



# 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 2018-104 A resolution to approve the minutes October 4, 2018

The Board of Health of Huron County Public Health, Huron County, Ohio met at a regular meeting of the Board, on October 4, 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 September 6, 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 September 6, 2018 are suspended and the minutes are hereby approved as attached, except for the following amendment(s);

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\_\_\_\_\_  
\_\_\_\_\_  
**WHEREUPON** Board Member Mrs. Butler moved and Mrs. Reer seconded this RESOLUTION 2018-104. On roll call, the following members voted as follows October 4, 2018.

William Knapp  
William Knapp, President

Kathleen Butler yes  
Kathleen Butler, LPN, Vice-President

James A. Gottfried, M.D. yes

Absent  
Shawn Tappel

Lisa Reer, RBH yes

Ron Robinson  
Ron Robinson

Greg Polachek yes

Absent  
Christine Yeagley, RN

Timothy Hollinger  
Timothy Hollinger, MPH, Secretary

Kimberly Stufts  
Kimberly Stufts, RN



**HURON COUNTY BOARD OF HEALTH MEETING**

September 6, 2018 at 1:00 PM

Huron County Administration Building, Conference Room 1

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

**Absent:** Kathleen Butler, Kimberly Stults

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

The Board of Health of Huron County Public Health, Huron County, Ohio met at a regular meeting of the Board on September 6, 2018. 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 17 minute presentation reviewed Public Health and Hospital Planning Alignment, presented by Krista Wasowski, Health Commissioner, Medina County Health Department.

Mr. Knapp requested a motion to enter executive session pursuant to ORC Section 121.22 (G) (2) to consider the purchase of property for public purposes where the premature disclosure of information would give an unfair competitive or bargaining advantage to an entity whose private interest is adverse to the general public interest. A motion was made by Mr. Polachek and seconded by Mr. Robinson to enter executive session to discuss the purchase of property covered by ORC 121.22 (G)(2). 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, and Christine Yeagley - Aye.

The Board came out of executive session upon a motion made by Mr. Robinson and seconded by Mr. Tappel. 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, and Christine Yeagley - Aye.

Mr. Knapp presented Resolution 2018-97, a resolution to approve the minutes from the August 2018 Board meeting. Mr. Knapp requested a motion to adopt Resolution 2018-97. Mrs. Polachek made a motion to approve the minutes from the August 2018 Board of Health Meeting, as mailed. Dr. Gottfried seconded the motion. The motion carried unanimously.

Mr. Knapp presented Resolution 2018-98, a resolution to approve the payment of the monthly expenditures with prior approval. Mr. Knapp requested a motion to adopt Resolution 2018-98. Mr. Tappel 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, and Christine Yeagley- Aye.

Mr. Knapp presented Resolution 2018-99, Request to accept Narcan kits through the Ohio MHAS grant to enhance first responder access to naloxone. Mr. Knapp requested a motion to adopt Resolution 2018-99. Mr. Polachek made a motion to approve Resolution 2018-99. Dr. Gottfried seconded the motion. Mrs. Marks presented an overview of the grant opportunity indicating that Ohio MHAS is providing funding allocations based on population size and Huron County's allocation was \$3,627.00. Mrs. Marks noted that these funds

would allow HCPH to receive 48 kits to distribute to first responders in Huron County. Discussion followed regarding restrictions on number of kits permitted to be used on one individual and the current funding sources for first responder agencies. 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, and Christine Yeagley- Aye.

Mr. Knapp presented Resolution 2018-100, Request to apply for funding from the FDA retail program standards grant and appropriate the funds. Mr. Knapp requested a motion to adopt Resolution 2018-100. Mr. Polachek made a motion to approve the request to apply for funding from the FDA retail program standards grant and appropriate the funds. Mr. Tappel seconded the motion. Mr. Cherry provided an overview of the grant opportunity noting that the grant is one that HCPH has held the past two years. 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, and Christine Yeagley- Aye.

Mr. Knapp presented Resolution 2018-101, Request to hire Sanitarian-in-Training, Matt Hicks. Mr. Knapp requested a motion to adopt Resolution 2018-101. Mr. Robinson made a motion to approve the request to hire a Sanitarian-in-Training. Mr. Polachek seconded the motion. Mr. Cherry reviewed the request to hire a Sanitarian-in-Training, Matt Hicks. 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, and Christine Yeagley- Aye.

Mr. Knapp presented Resolution 2018-102, Health District 2018 Budgetary Transactions. Mr. Knapp requested a motion to adopt Resolution 2018-102. Mr. Tappel made a motion to approve the Budgetary Transactions. Mr. Polachek seconded the motion. Mrs. Boose reported the budgetary transactions for the last month reviewing each appropriation adjustment. 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, and Christine Yeagley- Aye.

Mr. Knapp presented Resolution 2018-103, Health District Fees. Mr. Knapp requested a motion to adopt Resolution 2018-103. Mrs. Yeagley 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. Dr. Gottfried- Aye, William Knapp- Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye, Shawn Tappel- Aye, and Christine Yeagley- Aye.

Mrs. Boose reviewed the fiscal reports, including the Fund Balance Report and the Revenue and Expense Report. For August, the general fund reflected revenue of \$90,674, expense of \$206,827 and a balance of \$799,365. Expenses, revenue, 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, Public Health Emergency Preparedness (PHEP), LifeSkills and FDA Category 3 Food Standardization Training Grant. 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 August 2018 expense highlights, including the purchase of \$1,171.35 in materials for the Environmental food safety educational program, ServSafe, a payment of \$1,834.40 to the Huron County Fair Board for the cost of repaving the HCPH fair booth floor (*\$500.00 was covered by a grant from the Public Entities Pool of Ohio, HCPH's liability insurer*), a purchase of \$77,230.35 for flu vaccine and private vaccine to Sanofi Pasteur/Glaxo Smith Kline, a payment to iContracts, Inc. of \$3,600.00 for a 12 month user license for the document management system, an annual maintenance fee of \$600.00 to RKS Power Solutions for three generators, a monthly gas utility payment to Columbia Gas of Ohio for the new building of \$53.06, a payment of \$3,370.00 to the Treasurer State of Ohio for environmental health quarterly state fees, an advertisement

payment to Reach Local of \$1,500.00 for Community Cessation Initiative ads, a payment of \$1,173.33 to Civista Bank for a long acting birth control, and the purchase of flights and registration for two employees to attend Retail Food Protection Seminar covered by the FDA Food Standardization Training grant of \$1,958.96 to Civista Bank.

Mrs. Boose provided an update on the 2019 Reproductive Health and Wellness (RHW) Grant. She reported that the 2019 grant Notice of Award was received for the full amount requested of \$53,330.00. She further reviewed the prior board actions taken. Specifically stating that in November of 2017, per Resolution 2017-118, the HCPH Medical Division asked to apply for, accept funding, and appropriate the award for the 2019 Reproductive Health and Wellness Grant for \$53,330. In March 2018, the 2018 RHW grant 12 month grant cycle (*originally 4/1/2017-3/31/2018*) was extended to a 17 month cycle by ODH (due to federal funding) and ended 8/31/2018. Resolution 2018-37 approved by the board reviewed those changes. The 2019 grant cycle began 9/1/2018. ODH sent out an update stating that the Federal Government will make this a 7 month cycle which will end 3/31/2019. The award amount will be proportionally adjusted to the shortened cycle. ODH has scheduled a conference call for clarification on 9/19/18. Mrs. Boose stated updates will be presented at the October 2018 Board of Health meeting.

Finally, Mrs. Boose gave an update on the 2017 State Audit Report Filing. She informed the board that reports were filed in the Hinkle system in February. She received notification, as did the Board, that additional reports to the financials were now required and those reports were downloaded into the system on September 5, 2018. She noted the audit will be starting soon and updates will be provided to the Board as necessary.

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

Ms. Colvin presented a tobacco policy grant report outlining the goals and results from the tobacco policy grant for 2017-2018. Mr. Knapp requested a motion to acknowledge the Tobacco Policy Grant Report as presented. Dr. Gottfried made a motion to acknowledge the Tobacco Policy Grant Report as presented. Mr. Tappel seconded the motion. The motion carried unanimously.

Mrs. Marks presented a recap of the 2018 Huron County Fair. The presentation covered topics including outreach and impact, survey distribution, mailing list enrollments, attendance and the Huron County Safe Communities' booth activities. Discussion followed. Mr. Knapp requested a motion to acknowledge the 2018 Huron County Fair Recap Report as presented. Mr. Polachek made a motion to acknowledge the 2018 Huron County Fair Recap Report as presented. Mr. Robinson seconded the motion. The motion carried unanimously.

With no additional business, Mr. Knapp adjourned the meeting at 2:45 pm.