



**HURON COUNTY BOARD OF HEALTH MEETING**  
June 6, 2024, at 1:00 PM

**Present:** Randolph Bacon, Kathleen Butler, Dr. Amy Browne, Greg Polachek, Krista Sowers, Kimberly Stults, Kenneth Tkach

**Absent:** Jeremy Loose, Sarah Smith

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

**Guest(s) In Person:** Matt Roche-Norwalk Ohio News, Randal Strickler – Huron County Prosecutor’s Office, Megan Smith – Student/Guest

The Board of Health of Huron County Public Health (HCPH), Huron County, Ohio met at a regular meeting of the Board on June 6, 2024, at HCPH Conference Room 1.

Mrs. Butler, Vice President, called the meeting to order at 1:00PM. Mrs. Butler stated that the Board has a new member starting today, Mr. Randolph Bacon, noting that Mr. Bacon was not currently present. Mrs. Butler proceeded with a request for roll call. Mrs. Marks completed the roll call: Mr. Bacon – Absent; Mrs. Butler – Present; Dr. Browne – Present; Mr. Loose – Absent; Mr. Polachek – Present; Mrs. Smith – Absent; Mrs. Sowers – Present; Mrs. Stults – Present; Mr. Tkach – Present.

Mrs. Bulter invited the public to participate in the public comment period, but there were no members of the public present who wished to comment.

Mrs. Butler requested a motion to enter Executive Session, pursuant to Ohio Revised Code section 121.22(G)(1) to consider the compensation and promotion and/or hiring of a public employee. No motion was immediately made; the Board discussed postponing Executive Session until the arrival of Mr. Bacon. Upon arrival and introduction of Mr. Bacon at approximately 1:03PM, Mr. Strickler again prompted the Board for a motion to enter into Executive Session, pursuant to Ohio Revised Code section 121.22(G)(1) to consider the compensation, promotion and/or hiring of a public employee. Mrs. Sowers moved to enter Executive Session and Mr. Polachek seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Aye; Mrs. Bulter – Aye; Dr. Browne – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

At approximately 2:09PM, Mrs. Butler requested a motion to exit Executive Session. Dr. Browne made a motion to exit Executive Session and Mrs. Sowers seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Aye; Mrs. Bulter – Aye; Dr. Browne – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mrs. Butler proceeded to the action items on the agenda, first presenting the Board with Resolution 2024-51, Approval of Minutes from the May 9, 2024 Regular Meeting. Mr. Polachek made a motion to approve Resolution 2024-51, and Dr. Browne seconded the motion. With all in favor and no members opposed, the motion carried.

Mrs. Butler presented Resolution 2024-52, Request to Approve Payment of the Monthly Expenditures with Prior Approval. Mr. Polachek made a motion to approve Resolution 2024-52, and Mrs. Sowers seconded the motion.

The motion carried upon rollcall vote: Mr. Bacon – Aye; Mrs. Bulter – Aye; Dr. Browne – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mrs. Butler presented Resolution 2024-53, Approval of Health District May 2024 Budgetary Transactions. Dr. Browne made a motion to approve Resolution 2024-53, and Mrs. Sowers seconded the motion. Ms. Bracken reviewed all budgetary transactions for the month of May, as detailed in Resolution 2024-53. The motion carried upon rollcall vote: Mr. Bacon – Aye; Mrs. Bulter – Aye; Dr. Browne – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mrs. Butler presented Resolution 2024-54, Request to Purchase and Install Exterior Security Cameras. Mr. Polacheck made a motion to approve Resolution 2024-54, and Mrs. Sowers seconded the motion. Mr. Hollinger explained that HCPH's liability insurance provider, the Public Entities Pool of Ohio (PEP), offers \$1,000.00 grants each year to fund safety items that will aid in risk control/risk management efforts. In the rear of the building at 28 Executive Drive, the agency's trucks and fuel tanks are housed. HCPH is proposing that two security cameras be purchased and installed to cover the entire rear of the facility's exterior. If approved by PEP, the grant would cover \$1,000.00 of the cost and \$1,239.00 would be covered by HCPH's general fund. Mr. Polacheck confirmed with Mr. Hollinger that security cameras are already in place in the front of the building. With no further questions or discussion, Mrs. Butler asked for a roll call. The motion carried upon rollcall vote: Mr. Bacon – Aye; Mrs. Bulter – Aye; Dr. Browne – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mrs. Butler presented Resolution 2024-55, Request to Contract with the Ohio Suicide Prevention Foundation for the Suicide Fatality Review Summit for \$5,000.00. Dr. Browne made a motion to approve Resolution 2024-55, and Mr. Tkach seconded the motion. Mrs. Marks stated that HCPH was approached by the Ohio Suicide Prevention Foundation (OSPF) to help plan for and host a suicide fatality review summit in November 2024. HCPH has been asked to represent rural Ohio counties in this work, with a contract of \$5,000.00 being available from OSPF for participation in this project. The motion carried upon rollcall vote: Mr. Bacon – Aye; Mrs. Bulter – Aye; Dr. Browne – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mrs. Butler presented Resolution 2024-56, Request to Contract with TransactRX for Medical and Vaccine Billing Services. Dr. Browne made a motion to approve Resolution 2024-56, and Mr. Polachek seconded the motion. Mrs. Cherry explained that this is specific to Medicare Part D Vaccine billing. This will allow HCPH to provide Medicare Part D covered vaccines other than flu and pneumonia to eligible clients. This will expand access for individuals who may not wish to receive vaccines at a pharmacy or who are unable to travel to a pharmacy to receive necessary vaccines. This will also allow HCPH to see eligibility in real time, as well as patient copay amounts. This is a one-year contract with no up-front payments required by HCPH. The motion carried upon rollcall vote: Mr. Bacon – Aye; Mrs. Bulter – Aye; Dr. Browne – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mrs. Butler presented Resolution 2024-57, Request to Contract with Richland Public Health's Plumbing Division for WPCLF Inspection. Dr. Browne made a motion to approve Resolution 2024-57, and Mr. Polachek seconded the motion. Mr. Cherry explained that the Water Pollution Control Loan Fund (WPCLF) receives monies from the Ohio Environmental Protection Agency (OEPA) to help individuals that can't afford to replace their failing sewage systems. One of HCPH's ongoing projects requires plumbing changes inside a residence. Since HCPH does not have a plumbing division, HCPH is asking to contract with Richland Public Health to provide the final plumbing inspection for the project. If approved, \$50 would be paid to Richland Public Health for this inspection; \$42.50 of this would be paid by HCPH with WPCLF funds and the remaining 15% would be paid by the homeowner. The

motion carried upon rollcall vote: Mr. Bacon – Aye; Mrs. Bulter – Aye; Dr. Browne – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mrs. Butler presented Resolution 2024-58, Request to Accept Resignation, Boose. Dr. Browne made a motion to approve Resolution 2024-58, and Mr. Tkach seconded the motion. Mr. Hollinger explained that Mrs. Boose's resignation letter stated that her last active working day would be June 6<sup>th</sup> with paid time off (PTO) being used until her last day of employment, June 14, 2024. The motion carried upon rollcall vote: Mr. Bacon – Aye; Mrs. Bulter – Aye; Dr. Browne – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mrs. Butler presented Resolution 2024-59, Request to Accept Resignation, Hile, and Advertise for and Hire Prevention Coordinator. Mr. Polachek made a motion to approve Resolution 2024-59, and Dr. Browne seconded the motion. Mrs. Marks explained that Becky Hile has resigned from her position effective June 14, 2024, and that several prevention grants require a replacement for this position. HCPH is asking that the Board approve accepting Mrs. Hile's resignation and advertising and hiring a new Prevention Grant Coordinator at the rate of \$17.05-\$26.00 per hour, based on qualifications. Discussion followed regarding the potential for internal candidates for the position and the interview process. The motion carried upon rollcall vote: Mr. Bacon – Aye; Mrs. Bulter – Aye; Dr. Browne – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mrs. Butler presented Resolution 2024-60, Request to Advertise for and Hire Data Analyst. Mrs. Sowers made a motion to approve Resolution 2024-60, and Mr. Tkach seconded the motion. Mrs. Marks explained that HCPH's current Data Analyst is planning for retirement, which is anticipated around January 2025. Additionally, an Administrative Assistant position that was vacated at the May 2024 meeting has not yet been replaced. HCPH is asking the Board for permission to hire this position to lead the Data Analyst role, in addition to assisting with quality improvement, performance management, public health accreditation, and youth suicide prevention responsibilities and is thus requesting that the Board approve advertising for and hiring a Data Analyst at the rate of \$17.05-\$26.00 per hour, based on qualifications. The motion carried upon rollcall vote: Mr. Bacon – Aye; Mrs. Bulter – Aye; Dr. Browne – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mrs. Butler presented Resolution 2024-61, Request to Replace Air Conditioning Unit at 392 East Howard Street. Dr. Browne made a motion to approve Resolution 2024-61, and Mr. Tkach seconded the motion. Mr. Hollinger specified that this request is for the smaller building in Willard which the Medical Division still works out of. The air conditioning unit at this facility went down on June 5<sup>th</sup>. The cost to replace the broken condenser was approximately \$4,000.00 while the cost for installing a unit was \$5,903.00. Due to these estimates, HCPH is requesting the Board proceed with the purchase and installation of a new unit. Discussion followed regarding the timeliness of installation; Mr. Hollinger stated that the heating and cooling company estimated a turn-around time of approximately 3 weeks. The motion carried upon rollcall vote: Mr. Bacon – Aye; Mrs. Bulter – Aye; Dr. Browne – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mrs. Butler presented Resolution 2024-62, a Resolution Requesting to Advertise and Interview Candidates for the Director of Administrative Services Position. Mrs. Sowers made a motion to approve Resolution 2024-62, and Dr. Browne seconded the motion. Mr. Hollinger explained that since the Director of Administrative Services has resigned, a replacement needs to be identified. Through executive session, the Board has made the decision to advertise and interview new candidates for the position. The motion carried upon rollcall vote: Mr. Bacon – Aye; Mrs. Bulter – Aye; Dr. Browne – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

As prompted by Assistant Prosecutor Randal Strickler, Mrs. Butler requested a motion to appoint Bethany Bracken as the Interim Director of Administrative Services, with a 15% raise being added to Ms. Bracken's hourly

rate while she serves in the role. Dr. Browne made a motion to appoint Bethany Bracken as the Interim Director of Administrative Services, with a 15% raise being added to Ms. Bracken's hourly rate while she serves in the role. Mr. Polachek seconded the motion. The motion carried upon rollcall vote: Mr. Bacon – Aye; Mrs. Bulter – Aye; Dr. Browne – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mrs. Butler proceeded to the Fiscal Report. Dr. Browne made a motion to approve the Fiscal Report and Mrs. Sowers seconded the motion. Ms. Bracken presented the Fiscal Report to the Board. The fund balance report was reviewed, with Ms. Bracken and Mr. Hollinger explaining in more detail how grant funds are advanced-in and advanced-out from the general fund. Also reviewed were the general fund cash balance, year-to-date budget performance, May 2024 expense highlights, and an update on HCPH's annual financial audit and the annual financial report required by the ODH. Mr. Hollinger added that there were two issues in the audit that HCPH had to address through an action plan. One issue surrounded a nomenclature issue with revenue categories. The second issue surrounded how Ohio Department of Health grants were displayed versus grants from other sources. With no further discussion, the motion carried upon rollcall vote: Mr. Bacon – Aye; Mrs. Bulter – Aye; Dr. Browne – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mrs. Butler proceeded to the Communicable Disease and School Absentee Report. Ms. McCallen presented the Communicable Disease and School Absentee Report for May 2024 to the Board, providing an overview of communicable disease trends for the month, harm reduction vending machine activity for the month, and trends in school absentee surveillance.

Mrs. Butler moved to the Board of Health Education. Mr. Hollinger presented a 15-minute education session regarding family cemeteries and the role that HCPH has in the burial permit process.

With no other business on the agenda or presented by Board members, Mr. Tkach made a motion to adjourn, and Dr. Browne seconded the motion. The meeting adjourned at 2:57PM.