



HURON COUNTY BOARD OF HEALTH MEETING
July 11, 2024, at 1:00 PM

Present: Randolph Bacon, Dr. Amy Browne, Jeremy Loose, Sarah Smith, Kenneth Tkach

Absent: Greg Polachek, Krista Sowers, Kimberly Stults

HCPH Staff: Tim Hollinger, Nicole Marks, Chris Cherry, Eric Cherry, Kristian McCallen, Cyleen Sharpe

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 July 11, 2024, at HCPH Conference Room 1.

Mr. Loose, Board President, called the meeting to order at 1:04PM. Mr. Loose proceeded with a request for roll call. Mrs. Marks completed the roll call: Mr. Bacon – Present; Dr. Browne – Present; Mr. Loose – Present; Mr. Polachek – Absent; Mrs. Smith – Present; Mrs. Sowers – Absent; Mrs. Stults – Absent; 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 announced that Kathy Butler, Board of Health member representing the City of Norwalk, has resigned from her position on the Board, leaving that seat vacant. Mr. Hollinger stated that the City of Norwalk is currently working to identify a replacement for Mrs. Butler.

Mr. Loose requested a motion to enter Executive Session, pursuant to Ohio Revised Code section 121.22(G)(1) to consider the compensation of a public employee. Dr. Browne moved to enter Executive Session and Mrs. Smith seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mrs. Smith – Aye; Mr. Tkach – Aye.

At approximately 2:24PM, Mr. Loose requested a motion to exit Executive Session. Mrs. Smith made a motion to exit Executive Session and Mr. Tkach seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mrs. Smith – Aye; Mr. Tkach – Aye.

Mr. Loose proceeded to the action items on the agenda, first presenting the Board with Resolution 2024-63, Approval of Minutes from the June 6, 2024 Regular Meeting. Dr. Browne made a motion to approve Resolution 2024-63, and Mr. Tkach seconded the motion. With all in favor and no members opposed, the motion carried.

Mr. Loose presented Resolution 2024-64, Request to Approve Payment of the Monthly Expenditures with Prior Approval. Mr. Tkach made a motion to approve Resolution 2024-64, and Dr. Browne seconded the motion. Discussion followed between Mrs. Smith and Mrs. Cherry regarding vaccine vendors, pricing, product availability, and vaccine contracts. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mrs. Smith – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-65, Approval of Health District June 2024 Budgetary Transactions. Mrs. Smith made a motion to approve Resolution 2024-65, and Dr. Browne seconded the motion. Mr. Hollinger reviewed all budgetary transactions for the month of June, as detailed in Resolution 2024-65. There was no further discussion. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mrs. Smith – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-66, Amend Request to Advertise for and Hire Data Analyst. Mrs. Smith made a motion to approve Resolution 2024-66, and Dr. Browne seconded the motion. Mrs. Marks outlined the purpose of this Resolution, to fix a clerical mistake at the last Board meeting. Although Resolution 2024-60 enabled HCPH to advertise and hire for a Data Analyst, the correct pay range for the position was incorrectly listed and should have been \$21-\$30 per hour. This Resolution fixes that error. With no further discussion, the motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mrs. Smith – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-67, Request to Hire Data Analyst, Habeck. Dr. Browne made a motion to approve Resolution 2024-67, and Mr. Tkach seconded the motion. Mrs. Marks explained that Grace Habeck is an ex- employee of HCPH who previously left employment with HCPH to take Ottawa County's Epidemiologist/Emergency Planner position when she graduated with her MPH. At this time, Mrs. Habeck wishes to return to HCPH as the Data Analyst at the rate of \$27.00 per hour, with a start date of July 29, 2024. Discussion followed regarding the wage for the position. Mr. Hollinger stated that this is a pay decrease for the new employee, and that Ms. Habeck's pay rate was selected based on her experience and her master's level education. Further discussion followed regarding HCPH's strategy surrounding annual wage adjustments and pay range adjustments. With no further discussion, the motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mrs. Smith – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-68, A resolution to review and consider approval of amending and restating resolutions 2023-66, 2023-67, 2023-68, 2023-69, 2023-70, 202371, 2023-72, 2023-107, 2024-13, 2024-15, 2024-28, and 2024-30 with procedural changes. Mrs. Smith made a motion to approve Resolution 2024-68, and Dr. Browne seconded the motion. Mr. Hollinger explained the purpose of this Resolution: updating aforementioned Resolutions nomenclature to resolve the misclassification issue in the annual audit. With no further discussion, the motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mrs. Smith – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-69, A resolution authorizing a contract to provide tuck pointing services. Dr. Browne made a motion to approve Resolution 2024-69, and Mr. Tkach seconded the motion. Mr. Hollinger explained the need for tuck pointing, adding expansion joints, and adding weep holes to the facility at 28 Executive Drive in Norwalk, which are required for proper maintenance of the agency's facility. The winning bid was selected based on the most responsive (contains all requested work) and responsible (best price) bid. The winning bid is from Daniel Smith, in the amount of \$7,310.00. Mr. Hollinger also asked the Board to approve an additional \$1,000.00 for a contingency, for a total spend request of up to \$8,310.00. The goal is to complete these improvements in fall. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mrs. Smith – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-70, Request to transfer 2022 Water Pollution Control Loan Fund (WPCLF) project to the 2023 WPCLF project funding year. Dr. Browne made a motion to approve Resolution 2024-70, and Mr. Tkach seconded the motion. Mr. Cherry explained that WPCLF is the Ohio Environmental Protection Agency grant program designed to help individuals repair or replace their failing household sewage treatment systems.

In an effort to utilize the remaining 2022 funds, they awarded a project to a local contractor. Unfortunately, the contractor was unable to complete the work before the state fiscal year ended on June 30, 2024. Because this issue was no fault of the homeowner, HCPH is asking the Board to move that homeowner into the 2023 project monies to be able to complete that project with 2023 funds. This would eliminate the homeowner having to go back through the WPCLF application process. Further discussion followed regarding the fiscal processes surrounding Resolution 2024-70. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mrs. Smith – Aye; Mr. Tkach – Aye.

Mr. Loose presented Resolution 2024-71, Request to Contract with Trinity Door Systems, Inc. & Great Lakes Electric for the Installation of two Touch-Free Automatic Doors. Dr. Browne made a motion to approve Resolution 2024-71, and Mr. Tkach seconded the motion. Mr. Hollinger explained that these doors would be installed in the Environmental and Vital Statistics entrances and COVID grant dollars will be used to pay for the majority of this project, up to \$7,582.00, as contactless entry for the public would lessen the transmission of COVID-19. If the project cost is greater than what is allowable under the grant, the general fund would support up to an additional \$418.00 for a total project cost of \$8,000.00. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mrs. Smith – Aye; Mr. Tkach – Aye.

Mr. Loose proceeded to the Fiscal Report. Mr. Hollinger presented the Fiscal Report to the Board. The report included a review of all agency funds, the general fund cash balance, general fund budget performance, June 2024 expense highlights, and general fiscal-related updates, including the receipt of the Creating Healthy Communities grant for another 5-year cycle at \$100,000.00 per year. With no further questions/discussion, Dr. Browne made a motion to approve the Fiscal Report and Mr. Tkach seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mrs. Smith – Aye; Mr. Tkach – Aye.

Mr. Loose proceeded to the Communicable Disease and School Absentee Report. Ms. McCallen first noted that specific diseases will no longer be discussed to protect HIPAA and proceeded to present the Communicable Disease Report for June 2024 to the Board, providing an overview of communicable disease trends for the month and harm reduction vending machine activity for the month. There were no questions. Dr. Browne made a motion to approve the communicable disease report and Mr. Tkach seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mrs. Smith – Aye; Mr. Tkach – Aye.

Mr. Loose proceeded to the 2023 Financial Audit Findings and Next Steps. Mr. Hollinger reported that HCPH's financial audit for 2023 is complete and there were two findings. The first finding was "accidentally misclassified funds." Mr. Hollinger reviewed and explained each section of this finding with the Board and described how these errors will be mitigated in the future. The second finding was "during 2023, 45% of the purchase orders tested were not certified by the district Fiscal Officer prior to incurring the obligation." Again, Mr. Hollinger reviewed and explained the finding with the Board and described how this issue would be mitigated in the future. There were no questions. Dr. Browne made a motion to approve this report and Mr. Tkach seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Aye; Dr. Browne – Aye; Mr. Loose – Aye; Mrs. Smith – Aye; Mr. Tkach – Aye.

Mr. Loose moved to the Board of Health Education. Dr. Browne made a motion to proceed with the training and Mrs. Smith seconded the motion. Mr. Hollinger explained that he received an email from the State of Ohio's Auditor's office regarding Ohio Senate Bill 91 and House Bill 33, which require a fraud prevention training for all public employees, including members of the Board of Health, as they receive compensation for their role on the Board. Mrs. Marks presented the recorded training "Fraud Prevention Training." All Board members will be required to complete this training on their own and email their completed certificate to the Management Team

or bring the certificate to HCPH by September 28th. The 8-minute training covered the topics of fraud, waste, and abuse.

With no other business on the agenda or presented by Board members, Dr. Browne made a motion to adjourn the meeting, and Mr. Tkach seconded the motion. The meeting adjourned at approximately 3:40pm. The next regular meeting is scheduled for August 8, 2024 at 1:00pm at HCPH's Conference Room #1.