payment later on. One of the most important noted is located in the 8's category for the mortgage payment. We had to allocate funds and appropriate them so that we could make our mortgage payment. The mosquito grant, WPCLF, Health Ed and the tobacco grants have been appropriated. The rest of them are mostly all grants, which are the AFDO and NACCHO grants and the NEHA's food service grant. Ms. Stall stated that the one grant that was forgotten was the MRC grant and needed to be added to ensure Ms. Bissler the MRC Team Lead would be paid for her services. Ms. Stall stated that these grants were not in the budget that was made last year since the budget is made at the beginning of the previous year, so this is just appropriating all the grants that we have since received from the first of the year.

A motion was presented by Board Member Cutlip to Approve Resolution #23-04R, seconded by Board Member Minott.

A vote on the motion is as follows:

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

**D. Resolution #23-05** A Journal Entry Reversal/Expense Correction for Portage County Combined General Health District.

Ms. Stall stated that this resolution was for journal entries and expense corrections, appropriating line items to the appropriate fund. There is no cash involved, just appropriations. Board Member Ms. Everett noted an error on the credit and debit column balances on page three of the resolution. The credit and debit totals differed by \$1. Ms. Stall apologized and stated that this error would be edited and updated immediately.

A motion was presented by Board Member Everett to Approve Resolution #23-05, seconded by Board Member Howard.

A vote on the motion is as follows:

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

**E. Resolution #23-06** A Journal Entry Cash Transfer for the Portage County Combined General Health District.

Ms. Stall stated that this is a cash transfer. It's not an advance, it's a transfer as you. Know we have. Hosted the none for 20 under 21 for several years through our Safe Communities Grant have not done so in the last couple of years, Ms. Stall referred to Ms. Lehman to further explain. Ms. Lehman stated that in this we have a grant, Safe Communities, which covers our expenses. There are other expenses that come from the Aurora Police Department and Elk and Elk and other donors. The Aurora Police Department has always taken care of the extra money that were not grant funds. However, that person has since retired. Therefore, appointing PCHD to monitor the areas of the program that need extra funds. So, PCHD is transferring the money from the health education account to a new project code under #8914, so that money can be utilized for the None for Under 21 Project. Ms. Lehman stated that while these funds are coming into the general fund, those funds must be transferred to the specific fund setup for the None for Under 21 project number (N4U21), assigning this as an entity all its own.

A motion was presented by Board Member Minott to Approve Resolution #23-06, seconded by Board Member Grimm.

A vote on the motion is as follows:

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

**F. Resolution #23-07** The Portage County Board of Health Acceptance to Allow Joseph Diorio to Sign the Addendum of Agreement with National Association of County and City Health Officials (NACCHO).

Ms. Lehman stated that this is for an MRC grant that we received from NACCHO is an addendum the MRC (Medical Reserve Corp) grant that provides services for Ms. Bissler, the MRC Team Lead and extend her contract a few extra months. Ms. Lehman commended Ms. Bissler on her expertise and dedication over the years to assist PCHD. She and Mr. Walker work together on several programs and provide great knowledge and aid to the agency.

Board President, Ms. Ribelin asked, who the MRC leader was, in which Ms. Lehman stated that it is Ms. Pat Bissler. Ms. Bissler was a former school nurse for Field schools for a very long time and then became a contact tracer from the beginning of COVID-19. In the interviewing process, we discovered that Ms. Bissler is a certified CPR (Cardiopulmonary Resuscitation) Instructor with the American Heart Association for both the Heart Savers and BLS (Basic Life Support) programs for both the Heart Savers and BLS. Ms. Bissler has been able to assist Mr. Walker in kickstarting the CPR classes here at PCHD. The two have been able to initiate classes for CPR certification and recertification. These take place just about every Wednesday for the past couple of months.

Board President, Ms. Ribelin asked if there has seen an increase in CPR registration since the recent NFL football player incident? Ms. Lehman stated that she asked that very same question but was told that there had not been an influx due to that scenario. However, due to COVID-19, many individuals lost their certification for CPR, so this has brought many to attend to either certify or recertify.

A motion was presented by Board Member Howard to Approve Resolution #23-07, seconded by Board Member Cutlip.

A vote on the motion is as follows:

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

- G. Resolution #23-08** A resolution Authorizing the Portage County Combined General Health District to enter into a Contract with Lamar Advertising Company for the Portage County Stormwater Management Program (SWMP) and permit Health Commissioner to sign the contract pending completion.

Mr. Sarfo gave the board a bit of information on the background for this project. He stated that Portage County's Ohio Environmental Protection Agency ("OEPA") National Pollutant Discharge Elimination System ("NPDES") Phase II permits. So, every year we do these educational programs and one of them is a billboard that we purchase to offer education to the campaign for the citizens, and because it is difficult to get that billboard, it is highly competitive, when we do, we buy them quarterly, but this time we are buying the whole year to make sure that we do not lose the opportunity to do it on a



quarterly basis. PCHD is contracting the Lamar Advertising for the billboards for \$15,000, which will cover the entire year, and is divided into four quarters. This price per quarter is in the amount of \$3,750.00.

A Board Member asked, "How long does the billboard stay up for"? Mr. Sarfo stated that each billboard is up for a total of 30 days. Ms. Lehman stated that she thinks they are a good touch. 100% of this is paid through the Stormwater fund.

A motion was presented by Board Member Minott to Approve Resolution #23-06, seconded by Board Member Everett.

A vote on the motion is as follows:

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

**H. Variance Request Household Sewage Treatment System Variance Request to Ohio Administrative Code (OAC) 3701-29-15(G).**

Mr. Duck stated that this variance is for Mr. and Mrs. Russell and Tracy Klein. They are proposing to build a new house construction which does not have a property address yet, but the Parcel ID is #01-056-00-00-003-003, located on Industry Rd., in Atwater Township. The Kleins completed first step, getting a soil evaluation done, which is in the report in the board packet. Larry Milliron did the soil testing and in his soil evaluation he found a perched water table at seven and eight inches. The permissible allowance by the Board of Health is eight inches in situ virgin soil in order to properly permit a septic system on it. The Klein's are requesting that the in situ soil of seven inches be allowed along with the submitted design plan in which they plan to have Chet Clem who is their registered septic installer, install the spray irrigation system.

Board Member Minott asked, "If upon your review of all that information, Will, are you are in favor of the variance? Mr. Duck responded with, "I am in favor of the variance with the terms and conditions set on page 132 and 130".

A motion was presented by Board Member Howard to Approve this Variance Request, seconded by Board Member Cutlip.

A vote on the motion is as follows:

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

## **VI. DISCUSSION REPORTS:**

### **a. Administration and Personnel:**

Ms. Meduri shared with the board all of the latest updates for personnel. Her report stated that since mid-January, PCHD will onboard 6 new employees and offboard 3 employees who are retiring. Ms. Meduri was also pleased to announce the promotion of Mr. Duck, from REHS to Supervisor for the EH division and Mr. Rechichar's promotion from Deputy Director of EH to Director of EH. However, there is still a need for a WIC Clinic Assistant for the Ravenna location. While there has been over 191 applicants for this position, the WIC division has yet to fulfill the vacancy. Ms. Meduri stated that she and Ms. Cooper have interviewed several applicants and have had several no-shows for interviews. Ms. Meduri stated that the PCHD website is advertising the open positions and plans to distribute flyers in hope of generating positive feedback as well as applicants. Ms. Meduri also shared with the board the trainings and meetings she has been working to schedule for the staff as well as the educational prospects for the staff provided through the WFD grant. The DAC meets on March 22<sup>nd</sup> at the Elk's Lodge for their annual meeting. Ms. Jewell is working on the invitation list and registration. A letter of invite is forthcoming. All PCHD staff is required to attend and present storyboards for their division.

Ms. Meduri stated that as far as job postings go, she was hopeful of bringing a clinic assistant to approve for hire this evening, however we are 0-3, there were three interviews scheduled for today and zero of the three showed for their interviews. So, she and Ms. Cooper are heading back to the drawing board. Ms. Meduri actually went back in and re-checked her email one last time to check if there were any new emails and there were not. Mr. Diorio asked if Ms. Meduri meant, "When you say 0-3, you mean you had three scheduled, you talked to them, they confirmed, and they just didn't show up for the interview?" She said yes, there were three no shows. Ms. Meduri added that this continues to happen. After the applicant is scheduled, she sends an e-mail as soon as the phone call has ended. The e-mail contains the date, time, location as well as a link to the PCHD website and if the applicant needs to complete an employment application, that is also attached.

Ms. Meduri said there is still a struggle to hire and plans to return to the drawing board. In the last three rounds Ms. Meduri and Ms. Cooper contacted 25 applicants for interviews out of 191 applicants for the WIC Clinic Assistant position. The position was offered to two individuals who accepted, and then decided later that they were no longer interested. They did on-board one, Ms. Zembala who the board accepted last month.



Ms. Meduri shared that as far as the Director of Finance, Mr. Branden Burns starts next Monday, February 27<sup>th</sup>. There is a sanitarian in training starting Monday which is Mr. Jim. Meyer. Ms. Cassandra Felekey is also starting Monday, at the Lisbon WIC office as a Peer Helper. There has been a lot of onboarding and offboarding going on right now. Ms. Meduri was excited to share the congratulations for Mr. William Duck, Environmental Supervisor, which is on the agenda for approval of Mr. Justin Rechichar who will be taking the Director of Environmental position as Ms. Smith retires. She noted that they are excited for the new direction. She gave congrats to Mr. Robinson, Ms. Ahrens and Ms. Smith on their upcoming retirements. Ms. Meduri shared that "We're very happy for them".

Ms. Meduri shared that she and Ms. Lehman are planning for a Public Health week event for April 3rd through April 7th. Ms. Meduri would like to kind of make it a spirit week for our staff as a morale boost. There will also be a PCHD Open House event for the public that Ms. Lehman is working on as well, to be held during Public Health week. Thoughts were for April 4th from 2:00PM to 6:00PM. Ms. Meduri stated that she is looking at PCHD shirts logoed through Sports Express. She also note that they are discussing some social media aspects, staff recognizing staff, as well to keep that morale boosted, especially right now with everything that's happening to keep staff re-energized and you know obviously how hard it is to get staff on-board and once they're here, to keep them.

Ms. Meduri also shared a fun activity during the last staff meeting. This came on one of the evenings when she could not sleep. This fun idea was revealed, and she shared it with Mr. Diorio. At the staff meeting, she asked for a volunteer, which Han Gilligan was gracious, and they volunteered to come to the front, and she had big Post-It's across the wall. She asked staff to think about the types of qualities of employees that they would like to work with. Ms. Meduri asked everyone to write out a couple of ideas and then went person by person and had them identify what those were. So, Han wrote them up on the board, every time somebody said something that was similar, a tally mark would be made next to it. So, she created this ensemble of qualities as a message "To be the person you want to work with"!

Lastly, Ms. Meduri share an update on the Workforce Development Grant for 2023. The new grant is set to roll out here soon and PCHD is looking to obtain \$540,000 over a 5-year span. Ms. Meduri shared that she is extremely excited to have that additional funding, over the next few years.

b. Fiscal and Accounting:

Ms. Stall stated that with this being the beginning of the new year, there is quite a bit of moving around for funding and appropriations. Ms. Stall stated that there was a carryover for the end of January of \$3,253,955.08. While the general fund does not appear to have much there, we do have a \$1,085,400.00 advanced to various grant programs. Ms. Stall stated that she and Mr. Diorio had a meeting and went over the cash basis and met with many of the division directors to discuss transferring some of those grant funds back into the general fund. There were some grants that closed, and those funds were transferred back into the general fund. Ms. Stall stated that she is hopeful for a resolution in March to transfer any grant funds received back to the general fund. Ms.

Stall stated that she has worked quite a bit on the 2024 budget. The draft was shared with the board. She is eager to train the new Finance Director, Mr. Burns, on Monday, February 27<sup>th</sup>. She has much to share with Mr. Burns. The Hinkle report is next on the list and Ms. Stall plans to share this report and process with Mr. Burns.

Mr. Diorio commended Ms. Stall on what a tremendous amount of work she has provided the agency with over the past couple of months and helping with all the work of pulling together a budget for 2024 and the willingness to train the new finance director. Ms. Stall said that the Hinkle report is required to be submitted to the state auditor, therefore that's going to take place in this first couple weeks of Mr. Burns arrival, as we want to ensure he absorb this because the annual financial report will be due to the state of Ohio as well. Mr. Diorio stated that this will be something that our new finance director will be able to compile, with Ms. Stall's help he'll submit the report, and this will train him on what she did to compile that. He will then be able to do the next one for the state budgets.

Ms. Stall spoke on the budget she configured for 2024. She told the board that the first page of the budget for 2024 is the revenue and she noted that she was very comfortable in the revenue figures. The second page lists the salaries, which she revised due to the on-boarding and off-boarding of various employees. She tried to keep that as close as possible and with the retirements, she was sure to use those vacancies as placeholders for future employees, though the salaries will not be the same, they are simply placeholders for the budget. In which, Ms. Stall feels very comfortable with the salaries. Moving onto the expenditure part of the budget was a bit more difficult for Ms. Stall. She noted that this past year, there had been a lot of changes with purchasing the building and maintenance of the building with various projects. Though budgets do an overall review of the past three years, it was a challenge to predict what's going to happen from one year to the next. Though Ms. Stall was able to provide a balanced budget for all the all the funds except for the general fund carryover. The general fund receives and transfers funds back and forth due to the grant programs, as we are required to utilize all grant funds accordingly. She requested that the board review the draft and any information that the board would like to add or define, she plans to provide a final format for the March board meeting and the final sent to the budget commission in April for approval.

c. Nursing:

Ms. Ferraro stated that she is pleased to have Ms. Mathews on-board as the new PHN and she has much to learn. Ms. Ferraro stated that the nursing division has seen an increase in Lyme Disease cases. More so now, than in the summer months. Ms. Ferraro also stated that Ohio did see a Pertussis outbreak in Carroll County. There are more diagnoses being tallied. These are reportedly from the Amish and Mennonite populations, and vaccinations are against their cultural belief, which will take a higher tally of positive Pertussis cases.

Ms. Ferraro gave an update on her staff, reporting that Ms. Scheufler, a PHN, has been doing well with CMH, and those numbers are increasing. Ms. Paxton has been doing

excellently as she's been working with every division and their programs and completed a report on a household sewage system, shown on the last two pages of the nursing division discussion. The nursing division has been busy immunizing a lot of businesses. Ms. Ferraro stated that Tuesdays and Wednesdays are regular clinic hours where a variety of vaccines are available to adults and children, including COVID-19 and Flu. These clinics are held from 8am -12:00pm by appointment. Though, if a walk-in client presents, the nursing staff will do their best to accommodate them. The nursing staff finds this in particular for WIC clients. If immunizations are needed while they are here for WIC, the nursing staff will assist to complete the immunizations on the same day.

Maplewood Schools phoned the health district to request the nursing division to administer meningitis vaccines. Ms. Sawyer-Brewer, a PHN, went out and offered a program on vaccines for seniors at the Brimfield Community Center and supplied some education as well. Ms. Sawyer-Brewer created a booklet to give a demonstration to our nurses on how to administer vaccines. This will be a beneficial addition for students that come in and shadow the nursing division on vaccines and how to assist children for vaccines as well as how to help the parent hold their child during vaccines.

Board President, Ms. Ribelin asked Ms. Ferraro, how she would characterize the COVID situation within the County right now? Ms. Ferraro stated that as of right now, they are starting to see an increase. She noted that her contact at the jail just updated them of three pods (living sections for inmates) on outbreaks. She noted that the lack of importance is driving the cases up. This pertains to a Juvenile Detention Center Social Worker who came in with a mask, however, she was positive for COVID-19. Ms. Ferraro stated that the teacher took her mask off while teaching and three of the students, who she only had those three students, all contracted the COVID-19 virus. There are many illnesses out there. We have several outbreaks in schools, whether it be strep or gastro illnesses.

Board President, Ms. Ribelin asked Ms. Ferraro, What the current CDC guidelines were? Ms. Ferraro said that if you are positive or if you do test positive, upon returning to work, the CDC requires you to monitor yourself. It depends if you were showing symptoms prior to your positive test. It's got to be 5 days at home. Then if your symptoms have subsided and are not completely gone, but as long as you don't have a fever, you are OK. There could be gastro illnesses. As long as you're feeling better, you can come back to work on the 5<sup>th</sup> day. It all depends on if you're sick before you test. Ms. Ferraro noted that wearing masks are good habits to follow.

d. Environmental Health:

Mr. Rechichar stated to the board, regarding Ms. Ferraro's information about Lyme Disease, the EH division has a mosquito grant and one of the things that they started doing last year was actually tick surveillance. Mr. Rechichar noted that this may be something that will be on-going. He stated that maybe they'll do a video and upload it as a YouTube short video or something like a "What to Do" about ticks video link. Mr. Rechichar also noted that the EH division is at the end of the licensing and inspection cycle. The food inspectors do a really nice job getting all of their regular collections done. He noted that they are now in file review mode, so looking through all of the files.

EH is checking the records to make sure that everything is in order and then also doing some record retention, which is really nice. Mr. Rechichar shared that while their division has spoken about their mentorship program in the past, PCHD is no longer a mentor, but now a mentee. He shared that we're going to be teaching another jurisdiction how to obtain some different retail food, voluntary retail food program standards, and we were matched with Paulding County, Ohio. Which is all the way on the other side of the state. It appears to be about a four-hour drive.

Mr. Rechichar bantered that Ms. Meduri shared his information about the many transitions in the EH division. However, he did share his and his staff's excitement about the future of his division.

Mr. Rechichar stated that Mr. Robinson, CPI. Is retiring after eight years with PCHD along with many years in other areas. Ms. Smith is retiring after 34 years of service in public health across multiple jurisdictions, Geauga County Public Health, Ohio EPA, Mahoning County, and of course here, which speak volumes. He noted that he is excited about the new REHSIT Mr. Meyer. He also noted that Ms. Speck, the head of the PHUN Committee, will be presenting welcome baskets for the new PCHD staff. Mr. Rechichar did a brief report regarding the East Palestine railroad crash. He stated that Mr. Diorio and Mr. Rechichar agreed to send down two inspectors that are currently in the field, assisting with the efforts in East Palestine, OH.

Board Member Ms. Everett asked Mr. Rechichar if there was any added information other than what has been shared with the media as she has been asked. Mr. Rechichar stated that he would forward the report that Mr. Diorio and Ms. Lehman had put together with information on the East Palestine efforts status.

Mr. Rechichar asked Mr. Sarfo if he would like to share any updates with the board. Mr. Sarfo stated that he is currently working on the Stormwater annual report and hopes to have it completed soon. He added that there were water samples taken and sent out for testing. Those results have not been reviewed yet but will be shared with the board once he reviews them.

Mr. Rechichar asked Mr. Duck if he plans to take the new EHSIT, Mr. Meyer out in the field and start his training. Mr. Duck said that he does plan to do and plans to invite Mr. Meyer to lunch on his first day to welcome him aboard and introduce him to the EH team.

Mr. Diorio shared the difficulties of receiving Mr. Robinson's retirement. He stated that he plans to submit it to the board next month for review and approval, but he had asked if Mr. Robinson would be willing to come back on board on a part-time basis as a Certified Plumbing Inspector (CPI). He noted that it is quite difficult to find a plumber with experience and that is, also, a CPI. He and Mr. Robinson had many conversations prior to his retirement. He noted that PCHD is going to invoke the contract with Trumbull County, so that when Dan goes on vacation, Trumbull County assists with our inspections and when their CPI goes on vacation, Mr. Robinson will assist with their inspections. He stated that Mr. Robinson was willing to come back on a retire to rehire, once his 60 days are completed with OPERS. Mr. Diorio stated that when Mr. Robinson



was hired on, obviously, he was going to be doing plumbing inspections, but he also aided Mr. Sarfo and the Stormwater program. He also helped with the semi-public wastewater system inspections.

Mr. Diorio feels as though this is a win-win for all of us. Mr. Diorio shared how important it is for a county to have a CPI. As there are some counties who have very few for an entire county. Therefore, finding a CPI in a small population is extremely hard. He also stated that some of the counties in Southeast and Southwest Ohio have had to combine to make a regional agreement to share CPI's, because it is so hard to find a CPI in these times as this is a fading profession.

e. Health Education & Promotion & Accreditation:

Ms. Lehman shared her report with the board. Noting that the Narcan program continues to grow and one of the things that PCHD are tasked to do is the "Train the Trainer" model. PCHD works with community partners and agencies, trains them, and then they can become a NARCAN distributor. Ms. Lehman expressed her gratitude to Ms. Holtz, who leads the Narcan program and has immaculate inventory skills and ensures that everyone and everything is in order and on track. She shared that PCHD received two new distributors this past month which are, Kent City Health Department and a new agency in Kent, Brightview on Route 59.

Ms. Lehman stated that in her most recent grant submission, she noted that the Project DAWN now falls under the category of "Harm Reduction", in which, it was categorized as "Injury Prevention". The grant has since switched gears a bit and performed restructuring, which is a profound change. Ms. Lehman stated that the new grant application has been submitted and is hopeful of obtaining added funding for sexuality education, which will link together with STI's in the Communicable Disease area. This is a supplemental grant for added Project DAWN kits to distribute to community partners and the community in efforts to educate and save lives on substance abuse. She also noted that the cost to buy a Narcan kit is quite expensive and an individual suffering from substance abuse would be less likely to buy a kit. Though a loved one could buy a kit to have on hand, it is unlikely that one suffering would. She did note that Project DAWN is a great program with pain management patients who are referred to PCHD as part of the pain management program.

The "None for Under 21" event is set to take place in April at Kent State University. In the past, it had been held at Hiram College, however, Kent State University offered their facility to us at no charge for the AV equipment, which was quite expensive in the past events with outsourcing that equipment. Ms. Selva met with a previous speaker, Mr. Aaron Cooksey who shares his story of how he chose to drive drunk and killed his best friend. He has shared his story with this program for several years and noted that this will be his last year of doing so. Mr. Cooksey would like to focus more on his family and would like to try to move past this moment in his life. Ms. Selva has another speaker to add this year who also made the choice to drive drunk and took the life of another.

Ms. Lehman shared that Mr. Sexton the Accreditation Coordinator has been busy updating the core competencies of each division and staff, as well as assisting Ms.

Meduri quite a bit on the workforce development program. Ms. Lehman stated that as mentioned in last month's board report, the performance management end of the year report is included in the board packet with the health education division's report. Board President, Ms. Ribelin asked Ms. Lehman if there had been any insight on the marijuana dispensary that is in Ravenna. Ms. Lehman stated that she had not heard anything of the new facility, however, she did mention the worries of fentanyl that could possibly be laced with marijuana causing serious substance issues and possible overdoses. Board Member, Mr. Howard touched on the contamination of Adderall and other possible substances that are being laced with fentanyl that are being ingested by young people, some who are underaged as well. Ms. Lehman stated that the second grant for Project Dawn, pertaining to harm reduction, are fentanyl test strips. These would be especially helpful for the Project DAWN kits as well as the pain management clients.

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

Ms. Cooper gave her report to the board. She stated nothing new beyond the normal, with services that we're doing every day. She noted the formula recall debacle causing an infant formula shortage, which began last February and how the USDA allowed substitutions for our contracted formulas, and this is set to expire February 28<sup>th</sup>. So, she and her staff are ramping up for March 1st, ensuring heavy incoming calls. The product availability is still challenging, and it is haphazard on product availability. Ms. Cooper stated that there was yet another recall over the weekend on soy formulas. This is also going to be equally challenging to meet the needs of their WIC families. Ms. Cooper noted that with the supplemental SNAP benefits ending soon, there will most likely be an influx of clients to supplement that loss of benefits that was given due to the COVID pandemic.

Ms. Cooper is not too sure how this will affect their caseload but expects that it will be a gradual change. In terms of Columbiana County and the train derailment impact, she received information from Ms. Johnson, the WIC Site Supervisor of the Lisbon office that some of the East Palestine WIC clinics have been able to help. She shared that there was a family with a breastfeeding mother in Columbiana County who had to evacuate. She left her breast pump at home, so we were able to help her with a loaner breast pump until she was able to return home. So noted that many participants have had to reschedule their WIC appointments because of being in temporary housing. There have not been any complaints about the water since many of them are using supplied water.

g. Health Commissioner:

Mr. Diorio said that he was phoned by Mr. Wally Burden from the Ohio Department of Health this past Saturday morning and requested aid with water sampling down in East Palestine. So, he spoke to Mr. Rechichar and both of us confirmed that this was going to be a unique opportunity for our staff. So, they assigned Mr. Duck as well as Mr. Spies as two sanitarians that would be sent down. Mr. Diorio said that he spoke to the Columbiana County Health Commissioner on Sunday, just trying to tie up all the loose ends and who our sanitarians are to report to. He also addressed tracking their mileage, their time, everything, because they're on special assignment. The Ohio Department of



Health will be reimbursing our agency for all their time, effort and any resources that our agency uses. The plan is to track everything, including Mr. Rechichar's time and Mr. Diorio's time involved in this special assignment. Mr. Diorio stated that as of today, they will be on special assignment. He's dedicated two sanitarians from Tuesday through Saturday to assist. Currently there is a big push for residential water sampling. He said that he is aware that the Ohio Department of Health deployed a mobile clinic, which he's sure that our two sanitarians were part of helping with triage. He said that they're really getting a lot of different experience. In their first day alone with all the different moving pieces that are happening there, but primarily the train. Mr. Diorio said that Norfolk Southern hired their own company to do water sampling and to do a verification of those water samplings. The sanitarians will do water sampling, so that we can verify results and give the residents a comfort level. Mr. Diorio feels that this is going to extend out for several months. This is not something that can be tested for in five days, two weeks, a month, or a year and see what impacts there is within the wells and the private water wells. Mr. Diorio said that this is going to need monitored and long-term testing performed for the water wells. It's just there's a big push for right now to get things testing, get things underway. He gave commendations to the sanitarians for their efforts and for how our staff are so willing to step up whenever there is a need and really do their part to take on various roles to help within our communities.

Board President Ms. Ribelin asked if the air quality is another concern at this time? In which Mr. Diorio stated that he believes air quality testing is being handled by the U.S. EPA and that the Ohio EPA is handling the surface water monitoring. There's a private company handling private residential water monitoring as well as our sanitarians who are going down and doing the private water as well. He noted that there are many different agencies involved now helping in many ways.

Lastly, Mr. Diorio stated that we are well underway with the HVAC. He noted that at the last meeting we had in the conference room, it was just constant air blowing down, which now, the new controllers are in place for all 30 zones throughout the building and they are still working on making some connections. He said that while there's still some work to do, we're making progress, we're moving forward.

**VII. OLD BUSINESS:** None

**VIII. NEW BUSINESS:**

- a. Accept the retirement of Mary Helen Smith, Director of Environmental Health, effective March 1, 2023.
- b. Accept the retirement of Dan Robinson, Plumbing Inspector of Environmental Health, effective February 24, 2023.
- c. Accept the retirement of Beth Ahrens, Registered Environmental Health Specialist, effective February 28, 2023.

A motion was made by Board Member Howard to accept the retirements of Ms. Smith, Mr. Robinson and Ms. Ahrens, regretfully, and seconded by Board Member Minott.

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

All the board Members were very grateful for their years of dedication and work in public health and wish them well.

- d. Accept the hiring of Cassandra Felekey, Peer Helper for the WIC Division’s Lisbon location in Columbiana County.

A motion was made by Board Member Everett to accept the hiring of Cassandra Felekey, and seconded by Board Member Howard.

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

- e. Accept the hiring of Jim Meyer, Environmental Health Specialist in Training for the Environmental Health Division.

A motion was made by Board Member Minott to accept the hiring of Jim Meyer, and seconded by Board Member Howard.

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

- f. Request permission to post, advertise and hire a Seasonal Worker for the Mosquito Control Grant, pending grant approval.

A motion was made by Board Member Everett to post, advertise and hire a seasonal worker for the mosquito control grant, pending grant approval, and seconded by Board Member Cutlip.

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

- g. Request permission to post, advertise and hire two full-time Environmental Health Specialists in Training or Registered Environmental Health Specialists.

A motion was made by Board Member Minott to post, advertise and hire two full-time Environmental Health Specialists in Training or two Registered Environmental Health Specialists, and seconded by Board Member Howard.

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

- h. Accept the promotion of William Duck to Environmental Supervisor.

A motion was made by Board Member Howard to accept the promotion of Mr. Duck as the Environmental Supervisor, and seconded by Board Member Cutlip.

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

Mr. Duck wanted to thank the board for the opportunity to go to East Palestine. He was able to see the many different agencies there on site, such as FEMA, the U.S. EPA, the Ohio EPA as

well as Governor DeWine. Mr. Duck stated that he was at the heart of it and found it to be interesting. He mentioned that he was able to see the (EOC), the Emergency Operation Center, where it was a bit of a communications center as well for Norfolk Southern, the EPA's, FEMA and it was interesting just to take it all in and view. Mr. Duck said that this was a very unique opportunity that he will have to cherish and thanked the board for this moment.

The board of health Members congratulated Mr. Duck and feel that he'll do a great job in his position.

- i. Accept the promotion of Justin Rechichar to Director of Environmental Health.

A motion was made by Board Member Howard to accept the promotion of Mr. Rechichar as the Director of Environmental Health, and seconded by Board Member Minott. An "aye" vote was cast by all, and the motion carried.

The board of health Members congratulated Mr. Rechichar on his promotion as well.

## **IX. BOARD ISSUES AND DISCUSSION:**

Board President, Ms. Ribelin announced the new public health nurse. Board President, Ms. Ribelin asked Ms. Ferraro if she would you like the honors. Ms. Ferraro stated that she would love the honors and introduced Ms. Katie Mathews. Ms. Ferraro stated that she would let Ms. Mathews tell you a little bit about where she came from. Ms. Ferraro stated that Ms. Mathews is doing really, really well. Ms. Mathews is going to be taking over the Child Fatalities, assist with immunizations and also assisting with the communicable diseases which are quite high at the moment.

Ms. Mathews stated that she was born and raised here, Ravenna. She left for a little while after college, graduated from Hiram College with her Bachelor of Science in Nursing. It's been 12 years since graduation, and she's done a lot of traveling. Most of her nursing was predominantly hospital nursing. Ms. Mathews has done a little bit of public health in terms of school health and disaster preparedness at a health department in North Carolina. In which there was quite a bit of hurricane preparedness and many other events of that nature. Ms. Mathews stated that she loves nursing, and that life brought her back to Ravenna. She's excited to be part of the health district, in an area that she's very familiar with and commended on how everyone's been very nice and she's excited to be on board. Board President Ms. Ribelin welcomed Ms. Mathews and expressed how we are glad to have Ms. Mathews.

Board Member Mr. Howard stated prior to the close of the board meeting that he would like to share that the College of Public Health, at Kent State is exploring the potential to put together a small public health museum. He asked if there is any medical historical items from years past that they would like to donate, please let him know and he would review it and see if it would be something acceptable. Board Member Mr. Howard noted that those on the committee for the possible public health museum do not anticipate this being a big deal, but rather an educational program and something that can possibly be mobile to show to

other schools and possibly recruit people into public health careers. Ms. Lehman joked and stated that she is an organized hoarder and immediately went to the big board that was used for the rat program. As well as some of the little projection slides. Possibly annual reports from years past. If you have one, please let Mr. Howard know. Mr. Rechichar stated that there are some inspection reports for campgrounds from the 60s or 70s.

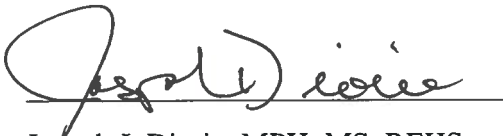
**XI. EXECUTIVE SESSION:** None

**XII. ADJOURNMENT:**

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

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

Meeting Adjourned at 7:35pm, on February 21, 2023.

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

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