



HURON COUNTY BOARD OF HEALTH MEETING
June 5, 2025, at 1:00 PM

Present: Dr. Amy Browne, Jeremy Loose, Kenneth Tkach, Jessica Khaledi, Randolph Bacon, Kim Stults

Absent: Greg Polachek, Krista Sowers

HCPH Staff: Bethany Perry, Timothy Hollinger, Nicole Marks, Eric Cherry, Grace Habeck

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 June 5, 2025 at HCPH Conference Room 1.

Mr. Loose called the meeting to order at 1:00PM and requested a roll call. Mrs. Marks completed the roll call: Mr. Bacon – Present; Dr. Browne – Present Ms. Khaledi – Present; Mr. Loose – Present; Mr. Polachek – Absent; 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. Loose invited the public to participate in the public comment period, but there were no members of the public present who wished to comment.

Mr. Loose proceeded to share two Board of Health member updates. Mr. Bacon has submitted his resignation from the Board, effective June 9, 2025. Mrs. Smith has submitted her resignation from the Board, effective May 30, 2025.

Mr. Loose proceeded to action items on the agenda and presented the Board with Resolution 2025-52: Approval of Minutes from the May 2025 Regular Meeting. Dr. Browne made a motion to approve Resolution 2025-52, and Ms. Khaledi seconded the motion. With no discussion, the motion carried with all in favor and none opposed.

Mr. Loose presented Resolution 2025-53: Approval of May 2025 Expenditures. Mr. Tkach made a motion to approve Resolution 2025-53, Dr. Browne seconded the motion. With no discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-54: Approval of May 2025 Budgetary Transactions. Dr. Browne made a motion to approve Resolution 2025-54, Ms. Khaledi seconded the motion. With no discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-55: Request to Contract with the Ohio Department of Health for Smokefree Workplace Law Enforcement. Dr. Browne made a motion to approve Resolution 2025-55, Mr. Bacon seconded the motion. With no discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-56: Request to Approve Transfer of General Funds to Support PHEP FY26 Grant. Ms. Khaledi made a motion to approve Resolution 2025-56, Dr. Browne seconded the motion. Mrs. Marks explained that the Public Health Emergency Preparedness (PHEP) Grant has been evaluated to see what the actual cost to the agency is. Section 1 of the resolution outlines the grant funding of \$72,791.00. However, based on estimates, anticipated expenses will actually be \$93,137.10. Thus, it is being requested that the Board transfer \$25,000.00 of general fund money to the PHEP fund to support PHEP FY26. This includes the required 7.7% grant-required match and anticipates increased costs moving into calendar year 2026. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-57: Request to Approve Increased Liability Insurance Coverage Cost. Dr. Browne made a motion to approve Resolution 2025-57, Ms. Khaledi seconded the motion. Mr. Hollinger explained that the agency's liability insurance provider, PEP, suggested a per-occurrence increase from \$6 million to \$9 million per occurrence based on awards that have recently been given. Section 1 of the resolution outlines the details of the increase which includes legal liability for general liability claims, legal liability for automobile claims, public officials' wrongful acts, and employment practices liability. The suggested increase would cost the agency an additional \$3,160.00 per year. With no further discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-58: Request to Approve Updated Fees. Mr. Bacon made a motion to approve Resolution 2025-58, Dr. Browne seconded the motion. Mr. Hollinger explained that this would be a new fee for the Medical Division. Instead of having to send out female chlamydia and gonorrhea specimens, this would allow HCPH to test in-house in 30 minutes at a lower cost for both the agency and the patient. With no further discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-59: Request to Approve Updated Food Policy. Dr. Browne made a motion to approve Resolution 2025-59, Ms. Khaledi seconded the motion. Mr. Cherry explained that HCPH gets surveyed by the Ohio Department of Agriculture (ODA) and the Ohio Department of Health (ODH) once every three years (not on the same schedule) for the food program, reviewing policies, procedures, and guidelines. One of the things that ODA requested HCPH update was the enforcement policy for how HCPH handles re-inspections for facilities that are out of compliance. Some changes have been made to the former guidelines and policy in consultation with the ODA representative. The new comprehensive policy is what ODA wants to see and is acceptable to ODA. Mr. Cherry is requesting that the board approve the updated policy, which is a step-by-step guide for how to handle out of compliance facilities and bring them back into compliance. With no discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-60: Request to Approve WPCLF Contract. Mr. Tkach made a motion to approve Resolution 2025-60. Ms. Khaledi seconded the motion. Mr. Cherry explained that this contract was brought to the Board last month. Following the May board meeting, a misunderstanding with the contractor was identified, who thought that a previously approved bond would be sufficient for the project, but it was not. This would add an additional \$900 to the contract, which is still the lowest bid for the project. Mr. Cherry is requesting the Board approve the updated contract for a new total of \$28,835.00. With no further discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-61: Request for Funding for Huron County Fair. Mr. Bacon made a motion to approve Resolution 2025-61, Dr. Browne seconded the motion. Ms. Habeck presented a PowerPoint presentation to the Board outlining the purpose of the request, how t-shirts are used for a tool for public engagement, examples of data collected as a part of the fair survey and results from last year's survey, as well as previous costs and cost estimates. The motion carried upon roll call vote, with the Board agreeing to match \$2,100.00 in donations: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Tkach – Yes.

Mr. Loose requested a motion to enter into Executive Session, per Ohio Revised Code Section 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Dr. Browne made a motion to enter into executive session and Ms. Khaledi seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Tkach – Yes.

Mr. Tkach made a motion to exit executive session and Dr. Browne seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Tkach – Yes.

Mr. Loose proposed a motion to post the Health Commissioner position vacancy internally, beginning tomorrow (June 6, 2025). Ms. Khaledi made a motion and Dr. Browne seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Tkach – Yes.

Mr. Loose proceeded to the Fiscal Report. Ms. Perry proceeded to present an updated Fiscal Report to the Board. The general fund and special fund balance reports were reviewed, in addition to outstanding advances from the general fund, year-to-date budget performance, and expense highlights. Discussion surrounded potential future budget concerns with grants at the federal level. Mr. Hollinger explained that by September at the beginning of the federal fiscal year, the agency will learn which grants, if any, will lose funding. With no additional updates or further discussion, Mr. Loose requested a motion to approve the Fiscal Report; Dr. Browne motioned to approve the report as presented and Ms. Khaledi seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Tkach – Yes.

With no other discussions or business on the agenda or presented by Board members, Dr. Browne made a motion to adjourn, and Ms. Khaledi seconded the motion. Meeting adjourned at 1:48PM. The next regular session is scheduled for July 10, 2025.