



HURON COUNTY BOARD OF HEALTH MEETING
May 9, 2024, at 1:00 PM

Present: Kathleen Butler, Jeremy Loose, Greg Polachek, Kim Stults, Sara Smith, Dr. Amy Browne, Krista Sowers, Ken Tkach

Absent: None

HCPH Staff: Tim Hollinger, Karen Boose, Nicole Marks, Chris Cherry, Eric Cherry, Kristian McCallen

Guest(s) In Person: Matt Roche-Norwalk Ohio News, Randal Strickler – Huron County Prosecutor’s Office, Jim Sitterly – Huron County Prosecutor’s Office, Rhonda Skidmore – Norwalk Resident

The Board of Health of Huron County Public Health (HCPH), Huron County, Ohio met at a regular meeting of the Board on May 9, 2024, at HCPH Conference Room 1.

Mr. Loose, Board President, called the meeting to order at 1:00PM and requested a roll call. Mrs. Marks completed the roll call: Mrs. Butler – Present; Dr. Browne – Present; Mr. Loose – Present; Mr. Polachek – Present; Mrs. Smith – Present; Mrs. Sowers – Present; Mrs. Stults – Present; Mr. Tkach – Present. Mr. Loose introduced new Board member, Ken Tkach, as well as Mr. Jim Sitterly and Mr. Randal Strickler in attendance at the meeting on behalf of the Huron County Prosecutor’s Office (HCPO).

Mr. Loose requested a motion to move on to public comment. Mrs. Butler made a motion to enter the public comment session and Mrs. Smith seconded the motion. Mr. Loose opened the floor for public comments. Mrs. Rhonda Skidmore, Norwalk Resident residing at 5096 Lovers Lane Rd., Norwalk, Ohio, addressed the Board. Mrs. Skidmore stated that she was present to ask whether the issues that were brought to the Board of Health’s attention have been addressed or are being addressed. Mr. Loose assured Mrs. Skidmore that the issues are being addressed. Mrs. Skidmore asked whether outcomes could be shared with the public. Mr. Loose informed Mrs. Skidmore that the Board has been and is continuing to work with the HCPO on these matters. Mrs. Skidmore further pressed the situation, and Mr. Loose proceeded to provide Mrs. Skidmore, as well as all Board of Health members and Mr. Roche with a copy of Resolution 2013-33, adopted November 7, 2013, which speaks to the Board’s public comment policy. Mrs. Skidmore asked whether she can get on the agenda for next month’s Board of Health Meeting and discussion followed between Mrs. Skidmore and the HCPO regarding public records and public records requests. Mrs. Smith added that the letter Mrs. Skidmore sent was received by the Board and has been discussed during Executive Session and asked Mr. Strickler how long the Board has to respond. Mr. Strickler stated that there is no time requirement, and that the Board can respond in their own sound discretion to take whatever action it deems necessary. Mr. Strickler further explained that while the discussion of Executive Session is not public, the resolution, whatever that may be, would be public record and would be announced at a Board meeting. Mrs. Skidmore closed by stating she will make sure taxpayers are aware of the things that are going on. With nothing further, the public comment session concluded.

Mr. Loose proceeded to the action items on the agenda, first presenting the Board with Resolution 2024-42, Request to Accept Resignation, Skidmore. Mrs. Butler moved to approve Resolution 2024-42, and Mrs. Sowers seconded the motion. Discussion followed regarding exit interviews, which Mr. Hollinger explained are available to resigning staff upon request. Mrs. Smith requested a copy of Mrs. Skidmore’s resignation letter, and printed

copies were provided by HCPH to all Board members prior to entering Executive Session. The motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-43, Approval of Minutes from the April 4, 2024 Regular Meeting. Mr. Polachek made a motion to approve Resolution 2024-43, and Dr. Browne seconded the motion. The motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-44, Approval of Minutes from the April 25, 2024 Special Meeting. Mrs. Sowers made a motion to approve Resolution 2024-44, and Dr. Browne seconded the motion. Mrs. Sowers clarified for the record that there was no public discussion during the special meeting. The motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-45, Request to Approve Payment of the Monthly Expenditures with Prior Approval. Mrs. Butler made a motion to approve Resolution 2024-45, and Mrs. Sowers seconded the motion. The motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-46, Approval of Health District 2024 April Budgetary Transactions. Mr. Polachek made a motion to approve Resolution 2024-46, and Dr. Browne seconded the motion. The motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-47, Request to Apply for, Accept Funding From, and Appropriate Grant Funds for the One Ohio Recovery Foundation Regional Grants (up to \$620,000.00). Mr. Polachek made a motion to approve Resolution 2024-47, and Dr. Browne seconded the motion. Mrs. Marks explained that the One Ohio Foundation is offering regional grants with opiate settlement funding and that HCPH was approached by Huron County school districts looking for help writing for a regional grant as a collaborative. Mrs. Marks further explained that HCPH wrote the grant on behalf of the schools and, if awarded, would pass through the money to local schools to help them fund the equivalent of their counselor/social worker position(s) for an additional school year, as current funding expires at the end of this school year. With no further discussion, the motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-48, Request to Apply for, Accept Funding From, and Appropriate Grant Funds for the COVID-19 Enhanced Operations (EO23) Grant (up to \$800,000.00). Mrs. Butler made a motion to approve Resolution 2024-48, and Mr. Polachek seconded the motion. Mrs. Marks explained that the Ohio Department of Health (ODH) is offering continuation funding to support COVID-19 response activities through the EO23 Grant, which HCPH is a current subgrantee of the project with a current award of \$410,769.00, and that an April 2024 Reallocation and Extension announcement from ODH encouraged subgrantees to apply for additional funding for an extended grant period through December 31, 2025. Mrs. Marks requested that the Board approve HCPH to apply for, accept funding from, and appropriate grant funding of up to an \$800,000.00 total award to support personnel, equipment, and renovations (up to \$150,000.00) to advance and support COVID-19 activities such as outbreak response, disease mitigation, infection prevention and control activities,

and data modernization. With no further discussion, the motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-49, A Resolution Adopting Policy Additions Regarding Title II, VI, Merit System and Political Activity required by the Ohio Department of Health's Grant Funding. Mrs. Sowers made a motion to approve Resolution 2024-49, and Dr. Browne seconded the motion. Mr. Hollinger explained that all federal monies coming to HCPH through the ODH as pass-through funding or through direct federal funding require specific language related to Title II, Title VI, political activity, and a merit system. Mr. Hollinger explained that some requirements of these funding sources are not currently addressed, necessitating this Resolution, which will be added to the agency's Personnel Manual. Specific changes were also highlighted by Mr. Hollinger, such as updates to sections regarding political activities allowed by staff, a merit system, conference room requirements for ADA, discrimination, etc. With no further discussion, the motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-50, Request Approval of Water Pollution Control Loan Fund (WPCLF) Contract. Dr. Browne made a motion to approve Resolution 2024-50, and Mrs. Sowers seconded the motion. Mr. Cherry explained that WPCLF is a grant that HCPH receives from the Ohio Environmental Protection Agency (OEPA) that helps offset the costs for citizens to repair or replace failing sewage systems. In order to complete WPCLF services, HCPH contracts with entities to complete the work necessary. For this contract, HCPH is requesting to contract with Richland Public Health's plumbing department to perform the interior plumbing inspection needed for \$50.00. This total will be paid back to HCPH by the OEPA (\$42.50) and the homeowner (\$7.50). With no further discussion, the motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose announced that there would be a change to the agenda, based on scheduling constraints of the HCPO, and requested a motion to enter Executive Session. Mrs. Sowers made a motion to enter into Executive Session pursuant to Ohio Revised Code (ORC) 121.22(G)(1) to consider the compensation of a public employee. Mrs. Smith seconded the motion. The motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye. The Board of Health entered into Executive Session at 1:23PM and HCPH's Management Team was excused from the meeting.

Mr. Loose requested a motion to exit Executive Session and invited HCPH's Management Team back to the meeting. Mr. Polachek made a motion to exit Executive Session at approximately 2:34PM. Mrs. Smith seconded the motion. The motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Following Executive Session, Mr. Loose requested a motion to review HCPH's human resources structure and personnel policy, for revision by the HCPO. Mrs. Smith made a motion to review HCPH's human resources structure and personnel policy for revision by the HCPO and Mrs. Sowers seconded the motion. The motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented the third reading for Resolution 2024-30, Request to Adopt and Validate Amended Household Abandonment Fee. Mr. Polachek made a motion to Adopt and Validate Household Abandonment Fee, with reading by title only. Mrs. Sowers seconded the motion. Mr. Cherry presented the third reading for Resolution 2024-30, Request to Adopt and Validate the Household Abandonment Fee, and displayed the

proposed fee on the screen. Discussion followed regarding the fee being presented, and Mr. Cherry clarified that this fee will only be used in the case of a sewage system that will be abandoned and not replaced, which is not used often. The fee is to cover the inspection to ensure that the system is being properly abandoned. With no further discussion, the motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose moved on to Variance Requests, first presenting VR 2024.05.01, a temporary holding tank for 334 State Route 162 E in Fairfield Twp. Mrs. Sowers made a motion to approve VR 2024.05.01 and Mr. Polachek seconded the motion. Mr. Cherry explained that temporary holding tank variances are common this time of year; these types of variances are requested for residents that have constructed a new home, but the weather has not yet allowed for the full sewage system to be installed. This variance allows residents to utilize their primary treatment tank as a holding tank temporarily (that will be pumped out) until the weather permits the remainder of the sewage treatment system to be installed. With no further discussion, the motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented VR 2024.05.02, horizontal isolation distance variance for 1364 Rome Greenwich Road in Fitchville Township. Mrs. Smith made a motion to approve VR 2024.05.02 and Mr. Polachek seconded the motion. Mr. Cherry provided explanation behind the variance request. The ODH completes a sewage program survey once every three years with HCPH. During the last survey, this type of scenario was discussed with ODH, which established that variances should be issued for situations in which sewage systems run underneath a driveway. Mr. Cherry ensured the Board that, if issued, HCPH will ensure best practices for these types of variances, i.e., lines are encased in a 6 or 8-inch tile to keep them from being crushed. This type of variance has not been issued in the past, but it will become more frequent moving forward as this is a common occurrence since lots are generally getting smaller. Further discussion followed regarding the ODH rules and the request for the variance. With no further discussion, the motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose moved on to the Fiscal Report. Dr. Browne made a motion to approve the Fiscal Report and Mrs. Sowers seconded the motion. Mrs. Boose presented the Fiscal Report to the Board, reviewing the fund balance report, general fund cash balance, year-to-date budget performance, April 2024 expense highlights, and an update on HCPH's annual financial audit and the annual financial report required by the ODH. With no further discussion, the motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose proceeded to the Communicable Disease and School Absentee Report. Dr. Browne made a motion to approve the report and Mrs. Sowers seconded the motion. Ms. McCallen presented the Communicable Disease and School Absentee Report for April to the Board, providing an overview of communicable disease trends for the month, harm reduction vending machine activity for the month, and trends in school absentee surveillance. The motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose moved on to announce the 2023 Gold Plate Award winners. Mr. Polachek made a motion to approve the 2023 Gold Plate Award winners and Mrs. Sowers seconded the motion. Mr. Cherry explained that the Gold Plate Awards are a voluntary program offered to all food licensees in Huron County. Anyone who has a license and wants to be considered signs up at the beginning of a license year. At the end of a license year, HCPH looks at an algorithm that scores applicants; those that score high enough are awarded with the Gold Plate Award.

Mr. Cherry announced that 2023 winners are: East of Chicago – Greenwich, First UMC Child Care and Preschool – Bellevue, Oma’s Belgian Waffles & Café LLC – Greenwich, The Candy Depot – Bellevue, and Vargo’s Drive In – Norwalk. Mr. Cherry congratulated the winners and recognized them for their hard work. The motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose moved to the Board of Health Education. Mrs. Sowers made a motion to hear the Board of Health education and Mr. Polachek seconded the motion. Mr. Hollinger presented a 35-minute education session regarding –Per- and Polyfluorinated Substances (PFAS). Mr. Hollinger’s education covered products that may contain PFAS, the health associations of PFAS, geographical locations and environments in which PFAS are found, and filtration systems that can help protect individuals from exposure to PFAS. With no further discussion, the motion carried upon rollcall vote: Mrs. Butler – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

With no other business on the agenda, Mr. Loose asked for a motion to adjourn. Mr. Polachek made a motion to adjourn, and Mrs. Sowers seconded the motion. The meeting adjourned at 3:30PM.