



HURON COUNTY BOARD OF HEALTH MEETING
April 4, 2024, at 1:00 PM

Present: Kathleen Butler, Jeremy Loose, Greg Polachek, Kim Stults, Sara Smith

Absent: Dr. Browne, Krista Sowers, Ken Tkach

HCPH Staff: Tim Hollinger, Karen Boose, Nicole Marks, Chris Cherry, Eric Cherry, Kristian McCallen

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 April 4, 2024, at HCPH Conference Room 1.

Mr. Loose, Board President, called the meeting to order at 1:03PM and asked for a roll call. Mr. Loose welcomed new Board members that were elected at the March 21, 2024 District Advisory Council (DAC) Meeting: Dr. Amy Browne, DO, Sara Smith, RPh, and Kenneth Tkach. Sara Smith was the only new member present. Mr. Loose then asked for a roll call. Mrs. Marks completed the roll call. Mr. Loose asked for any public comments and with there being none, Mr. Loose then moved on to Resolution 2024-31, a resolution to approve and accept the meeting minutes from the regular March 2024 Board meeting. Mr. Polachek made a motion to approve resolution 2024-31 to approve the minutes from the February Board meeting and Mrs. Butler seconded the motion. The motion carried unanimously.

Mr. Loose then presented Resolution 2024-32, a Resolution to approve the payment of the monthly expenditures with prior approval. Mr. Loose requested a motion to present and approve Resolution 2024-32. Mr. Polachek made a motion to approve the payment of the monthly expenditures with prior approval. Mrs. Butler seconded the motion. With no questions, the motion carried upon a roll call vote. Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye. The motion carried unanimously.

Mr. Loose presented Resolution 2024-33, a resolution to approve the March 2024 budgetary transactions. Mr. Loose requested a motion to present and approve Resolution 2024-33. Mrs. Butler made a motion to present and approve Resolution 2024-33, approval of the March 2024 budgetary transactions and Mr. Polachek seconded the motion. With no questions, Mr. Loose asked for a roll call. The motion then carried upon a roll call vote. Mrs. Butler- Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye. The motion carried unanimously.

Mr. Loose presented Resolution 2024-34, Quarterly Fees. Mr. Polachek made a motion to hear and approve Resolution 2024-34 and Mrs. Butler seconded the motion. Mrs. Boose reviewed the changes with Board members. Mrs. Smith asked about vaccine vendors and purchasing. Mrs. Cherry explained for private vaccine that is not through the Vaccines for Children (VFC) Program, they use different vendors. With no other questions or discussion Mr. Loose asked for a roll call. Mrs. Butler- Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye. The motion carried unanimously.

Mr. Loose presented Resolution 2024-35, Request to hear and approve the quarterly general budget fund review. Mrs. Butler made a motion to hear and approve Resolution 2024-35, and Mr. Polachek seconded the motion. Mrs. Boose explained a little about the quarterly budget and Mrs. Stults asked a couple of questions.

Mr. Hollinger explained that the auditor requires HCPH to put out a balanced budget. With no other questions Mr. Loose asked for a roll call. Mrs. Butler-Aye, Mr. Loose-Aye, Polachek-Aye, Mrs. Smith-Aye. The motion carried unanimously.

Mr. Loose then moved on to Resolution 2024-36, Request approval of 2025 Preliminary Budget. Mr. Polachek made a motion to hear and approve Resolution 2024-36, and Mrs. Butler seconded the motion. Mrs. Boose explained that it is required that they put together a preliminary budget for the next year and then it is revisited two more times during the year. She explained they look historically at what expenses there have been and what upcoming projects there may be. They then put something together for 2025. She explained that she sent the preliminary budget in the Board packets so they could review before the meeting. Mr. Hollinger then provided additional information to Mrs. Smith about the budgeting process. With no questions, a roll call was taken. Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye. The motion carried unanimously.

Mr. Loose then moved on to Resolution 2024-37, Request to apply for, accept funding from and appropriate grant funds for the Creating Healthy Communities (CHC) Grant for Fiscal Year 2025. Mrs. Butler made a motion to hear and approve Resolution 2024-37, and Mr. Polachek seconded the motion. Mrs. Marks explained that this is a competitive funding opportunity for a grant that HCPH currently holds. This would be for funding for the next five years, requesting approval to apply for up to \$120,000.00 for fiscal year 2025. With no questions Mr. Loose asked for a roll call. Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye. The motion carried unanimously.

Mr. Loose then moved onto Resolution 2024-38, Resolution to apply for, accept funding from and appropriate grant funds for the Youth Suicide Prevention Grant for Fiscal Year 2025. Mr. Polachek made a motion to hear and approve Resolution 2024-38 and Mrs. Butler seconded the motion. Mrs. Marks explained that this is continuation funding for a grant that HCPH currently holds. This funding request would be for up to \$80,000.00 for fiscal year 2025. Mr. Loose asked if there were any questions and with none, he asked for a roll call vote. Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye. The motion carried unanimously.

Mr. Loose moved onto Resolution 2024-39, A resolution authorizing the closure of the building for the solar eclipse. Mrs. Butler made a motion to hear and approve Resolution 2024-39 and Mr. Polachek seconded the motion. Mr. Hollinger explained that the Board had decided to wait until closer to this event to make a decision based on the weather. He explained that our weather forecast is looking favorable. He explained that HCPH would be available in the event of an emergency. Mr. Cherry explained that the Environmental Division did not receive an influx of requests for temporary campgrounds or foods, so his staff would be getting all the requests/permits completed on Friday. Mr. Loose asked for a roll call vote. Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye. The motion carried unanimously.

Mr. Loose presented Resolution 2024-40, A resolution authorizing the purchase of a faithful performance indemnity bond. Mrs. Butler made a motion to hear and approve Resolution 2024-40 and Mr. Polachek seconded the motion. Mr. Hollinger explained that HCPH would need to have this indemnity bond for someone other than Mr. Hollinger to sign official documents per Ohio Revised Code. Mr. Hollinger explained he was sick with COVID this year and payroll was due. Payroll was sent to him and he was able to approve and send back. After some discussion Mr. Polachek asked who the person would be that could sign and Mr. Hollinger said it will either be Eric Cherry or Nicole Marks. With this type of bond, you can change the designee any time you wanted, or you could have more than one with no additional cost. The resolution passed unanimously on a roll call. Mrs. Butler-Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye.

Mr. Loose then asked for a motion to go into executive session. Mrs. Butler made the motion to go into executive session and Mr. Polachek seconded the motion. Mr. Loose asked for a roll call. Mrs. Butler- Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye. The motion carried unanimously.

Mr. Loose asked for a motion to come out of executive session. Mrs. Butler made the motion to come out of executive session and Mr. Polachek seconded the motion. Mr. Loose asked for a roll call. Mrs. Butler- Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye. The motion carried unanimously.

Mr. Loose then moved onto Resolution 2024-41, Resolution Adopting Policy Revisions to 2016-88 that regulates PTO, ELB, and Unpaid Leave. Mr. Polachek made a motion to table this resolution until they have all or at least most of the Board members in attendance. Mrs. Butler seconded the motion. Mrs. Smith asked if this resolution could be sent in the board packet next month so she can review it beforehand. Mr. Hollinger said it was in there, but Mrs. Smith explained that she printed the packet, and it was not in it. Mr. Hollinger provided Mrs. Smith with a printed copy of the Resolution. Mr. Loose asked for a roll call. Mrs. Butler- Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye. The motion carried unanimously.

Mr. Loose then moved on to the second reading of Resolution 2024-24, Request to adopt and Validate Amended Household Abandonment Fee. Mr. Polachek made a motion to hear Resolution 2027-24 by title only and Mrs. Butler seconded the motion. Mr. Cherry read the resolution by title only. No action occurred since this was a second reading.

Mr. Loose then moved onto the third reading of Resolution 2024-15 Emergency Resolution to Adopt and date New Retail Food Establishment Mobile Fees. Mr. Polachek made a motion to hear by title only and Mrs. Butler seconded the motion. Mrs. Smith asked what it meant "by title only"? Mr. Polachek explained that the resolution had already been read in full when it was first brought to the Board. There must be three readings before they can vote on new fees and approve. This is the third reading, so Mr. Loose asked for a roll call. Mrs. Butler- Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye. The motion carried unanimously.

Mr. Loose then moved onto Variance request VR 2024.04.01 for a temporary holding tank for 4685 Ferry Road, Clarksfield Township. Mr. Cherry gave a little background for new Board member, Mrs. Smith. He explained that these variances are common, especially this time of year. He explained for a new sewage system the secondary part of the treatment system can only be installed when the weather is good and the ground conditions are right. So in order for folks to be able to move into their home this variance would allow folks to install the tank and have it pumped when needed until the secondary treatment system can be installed. Mrs. Smith asked how long the variance is good for and Mr. Cherry explained they usually give people until around the middle of summer to get the work completed. After some discussion Mr. Loose asked for a motion to approve VR 2024.04.01. Mrs. Butler made a motion to approve and Mr. Polachek seconded the motion. Mr. Loose asked for a roll call. Mrs. Butler- Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye. The motion carried unanimously.

Mr. Loose asked for a motion to discuss the fiscal report. Mr. Polachek made a motion to hear the fiscal report and Mrs. Smith seconded the motion. Mrs. Boose then reviewed the fund balance report and the General Fund outstanding advance and the total of all funds. She also went over the general fund budget performance and covered some March expense highlights. With no questions Mr. Loose asked for a roll call to accept the fiscal report as presented. Mrs. Butler- Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye. The motion passed unanimously.

Mr. Loose requested a motion to hear the Communicable Disease and School Absentee Report. Mrs. Butler made the motion to hear and accept the communicable disease report and Mr. Polachek seconded the motion. Ms. McCallen explained that she had March reporting for the Board. She reported that more than half of the March communicable diseases reported are Influenza hospitalizations. She explained there were twenty-three reportable disease cases in March. Eleven of those were influenza associated hospitalizations. Ms. McCallen also reported on the vending machine activity for March. Ms. McCallen reported the school absenteeism rate is a little high right now due to influenza. Mrs. Smith asked where the data for school absenteeism comes from and Ms. McCallen explained that data is collected through a survey that the schools fill out.

Mr. Loose then moved onto the Public Health Accreditation Status Update. Mrs. Marks explained that HCPH received continued accreditation for another five years.

Mr. Loose then moved to the 2023 Huron County Public Health Annual Report. Mrs. Marks explained that each Board member received a copy of the report today and to please reach out to management with any questions. Mr. Hollinger explained this is a report that is given to DAC members and is just a brief synopsis of the different programs and services provided to residents throughout the year.

Mr. Loose moved onto DAC Resolution 2021-01 Renewal of Independent Contract Agreement for Public Health Services: Bellevue City. Mr. Loose asked for a motion to hear DAC Resolution 2024-01 and Mrs. Butler made the motion to hear Resolution DAC Resolution 2024-01 and Mr. Polachek seconded the motion. Mr. Hollinger explained this is not a Board of Health resolution but rather a DAC resolution. This was voted on at the DAC meeting in March. With no questions, Mr. Loose asked for a roll call. Mrs. Butler- Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye. The motion passed unanimously.

Mr. Loose recommended that the BOH education on family cemeteries be brought back to the Board next month when there are more Board members present. He explained that he heard this at the DAC meeting and felt it was important for all to hear. Mr. Hollinger explained that there is a protocol change that needs to be made based on the research on this. Mr. Hollinger said he can do the education again because he kind of wants to go over this. He explained the Ohio Revised Code is wrong because it states an incorrect form to be used according to the Ohio Department of Health. Discussion followed. Everyone agreed to wait for the whole Board to be there. Mr. Loose asked for a motion to approve notifying townships of family burials. Mr. Polachek made a motion and Mrs. Butler seconded the motion. Mr. Loose asked for a roll call. Mrs. Butler- Aye, Mr. Loose-Aye, Mr. Polachek-Aye, Mrs. Smith-Aye. The motion passed unanimously.

With there being no other business Mr. Loose asked for a motion to adjourn. Mrs. Butler made a motion to adjourn, and Mrs. Smith seconded the motion.