



**HURON COUNTY BOARD OF HEALTH MEETING**  
August 8, 2024, at 1:00 PM

**Present:** Randolph Bacon, Dr. Amy Browne, Jessica Khaledi, Mr. Loose, Greg Polachek, Krista Sowers, Kenneth Tkach

**Absent:** Sarah Smith, Kim Stults

**HCPH Staff:** Tim Hollinger, Nicole Marks, 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 August 8, 2024, at HCPH Conference Room 1.

Mr. Loose, Board President, called the meeting to order at 1:01PM and requested a roll call. Mrs. Marks completed the roll call: Mr. Bacon – Present; Dr. Browne – Present; Ms. Khaledi – Present; Mr. Loose – Present; Mr. Polachek – Present; Mrs. Smith – Absent; Mrs. Sowers – Present; Mrs. Stults – Absent; Mr. Tkach – Present. Mr. Loose announced the Board’s newest member starting today, Jessica Khaledi, replacing Kathleen Butler and representing the City of Norwalk.

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

Mr. Loose requested a motion to enter Executive Session, pursuant to Ohio Revised Code section 121.22(G)(1) to consider the compensation and promotion and/or hiring of a public employee. At 1:03PM, Dr. Browne moved to enter Executive Session and Mrs. Sowers seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Ms. Khaledi – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

At approximately 2:10 PM, Mr. Loose requested a motion to exit Executive Session. Mr. Tkach made a motion to exit Executive Session and Mr. Polachek seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye. Ms. Khaledi left the meeting during executive session due to scheduling conflicts and was not present at the conclusion of executive session.

Mr. Loose proceeded to the action items on the agenda, first presenting the Board with Resolution 2024-72, Approval of Minutes from the July 11, 2024 Regular Meeting. Mr. Polachek made a motion to approve Resolution 2024-72, and Mr. Tkach seconded the motion. With all in favor and no members opposed, the motion carried.

Mr. Loose presented Resolution 2024-73, Request to Approve Payment of the Monthly Expenditures with Prior Approval. Dr. Browne made a motion to approve Resolution 2024-73, and Mr. Tkach seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-74, Approval of Health District July 2024 Budgetary Transactions. Mr. Polachek made a motion to approve Resolution 2024-74, and Dr. Browne seconded the motion. Ms. Bracken reviewed all budgetary transactions for the month of July, as detailed in Resolution 2024-74. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-75, Quarter 2 Budget Review. Dr. Browne made a motion to approve Resolution 2024-75, and Mrs. Sowers seconded the motion. Ms. Bracken reviewed the total revenue and expense for the general fund to date in 2024. With no questions or discussion, Mr. Loose asked for a roll call. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-76, Request to Close to the Public on January 29, 2025 for Employee In Service/Training Day. Mr. Bacon made a motion to approve Resolution 2024-76, and Dr. Browne seconded the motion. Mrs. Marks explained that this is an annual request that allows staff to complete required trainings all together, without distractions or interruptions. Mr. Loose asked for a roll call. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-77, Request to Change Bethany Bracken's Title and Pay Grade. Mr. Polachek made a motion to approve Resolution 2024-77, and Mrs. Sowers seconded the motion. Mr. Hollinger explained that Ms. Bracken has been serving as the Interim Director of Administrative Services for two months. This is a request to hire Ms. Bracken as a full-time employee, exempt unclassified direct report to the Board at a pay rate of \$36.44 per hour or \$75,795.20 per year with an effective date of August 8, 2024. Mr. Loose asked for a roll call. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-78, Request to Accept and Appropriate Grant Funds for the Bipartisan Safer Community Project Initiatives Grant. Mr. Tkach made a motion to approve Resolution 2024-78, and Mrs. Sowers seconded the motion. Mr. Hollinger explained that the Mental Health and Recovery Services Board of Seneca, Ottawa, Sandusky and Wyandot Counties received a federal grant to address and enhance regional community emergency mental health response during large scale violent events such as school shootings, tornadoes, etc. that require a behavioral health component. Huron County was included as a part of this grant and works regularly with these counties on the Mobile Crisis Response Team. HCPH has been offered \$5,000.00 as a subgrantee to attend planning meetings for the regional response plan and help develop the plan. With no discussion, Mr. Loose asked for a roll call. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-79, Request Approval of WPCLF Contract. Dr. Browne made a motion to approve Resolution 2024-79, and Mrs. Sowers seconded the motion. Mr. Cherry explained this Resolution, which is a contract with a registered installer for one of the Huron County projects for the Water Pollution Control Loan Fund (WPCLF). System repair will occur at 3020 Egypt Road in Willard with Barnett Excavating completing the work. The total quote is \$8,700.00 with 15% (\$1,305.00) being the homeowner's responsibility and \$7,395.00 which will be paid by HCPH and reimbursed by the Ohio Environmental Protection Agency (WPCLF) through the WPCLF grant program. Mr. Loose asked for a roll call. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-80, Request to Authorize an Employee Bonus for Effort Beyond Their Position's Normal Scope of Work. Mr. Polachek made a motion to approve Resolution 2024-80, and Dr. Browne seconded the motion. Mr. Hollinger explained that Mr. Bresson has a master's degree in accounting and has been working to assist in the restructuring of the policies and procedures within the fiscal division which is outside of his normal job duties as the Data Analyst. Because of this, Mr. Hollinger is requesting that the Board approve a \$900.00 bonus for Mr. Bresson, effective August 8, 2024. Mr. Loose asked for a roll call. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-81, Request to Advertise for and Hire Public Health Nurse. Dr. Browne made a motion to approve Resolution 2024-81, and Mr. Polachek seconded the motion. Mrs. Cherry explained that since February 2023 she has been the only full-time RN. The current PRN RN has informed Mrs. Cherry that she will no longer be able to work as many hours as previous. Mrs. Cherry explained the justification for a part-time RN (i.e., vacation time coverage, case management, school screenings, etc.). The hourly rate for the position spans \$22-\$30 per hour, based on qualifications. Mr. Loose asked for a roll call. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-82, Request Approval of Updated Health District Fees. Mr. Polachek made a motion to approve Resolution 2024-82, and Mr. Tkach seconded the motion. Ms. Bracken explained that the unlisted home visit/procedure for the Children with Medical Handicaps (CMH) program reimbursement increased from \$10 to \$12, effective July 1, 2024. This is the only proposed fee change. With no further discussion, Mr. Loose asked for a roll call. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-83, Request Approval of WPCLF Contract. Mr. Tkach made a motion to approve Resolution 2024-83, and Mr. Polachek seconded the motion. Mr. Cherry explained that this resolution was brought to the Board and approved in June. However, the 2022 WPCLF grant funds were not able to be used so 2023 grant funds will be used, with all terms of the previous Resolution remaining the same. Mr. Hollinger clarified that the project just did not meet the timeline to use 2022 funds. With no further discussion, Mr. Loose asked for a roll call. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose proceeded to the Fiscal Report. Dr. Browne made a motion to present the Fiscal Report and Mrs. Sowers seconded the motion. 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 July 2024 expense highlights. With no discussion, Mr. Loose requested a roll call vote. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mrs. Butler proceeded to the Communicable Disease Report. Ms. McCallen presented the Communicable Disease Report for July 2024 to the Board, providing an overview of communicable disease trends for the month and harm reduction vending machine activity for the month.

Mr. Hollinger reminded the Board to please complete the 8-minute Ohio Auditor of State-required Fraud Prevention Training by September 28.

With no other business on the agenda or presented by Board members, Mr. Tkach made a motion to adjourn, and Mrs. Sowers seconded the motion. The meeting adjourned at 2:40PM.