HURON COUNTY BOARD OF HEALTH MEETING
September 4, 2025, at 1:00 PM

Present: Dr. Amy Browne, Jeremy Loose, Kim Stults, Greg Polachek, Dr. Jeffrey Sizemore, Krista Sowers

Absent: Mark Coriell, Jessica Khaledi, Kenneth Tkach

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

Guest(s) In Person: Matt Roche -Norwalk Ohio News, Randal Strickler and James Sitterly – Huron County Prosecutor's Office

The Board of Health of Huron County Public Health (HCPH), Huron County, Ohio met at a regular meeting of the Board on September 4, 2025 at HCPH Conference Room 1.

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

Mr. Loose turned to the guests present at the meeting to introduce themselves. In attendance were Randy Strickler and Jim Sitterly of the Huron County Prosecutor's Office, as well as Matt Roche of Norwalk Ohio News. There were no guests who wished to participate in public comment.

Mr. Loose proceeded to action items on the regular agenda, presenting the Board with Resolution 2025-83: Approval of Minutes from the August 2025 Regular Meeting. Dr. Browne made a motion to approve Resolution 2025-83, and Dr. Sizemore seconded the motion. With no discussion, the motion carried with all Board members in favor, and none opposed.

Mr. Loose presented Resolution 2025-84: Approval of August 2025 Expenditures. Dr. Sizemore made a motion to approve Resolution 2025-84, Dr. Browne seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes.

Mr. Loose presented Resolution 2025-85: Approval of August 2025 Budgetary Transactions. Mr. Polachek made a motion to approve Resolution 2025-85, Dr. Sizemore seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes.

Mr. Loose presented Resolution 2025-86: Request to close to the public for 2026 Employee In-Service Training Day on January 28, 2026. Dr. Sizemore made a motion to approve Resolution 2025-86 and Mr. Polachek seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes.

Mr. Loose presented Resolution 2025-87: Request to approve updated IT and cybersecurity policy. Dr. Browne made a motion to approve Resolution 2025-87 and Dr. Sizemore seconded the motion. Mrs. Stults voiced concerns with certain elements of the policy, with specific regard to the password portion of the document. Mr.

Hollinger explained that the legislature came out with the new requirements rather quickly and that there is a September 28th requirement for the ransomware section of the policy to be approved, thus, the document was created rapidly. Mr. Hollinger stated that the section in question was pulled from the agency's old/existing policy and reiterated that it needs updated. Mr. Hollinger further explained that the expectation is that the policy would be reviewed and edited at a later time. It currently meets the requirements but isn't as good as the agency would like it to be With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes.

Mr. Loose presented Resolution 2025-88: Request to extend contract with Sandusky County Public Health for Cribs for Kids grant services. Mr. Polachek made a motion to approve Resolution 2025-88 and Dr. Browne seconded the motion. Mrs. Cherry explained that this is for the Cribs for Kids grant. Sandusky County writes for the grant and three counties (Sandusky, Huron, Ottawa) provide services. Although Sandusky County's funding is delayed, there is still existing funding, so Sandusky County has asked HCPH to extend the existing contract through the end of December. Mrs. Stults asked whether the money is in fact there to complete the services and Mrs. Cherry confirmed that it is. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes.

Mr. Loose presented Resolution 2025-89: Updated Health District Fees. Dr. Browne made a motion to approve Resolution 2025-89 and Dr. Sizemore seconded the motion. Mrs. Cherry explained that this is a new fee for RSV monoclonal antibody for infants. For VFC, the $.01 will be written off, the $.01 fee is just for electronic health records purposes. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes.

Mr. Loose presented Resolution 2025-90: Approval of updates to the Food Enforcement Policy. Dr. Sizemore made a motion to approve Resolution 2025-90 and Dr. Browne seconded the motion. Mr. Cherry explained that a couple of months ago, a food policy was brought to the Board after the Ohio Department of Agriculture Food Survey. Since then, HCPH decided that the policy needed to be further modified and more robust. Tim [Hollinger] put together a comprehensive policy that will help clarify enforcement for both staff and operators moving forward. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes.

Mr. Loose presented Resolution 2025-91: A resolution authorizing a contract to provide NPDES (National Pollutant Discharge Elimination System) sampling and analysis services. Dr. Browne made a motion to approve Resolution 2025-91 and Mr. Polachek seconded the motion. Mr. Cherry explained that HCPH had a contract with North American in Norwalk to do NPDES sampling last year due to the time it took internal staff to do NPDES sampling. Last year it went smoothly, and North American did it for cheaper than what internal staff could have. Mr. Cherry emphasized that staff time is still tight, and staff do not have enough time to go out and sample systems, which is why HCPH is asking the Board to go forward with this contract again, to allow North American to provide services. HCPH will invoice the homeowners for the appropriate fee. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes.

Mr. Loose presented Variance Request VR 2025.09.01 – 1196 Peru Hollow Road – Peru Township - OAC 3701-29-06-(3)(a): Request to run house sewer line under driveway. Mr. Polachek made a motion to approve VR 2025.09.01 and Dr. Browne seconded the motion. The property in question was displayed on the screen and Mr. Cherry provided an explanation of the scenario to the Board, nothing that a couple of similar scenarios were brought to the Board in the past. Mr. Cherry further explained that the state has said that variances can be issued when appropriate to go under the driveway; sometimes the variance would be allowed, and sometimes it would not. Mr. Cherry reviewed the layout of the proposed replacement system, highlighting where and why the sewer line would need to be run under the driveway. Mr. Cherry further explained that, if approved, there would be stipulations with the variance, which would include that the sewer line would need to be encased in a larger sleeve to protect the sewer line and that the secondary treatment would need to be serviced. HCPH supports the variance and does not feel that there are other safe or appropriate options for a replacement system on-lot. With no other discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes.

Mr. Loose next presented the Environmental Health Fee First Readings. Mr. Polachek made a motion to hear all readings and Dr. Browne seconded the motion. Mr. Cherry proceeded to read each of the following resolutions in their entirety for the environmental health fee first readings, with all fees being displayed on the screen at the time of reading:

- Resolution 2025 - 92: Resolution to Establish Fee Schedule for Body Art
- Resolution 2025 - 93: Resolution to Establish Fee Schedule for FSO and RFE
- Resolution 2025 – 94: Resolution to Establish Fee Schedule for Campgrounds
- Resolution 2025 - 95: Resolution to Establish Fee Schedule for Public Swimming
- Resolution 2025 - 96: Resolution to Establish Fee Schedule for Public Bathing Areas
- Resolution 2025 - 97: Resolution to Establish Fee Schedule for Sewage Treatment Systems
- Resolution 2025 - 98: Resolution to Establish Fee Schedule for Private Water Systems
- Resolution 2025 - 99: Resolution to Establish Fee Schedule for Resident Camps

Mr. Loose proceeded to the programmatic reports, requesting a motion to approve the reports. Dr. Browne made the motion and Mr. Polachek 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. For year-to-date in all funds, there is revenue of $2,744,968 and year-to-date expense of $2,089,856. The current cash balance for all funds is $2,261,524. Outstanding advances from the general fund were also reviewed, which total $607,918.32. For year-to-date general fund budget performance, at 67% of the budget cycle (as of August 31, 2025), 99% of the budgeted revenue was received and 43% of the budgeted expenses dispersed. Ms. Perry also highlighted a few unique expenses from August which included thermometers, fall Health Commissioner conference registration, fair t-shirts, and gun safes. Finally, Ms. Perry provided an update that the Youth Suicide Prevention grant NOA (Notice of Award) was received for Fiscal Year 2026 in the amount of $80,000.00. 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; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes.

Mr. Loose then proceeded to the bi-annual Quality Improvement (QI) and Performance Management (PM) Report, which was provided by Ms. Grace Habeck. Ms. Habeck shared updates on the QI Council meetings, PM reports, updated performance metrics, and ongoing QI efforts, as outlined in a PowerPoint presentation shared by Ms. Habeck.

With no other discussions or business on the agenda or presented by Board members, Mr. Polachek made a motion to adjourn, and Dr. Browne seconded the motion. Meeting adjourned at 1:32PM. The next regular session is scheduled for October 9, 2025.