

Portage County Combined General Health District
Board Meeting Minutes
April 21, 2020
6:00 PM



COVID-19 response has changed our Board of Health in-person meeting to a conference call. The following attendance represents individuals identified on the conference call.

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Tuesday, April 21, 2020, via conference call. The meeting was called to order at 6:04 pm by Board President Howard.

Board Members in Attendance: Robert Howard, President
 Evelyn Cutlip, Vice President
 Amy Hammar, Member
 James Bierlair, Member
 Lucy Ribelin, Member
 Charles Delaney, Member
 Dr. Megan Frank, Member
 Dr. Howard Minott, Member (6:19pm)

Board Members Absent: None

Staff in Attendance: Joseph Diorio, Health Commissioner
 Mark Arredondo, Medical Director
 Rosemary Ferraro, Director of Nursing
 Debra Stall, Director of Finance
 Mary Helen Smith, Director of Environmental Health
 Becky Lehman, Director of Health Education and
 Promotion, Accreditation Coordinator
 Amy Cooper, WIC Director
 Penny Paxton, Epidemiologist
 Justin Rechichar, Supervisor

Advisory Council: Bruce Lange, Charlestown Township

Others: Al Barber, community member
Media Present: Diane Smith, Record Courier

II. APPROVAL OF MINUTES:

Board of Health Meeting: March 17, 2020 – Board Member Hammar presented a motion to Accept the Board Meeting Minutes of the March 17, 2020, seconded by Board Member Frank. An “aye” vote was cast by all, motion carried.

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) – Bruce Lange

The annual District Advisory Council meeting was canceled due to COVID-19. There was an executive meeting held on March 18, 2020 at 6:00pm. In attendance was Bruce Lang, Chairman of the District Advisory Council; Tom Calcei, Vice Chairman of the District Advisory Council, Suffield Township; Doreen Spicer, Secretary of the Advisory Council, Paris Township; and Kathleen Clyde, President of the County Commissioner. The 2019 District Advisory Council meeting minutes and PCHD Annual Report were approved as was the appointment of Board of Health Members Evelyn Cutlip and Lucy Ribelin (City of Ravenna).

IV. PUBLIC COMMENT – moved to end of meeting

V. ACTION ITEMS

A. Expenditure Ratifications

Batch No. 6349	\$ 15,730.14
Batch No. 6370	\$ 791.52
Batch No. 6453	\$ 2,210.00
Batch No. 6471	\$ 2,407.13
Batch No. 6523	\$ 1,940.89
Batch No. 6580	\$ 19,196.76
Batch No. 6263	\$ 11.16
Batch No. 6636	\$ 32,889.41
Batch No. 6670	\$ 1,843.71
Batch No. 6722	\$ 5,364.05
Batch No. 6735	\$ 36,226.76

Total Expenditures \$ 118,611.73

Total Payments \$ 118,611.73

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

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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B. Travel and Expenditures

A motion was presented by Board Member Ribelin to permit said stated approved expenditures related to travel, seconded by Board Member Hammar.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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Discussion: One travel was completed in February.

C. **Resolution #20-26** Agreement between Portage County Health District and Kent City Health Department for Services Related to the Coronavirus Response Grant.

Board Member Cutlip presented a motion to Adopt Resolution #20-26 as stated above, seconded by Board Member Frank.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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Discussion: The COVID-19 Crisis Grant is a federal grant that is passed through Ohio Department of Health to local health departments. There were six possible deliverables within the grant. PCHD will be addressing three out of the six deliverables: Incident Management for Early Crisis Response, Information Sharing, and Countermeasures and Mitigation.

Portage County will be receiving a total of \$138,775. The contract for Kent City Health Department is for \$25,050 allocation out of the total grant award.

D. **Resolution #20-27** Agreement between Portage County Health District and AxxessPointe Community Health Center for the Reproductive Health and Wellness Program. Board Member Ribelin presented a motion to Adopt Resolution #20-27 as stated above, seconded by Board Member Minott.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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Discussion: PCHD has received the Notice of Award from the Ohio Department of Health.

E. **Resolution #20-28** To Rescind Amendment Resolution #20-24 to the Portage County Health District Annual Appropriations for Revenue Previously Certified being Resolution #20-28. Board Member Ribelin presented a motion to Adopt Resolution #20-28 as stated above, seconded by Board Member Delaney.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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Discussion: Ms. Stall explained there were typographical errors in Resolution #20-24. A new budget amendment was created with Crisis Grant funds in place.

- F. **Resolution #20-29** Amendment to the Portage County Health District Annual Appropriations for Revenue with corrections Previously Certified. Board Member Ribelin presented a motion to Adopt Resolution #20-29 as stated above, seconded by Board Member Frank.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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Discussion: Ms. Stall addressed a correction in the Annual Appropriations. She is asking the Board of Health to decrease \$30,000 in the retirement line item and put those monies into the overtime line item. PCHD staff are working overtime in COVID-19 response. No new positions will be budgeted in the COVID-19 Crisis Grant.

- G. **Resolution #20-30** Acceptance to Enter into Contract with Alexander’s Pest Control, Inc. to Perform Professional Services for the 2020 & 2021 Mosquito Control Grant. Board Member Hammar presented a motion to Adopt Resolution #20-30 as stated above, seconded by Board Member Minott.

*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

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Discussion: This resolution is to enter into an agreement with Alexander Pest Control to provide professional services for capacity beyond the licensing abilities of the health district for application and education. The amount is not to exceed \$10,000. Ms. Smith explained there was a contract in place in 2019 with Alexander's Pest Control. The monies were not used in 2019. Contract monies were used for tire cleanup program to decrease breeding of mosquitoes. This contract is to set up services with Alexander's Pest Control on a as needed basis funded by the 2020 & 2021 Mosquito Control Grant. The grant will also fund a paid seasonal worker position. The person that was a seasonal worker in the program last year did apply for the position for this year.

VI. DISCUSSION REPORTS

- A. Administration and Personnel: Sarah Meduri will be back from maternity leave May 18, 2020.
- B. Fiscal and Accounting: Cash basis report is found in the board packet. COVID-19 grant, mosquito grant, reproductive health grant, and WPCLF will help to supplement the general revenue fund as staff work on COVID-19 response. There will be additional monies coming from the federal and state budget for COVID-19 response. The COVID-19 Crisis grant is a federal grant that is passed through from the Ohio Department of Health to local health departments.
- C. Nursing: Continually working on COVID-19 cases. A contact tracing spreadsheet was developed by PCHD's Epidemiologist. This tracking database is utilized by PCHD staff for contract tracing of COVID-19 positive cases and direct contacts of COVID-19 cases. The Ohio Department of Health just released a new contact tracing software program. PCHD is training on the new system.

In response to a question on influenza, Ms. Ferraro reported that there was one influenza case last month (March) and one in April as well so far. Physicians are still testing for influenza.

Immunization Clinics have been postponed due to COVID-19 response. Ms. Ferraro explained the reasons for canceling the immunization clinic at this time including lack of available staff to run the clinic due to COVID-19 response and the concern of exposure to staff and to the clients. PCHD will continue to address concerns on how to provide immunizations in the future.

- D. Environmental: Ms. Smith thanked the Board for the technology support to complete environmental health work remotely. PCHD has been able to continue to provide household sewage treatment system, private water system program, and plumbing services as part of the environmental division Continuity of Operations.

PCHD is preparing to release the 2020 Water Pollution Control Loan Fund (WPCLF) applications to assist for the repair and replacement of household sewage treatment systems. PCHD was provided \$150,000 from Ohio EPA for the principal forgiveness loans. Ms. Smith provided detail on the coordinated efforts PCHD is taking with funding opportunities with the Portage County Commissioners, the County Engineer, and Regional Planning. A 3rd program is available through the Portage County Treasurer, Brad Cromes. It is managed as a Linked Deposit Loan Program.

PCHD received a notice of award for \$25,000 from the Ohio Environmental Protection Agency for mosquito control education and surveillance. PCHD will partner with the Solid Waste District and a local tire company for the collection and disposal of tires open dumped to reduce mosquito breeding locations.

Serve Safe is offering a free course for carry-out. This information will be shared with the restaurant industry.

Ms. Smith encourages people to visit the PCHD website. Resources for recommendations for health and safety in different environments are available as well as recommendations on the website from CDC and OSHA for businesses.

- E. Health Education and Promotion & Accreditation: Project DAWN is still being conducted. PCHD is continuing to serve law enforcement and our partnership with Townhall II is providing the service to the community. The Community Health Improvement Plan quarterly meeting was canceled due to COVID-19. We are collecting quarterly reports from community partners ensuring a quarterly report will be done.

Ms. Lehman provided information on the Clear Impact Performance Management System. This is a web-based system vetted out by the Ohio Department of Health. They provided PCHD with three licenses. Penny Paxton is also familiar with Clear Impact. Karen Towne was in the process of imputing PCHD's performance management goals into Clear Impact at the beginning of COVID-19. This will be completed as soon as possible.

- F. Women, Infants and Children (WIC): WIC report is in the board packet. In mid-March, WIC received many waivers for service. Since then, they have been serving clients curbside. They meet the person in their vehicles, take the card into the building to load, and then return the card back to the participant. 30/35 participants per clinic per day. One day last week they did have a number 40+ participants.

- G. Health Commissioner: The nursing staff and Epi are concentrating on contact tracing and entering data into ODRS. Because there are so many cases and limited nursing staff, other staff and the medical director are assisting in the contact tracing. We were able to look at our agency as a whole and use staff to fill in gaps to assure that contact tracing and monitoring are conducted and maintain the entering of data into the Ohio Disease Reporting System (ODRS). Currently, the agency can provide response. PCHD will continue to be watchful of staff time and monitor overtime.

Mr. Diorio suggested that the Board may need to have monthly executive sessions to review the finances of the department to monitor monies spent on COVID-19 response.

The health district has worked on redistribution of staff and resources for staff to work from home. PCHD will be receiving 10 additional laptops tomorrow. These last ten laptops should provide enough resources for staff to work from home as needed.

PCHD received 150 test kits from the Ohio Department of Health. The health district will continue to work with long-term care facilities. Test kits are being allocated and delivered to the long-term care facilities.

Mr. Diorio explained the health district is collaborating with the 13 county NECO region that consists of local public health and hospitals for the 13 counties. The health district is also in continuous communication with local and state entities: EMA, UH Portage, County Commissioners, Ohio Department of Health, Association of Health Commissioners, Ohio Department of Health, etc.

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Hire: Natalie Menke as Seasonal Mosquito Worker (EPA Grant funds)

Board Member Hammar presented a motion for the hiring of Natalie Menke as a seasonal mosquito worker, seconded by Board Member Cutlip. An “aye” vote was cast by all, motion carried.

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

Discussion: Natalie Menke is already trained, she knows the program, and she knows the location of the traps.

B. Accept: Anne Adkins, RN resignation letter

Board Member Cutlip presented a motion to accept Anne Adkins resignation, seconded by Board Member Minott. An “aye” vote was cast by all, motion carried.

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

Discussion: Anne Adkins was a part time nurse working on communicable disease and Child Fatality Review.

C. Post, advertise, and hire Public Health Nurse

Board Member Ribelin presented a motion to post, advertise, and hire a full time public health nurse to replace the part-time position that is now vacant, seconded by Board Member Frank. An “aye” vote was cast by all, motion carried.

Board Member Howard	Yes	Board Member Hammar	Yes
Board Member Cutlip	Yes	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Yes

Discussion: Mr. Diorio recommended replacing the part time nurse with a full-time nurse. This would allow for PCHD to have three full time public health nurses. Recommending the position to stay full-time during and after COVID-19 response to continue the work of the Nursing Division.

IX. BOARD ISSUES AND DISCUSSION: None

X. EXECUTIVE SESSION: No executive session needed this month.

Public Comment: No questions at this time.

COVID-19 Response:

Dr. Arrendondo, Medical Director: Dr. Arrendondo would like to thank the staff for all of their hard work being done by the PCHD Staff. Dr. Arrendondo explained he is the liaison and medical spokesperson for the health district. He has established working relationships at the local and state level, with health agencies, hospitals, professional societies, and universities. He is Assisting the nursing division in the investigation of communicable diseases of the most medically complex and at-risk patients.

Rose Ferraro, Director of Nursing: The nursing division is actively monitoring COVID-19 patients, close contacts with COVID-19 positive patients, and travelers. They do daily temperature checks and monitoring of symptoms. Ms. Ferraro also explained the 24 hours cell phone that is being answered by her. Another aspect of what the nursing division is the utilization of the Ohio Disease Reporting System and the internal spread sheets for contact tracing.

Mary Helen Smith, Director of Environmental Health: The health district is working through the ODH Director's Amended Stay at Home Order compliance. There are four front line staff managing answering the phone for general COVID-19 calls. As of end of day Monday, there were 624 calls, 300 complaints, and 39 in-person inspections. The health district worked with our local prosecutors for guidance to follow up on all complaints. Ms. Smith reported that the manufacturing industry should be commended for their efforts to ensure the safety of their staff.

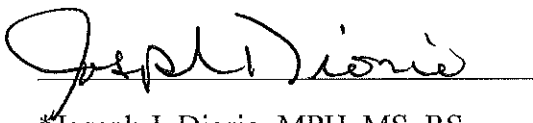
Becky Lehman, Director of Health Education and Promotion: The health district is providing continuous education and communication on COVID-19 through fact sheets, messaging, social media, and the PCHD website. Ms. Lehman reported that she is managing media requests as well.

Emergency preparedness is also under the health education and promotion division. The Emergency Preparedness Coordinator works with community partners for COVID-19 response and has been providing training to community partners on infection control methods, PPE usage preservation and conservation and focused on N95 fits testing.

Debra Stall, Director of Finance: Ms. Stall reported the finance division is continuing to work on daily finance and reporting to the state for grants. They are also tracking COVID-19 response costs and hours spent on COVID-19 response.

Amy Cooper, Director of WIC: WIC is providing WIC services curbside and providing nutrition and breastfeeding education online. WIC staff is also assisting with contract tracing.

Adjournment: The April 21, 2020 Board meeting was adjourned at 7:23 pm. An "aye" vote was cast by all, motion carried.



*Joseph J. Diorio, MPH, MS, RS
Health Commissioner

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