HURON COUNTY BOARD OF HEALTH MEETING
August 7, 2025, at 1:00 PM

Present: Dr. Amy Browne, Jeremy Loose, Kenneth Tkach, Jessica Khaledi, Kim Stults, Greg Polachek, Dr. Jeffrey Sizemore

Absent: Mark Coriell, Krista Sowers

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

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 August 7, 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: Dr. Browne – Present; Mr. Coriell – Absent; Ms. Khaledi – Present; Mr. Loose – Present; Mr. Polachek – Present; Dr. Sizemore – Present; 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. Roche did not wish to address the Board during public comment.

Mr. Loose proceeded to the next section on the agenda, executive session. Mr. Tkach made a motion to enter into executive session, pursuant to 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. Ms. Khaledi seconded the motion. Motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mr. Tkach – Yes.

Upon conclusion of the Board's executive session, Mr. Polachek made a motion to exit executive session and Mr. Tkach seconded the motion. Motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mr. Tkach – Yes.

As a result of Executive Session, Mr. Loose requested three motions:

1. Resolution 2025 – 80: A resolution creating a new job classification. Mr. Polachek made a motion to approve Resolution 2025-80 and Dr. Browne seconded the motion. Ms. Khaledi explained that in planning for the Health Commissioner's retirement, the Board is proposing a Deputy Health Commissioner position to assist the agency's succession planning. This Resolution would approve the creation of that position and its associated pay range. Motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mr. Tkach – Yes.
2. Resolution 2025 – 81: Request to reclassify Marks and sign Health Commissioner contract. Dr. Browne made a motion to approve Resolution 2025-81 and Ms. Khaledi seconded the motion. Ms. Khaledi explained that as a follow-up to the creation of the Deputy Health Commissioner position and in light of Mr. Hollinger's retirement next year, the HR/Personnel/Finance Committee has worked to recommend Nicole Marks as the next Deputy Health commissioner, effective August 11th, and as the next Health Commissioner, effective February 7, 2026. Mrs. Marks has accepted the offer, which is being brought to

the full Board for final approval. Motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mr. Tkach – Yes.

3. Resolution 2025 – 82: Request to advertise for and hire Community Programs Division Director. Dr. Browne made a motion to approve Resolution 2025-82 and Mr. Polachek seconded the motion. Ms. Khaledi explained that with Mrs. Marks accepting the appointment of Deputy Health Commissioner, the Community Programs Division Director position will need to be filled. This resolution allows HCPH to advertise and hire a replacement for Mrs. Marks as she takes on her new role. Motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mr. Tkach – Yes.

Mr. Loose proceeded to action items on the regular agenda, presenting the Board with Resolution 2025-71: Approval of Minutes from the July 2025 Regular Meeting. Mr. Tkach made a motion to approve Resolution 2025-71, and Dr. Browne 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; Dr. Sizemore – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-72: Approval of July 2025 Expenditures. Dr. Browne made a motion to approve Resolution 2025-72, Ms. Khaledi seconded the motion. With no discussion, motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-73: Approval of July 2025 Budgetary Transactions. Ms. Khaledi made a motion to approve Resolution 2025-73, Dr. Browne seconded the motion. Ms. Perry asked if there were any questions, and there were none. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-74: Request to apply for, accept funding from, and appropriate funding for the Water Pollution Control Loan Fund (WPCLF) grant. Mr. Tkach made a motion to approve Resolution 2025-74, Dr. Browne seconded the motion. Mr. Cherry explained that this is the grant that HCPH has applied for, for a number of years, from the Ohio Environmental Protection Agency (EPA), to help individuals in need of financial assistance for failing sewage treatment systems needing repair or replacement. HCPH is asking for permission to apply for, accept funding from, and appropriate the funding of up to $150,000.00 in grant funds. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-75: Health District updated fees. Dr. Browne made a motion to approve Resolution 2025-75, Ms. Khaledi seconded the motion. Ms. Perry explained that the only changing fee this month is the burial permit fee for vital statistics, which is increasing from $3.00 to $10.00, effective September 1st. This fee has been increased by the State of Ohio. HCPH still only receives $0.50 of this fee, and the rest is sent to the state. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-76: Request to enter into a contract with DNA Diagnostics Center and a memorandum of understanding with the Huron County Department of Job and Family Services for genetic (paternity) testing services. Dr. Browne made a motion to approve Resolution 2025-76, Mr. Polachek seconded the motion. Mrs. Cherry explained that in 2020, Huron County Job and Family Services (JFS) approached HCPH to start doing their paternity testing for child support. With that arrangement, HCPH has a memorandum of understanding with Huron County JFS Child Support Enforcement Agency to do the paternity testing service for them through LabCorp, the laboratory who the state chose. The contract expired at the end of July, which nullified HCPH's contract. DNA Diagnostics Center is the laboratory that Ohio JFS is now going to use, and Huron County JFS wishes HCPH to continue to provide paternity testing services. For the benefit of HCPH, LabCorp was only paying $10 per completed test, while DDC will now pay $25 per completed test. Mr. Sizemore asked for clarification on the breakdown of counties and number of providers. Mrs. Cherry explained that the State of Ohio decides which lab they are going to use and the local JFS communicates with the lab who reaches out to HCPH to schedule. There will only be one laboratory used across the state through JFS. HCPH only does testing through this agreement. Mr. Hollinger also added clarification: JFS requires a DNA test to prove who the father of a child is. The laboratory is JFS's choice, they just need a local entity to do a cheek swab for a sample and send it in to the chosen lab. HCPH is the choice for Huron County. HCPH bills the laboratory for completed samples. It is a favorable agreement for HCPH. Mr. Polachek asked how many paternity tests are done each year. Mrs. Cherry said a lot are scheduled, but there are quite a few no shows. Mrs. Cherry stated that she would have to pull the number and does not want to guess. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-77: Change of status, Snyder. Ms. Khaledi made a motion to approve Resolution 2025-77, Dr. Browne seconded the motion. Mrs. Marks explained that Paige Snyder, the agency's Prevention Grant Coordinator, has been here since spring 2025, and the request to the Board is to have Ms. Snyder come off of probation. There is no pay rate change associated with the change in status. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-78: Request to approve extension agreement with the Ohio Auditor of State. Mr. Polachek made a motion to approve Resolution 2025-78, Dr. Browne seconded the motion. Mr. Hollinger explained that HCPH is at the end of the contract with the Auditor of the State of Ohio. They are offering HCPH an extension agreement for 2025-2029, a 5-year extension. The state of Ohio would engage Charles E. Harris and Associates, Inc. to complete HCPH's state fiscal audit for that time period. The agreement being offered is a total fixed fee of $55,300.00 for the 5-year period. Mr. Polacheck asked what HCPH gets by extending the agreement and whether HCPH has a choice. Mr. Hollinger explained that the agency does have a choice, if there is an issue with the subcontractor, the state auditor could offer HCPH another subcontractor. HCPH has used Harris for the last 5-year period, so the question is whether the agency wishes to continue with the same contractor or go with someone different. Mrs. Stults asked if HCPH has any issues that would make HCPH decide not to move forward with Charles E. Harris. Mr. Hollinger explained there are not major issues and Julian and Grube are now the main communicators with the auditors. Ms. Perry added that if HCPH went for rebid, there is an uncertainty in what subcontractor you could be assigned, and it could be more expensive. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-79: Request to amend WPCLF application matrix established by Resolution 2020-134. Dr. Browne made a motion to approve Resolution 2025-79, Mr. Tkach seconded the motion. Mr. Cherry explained that Resolution 2020-134 was passed by the Board, establishing a grading matrix to determine eligibility for the OEPA WPCLF Grant. Until this time, the matrix provided clear, non-disputable scoring for applications that were submitted for consideration. The current group of applications have resulted in multiple ratings that are tied on the grading matrix scale. The first two applicants that tie will both be considered eligible based on the funding available with the grant. There is another three-way tie with lower scores from the first two. When considering a tie breaker option in consultation with the Huron County Prosecutor's Office, HCPH considered the information in Section 1 of the Resolution, from the Ohio EPA, the grant funding agency, which specifies that the grant is intended for homeowners that qualify for financial hardship based on the Health and Human Services poverty guidelines. Although finances are one of the considering factors in the original matrix based on the funding category that they fall into (i.e., 100%, 85%, or 50% funded), HCPH believes that for tie-breaking purposes, the actual income listed on the tax form, based on actual lowest income, should be used. Mr. Cherry reviewed Section 1, which included screenshots from the Ohio EPA's website, as well as the grading matrix and the tie-breaking amendment, with the Board. Brief discussion followed regarding additional changes to the matrix that will be made in the future and the appropriate timing for those updates. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mr. Tkach – Yes.

Mr. Loose proceeded to the Fiscal Report, requesting a motion to approve the report. Dr. Browne made the motion and Mr. Tkach seconded the motion. 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. With no additional updates or further discussion, Mr. Loose requested a roll call vote to approve the report. The motion carried upon roll call vote: Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mr. Tkach – Yes.

With no other discussions or business on the agenda or presented by Board members, meeting adjourned at 1:33PM. The next regular session is scheduled for September 4, 2025.