

**Portage County Combined General Health District**  
**Board Meeting Minutes**  
**March 17, 2020**  
**6:00 PM**



**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, March 17, 2020, Main Conference Room, Room 205, 705 Oakwood Street, Ravenna, Ohio. The meeting was called to order at 6:12 pm by Board President Howard.

Board Members in Attendance:      Robert Howard, President  
   Evelyn Cutlip, Vice President  
   Amy Hammar, Member  
   Dr. Megan Frank, Member  
   James Bierlair, Member

Board Members Absent:              Lucy Ribelin, Member  
   Charles Delaney, Member  
   Dr. Howard Minott, Member

Staff in Attendance:                  Joseph Diorio, Health Commissioner  
   Mark Arredondo, Medical Director  
   Rosemary Ferraro, Director of Nursing  
   Debra Stall, Director of Finance  
   Becky Lehman, Director of Health Education and  
   Promotion, Accreditation Coordinator  
   Penny Paxton, Epidemiologist

Advisory Council:                      Bruce Lange, Charlestown Township:  
The Advisory Council meeting was canceled due to COVID-19. An executive committee will be held instead. Bruce Lang, Doreen Spicer, Tom Calcei, Frank Seaman, Kathleen Clyde will be in attendance. Two of the Board positions (Lucy Ribelin and Evelyn Cutlip) will need to be put into place.

Others:                                      None  
Media Present:                            None

**II. APPROVAL OF MINUTES:**

Board of Health Meeting: February 18, 2020 – Board Member Hammar presented a motion to Accept the Board Meeting Minutes of the February 18, 2020, seconded by Board Member Bielair. An “aye” vote was cast by all, motion carried.

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

IV. PUBLIC COMMENT – No public in attendance.

V. ACTION ITEMS

A. Expenditure Ratifications

Batch No. 5980	\$ 2994.12
Batch No. 5991	\$ 4093.43
Batch No. 6061	\$ 2663.26
Batch No. 6095	\$ 8987.43
Batch No. 6202	\$ 3344.99
Batch No. 6263	\$ 3799.16

**Total Expenditures** \$ 25,882.39

Journal Entry

Portage County Water Resources

Lab Testing \$ 2056.00

**Total Journal Entries** \$ 2056.00

**Total Payments** \$ 27,938.39

Board Member Bierlair 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	Absent
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

B. Travel and Expenditures

1. Mary Helen Smith, MPH, CPH, RS, REHS, will attend the Ohio Environmental Health Association & Annual Treasurer Audit.

Date: February 20, 2020

Location: Franklin County Health District  
280 East Broad Street  
Columbus, Ohio 43215

Mileage: 290 Miles @ \$.575 per mile = \$166.75

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

Total for All Expenditures: \$166.75

- Justin Rechichar, MPH, RS, will attend the Ohio Environmental Health Association Board Meeting & Health Space Software Review

Date: February 21, 20210  
Location: Franklin County Health District  
280 East Broad Street  
Columbus, Ohio 43215  
Mileage: Traveling with co-worker  
Meals: 1 Lunch @ \$15.00  
Fund Used: Pools, Food, Camp  
Total for All Expenditures: \$15.00

- Carley Buzzard will attend the Tri-County Breastfeeding Connections Meeting

Date: February 26, 2020  
Location: St. Elizabeth Boardman Hospital  
8401 Market St.  
Boardman, Ohio  
Mileage: 35 miles @ \$.575 per mile = \$20.13  
Fund Used: WIC  
Total for All Expenditures: \$20.13

- Kim Plough, Med, CHES, will attend the Writing Workshop

Date: February 29, 2020  
Location: Cuyahoga County Library  
1876 South Green Road  
South Euclid, Ohio 44121  
Mileage: 70 Miles @ \$.575 per mile = \$40.25  
Fund Used: Health Ed  
Total Expenditures: \$40.25

- Emily Speck, BS, will attend the Northeast Ohio Environmental Health Association Meeting.

Date: March 11, 2020  
Location: Arnie's Public House  
1682 W. Market Street  
Akron, Ohio  
Mileage: Use Board of Health Vehicle  
Total Expenditures: \$0.0

- Becky Lehman, MPH, CHES, will attend the T21 Compliance Training

Date: March 16, 2020  
Location: Stark County Health Department  
7235 Whipple Ave  
North Canton, Ohio 44720  
Mileage: 33 miles @ \$.575 = \$18.98  
Fund Used: GRF  
Total Expenditures: \$18.98

7. Mary Helen Smith, MPH, CPH, RS, REHS, will attend Tobacco 21

Date: March 16, 2020  
Location: Stark County Health Department  
7235 Whipple Ave  
North Canton, Ohio 44720  
Mileage: 68 Miles @ \$.575 = \$39.10  
Fund Used: Pools, Food, Camps  
Total Expenditures: \$39.10

8. Mary Helen Smith, MPH, CPH, RS, REHS, will attend the OEHA Board Meeting and Statewide Environmental Director Meeting

Date: March 20, 2020  
Location: Union County Health District  
940 London Ave #1100  
Marysville, Ohio 43040  
Mileage: 295 Miles @ \$.575 = \$169.63  
Meals: 1 Lunch @ \$15.00  
Fund Used: HB 110, Plumbing, Food, Camps, Wastewater, Solid Waste  
Total Expenditures: 184.63

9. Rosemary Ferraro, MSN, RN, will attend World TB Day

Date: March 24, 2020  
Location: 8955 East Main Street  
Reynoldsburg, Ohio 43068  
Mileage: 308 Miles @ \$.575 = \$177.10  
Fund Used: Nursing  
Total Expenditures: \$192.10

10. Amos Sarfo, MS, RS, will attend the Ohio Department of Health Midwest Workshop in Environmental Health

Date: March 25, 2020  
Location: Quest Business & Conference Center  
8405 Pulsar Place  
Columbus, Ohio 43240  
Mileage: 262 Miles @ \$.575 = \$150.65  
Registration: \$20.00  
Meals: 1 Lunch @ \$15.00  
Fund Used: Wastewater  
Total Expenditures: \$185.65

11. Michael Spies, BS, will attend the Ohio Department of Health Midwest Workshop in Environmental Health

Date: March 25, 2020  
Location: Quest Business & Conference Center  
8405 Pulsar Place  
Columbus, Ohio 43240

Mileage: Travel with co-worker  
Registration: \$20.00  
Meals: 1 Lunch @ \$15.00  
Fund Used: Wastewater  
Total Expenditures: \$35.00

12. Mary Helen Smith, MPH, CPH, RS, REHS, will attend the Clarke Mosquito Control Workshop

Date: April 1, 2020  
Location: 6001 Rockside Road  
Independence, Ohio  
Mileage: Will travel with co-worker  
Total Expenditures: \$0.0

13. Justin Rechichar, MPH, RS, will attend the Clarke Mosquito Control Workshop

Date: April 1, 2020  
Location: 6001 Rockside Road  
Independence, Ohio  
Mileage: Will ride with co-worker  
Total Expenditures: \$0.0

14. Andy Bull, BS, will attend the Clarke Mosquito Control Workshop

Date: April 1, 2020  
Location: 6001 Rockside Road  
Independence, Ohio  
Mileage: 72 Miles @ \$.575 = \$41.40  
Fund Used: Mosquito Control Grant  
Total Expenditures: \$41.40

15. Ali Mitchell, BS, will attend the EMA-G289 Public Information Officer Awareness Training

Date: April 7, 2020  
Location: Youngstown State University Police Department  
266 West Wood Street  
Youngstown, Ohio 44555  
Mileage: 92 Miles @ \$.575 = \$52.90  
Meals: 1 Lunch @ \$15.00  
Fund Used: Health Ed  
Total Expenditures: \$67.90

16. Mary Helen Smith, MPH, CPH, RS, REHS, will attend the OEHA 2020 Annual Education Conference and Board Meeting

Date: April 15 – 17, 2020  
Location: Columbus Marriott NW  
5605 Blazer Parkway  
Dublin, Ohio  
Mileage: 284 Miles @ \$.575 = \$163.30

Meals: 1 Lunch, 1 Dinner for a total of \$35.00  
Lodging: \$258.00  
Registration: \$180.00  
Fund Used: HB110, Wastewater  
Total Expenditures: \$636.30

17. Justin Rechichar, MPH, RS, will attend the Ohio Environmental Health Association Annual Education Conference

Date: April 15 – 17, 2020  
Location: Columbus Marriott NW  
5605 Blazer Parkway  
Dublin, Ohio  
Mileage: 260 Miles @ \$.575 = \$149.50  
Meals: 2 Dinners for a total of \$40.00  
Lodging: \$258.00  
Registration: \$205.00  
Fund Used: Hotel, Food, Private Water, Solid Waste  
Total Expenditures: \$652.50

18. Jennifer Lowry, BS, will attend the Ohio Environmental Health Association Annual Educational Conference

Date: April 15 – 17, 2020  
Location: Marriott Columbus NW  
5605 Blazer Parkway  
Dublin, Ohio  
Mileage: Travel with co-worker  
Meals: 2 Dinners for a total of \$40.00  
Lodging: \$258.00  
Registration: \$240.00  
Fund Used: Pools, Food, Camps  
Total Expenditures: \$538.00

19. Kari Jones, BS, will attend the OEHA 202 Annual Educational Conference Planning Committee

Date: April 15 – 17, 2020  
Location: Marriott Columbus NW  
5605 Blazer Parkway  
Dublin, Ohio  
Mileage: 283.76 Miles @ \$.575 = \$164.58  
Meals: 1 Lunch, 1 Dinner, for a total of \$35.00  
Lodging: \$258.00  
Registration: \$180.00  
Fund Used: Pool, Food, Private Water  
Total Expenditures: \$637.58

20. Mary Helen Smith, MPH, CPH, RS, REHS, will attend the 2020 Stormwater Conference and Boot Camp

Date: May 6-8, 2020  
Location: Kalahari Conference Center  
7000 Kalahari Dr.  
Sandusky, Ohio  
Mileage: 175 Miles @ \$.575 = \$100.63  
Meals: 2 Dinners for a total of \$40.00  
Lodging: \$282.10  
Registration: \$245.00  
Fund Used: Stormwater  
Total Expenditures: \$667.73

21. Amos Sarfo, MS, RS, will attend the 2020 Stormwater Conference and Boot Camp

Date: May 6-8, 2020  
Location: Kalahari Conference Center  
7000 Kalahari Dr.  
Sandusky, Ohio  
Mileage: Board of Health Vehicle  
Meals: 2 Dinners for a total of \$40.00  
Lodging: \$282.10  
Registration: \$245.00  
Fund Used: Stormwater  
Total Expenditures: 567.10

22. Emily Speck, BS, will attend the 2020 Stormwater Conference and Boot Camp

Date: May 6-8, 2020  
Location: Kalahari Conference Center  
7000 Kalahari Dr.  
Sandusky, Ohio  
Mileage: 166 miles @ \$.575 = \$95.45  
Lodging: \$282.10  
Registration: \$245.00  
Fund Used: Stormwater  
Total Expenditures: \$662.55

23. Dan Robinson, will attend the 2020 Stormwater Conference and Boot Camp

Date: May 7-8, 2020  
Location: Kalahari Conference Center  
7000 Kalahari Dr.  
Sandusky, Ohio  
Mileage: 140 Miles @ \$.575 = \$80.50  
Lodging: \$141.05  
Registration: \$195.00  
Fund Used: Stormwater  
Total Expenditures: \$436.55

24. Rosemary Ferraro, MSN, RN, will attend the Governor's Summit on CoVid-19 Preparedness

Date: March 5, 2020  
 Location: 1980 West Broad Street  
 Columbus, Ohio 43223  
 Mileage: Riding with co-worker  
 Meals: 1 Lunch @ \$15.00  
 Fund Used: GRF  
 Total Expenditures: \$15.00

25. Penny Paxton, MPH, will attend the Governor's Summit on CoVid-19 Preparedness

Date: March 5, 2020  
 Location: 1980 West Broad Street  
 Columbus, Ohio 43223  
 Mileage: 336 Miles @ \$.575 = \$193.20  
 Parking: \$30.00  
 Meals: 1 Lunch @ \$15.00  
 Fund Used: GRF  
 Total Expenditures: \$248.20

26. Becky Lehman, MPH, CHES, will attend the Governor's Summit on CoVid-19 Preparedness

Date: March 5, 2020  
 Location: 1980 West Broad Street  
 Columbus, Ohio 43223  
 Mileage: 268 Miles @ \$.575 = \$154.10  
 Meals: 1 Lunch @ \$15.00  
 Fund Used: GRF  
 Total Expenditures: \$169.10

27. Robert Walker, BA, will attend the Governor's Summit on CoVid-19 Preparedness

Date: March 5, 2020  
 Location: 1980 West Broad Street  
 Columbus, Ohio 43223  
 Mileage: 298 Miles @ \$.575 = \$171.35  
 Meals: 1 Lunch @ \$15.00  
 Fund Used: PHEP Grant  
 Total Expenditures: \$186.35

A motion was presented by Board Member Cutlip to permit said stated approved expenditures, 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	Absent
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

Discussion: Many of the conferences and meetings has been canceled due travel restrictions with COVID-19.



C. **Resolution #20-24** Amendment to the 2020 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Board Member Hammar presented a motion to Adopt Resolution #20-24 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	Absent
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

Discussion: One change was noted: Debra Stall is increasing appropriations to plan for possible costs associated with COVID-19. The state sent out a 2-page document to provide state funds (based on per capita) for COVID-19 response.

D. **Resolution #20-25** A journal Entry Reversal/Expense Corrections for the Portage County Combined General Health District.

Board Member Bierlair presented a motion to Adopt Resolution #20-25 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	Absent
Board Member Minott	Absent	Board Member Frank	Yes
Board Member Bierlair	Yes	Board Member Delaney	Absent

Ms. Stall provided the Board with the 2021 Budget at the February meeting for review. Ms. Stall presented the final 2021 Budget for approval which includes the 3% increase for staff salaries for 2021.

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

**VI. DISCUSSION REPORTS**

A. Administration and Personnel: no updates

- B. Fiscal and Accounting: Ms. Stall reported cash basis is on page 51. She stated that we are still looking good for the year.
- C. Nursing: Ms. Ferraro reported that she is still working to have Children with Medical Handicaps nurses follow their clients in the Children with Medical Handicaps program. Communicable disease report is on page 60; done by the new epidemiologist Penny Paxton. Still following influenza.
- D. Environmental: Report on page 62.
- E. Health Education and Promotion & Accreditation: Report on page 77.
- F. Women, Infants and Children (WIC): Report on page 87. WIC is abiding by state guidelines to follow for COVID-19. Operations will not be curtailed so that resources can be provided. Both sites are working on a "drive-thru" model to expedite there services.
- G. Health Commissioner: no report

## VII. OLD BUSINESS

## VIII. NEW BUSINESS

- A. Election of Officers for the Board of Health for President and Vice President:

Board Member Bierlair presented a motion for the current president (Robert Howard), Vice President (Evelyn Cutlip), representative to the State of Ohio Board of Health Association (Lucy Ribelin) to stay in those positions for the next year, seconded by Board Member Frank. An "aye" vote was cast by all, motion carried.

- B. Stanley Carlisle Retirement:

Board Member Cutlip presented a motion to accept Stanley Carlisle's retirement with regrets, seconded by Board Member Hammar. An "aye" vote was cast by all, motion carried.

- C. Post, Advertise, and hire Registered Sanitarian/Sanitarian In-Training (**Action**):

Board Member Hammar presented a motion to Grant Permission to Post, Advertise and Hire One Full Time Account Clerk, seconded by Board Member Bierlair. An "aye" vote was cast by all, motion carried.

**COVID-19 update:** PCHD's Department of Operations Center (DOC) meets daily to discuss the last 24 hours of operations. ODH conference calls are at least 2 days a week. This last week

they have been almost daily, including the weekend. There have been approximately 4 conference calls a day for COVID-19 response.

PCHD has been following persons under investigation (PUI) and entering their information into the ODRS database. At this time, Portage County does not have any positive cases or any PUI's, but COVID-19 is community spread. The nursing is following a lot of cases. At this time, the immunization clinics are closed until further notice. The testing is linked to where the person lives, not where they got tested. One of the main questions the health district is getting is about the need for testing. Not all persons can be tested due to the lack of testing ability. There is no data to suggest that a person is immune from COVID-19 after they had it previously.

Communication has also been in full swing. The health ed division is working on creating and providing education on COVID-19 through our website and social media outlets.

Joe reported that the administrative team is looking at the safety of the staff. Computers are in the process of being ordered for use of working at home as needed. PCHD is looking at our current sick leave policy. Looking at items such as not needing a doctor note if off for more than three days and options for those who don't have sick leave. Looking at setting up monitoring and screening staff and customers when they first come into the department. Will be getting names and contact info for visitors in case contact tracing needs to be done. Setting up social distancing between staff and customers. Still maintaining most of the environmental services. Nursing and health ed services have moved to essential only.

**Building update:** The Chemical Bank wants 1.55 million for the building. PCHD put in an offer for 1.2. PCHD has not counter offered the 1.55 at this time. The bank and United Way are both currently in the building.

Special thanks to Philesia Condor for putting together the board packet this month in Sarah Meduri's absence.

**IX. BOARD ISSUES AND DISCUSSION:** Right now, according to the sunshine law, the board must meet in person. This is withstanding at this time. Mr. Diorio will update the board if it is found that the board can meet via phone next month.

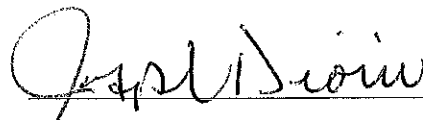
**X. EXECUTIVE SESSION:**

**Adjournment:** The March 17, 2020 Board meeting was adjourned at 7:13 pm. An "aye" vote was cast by all, motion carried.

COVID-19 RESPONSE:  
Approved by Conference Call

Robert Howard  
Board President

ORW 4/21/2020



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