



**RESOLUTION 2019-109**  
**A Resolution to approve the minutes**  
August 8, 2019

The Board of Health of Huron County Public Health, Huron County, Ohio met at a regular meeting of the Board, on August 8, 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 have been submitted by mail/e-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 July 11, 2019 are suspended and the minutes are hereby approved as attached, except for the following amendment(s);

**WHEREUPON** Board Member Mr. Polachek moved and Mrs. Reer seconded this RESOLUTION 2019-109. On roll call, the following members voted as follows August 8, 2019.

William Knapp Yes  
William Knapp, President

Absent  
Kathleen Butler, LPN, Vice-President

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

Shawn Tappel yes  
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

Absent  
Kimberly Stults, RN



**HURON COUNTY BOARD OF HEALTH MEETING**

July 11, 2019 at 1:00 PM

Huron County Administration Building, Conference Room 1

**Present:** William Knapp, Greg Polachek, Lisa Reer, James Gottfried, Kathleen Butler, Kimberly Stults, Ron Robinson, Christine Yeagley

**Absent:** Shawn Tappel

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

**Guest(s):** N/A

The Board of Health of Huron County Public Health (HCPH), Huron County, Ohio met at a regular meeting of the Board on July 11, 2019. 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 16 minute presentation reviewed Health Equity/Health in all Policies, presented by David Maywhoor, Executive Director, Ohio Public Health Association. Discussion followed regarding status of Senate Bill (SB) 302 (*Creates an initiative and a team for health equity*) and whether or not the Board should write a letter to the committee. Ms. Spaar noted that SB 302 is still in "referred to committee" status and the Board will be updated with any status changes.

Mr. Knapp presented Resolution 2019-99, a resolution to approve the minutes from the June 2019 regular Board meeting. Mr. Knapp requested a motion to adopt Resolution 2019-99. Mrs. Butler made a motion to approve the minutes from the June 2019 regular Board of Health Meeting, as mailed/mailed. Dr. Gottfried seconded the motion. The motion carried unanimously.

Mr. Knapp presented Resolution 2019-100, a resolution to approve the payment of the monthly expenditures with prior approval. Mr. Knapp requested a motion to adopt Resolution 2019-100. Mr. Polachek made a motion to approve the payment of the monthly expenditures with prior approval. Mrs. Butler 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, Ron Robinson – Aye, Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2019-101, Request to apply for, accept, and appropriate funds for the Ohio Department of Health (ODH) Creating Healthy Communities Grant. Mr. Knapp requested a motion to adopt Resolution 2019-101. Mrs. Reer made a motion to approve Resolution 2019-101, Request to apply for, accept, and appropriate funds for the Ohio Department of Health (ODH) Creating Healthy Communities Grant. Mr. Robinson seconded the motion. Mrs. Marks explained the Ohio Department of Health (ODH)'s Office of Health Improvement and Wellness was offering grant funds to support the Creating Healthy Communities program, which is designed to prevent and reduce chronic disease through cross-sector collaboration which improves access to and affordability of healthy food and opportunities for physical activity using evidence-based, sustainable strategies. Mrs. Marks requested that the Board of Health approves the applying for, accepting the funding from, and appropriating the grant funding between \$30,000.00 and \$100,000.00 through the ODH Creating Healthy Communities program to prevent and reduce chronic disease in Huron County. The motion

carried upon roll call vote. Kathy Butler – Aye. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson – Aye, Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2019-102, Request to accept a resignation, advertise for and hire a Public Information Officer. Mr. Knapp requested a motion to adopt Resolution 2019-102. Mrs. Butler made a motion to adopt Resolution 2019-102, Request to accept a resignation, advertise for and hire a Public Information Officer. Mr. Polachek seconded the motion. Ms. Spaar explained that Public Information Officer, Jessica Colvin, resigned, effective July 19, 2019. Ms. Spaar requested the Board accepts the resignation of the Public Information Officer, Jessica Colvin, and approves the advertising for and hiring of a full time Public Information Officer at the rate of \$17.05-\$25.00 per hour based on qualifications. The motion carried upon roll call vote. Kathy Butler – Aye. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson – Aye, Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2019-103, Request to contract with a Public Information Officer Independent Contractor. Mr. Knapp requested a motion to adopt Resolution 2019-103. Mr. Polachek made a motion to approve Resolution 2019-103, Request to contract with a Public Information Officer Independent Contractor. Dr. Gottfried seconded the motion. Ms. Spaar explained that Huron County Public Health holds numerous grants that require marketing and advertising outreach activities and the current Public Information Officer, Jessica Colvin, has resigned her full-time position as outlined in Resolution 2019-102, and the delay in recruitment and hiring would negatively affect the Health District's ability to meet these grant requirements. Ms. Spaar further explained that Jessica Colvin was interested in acting as an independent contractor to assist with public information activities until a replacement is hired and requested that the Board grants the authority to the Health Commissioner to write and sign the standard independent contractor contract with Jessica Colvin to complete marketing and advertising outreach activities at the rate of \$26.00 per hour. Discussion followed regarding the timeline of the contract and hourly rate. The motion carried upon roll call vote. Kathy Butler – Aye. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson – Aye, Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2019-104, Request to approve the building committee's Generator and Knox Boxes expense recommendation, the sealing and re- strip of the parking lot and privacy booth, quotes and ongoing plumbing expenses required by building and fire inspections. Mr. Knapp requested a motion to adopt Resolution 2019-104. Mrs. Reer made a motion to approve Resolution 2019-104, Request to approve the building committee's Generator and Knox Boxes expense recommendation, the sealing and re- strip of the parking lot and privacy booth, quotes and ongoing plumbing expenses required by building and fire inspections. Mr. Robinson seconded the motion. Mr. Hollinger explained that the property at 28 and 32 Executive Drive is in need of renovation and the Board has reviewed and approved a contract for the remodel. Mr. Hollinger noted that the Building Committee was delegated with authority to act for the full Board to authorize and sign any documents for the remodel project through Resolution 2019-17. Mr. Hollinger further explained that building inspections continue to request plumbing changes and a privacy booth and the sealing and re-stripe of the parking lot are needed. Mr. Hollinger reviewed that building committee members Bill Knapp, Shawn Tappel, Greg Polachek and Ron Robinson were polled on 06/10/2019 and concurred that a bid of less than \$25,000 for a 38 Kw liquid cooled generator was appropriate and building committee members Bill Knapp, Shawn Tappel and Ron Robinson were polled on 06/11/2019 and concurred that the price of \$689 for two Knox Boxes was acceptable and the only company capable of providing the product. Therefore, Mr. Hollinger requested that the Board approve the Building Committee's recommendations for the Generator at less than \$25,000, two Knox boxes at \$689, privacy booth at \$3,243, 4 light covers at \$301, sealing and re-stripe of the parking lot at \$2,572 and the approval to continue to have the plumber correct the inspector's findings.

The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson – Aye, Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2019-105, Request to Contract with ODH to provide Tobacco Enforcement/Smoke Free Investigations. Mr. Knapp requested a motion to adopt Resolution 2019-105. Mrs. Butler made a motion to approve Resolution 2019-105, Request to Contract with ODH to provide Tobacco Enforcement/Smoke Free Investigations. Mr. Polachek seconded the motion. Mr. Hollinger explained that HCPH is requesting to enter into a contract with the Ohio Department of Health to provide Tobacco Enforcement smoke free investigations. Mr. Hollinger requested the board approves and authorizes the Health Commissioner to sign the required contract with the Ohio Department of Health compensating Huron County Public Health in the amount of \$125.00 per investigation and grants the Health Commissioner authority to appropriate and expend the funds from Huron County Public Health's FY 19 budget to fund the activities of the contract. Discussion followed regarding timeline of contract and frequency of inspections. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson – Aye, Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2019-106, Request to accept a resignation of Medical Clerk, Creveling. Mr. Knapp requested a motion to adopt Resolution 2019-106. Mrs. Butler made a motion to adopt Resolution 2019-106, Request to accept a resignation of Medical Clerk, Creveling. Dr. Gottfried seconded the motion. Mrs. Boose reviewed the Resolution noting that the intermittent Medical Clerk, Charlene Creveling, resigned and requested the Board to accept the resignation. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson – Aye, Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2019-107, 2019 Quarterly General Fund Budget Review (Quarter 2). Mr. Knapp requested a motion to adopt Resolution 2019-107. Mrs. Butler made a motion to approve Resolution 2019-107, 2019 Quarterly General Fund Budget Review (Quarter 2). Mr. Polachek seconded the motion. Mrs. Boose reported on the second quarter budget for 2019 and requested that the Board accepts the quarterly budget review for the second quarter of 2019. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson – Aye, Christine Yeagley – Aye.

Mr. Knapp presented Resolution 2019-108, Appropriations. Mr. Knapp requested a motion to adopt Resolution 2019-108. Mr. Robinson made a motion to approve Resolution 2019-108, Appropriations. Mrs. Reer seconded the motion. Mrs. Boose stated that the budget is reviewed monthly and at year end to determine if any appropriation adjustments, amended certificates, or advancements or returns are necessary. Mrs. Boose further noted that Huron County Board of Health purchased real property at 28 and 32 Executive Drive which requires renovations and that the building renovation requires un-appropriated funds to be appropriated to fulfill obligations for the renovation. Therefore, Mrs. Boose requested the Board approve the budgetary amendments as set forth in Section I. of Resolution 2019-108. The motion carried upon roll call vote. Kathy Butler – Aye, Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson – Aye, Christine Yeagley – Aye.

Mrs. Boose reviewed the fiscal reports, including the Fund Balance Report and the Revenue and Expense Report. For June, the general fund reflected a cash balance of \$553,217. Year to Date Revenue, Year to Date Expense, 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), Sewage Operation and Maintenance, LifeSkills, Early Intervention Services Grant and FDA Category 3 Food Standardization Training Grant. Mrs. Boose presented the 2019 General Fund cash balance compared to the previous eleven year average and proceeded to review the General Fund Budget performance and broke out year-to-date general fund revenue, expense and net details. Finally, Mrs. Boose reviewed the PTO balances of employees with maximum extended leave bank time. Mr. Knapp requested a motion to accept the fiscal report as presented. Mr. Robinson 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, Ron Robinson – Aye, Christine Yeagley – Aye.

Mr. Knapp introduced the Epidemiologist, Sydney Cmar, to present the Communicable Disease and School Absentee trends report through June 2019. Mrs. Cmar provided a report on all enteric disease cases investigated in 2018, reviewing case numbers by month and broke out aggregate demographic information and zip codes of all 2018 enteric disease cases. Mrs. Cmar further reviewed the hospitalization status of enteric disease cases and the length of stay for hospitalized enteric disease cases in 2018. Mrs. Cmar provided a school absentee report including data on average absentee rate for the school year, average absentee rate by weekday, average absentee rate by month and absentee symptoms for the entire 2018-2019 school year. 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. Mrs. Reer seconded the motion. The motion carried unanimously.

Mr. Knapp requested a motion to enter executive session pursuant to ORC Section 121.22 (G) (3) to review conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. A motion was made by Mrs. Reer and seconded by Mr. Polachek to enter executive session to discuss conferences with an attorney covered by ORC 121.22 (G) (3). The motion carried upon roll call vote. Kathy Butler – Aye. Dr. Gottfried - Aye, William Knapp - Aye, Greg Polachek - Aye, Lisa Reer - Aye, Ron Robinson – Aye, Christine Yeagley – Aye.

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

Mr. Hollinger explained to the Board that there are numerous items that will not be used at the new building. Mr. Hollinger noted that these items would be sold or donated. The items to be sold would be metal shelving units at \$10.00 per unit and filing cabinets at \$15.00 per cabinet and old cabinets would be donated to Goodwill/ReStore.

With no additional business, Mr. Knapp adjourned the meeting 2:48 pm.