HURON COUNTY BOARD OF HEALTH MEETING
May 8, 2025, at 1:00 PM

Present: Dr. Amy Browne, Jeremy Loose, Greg Polachek, Sara Smith, Kenneth Tkach, Jessica Khaledi, Krista Sowers

Absent: Randolph Bacon, Kim Stults

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

Guest(s) In Person: Matt Roche -Norwalk Ohio News, Randal Strickler – Huron County Prosecutor's Office, Abby Hoven – Fisher-Titus Medical Center

The Board of Health of Huron County Public Health (HCPH), Huron County, Ohio met at a regular meeting of the Board on May 8, 2025 at HCPH Conference Room 1.

Mr. Loose called the meeting to order at 1:01PM and requested a roll call. Mrs. Marks completed the roll call: Mr. Bacon – Absent; Dr. Browne – Present Ms. Khaledi – Present; Mr. Loose – Present; Mr. Polachek – Present; Mrs. Smith – Present; Mrs. Sowers – Present; Mrs. Stults – Absent; Mr. Tkach – Present.

Mr. Loose turned to the guests present at the meeting to introduce themselves. In attendance were Abby Hoven of Fisher-Titus Medical Center, Randal Strickler from the Huron County Prosecutor's Office, and Matt Roche of Norwalk Ohio News. Mr. Strickler noted that he was in attendance only for the Health Insurance Portability and Accountability Act (HIPAA) Training, not for any official business.

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 turned the floor over to Abby Hoven, Clinical Education Manager at Fisher-Titus Medical Center, to provide the Board of Health education on HIPAA. The training covered the basics of HIPAA and lasted approximately 32 minutes.

Mr. Loose proceeded to action items on the agenda and presented the Board with Resolution 2025-47: Approval of Minutes from the April 2025 Regular Meeting. Dr. Browne made a motion to approve Resolution 2025-47, and Mr. Polachek seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-48: Approval of April 2025 Expenditures. Dr. Browne made a motion to approve Resolution 2025-48, Ms. Khaledi seconded the motion. Mrs. Smith stated that she had a few questions regarding the expenditures that were sent out in the Board packet. Mrs. Smith asked for clarification regarding how HCPH decides what overhead costs (i.e., liability insurance, Firelands Lawn and Landscape) get allocated across which funds (i.e., General Revenue Fund, Reproductive Health and Wellness Grant, other grants). Ms. Perry explained that overhead costs (i.e., lawn care, Ohio Edison, City of Norwalk, Columbia Gas, etc.) get put into an all split across the whole building. Mrs. Smith then asked what the agency's mileage policy looks like. Mr. Hollinger explained that when an employee drives a personally owned vehicle, the mileage reimbursement is

$0.58 per mile. If employees are using the agency vehicles, there is no reimbursement. Mrs. Smith further questioned the minimal amounts paid to employees for mileage reimbursements versus the amount of work taken to process the POs for mileage and why agency vehicles aren't always utilized. Mr. Cherry explained that there are 25 employees and only five vehicles; most of the time, the field staff use the agency vehicles all day, thus, they are not available to use. Mrs. Smith also asked how mileage is classified – pointing out that sometimes it is classified under mileage, other time it is under meeting expenses, or a contract, etc. Ms. Perry and Mr. Hollinger explained the change in documentation for POs that occurred per the Board's request and clarified that not all fields in the POs are visible on the expenditure report that the Board receives. Further, multiple lines with varying GL codes can be entered on the same PO. Discussion continued regarding grants covering salaries and building costs. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-49: April Budgetary Transactions. Mr. Polachek made a motion to approve Resolution 2025-36 and Mrs. Sowers seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-50: Request to Contract for Ohio Environmental Protection Agency (OEPA) Water Pollution Control Loan Fund (WPCLF) Services. Dr. Browne made a motion to approve Resolution 2025-50 and Mrs. Smith seconded the motion. Mr. Cherry reminded the Board that this is the grant that assists individuals in repairing or replacing failing household sewage treatment systems. This particular contract expends the remaining money for the 2023 WPCLF project funds for a 100% funded project. The contract is for the lowest bid for the project, $27,935.00, with Wolf Contracting. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-51: Request to Contract with the Ohio Department of Commerce for Manufactured Home Park Inspections. Dr. Browne made a motion to approve Resolution 2025-51 and Mrs. Smith seconded the motion. Mr. Cherry explained the contract: the Ohio Department of Commerce licenses manufactured home parks and partners with local health departments to conduct required inspections for them at the mobile home parks in their jurisdiction. This is a two-year contract with reimbursement rates listed in Section 1. Mr. Cherry stated that HCPH has been doing this for years. Mr. Polachek questioned whether the reimbursement prices still cover HCPH's costs, and Mr. Cherry and Mr. Hollinger confirmed that HCPH does not lose money on the contract. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mrs. Sowers – 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, the federal FY26 budget proposal, and expense highlights. Mr. Hollinger highlighted the proposed federal budget, explaining that the purpose of presenting the fiscal budget information is to keep the Board informed about how federal budget cuts may impact HCPH. Dr. Browne questioned what "Fetch" is (from the expenditure report highlights) and Mr. Cherry clarified that it is the system used for the Operation & Maintenance Program. With no 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: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mrs. Sowers – 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 Mr. Polachek seconded the motion. Meeting adjourned at 1:54PM. The next regular session is scheduled for June 5, 2025.