



Huron County Public Health

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RESOLUTION 2019-22 A Resolution to approve the minutes March 7, 2019

The Board of Health of Huron County Public Health, Huron County, Ohio met at a regular meeting of the Board, on March 7, 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 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 February 7, 2019 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 February 7, 2019 are suspended and the minutes are hereby approved as attached, except for the following amendment(s);

WHEREUPON Board Member Mrs. Butler moved and Mr. Polachek seconded this RESOLUTION 2019-22. On roll call, the following members voted as follows March 7, 2019.

William Knapp YES
William Knapp, President

Kathleen Butler yes
Kathleen Butler, LPN, Vice-President

James A. Gottfried, M.D. yes
James A. Gottfried, M.D.

Absent
Shawn Tappel

Lisa Reer, RPh yes
Lisa Reer, RPh

Ron Robinson YES
Ron Robinson

Greg Polachek yes
Greg Polachek

Absent
Christine Yeagley, RN

Timothy Hollinger, MPH, Secretary
Timothy Hollinger, MPH, Secretary

Kimberly Stuks, RN
Kimberly Stuks, RN



HURON COUNTY BOARD OF HEALTH MEETING

February 7, 2019 at 1:00 PM

Huron County Administration Building, Conference Room 1

- Present:** William Knapp, Greg Polachek, Lisa Reer, James Gottfried, Shawn Tappel, Kathleen Butler, Kimberly Stults
- Absent:** Ron Robinson, Christine Yeagley
- HCPH Staff:** Karen Boose, Chris Cherry, Eric Cherry, Tim Hollinger, Nicole Marks, Katie Spaar
- Guest(s):** Kevin Conger, 4H Camp Conger Board President

The Board of Health of Huron County Public Health (HCPH), Huron County, Ohio met at a regular meeting of the Board on February 7, 2019. President William Knapp called the meeting to order at 1:00 pm with quorum present.

Mr. Knapp opened the floor for public comment by asking the guest to identify themselves and state comments to be presented to the Board. Mr. Kevin Conger introduced himself as the Board President for the 4H Camp Conger. Mr. Conger noted that the reason he was in attendance was to discuss the campground license fees for the Resident Camp, Camp Conger. Mr. Conger provided the Board with a copy of the 2019 License Fees for Camp Conger. Mr. Conger proceeded to provide a history and overview of Camp Conger operations, the number of kids served through the camp and activities provided during the camp. He explained that the Camp Conger Board wanted him to explain that they have a limited operating budget and a \$500.00 increase in license fees in one year is a hit for the camp. Mr. Conger proposed that the Board consider a different fee structure for non-profits. Eric Cherry, Environmental Director, responded by saying that the Ohio Department of Health (ODH) establishes the fee categories and HCPH has no control over how fees are structured. Mr. Cherry recommended that the Camp goes to the legislature to request an additional fee category be added. Mr. Hollinger further suggested pooling multiple non-profits together to advocate on behalf of addition of a new fee category or working together to obtain an exemption for non-profit resident camps. Further discussion followed regarding how license fees are derived through cost methodology and how all licensed entities are treated equally. Mr. Conger thanked the Board for the opportunity to express his concern about the fees and noted he will take the information back to his Board.

Mr. Knapp presented the continuing education for Board of Health members. The 20 minute presentation reviewed the (Basic Guide to) Hiring a Health Commissioner, presented by Hans Schmalzried, Former Board of Health Member, Toledo – Lucas County Health Department. Discussion followed regarding considerations that should be taken when selecting a candidate for a future Health Commissioner.

Mr. Knapp presented Resolution 2019-14, a resolution to approve the minutes from the January 2019 Board meeting. Mr. Knapp requested a motion to adopt Resolution 2019-14. Mr. Polachek made a motion to approve the minutes from the January 2019 Board of Health Meeting, as mailed. Mrs. Reer seconded the motion. The motion carried unanimously.

Mr. Knapp presented Resolution 2019-15, a resolution to approve the payment of the monthly expenditures with prior approval. Mr. Knapp requested a motion to adopt Resolution 2019-15. Mrs. Butler made a motion to approve the payment of the monthly expenditures with prior approval. Mrs. Reer seconded the motion. The

motion carried upon roll call vote. Kathy Butler – Aye. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Shawn Tappel – Aye.

Mr. Knapp presented Resolution 2019-16, Request to revise and amend the Competitive Bid and Competitive Pricing Policy. Mr. Knapp requested a motion to adopt Resolution 2019-16. Mrs. Reer made a motion to approve Resolution 2019-16, Request to Request to adopt updated Competitive Bid and Comparative Pricing Policy. Mr. Tappel seconded the motion. Mr. Hollinger noted that HCPH received legal advice from the prosecutor that a threshold within the Competitive Bid and Competitive Pricing Policy dated 04/09/2015 was too low. Therefore, Mr. Hollinger requested to amend two sections within the policy, to increase the thresholds for purchase and projects, as outlined in Section I of Resolution 2019-16. The motion carried upon roll call vote. Kathy Butler – Aye. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Shawn Tappel – Aye.

Mr. Knapp presented Resolution 2019-17, Request to establish a Building Committee in lieu of a special meeting. Mr. Knapp requested a motion to adopt Resolution 2019-17. Mrs. Reer made a motion to approve Resolution 2019-17, Request to establish a Building Committee in lieu of a special meeting. Dr. Gottfried seconded the motion. Mr. Hollinger provided an overview of the purpose and responsibilities of the Building Committee. He explained that the newly acquired property is in need of renovation and although the Board reviewed a basic outline of the proposed remodel, many timely decisions between Board meetings are required. Mr. Hollinger further explained that the Committee would consist of any three members of the Board. Mr. Hollinger deemed that it would be advisable and for the best interests of the Board that a committee be delegated with authority to act for the full Board of Health in authorizing and signing any documents for the remodel project. Discussion followed regarding the composition and structure of the Building Committee, the location of the meetings, the process of inviting members and how information would be shared with other Board members. The motion carried upon roll call vote. Kathy Butler – Aye. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Shawn Tappel – Aye.

Mr. Knapp presented Resolution 2019-18, Request to reclassify, Majoy. Mr. Knapp requested a motion to adopt Resolution 2019-18. Mr. Polachek made a motion to approve Resolution 2019-18, Request to reclassify, Majoy. Mrs. Butler seconded the motion. Mr. Cherry noted that Antonino Majoy successfully passed probation and was rated as a very productive employee. Therefore, Mr. Cherry requested a change in compensation of Antonino Majoy to the rate of \$21.00 per hour. The motion carried upon roll call vote. Kathy Butler – Aye. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Shawn Tappel – Aye.

Mr. Knapp presented Resolution 2019-19, Request to increase compensation, Colvin. Mrs. Butler made a motion to approve Resolution 2019-19, Request to increase compensation, Colvin. Dr. Gottfried seconded the motion. Ms. Spaar reviewed Jessica's successful performance as the Public Information Officer over the past four years of employment and noted that she is an extremely productive employee. Therefore, Ms. Spaar requested a change in compensation of Jessica Colvin to the rate of \$19.05 per hour. The motion carried upon roll call vote. Kathy Butler – Aye. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Shawn Tappel – Aye.

Mr. Knapp presented Resolution 2019-20, Health District Fees. Mr. Knapp requested a motion to adopt Resolution 2019-20. Mr. Polachek made a motion to approve Resolution 2019-20, Health District Fees. Mr. Tappel seconded the motion. Mrs. Boose provided insight to the fee adjustments. The motion carried upon roll call vote. Kathy Butler – Aye. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Shawn Tappel – Aye.

Mr. Knapp presented Resolution 2019-21, Health District 2018 Budgetary Transactions for January. Mr. Knapp requested a motion to adopt Resolution 2019-21. Mrs. Butler made a motion to approve the Budgetary Transactions for January. Mrs. Reer seconded the motion. Mrs. Boose reported the budgetary transactions for the last month reviewing one advance. The motion carried upon roll call vote. Kathy Butler – Aye. Dr. Gottfried – Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Shawn Tappel – Aye.

Mrs. Boose reviewed the fiscal reports, including the Fund Balance Report and the Revenue and Expense Report. For January, the general fund reflected revenue of \$90,612, expense of \$201,809 and a balance of \$356,351. 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, Cribs for Kids, Public Health Emergency Preparedness (PHEP), Operation and Maintenance, LifeSkills, Early Intervention Service Grant and FDA Category 3 Food Standardization Training Grant. Mrs. Boose presented the 2019 General Fund balance compared to the previous ten year average and 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 January 2019 expense highlights, including a purchase of Autocad software for Environmental Health for \$1,260.00, a vaccine purchase from Sanofi/GlaxoSmith Kline for \$10,636.99, a Dell Desktop and Laptop computer for Environmental Health for \$5,385.22, a payment of \$9,751.76 to the Huron County Treasurer for 2018 taxes for the new building and a payment of \$17,961.12 in state fees for Environmental Health and Vital Statistics for quarter four.

Mr. Knapp requested a motion to accept the fiscal report as presented. Mr. Tappel made a motion to accept the fiscal report as presented. Mr. Polachek seconded the motion. The motion carried upon roll call vote. Kathy Butler – Aye. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Shawn Tappel – Aye

Ms. Spaar presented the Communicable Disease and School Absentee trends report through January 2019. Mr. Knapp requested a motion to acknowledge the Communicable Disease and School Absentee trends report as presented. Mrs. Butler made a motion to acknowledge the report as presented. Dr. Gottfried seconded the motion. The motion carried unanimously.

Mrs. Cherry presented the 2018 Reproductive Health and Wellness Program Report. Mrs. Cherry highlighted the program goals, services, statistics, community awareness activities, and program financials for 2018. Mr. Knapp requested a motion to acknowledge the 2018 Reproductive Health and Wellness Program Report as presented. Dr. Gottfried made a motion to acknowledge the report as presented. Mrs. Reer seconded the motion. The motion carried unanimously.

Mrs. Cherry reviewed the updated 2019 sliding fee scale. Mr. Knapp requested a motion to acknowledge the 2019 sliding fee scale as presented. Mrs. Butler made a motion to acknowledge the fee scale as presented. Dr. Gottfried seconded the motion. The motion carried unanimously.

Mrs. Marks provided a presentation on the Nourishing Huron County 2018 Garden Program. Mrs. Marks reviewed the program history, activities, volunteers/donations, and the Family Gardening Program outcomes/financials. Mrs. Marks provided the Board with an overview of the plans for the 2019 garden season. Mr. Knapp requested a motion to acknowledge the Nourishing Huron County 2018 Garden Program

as presented. Mrs. Butler made a motion to acknowledge the fee scale as presented. Dr. Gottfried seconded the motion. The motion carried unanimously.

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, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit- for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. A motion was made by Mr. Polachek and seconded by Mr. Tappel to enter executive session to discuss the sale of property covered by ORC 121.22 (G)(2). The motion carried upon roll call vote. Kathy Butler – Aye. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Shawn Tappel – Aye.

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

In open session, Mr. Tappel made a motion to authorize the Health Commissioner to engage with a law firm that specializes in tenant-landlord relations. Dr. Gottfried seconded the motion. The motion carried upon roll call vote. Kathy Butler – Aye. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Shawn Tappel – Aye.

With no additional business, Mr. Knapp adjourned the meeting 3:19 pm.