



**HURON COUNTY BOARD OF HEALTH MEETING**  
September 5, 2024, at 1:00 PM

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

**Absent:** Sara Smith

**HCPH Staff:** Tim Hollinger, 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 September 5, 2024, at HCPH Conference Room 1.

Mr. Loose, Board President, called the meeting to order at 1:01PM and requested a roll call. Ms. Sharpe 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 the action items on the agenda, first requesting a motion to enter into the first readings of the following proposed service fee and license schedules:

- 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.

Dr. Browne made a motion to enter into the first readings and Mr. Bacon seconded the motion. Mr. Cherry presented each of the aforementioned resolutions to the Board. Due to these items being a first reading only, no vote was taken on these resolutions.

Mr. Loose presented the Board with Resolution 2024-92, Approval of Minutes from the August 8, 2024 Regular Meeting. Mr. Tkach made a motion to approve Resolution 2024-92, and Mrs. Sowers seconded the motion. With all in favor and no members opposed, the motion carried.

Mr. Loose presented Resolution 2024-93, Request to Approve Payment of the Monthly Expenditures with Prior Approval. Dr. Browne made a motion to approve Resolution 2024-93, and Mr. Tkach 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.

Mr. Loose presented Resolution 2024-94, Approval of Health District August 2024 Budgetary Transactions. Ms. Khaledi made a motion to approve Resolution 2024-94, and Mr. Tkach seconded the motion. Ms. Bracken reviewed all budgetary transactions for the month of August, as detailed in Resolution 2024-94. 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.

Mr. Loose presented Resolution 2024-95, Request to Apply for, Accept Funding from, and Appropriate Grant Funds from the Ohio EPA Water Pollution Control Loan Fund [Program Year 2025]. Dr. Browne made a motion to approve Resolution 2024-95, and Ms. Khaledi seconded the motion. Mr. Cherry explained that the Ohio EPA has opened nominations for funding for program year 2025, with the opportunity to apply for up to \$150,000.00 for the repair or replacement of failing sewage systems for Huron County residents with inadequate funding for repair or replacements to their existing sewage systems. 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; Ms. Khaledi – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-96, Health District Updated Fees. Mr. Tkach made a motion to approve Resolution 2024-96, and Ms. Khaledi seconded the motion. Mrs. Cherry reviewed the updated fee schedule with the Board. Mr. Loose asked if there were any questions or comments from the Board. Hearing none, Mr. Loose asked for a roll call. 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.

Mr. Loose presented Resolution 2024-97, Request to Contract with Sandusky County Public Health for the Strategic Prevention Framework Grant. Dr. Browne made a motion to approve Resolution 2024-97, and Mr. Tkach seconded the motion. Mr. Hollinger provided an explanation of the 5-year Strategic Prevention Framework Grant to the Board. The grant is in the amount of \$32,500.00 for the 2024-2025 year. Huron County Public Health will come before the Board each of the five years to request a continuation of the grant. Mr. Loose asked if there were any questions or comments from the Board. Hearing none, Mr. Loose asked for a roll call. 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.

Mr. Loose presented Resolution 2024-98, Request to Update Resolution 2024-71 for Two Touch-Free Automatic Doors. Mrs. Sowers made a motion to approve Resolution 2024-98, and Mr. Tkach seconded the motion. Mr. Hollinger explained that Resolution 2024-71 was presented at the August 2024 Board of Health meeting, with a request to approve funds to add two touch-free automatic doors, one door being at the entrance to the Vital Statistics division and another at the entrance of the Environmental Health division. Mr. Hollinger explained that Huron County Public Health has funds available from a COVID-19 grant that will cover partial funding needed for these purchases, based on trying to decrease the amount of communicable disease that can be spread as well as enhancing the capacity for handicap accessibility. Resolution 2024-71 approved up to \$8,000.00 of

funding, \$7,582.00 of that amount being from COVID-19 funds for the installation of the two doors. Mr. Hollinger explained that the existing touch-free door at the Medical Division entrance auto-locks at the close of business, however if individuals from the public arrive after-hours and try to utilize the touch-free mechanism, the door attempts to open, resulting in the increased risk of burning out the motor to that entryway. Mr. Hollinger stated the need for a special switch to be installed that will prevent the touch-free mechanism from being activated after the close of business. Mr. Hollinger stated this will be an additional charge to the existing touch-free automatic door at the Medical Division entrance, and the initial quote for the two additional doors did not include the cost of the special switch. The quote given to Huron County Public Health will need to be updated and will therefore impact the amount of funding required to proceed with the purchases. Mr. Hollinger asked that the Board approve an update in funding from \$8,000.00 to \$9,000.00 for funding for the two additional doors, plus three special switches. With no discussion, Mr. Loose asked for a roll call. 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.

Mr. Loose 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 August 2024 expense highlights. With no discussion, Mr. Loose 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. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose proceeded to ask for a motion for the Bi-Annual Quality Improvement (QI)/Performance Management (PM) Report. Mr. Polachek made a motion, and Mr. Bacon seconded the motion. Mr. Hollinger presented the report that included an overview of the QI/PM committee meetings and ongoing efforts of QI/PM. Mr. Hollinger explained the difference between QI and PM to the Board. The new QI project proposal included a proposal for the medical division/communicable disease, and a proposal for improving orientation and training for new employees. The orientation plan is currently finalized and waiting on approval from Huron County Public Health Management. Ms. Khaledi asked Mr. Hollinger if the QI Council is internal or external. Mr. Hollinger explained that the QI Council is internal and consists of HCPH Management, HCPH Data Analysts, and staff members based on the QI project being discussed (i.e. If the project pertains to the Medical Division, staff from the Medical Division will be present and/or included in discussion). Mrs. Stults asked Mr. Hollinger how Huron County Public Health will evaluate the effectiveness of the updated orientation plan. Mr. Hollinger responded that employee feedback about their personal orientation experience will be one initiative taken. Mr. Hollinger continued by stating that HCPH will monitor the timeliness of employee orientation/onboarding and assess the amount of resources utilized during that time period to determine if there are other methods that could be utilized, such as recording and preparing a set of training/orientation videos that a new employee can watch during their onboarding.

Ms. McCallen presented the Communicable Disease Report for August 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 August.

Mr. Loose asked for discussion of the formation of Board of Health Personnel/Fiscal Committee. Mr. Hollinger explained that there has been discussion of forming a subcommittee of the Board of Health to meet at least once a month to discuss different personnel matters or policy changes that should occur. Mr. Hollinger explained that Huron County Public Health would like to see three or four Board members engage with staff members when visiting the facility, without accompaniment from Huron County Public Health Management. Mr. Hollinger encouraged Board members to converse with staff, get to know staff, and ask staff what -if any- issues,

suggestions, or feedback staff may have. Mrs. Stults, Dr. Browne, and Ms. Khaledi volunteered as Board representatives to be on the Board subcommittee. Mr. Hollinger stated that he will be in contact with interested Board members and will follow-up with scheduling the first meeting of this subcommittee.

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, Ms. Khaledi made a motion to adjourn, and Dr. Browne seconded the motion. The meeting adjourned at 1:45PM.