



Huron County Public Health

Tim Hollinger, MPH, Health Commissioner
180 Milan Avenue, Suite 8, Norwalk, OH 44857
Ph: (419) 668-1652 Main Fax: (419) 668-5423
Environmental Fax: (419) 660-0129
Email: information@huroncohealth.com

RESOLUTION 2018-70 A resolution to approve the minutes July 5, 2018

The Board of Health of Huron County Public Health, Huron County, Ohio met at a regular meeting of the Board, on July 5, 2018 at 1:00p.m.; whereupon the following was placed in consideration on the regular agenda of the Board:

WHEREAS, the minutes of the previous meeting had been submitted by mail to each Board of Health member prior to the present meeting for their perusal,

NOW THEREFORE BE IT RESOLVED, by the Board of Health of Huron County Public Health, who voted as certified below, that the reading of the minutes of the last preceding meeting held on June 7, 2018 are suspended and the minutes are hereby approved as attached; or

NOW THEREFORE BE IT RESOLVED, by the Board of Health of Huron County Public Health, who voted as certified below, that the reading of the minutes of the last preceding meeting held on June 7, 2018 are suspended and the minutes are hereby approved as attached, except for the following amendment(s);

WHEREUPON Board Member Mrs. Butler moved and Mr. Tappel seconded this RESOLUTION 2018-70. On roll call, the following members voted as follows July 5, 2018.

William Knapp Yes
William Knapp, President

Absent
James A. Gottfried, M.D.

Absent
Lisa Reer, RPh

Greg Polachek yes
Greg Polachek

Timothy Hollinger
Timothy Hollinger, MPH, Secretary

Kathleen Butler yes
Kathleen Butler, LPH, Vice-President

Shawn Tappel yes
Shawn Tappel

Absent
Ron Robinson

Christine Yeagley yes
Christine Yeagley, RN

Absent
Kimberly Stults, RN



HURON COUNTY BOARD OF HEALTH MEETING

June 7, 2018 at 1:00 PM

Huron County Administration Building, Conference Room 1

Present: Ron Robinson, James Gottfried, Greg Polachek, Kathleen Butler, Shawn Tappel, William Knapp, Kimberly Stults

Absent: Lisa Reer, Christine Yeagley

HCPH Staff: Karen Boose, Chris Cherry, Eric Cherry, Tim Hollinger, Nicole Marks, Katie Spaar

With quorum present, Mr. Knapp called the meeting to order on June 7, 2018 at 1:00 pm.

Mr. Knapp opened the meeting up for public comment. No members of the public were present.

Mr. Knapp presented the continuing education for Board of Health members. The 20 minute presentation reviewed Ethical Decision Making in Local Health Departments, presented by Matt Stefanak, Public Health Emergency Preparedness Liaison. Mr. Hollinger followed up after the presentation and reviewed the legal ramifications of ethical decision making and reminded the board members that legal requirements should always be considered when determining how to proceed with an ethical issue.

Mr. Knapp facilitated a discussion about meeting quorum during the July 5, 2018 meeting. Board members discussed and chose to keep the meeting date as is, as majority of Board members were planning to attend.

Mr. Knapp presented Resolution 2018-57, a resolution to approve the minutes from the May 2018 Board meeting. Mr. Knapp requested a motion to adopt Resolution 2018-57. Mrs. Robinson made a motion to approve the minutes from the May 2018 Board of Health Meeting, as mailed. Mrs. Butler seconded the motion. The motion carried unanimously.

Mr. Knapp presented Resolution 2018-58, a resolution to approve the payment of the monthly expenditures with prior approval. Mr. Knapp requested a motion to adopt Resolution 2018-58. Mr. Polachek made a motion to approve the payment of the monthly expenditures with prior approval. Mr. Tappel seconded the motion. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Ron Robinson – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-59, Request to contract for booth space at the 2018 Huron County Fair. Mr. Knapp requested a motion to adopt Resolution 2018-59. Mr. Polachek made a motion to approve the request to contract for booth space. Mrs. Butler seconded the motion. Mrs. Marks provided insight into the request noting that additional booth space is needed at the fair to promote the Safe Communities initiative. Mrs. Marks noted the fee of \$175.00 to rent space was pre-approved to be paid for funding from the Ohio Traffic Safety Office's Safe Communities Grant. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Ron Robinson – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-60, Request to adopt a medical marijuana workplace policy. Mr. Knapp requested a motion to adopt Resolution 2018-60. Dr. Gottfried made a motion to adopt a medical marijuana workplace policy. Mr. Tappel seconded the motion. Mr. Hollinger reviewed the proposed medical marijuana workplace policy, noting HCPH will carry a zero tolerance policy. Discussion followed regarding testing of

employees during accidents and for reasonable suspicion. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Ron Robinson – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-61, Request to contract for tire and waste material clean up. Mr. Knapp requested a motion to adopt Resolution 2018-61. Mrs. Butler made a motion to approve the request to contract for tire and waste material clean up. Mr. Tappel seconded the motion. Mr. Hollinger noted that HCPH is requesting to contract with Stephen Schloemer through funding from the Ohio EPA mosquito control grant to clean up waste material and pick up and recycle tires on a private property in Huron County. Mr. Hollinger further noted that the contract amount would not exceed \$7,400. Discussion followed regarding the specific property that will be cleared. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Ron Robinson – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-62, Request to accept a resignation, advertise for, and hire a sanitarian. Mr. Knapp requested a motion to adopt Resolution 2018-62. Mr. Polachek made a motion to approve the request to accept resignation, advertise and hire a sanitarian. Mr. Robinson seconded the motion. Mr. Cherry reviewed the recent resignation and request to replace position. Discussion followed regarding resignation date of current Sanitarian and if any applicants could be considered from previous rounds of advertising. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Ron Robinson – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-63, Change of status, Woodruff. Mr. Knapp requested a motion to adopt Resolution 2018-63. Dr. Gottfried made a motion to approve the change in status of Woodruff. Mrs. Butler seconded the motion. Mrs. Cherry provided insight into the request noting that Josalyn Woodruff, RN, BSN, MS, CLN successfully fulfilled the time requirement and received a positive review for becoming a full time non-exempt regular employee. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Ron Robinson – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-64, Request to apply for, accept funding from and appropriate the grant funds for the Ohio Department of Health (ODH) Community Cessation Initiative (CCI) Continuation Grant for the amount of \$267,492.68 (\$86,604.04 for Huron County). Mr. Knapp requested a motion to adopt Resolution 2018-64. Mrs. Butler made a motion to approve the request to apply for, accept funding from and appropriate the grant funds for the ODH CCI Continuation Grant. Dr. Gottfried seconded the motion. Mrs. Marks reviewed the ODH CCI grant and indicated that if funded, HCPH would utilize grant funding to continue to assess, develop, coordinate and sustain local capacity for tobacco cessation services in Huron County. Mrs. Marks noted that local funds will be used from Huron County Public Health's FY '18-'19 budget to front load the activities of the grant for Huron County's portion of the grant's deliverables until payment is received from the grant for deliverables completed. Discussion followed regarding the reimbursement process for other counties failure to complete deliverables. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Ron Robinson – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-65, Request to change the status of Pinkley. Mr. Knapp requested a motion to adopt Resolution 2018-65. Mr. Polachek made a motion to approve the change in status. Mrs. Butler seconded the motion. Mr. Cherry provided information on the classification change. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Ron Robinson – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-66, Request to contract with The Hospital Council of Northwest Ohio for three additional Community Health Worker License in the amount of \$2,250. Mr. Knapp requested a

motion to adopt Resolution 2018-66. Mr. Tappel made a motion to approve Resolution 2018-66. Dr. Gottfried seconded the motion. Mr. Hollinger provided insight into the Community Health Worker Program and reason for request. Discussion followed about the time commitment of the program. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Ron Robinson – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-67, Independent Contractor Addendum #1, By and Between Huron County Public Health and William Frankart. Mr. Knapp requested a motion to adopt Resolution 2018-67. Mr. Robinson made a motion to approve Resolution 2018-67. Dr. Gottfried seconded the motion. Mr. Hollinger provided information on the reasoning for the addendum noting that the actual tonnage of tires collected on the Tire Take Back Days on June 1 & 2, 2018 exceeded the initial contract amount. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Ron Robinson – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-68, Request new fund, approve budget and adopt 2018 and 2019 budget for new MHAS Grant. Mr. Knapp requested a motion to adopt Resolution 2018-68. Dr. Gottfried made a motion to approve the new fund, approve budget and adopt 2018 and 2019 budget for new MHAS grant. Mrs. Butler seconded the motion. Mrs. Boose reviewed the resolution stating that the Board of Health approved resolution 2018-29 to apply for \$27,561.31 of funding from the Huron County Board of Mental Health and Addiction Services 2019 grant and that HCPH was actually awarded \$25,000.00 in funding. Mrs. Boose noted the in-kind amount of \$2,566 will be paid out of the general fund, and that indirect cost for this grant are unallowable and would have to be covered by the general fund. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Ron Robinson – Yes. Shawn Tappel – Yes.

Mr. Knapp presented Resolution 2018-69, Health District Fees. Mr. Knapp requested a motion to adopt Resolution 2018-69. Mrs. Butler made a motion to approve the Health District Fees. Mr. Tappel seconded the motion. Mrs. Boose provided insight to the fee adjustments. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Ron Robinson – Yes. Shawn Tappel – Yes.

Mr. Knapp introduced Variance Request 2018.06.01, 104 S. Main St, North Fairfield - North Fairfield Village – Utility horizontal isolation distance. Mr. Knapp requested a motion to approve VR 2018.06.01. Mr. Polachek made a motion to approve Variance Request 2018.06.01, 104 S. Main St, North Fairfield - North Fairfield Village – Utility horizontal isolation distance. Mr. Tappel seconded the motion. Mr. Cherry further explained the circumstances surrounding VR 2018.06.01 noting that the gas line will cross with the house sewer line. Mr. Cherry stated he spoke with the state about the relocation of the system and the state's opinion was to grant a variance as to not burden the homeowner. Discussion followed regarding the inclusion of added safeguards in the variance, such as additional markings. The motion carried by majority vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Ron Robinson – Opposed. Shawn Tappel – Yes.

Mrs. Boose reviewed the fiscal reports, including the Fund Balance Report and the Revenue and Expense Report. For May, the general fund reflected revenue of \$84,767, expense of \$131,565 and a balance of \$721,013. Expenses, revenue, and balances were also reviewed for the following funds: Medical Reserve Corps (MRC), Community Cessation Initiative (CCI) Grant, Reproductive Health, Mosquito Control Grant, Safe Communities, Public Health Emergency Preparedness (PHEP), and LifeSkills. Mrs. Boose proceeded to review the General Fund Budget performance and broke out year to date general fund revenue, expense and net details. Mrs. Boose also noted May 2018 expense highlights, including an annual liability insurance payment

to Public Entities Pool of Ohio of \$10,353.00, a payment to Hospital Council of Northwest Ohio for three Community Health Worker licenses at \$750.00 each and a payment of \$26,541.35 to Sandusky County Health Department for deliverable reimbursement for work completed during Quarter 2 of the CCI grant. Mrs. Boose also reported the general fund expense and revenue comparisons back to 2013.

Mrs. Boose presented updates on the 2017- 2018 Mosquito Grant and 2018 Reproductive Health Grant for approval. Mrs. Boose reviewed the Mosquito Grant noting that the 2018 Mosquito Grant cycle is 7/1/2017 through 6/30/2018 and funds were paid up front, but funds still remain. Therefore, she requested to apply for an extension from EPA until 12/31/2018 to spend the remaining funds. Mrs. Boose proceed to review the Reproductive Health Grant which had an original grant cycle of 4-1-2017 through 3-31-2018. However, the 2018 grant period was extended to 8- 31-2018. The 2019 Reproductive Health grant was approved to begin 9/1/2018 through August 31, 2019. Mrs. Boose noted that if grant funding exceeds our 2018 Reproductive Health budget, an amended certificate will be presented to the board.

Mr. Knapp requested a motion to acknowledge the fiscal report as presented. Mr. Polachek made a motion to accept the fiscal report as presented. Dr. Gottfried seconded the motion. The motion carried unanimously.

Mrs. Boose and Mr. Hollinger proposed a standing meeting schedule for the fiscal committee. Mr. Hollinger further explained the reasoning for the request. Mr. Knapp requested a motion to approve a standing fiscal committee schedule. Mr. Polacheck made a motion to approve a standing meeting schedule on a quarterly basis starting in July 2018. Mr. Tappel seconded the motion. Discussion followed regarding the time of the meetings. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Ron Robinson – Yes. Shawn Tappel – Yes.

Ms. Spaar, presented the Communicable Disease and School Absentee trends report through May 2018. Mr. Knapp requested a motion to acknowledge the Communicable Disease and School Absentee trends report as presented. Mr. Polachek made a motion to acknowledge the Communicable Disease and School Absentee trends report as presented. Mrs. Butler seconded the motion. The motion carried unanimously.

With no additional business, Mr. Knapp adjourned the meeting at 2:27 pm.