



Huron County Public Health

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RESOLUTION 2018-128 A resolution to approve the minutes November 8, 2018

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

WHEREUPON Board Member Mr. Polachek moved and Dr. Gottfried seconded this RESOLUTION 2018-128. On roll call, the following members voted as follows November 8, 2018.

William Knapp Yes
William Knapp, President

Kathleen Butler, LPN, Vice-President

James A. Gottfried, M.D. yes

Shawn Tappel yes

Lisa Reer, RPh yes

Ron Robinson YES

Greg Polachek yes

Christine Yeagley, RN

Timothy Hollinger, MPH, Secretary

Kimberly Stults, RN



HURON COUNTY BOARD OF HEALTH MEETING

October 4, 2018 at 1:00 PM

Huron County Administration Building, Conference Room 1

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

Absent: Shawn Tappel, Christine Yeagley

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

The Board of Health of Huron County Public Health, Huron County, Ohio met at a regular meeting of the Board on October 4, 2018. 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 the role of local health departments in the Opioid Epidemic, presented by Julianne Nesbitt, Health Commissioner, Clermont County Public Health.

Mr. Knapp presented Resolution 2018-104, a resolution to approve the minutes from the September 2018 Board meeting. Mr. Knapp requested a motion to adopt Resolution 2018-104. Mrs. Butler made a motion to approve the minutes from the September 2018 Board of Health Meeting, as mailed. Mrs. Reer seconded the motion. The motion carried unanimously.

Mr. Knapp presented Resolution 2018-105, a resolution to approve the payment of the monthly expenditures with prior approval. Mr. Knapp requested a motion to adopt Resolution 2018-105. Mr. Polachek made a motion to approve the payment of the monthly expenditures with prior approval. Mr. Robinson seconded the motion. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-106, Change of status, Creveling. Mr. Knapp requested a motion to adopt Resolution 2018-106. Dr. Gottfried made a motion to approve the change in status of Creveling. Mrs. Butler seconded the motion. Mrs. Boose provided insight into the request noting that Charlene Creveling successfully fulfilled the time requirement and received a positive review for becoming a full time non-exempt regular employee. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-107, Change of status, Wilson. Mr. Knapp requested a motion to adopt Resolution 2018-107. Mrs. Reer made a motion to approve the change in status of Wilson. Mr. Polachek seconded the motion. Mrs. Boose provided insight into the request noting that Karley Wilson successfully fulfilled the time requirement and received a positive review for becoming a full time non-exempt regular employee. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-108, Change of status, Campbell. Mr. Knapp requested a motion to adopt Resolution 2018-108. Mr. Polachek made a motion to approve the change in status of Campbell. Mrs. Butler seconded the motion. Mrs. Marks provided insight into the request noting that Melissa Campbell

successfully fulfilled the time requirement and received a positive review for becoming a full time non-exempt regular employee. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-109, Request to apply for, accept, and appropriate grant funds for the Ohio Department of Health's Early Intervention Services Grant: HIV/STD Prevention. Mr. Knapp requested a motion to adopt Resolution 2018-109. Mrs. Reer made a motion to approve Resolution 2018-109. Mrs. Butler seconded the motion. Mrs. Marks presented an overview of the grant opportunity indicating the purpose is to support eleven HIV prevention and care regions in developing and/or enhancing access to a comprehensive continuum of high-quality HIV care and treatment for low-income people living with HIV. Mrs. Marks noted that the funding opportunity is for up to \$100,000 to serve Region 2, consisting of Richland, Ashland, Knox, Erie, Huron, Seneca, Crawford, Wyandot, and Marion Counties. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-110, Request to approve increase in Public Health Emergency Preparedness (PHEP) FY 19 grant funding. Mr. Knapp requested a motion to adopt Resolution 2018-110. Mrs. Reer made a motion to approve the request to accept increase in PHEP FY 19 grant funding. Dr. Gottfried seconded the motion. Ms. Spaar provided an overview of the request noting the Ohio Department of Health restored some funding that was cut from the original award and that HCPH will be receiving an additional \$1,107.00 in funding making a new total grant award of \$75,065.00. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-111, Request to accept an abbreviated grant cycle in the ODH FY 19 Reproductive Health and Wellness Grant with an associated reduction in funds. Mr. Knapp requested a motion to adopt Resolution 2018-111. Mrs. Reer made a motion to approve Resolution 2018-111. Mrs. Butler seconded the motion. Mrs. Boose provided an overview of the changes with the grant timeline and reduction in funding. Mr. Hollinger provided a big picture overview of changes with grant funding at the state level. Discussion followed regarding the initial grant award. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-112, Quarterly Health District Budget. Mr. Knapp requested a motion to adopt Resolution 2018-112. Mrs. Butler made a motion to approve the Quarterly Health District Budget. Mrs. Reer seconded the motion. Mrs. Boose provided an in-depth review of the third quarter Health District Budget. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-113, Health District 2018 Budgetary Transactions for September. Mr. Knapp requested a motion to adopt Resolution 2018-113. Mr. Polachek made a motion to approve the Budgetary Transactions. Mr. Robinson seconded the motion. Mrs. Boose reported the budgetary transactions for the last month reviewing each appropriation adjustment and the addition of a new project (fund). The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-114, Emergency Resolution to repeal Resolution 2017-92 Body Art (Tattoo and Body-Piercing) fees and re-establish the Body Art fees pursuant to 3709.09 (C). Mr. Knapp requested a motion to adopt Resolution 2018-114. Dr. Gottfried made a motion to approve the Emergency Resolution 2018-114. Mr. Polachek seconded the motion. Mr. Cherry read the resolution and provided

reasoning for emergency fee establishment. Discussion followed regarding a numbering error in the resolution. Resolution was updated with correct numbering. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-115, Emergency Resolution to repeal Resolution 2017-93 Food Service Operation and Retail Food Service fees and re-establish the Food Safety Program (FSO and RFE) fees pursuant to 3709.09 (C). Mr. Knapp requested a motion to adopt Resolution 2018-115. Mr. Robinson made a motion to approve the Emergency Resolution 2018-115. Mr. Polachek seconded the motion. Mr. Cherry read the resolution and provided reasoning for emergency fee establishment. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-116, Emergency Resolution to repeal Resolution 2017-94 Campground fees and re-establish the Campground Program fees pursuant to 3709.09 (C). Mr. Knapp requested a motion to adopt Resolution 2018-116. Mr. Robinson made a motion to approve the Emergency Resolution 2018-116. Mr. Polachek seconded the motion. Mr. Cherry read the resolution and provided reasoning for emergency fee establishment. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-117, Emergency Resolution to repeal Resolution 2017-95 Public Swimming Pools/Spas/Special Use fees and re-establish the Public Swimming Program fees pursuant to 3709.09 (C). Mr. Knapp requested a motion to adopt Resolution 2018-117. Mrs. Reer made a motion to approve the Emergency Resolution 2018-117. Dr. Gottfried seconded the motion. Mr. Cherry read the resolution and provided reasoning for emergency fee establishment. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-118, Emergency Resolution to repeal Resolution 2017-96 Public Bathing Place fees and re-establish the Public Bathing Place fees pursuant to 3709.09 (C). Mr. Knapp requested a motion to adopt Resolution 2018-118. Mrs. Reer made a motion to approve the Emergency Resolution 2018-118. Mrs. Butler seconded the motion. Mr. Cherry read the resolution and provided reasoning for emergency fee establishment. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-119, Emergency Resolution to repeal Resolution 2017-98 Sewage Treatment System Program fees and re-establish the Sewage Treatment System Program fees pursuant to 3709.09 (C). Mr. Knapp requested a motion to adopt Resolution 2018-119. Mrs. Butler made a motion to approve the Emergency Resolution 2018-119. Mr. Polachek seconded the motion. Mr. Cherry read the resolution and provided reasoning for emergency fee establishment. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented Resolution 2018-120, Emergency Resolution to repeal Resolution 2017-99 Private Water System Program fees and re-establish the Private Water System Program fees pursuant to 3709.09 (C). Mr. Knapp requested a motion to adopt Resolution 2018-120. Mrs. Reer made a motion to approve the Emergency Resolution 2018-120. Mr. Robinson seconded the motion. Mr. Cherry read the resolution and provided reasoning for emergency fee establishment. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented a request to amend the timeline for real property purchase as approved in Resolution 2018-82. Mr. Hollinger provided insight to the request noting that the current property owner requested that the transfer of property occur after execution of the contract in 2018, instead of January of 2019. Mr. Knapp requested a motion to approve the amended timeline. Mr. Robinson made a motion to amend the timeline for real property purchase as approved in Resolution 2018-82 from January 2019 to immediately after execution of contract and transfer of title. Dr. Gottfried seconded the motion. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mr. Knapp presented the request to approve a flooring purchase for the Medical Division at the agency's new facility. Mr. Hollinger reviewed all flooring options with the Board indicating that the price quotes came back relatively close, around \$11,000.00. Discussion followed regarding purchasing flooring prior to the building contract being in place and potential flooring restocking fees. Mr. Polachek made a motion to approve the purchase of flooring, up to \$11,000, for the Medical Division at new facility contingent upon execution of building purchase contract. Mr. Robinson seconded the motion. The motion carried upon roll call vote. Kathleen Butler – Aye, Dr. Gottfried- Aye, William Knapp-Aye, Greg Polachek- Aye, Lisa Reer- Aye, Ron Robinson- Aye.

Mrs. Boose reviewed the fiscal reports, including the Fund Balance Report and the Revenue and Expense Report. For September, the general fund reflected revenue of \$122,299, expense of \$146,524 and a balance of \$775,140. Expenses, revenue, 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, Public Health Emergency Preparedness (PHEP), LifeSkills and FDA Category 3 Food Standardization Training Grant. Mrs. Boose proceeded to review the General Fund Budget performance and broke out year to date general fund revenue, expense and net details.

Mrs. Boose also noted September 2018 expense highlights, including the purchase of \$2,183.07 for cribs and car seats using donated funds to Evenflo Company and a payment of \$17,000.00 to the Huron County Commissioners for sidewalks and parking lot repaving to honor the remaining lease agreement.

Mrs. Boose presented the Quarterly Leave Review Report outlining employees' paid time off balances who have the maximum of 500 hours in their extended leave bank. Discussion followed regarding leave balance usage through end of year.

Finally, Mrs. Boose gave an update on the 2017 State Audit. She informed the board that a pre-engagement meeting had been held and that there will be a quick turnaround due to the election. She noted that updates will be provided to the Board as necessary.

Mr. Knapp requested a motion to acknowledge the fiscal report as presented. Dr. Gottfried made a motion to accept the fiscal report as presented. Mr. Polachek seconded the motion. The motion carried unanimously.

Mr. Cherry presented the first reading of Resolution 2018-121: Resolution to approve the fee schedule for the Implementation and Administration of the Body Art Rules.

Mr. Cherry presented the first reading of Resolution 2018-122: Resolution to approve the fee schedule for the

Implementation and Administration of the Food Safety (FSO and RFE) Rules.

Mr. Cherry presented the first reading of Resolution 2018-123: Resolution to approve the fee schedule for the Implementation and Administration of the Campground Rules.

Mr. Cherry presented the first reading of Resolution 2018-124: Resolution to approve the fee schedule for the Implementation and Administration of the Public Swimming Rules.

Mr. Cherry presented the first reading of Resolution 2018-125: Resolution to approve the fee schedule for the Implementation and Administration of the Public Bathing Place Regulations.

Mr. Cherry presented the first reading of Resolution 2018-126: Resolution to approve the fee schedule for the Implementation and Administration of the Sewage Treatment System Rules.

Mr. Cherry presented the first reading of Resolution 2018-127: Resolution to approve the fee schedule for the Implementation and Administration of the Private Water System Rules.

Mrs. Cherry announced the remaining drive-thru flu shot clinic dates and provided a recap of flu shot clinics that have been held already. Ms. Spaar presented the results of a set-up exercise that was conducted prior to the start of the Norwalk flu shot clinic, per a requirement of the PHEP grant.

Mr. Hollinger provided an overview of the next strategic planning cycle. Mr. Hollinger noted the importance of board involvement in overarching policy decisions and financial direction for the goals of the strategic plan. He noted that each Director will present program goals and ask for direction on the future vision for the program. Mr. Hollinger informed the board that this process will begin in the upcoming months.

With no additional business, Mr. Knapp adjourned the meeting at 2:36 pm.