



**HURON COUNTY BOARD OF HEALTH MEETING**  
November 6, 2025, at 1:00 PM

**Present:** Dr. Amy Browne, Kim Stults, Greg Polachek, Dr. Jeff Sizemore, Kenneth Tkach

**Absent:** Jeremy Loose, Mark Coriell, Jessica Khaledi, Krista Sowers

**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 November 6, 2025, at HCPH Conference Room 1.

Mr. Polachek called the meeting to order at 1:13PM and requested roll call. Ms. Habeck completed the roll call: Dr. Browne – Present; Mr. Coriell – Absent; Ms. Khaledi – Absent; Mr. Loose – Absent; Mr. Polachek – Present; Dr. Sizemore – Present; Mrs. Sowers – Absent; Mrs. Stults – Present; Mr. Tkach – Present.

It should be noted that on November 6<sup>th</sup>, 2025, at the HCPH Board of Health Meeting, quorum was not present, meaning that at least five (5) voting Board Members were not present. Due to the unmet quorum, Mrs. Marks suggested that the Board had the ability to vote to “Suspend the Rules” which is outlined within the HCPH Board of Health By-Laws passed by the full Board of Health in March 2025 (Resolution 2025-31). The Board-approved bylaws state, “Where no quorum exists, the Board member(s) present may vote to “Suspend the rules” so as to conduct any necessary business of the Board of Health. Hence, majority membership concedes power to vote on emergency items to the minority membership present at the meeting where quorum does not exist. Furthermore, Board members must, at the next regularly scheduled meeting, review and approve or disapprove of emergency items voted upon in the meeting without quorum. Action steps taken based on the emergency vote is sanctioned action whether the full Board votes similarly or not. A minimum of three Board members must be present to suspend the rules and vote on emergency items.” After the explanation was made by Mrs. Marks, Mr. Tkach made motion to suspend the rules, and Dr. Browne Seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek 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. Polachek 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 and to consider the sale of property at competitive bidding. Dr. Browne made a motion to enter executive session, and Mr. Tkach seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

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

Mr. Polachek proceeded to action items on the regular agenda, presenting the Board with Resolution 2025-122: Approval of Minutes from the October 2025 Regular Meeting. Dr. Sizemore made a motion to approve Resolution 2025-100, and Mr. Tkach seconded the motion. With no discussion, the motion carried with all Board members in favor, and none opposed.

Mr. Polachek presented Resolution 2025-123: Approval of September 2025 Expenditures. Dr. Browne made a motion to approve Resolution 2025-123; Mr. Tkach seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-124: Approval of October 2025 Budgetary Transactions. Dr. Browne made a motion to approve Resolution 2025-124; Mr. Tkach seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-125: Interim Budget for 2026. Mr. Tkach made a motion to approve Resolution 2025-125; Dr. Browne seconded the motion. Ms. Perry announced that while curating the 2026 interim budget, every dollar value must zero out, and the budget itself is an informed estimate based on past fiscal years. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-126: Request to improve employee recognition practices with Paid Time Off. Dr. Browne made a motion to approve Resolution 2025-126; Mr. Tkach seconded the motion. Mrs. Marks explained that this initiative was curated to improve HCPH's current employee recognition practices. Previously, HCPH employees were given employee service awards at their 5-year (5, 10, 15, etc.) anniversary. While this process was well received, in an effort to bolster the employee recognition efforts within the HCPH agency employees will now be given 8 hours of PTO to accompany their 5-year service awards as well as 1-hour of PTO given to each employee on their birthday every year. This idea was sourced through an employee survey that was completed in June of 2025 where employees offered ideas for how they would like to be recognized. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-127: Request to approve employee health insurance selection for 20206. Dr. Browne made a motion to approve Resolution 2025-127, with the Board accepting Anthem insurance coverage and paying 80% of insurance costs with the employee paying 20% as well as full dental and vision costs. Dr. Sizemore seconded the motion. With no discussion, Mr. Polachek requested a roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-128: Request to purchase agency vehicles. Mr. Tkach made a motion to approve Resolution 2025-128; Dr. Sizemore seconded the motion. Mrs. Marks explained that the vehicles in question of purchase are the vehicles HCPH currently leases, being the three (3) Hyundai Venues and the two (2) Dodge Ram Trucks. Mrs. Marks then detailed that HCPH is requesting permission from the Board to purchase these vehicles, the total purchase price for all five vehicles would be up to \$96,527.37 and additional costs including taxes, titles, and other fees would be up to \$500.00 per vehicle and/or up to \$2,500.00 for all five (5) vehicles. With no further discussion, Mr. Polachek requested a roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-129: Request Approval of Medical Director Contract (Stephanie Gibson, M.D.). Dr. Browne made a motion to approve Resolution 2025-129; Mr. Tkach seconded the motion. Mrs. Marks explained that this is a renewal of contract with Dr. Stephanie Gibson for the HCPH Medical Director role. The contract had no changes from the previous year; all verbiage and dollar amounts have remained consistent. With no further discussion, Mr. Polachek requested a roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-130: Request to approve Creating Healthy Communities (CHC) project contracts for fiscal year 2026. Dr. Browne made a motion to approve Resolution 2025-130; Dr. Sizemore seconded the motion. Ms. Habeck explained that for the FY26 contracts, there will be two (2) projects conducted in the City of Willard and one (1) project in the Village of Monroeville. For the Willard projects, a revitalization effort within Woodbine Park will be conducted as well as some minor improvements to the Willard Community Garden, the maximum contract amount for those projects is \$11,100.00. The Village of Monroeville is anticipated to complete some pedestrian infrastructure improvements which could potentially include the cost of new safety equipment and/or crosswalk area improvements. The maximum contract cost for the Village of Monroeville is \$5,600.00, bringing the total contract costs to \$16,700.00. With no further discussion, Mr. Polachek requested a roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-131: Request approval of WPCLF contract. Dr. Browne made a motion to approve Resolution 2025-131; Mr. Tkach seconded the motion. Mr. Cherry explained that this project is another extension from the OEPA Water Pollution Control Loan Fund (WPCLF) which is still utilizing 2024 funds. The project cost will be \$31,160.00, KMU Trucking and Excavating came in with the lowest bid and the property where the project will take place is 100% funded by the WPCLF program and HCPH will be fully reimbursed by the Ohio Environmental Protection Agency (EPA). With no further discussion, Mr. Polachek requested a roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-132: Request to contract with T2 Honors Academy - North for nursing services. Mr. Tkach made a motion to approve Resolution 2025-132; Dr. Sizemore seconded the motion. Mrs. Marks explained that this would be a contract with an out-of-county school of which we already contract with another T2 Academy location for their school nursing needs. The contract would outline a 50-hour commitment at \$50.00 an hour, per person for a total of \$2,500.00. With no further discussion, Mr. Polachek requested a roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-133: Request to contract with the Huron County Board of Mental Health and Addiction Services for the Drug Free Communities (DFC) grant. Dr. Browne made a motion to approve Resolution 2025-133; Mr. Tkach seconded the motion. Ms. Habeck explained that because HCPH has yet to be transferred to the Drug Free Communities grant by the Huron County Board of Mental Health and Addiction Services (MHAS), they must go through the reimbursement process with MHAS. The contract outlines that HCPH will be reimbursed by MHAS for up to \$125,000.00 to cover salaries, fringe, and other staff work. With no further discussion, Mr. Polachek requested a roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-93: Resolution to Approve Fee Schedule for FSO and RFE. Dr. Browne made a motion to approve Resolution 2025-93; Mr. Tkach seconded the motion. Mr. Cherry read the Resolution by title and fees were shown on the screen. Dr. Sizemore inquired about the fees and whether or not HCPH had experienced an increase in fees as compared to the previous year. Mr. Cherry explained that there was not a substantial increase, and that this year is comparatively more stable. With no further

discussion, Mr. Polachek requested a roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-94: Resolution to Approve Fee Schedule for Campgrounds. Mr. Tkach made a motion to approve Resolution 2025-94; Dr. Sizemore seconded the motion. Mr. Cherry read the Resolution by title and fees were shown on the screen. With no discussion, Mr. Polachek requested a roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-95: Resolution to Approve Fee Schedule for Public Swimming. Dr. Browne Resolution 2025-95; Mr. Tkach seconded the motion. Mr. Cherry read the Resolution by title and fees were shown on the screen. With no discussion, Mr. Polachek requested a roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-96: Resolution to Approve Fee Schedule for Public Bathing Areas. Mr. Tkach made a motion to approve Resolution 2025-96; Dr. Browne seconded the motion. Mr. Cherry read the Resolution by title and fees were shown on the screen. With no discussion, Mr. Polachek requested a roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-98: Resolution to Approve Fee Schedule for Private Water Systems. Mr. Tkach made a motion to approve Resolution 2025-98; Dr. Browne seconded the motion. Mr. Cherry read the Resolution by title and fees were shown on the screen. With no discussion, Mr. Polachek requested a roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek presented Resolution 2025-99: Resolution to Approve Fee Schedule for Resident Camps. Dr. Browne made a motion to approve Resolution 2025-99; Mr. Tkach seconded the motion. Mr. Cherry read the Resolution by title and fees were shown on the screen. With no discussion, Mr. Polachek requested a roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek next presented the Environmental Health Fee Second Readings. Dr. Browne made a motion to hear all readings by title only and Mr. Tkach seconded the motion. Mr. Cherry proceeded to read each of the following resolutions by title only for the environmental health fee second readings, with all fees for each respective Resolution being displayed on the screen at the time of reading:

- Resolution 2025 - 120: Resolution to Establish Fee Schedule for Body Art
- Resolution 2025 - 121: Resolution to Establish Fee Schedule for Sewage Treatment Systems

Mr. Polachek presented Resolution 2025-134: Resolution authorizing the sale of real property at 392 East Howard Street, Willard, Ohio. Dr. Browne made a motion to approve Resolution 2025-134; Mr. Tkach seconded the motion. Mrs. Marks explained that an offer was made earlier in the week for the HCPH Willard building located at 392 East Howard Street in the amount of \$245,00.00. With no further discussion, Mr. Polachek requested a roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

Mr. Polachek proceeded to the programmatic reports, requesting a motion to approve the reports. Mr. Tkach made the motion and Dr. Sizemore 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 \$3,23,838 and year-to-date expense of \$2,607,991. The current cash balance for all funds is \$2,322,228. Outstanding advances from the general fund were also reviewed, leaving an outstanding advance at a total of \$532,918.32. For year-to-date general fund budget performance, at 83% of the budget cycle

(as of October 31, 2025), 111% of the budgeted revenue was received and 54% of the budgeted expenses dispersed. Ms. Perry also highlighted a few unique expenses from September which included annual basic subscriptions for the Wix website annual fee (\$348.00), the NOWRA Conference registration for four employees (\$925.00), and a deposit for new duct work above the Medical Division from Wilkes Plumbing and Heating (\$11,885.00). With no additional updates or further discussion, Mr. Polachek requested a roll call vote: Dr. Browne – Yes, Mr. Polachek – Yes, Dr. Sizemore – Yes, Mr. Tkach – Yes.

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 December 4, 2025.