



**HURON COUNTY BOARD OF HEALTH MEETING**  
July 10, 2025, at 1:00 PM

**Present:** Dr. Amy Browne, Jeremy Loose, Kenneth Tkach, Jessica Khaledi, Kim Stults, Greg Polachek, Krista Sowers, Dr. Jeffrey Sizemore, Mark Coriell

**Absent:** None

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

**Guest(s) In Person:** Matt Roche -Norwalk Ohio News, Tom Dunlap – Huron County Commissioners

The Board of Health of Huron County Public Health (HCPH), Huron County, Ohio met at a regular meeting of the Board on July 10, 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 – Present; Ms. Khaledi – Present; Mr. Loose – Present; Mr. Polachek – Present; Dr. Sizemore – Present; Mrs. Sowers – Present; 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 and Tom Dunlap, Huron County Commissioner.

Tom Dunlap stepped forward for public comment to address one item on the agenda: the hiring of a Registered Environmental Health Specialist or Registered Environmental Health Specialist. Mr. Dunlap addressed the Board, thanking them for allowing him to stop in and talk to the Board. Mr. Dunlap shared that he has been in office a little over six months for his second term as a Huron County Commissioner and that the overwhelming complaint to his office is some of the shortfalls of the health department, specifically with getting new build permits out to people. Mr. Dunlap stated that he had received enough complaints that he was concerned about it, so he discussed the situation with the other Commissioners and asked Tim [Hollinger], Nicole [Marks] and Eric [Cherry] to stop in and talk about the situation. Based on this discussion, Mr. Dunlap felt that it appears that it is basically just a shortage of staff on the part of the health department. Mr. Dunlap expressed that he is in attendance today to express to the Board how much and how many complaints he has received, including during the planning and zoning commission meeting and other conversations, some with members of his own staff. Mr. Dunlap expressed his understanding of what Nicole [Marks], Eric [Cherry], and Tim [Hollinger] explained to him previously and again emphasized that the issue he sees is the shortage of staff and encourages the Board to consider hiring. Ms. Khaledi asked for clarification regarding whether Mr. Dunlap referenced “new builds” and Mr. Dunlap expressed that yes, one of the things that is very important for the Huron County Commissioners is economic development, explaining that there was a housing study done a few years ago that suggests it is difficult to find housing in Huron County and that homelessness is becoming apparent. The Commissioners are moving things in the right direction to address the issue and Mr. Dunlap stated that the health department needs to grow to keep up with the expansion. Mr. Dunlap emphasized that HCPH has been helpful in helping the Commissioners understand the situation at hand and thanked the Board for their time before departing from the meeting.

Mr. Loose proceeded to share three Board of Health member updates:

- The new District Advisory Council representative is Jeremy Loose, term expires 2027.
- The new District Advisory Council representative – pharmacy seat is Dr. Jeffrey Sizemore, D.O., RPh, term expires 2030. Mr. Loose invited Mr. Sizemore to introduce himself. Dr. Sizemore explained that he is a retired physician and registered pharmacist and resident of Huron County.
- The new District Licensing Council representative is Mark Coriell, Esq., term expires 2026. Mr. Coriell explained that he had a practice in Huron County for a while but now serves as in-house council for the Coles Group (representing Dunkin, Mickey's, Taco Bells and holding numerous food licenses in the county).

Following new member introductions, existing Board members introduced themselves to the new members.

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. Dr. Browne seconded the motion. Motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

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

Mr. Loose proceeded to action items on the agenda and presented the Board with Resolution 2025-62: Approval of Minutes from the June 2025 Regular Meeting. Dr. Browne made a motion to approve Resolution 2025-62, and Ms. Khaledi seconded the motion. With no discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Abstain; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-63: Approval of June 2025 Expenditures. Mr. Polachek made a motion to approve Resolution 2025-63, Mrs. Sowers seconded the motion. With no discussion, motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Abstain; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Abstain; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-64: Approval of June 2025 Budgetary Transactions. Mrs. Sowers made a motion to approve Resolution 2025-64, Dr. Browne seconded the motion. Ms. Khaledi asked for clarification on what "Tebra" is, and Mrs. Cherry clarified that this is the electronic health record system. Ms. Khaledi also asked for clarification on a \$5,500.00 payment to the City of Willard for a piece of playground equipment, which Ms. Perry confirmed was a part of the Creating Healthy Communities grant work. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Abstain; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Abstain; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-65: Request to establish and fund a special revenue fund. Dr. Browne made a motion to approve Resolution 2025-65, Ms. Khaledi seconded the motion. Mr. Hollinger explained that the Ohio Revised Code section 5705.13B allows a health district to establish a special revenue fund for the purpose of accumulating the resources to encumber to pay sick leave, vacation leave, and payments in lieu of taking compensatory time off when an employee resigns or retires. The first part of the resolution establishes the fund, and the second part of the resolution is the funding. HCPH is requesting that \$207,622.33 be moved from the general fund (900) to the new special fund (933) that would be created by this resolution. Currently

that dollar amount is the liability that is carried for the staff's paid time off. This will assure the health district that the money is encumbered to pay staff if they resign or retire. Mrs. Stults asked if this is a variable amount. Mr. Hollinger explained that it is an "up and down" – you are always accommodating the current balance of time. This initial funding is for the liability amount that HCPH currently carries. Moving forward, how funds are transferred (i.e., bi-weekly or monthly, etc.) will have to be documented in a procedure that HCPH can set up however the agency chooses. Ms. Khaledi asked what the benefit is of moving this money now versus handling it as-is. Mr. Hollinger explained that this dedicates the money into the fund – it is encumbered. Right now, it appears that you have more money to spend than you actually do, so this is a more transparent vision of what is truly available in the general fund. This should have always been the setup, but HCPH was previously unsure how best to go about the process of setting up the fund. Julian and Grube have since helped HCPH develop the language that would assure compliance with the state audit which is why it is being brought forward now. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Abstain; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Abstain; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-66: Request to accept reduced or delayed funding for the Public Health Emergency Preparedness (PHEP) grant for fiscal year 2026 and re-evaluate grant in October. Mrs. Sowers made a motion to approve Resolution 2025-66, Dr. Browne seconded the motion. Mrs. Marks explained that this resolution speaks to another grant potentially being impacted by budget changes at the federal level. Earlier this year, HCPH came to the Board asking to apply for the PHEP Grant. Since that time, HCPH has received notification that the funding award will be split into two "components." The first component is 72% of the estimated total award (\$52,410.00) which is all that HCPH is eligible to be reimbursed for at the moment. The Ohio Department of Health has reduced the deliverable schedule and the work timeframe back to March 15, 2026 because of this funding change. The second component has no written promise of the funding yet; the Centers for Disease Control and Prevention has verbally announced that they are going to award the remaining 28% "sometime in the grant cycle." This is "component 2," which will have additional deliverables, but it is not yet guaranteed. At this time, HCPH is asking the Board to accept component one funding and re-evaluate the grant in or about October 2025 regarding the future of the grant once more is known about component 2. Motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Abstain; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-67: Request to establish scheduled building closures for December 26, 2025 and January 2, 2026. Ms. Khaledi made a motion to approve Resolution 2025-67, Mr. Polachek seconded the motion. Mrs. Marks explained that in December 2025 per the holiday schedule, HCPH is closed Wednesday/Thursday to the public, and the same with the New Year's holiday, HCPH is closed Wednesday/Thursday to the public. Due to this schedule, HCPH anticipates low customer demand and high staff requests for time off on Friday, December 26<sup>th</sup> and Friday, January 2<sup>nd</sup>. If HCPH remains open, some staff will need to report to work to staff the front windows. If the Board decides to close to the public those days, staff will have to decide to work or choose to use PTO; no additional PTO is being offered. Mrs. Stults asked if this was done for the day after Thanksgiving, and Mrs. Marks clarified that is a federal holiday, but the Board previously did this for the "eves" – Christmas Eve and New Year's Eve, HCPH is closed to the public full days, but staff either have to work a ½ day or use four hours of PTO. Ms. Khaledi asked whether there were any requirements around advertising this closure and Mrs. Marks stated that it will be posted on the doors, social media, and our website 1-2 weeks ahead of time. With no further discussion, the motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-68: Request permission to replace exterior door. Mrs. Sowers made a motion to approve Resolution 2025-68, Ms. Khaledi seconded the motion. Mr. Hollinger explained that one door on the facility is not a commercial grade steel door, and it is deteriorating and needs to be replaced. A high-end security door that has the security strike and the proper lock set closure, and it will have to be taken off and the structure behind the door will have to be "beefed up." An insulated steel door weighs more than the current door. The quoted price is \$6,750.00, but HCPH anticipates that they could receive a reimbursement for up to \$1,000.00 of that cost through a grant offered by HCPH's liability insurance provider, PEP. Ms. Khaledi asked if we would move forward immediately, regardless of the grant. Mr. Hollinger answered yes, and Mrs. Marks clarified that the grant is offered on a reimbursement basis. Dr. Sizemore asked for clarification on the location and state of the building, and Mr. Hollinger stated that the replacement is at the 28 Executive Drive location and that HCPH owns the building outright. Motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-69: Request to advertise for and hire Registered Environmental Health Specialist or Registered Environmental Health Specialist in Training. Mrs. Sowers made a motion to approve Resolution 2025-69, Mr. Tkach seconded the motion. Mr. Hollinger explained that HCPH has heard concerns from the population and the county commissioners about the amount of time it takes to thoroughly review a household sewage treatment system design plan to make sure that it will operate for the full length of time that it should. Mr. Hollinger further explained that there is a lot of effort that goes into design reviews and that Huron County has a lot of building and repairs ongoing, which puts the agency behind for reviews. HCPH is requesting that the Board hire a REHS or REHSIT to reduce the amount of time it takes to review designs; for an REHS, the rate of pay would be \$23.00 - \$35.00 per hour, based on qualifications or an for an REHSIT, \$22.00 - \$29.00 per hour, based on qualifications. Dr. Sizemore asked for clarification on how the health insurance cost fluctuates for a new employee. Mr. Hollinger explained that the base salary would be somewhere around \$60,000.00 depending on qualifications, with a benefit package on top of that. Depending on whether an individual does not take health insurance or if they take a family plan, this could be a difference of upwards of \$20,000.00. Mrs. Stults asked if this is a position that will quickly be filled. Mr. Hollinger responded that no, that would be nice if someone responded with proper qualifications and training, but the likelihood of that is limited. The responsiveness of how quickly the population would see a change could be slow based on the training time needed, which could be around six months. Ms. Khaledi added that the rigor behind the program is appreciated and praised HCPH staff for acting quickly to try to mitigate some of the potential planning delays that are sometimes out of the agency's control. Motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2025-70: Quarterly General Fund Budget Review. Dr. Browne made a motion to approve Resolution 2025-70, Mr. Polachek seconded the motion. The motion carried upon roll call vote: Dr. Browne – Yes; Mr. Coriell – Abstain; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – 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, expense highlights, and updates regarding the audit. 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. Coriell – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Dr. Sizemore – Yes; Mrs. Sowers – Yes; Mr. Tkach – Yes.

Mr. Loose proceeded to the Quarterly Communicable Disease Report, with Kristian McCallen presenting. Ms. McCallen reviewed the annual reportable disease counts in Huron County, 2019-2024, quarterly disease statistics for 2025, a review of the trends for 2024, and infection insights for the current quarter.

With no other discussions or business on the agenda or presented by Board members, meeting adjourned at 2:45PM. The next regular session is scheduled for August 7, 2025.