



HURON COUNTY BOARD OF HEALTH MEETING
January 9, 2025, at 1:00 PM

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

Absent: None

HCPH Staff: Bethany Bracken, Chris Cherry, Eric Cherry, Timothy Hollinger, Nicole Marks, Kristian McCallen

Guest(s) In Person: Shylee Greszler -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 January 9, 2025 at HCPH Conference Room 1.

Mr. Loose called the meeting to order at 1:00PM 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 – Present; Mr. Tkach – Present.

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 proceeded to action items on the agenda and presented the Board with Resolution 2025-1: Approval of Minutes from the December 2024 Regular Meeting. Dr. Browne made a motion to approve Resolution 2025-1, and Ms. Khaledi seconded the motion. With all in favor and no members opposed, the motion carried.

Mr. Loose presented the Board with Resolution 2025-2: Approval of Minutes from the December 2024 Special Meeting. Dr. Browne made a motion to approve Resolution 2025-2, and Mrs. Sowers seconded the motion. With all in favor and no members opposed, the motion carried.

Mr. Loose presented Resolution 2025-3: Approval of 2024 Quarter 4 General Fund Budget Review. Mrs. Sowers made a motion to approve Resolution 2025-3, Mr. Bacon seconded the motion. With no discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-4: Approval of 2025 Final Budget. Dr. Browne made a motion to approve Resolution 2025-4, Mr. Polachek seconded the motion. Bethany Bracken commented that additional funds have been added that had unanticipated remaining funds from 2024. With no further discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-5: Request to Reimburse Employee for Dental Insurance Over-Charges, Montgomery. Mr. Bacon made a motion to approve Resolution 2025-5, Mr. Polachek seconded the motion. Bethany Bracken explained that Ms. Montgomery had been paying for the family dental plan for several years, though she was enrolled in the employee plus child(ren) plan. Because of this, she has overpaid a total of

\$1,301.50 since 2021. With no further discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-6: Request to Contract with Julian & Grube, Inc. for Accounting Services (up to \$2,700.00). Dr. Browne made a motion to approve Resolution 2025-6, Mr. Polachek seconded the motion. Mr. Hollinger explained that this is a company that specializes in year-end financial statements for public entities, preparing for the annual audit, and working with the state auditors during the agency's audit. This entity is utilized by other local health departments and comes highly recommended by an employee who formerly served as a Fiscal Officer in another county. Discussion surrounded the three options – a one year, two year, and three year option. Ultimately, the three-year option was selected. Mrs. Smith arrived mid- discussion. With no further discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Abstain; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-7: Request to Apply for, Accept Funding From, and Appropriate Grant Funding for the Public Health Emergency Preparedness FY2026 Grant (\$72,291.00). Mr. Polachek made a motion to approve Resolution 2025-7, Dr. Browne seconded the motion. Mrs. Marks explained that this is the emergency preparedness grant the agency has received for several years at the same award amount (\$72,791.00) and with the same required matching amount (7.7%). With no further discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-8: Request to Apply for, Accept Funding From, and Appropriate Grant Funding for the PEP+ Grant (\$1,000.00). Mrs. Smith made a motion to approve Resolution 2025-8, Mr. Bacon seconded the motion. Mrs. Marks explained that this is the grant the agency has received for several years at from the agency's liability coverage provider. The purpose of the funding is to fund or partially fund safety items with a purpose of prevention/reduction of liability claims/property losses, risk control training and/or COVID-19 related expenses. With no further discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-9: Request to Accept Resignation, Schwab; Advertise for and Hire Environmental Health Specialist. Mrs. Smith made a motion to approve Resolution 2025-9, Dr. Browne seconded the motion. Discussion followed regarding Mr. Schwab's exit interview with the Board's Personnel Committee, which did not yield any red flags. With no further discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-10: Request Approval of WPCLF Contract. Mrs. Smith made a motion to approve Resolution 2025-10, Mrs. Sowers seconded the motion. Mr. Cherry explained that this contract is in regard to 5980 SR 18 in Wakeman, one of HCPH's projects for the Water Pollution Control Loan Fund to repair/replace failing sewage systems for qualifying individuals. This is an 85% funded project; the WPCLF portion of the contract will be \$11,016.00 and the homeowner will be responsible for \$1,944.00. With no further discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-11: Request to Extract Data from NextGen EHR and Pay Associated Fees. Dr. Browne made a motion to approve Resolution 2025-11, Ms. Khaledi seconded the motion. An approximately

21 minutes of discussion followed regarding the transition of electronic health records, logistics of the data transfer, transfer contract, contract fees and language, etc. Ultimately, Mr. Bacon motioned to table Resolution 2025-11 and Dr. Browne seconded the motion, with Mrs. Smith and Mrs. Stults agreeing to assist Mrs. Cherry with the EHR transition and associated contract between Board meetings. With no further discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-12: Request to Approve Changes to the Personnel Manual. Ms. Khaledi made a motion to approve Resolution 2025-12, Dr. Browne seconded the motion. Mrs. Khaledi presented the Resolution to the Board, stating that the Board’s HR/Finance/Personnel Committee has met to work on updating the policy stemming from a leave-related need that arose mid-2024. The Committee feels the updated policy fairly meets the needs of the staff regarding PTO that brings independence to staff and modernizes the policy. This Resolution combines two leave banks into one bank of PTO, allows a 100-day transition period for existing staff, and disallows unpaid leave except for new employees and employees utilizing continuous FMLA. With no further discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Polachek made a motion to hear the second reading of Resolution 2024-136 by title only. Dr. Browne seconded the motion. Mr. Cherry proceeded to read the Resolution 2024-136: Resolution to Adopt and Validate Amended FSO and RFE Service Fee and License Charge Schedule, and displayed the fees on the screen.

Mr. Loose presented Variance Request VR 2025.01.01 – 4773 Whittlesey Rd., Norwalk Township, Temporary Holding Tank. Mr. Cherry explained that this is a “standard” variance request for winter months that allows new homeowners to move into their home prior to their full sewage treatment system being in place due to unfavorable weather and ground conditions. This variance would allow the homeowner to utilize their septic tank portion of their sewage system as a holding tank temporarily until the remainder of the septic system can be installed in more favorable weather and ground conditions. The 1,500 gallon septic tank has been installed in accordance to the approved design for the overall system. Upon roll call, the variance was approved: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose proceeded to the Fiscal Report. Dr. Browne made a motion to approve the fiscal report and Mrs. Khaledi seconded the motion. Ms. Bracken proceeded to present the Fiscal Report to the Board. The fund balance report was reviewed, in addition to the general fund cash balance and year-to-date budget performance. With no further discussion, Mr. Loose requested a roll call vote to approve the Fiscal Report. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Ms. McCallen presented the Communicable Disease Report for December 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 December. Mrs. Sowers made a motion to approve the presentation, and Mr. Polachek seconded the motion.

With no other discussions or business on the agenda or presented by Board members, Dr. Browne made a motion to adjourn, and Ms. Khaledi seconded the motion. The meeting adjourned at approximately 1:53PM. The next regular session is scheduled for February 6, 2025.