



**HURON COUNTY BOARD OF HEALTH MEETING**  
March 9, 2023, at 1:00 PM

**Present:** Dr. Gottfried, Kathleen Butler, Jeremy Loose, Greg Polachek, Lisa Reer, Ron Robinson

**Absent:** Dane Howard, Lisa Nedolast, Kim Stults

**HCPH Staff:** Tim Hollinger, Karen Boose, Nicole Marks, Eric Cherry, Chris Cherry, Melissa Caranfa

**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 March 9, 2023, at HCPH Conference Room 1. Board President, Dr. Gottfried called the meeting to order at 12:59 pm. Dr. Gottfried requested a roll call. Mrs. Marks completed a roll call.

Dr. Gottfried opened the meeting with public comment period. With no public comments, Dr. Gottfried asked for a motion to go into Executive Session per ORC 121.22 (G)(1), and – ORC 121.22 (G)(2). Mr. Loose made a motion to go into executive session and Mrs. Butler seconded the motion. The motion carried unanimously.

Dr. Gottfried asked for a motion to come out of executive session per ORC 121.22 (G)(1), and - ORC 121.22 (G)(2). Mr. Polachek made a motion to come out of executive session and Mr. Loose seconded the motion. The motion carried unanimously.

Dr. Gottfried presented Resolution 2023-21, a resolution to approve the minutes from the February 2023 regular Board meeting. Dr. Gottfried requested a motion to adopt Resolution 2023-21. Mrs. Butler made a motion to approve the minutes from the February 2023 regular Board of Health Meeting. Mrs. Reer seconded the motion. The motion carried unanimously.

Dr. Gottfried presented Resolution 2023-22, a resolution to approve the payment of the monthly expenditures with prior approval. Dr. Gottfried requested a motion to present Resolution 2023-22. Mr. Loose made a motion to approve the payment of the monthly expenditures with prior approval. Mr. Polachek seconded the motion. The motion carried upon a roll call vote. Mrs. Butler- Aye, Dr. Gottfried-Aye, Mr. Loose- Aye, Mr. Polachek-Aye, Mrs. Reer-Aye, Mr. Robinson-Aye.

Dr. Gottfried presented Resolution 2023-23, a resolution to approve the February 2023 budgetary transactions. Dr. Gottfried requested a motion to present Resolution 2023-23. Mr. Loose made a motion to present Resolution 2023-23, approval of the February 2023 budgetary transactions. Mrs. Reer seconded the motion. Mrs. Boose gave further information on Resolution 2023-23, reviewing all appropriation adjustments for the month of February. The motion carried upon a roll call vote. Mrs. Butler- Aye, Dr. Gottfried-Aye, Mr. Loose- Aye, Mr. Polachek-Aye, Mrs. Reer-Aye, Mr. Robinson-Aye.

Dr. Gottfried presented Resolution 2023-24, Request to Adopt Preliminary 2024 Budget. Mrs. Butler made a motion to approve Resolution 2023-24, Request to Adopt Preliminary 2024 Budget. Mrs. Reer seconded the motion. Mrs. Boose explained that it is required for them to provide a preliminary budget to the Board and the Auditor for 2024. This was sent to Board members prior to today's meeting via email. There will be additional

opportunities to update the budget before a final budget must be submitted. With no questions the motion carried upon a roll call vote. Mrs. Butler- Aye, Dr. Gottfried-Aye, Mr. Loose- Aye, Mr. Polachek-Aye, Mrs. Reer-Aye, Mr. Robinson-Aye.

Dr. Gottfried presented Resolution 2023-25, Resolution to release employees due to funding constraints. Mr. Polachek made a motion to approve Resolution 2023-25, Resolution to release employees due to funding constraints. Mr. Loose seconded the motion. Mr. Hollinger explained that the last two employees Brittany McClellan and Kali Stoner were not on the original [February 2023] resolution to release employees but have both since found other employment. The motion carried upon a roll call vote. Mrs. Butler- Aye, Dr. Gottfried-Aye, Mr. Loose- Aye, Mr. Polachek-Aye, Mrs. Reer-Aye, Mr. Robinson-Aye.

Dr. Gottfried presented Resolution 2023-26, Request to reclassify Johnson. Mr. Loose made a motion to approve Resolution 2023-26, Request to reclassify Johnson and Mr. Polachek seconded the motion. Mrs. Marks gave further information on Resolution 2023-26, explaining that Kayla Johnson was included on a previous resolution to release employees due to funding constraints. However, the Community Programs Division had an opening for a Grant Coordinator for the Creating Healthy Communities Grant and Kayla was a suitable candidate to fill the position. Mrs. Marks requested to reclassify Kayla Johnson and keep her at her current rate of \$18.87 per hour. The motion carried upon a roll call vote. Mrs. Butler- Aye, Dr. Gottfried-Aye, Mr. Loose- Aye, Mr. Polachek -Aye, Mrs. Reer-Aye, Mr. Robinson-Aye.

Dr. Gottfried presented Resolution 2023-27, Request to apply for Public Health Workforce Grant. Mr. Loose made a motion to hear and approve Resolution 2023-27, Request to apply for Public Health Workforce Grant. Mrs. Reer seconded the motion. Mrs. Marks gave further information on Resolution 2023-27, explaining that ODH is offering sub-grants for workforce development for a 5 year cycle starting July 2023 and running through November 2028. The intention of the grant is to support activities related to recruitment, retention, and development of employees. The motion carried upon a roll call vote. Mrs. Butler- Aye, Dr. Gottfried-Aye, Mr. Loose- Aye, Mr. Polachek-Aye, Mrs. Reer-Aye, Mr. Robinson-Aye.

Dr. Gottfried presented Resolution 2023-28, Request to contract with schools for nursing services. Mrs. Reer made a motion to approve Resolution 2023-28, Request to contract with schools for nursing services and Mrs. Butler seconded the motion. Mrs. Cherry gave further information on Resolution 2023-28, explaining that HCPH still has contracts with a few schools for school screenings. The schools are, Celeryville Christian, Norwalk City Preschool, Norwalk City Schools, St. Joseph Catholic School Monroeville, Western Reserve, and T2 Honors Academy. Each school contract has the amount charged per hour and the number of hours needed by each school. The motion carried upon a roll call vote. Mrs. Butler- Aye, Dr. Gottfried-Aye, Mr. Loose- Aye, Mr. Polachek-Aye, Mrs. Reer-Aye, Mr. Robinson-Aye.

Dr. Gottfried presented Resolution 2023-29, Request to accept resignation, Rogers RN and hire Laura Souslin, RN. Dr. Gottfried requested a motion to hear and adopt Resolution 2023-29. Mr. Loose made a motion to approve Resolution 2023-29, A request to accept resignation, Rogers RN and hire Laura Souslin, RN. Mrs. Reer seconded the motion. Mrs. Cherry explained Hannah Rogers resigned effective February 24, 2023. Laura Souslin has accepted an offer to fill the vacant RN position at \$27.00 per hour if approved by the Board. The motion carried upon a roll call vote. Mrs. Butler- Aye, Dr. Gottfried-Aye, Mr. Loose- Aye, Mr. Polachek- Aye, Mrs. Reer-Aye, Mr. Robinson-Aye.

Dr. Gottfried asked for a motion to hear a variance request. Mr. Loose made a motion to hear the variance request and Mr. Polachek seconded the motion. Mr. Cherry explained it is a request to use a tank for temporary

holding until the weather breaks and the residents can install a new septic system as soon as the weather allows. With no questions the motion carried upon a roll call vote. Mrs. Butler-Aye, Dr. Gottfried-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Reer-Aye, Mr. Robinson-Aye.

Dr. Gottfried requested a motion to discuss the Fiscal Report. Mr. Loose made a motion to hear the Fiscal Report and approve. Mrs. Butler seconded the motion. Mrs. Boose discussed the Fiscal Report, reviewing all the funds the agency currently has. Mrs. Boose discussed final money in the general fund at the end of January, fund balances, and February expense highlights. Mrs. Boose also announced updates on property tax exemptions and the 2022 financial audit. The Fiscal Report was approved upon a roll call vote. Mrs. Butler-Aye, Dr. Gottfried-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Reer-Aye, Mr. Robinson-Aye.

Dr. Gottfried asked for a motion to hear the Communicable Disease and School Absenteeism Report. Mr. Loose made a motion to hear the Communicable Disease and School Absenteeism Report. Mrs. Reer seconded the motion. Melissa Caranfa then presented the report. Ms. Caranfa reported there were twenty-two reportable disease cases reported in February, and reviewed highlights for communicable disease reporting, COVID-19, and school absentee surveillance. Dr. Gottfried asked for a motion to approve the Communicable Disease Report as presented. Mr. Loose made the motion to approve, and Mr. Polachek seconded the motion. The motion carried unanimously.

Dr. Gottfried then moved on to the biannual Quality Improvement and Performance Manage Report. Nicole Marks reminded the Board that one of PHAB's accreditation requirements is that the agency keep the Board informed on Quality and Performance Management. QI Council meets quarterly and Performance Management (PM) reports are released to all staff monthly. QI and PM plans are undergoing updates. Some PM metrics were removed after year(s) of monitoring. All health center measures have been removed, and a couple of new measures have been added to monitor. Paul and Karen are working on proper coding of billing and timeliness of billing and online ordering for birth and death certificates. The QI Council also received two new project proposals for QI projects. One was focused on health equity and healthy eating. After discussion it was decided that this would be better suited in the Creating Healthy Communities Grant, so that information will be passed along to Kayla to discuss with the Coalition. The other proposal was to ensure better/proper training for new employees. This proposal was made a new QI project and the first order of business is to review the current Orientation Plan. There is also one ongoing project for COVID-19 wastewater monitoring; the aim of this project is to figure out how best to use the data that is collected by wastewater treatment plants.

With no questions for Mrs. Marks Dr. Gottfried then moved on to Board of Health education at 2:10pm. The education was Active Monitoring of Ticks and Tick-borne Diseases in Huron County. This education was pre-recorded by Grace Haebeck. Mrs. Marks explained that Grace was our Creating Healthy Communities Coordinator and was also working on her master's degree in public health. HCPH served as her site for her capstone project and this education is her final deliverable for that project.

Mr. Hollinger informed the board that the District Advisory Council (DAC) meeting will be Thursday March 16, 2023, at 5:30pm in the Monroeville Athletic Complex at Monroeville High School. The major topic of discussion will be the solar eclipse that will occur in April 2024. Mrs. Reer asked when the Bellevue City contract is renewed and Mr. Hollinger replied at the DAC meeting. Mrs. Reer asked If they could make it so that Kim Stults could vote. Mr. Hollinger explained that it was harder than one would think. Discussion followed regarding the logistics/contracting for providing public health services for the City of Bellevue.

With no additional business, Dr. Gottfried asked for a motion to adjourn the meeting. Mr. Loose made a motion to adjourn the 2023 March meeting. Mrs. Butler seconded the motion. The motion carried unanimously, and the meeting was adjourned at 2:37pm.