



**HURON COUNTY BOARD OF HEALTH MEETING**  
December 7, 2023, at 1:00 PM

**Present:** Dr. Gottfried, Kathleen Butler, Jeremy Loose, Greg Polachek, Ron Robinson, Krista Sowers, Kim Stults

**Absent:** Lisa Reer

**HCPH Staff:** Tim Hollinger, Karen Boose, Nicole Marks, Chris Cherry, Eric Cherry, Kristian McCallen

**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 December 7, 2023, at HCPH Conference Room 1.

Dr. Gottfried called the meeting to order at 1:01PM and asked for a roll call. Mrs. Marks completed the roll call. Dr. Gottfried asked for any public comments and with there being none he moved on to the employee service awards. Mr. Hollinger then reminded Board members that employees are recognized for reaching 5-year service milestones, and this year there are three employees with five years of service, one with ten years of service, and three with twenty-five years of service. Mr. Hollinger then recognized Jim Charville and Matt Hicks, who were both out of the office, for five years of service. Nino Majoy from the Environmental Division was present and was presented his five-year certificate. Mr. Hollinger then presented Brendan Roberts with a certificate for ten years of service. Mr. Hollinger then moved on to the twenty-five years of service certificates; certificates were presented to Karen Boose, Eric Cherry, and Diane Moyer.

Dr. Gottfried then moved on to elections for Board President and Vice President for 2024, but before doing that Dr. Gottfried stated that he has decided that this would be his last meeting for the Board. He decided he was going to step down at the end of the month. He explained that he has been pondering this over the last year and he realized that he is not contributing as much as he wants to and that when you realize that it is time to step aside and let someone else take over. He went on to say that it was an honor to serve the residents of Huron County and he hopes he has done some good for the residents of the County. He also said it has been an honor to serve with the other Board members. He then asked for nominations for President. Mrs. Butler nominated Jeremy Loose and Mr. Polachek seconded the motion. With no other nominations, Mr. Polachek made a motion to close the nominations and Mrs. Butler seconded the motion. The motion carried unanimously. Dr. Gottfried then moved onto Vice President nominations and Mr. Loose nominated Mrs. Butler with Mr. Polachek seconding the motion. With no other nominations, Mr. Polachek made the motion to close the nominations and Mr. Loose seconded the motion. The motion carried unanimously. Mr. Loose will serve as the Huron County Board of Health President for 2024 and Mrs. Butler will continue to serve as the Vice President in 2024.

Dr. Gottfried presented Resolution 2023-99, a Resolution to approve the minutes from the November Board meeting. Mrs. Butler made a motion to approve resolution 2023-99 to approve the minutes from the November Board meeting and Mr. Loose seconded the motion. The motion carried unanimously.

Dr. Gottfried presented Resolution 2023-100, a Resolution to approve the payment of the monthly expenditures with prior approval. Dr. Gottfried requested a motion to present and approve Resolution 2023-100. Mr. Polachek made a motion to approve the payment of the monthly expenditures with prior approval. Mr. Loose seconded the motion. With no questions, the motion carried upon a roll call vote. Dr. Gottfried-Aye, Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mr. Robinson-Aye, Mrs. Sowers-Aye. The motion carried unanimously.

Dr. Gottfried presented Resolution 2023-101, a resolution to approve the November 2023 budgetary transactions. Dr. Gottfried requested a motion to present and approve Resolution 2023-101. Mr. Loose made a motion to present and approve Resolution 2023-101, approval of the November 2023 budgetary transactions and Mr. Polachek seconded the motion. Mrs. Boose gave further information on Resolution 2023-100, reviewing all appropriation adjustments for the month of November. The motion carried upon a roll call vote. Dr. Gottfried-Aye, Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mr. Robinson-Aye, Mrs. Sowers-Aye. The motion carried unanimously.

Dr. Gottfried presented Resolution 2023-102, Administrative and Fiscal Management. Mrs. Butler made a motion to hear and approve Administrative and Fiscal Management and Mr. Polachek seconded the motion. Mr. Hollinger explained that this Resolution is brought to Board every year, which gives him authority to conduct business between Board meetings. There are set things that Mr. Hollinger is allowed to do between Board meetings, and this is the same document as last year. With no questions, the motion carried upon a roll call vote. Dr. Gottfried-Aye, Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mr. Robinson-Aye, Mrs. Sowers-Aye. The motion carried unanimously.

Dr. Gottfried presented Resolution 2023-103, Request to seek and accept donations for the 2024 Huron County Fair. Mr. Loose made a motion to hear and approve Resolution 2023-103, Request to seek and accept donations for the 2024 Huron County Fair and Mrs. Butler seconded the motion. Mrs. Marks explained that for several years now HCPH has been conducting surveys at the fair and giving away t-shirts as incentive for participation, which is supported by community donations. With no further questions the motion carried upon a roll call vote. Dr. Gottfried-Aye, Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mr. Robinson-Aye, Mrs. Sowers-Aye. The motion carried unanimously.

Dr. Gottfried presented Resolution 2023-104, Request to apply for, and appropriate grant funds from the Ohio Department of Health (ODH)'s Youth Suicide Prevention Grant. Mr. Polachek made a motion to hear and approve Resolution 2023-104, and Mr. Loose seconded the motion. Mrs. Marks explained that ODH is offering this grant to reduce suicide for the grant period of March 1, 2024, through September with possible continuation funding through September 2027 with an anticipated budget of \$70,000 per grant year. With no questions the motion carried upon a roll call vote. Dr. Gottfried-Aye, Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mr. Robinson-Aye, Mrs. Sowers-Aye. The motion carried unanimously.

Dr. Gottfried then moved on to Resolution 2023-105, Request to adopt final 2024 budget. Mrs. Butler made a motion to approve Resolution 2023-105, Request to adopt final 2024 budget and Mr. Polachek seconded the motion. Mrs. Boose explained that they have a balanced budget on the general fund and all the other rely on grants. With no questions, a roll call was taken. Dr. Gottfried-Aye, Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mr. Robinson-Aye, Mrs. Sowers-Aye. The motion carried unanimously.

Dr. Gottfried then moved on to Resolution 2023-106, Resolution Adopting Sewage Policy Revisions that Regulate the Use of Septic Treatment Systems in Huron County. Mr. Loose made the motion to hear and approve Resolution 2023-106, Resolution Adopting Sewage Policy Revisions that Regulate the Use of Septic Treatment

Systems in Huron County and Mr. Polachek seconded the motion. Mr. Cherry explained that this was for revisions to the current policy. He explained that the Environmental Health Committee of the Board met earlier in the week and went through the entire policy with the Committee. He then turned things over to the Committee for comments or questions. Mr. Polachek explained that when the Environmental Committee met, they really discussed things and felt this was the best way to continue to operate the program in the future and that they all feel it is fair. With no questions, Dr. Gottfried asked for a roll call. Dr. Gottfried-Aye, Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mr. Robinson-Aye, Mrs. Sowers-Aye. The motion carried unanimously.

Dr. Gottfried then moved onto resolution 2023-107, An Emergency Resolution to Establish New Operations and Maintenance Program Fees. Mrs. Butler made a motion to hear and approve Resolution 2023-107, An Emergency Resolution to Establish New Operations and Maintenance Program Fees and Mr. Polachek seconded the motion. Mr. Cherry explained that in response to the revisions that were made to the policy, we are asking for two new fee categories to the fee schedule. And since this is happening after the normal reading of the 2024 fees, they are asking that these be done in an emergency fashion. They will still be run through the normal three readings in the following months, and this is to align with the new policy revisions. The first fee is for a record processing fee of \$1.00 per record and the second is an O & M non-compliance fee of \$350.00. The motion passed unanimously upon a roll call vote. Dr. Gottfried-Aye, Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mr. Robinson-Aye, Mrs. Sowers-Aye.

Dr. Gottfried then moved onto the first reading of Resolution 2023-108, Resolution to adopt and validate Operations & Maintenance (O & M) Fees. Mr. Loose made a motion to hear the first reading of Resolution 2023-108 and Mrs. Butler seconded the motion. Mr. Cherry then read the full resolution. No actions were taken as this is the first reading.

Dr. Gottfried then moved onto variance requests. For variance: VR 2023.12.01 5308 CL 13, Mr. Cherry explained that both variances were the same so if the Board wanted, they could be read at the same time. Second variance: VR 2023.02 1970 SR 61. Mr. Loose made a motion to hear both at the same time and Mr. Polachek seconded the motion. Mr. Cherry explained that both the variances were for temporary holding tanks. Because of the time of year, the weather does not permit installation of private sewage systems. So, in the past a variance has been granted until the weather permits in the spring for the installation. They would have temporary tanks that they could have pumped until the weather breaks in the spring. The first variance is for 5308 County Line Rd. 13 and the second is at 1970 SR. 61. A roll call was taken, and the motion passed unanimously. Dr. Gottfried-Aye, Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mr. Robinson-Aye, Mrs. Sowers-Aye.

Dr. Gottfried asked for a motion to discuss the fiscal report. Mrs. Butler made a motion to hear the fiscal report and Mr. Loose seconded the motion. Mrs. Boose then reviewed the fund balance report and the General Fund outstanding advance and the total of all funds. She also went over the general fund budget performance and covered some November expense highlights. Mrs. Boose also reported that the Administrative Division has been working on, such as a Medicare revalidation, a project to put the purchase order and time keeping in the cloud with the county system and year-end close out and year end set-up. With no questions for Mrs. Boose, Dr. Gottfried asked for a roll call to accept the fiscal report as presented. Dr. Gottfried-Aye, Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mr. Robinson-Aye, Mrs. Sowers-Aye. The motion passed unanimously.

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 and Mr. Polachek seconded the motion. Ms. McCallen then presented the report. Ms. McCallen reported there were twenty reportable disease cases reported in November. She explained that there were no vaccine preventable reported diseases

in November. Ms. McCallen then went over the school absenteeism report. With no questions Dr. Gottfried asked for all those in favor of accepting the Communicable Disease and School Absenteeism Report as presented to say Aye and all opposed Nay. The motion passed unanimously.

Dr. Gottfried then moved onto announcements and the 2024 Huron County Board of Health meeting schedule. Mrs. Marks explained that the schedule was sent out in the Board packets but if anyone needed a copy just let her know. Mrs. Marks also noted that the July 2024 meeting was pushed back a week from the normal meeting cadence due to the July 4<sup>th</sup> holiday.

Dr. Gottfried asked if there was any old business and with no response he asked if there was any new business and with there being none Dr. Gottfried adjourned the meeting at 1:32PM.