HURON COUNTY BOARD OF HEALTH MEETING
October 9, 2025, at 1:00 PM

Present: Dr. Amy Browne, Jeremy Loose, Kim Stults, Greg Polachek, Dr. Jeff Sizemore, Krista Sowers, Mark Coriell, Jessica Khaledi, Kenneth Tkach

Absent: None

HCPH Staff: Bethany Perry, Timothy Hollinger, Nicole Marks, Chris Cherry, Kristian McCallen

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 October 9, 2025 at HCPH Conference Room 1.

Mr. Loose called the meeting to order at 1:00PM and requested roll call. Mrs. Marks completed the roll call: Dr. Browne – Present; Mr. Coriell – Present; Ms. Khaledi – Present; Mr. Loose – Present; Mr. Polachek – Present; Dr. Sizemore – Present; Mrs. Sowers – Absent; Mrs. Stults – Present; 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 proceeded to action items on the regular agenda, presenting the Board with Resolution 2025-100: Approval of Minutes from the September 2025 Regular Meeting. Dr. Browne made a motion to approve Resolution 2025-100, and Mr. Polachek seconded the motion. With no discussion, the motion carried with all Board members in favor, and none opposed.

Mr. Loose presented Resolution 2025-101: Approval of September 2025 Expenditures. Dr. Browne made a motion to approve Resolution 2025-101, Mr. Polachek seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mr. Tkach – Yes.

Mrs. Sowers arrived following Resolution 2025-101.

Mr. Loose presented Resolution 2025-102: Approval of September 2025 Budgetary Transactions. Dr. Browne made a motion to approve Resolution 2025-102, Mr. Polachek seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-103: Quarterly Budget. Ms. Khaledi made a motion to approve Resolution 2025-103, Dr. Browne seconded the motion. Ms. Perry announced that there is a typo in the Resolution – under the expense category “hospitalization,” there is a 0 missing. The number should read $210,000.00. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-104: Request to Hire Registered Environmental Health Specialist, Blessing. Mr. Polachek made a motion to approve Resolution 2025-104, Dr. Sizemore seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-105: Request to approve Water Pollution Control Loan Fund (WPCLF) project contracts. Ms. Khaledi made a motion to approve Resolution 2025-105, Dr. Browne seconded the motion. Mr. Hollinger briefly reviewed the details of the two contracts, as outlined in the Resolution, highlighting that the WPCLF program assists individuals who are socioeconomically disadvantaged replace their failing septic systems. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-106: An emergency resolution to amend body art fee schedule. Mr. Polachek made a motion to approve Resolution 2025-106, Ms. Khaledi seconded the motion. Mr. Hollinger stated that this Resolution and the following resolution are to fix errors in last month's fee schedules that were approved by the Board. Mr. Hollinger proceeded to read Resolution 2025-106 in its entirety, with the fees displayed on the screen. The motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-107: An emergency resolution to amend sewage treatment system fee schedule. Dr. Browne made a motion to approve Resolution 2025-107, Mr. Polachek seconded the motion. Mr. Hollinger proceeded to read Resolution 2025-107 in its entirety, with the fees displayed on the screen. The motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-108: Request to contract with HS GovTech Solutions, Inc. for HS Cloudsuite. Dr. Browne made a motion to approve Resolution 2025-108, Mr. Tkach seconded the motion. Mr. Hollinger stated that presently, HCPH is utilizing a free software solution provided by the state of Ohio for its environmental health programs. This solution has been found by the majority of the health departments in the state to be non-satisfactory. These health departments have gone together and gotten a price break to return to HS Cloudsuite. Mr. Hollinger highlighted the cost: $5,000.00 data migration fee, with a $3,600.00 licensing fee for the first year. Mr. Polachek questioned what the "four users" in the contract means. Mr. Hollinger stated that the company charges by the number of individuals in the health department using the software. Mr. Hollinger stated that this system is only for the environmental staff not working in sewage. Mr. Hollinger also stated that the software users are by seat, not by name, so there will not be issues if staff leave. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-109: Request to repeal the sewage treatment system evaluation exemptions for property sales, transfers, or conveyances. Ms. Khaledi made a motion to approve Resolution 2025-109, Dr. Browne seconded the motion. Mr. Hollinger stated that the Board in 2019 and 2023 passed resolutions to revise the Operation and Maintenance (O&M) Program. Part of the updates included exemptions for individuals to not be enrolled in the program when home transfers occurred without the transfer of money. The issue that has arisen is that there is a lot of time involved in trying to explain and debate with residents whether or not someone is exempt or not exempt, which has even impacted the Board. Because of how this is negatively impacting the program fees, HCPH is asking the Board to do away with the list of exemptions, meaning, if a property transfers, whether or not there is a monetary exchange, residents would automatically be enrolled into the O&M program. Discussion followed regarding previous concerns that have been brought to the Board. Mr. Hollinger explained that employees are investing time into these discussions, which are raising fees and negatively impacting those in the O&M Program. Mr. Coriell asked for clarification due to his history with assisting individuals with wills, trusts, etc. Mr. Hollinger clarified that the program deals with septic systems. As soon as an individual comes into the program, their system is evaluated to see whether secondary treatment is present, and whether or not maintenance on the system has been occurring; various types of system have different requirements for maintenance. This program aims to decrease the amount of raw sewage that is being discharged into waters of the state. Mr. Coriell asked if other counties have exemptions. Mr. Hollinger clarified that there is no requirement to do the exemptions, but HCPH chose to, in order to align with the county's charges of conveyance fees. Again, Mr. Hollinger reemphasized that staff have found that addressing the exemptions is taking too much time. Dr. Sizemore asked how the conveyance fee motivation that drove the initial decision is reconciled in the current thinking. Mr. Hollinger clarified that HCPH receives a list from the Huron County Auditor's Office every time a property is transferred in Huron County. This list specifies whether or not a conveyance fee was charged. When the agency had to figure out how to enroll individuals into the program, HCPH looked at several options; the law states that everyone has to be enrolled in the program, but the state left it up to the county to decide how to enroll individuals in the program and what the timeline for that should be. Options included looking at homes close to the watershed, enrollment by township, etc. HCPH thought that because of the sale of property includes money, that there could be money available to fix failing systems at that time. Mr. Hollinger further explained that there are other ways to enter the program – i.e., voluntarily, because of a nuisance complaint, etc. Once the entry mechanism was selected, the exemptions were decided upon, in alignment with the auditor's exemption list for conveyance fees. Now, because of the time that it takes to argue the exemptions, and the cost of taxpayer dollars resulting from that time, compliant individuals are paying more due to the individuals challenging the exemptions. Mr. Hollinger also clarified that the law dictates an O&M program but leaves discretion on how programs are set up, and further, that all homes eventually have to be enrolled in the program. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-110: Request to accept full funding award for the Public Health Emergency Preparedness Grant for fiscal year 2026. Dr. Browne made a motion to approve Resolution 2025-110, Mr. Polachek seconded the motion. Mrs. Marks stated that the Board previously approved a delay in funding for the Public Health Emergency Preparedness grant, but full funding has since been restored. HCPH is asking the Board for permission to accept the updated funding amount of $72,791.00 and fulfill the 7.7% match requirement. The motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Tkach – Yes.

Mr. Loose presented Resolution 2025-111: Request to contract with Sandusky County Public Health for the Strategic Prevention Framework grant for fiscal year 2026. Dr. Browne made a motion to approve Resolution 2025-111, Mr. Tkach seconded the motion. Mrs. Marks explained that this is one of the agency's three prevention contracts. Sandusky County Public Health is the grantee through the federal government, and HCPH contracts with them to do prevention work in Huron County. The contract amount is $32,500.00. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-112: Request to allow for additional unpaid leave for first year employees. Ms. Khaledi made a motion to approve Resolution 2025-112, Dr. Browne seconded the motion. Mrs. Marks explained that this is an employee retention effort for first year employees who are not eligible for FMLA. The policy would allow for up to 7 days of during an employee's first 90 days for injury or illness, and up to 10 weeks of parental leave or for a serious health condition that would be approved under FMLA. Mr. Sizemore asked if this is in line with other health departments. Mr. Hollinger stated that there are many innovative things people are trying to retain employees, and that there are no requirements to match what other health departments do. Mrs. Khaledi further clarified that this is for the first-year employee that is a great employee and being mindful towards unfortunate circumstances that sometimes occur. Discussion followed regarding the reasoning behind the request – which is to prevent staff turnover among first-year employees. The motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-113: Request to reclassify Habeck. Ms. Khaledi made a motion to approve Resolution 2025-113, Dr. Browne seconded the motion. Mrs. Marks explained that Grace Habeck is an internal candidate that would be promoted to the Community Programs Division Director position, at the Management Team pay rate. Ms. Habeck has a master's degree in public health and has been interviewed by the Management Team and the Board of Health's HR/Finance/Personnel Committee and is fit to fill the role. Ms. Khaledi added that there was an extensive interview process, and three candidates were interviewed. All interviewees felt that Ms. Habeck was highly qualified. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-114: Approval of fees. Mr. Polachek made a motion to approve Resolution 2025-114, Dr. Sizemore seconded the motion. Mrs. Cherry explained that on the screen are a few newer or updated medical fees. The first two are COVID-19 vaccines. The fees that are $.01 are not actually charged to the patient. The administration fees for the VFC programs are set. The typhoid vaccine is a travel vaccine that is offered by HCPH. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-115: Change in status, Rogers. Dr. Browne made a motion to approve Resolution 2025-115, Mr. Polachek seconded the motion. Mrs. Cherry explained that Hannah Rogers was hired this time last year and has served a satisfactory probation period. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-116: Request to amend Resolution 2025-22 and Resolution 2025-81 due to Health Commissioner retirement date change. Mr. Polachek made a motion to approve Resolution 2025-116, Ms. Khaledi seconded the motion. Mr. Hollinger explained that after managing retirement appointments, he has discovered that retiring November 30th provides a sizeable advantage for him financially. Thus, his request is to change his retirement date from February 6, 2026 to November 30, 2025, and to change the start date of Nicole Marks for Health Commissioner to December 1, 2025. Following discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-117: Request to disassemble/remove and install new HVAC ductwork over the medical area. Dr. Browne made a motion to approve Resolution 2025-117, Ms. Khaledi seconded the motion. Mr. Hollinger explained that since the building was purchased in 2019, there have been issues with heating and cooling the building, depending on the season. The issue comes down to the duct work, which is starting to deteriorate. The best proposal for replacement is for $23,770.00 to completely take the system out and put a new system in above the medical section. Additionally, the Board is being asked to approve an additional up to $37,000.00 for capital improvements to the HVAC infrastructure elsewhere in the building. The motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-118: Request to apply for, accept funding from, and appropriate the grant funds for the Jerry Williams Memorial Fund for the Prevention of Older Adult Suicide. Dr. Sizemore made a motion to approve Resolution 2025-118, Mr. Tkach seconded the motion. Mrs. Marks explained that this is a small grant for up to $5,000.00 to complement the prevention grants, specifically aimed to address older adult suicide. With no questions, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-119: Request to accept reduction in funding for the ODH FY26 Reproductive Health and Wellness Grant and appropriate the funds. Mr. Polachek made a motion to approve Resolution 2025-119, Dr. Browne seconded the motion. Mrs. Cherry explained that $68,750.00 was initially allocated for this grant, but due to federal decreases, the state is reducing HCPH's budget to $64,982.50. HCPH will be expected to provide the same number of direct service visits, but the education and outreach requirements are being reduced. The grant ends March 31, 2026. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mrs. Mr. Tkach – Yes.

Next, Mr. Loose presented the Environmental Health Fee First Readings. Mr. Polachek made a motion to hear the first reading of Resolution 2025-120 and Mr. Tkach seconded the motion. Mr. Hollinger proceeded to read Resolution 2025-120 in its entirety, with all fees being displayed on the screen at the time of reading. Next, Dr. Browne made a motion to hear the first reading of Resolution 2025-121 and Ms. Khaledi seconded the motion. Mr. Hollinger proceeded to read Resolution 2025-121 in its entirety, with all fees being displayed on the screen at the time of reading.

Mr. Loose next presented the Environmental Health Fee Second Readings. Dr. Browne made a motion to hear all readings by title only and Mr. Polachek seconded the motion. Mr. Hollinger 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 - 93: Resolution to Establish Fee Schedule for FSO and RFE
- Resolution 2025 – 94: Resolution to Establish Fee Schedule for Campgrounds
- Resolution 2025 - 95: Resolution to Establish Fee Schedule for Public Swimming
- Resolution 2025 - 96: Resolution to Establish Fee Schedule for Public Bathing Areas
- Resolution 2025 - 98: Resolution to Establish Fee Schedule for Private Water Systems
- Resolution 2025 - 99: Resolution to Establish Fee Schedule for Resident Camps

Mr. Loose proceeded to the programmatic reports, requesting a motion to approve the reports. Ms. Khaledi made the motion and Dr. Browne 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 $3,124,442 and year-to-date expense of $2,344,597. The current cash balance for all funds is $2,386,257. Outstanding advances from the general fund were also reviewed. $75,000.00 was transferred back to the general fund from the public health workforce grant, which leaves outstanding advances at a total of $532,918.32. For year-to-date general fund budget performance, at 75% of the budget cycle (as of

September 30, 2025), 106% of the budgeted revenue was received and 47% of the budgeted expenses dispersed. Ms. Perry also highlighted a few unique expenses from September which included annual basic subscriptions for Microsoft ($1,800.00) and the Ohio Environmental Health Association Fall Conference registration for five employees ($925.00). Finally, Ms. Perry provided an update that the Creating Healthy Communities NOA (Notice of Award) was received for Fiscal Year 2026 in the amount of $100,000.00, and the Strategic Prevention Framework contract was renewed for $32,500.00. With no additional updates or further discussion, Mr. Loose requested a roll call vote to approve the report. The motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mrs. Mr. Tkach – Yes.

Kristian McCallen provided the quarterly communicable disease report. During her report, Ms. McCallen highlighted a higher number of communicable diseases compared to last quarter. Top reportable disease included COVID-19, chlamydia, campylobacteriosis, salmonellosis, and Hepatitis C. Ms. McCallen also emphasized that respiratory illness season is here and encouraged masking, hand hygiene, respiratory etiquette, and vaccination to stay healthy. Finally, Ms. McCallen also encouraged prevention and protection for sexually transmitted infections, including condom use, routine testing, communication, and vaccination.

With no other discussions or business on the agenda or presented by Board members, Mr. Tkach made a motion to adjourn, and Mr. Polachek seconded the motion. Meeting adjourned at approximately 2:03pm. The next regular session is scheduled for November 6, 2025.