

**Portage County Combined General Health District  
Board Meeting Minutes  
December 17, 2019 (6:00pm)**

**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, December 17, 2019, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 6:01pm by Board President Howard.

Board Members in Attendance:      Robert Howard, President  
                                                                 Lucy Ribelin, Member  
                                                                 Charles Delaney, Member  
                                                                 Dr. Megan Frank, Member  
                                                                 Dr. Howard Minott, Member  
                                                                 James Bierlair, Member

Board Members Absent:                Evelyn Cutlip, Vice President  
                                                                 Amy Hammar, Member

Staff in Attendance:                    Joseph Diorio, Health Commissioner  
                                                                 Mark Arredondo, Medical Director  
                                                                 Mary Helen Smith, Director of Environmental  
                                                                                                                 Health  
                                                                 Debra Stall, Director of Finance  
                                                                 Becky Lehman, Director of Health Education and  
                                                                                                                 Promotion, Accreditation Coordinator  
                                                                 Justin Rechichar, Supervisor  
                                                                 Amos Sarfo, Supervisor  
                                                                 Sarah Meduri, Personnel Officer  
                                                                 Stephanie Todd, Environmental Clerk  
                                                                 Robert Walker, PHEP Coordinator  
                                                                 Amy Cooper, Director of WIC  
                                                                 Ereka Johnson, WIC Site Supervisor  
                                                                 Connie Suliot, WIC Clinic Assistant  
Advisory Council:                        Bruce Lange, Charlestown Township

Others:

Media Present:



**II. INTRODUCTION OF NEW STAFF:**

Robert Walker is the new Public Health Emergency preparedness coordinator. He grew up in Portage County and residing in Ravenna for 20 years now. He is a graduate from Southeast High School and received his College Degree in Education from Walsh University. He has 30 plus years in the hospital doing emergency critical care medicine and emergency planning. He was a Critical Care Paramedic and also Paramedic Fire Fighter with Edinburg Fire Department.

Ereka Johnson is the new Site Supervisor for WIC. She has 17 years of experience with the WIC program. Her prior employment was in Ashtabula County, Ohio. She is originally from Erie, Pennsylvania. She received her degree in food and nutrition from Youngstown State University.

Connie Suliot is a WIC Clinic Assistant at the Columbiana/Portage WIC. She's been with the program going on 2 years. She comes from a background of Manufacturing and decided later in life to go back to school and received her degree in Integrated Sciences, Psychology and Sociology and Nursing.

Stephanie Todd is the new Environmental Clerk. She worked for Adult Probation for 15 years and the Portage County Courthouse for 3 years. She is very excited to learn all about Public Health.

**III. APPROVAL OF MINUTES:**

Board of Health Meeting: November 19, 2019 – Board Member Minott presented a motion to Accept the Board Meeting Minutes of the November 19, 2019, seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried.

**PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) –**

Mr. Lang pointed out the new president and vice president for the Township Association is Nick Coia from Brimfield and Ed Dean from Deerfield.

**IV. PUBLIC COMMENT – No public in attendance.**



**VI. ACTION ITEMS**

A.	Expenditure Ratifications		<b>\$156,324.08</b>
	Batch No. 4699	\$3,453.60	
	Batch No. 4739	\$30,307.38	
	Batch No. 4902	\$28,909.28	
	Batch No. 4972	\$48,896.64	
	Batch No. 5019	\$39,034.31	
	Batch No. 5070	\$5,097.87	
	 Total Invoice Batch	 \$155,699.08	
	 Journal Entry		
	Job & Family Services	\$575.00	
	Job & Family Services	\$50.00	
	 Total Journal Entries	 \$625.00	

Expenditure Ratifications total \$156,324.08. The journal entries for Job and Family Services are for finger printing new hires.

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

Vote on the motion is as follows:

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



B. Travel and Expenditures

1. Justin Rechichar, MPH, RS attended the Food Round Table.

Date: December 5, 2019  
Location: 4800 LedgeWood Drive  
Medina, Ohio 44256

Mileage: 88 miles @ 58¢ per mile = \$54.04  
Meals: 1 Lunch = \$17.00

Fund Used: Food/Pool/Camp

Total for all expenditures: \$71.04

2. Jenn Lowry, BSPH, RS, attended the Food Round Table.

Date: December 5, 2019  
Location: 4800 LedgeWood Drive  
Medina, Ohio 44256

Mileage: Rode with Mr. Rechichar  
Meals: 1 Lunch = \$17.00

Fund Used: Food/Pool/Camp

Total for all expenditures: \$17.00

3. Kari Jones, BS, RS, attended the Food Round Table.

Date: December 5, 2019  
Location: 4800 LedgeWood Drive  
Medina, Ohio 44256

Mileage: Rode with Mr. Rechichar  
Meals: 1 Lunch = \$17.00

Fund Used: Food/Pool/Camp

Total for all expenditures: \$17.00





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4. Mary Helen Smith, MPH, CPH, RS, REHS, attended the Ohio Environmental Health Association Board Meeting.

Date: November 20, 2019  
Location: Franklin County Health Department  
280 East Broad Street  
Columbus, Ohio 43215

Mileage: 290 miles @ 58¢ per mile = \$168.20  
Meals: 1 Lunch = \$15.00

Fund Used: Food, Wastewater, Stormwater

Total for all expenditures: \$183.20

5. Andy Bull, MPH, SIT, attended Facility Layout & Equipment Specifications Review Workshop.

Date: December 5, 2019  
Location: Canton City Health Department  
420 Market Avenue North  
Canton, Ohio 44702

CE/CEUs: 4.5

Meals: 1 Lunch = \$15.00

Fund Used: Food

Total for all expenditures: \$15.00

6. Elizabeth Ahrens, BS, RS, attended Facility Layout & Equipment Specifications Review Workshop.

Date: December 5, 2019  
Location: Canton City Health Department  
420 Market Avenue North  
Canton, Ohio 44702

CE/CEUs: 4.5

Meals: 1 Lunch = \$15.00

Fund Used: Food

Total for all expenditures: \$15.00



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7. Stanley Carlisle, MPH, RS, attended Facility Layout & Equipment Specifications Review Workshop.

Date: December 5, 2019  
Location: Canton City Health Department  
420 Market Avenue North  
Canton, Ohio 44702  
CE/CEUs: 4.5  
Meals: 1 Lunch = \$15.00  
Fund Used: Food  
Total for all expenditures: \$15.00

- 8 Joseph Diorio, MPH, MS, RS, attended APHC NE meeting.

Date: December 6, 2019  
Location: 430 Applegrove Street NW  
North Canton, Ohio 44720  
Mileage: 50 miles @ 58¢ per mile = \$29.00  
Fund Used: General Fund  
Total for all expenditures: \$29.00

9. Joseph Diorio, MPH, MS, RS, attended AOHC Public Affairs Committee meeting.

Date: December 13, 2019  
Location: 120 Northwoods Blvd.  
Columbus, Ohio 43235  
Mileage: 254 miles @ 58¢ per mile = \$147.32  
Fund Used: General Fund  
Total for all expenditures: \$147.32



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7. Joseph Diorio, MPH, MS, RS, will attend the LHD Roundtable: A vision for public health in Mahoning Valley and Ohio

Date: December 18, 2019  
Location: 7300 N Palmyra Road  
Canfield, Ohio 44406

Mileage: 66 miles @ 58¢ per mile = \$38.28

Fund Used: General Fund

Total for all expenditures: \$38.28

8. Mary Helen Smith, MPH, CPH, RS, REHS, will attend the Ohio Environmental Health Association Board Meeting.

Date: December 19, 2019  
Location: Franklin County Health Department  
280 East Broad Street  
Columbus, Ohio 43215

Mileage: 290 miles @ 58¢ per mile = \$168.20

Lunch: \$15.00

Fund Used: Solid Waste, Stormwater, HB 110, Wastewater

Total for all expenditures: \$183.20

9. Mary Helen Smith, MPH, CPH, RS, REHS, will attend the Ohio Environmental Health Association Board Meeting.

Date: January 16, 2020  
Location: Franklin County Health Department  
280 East Broad Street  
Columbus, Ohio 43215

Mileage: 290 miles @ 58¢ per mile = \$168.20

Lunch: \$15.00

Fund Used: Solid Waste, Stormwater, HB 110, Wastewater

Total for all expenditures: \$183.20



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

Vote on the motion is as follows:

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

C. Resolution #19-99 Amendment to the 2019 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall confirmed that funds were available for the end of the year to pay the new hire Ms. Todd.

Board Member Ribelin presented a motion to Adopt Resolution #19-99 as stated above, seconded by Board Member Delaney.

Vote on the motion is as follows:

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

**VI. DISCUSSION REPORTS**

A. Administration and Personnel:

Ms. Meduri updated the Board that the Health District received over 60 applicants for the Epidemiologist position. Ms. Meduri, Mr. Diorio and Ms. Ferraro conducted 7 interviews and offered the job to one candidate. The candidate initially accepted, signed the offer letter, completed the background check and drug screen and later declined the position on 12/16/19 due to family reasons. Ms. Meduri has second interviews scheduled Friday. The Clinic Assistant position received over 250 applicants in 4 days. Ms. Meduri, Mr. Diorio and Ms. Cooper are reviewing candidates. Ms. Meduri will begin scheduling interviews for the new year. Mr. Walker, our new PHEP Coordinator and Ms. Todd, our new Clerk have both started and are doing quite well. They have been well received by staff and already doing well in their new positions. Ms. Meduri is working with Ms. Todd to take over for the Board tasks. They will continue to work together until Ms. Meduri leaves for maternity leave.





Ms. Meduri updated the Board that the staff are very grateful for the 3% increases for 2020. Ms. Meduri thanked the Board and stated on behalf of the staff that employees appreciate the Board for recognizing our hard work and efforts.

Ms. Meduri updated the Board that the Health District had their Quarterly Staff Meeting at Deerfield Townhall on December 10. Ms. Meduri stated they had a potluck lunch, cultural competency training and agency-wide staff meeting.

Ms. Meduri updated the Board that an incident occurred onsite and as a result had to go into lockdown. The situation was handled but brought to light some areas of concern regarding our current internal plans. The Health District Staff are grateful to have Bob Walker our new PHEP Coordinator on board who has experience in the field. Ms. Meduri and Mr. Walker have already met and conducted an after-action report and will be working on strengthening internal plans.

Ms. Meduri updated the Board that the Health District has converted over to a new phone system with Quality IP. The WIC sites and the main campus are now interconnected. There have been two phone trainings for staff to learn the new system. Quality IP Staff were onsite on a few different days over the last two weeks to assist with issues and configuration issues are being worked through.

Ms. Meduri updated the Board the email conversion to the new portagehealth.net address started on December 12<sup>th</sup>. Old emails will forward for 90 days.

B. Fiscal and Accounting:

Ms. Stall reviewed the Cash Basis report and updated the Board that as of November, \$2,961,743.02 should carry over into the new year! The Health District is one of the very first that will need to have their budgets into the Auditor's office. The 2021 budget needs to be in by April 1 to be presented to the Board. The 2021 salary increases were discussed.

C. Nursing: No update.

Environmental Division:

Ms. Smith updated the Board that most of the programs are wrapping up. They have allocated all the \$150,000 for the 2019 Water Pollution Control Loan Fund (WPCLF) funds. PCHD is still waiting for the final notice for the 2020 WPCLF program and if approved is expected to receive \$150,000.00. If received, they will have a resolution to accept it and then will receive that money June 2020.



Ms. Smith updated the Board that the 2018 Ohio Environmental Protection Agency Mosquito Control Grant (MCG) activities are completed. Staff had approximately \$1700.00 left and reallocated the funds to a tire program to reduce cleaning sites. They worked with Sumerel Tire and handed out vouchers, and as a result they were able to clean several large piles of tires.

There is approximately \$10,000.00 extra in the 2019 mosquito grant that ends in April of 2020. Ms. Smith met with Mr. Bill Steiner from the Portage County Solid Waste Management District about collaborating and proposing a budget revision to hold 2-3 tire amnesty days in March 2020. The decision was made to move forward and submit the budget revision. For both the tire amnesty events and tire voucher program.

Staff intend to submit an application for the OEPA 2020 MCG grant.

D. Health Education and Promotion and Accreditation:

Ms. Lehman updated the Board that they finalized the Community Health Assessment and it will be called a Community Health Needs Assessment and is available on our website. The Community Health Improvement Plan should be finalized by the end of this week and released. Strategic Planning was rescheduled to Thursday, from 1-3 pm., if anyone is available to attend it will be held at the Health District. Mr. Diorio and Ms. Lehman are currently in training on the new performance management system called Clear Impact. They will attend another training program this Thursday to progress onto a new platform for performance management and are very excited to implement the new system.

G. Women, Infants and Children (WIC):

Ms. Cooper updated the Board that they are very pleased to have received the training date of February 4 for their new WIC computer system! They had several nice holiday themed events for the children over the last couple of weeks and it gets the word out!

F. Health Commissioner:

Mr. Diorio thanked the staff for all the work they have done this past year and all the things they accomplished. He mentioned receiving the Accreditation, The Community Health Assessment, The Community Health Improvement Program, The new IT company to name a few. Mr. Diorio stated great strides were made as an agency this year and he is very grateful for the staff and for all the work they do day in and day out and wished all Happy Holidays and a good new year for next year!



**VII. OLD BUSINESS:**

- A. **Second Reading- Resolution #19-96** Revising the Food Service Operations and Retail Food Establishment Fees to Comply with Ohio Revised Code Chapter 3717 and Ohio Administrative Code Chapters 3701-21 and 901:3-4 Fees to be Effective January 22, 2020

Ms. Smith updated the Board that no one came to the public hearing. They undertook a grant they received and started their self-assessment on the Retail National Food Standard process. Ms. Smith asked the Board to approve an increase in fees charged to become a Trainer for Level One Food Operators and Level Two Services In Training. There was a discussion and a consensus of a \$75.00 fee increase was recommended by the Board.

- B. **Second Reading- Resolution #19-97** Revising the Public Swimming Pool and Spa Fees to Comply with Ohio Revised Code 3749 and Administrative Code Chapter 3701-31 Fees to be Effective February 28, 2020

- C. **Second Reading Resolution #19-98** Revising the Recreational Vehicle Parks, Recreation Camps, Combined and Temporary Park-Camp Fees to Comply with Ohio Revised Code 3729 and Ohio Administrative Code Chapter 3701-26 Fees to be Effective February 28, 2020

Ms. Smith updated the Board that no one came or called to the public hearing. Ms. Smith stated that the fees need published. They have a new Survey Officer that is allowing them to reach out to the prosecutor. The entire cost of publishing will cost between \$400 to \$600. Ms. Lehman is working to get a better price. Ms. Smith indicated that once published they will be effective 10 days later.

**VII. NEW BUSINESS:**

- A. 2020 Portage County Solid Waste Transfer Station Facility License Issuance  
**(Action)**

A memo to formalize that the Solid Waste Transfer Station License needs to be active from the Board. A Recommendation was made for the Board to approve.

Board Member Bierlair presented a motion to Approve the 2020 Portage County Solid Waste Transfer Station Facility License Issuance, seconded by Board Member Minott. An “aye” vote was cast by all.



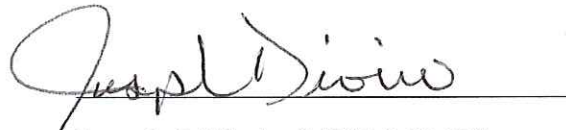
**VIII. BOARD ISSUES AND DISCUSSION:**

**IX. EXECUTIVE SESSION:**

**Adjournment:** The December 17, 2019 Board meeting was adjourned at 6:52pm  
An “aye” vote was cast by all, motion carried.



Evelyn Cutlip  
Board Vice-President



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

