

**Portage County Combined General Health District  
Board of Health Special Meeting Minutes**

**March 22, 2023**

**5:00 PM**



**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met for a special meeting on Wednesday, March 22, 2023, at 776 N. Freedom St. The meeting was called to order at 5:03 PM by Board President, Ms. Ribelin.

Board Members in Attendance:

Lucy Ribelin, President  
James Bierlair, Vice President  
Bob Howard, Member  
Charles Delaney, Member  
Evelyn Cutlip, Member  
Dr. Howard Minott, Member

Board Members Not in Attendance:

Linda Grimm, Member  
Amy Everett, Member

Staff in Attendance:

Joseph Diorio, Health Commissioner  
Sarah Meduri, Director of Personnel and  
Administrative Services  
Christina Jewell, Administrative and  
Account Clerk  
Branden Burns, Director of Finance  
Justin Rechichar, Director of  
Environmental Health

District Advisory Council:

Bruce Lange, Charlestown Twp.

Others:

None

Media Present:

None

**II. APPROVAL OF MINUTES:**

Board of Health Meeting: On March 22, 2023, Board Member Howard presented a motion to accept the Board Meetings Minutes for February 21, 2023, seconded by Board Member Delaney.

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

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

**IV. PUBLIC COMMENT: None**

**V. ACTION ITEMS:**

**A. Expenditure Ratifications      \$ 145,653.77**

Invoice Batch No.	1475	\$	3,129.48
Invoice Batch No.	1494	\$	14,600.82
Invoice Batch No.	1532	\$	4,101.68
Invoice Batch No.	1598	\$	2,269.88
Invoice Batch No	1618	\$	56,710.98
Invoice Batch No	1682	\$	597.12
Invoice Batch No	1704	\$	22,460.00
Invoice Batch No	1749	\$	11,258.24
Invoice Batch No	1848	\$	28,621.15
Invoice Batch No	1903	\$	1,904.42

Mr. Burns, the Finance Director stated that these invoices and batches are expenditures that 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 Delaney

A vote on the motion is as follows:

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

**B. Travel Expenditures and Equipment Requests**

Mr. Burns requested an approval for the travel expenditures presented to the Board. The travel expenses were revised due to travel expenses that were impertinent to this board meeting and needed to be approved by the board this month.

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

A vote on the motion is as follows:

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

**C. Revised - Resolution #23-09 Amendment to the 2023 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified - Revised.**

Mr. Burns stated that this budget amendment was revised due to an error in a line item for appropriations. He stated that \$,1000 had to be allocated to pay for salary and wages, so \$1,000 was removed out of #8908 and switched it to materials and supply. The funds that are currently unappropriated to pay for a variety of expenses on the big-ticket items in the packet, are actually returns, back to the general fund.

A motion was presented by Board Member Howard to Approve Resolution #23-09, seconded by Board Member Cutlip.

A vote on the motion is as follows:

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

**D. Resolution #23-10** A Journal Entry Reversal/Expense Correction for Portage County Combined General Health District.

Mr. Burns stated that this resolutions was for expenses that were paid out of the general fund due to appropriations that were not in place to pay them out of their specific funds. He stated that last month, the Board approved the budget amendment. Those funds are now in place, so this will correct those funds and pull them out of where they are intended to come from. This will also credit the general fund.

A motion was presented by Board Member Minott to Approve Resolution #23-10, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

**E. Resolution #23-11** Establishing Fund WPCLF for Portage County Combined General Health District for Water Pollution Control Loan Fund.

Mr. Burns stated that this is to establish a code for the WPCLF program. Currently it has been under a project code for the general fund, but since we receive significant funding for the WPCLF and the H2O Ohio programs, this would be creating separate funds to better track it and then we can have a project code underneath that as well. In fact, there was a recent discussion with the Auditor's Office, and they would prefer it to be a separate fund instead of being a project code within the general fund.

A motion was presented by Board Member Minott to Approve Resolution #23-11, seconded by Board Member Howard

A vote on the motion is as follows:

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

**F. Resolution #23-12** A Journal Entry Cash Advance Return for Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Mr. Burns stated that this is going to be returning \$390,000.00 from various funds and returning it back to the general fund.

A motion was presented by Board Member Delaney to Approve Resolution #23-12, seconded by Board Member Minott.

A vote on the motion is as follows:

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

**G. Variance Request #23-13 Household Sewage Treatment System Variance Request to Ohio Administrative Code (OAC) 3701-29-06(F).**

Rechichar presented this variance request on behalf of the Baswells. Jimmie and Patricia Baswell are owners of 1466 New Milford Rd. They would like to take occupancy of their home, so they are requesting a variance to use their existing 1500-gallon septic tank as a holding tank until the weather clears and the completion of installation of their mountain system can take place. Mr. Rechichar is in favor of approving this resolution and requests that the Board do so as well. The board approve this variance with the terms listed. Installation and final inspection has to be done by July 31st.

A motion was presented by Board Member Bierlair to Approve Variance Request #23-13, seconded by Board Member Minott

A vote on the motion is as follows:

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

**H. Variance Request #23-14 Private Water System Variance Request to Ohio Administrative Code 3701-28-07 & 3701-28-17(A).**

Mr. Rechichar stated that this variance is for a private water system at the Lyden residence. This is located on a lot in Deerfield Twp. The Lyden's do not have water at their home, and they are on a very tight lot. They're requesting a variance for the isolation distance to the house, to the propane tank, to the driveway and then also a variance to preclude them from the requirements of sealing the existing private water system. On the back of the house, they have about a 40-foot cement pad where they think the existing well is, but are unsure. So, because of economic hardships, we would

request that the board review the criteria and approve that variance with the terms and conditions attached.

A motion was presented by Board Member Howard to Approve this Variance Request #23-14, seconded by Board Member Bierlair.

A vote on the motion is as follows:

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

## VI. NEW BUSINESS:

- a. Fiscal & Accounting 2024 Budget Final Submission for Board Approval.
- Mr. Burns presented the final 2024 budget and will submit it to the Budget Commission on April 1<sup>st</sup>. He stated that this was going to be slightly different version than what the Board has seen in the past. He stated that this is just a more simplified version and focuses specifically on 2024. The most significant change is the revenue. Previously, we had MAC funding and Medicare funding that would be broken out into multiple funds. He stated that this was difficult for us to track, so a project code was created. All the MAC funding can go underneath the project code so that it can be used to track expenses more efficiently.

Board member Dr. Minott inquired what the projected increase in salaries would be for 2024. Mr. Diorio responded stating that when we discussed it as a Board, we were stuck at the middle of the road for \$0.50, just a placeholder so that we can adjust it later on. Mr. Burns stated that this was the latest version

A motion was made by Board Member Howard to approve the 2024 Budget Final Submission, and seconded by Board Member Minott.

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

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



- b. Accept the hiring of Andrea Arroyo, Environmental Health Specialist in Training for the Environmental Health Division.

Ms. Meduri requested the Board to approve the hiring of Ms. Arroyo. Ms. Arroyo comes from the restaurant background, and she is going to be working with our environmental staff to do some bilingual training and putting together some courses, bilingually in Spanish.

A motion was made by Board Member Bierlair to accept the hiring of Andrea Arroyo, and seconded by Board Member Cutlip

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

- c. Accept the resignation of Erika Johnson, Site Supervisor for the WIC Lisbon location in Columbiana County, effective March 30, 2023.

A motion was made by Board Member Howard to accept the resignation, regretfully, of Erika Johnson, and seconded by Board Member Cutlip

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

- d. Permission to post, advertise and hire one full time WIC Site Supervisor (WIC Lisbon).

A motion was made by Board Member Howard to post, advertise and hire one full time WIC Site Supervisor (WIC Lisbon), and seconded by Board Member Minott.

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

- e. Accept the re-hire of Dan Robinson, as part-time Certified Plumbing Inspector.

Ms. Meduri requested approval from the Board to approve Mr. Robinson's re-hire. He would be at a Part-Time capacity and specifically just working on plumbing. Mr. Robinson's start date would be May 1<sup>st</sup> and will undergo full onboarding for all new hire paperwork and training.

A motion was made by Board Member Cutlip to accept the re-hire of Dan Robinson, and seconded by Board Member Howard

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

- f. Accept the hiring of Chelsea Kyer, WIC Clinic Assistant for the Ravenna location.

Ms. Meduri requested approval from the Board to accept the hiring of Ms. Kyer. Ms. Meduri stated that Ms. Kyer is currently a WIC participant, and she has worked with several of our staff members. She's also very knowledgeable, and Ms. Cooper feels that this is a really good fit. This would also fulfill all positions for the WIC Ravenna location.

A motion was made by Board Member Bierlair to accept the hiring of Chelsea Kyer, and seconded by Board Member Cutlip.

**VII. BOARD ISSUES AND DISCUSSION:**

The Board of Health meeting did not have a quorum of at least 5 members, therefore, all business-related items that required a quorum vote were rescheduled to 5:00 PM on Wednesday, March 22, 2023. A public notice was submitted to the Kent Record Courier announcing the special meeting.

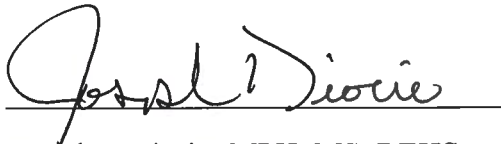
**VIII. EXECUTIVE SESSION: None**

**IX. ADJOURNMENT:**

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

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

Meeting Adjourned at 5:19pm, on March 22, 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