



HURON COUNTY BOARD OF HEALTH MEETING
January 8, 2026, at 1:00 PM

Present: Dr. Amy Browne, Jeremy Loose, Greg Polachek, Krista Sowers, Kenneth Tkach

Absent: Jessica Khaledi, Kim Stults

HCPH Staff: Bethany Perry, Nicole Marks, Eric Cherry, Grace Habeck, Chris Cherry, Kristian McCallen, Paige Snyder

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 January 8th, 2026, 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 – Absent; Mr. Loose – Present; Mr. Polachek – Present; Mrs. Sowers – Present; Mrs. Stults – Absent; 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 requested a motion for elections. Dr. Browne made a motion, and Mr. Polachek seconded the motion. Mr. Loose requested nominations for president. Dr. Browne nominated Mr. Loose to continue as Board president in 2026, and Mr. Polachek seconded the motion. Mrs. Sowers motioned to close nominations and Mr. Tkach seconded the motion. With all in favor and none opposed, Mr. Loose was re-elected the Board of Health President for 2026.

Mr. Loose then asked for nominations for Vice President for calendar year 2026. Dr. Browne then nominated Mr. Polachek to serve as Vice President for 2026, and Mr. Tkach seconded the motion. With all in favor and none opposed, Mr. Polachek was elected the Board Vice President for 2026.

Mr. Loose announced the resignation of Board member Dr. Jeff Sizemore, D.O., RPH. Mr. Loose presented Dr. Sizemore's reason for leaving the Board which was as follows, "I am continuing with other commitments in the healthcare field requiring my time and effort."

Mr. Loose turned the floor over to Paige Snyder, Huron County Prevention Coordinator, to provide the Board of Health education on the Huron County Prevention Coalition. The training covered a high-level view of the Prevention Coalition and its efforts throughout the county and lasted approximately 10 minutes.

Mr. Loose called for executive session per Ohio Revised Code Section 121.22: (G)(1): To consider the compensation of a public employee. Mr. Roche was asked to step outside during this time. 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. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Following the Board's discussion in executive session, Mr. Polachek made a motion to exit executive session and resume into regular session and Dr. Browne seconded the motion. The motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – 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 2026-17: Approval of Cost-of-Living increase and the adjusted classification ranges. Dr. Browne made a motion to approve Resolution 2026-17; Mr. Polachek seconded the motion. Mr. Loose provided that a cost-of-living increase of 3% for the Health Commissioner, retroactively effective as of 12/29/2025. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose proceeded with action items listed on the regular agenda, presenting the Board with Resolution 2026-1: Approval of Minutes from the December 2025 Regular Meeting. Dr. Browne made a motion to approve Resolution 2026-1; Mr. Polachek seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented the Board with Resolution 2026-2: Approval of Expenditures from Last Meeting. Dr. Browne made a motion to approve Resolution 2026-2; Mr. Tkach seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented the Board with Resolution 2026-3: Approval of December 2025 Budgetary Transactions. Dr. Browne made a motion to approve Resolution 2026-3; Mr. Polachek seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented the Board with Resolution 2026-4: Approval of 2025 Quarter 4 General Fund Budget Review. Dr. Browne made a motion to approve Resolution 2026-4; Mr. Tkach seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented the Board with Resolution 2026-5: Request to Apply for, Accept Funding From, and Appropriate Grant Funding for the Public Health Emergency Preparedness FY2026 Grant (\$72,791.00). Dr. Browne made a motion to approve Resolution 2026-5; Mr. Tkach seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented the Board with Resolution 2026-6: Request to Apply for, Accept Funding From, and Appropriate Grant Funds for the PEP+ Grant (up to \$1,000.00). Dr. Browne made a motion to approve Resolution 2026-6; Mr. Tkach seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented the Board with Resolution 2026-7: Request to apply for, accept funding from, and allocate funding for the FY2027 NEHA-FDA Retail Flexible Funding Model Grant (up to \$25,500.00). Mrs. Sowers made a motion to approve Resolution 2026-7; Dr. Browne seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented the Board with Resolution 2026-8: Request to Apply for, Accept Funding From, and Appropriate Grant Funds, for the ODH Reproductive Health Grant (up to \$67,000.00). Mrs. Sowers made a motion to approve Resolution 2026-8; Dr. Browne seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented the Board with Resolution 2026-9: Request to order Xylazine Testing Strips from ODH. Mr. Polachek made a motion to approve Resolution 2026-9; Dr. Browne seconded the motion. Ms. Habeck explained that Xylazine is an FDA-approved animal tranquilizer that drug distributors are now using to extend the high of different harmful drugs as well as add weight to the product to increase the purchasing price. Ms. Habeck further explained that the Xylazine testing strips are similar to the Fentanyl testing strips that HCPH currently distributes through the Harm Reduction Vending Machine located at the Norwalk facility. Both are now being offered through the Project DAWN Program through the Ohio Department of Health. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented the Board with Resolution 2026-10: Request to extend existing contract for Cribs for Kids Grant Services with Sandusky County Public Health. Dr. Browne made a motion to approve Resolution 2026-10; Mrs. Sowers seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented the Board with Resolution 2026-11: Request to Re-approve Resolution 2025-134 with a quorum present. Dr. Browne made a motion to approve Resolution 2026-11; Mr. Polachek seconded the motion. Mrs. Marks explained that this resolution was unfortunately not included in the all-encompassing Resolution 2025-135: Approval of November BOH Resolutions. As a result, it was not taken to the BOH at the December meeting for collective approval of all resolutions that had been passed during the November meeting, when quorum was not present, requiring its approval Today. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented the Board with Resolution 2026-12: Request to approve the Purchase of Vehicle Supplies. Mr. Tkach made a motion to approve Resolution 2026-12; Dr. Browne seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented the Board with Resolution 2026-13: Request to Amend Lease to Purchase Agreement for 388 E. Howard Street, Willard, OH to Correct Incorrect Parcel Number. Mr. Tkach made a motion to approve Resolution 2026-13; Mrs. Sowers seconded the motion. Mrs. Marks explained that this motion was made to correct a parcel number that was incorrectly listed within the original agreement at 388 E. Howard Street, which is a lease with a purchase option. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented the Board with Resolution 2026-14: Request to Contract with Illuminology for 2026 Huron County Community Health Assessment. Mr. Tkach made a motion to approve Resolution 2026-14; Dr. Browne seconded the motion. Ms. Habeck explained that for the past three years, HCPH has contracted with Illuminology to complete the Huron County Community Health Assessment (CHA) and has been very satisfied with their services. For the 2026 CHA, Illuminology will assist HCPH with facilitating the kick-off meeting with community partners, administering the community survey, conducting secondary data collection, and compiling the final

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

Mr. Loose presented the Board with Resolution 2026-15: Request Approval of WPCLF Contract. Dr. Browne made a motion to approve Resolution 2026-15; Mrs. Sowers seconded the motion. Mr. Cherry explained that this resolution encompasses yet another contract to complete services for the WPCLF grant. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose presented the Board with Resolution 2026-16: Request to Sell Unwanted/Unused Items on GovDeals. Dr. Browne made a motion to approve Resolution 2026-16; Mrs. Sowers seconded the motion. Mr. Cherry explained that this resolution encompasses yet another contract to complete services for the WPCLF grant. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

Mr. Loose proceeded with programmatic reports, requesting a motion to approve the reports. Dr. Browne made a motion, Mr. Tkach seconded the motion. Kristian McCallen provided the quarterly communicable disease report. During her report, Ms. McCallen highlighted a lower number of communicable diseases compared to last quarter. Top reportable disease included chlamydia, COVID-19, Hepatitis C, Influenza-Associated Hospitalizations, and Legionellosis. Ms. McCallen also emphasized that respiratory illness season is here and encouraged masking, hand hygiene, respiratory etiquette, and vaccination to stay healthy. Additionally, Ms. McCallen reviewed the most current signs and symptoms of the current influenza strain as well as some of the populations that might be at greater risk of contraction. Finally, Ms. McCallen also encouraged prevention and protection for sexually transmitted infections, including condom use, routine testing, communication, and vaccination.

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 \$3,585,970 and year-to-date expense of \$3,346,598. The current cash balance for all funds is \$1,879,470. 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 100% of the budget cycle (as of December 31, 2025), 116% of the budgeted revenue was received and 67% of the budgeted expenses dispersed. Ms. Perry also highlighted a few unique expenses from December which were payment to Wilkes Heating-Duct Work for \$27,250.00, Pitney Bowes-Postage for Grandshipper at \$4,000.00, and \$4,850.00 to Ken Ganley for the Maintenance Contract. With no additional updates or further discussion, Dr. Browne – Yes, Mr. Loose – Yes, Mr. Polachek – Yes, Mrs. Sowers – Yes, Mr. Tkach – Yes.

With no other discussions or business on the agenda or presented by Board members, Mr. Polachek made a motion to adjourn, and Dr. Browne seconded the motion. Meeting adjourned at approximately 1:52pm. The next regular session is scheduled for February 5th, 2026, with an early start time of 11:00AM.