



HURON COUNTY BOARD OF HEALTH MEETING
November 7, 2024, at 1:00 PM

Present: Randolph Bacon, Dr. Amy Browne, Greg Polachek, Krista Sowers, Kenneth Tkach, Kim Stults, Sara Smith, Jeremy Loose

Absent: Jessica Khaledi

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

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 November 7, 2024, at HCPH Conference Room 1.

Mr. Loose called the meeting to order at 1:01PM and requested a roll call. Mrs. Marks completed the roll call: Mr. Bacon – Present; Dr. Browne – Present; Ms. Khaledi – Absent; 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 action items on the agenda and presented the Board with Resolution 2024-108: Approval of Minutes from the October 10, 2024 Regular Meeting. Mr. Polachek made a motion to approve Resolution 2024-108, and Mrs. Sowers seconded the motion. With all in favor and no members opposed, the motion carried.

Mr. Loose presented Resolution 2024-109: Approval of Expenditures from Last Meeting. Dr. Browne made a motion to approve Resolution 2024-109, Mrs. Sowers seconded the motion. With no discussion, the motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-110: Approval of October Budgetary Transactions. Mr. Polachek made a motion to approve Resolution 2024-110, Mrs. Sowers seconded the motion. Mr. Loose asked if any members of the Board had any questions pertaining to the motion. Hearing none, Mr. Loose requested a roll call vote. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-111: Request Approval of the Medical Director Contract for Dr. Stephanie Gibson, M.D. Mr. Bacon made a motion to approve Resolution 2024-111, and Mr. Polachek seconded the motion. Mr. Hollinger explained that this is a one year contract with Stephanie Gibson as an independent Medical Director at the rate of \$85 per hour not to exceed \$4,500.00 for the year for Medical Director services; \$85 per hour not to exceed 300 hours for the year for physician services rendered for a maximum of \$25,500.00 per year; \$10 per hour for collaboration services not to exceed 150 hours (\$1,500.00) for the year. With no further

discussion, Mr. Loose requested a roll call vote. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-112: Approval of 2024 Q3 Budget Review. Dr. Browne made a motion to approve Resolution 2024-112, and Mrs. Sowers seconded the motion. Ms. Bracken reviewed the budget, revenue, and expenses for the general fund through the end of September 2024. With no questions/discussion, Mr. Loose requested a roll call vote. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-113: Approval of Preliminary 2025 Budget. Mr. Polachek made a motion to approve Resolution 2024-113, and Dr. Browne seconded the motion. All Board members present were provided with a physical copy of the preliminary budget and Ms. Bracken provided a brief overview, noting that any funds with \$0 will be cleaned up before the end of 2024. Ms. Bracken also noted a correction for the 172 revenue line, there should be \$0 in revenue, and mentioned that some unused grant funds may need to be returned to the State. With no further discussion, Mr. Loose requested a roll call vote. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-114: Request Approval of flashing for the front of the building. Dr. Browne made a motion to approve Resolution 2024-114, and Mr. Bacon seconded the motion. Mr. Hollinger explained that this request is to fix the issues causing the dark stain on the block on the front of the Norwalk Office which can be completed by flashing and gutter cap repair for under \$200. Discussion followed regarding the timeline for repair, which should occur before winter, as long as the contractor's schedule allows. With no further discussion, Mr. Loose requested a roll call vote. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-115: Request to Apply for, Accept Funding From, and Allocate Funding for the FY2025 NEHA FDA's Retail Flexible Funding Model Grant, up to \$42,500. Mrs. Sowers made a motion to approve Resolution 2024-115, and Dr. Browne seconded the motion. Mr. Cherry briefly described the background of the grant, which HCPH has received for a few years. With no further discussion, Mr. Loose requested a roll call vote. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mrs. Smith arrived to the meeting following the vote on Resolution 2024-115.

Mr. Loose presented Resolution 2024-84: A Resolution to Approve the License Charges Schedule for the Implementation and Administration of the Body Art Rules, with a request to complete the third readings of all license/fees/charges resolutions by title only. Mr. Cherry read the Resolution by title and fees were shown on the screen. Mr. Polachek made a motion to approve Resolution 2024-84, and Mrs. Smith seconded the motion. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented 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. Dr. Browne made a motion to approve Resolution 2024-85, and Mr. Bacon seconded the motion. Discussion followed regarding risk levels and square footage related to licensure costs. Mr. Cherry and Mr. Hollinger provided clarification on cost methodology processes and procedures and explained why level license fees for

the same risk level may be different based on facility size. Mr. Cherry proceeded to read the Resolution by title and fees were displayed on the screen. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-86: A Resolution to Approve the License Charge Schedule for the Implementation and Administration of the Campground Rules. Dr. Browne made a motion to approve Resolution 2024-86, and Mr. Bacon seconded the motion. Mr. Cherry read the Resolution by title and fees were shown on the screen. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-87: A Resolution to Approve the Service Fee and License Charges Schedule for the Implementation and Administration of the Public Swimming Rules. Mr. Polachek made a motion to approve Resolution 2024-87, and Dr. Browne seconded the motion. Mr. Cherry read the Resolution by title and fees were shown on the screen. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented 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. Mr. Bacon made a motion to approve Resolution 2024-88, and Dr. Browne seconded the motion. Mr. Cherry read the Resolution by title and fees were shown on the screen. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented 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. Dr. Browne made a motion to approve Resolution 2024-89, and Mrs. Sowers seconded the motion. Mr. Cherry read the Resolution by title and fees were shown on the screen. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented 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. Mrs. Smith made a motion to approve Resolution 2024-90, and Dr. Browne seconded the motion. Mr. Cherry read the Resolution by title and fees were shown on the screen. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented 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 approve Resolution 2024-91, and Mr. Polachek seconded the motion. Mr. Cherry read the Resolution by title and fees were shown on the screen. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-116: Emergency Resolution to amend FSO and RFE fee schedule. Mrs. Smith made a motion to approve Resolution 2024-116, and Dr. Browne seconded the motion. Mr. Cherry explained the rationale behind this Resolution, which is necessary due to a recent change in the cost methodology forms provided by the state. The old form was initially utilized to calculate 2025 fees which were taken to the Board for first reading in September, but when the new form was used, two categories decreased and need to be changed. An emergency resolution is being utilized so that the fees can take effect on January 1, 2025, however, HCPH will still go through the proper processes which includes three readings. Fee changes

included the Level 1 <25,000 fee which decreased by \$2.22 and temporary license fee which decreased by \$27.32. With no further discussion, the motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-117: A Resolution to adopt and validate amended FSO and RFE service fee and license charge schedule. Mr. Cherry read the resolution in its entirety. This was the first reading of this Resolution therefore no vote occurred.

Mr. Loose presented Resolution 2024-118: Request to Apply for Non-Rewards Credit Card. Dr. Browne made a motion to approve Resolution 2024-118, and Mr. Bacon seconded the motion. Mr. Hollinger explained that the agency has been looking for a non-rewards credit card and that a local bank offers a governmental non-rewards credit card that doesn't require a personal guarantor. Previously, agency credit cards were issued on Mr. Hollinger's credit. Mr. Hollinger highlighted important elements of the proposed credit card policy attached to the resolution and noted that the proposed credit limit was \$10,000.00. The card will only be able to be used a certain portion of the month to avoid late fees and interest charges. The credit card will be locked in Mr. Hollinger's office and will only be used by the Health Commissioner and Director of Administrative Services while present in the office, and all transactions will be documented on a log. Necessity for the card, which is to pay for items that cannot be paid for any other way (i.e., Microsoft licenses, Wix website, flights, during a declared emergency, etc.) was discussed. Additional discussion surrounded the unacceptable use of the card, the logistics of payment to avoid interest and late fees, and invoice/receipts required by the auditor's office for reimbursement. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-119: Request to Contract with Sandusky County Public Health. Mr. Polachek made a motion to approve Resolution 2024-119, and Dr. Browne seconded the motion. Mrs. Marks explained that this request is to contract with Sandusky County for the Strategic Prevention Framework, one of the agency's prevention grants. The contract would be for reimbursement up to \$32,500.00. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-120: Request to Apply for Additional Funding for the Reproductive Health and Wellness Grant. Mrs. Sowers made a motion to approve Resolution 2024-120, and Mr. Bacon seconded the motion. Mrs. Cherry explained that funding has been reallocated by the Ohio Department of Health for the Reproductive Health and Wellness Grant and that HCPH is eligible for an additional \$2,000.00 because the agency is above the number of visits anticipated at the halfway point of the grant cycle. The motion carried upon a roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mr. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Mr. Loose proceeded to the Fiscal Report. Mr. Polachek made a motion to approve the fiscal report and Dr. Browne seconded the motion. Ms. Bracken proceeded to present 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 October 2024 expense highlights. With no further 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. Polachek – Aye; Mrs. Smith – Aye; Mrs. Sowers – Aye; Mr. Tkach – Aye.

Ms. McCallen presented the Communicable Disease Report for October 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 October. Dr. Browne made a motion to approve the presentation, and Mr. Bacon seconded the motion.

With no other discussions or business on the agenda or presented by Board members, Mr. Polachek made a motion to adjourn, and Mrs. Sowers seconded the motion. The meeting adjourned at approximately 2:05PM.