



Huron County Public Health

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RESOLUTION 2019-126
A Resolution to approve the minutes
 September 5, 2019

The Board of Health of Huron County Public Health, Huron County, Ohio met at a regular meeting of the Board, on September 5, 2019 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 have been submitted by mail/e-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 August 8, 2019 are suspended and the minutes are hereby approved as attached, except for the following amendment(s);

WHEREUPON Board Member Mrs. Reer moved and Dr. Gottfried seconded this RESOLUTION 2019-126. On roll call, the following members voted as follows September 5, 2019.

<u>William Knapp</u> William Knapp, President	<u>Y/N</u>	<u>Kathleen Butler</u> Kathleen Butler, LPN, Vice-President	<u>yes</u>
<u>James A. Gottfried, MD</u> James A. Gottfried, M.D.	<u>yes</u>	<u>Shawn Tappel</u>	<u>yes</u>
<u>Lisa Reer, RPh</u>	<u>yes</u>	<u>Ron Robinson</u>	<u>YES</u>
<u>Greg Polachek</u>	<u>yes</u>	<u>Absent</u>	
<u>Timothy Hollinger, MPH, Secretary</u>		<u>Christine Yeagley, RN</u>	
		<u>Kimberly Stults, RN</u>	



HURON COUNTY BOARD OF HEALTH MEETING
August 8, 2019 at 1:00 PM
Huron County Public Health, Conference Room 1

Present: William Knapp, Greg Polachek, Lisa Reer, James Gottfried, Ron Robinson, Shawn Tappel

Absent: Kimberly Stults, Christine Yeagley, Kathleen Butler

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

Guest(s): N/A

The Board of Health of Huron County Public Health (HCPH), Huron County, Ohio met at a regular meeting of the Board on August 8, 2019. President William Knapp called the meeting to order at 1:00 pm with quorum present.

No members of public were in attendance for the public comment period.

Mr. Knapp presented the continuing education for Board of Health members. The 15 minute presentation reviewed Communications, presented by Pat Snyder, Communications Manager at Wood County Health Department.

Mr. Knapp presented Resolution 2019-109, a resolution to approve the minutes from the July 2019 regular Board meeting. Mr. Knapp requested a motion to adopt Resolution 2019-109. Mr. Polachek made a motion to approve the minutes from the July 2019 regular Board of Health Meeting, as mailed/emailed. Mrs. Reer seconded the motion. The motion carried unanimously.

Mr. Knapp presented Resolution 2019-110, a resolution to approve the payment of the monthly expenditures with prior approval. Mr. Knapp requested a motion to adopt Resolution 2019-110. Mrs. Reer made a motion to approve the payment of the monthly expenditures with prior approval. Dr. Gottfried seconded the motion. The motion carried upon roll call vote. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson - Aye, Shawn Tappel - Aye.

Mr. Knapp presented Resolution 2019-111, Request to apply for, accept, and appropriate grant funds for the Huron County Community Foundation Grant. Mr. Knapp requested a motion to adopt Resolution 2019-111. Mrs. Reer made a motion to approve Resolution 2019-111, Request to apply for, accept, and appropriate grant funds for the Huron County Community Foundation Grant. Dr. Gottfried seconded the motion. Mrs. Marks explained that the Huron County Community Foundation is offering grant funds for charitable purposes to enrich the quality of life for individuals and families in Huron County which support a variety of programs in the fields of education, the arts and culture, civic affairs, health, economic development and social services. Mrs. Marks noted that HCPH is requesting to apply for, accept, and appropriate grant funding of up to \$10,000.00 through the Huron County Community Foundation to support a community garden project at HCPH's new facility. Therefore, Mrs. Marks requested the Board approves applying for, accepting the funding from, and appropriating grant funding for the Huron County Community Foundation Grant in the amount of up to \$10,000.00 whose purpose is outlined in Section 1 of Resolution 2019-111. Discussion followed regarding the garden fence located on the north side of town. The motion carried upon roll call vote. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson - Aye, Shawn Tappel - Aye.

Mr. Knapp presented Resolution 2019-112, Request to change status from full time to intermittent, Cmar. Mr. Knapp requested a motion to adopt Resolution 2019-112. Dr. Gottfried made a motion to adopt Resolution 2019-112, Request to change status from full time to intermittent, Cmar. Mr. Robinson seconded the motion. Ms. Spaar explained that Epidemiologist, Sydney Cmar, requested to be reclassified and transition her employment status from full-time to intermittent status effective September 1, 2019. Ms. Spaar requested the Board approves the change in classification and benefit status of Sydney Cmar to intermittent at the current rate of \$22.00 per hour, effective September 1, 2019. Discussion followed regarding hours of employment, replacement plans and length of status change. The motion carried upon roll call vote. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson - Aye, Shawn Tappel - Aye.

Mr. Knapp presented Resolution 2019-113, Request to Hire Public Information Officer, Myers. Mr. Knapp requested a motion to adopt Resolution 2019-113. Mr. Tappel made a motion to approve Resolution 2019-113, Request to Hire Public Information Officer, Myers. Dr. Gottfried seconded the motion. Ms. Spaar explained a full-time vacancy in the Public Information Officer position occurred and the Board approved hiring a Public Information Officer via Resolution 2019-102. Ms. Spaar further explained that a qualified candidate for the Public Information Officer position had been chosen and Melanie Myers desires to become a full-time probationary employee with the Health District. Ms. Spaar noted that Melanie Myers as a pre-negotiated condition of employment will need to take 8 hours of unpaid administrative leave for a pre-planned vacation with the stipulation that this negotiated unpaid administrative leave shall not restrict the use of the standard unpaid leave granted to personnel by the Board. Ms. Spaar requested that the Board approves Melanie Myers as a probationary full-time non-exempt employee, at the pay rate of \$17.05 per hour, effective August 26, 2019. The motion carried upon roll call vote. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson - Aye, Shawn Tappel - Aye.

Mr. Knapp presented Resolution 2019-114, Request to approve equipment, overages and services. Mr. Knapp requested a motion to adopt Resolution 2019-114. Mrs. Reer made a motion to approve Resolution 2019-114, Request to approve equipment, overages and services. Mr. Polachek seconded the motion. Mr. Hollinger explained that the property at 28 and 32 Executive Drive has ongoing needs for renovation, further noting that building code requirements, the requirements of the public and staff, the elongated situation concerning the Health District's property at Milan Avenue and additional discoveries, requirements, and unforeseen circumstances at Executive Drive have created many unanticipated expenses. Mr. Hollinger provided an in-depth overview of the costs/ expense associated with the move as well as new/unexpected costs for equipment and services. Mr. Hollinger explained that these discoveries are reflected in Section I. of Resolution 2019-114 as overages, new, or unforeseen expenses and requested the Board approve the expenses reported in Section I. of Resolution 2019-114. Discussion followed regarding the budget of the renovation. The motion carried upon roll call vote. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson - Aye, Shawn Tappel - Aye.

Mr. Knapp presented Resolution 2019-115, Request to Accept Donations for the 2019 Huron County Fair. Mr. Knapp requested a motion to adopt Resolution 2019-115. Mrs. Reer made a motion to approve Resolution 2019-115, Request to Accept Donations for the 2019 Huron County Fair. Mr. Tappel seconded the motion. Mrs. Marks explained that the persons and entities listed on Resolution 2019-115 have offered to contribute the monetary donations and/or property donations to support public health education at the 2019 Huron County Fair. Mrs. Marks further explained that there are no terms or conditions of the donations and requested that the Board accept the donations for the 2019 Huron County Fair as listed on Resolution 2019-115. The motion carried upon roll call vote. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson - Aye, Shawn Tappel - Aye.

Mr. Knapp presented Resolution 2019-116, Request to accept a resignation of a nurse, Woodruff. Mr. Knapp requested a motion to adopt Resolution 2019-116. Mr. Polachek made a motion to adopt Resolution 2019-116, Request to accept a resignation of a nurse, Woodruff. Mrs. Reer seconded the motion. Mr. Hollinger reviewed the Resolution noting that a current registered nurse, Josalyn Woodruff, resigned and has taken a position with another agency. Therefore, Mr. Hollinger requested the Board to accept the resignation and ask that he reserve the right to request a Public Health Nurse if needed down the road. The motion carried upon roll call vote. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson - Aye, Shawn Tappel - Aye.

Mr. Knapp presented Resolution 2019-117, Health District 2019 Budgetary Transactions for July. Mr. Knapp requested a motion to adopt Resolution 2019-117. Mr. Tappel made a motion to approve the Budgetary Transactions for July. Mrs. Reer seconded the motion. Mrs. Boose reported the budgetary transactions for the last month reviewing the appropriation adjustments and advance, as outlined in Section I of Resolution 2019-117. The motion carried upon roll call vote. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson - Aye, Shawn Tappel - Aye.

Mr. Knapp presented Resolution 2019-118, Health District Fees. Mr. Knapp requested a motion to adopt Resolution 2019-118. Mrs. Reer made a motion to approve Resolution 2019-118, Health District Fees. Mr. Tappel seconded the motion. Mrs. Boose provided insight to the fee adjustment as outlined in Section I of Resolution 2019-118. The motion carried upon roll call vote. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson - Aye, Shawn Tappel - Aye.

Mrs. Boose reviewed the fiscal reports, including the Fund Balance Report and the Revenue and Expense Report. For July, the general fund reflected a cash balance of \$697,493. Year to Date Revenue, Year to Date Expense, and balances were also reviewed for the following funds: Medical Reserve Corps (MRC), Community Cessation Initiative (CCI) Grant, Mental Health and Addiction Services Grant, NACCHO/CDC Tips from Former Smokers Grant, Reproductive Health, FDA Category 2 Foodborne Illness Risk Factor Study, Mosquito Control Grant, Safe Communities, Cribs for Kids, Public Health Emergency Preparedness (PHEP), Sewage Operation and Maintenance, LifeSkills, Early Intervention Services Grant and FDA Category 3 Food Standardization Training Grant. Mrs. Boose presented the 2019 General Fund cash balance compared to the previous eleven year average and proceeded to review the General Fund Budget performance and broke out year-to-date general fund revenue, expense and net details. Finally, Mrs. Boose reviewed the 2019 funding request updates for grant applications. Mr. Knapp requested a motion to accept the fiscal report as presented. Mr. Polachek made a motion to accept the fiscal report as presented. Mr. Robinson seconded the motion. The motion carried upon roll call vote. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson - Aye, Shawn Tappel - Aye.

Mr. Cherry presented the first reading of Resolution 2019-119: Resolution to approve the fee schedule for the Implementation and Administration of the Body Art Rules.

Mr. Cherry presented the first reading of Resolution 2019-120: Resolution to approve the fee schedule for the Implementation and Administration of the Food Safety (FSO and RFE) Rules.

Mr. Cherry presented the first reading of Resolution 2019-121: Resolution to approve the fee schedule for the Implementation and Administration of the Campground Rules.

Mr. Cherry presented the first reading of Resolution 2019-122: Resolution to approve the fee schedule for the Implementation and Administration of the Public Swimming Rules.

Mr. Cherry presented the first reading of Resolution 2019-123: Resolution to approve the fee schedule for the Implementation and Administration of the Public Bathing Place Regulations.

Mr. Cherry presented the first reading of Resolution 2019-124: Resolution to approve the fee schedule for the Implementation and Administration of the Sewage Treatment System Rules.

Mr. Cherry presented the first reading of Resolution 2019-125: Resolution to approve the fee schedule for the Implementation and Administration of the Private Water System Rules.

Mr. Cherry and Ms. Spaar presented an overview of the Tire Take Back event held in June. The presentation included an overview of advertising and registration efforts as well as a statistical recap of the event attendees and tire collection efforts at the event. Mr. Knapp requested a motion to acknowledge the Tire Take Back Day report as presented. Discussion followed regarding time slots and alternative drop off methods. Dr. Gottfried made a motion to acknowledge the Tire Take Back Day report as presented. Mrs. Reer seconded the motion. The motion carried unanimously.

Mr. Knapp introduced the Epidemiologist, Sydney Cmar, to present the Communicable Disease report through July 2019. Mr. Knapp requested a motion to acknowledge the Communicable Disease report as presented. Dr. Gottfried made a motion to acknowledge the report as presented. Mrs. Reer seconded the motion. The motion carried unanimously.

Mr. Knapp requested a motion to enter executive session pursuant to ORC Section 121.22 (G) (3) to review conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. A motion was made by Mr. Polachek and seconded by Mrs. Reer to enter executive session to discuss conferences with an attorney covered by ORC 121.22 (G) (3). The motion carried upon roll call vote. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson - Aye, Shawn Tappel - Aye.

The Board came out of executive session upon a motion made by Dr. Gottfried and seconded by Mr. Robinson. The motion carried upon roll call vote. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson - Aye, Shawn Tappel - Aye.

With no additional business, Mr. Knapp adjourned the meeting 3:25 pm.