



HURON COUNTY BOARD OF HEALTH MEETING
October 10, 2024, at 1:00 PM

Present: Randolph Bacon, Dr. Amy Browne, Jessica Khaledi, Greg Polachek, Krista Sowers, Kenneth Tkach, Kim Stults

Absent: Mr. Loose, Sara Smith

HCPH Staff: Chris Cherry, Eric Cherry, Kristian McCallen, Bethany Bracken, Cyleen Sharpe

Guest(s) In Person: Matt Roche-Norwalk Ohio News

The Board of Health of Huron County Public Health (HCPH), Huron County, Ohio met at a regular meeting of the Board on October 10, 2024, at HCPH Conference Room 1.

Mr. Cherry called the meeting to order at 1:04PM and requested a roll call. Ms. Sharpe completed the roll call: Mr. Bacon – Present; Dr. Browne – Present; Ms. Khaledi – Present; Mr. Loose – Absent; Mr. Polachek – Present; Mrs. Smith – Absent; Mrs. Sowers – Present; Mrs. Stults – Present; Mr. Tkach – Present.

In the absence of Mr. Loose, the Board President, Mr. Cherry requested that the Board elect a Vice President. Dr. Browne motioned to elect Mr. Polachek to serve as the Huron County Board of Health Vice President. Ms. Khaledi seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Ms. Khaledi – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Polachek invited the public to participate in the public comment period, but there were no members of the public present who wished to comment.

Mr. Polachek proceeded to action items on the agenda and presented the Board with Resolution 2024-99: Approval of Minutes from September 5, 2024 Regular Meeting. Mr. Bacon made a motion to approve Resolution 2024-99, and Mr. Tkach seconded the motion. With all in favor and no members opposed, the motion carried. Mr. Polachek asked the Board if any members had any corrections for the September 5, 2024 meeting minutes, and Ms. Khaledi requested a correction to the section of the meeting minutes discussing the Board of Health Personnel/Fiscal Committee: In addition to Dr. Browne and Mrs. Stults volunteering to serve as representatives from the Board of Health, Ms. Khaledi had also volunteered to serve on that committee as well at the September 5, 2024 meeting and requested the meeting minutes be updated to reflect this correction. Mr. Polachek requested a motion to approve this correction to the September 5, 2024 meeting minutes. Mr. Bacon motioned to approve this correction; Ms. Khaledi seconded the motion. With all in favor and no members opposed, the motion carried.

Mr. Polachek presented Resolution 2024-100: Approval of Expenditures from Last Meeting. Mrs. Sowers made a motion to approve Resolution 2024-100, Dr. Browne seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Ms. Khaledi – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Polachek presented Resolution 2024-101: Approval of September Budgetary Transactions. Mrs. Sowers made a motion to approve Resolution 2024-101, Ms. Khaledi seconded the motion. Mr. Polachek asked if any members of the Board had any questions pertaining to the motion. Hearing none, Mr. Polachek requested a roll call vote. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Ms. Khaledi – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Polachek presented Resolution 2024-102: Request to Renew a Contract with Cribs for Kids Grant Services with Sandusky County Public Health. Dr. Browne made a motion to approve Resolution 2024-102; Ms. Khaledi seconded the motion. Mrs. Cherry provided the Board with an explanation of the contract and stated that this is an ongoing contract Huron County Public Health reviews every year with Sandusky County Public Health. Mrs. Cherry explained that Sandusky County Public Health administers the Cribs for Kids Grant. The grant is administered for Sandusky County, Ottawa County, and Huron County. Mrs. Cherry stated that each of these counties do not meet requirements to carry the grant individually and therefore work together. Sandusky County Public Health provides Huron County Public Health with the cribettes, Safe Sleep education materials, and Safe Sleep Kits that are distributed along with the cribettes. Huron County Public Health provides these materials to interested and eligible Huron County residents. Huron County Public Health bills for the service at \$150.00 per unit. Mr. Polachek asked if there were any questions or comments for Mrs. Cherry; Mr. Bacon commented that Huron County Public Health should have had this contract approved in September to align with the start-date outlined on the contract. Mrs. Cherry responded that Huron County Public Health was waiting to receive the contract from Sandusky County Public Health. Mr. Bacon stated that he felt Huron County Public Health should go into contracting before beginning to provide services. Mrs. Cherry responded that there was already a contract in place. Hearing no further discussion or questions, Mr. Polachek requested a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Ms. Khaledi – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Polachek presented Resolution 2024-103: Request to Hire Registered Nurse, Rogers. Mrs. Sowers made a motion to approve Resolution 2024-103, Dr. Browne seconded the motion. Mrs. Cherry explained that at the September 5, 2024 meeting, Huron County Public Health requested permission to advertise a position vacancy for a part-time Registered Nurse, and that Hannah Rogers was selected to fill the position. Mrs. Cherry explained that Mrs. Rogers was hired, pending Board approval, retroactive to September 30, 2024 at the pay rate of \$26.00 per hour. Mrs. Cherry explained that as a part-time employee, Mrs. Rogers' hours will be between 24 – 38 hours per week based on the needs of the agency. Mr. Polachek asked if there were any questions or comments from the Board. Hearing none, Mr. Polachek requested a roll call vote. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Ms. Khaledi – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Polachek presented Resolution 2024-104: Request to Hire Grant Coordinator, Shupp. Ms. Khaledi made a motion to approve Resolution 2024-104, Mrs. Sowers seconded the motion. Mr. Cherry explained that in a previous Board of Health meeting, Huron County Public Health had made a request to fill a position vacancy for a full-time Prevention Grant Coordinator. Mr. Cherry explained that candidates were interviewed, and the agency selected Gracy Shupp to fill the position. Mr. Cherry stated the agency is requesting the Board to approve the hiring of Ms. Shupp as a probationary full-time non-exempt employee at the pay rate of \$21.00 per hour retroactively to October 7, 2024. Mr. Polachek asked if there were any questions from the Board, and hearing none, Mr. Polachek requested a roll call vote. The motion carried with a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Ms. Khaledi – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Polachek presented Resolution 2024-105: Request to Authorize a Contract to Provide Concrete Services. Dr. Browne made a motion to approve the Resolution 2024-105, Ms. Khaledi seconded the motion. Mr. Cherry explained that due to weather getting ready to change, and past discussions between the agency and the Board regarding issues with deterioration of the concrete in front of the agency building due to heavy salting throughout the last several years, the concrete in front of the Vital Statistics and Environmental Health doors, restoration is needed. The contractor that tuck-pointed the building has the knowledge and product to fix the concrete without tearing it out. Mr. Cherry explained that in order to not tear up the concrete, the contractor that the agency has chosen to work with will use an epoxy skim coat to put on top of the concrete that will repair the sections of the concrete as needed. Mr. Cherry explained that this will serve as a long-term repair and will prevent salt damage to the concrete for approximately 30 years. Mr. Cherry explained that due to the nature of the product, the contractor will need to apply the epoxy over a weekend period when the agency is closed to the public, to allow for proper application. Mr. Cherry stated that the agency is requesting the Board to approve the contract with Daniel Smith in the amount of \$2,220.00. Mr. Polachek asked if there were any questions from the Board, and hearing none, Mr. Polachek requested a roll call vote. The motion carried with a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Ms. Khaledi – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Polachek presented Resolution 2024-106: Request to Apply for and Appropriate Funding for the Reproductive Health and Wellness Grant. Mrs. Sowers made a motion to approve Resolution 2024-106, Dr. Browne seconded the motion. Mrs. Cherry explained that this is what is commonly called the “Family Planning Grant”, the agency has had the Reproductive Health and Wellness Grant for a number of years. The agency requests annually to reapply for funding, and Mrs. Cherry explained that we are mid-grant cycle and the amount the agency has been allotted per the Ohio Department of Health is up to \$65,000.00. Mrs. Cherry explained that the application for funding is due November 4, 2024 and the next grant cycle will begin April 1, 2025. Mr. Polachek asked if there were any questions from the Board and hearing none, Mr. Polachek requested a roll call vote. The motion carried with a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Ms. Khaledi – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Polachek presented Resolution 2024-107: Request to Contract for OEPA WPCLF Services. Mrs. Sowers made a motion to approve Resolution 2024-107, and Mr. Tkach seconded the motion. Mr. Cherry provided an explanation of the Ohio Environmental Protection Agency (OEPA) Water Pollution Control Loan Fund (WPCLF) that provides services for residents in need of financial assistance for repair or replacement of their system. Mr. Cherry explained that this is the first part of the next project that the agency has started. Mr. Cherry explained that this contract is for the soil evaluation that needs to be completed for that property. Mr. Cherry explained that the agency is requesting to award that contract to LJ Environmental Services, in the amount of \$401.00, being a fully funded project. The agency will pay LJ Environmental Services for the service, and then the agency will receive 100% reimbursement from the OEPA. Mr. Cherry stated that the agency is requesting permission from the Board to enter into that contract with the soil scientist. Mr. Polachek asked if there were any questions from the Board and hearing none, Mr. Polachek requested a roll call vote. The motion carried with a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Ms. Khaledi – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Polachek presented the next action item on the agenda: To enter into the second readings of Resolution 2024-84 – Resolution 2024-91 which are proposed service fee and license schedules. Dr. Browne motioned to enter into the second readings of Resolution 2024-84 – 2024-91, Mr. Tkach seconded the motion. Mr. Cherry presented the second readings, by title-only, as follows:

- Resolution 2024-84: A Resolution to Approve the License Charges Schedule for the Implementation and Administration of the Body Art Rules;
- Resolution 2024-85: A Resolution to Approve the Service Fee and License Charges Schedule for the Implementation and Administration of the Food Service Operation and Retail Food Establishment Rules; Resolution 2024-86: A Resolution to Approve the License Charge Schedule for the Implementation and Administration of the Campground Rules;
- Resolution 2024-87: A Resolution to Approve the Service Fee and License Charges Schedule for the Implementation and Administration of the Public Swimming Rules;
- Resolution 2024-88: A Resolution to Approve the Service Fee and License Charge Schedule for the Implementation and Administration of the Public Bathing Place Regulations;
- Resolution 2024-89: A Resolution to Approve the Service Fee, Permit, and Fine Schedule for the Implementation and Administration of the Sewage Treatment System Rules;
- Resolution 2024-90: A Resolution to Approve the Service Fee and Permit Charges Schedule for the Implementation and Administration of the Private Water System Rules;
- Resolution 2024-91: A Resolution to Approve the Service Fee and License Charges Schedule for the Implementation and Administration of the Resident Camp Program.

Due to these items being the second reading only, no vote was taken on these resolutions.

Before proceeding to the next item on the agenda, Mrs. Stults asked Mr. Cherry about the auditor's report and asked if it would be discussed at this meeting. Ms. Bracken replied that Huron County Health Commissioner, Tim Hollinger had discussed the report at a previous meeting where Mrs. Stults had been absent. Mr. Cherry explained that there were only a few things noted on the report, and the items found on the report were discussed with the Board. Mr. Cherry stated that Mr. Hollinger will be able to provide an update to Mrs. Stults at the next Board of Health meeting.

Mr. Polachek proceeded to the Fiscal Report. Ms. Bracken presented the Fiscal Report to the Board. The fund balance report was reviewed, in addition to the general fund cash balance, year-to-date budget performance and September 2024 expense highlights. With no discussion, Mr. Polachek requested a roll call vote to approve the Fiscal Report. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Ms. Khaledi – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Polachek asked for a motion to enter into the presentation of the Communicable Disease Report for September 2024. Mr. Bacon made a motion to enter into the presentation, and Dr. Browne seconded the motion. Ms. McCallen presented the Communicable Disease Report for September 2024 to the Board, providing an overview of communicable disease trends for the month, harm reduction vending machine activity for the month, and school absentee surveillance for the month of September. Ms. McCallen noted that the data may be skewed for this month's report due to waiting to receive data from a few schools yet. Ms. McCallen asked if there were any questions from the Board, and Mr. Polachek asked if the COVID-19 tests that are available in the harm reduction vending machine are new, and Ms. McCallen explained that these are new tests with updated expiration dates, and that COVID-19 tests are still available for free to the public at the agency's public entrances during the agency's business hours.

Mrs. Stults asked Mr. Cherry if he has knowledge of when the Board of Health Personnel/Fiscal Committee will be meeting. Mr. Cherry responded that the Health Commissioner will be able to provide an update to this inquiry. Mrs. Stults asked if Board members will be able to tour the health department as a group at a future meeting, and Mr. Cherry responded that he doesn't think it would be a problem, and that it may be best to work

around the health clinic schedules. Mr. Tkach suggested the building tour could be a part of the Board's educational session at a future meeting.

With no other discussions or business on the agenda or presented by Board members, Dr. Browne made a motion to adjourn, and Mrs. Sowers seconded the motion. The meeting adjourned at 1:35PM.