



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 2018-11 A resolution to approve the minutes February 8, 2018

The Board of Health of Huron County Public Health, Huron County, Ohio met at a regular meeting of the Board, on February 8, 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 January 4, 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 January 4, 2018 are suspended and the minutes are hereby approved as attached, except for the following amendment(s);

WHEREUPON Board Member Mrs. Reer moved and Mrs. Butler seconded this RESOLUTION 2018-11. On roll call, the following members voted as follows February 8, 2018.

William Knapp yes
William Knapp, President

Kathleen Butler yes
Kathleen Butler, LPH, Vice-President

Absent
James A. Gottfried, M.D.

Shawn Tappel yes
Shawn Tappel

Lisa Reer yes
Lisa Reer, RPh

Absent
Ron Robinson

Greg Polachek yes
Greg Polachek

Absent
Christine Yeagley, RN

Timothy Hollinger
Timothy Hollinger, MPH, Secretary

Kimberly Stults yes
Kimberly Stults, RN



HURON COUNTY BOARD OF HEALTH MEETING

January 4, 2018 at 1:00 PM

Huron County Administration Building, Conference Room 1

Present: James Gottfried, Greg Polachek, Shawn Tappel, Lisa Reer, William Knapp, Kathleen Butler, Christine Yeagley, Kimberly Stults

Absent: Ron Robinson

HCPH Staff: Karen Boose, Chris Cherry, Eric Cherry, Tim Hollinger, Nicole Marks, Katie Spaar, Sydney Cmar

With quorum present, Mr. Knapp called the meeting to order on January 4, 2018 at 1:00 pm.

Mr. Knapp presented continuing education for board of health members. The training was a 5 minute presentation regarding the Reaccreditation Process, presented by Kaye Bender, Public Health Accreditation Board President & CEO.

Mr. Knapp requested nominations for President and Vice President for 2018. Mrs. Butler moved to nominate the existing slate of officers. Mr. Knapp requested a second to approve the motion. Dr. Gottfried seconded the motion. The motion carried unanimously. Mr. Knapp will remain President and Mrs. Butler will remain Vice President of the Huron County Board of Health for 2018.

Mr. Knapp presented Resolution 2018 - 01, a resolution to approve the minutes from the December 2017 Board meeting. Mr. Knapp requested a motion to adopt Resolution 2018 - 01. Mrs. Butler made a motion to approve the minutes from the December 2017 Board of Health Meeting, as mailed. Mr. Polachek seconded the motion. The motion carried unanimously.

Mr. Knapp presented Resolution 2018-02, a resolution to approve the payment of the monthly expenditures with prior approval. Mr. Knapp requested a motion to adopt Resolution 2018-02. Mr. Polachek made a motion to approve the payment of the monthly expenditures with prior approval. Mr. Tappel seconded the motion. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes. Christine Yeagley– Yes.

Mr. Knapp presented Resolution 2018-03, Request to apply for and accept funding from the ODH FY 19 Public Health Emergency Preparedness (PHEP) Grant and appropriate the funds. Mr. Knapp requested a motion to adopt Resolution 2018-03. Mrs. Butler made a motion to approve the request to apply for and accept funding from the ODH FY19 PHEP Grant and appropriate the funds. Mrs. Reer seconded the motion. Ms. Spaar provided insight to the PHEP Grant funding opportunity. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes. Christine Yeagley– Yes.

Mr. Knapp presented Resolution 2018-04, Request to accept federal funding from the Category 2 Foodborne illness Risk Factor Study Grant and appropriate the funds. Mr. Knapp requested a motion to adopt Resolution 2018-04. Mr. Tappel made a motion to approve the request to accept funding from Category 2 Foodborne illness Risk Factor Study Grant and appropriate the funds. Dr. Gottfried seconded the motion. Mr. Cherry provided insight to the grant funding. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes. Christine Yeagley– Yes.

Mr. Knapp presented Resolution 2018-05, Request to accept federal funding from the Category 3 FDA Food Standardization Training Grant and appropriate the funds. Mr. Knapp requested a motion to adopt Resolution 2018-05. Mr. Polachek made a motion to approve the request to accept federal funding from the Category 3 FDA Food Standardization Training Grant and appropriate the funds. Mrs. Butler seconded the motion. Mr. Cherry provided insight to the grant funding. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes. Christine Yeagley– Yes.

Mr. Knapp presented Resolution 2018-06, Paid Time off Review. Mr. Knapp requested a motion to adopt Resolution 2018-06. Mrs. Reer made a motion to approve the Resolution 2018-06. Mrs. Yeagley seconded the motion. Mr. Hollinger explained the rationale behind the payout for employees who exceeded the allowed PTO carryover of 100 hours. The board requested a quarterly report of PTO/ELB usage. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – No. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes. Christine Yeagley– Yes.

Mr. Knapp presented Resolution 2018-07, Budgetary Transactions. Mr. Knapp requested a motion to approve the request to adopt Resolution 2018-07. Dr. Gottfried made a motion to approve Resolution 2018-07. Mr. Polachek seconded the motion. Mrs. Boose offered insight to the December 2017 budgetary transactions. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes. Christine Yeagley– Yes.

Mr. Knapp presented Resolution 2018-08, Health District Fees. Mr. Knapp requested a motion to adopt Resolution 2018-08. Mrs. Reer 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. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes. Christine Yeagley– Yes.

Mr. Knapp presented Resolution 2018-09 Request to accept the Reallocation of ODH FY 18 Public Health Emergency Preparedness Grant. Mr. Knapp requested a motion to adopt Resolution 2018-09. Mrs. Butler made a motion to approve the Resolution 2018-09. Mr. Polachek seconded the motion. Ms. Spaar provided insight to reallocation of funds. Discussion followed regarding how the reallocation was calculated. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes. Christine Yeagley– Yes.

Mr. Knapp presented Resolution 2018-10, Request to cover cost increase for Health Insurance. Mr. Knapp requested a motion to adopt Resolution 2018-10. Mr. Tappel made a motion to approve the Resolution 2018-10. Dr. Gottfried seconded the motion. Mr. Hollinger provided insight to the increase in health insurance and what the Board of Health increased portion would be for 2018. The motion carried upon roll call vote. Kathy Butler – Yes. Dr. Gottfried – Yes. William Knapp – Yes. Greg Polachek – Yes. Lisa Reer – Yes. Shawn Tappel – Yes. Christine Yeagley– Yes.

Mrs. Boose reviewed the fiscal reports, including the Fund Balance Report and the Revenue and Expense Report. For December, the general fund reflected revenue of \$84,186, expense of \$173,195 and a balance of \$502,266. Expenses, revenue, and balances were also reviewed for the following funds: Medical Reserve Corps (MRC), Community Cessation Initiative (CCI) Grant, Reproductive Health, Local Government Efficiency Program, Mosquito Control Grant, Safe Communities, Public Health Emergency Preparedness (PHEP), LifeSkills. Mrs. Boose also noted December 2017 expense highlights, including an advance to Fund 902 CCI Grant \$20,000, Sterling PC Maintenance Server Backup & IT Contract \$2,796, Financial Audit \$2,820.20,

Medical Contract- Stephanie Gibson \$3,837.50, and a \$1,890.00 Community Health Worker computer and software license fee.

HCPH's Epidemiologist, Mrs. Cmar, presented School Absentee Surveillance and Communicable Disease Trends reports through December 2017.

Mr. Knapp requested a motion to enter executive session pursuant to ORC Section 121.22 (G) (2). Mr. Polachek made a motion to enter executive session. Dr. Gottfried seconded the motion. The motion carried unanimously.

Mr. Knapp requested a motion to re-enter regular session. Dr. Gottfried made a motion to resume regular session. Mr. Polachek seconded the motion. The motion carried unanimously.

Mr. Knapp requested a motion to re-enter executive session pursuant to ORC Section 121.22 (G) (2). Dr. Gottfried made a motion to re-enter executive session. Mr. Tappel seconded the motion. The motion carried unanimously.

Mr. Knapp requested a motion to re-enter regular session. Dr. Gottfried made a motion to resume regular session. Mrs. Butler seconded the motion. The motion carried unanimously.

With no additional business, Mr. Knapp adjourned the meeting.