



**HURON COUNTY BOARD OF HEALTH MEETING**

February 10, 2022 at 1:00 PM

In Person and Virtual utilizing ZOOM platform

**Present:** Kathleen Butler, James Gottfried, Jeremy Loose, Greg Polachek, Ron Robinson,

**Absent:** Lisa Nedolast, Lisa Reer, Kim Stults, Shawn Tappel

**HCPH Staff:** Karen Boose(virtual), Christina Cherry(virtual), Tim Hollinger, Nicole Marks, Eric Cherry, Melissa Caranfa, Nino Majoy, Jim Charville

**Guest(s):** Nathan Wright-President- Geophyta, Inc. Soil Scientist, Randal Strickler- HC Prosecutor representing Huron County Public Health, Matt Roche (virtual) -Norwalk Ohio News, Morgan Dunlop (virtual)-Shelby Daily Globe, Morgan Gayheart (virtual)-Willard Times Junction.

The Board of Health of Huron County Public Health (HCPH), Huron County, Ohio met at a regular meeting of the Board on February 10, 2022 in person and via the ZOOM platform. Board President, Dr. James Gottfried requested a roll call. Mrs. Marks completed a roll call. Dr. Gottfried called the meeting to order at 1:00 pm with quorum present.

Dr. Gottfried asked if guests present needed to be recognized. Mrs. Marks reminded all in person guests to sign in on the sign in sheet provided. Mrs. Marks stated on zoom there are two guests, Morgan Dunlop with the Shelby Daily Globe and Matt Roach from Norwalk Ohio News. Morgan Dunlop requested all those present at the meeting spell their name and to state their title. All present at the meeting complied with the request. Mrs. Marks stated Morgan Gayheart with the Willard Times Junction also joined the meeting via zoom.

Dr. Gottfried opened the meeting with public comment period. With no public comments, Dr. Gottfried proceeded with action items.

Dr. Gottfried presented Variance Request 2022.02.01 -204 Old State Road South, Norwalk-Norwalk Township- Request to install replacement HSTS off contour. Mr. Cherry presented detailed information on the variance request. The homeowner, Mr. Nathan Wright was present to review his documentation with the board. Mr. Strickler (Huron County Prosecutor representing Huron County Public Health) advised the board president to swear in the homeowner, Nathan Wright. Dr. Gottfried proceeded with swearing in Mr. Wright. Mr. Wright informed the board of his credentials and presented the board members with documentation specific to his variance request. Mr. Cherry followed Mr. Wright, first reviewing Ohio Administrative code rules specific to variance requests and household sewage disposal systems with the board, then reviewing the documentation for this variance request with the timeline of events.

At the conclusion of the presentations, Dr. Gottfried requested a motion to go into Executive Session per ORC Section 121.22 (G)(3) to confer with an attorney. Mrs. Butler made a motion to go into executive session. Mr. Loose seconded the motion. The motion carried upon roll call vote, Mrs. Butler-Aye, Dr. Gottfried –Aye, Jeremy Loose –Aye, Greg Polachek – Aye, Ron Robinson – Aye.

The Board went into Executive Session

Dr. Gottfried requested a motion to come out of Executive Session Mrs. Butler made a motion to come out of executive session. Mr. Polachek seconded the motion. The motion carried upon roll call vote Mrs. Butler- Aye, Dr. Gottfried –Aye, Jeremy Loose –Aye, Greg Polachek – Aye, Ron Robinson – Aye.

Dr. Gottfried presented Variance Request 2022.02.01, -204 Old State Road South, Norwalk-Norwalk Township-Request to install replacement HSTS off contour. Mr. Loose requested a motion to approve Variance Request 2022.02.01. Mrs. Butler seconded the motion. Mr. Strickler reviewed with the board an aye vote approves of the variance request and a no vote denies the variance request. Upon roll call vote, Mrs. Butler -No, Dr. Gottfried – No, Mr. Loose –No, Mr. Polachek – No, Mr. Robinson – Abstain . The variance request was denied.

Dr. Gottfried presented Variance Request 2022.02.02, Lehigh Road, Norwalk, Townsend Township-Request for temporary holding tank. Mrs. Butler requested a motion to approve Variance Request 2022.02.02. Mr. Loose seconded the motion. Mr. Cherry further explained the circumstances surrounding the request. With no further questions, Variance Request 2022.02.02 passed with a roll call vote; Mrs. Butler -Aye, Dr. Gottfried – Aye, Mr. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye .

Dr. Gottfried presented Resolution 2022-14 Miscellaneous Sewage Fees First Reading, Mr. Polachek made a motion. Mr. Loose seconded the motion. Mr. Cherry presented the first reading of Resolution 2022-14: Resolution to approve Miscellaneous Sewage Fees. Mr. Cherry explained that through annual program management, he would like to add three new fees. First, Household NPDES sampling to be able to pull NPDES sampling out separately for tracking purposes. The agency will then be able to offer this specialized testing and appropriately charge only when required. The last two new fee categories are for Household O&M Re-evaluation and Small Flow Onsite O&M Re-evaluation to be able to track these two programs and to be able to fairly charge for these services. Mr. Cherry added, these fees will be brought back to the next two board meetings for the second and third readings. Mr. Cherry then proceeded with the official first reading for the three new fees.

Dr. Gottfried presented Resolution 2022-15, a resolution to approve an amendment to the Fetch EH contract with Amalgam LLC. Dr. Gottfried requested a motion to approve Resolution 2022-15. Mr. Polachek made a motion to approve Resolution 2022-15. Mrs. Butler seconded the motion. Mr. Cherry explained that in 2018 the board approved the initial 3-year contract via Resolution 2018-18 to utilize Fetch EH software for the Sewage O&M program for a total cost of \$3,200.00. Amalgam, LLC offers a contract with an annual increase of \$1,500. for a total of \$4,700.00 and a required one-time fee of \$2,500.00 for data migration. The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, MR. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

Dr. Gottfried presented Resolution 2022-16, Request Approval of Minutes of January 6, 2022 meeting. Dr. Gottfried requested a motion to adopt Resolution 2022-16. Mrs. Butler made a motion to approve Resolution 2022-16, Mr. Loose seconded the motion. The motion carried unanimously.

Dr. Gottfried presented Resolution 2022-17, Request Approval of January 2022 expenditures. Dr. Gottfried requested a motion to adopt Resolution 2022-17. Mr. Polachek made a motion to approve Resolution 2022-17. Mr. Loose seconded the motion. The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, Mr. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

Dr. Gottfried presented Resolution 2022-18, Request to seek and accept donations for the 2022 Huron County Fair. Mr. Polachek made a motion to approve Resolution 2022-18. Mr. Loose seconded the motion. Mrs. Marks noted that the Board has the authority to determine appropriate fiscal policy and HCPH is generally authorized to request and accept donations for the benefit of its citizens. Mrs. Marks further noted that HCPH gathers aggregate youth and adult data through a questionnaire at the Huron County Fair and incentivizes survey participation and engagement in the Health Department's fair booth with t-shirts and other health-related promotional item giveaways, as well as grand-prize drawings. Mrs. Marks explained that all monetary donations received will be utilized to purchase t-shirts and health-related giveaways for the aforementioned purposes and non-monetary donated items will be serve as grand prizes. Therefore, Mrs. Marks requested the Board approves the request to seek and accept donations of both grand prizes and monetary donations to be used towards the purchase of t-shirts and/or health-related promotional items for the 2022 Huron County Fair. The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, Mr. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

Dr. Gottfried presented Resolution 2022-19, Request to apply for and accept bike helmets from the Ohio Academy of Pediatrics Foundation's 2022 "Put a lid on it" program. Dr. Gottfried requested a motion to adopt Resolution 2022-19. Mrs. Butler made a motion to approve Resolution 2022-19. Mr. Loose seconded the motion. Mrs. Marks explained that the Ohio AAP Foundation offers free bike helmets to organizations participating in Bike Helmet Safety Awareness Month (May 2022) based upon available funding, number of applications, and need of each community/organization. Mrs. Marks noted that HCPH is requesting to apply for and accept bike helmets to be distributed in the community through programming offered in the Community Programs Division and as part of the acceptance of helmets, HCPH agrees to issue a public acknowledgement of helmets received (i.e. social media post, press release, etc.), complete the required progress report survey (including a count of helmets distributed), provide bike helmet safety education to those receiving helmets, and pick up helmets in Columbus. Therefore, Mrs. Marks requested that the Board approves applying for and accepting bike helmets from the Ohio AAP Foundation's "Put a Lid on It" Program. Discussion followed regarding partner changes from last year. The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, Mr. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

Dr. Gottfried presented Resolution 2022-20, Request to apply for PHAB reaccreditation and pay the Reaccreditation Review Fee. Dr. Gottfried requested a motion to adopt Resolution 2022-20. Mrs. Butler made a motion to approve Resolution 2022-20. Mr. Polachek seconded the motion. Mrs. Marks reviewed with the board via Resolution 2021-24 the board approved an application for an extension to apply for required PHAB Reaccreditation and pay the associated fee. Mrs. Marks added further that the agency will be ready to apply for reaccreditation by the deadline of June 30, 2022 and is required to pay the \$8,000.00 re-accreditation review fee. Mrs. Marks explained that PHAB will credit \$1,000.00 of the previously paid extension fee toward the re-accreditation review fee. The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, Mr. Loose – Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

Dr. Gottfried presented Resolution 2022-21, Request to accept resignation from Tracy Verlotti, RN and hire Kayli Stoner, RN. Dr. Gottfried requested a motion to adopt Resolution 2022-21. Mr. Robinson made a motion to approve Resolution 2022-21. Mr. Loose seconded the motion. Mrs. Cherry explained that Tracy Verlotti resigned effective February 3, 2022 due to finding a position much closer to her home. Mrs. Cherry stated we wish Tracy all the best. Mrs. Cherry explained that she had an application from Kayli Stoner, RN with public health nursing experience who is qualified and interested in a full-time position with Huron County Public Health. Mrs. Cherry is seeking approval to hire Kayli Stoner RN, effective 2/22/2022 at a rate of \$24.00 per hour as a probationary full time non-exempt employee. The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, Mr. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

Dr. Gottfried presented Resolution 2022-22, Request to accept resignation from Lisa Rothhaar. Dr. Gottfried requested a motion to adopt Resolution 2022-22. Mrs. Butler made a motion to approve Resolution 2022-22. Mr. Polachek seconded the motion. Mrs. Boose asked the board to accept the resignation of Lisa, Rothhaar, Account Clerk effective 1/27/2022, and to advertise and hire a Medical Clerk within the approved pay range. The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, Mr. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

Dr. Gottfried presented Resolution 2022-23, Request to hire medical clerk, Abby Finley. Dr. Gottfried requested a motion to adopt Resolution 2022-23. Mrs. Butler made a motion to approve Resolution 2022-23. Mr. Robinson seconded the motion. Mrs. Boose stated the medical clerk position was posted and two qualified applicants were interviewed. Abby Finley is found to be a most qualified and experienced candidate. Mrs. Boose seeks board approval to hire Abby Finley as a probationary full time non-exempt employee at the rate of \$17.00 per hour. The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, Mr. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

Dr. Gottfried presented Resolution 2022-24, Request to contract with Starting Point for interpretation assistance for the CN 22 Coronavirus Vaccination Grant. Dr. Gottfried requested a motion to adopt Resolution 2022-24. Mrs. Butler made a motion to approve Resolution 2022-24. Mr. Loose seconded the motion. Mrs. Boose offered further information that the contract will if for interpretation services when performing COVID-19 vaccine clinics or outreach services into communities that do not speak english well. The contract will not exceed \$1,000.00 in total. The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, Mr. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

Dr. Gottfried presented Resolution 2022-25, Approval of January 2022 Budgetary Transactions. Dr. Gottfried requested a motion to adopt Resolution 2022-25. Mr. Robinson made a motion to approve Resolution 2022-25. Mr. Loose seconded the motion. Mrs. Boose reported the budgetary transactions for the last month reviewing the appropriation adjustments, as outlined in Section I of Resolution 2022-25. The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, Mr. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

Dr. Gottfried presented Resolution 2022-26, Request to establish building committee authority in lieu of special meetings of the Board. Dr. Gottfried requested a motion to adopt Resolution 2022-26. Mr. Polachek made a motion to approve Resolution 2022-26. Mr. Hollinger gave further explanation reviewing the composition and structure of the building committee and the associated powers and duties. Mr. Loose seconded the motion. The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, Mr. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

Dr. Gottfried presented Resolution 2022-27, Request to apply for, accept funding from, and appropriate additional grant funds for the Covid-19 Enhanced Operations Grant. Dr. Gottfried requested a motion to adopt Resolution 2022-27. Mrs. Butler made a motion to approve Resolution 2022-27. Mr. Robinson seconded the motion. The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, Mr. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

Dr. Gottfried requested a motion to enter executive session pursuant to ORC Section 121.22 (G) (1) to review public employee compensation. A motion was made by Mrs. Butler and seconded by Mr. Polachek to enter executive session to discuss public employee compensation covered by ORC 121.22 (G) (1). The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, Mr. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

The Board came out of executive session upon a motion made by Mrs. Butler and seconded by Mr. Polachek. The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, Mr. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

Dr. Gottfried presented Resolution 2022-28, Request to approve employee cost of living increase. Dr. Gottfried requested a motion to adopt Resolution 2022-28. Mrs. Butler made a motion to approve Resolution 2022-28, for a 4% increase. Mr. Polachek seconded the motion. The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, Mr. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

Mrs. Boose reviewed the fiscal reports, including the Fund Balance Report and the Revenue and Expense Report. For January, the general fund reflected a cash balance of \$581,282. Year to Date Revenue, Year to Date Expense, and balances were also reviewed for the following funds: Naccho Volunteer Management Grant, Community Cessation Initiative (CCI) Grant, Reproductive Health, Local Government Efficiency Grant, FDA Category 2 Foodborne Illness Risk Factor Study, Mosquito Control Grant, Safe Communities, Cribs for Kids, Public Health Emergency Preparedness (PHEP), Sewage Operation and Maintenance, LifeSkills, Early Intervention Services Grant and FDA Category 3 Food Standardization Training Grant, Creating Healthy Communities Grant, Coronavirus Response Grant, WPCLF Grant, Covid-19 Contact Tracing Grant, Covid-19 Enhanced Operations Grant, Covid-19 Vaccine Equity Grant, and Public Health Workforce Grant. Mrs. Boose presented the 2022 General Fund cash balance compared to the previous thirteen-year average and proceeded to review the General Fund Budget performance and broke out year-to-date general fund revenue, expense and net details.

Dr. Gottfried requested a motion to accept the fiscal report as presented. Mr. Loose made a motion to accept the fiscal report as presented. Mrs. Butler seconded the motion. The motion carried upon roll call vote. Mrs. Butler-Aye, Dr. Gottfried –Aye, Mr. Loose –Aye, Mr. Polachek – Aye, Mr. Robinson – Aye.

Mrs. Marks reviewed the updated 2022 Reproductive Health and Wellness sliding fee scale. Dr. Gottfried requested a motion to acknowledge the 2022 sliding fee scale as presented. Mr. Loose made a motion to approve the fee scale as presented. Mrs. Butler seconded the motion. Mr. Hollinger explained that the agency receives an updated sliding fee scale annually from the federal government and the Board is required to approve it for each year. The motion carried unanimously.

With no additional business, Dr. Gottfried adjourned the meeting.