



HURON COUNTY BOARD OF HEALTH MEETING
December 4, 2025, at 1:00 PM

Present: Dr. Amy Browne, Jessica Khaledi, Jeremy Loose, Greg Polachek, Dr. Jeff Sizemore, Krista Sowers, Kim Stults, Kenneth Tkach

Absent: None

HCPH Staff: Bethany Perry, Nicole Marks, Eric Cherry, Grace Habeck

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 4, 2025, at HCPH Conference Room 1.

Mr. Loose called the meeting to order at 1:00PM and requested roll call. Ms. Habeck completed the roll call: Dr. Browne – Present; Ms. Khaledi – Present; Mr. Loose – Present; Mr. Polachek – Present; Dr. Sizemore – Present; Mrs. Sowers – Present; Mrs. Stults – Present; Mr. Tkach – Present.

Mr. Loose turned to the guests present at the meeting to introduce themselves. In attendance was Matt Roche of Norwalk Ohio News. Mr. Roche did not wish to participate in public comment.

Mr. Loose called for executive session per Ohio Revised Code Section 121.22: (G)(1): To consider the compensation of a public employee and (G)(2): To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. Dr. Browne made a motion to enter executive session, and Dr. Sizemore seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Following the Board's discussion in executive session, Dr. Browne made a motion to exit executive session and resume into regular session and Mr. Tkach seconded the motion. The motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes. Mr. Roche was brought back into the meeting room at this time.

Mr. Loose proceeded with action items not listed on the regular agenda, presenting the Board with Resolution 2025-152: Approval of Cost-of-Living increase and the adjusted classification ranges. Dr. Browne made a motion to approve Resolution 2025-152; Ms. Khaledi seconded the motion. Mr. Loose provided that a cost-of-living increase of 3% for the nonexempt classified and exempt nonclassified employees (excluding the Health Commissioner) was selected by the Board, effective as of 12/15/2025, for the first pay of January 2026, and adjusts the classification pay ranges for HCPH employees. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose proceeded with action items listed on the regular agenda, presenting the Board with Resolution 2025-135: Approval of November Board of Health Resolutions. Dr. Browne made a motion to approve Resolution 2025-135; Mr. Polachek seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-136: Approval of Minutes from the November 2025 Regular Meeting. Dr. Sizemore made a motion to approve Resolution 2025-136, and Dr. Browne seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-137: Approval of November 2025 Expenditures. Mr. Polachek made a motion to approve Resolution 2025-137; Dr. Browne seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-138: Approval of November 2025 Budgetary Transactions. Dr. Sizemore made a motion to approve Resolution 2025-138; Ms. Khaledi seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-139: Pre-Approval of December 2025 Expenditures. Mr. Polachek made a motion to approve Resolution 2025-139; Dr. Sizemore seconded the motion. Dr. Browne asked for a refresher on what exactly the pre-approval would mean for purchases made in the month of December. Ms. Perry explained that in previous audits, the auditor requested that all expenses be pre-approved by the Board during the November meeting as it is inappropriate to operate without consultation within the month of December. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-140: Administration and Fiscal Management. Dr. Browne made a motion to approve Resolution 2025-140; Ms. Khaledi seconded the motion. Mrs. Marks explained that this is an annual resolution that essentially gives the Health Commissioner the authority to approve purchases and conduct business between meetings. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-141: Request to seek and Accept Donations for the 2026 Huron County Fair. Dr. Browne made a motion to approve Resolution 2025-141; Dr. Sizemore seconded the motion. Ms. Habeck explained that this resolution allows HCPH to seek out donations in the Month of January for the 2026 Huron County Fair. These funds are utilized to purchase T-shirts and other freebies that are handed out during that week. Dr. Sizemore inquired about what fund these donations inevitably end up in, of which Ms. Perry replied with the General Fund. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-142: Approval of Health District Updated Medical Fees. Mr. Polachek made a motion to approve Resolution 2025-142; Dr. Browne seconded the motion. Mrs. Marks explained that HCPH Nursing Director, Chris Cherry, sends out her updated medical fees annually to make sure they are appropriate.

With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-143: Request to Sell or Dispose of Several Unused Items. Dr. Browne made a motion to approve Resolution 2025-143; Ms. Khaledi seconded the motion. Mrs. Marks explained with the sale of the Willard building, there are some items that are no longer wanted/used that HCPH would like to sell using GovDeals. The items in question would be up to three (3) clinic tables, up to two (2) vaccine coolers, faux flowers with a stand and four (4) framed pictures. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-144: Request to Apply for, Accept Funding From, and Appropriate Grant Funding for the ODH Mosquito Grant (up to \$10,000.00). Mr. Polachek made a motion to approve Resolution 2025-144; Ms. Khaledi seconded the motion. Ms. Habeck explained that, with the Board's approval, HCPH will apply for up to \$10,000.00 of the ODH Mosquito Control Grant with the intent to purchase mosquito dunks/larvicide, mosquito repellent spray, mosquito repellent wipes, and screen repair kits for community distribution through the HCPH Harm Reduction Vending Machine. Ms. Habeck explained that this would allow Huron County residents 24/7 access to vector-borne illness prevention methods. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-145: Request to Approve the AI Policy. Dr. Browne made a motion to approve Resolution 2025-145; Dr. Sizemore seconded the motion. Mrs. Marks explained that this policy was requested by staff who were beginning to use these tools in their everyday work and wanted to know what was allowable and what was not. Mrs. Marks had the HCPH resident IT personnel look through the policy, and both were in agreeance that this policy encompassed HCPH's needs. Mrs. Marks also explained that this policy would continue to be improved as she was accepted into an AI work group through the Association of Health Commissioners or AOHC, and that the policy will continue to evolve. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-146: Request to Disassemble/Remove and Install New HVAC Ductwork. Dr. Browne made a motion to approve Resolution 2025-146; Mr. Polachek seconded the motion. Mrs. Marks explained that this resolution is a request to complete the current HVAC work that is being done at HCPH in the remaining two sections. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-147: Approval of Purchase of Vehicle Maintenance Program. Dr. Browne made a motion to approve Resolution 2025-147; Mr. Polachek seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-148: Request to Apply for, Accept Funding From, and Appropriate Grant Funding for Huron County Mental Health and Addictions Services Board's Prevention State Block Grant, Problem Gambling Grant, and the Prevention Federal Block Grant (\$96,874.00). Dr. Sizemore made a motion to approve Resolution 2025-148; Mr. Tkach seconded the motion. Ms. Habeck explained that this resolution encompasses grant funds that were offered to HCPH to better fund the current efforts that the

Huron County Prevention Coalition is already aiming to complete. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-149: Request to Repay a Portion of the General Fund Advancement to the O&M Program Back to the General Fund. Dr. Browne made a motion to approve Resolution 2025-149; Ms. Khaledi seconded the motion. Ms. Perry explained that this request allows Ms. Perry to move O&M funds, totaling approximately \$30,233.67, back into the General Fund off of the current advancements. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-150: Request to contract with Julian & Grube for financial advisory and audit consulting. Dr. Browne made a motion to approve Resolution 2025-150; Mr. Polachek seconded the motion. Mrs. Marks explained that Julain & Grube is an audit company that HCPH contracts with that allows constant financial advisory assistance. Mrs. Marks further explained that HCPH is very happy with the services that are currently being provided and would like to renew their contract for 2026. The new contract would span from January 2nd, 2026, to December 31st, 2026, for a total contract amount of \$6,240.00. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-151: Request to approve contract for preventative HVAC maintenance. Dr. Browne made a motion to approve Resolution 2025-151; Mr. Polachek seconded the motion. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-120: Resolution to Approve Fee Schedule for Body Art. Mr. Tkach made a motion to approve Resolution 2025-120; Mr. Polachek seconded the motion. Mr. Cherry read the Resolution by title and fees were shown on the screen. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-121: Resolution to Approve Fee Schedule for Sewage Treatment Systems. Ms. Khaledi made a motion to approve Resolution 2025-121; Dr. Browne seconded the motion. Mr. Cherry read the Resolution by title and fees were shown on the screen. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose proceeded with the programmatic reports, requesting a motion to approve the reports. Mr. Polachek made the motion, and Mr. Tkach seconded the motion. Ms. Perry proceeded to present an updated Fiscal Report to the Board. The general fund and special fund balance reports were reviewed. For year-to-date in all funds, there is revenue of \$3,419,862 and year-to-date expense of \$3,009,113. The current cash balance for all funds is \$2,017,130. Outstanding advances from the general fund were also reviewed, leaving an outstanding advance at a total of \$522,684.66. For year-to-date general fund budget performance, at 92% of the budget cycle (as of November 30, 2025), 111% of the budgeted revenue was received and 60% of the budgeted expenses dispersed. Ms. Perry also highlighted a few unique expenses from November which included the purchase of five vehicles from Ken Ganley (Hyundai Venue - \$11,922.00, Hyundai Venue - \$12,035.00, Hyundai Venue - \$11,906.00, Ram Truck - \$29,198.38, Ram Truck - \$29,557.43) for a total amount of \$94,618.81. With no additional updates or

further discussion, Mr. Loose requested a roll call vote: Dr. Browne – Yes, Ms. Khaledi – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Ms. Habeck announced the 2026 meeting dates.

With no other discussions or business on the agenda or presented by Board members, Dr. Browne made a motion to adjourn, and Mr. Tkach seconded the motion. Meeting adjourned at approximately 2:46pm. The next regular session is scheduled for January 8, 2026.