

STARK COUNTY COMBINED BOARD OF HEALTH

February 14, 2024

The regular meeting of the Stark County Combined Board of Health was called to order by Jennifer Kungle, at 8:00 am. Members in attendance were:

David Benner Karen Hiltbrand Braden Kail

Jennifer Kungle Terrence Seeberger David Thorley Ben Wheeler

A motion was made by David Thorley, seconded by David Benner, that the minutes of the January 10, 2024, meeting be approved by the Health Commissioner and Secretary to the Board. The voice vote was unanimous and the motion passed.

FINANCIAL

A motion was made by David Benner seconded by Karen Hiltbrand, that the following resolution authorizing payment of vouchers for January 2024 be approved as seen in the attachments.

RESOLUTION

BE IT RESOLVED, by the Board of Health of the Stark County Combined General Health District, Stark County, Ohio:

SECTION 1: That the expenses as presented by Kirkland Norris, Health Commissioner of the Stark County Combined General Health District be approved for payment.

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SECTION 2: That the Auditor of Stark County be and is hereby authorized to draw warrants on Stark County, Treasurer, for payment of vouchers, hereof.

ADOPTED: March 13, 2024, by the STARK COUNTY COMBINED BOARD OF HEALTH

_____	_____
_____	_____
_____	_____
_____	_____

The voice vote was unanimous and the motion passed.

RESOLUTION

It was moved by, Karen Hiltbrand seconded by David Benner, that the **PAYROLL REIMBURSEMENT** be approved as submitted in the attachment: NOW THEREFORE, Kirkland Norris, Health Commissioner, is hereby ordered and authorized to sign any payroll forms required by the Office of the Auditor for the warrant dates of February 14 and 28, 2024, to transfer, advance, or reimburse District Health for salaries, PERS, insurance, Medicare, and travel from Funds 006, 007, 008, 018, 025, 049, 085, 095, 125, 162, 163, 216, 258, 288, 411, 412, 413, 519, 553, 560, 632, 721, 722, 965 and 966. The voice vote was unanimous and the motion passed.

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The resolution shall take effect and be in force from and after the earliest period allowed by law, adopted March 13, 2024, by the Board of Health, Stark County Combined General Health District.

PRESIDENT

SECRETARY

A motion was made by Karen Hiltbrand, seconded by David Thorley, authorizing the reimbursement of personnel items for the month of January 2024. The voice vote was unanimous and the motion passed.

A motion was made by David Benner, seconded by Karen Hiltbrand, authorizing the Transfer of Appropriations. The voice vote was unanimous and the motion passed.

Mr. Norris presented the financial report, seen in the attachments. A motion was made by David Benner, seconded by Karen Hiltbrand, to approve the monthly financial report as presented. The voice vote was unanimous and the motion passed.

A motion was made by David Thorley, seconded by Karen Hiltbrand to approve the department's updated 2024-2028 Strategic Plan. Lyn Sabino, Mindful Coaching and Consulting, presented the updated Strategic Plan and answered any questions regarding the planning process, strategic framework, and implementation. The voice vote was unanimous and the motion passed.

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PERSONNEL

A motion was made by David Benner, seconded by Karen Hiltbrand to grant permission for the Health Commissioner to hire three intermittent/seasonal employees for the Mosquito Control Program. The hourly rates are as follows: two daytime employees at \$13 to \$15 per hour each, and one night time sprayer at \$20 to \$25 per hour. The voice vote was unanimous and the motion passed.

A motion was made by David Thorley, seconded by Karen Hiltbrand to grant permission for the Health Commissioner to hire an Environmental Technician – Summer Internship Employee at \$13 to \$15 per hour. The voice vote was unanimous and the motion passed.

A motion was made by Karen Hiltbrand, seconded by Braden Kail to grant approval for Latisha Bomar, Mary Jo Lindsay, Melody Weaver, Teresa Tyson, Courtney Nicoll, Laura Scott, Amanda Uhler, and Stephanie Hann to attend the virtual National Cribs for Kids Conference May 7-10, 2024. Cost not to exceed \$2000 (\$250 each) for registration fees, paid for and required by the Cribs for Kids grant. The voice vote was unanimous and the motion passed.

A motion was made by David Thorley, seconded by Karen Hiltbrand to grant approval for Janet Allen, Bridget Wheeler, Julianna Smith, and Allie DeVore to obtain study materials and register for the associate- Infection Prevention Control Exam. Cost not to exceed \$2500 (study materials \$150 each, exam fee \$350 each). Supported and paid for by the NACCHO communicable disease grant. The voice vote was unanimous and the motion passed.

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A motion was made by Braden Kail, seconded by Karen Hiltbrand to grant approval for Nicole Dorsey and Logan Valentine to attend the 2024 Ohio Child Passenger Safety Conference, Sponsored by ODH and UH Rainbow Babies & Children's Hospital on April 23-24, 2024 in Dublin, Ohio. Cost not to exceed \$230 for registration, \$169 for lodging, \$321.60 for mileage, and \$40 for meals. Cost not to exceed \$760.60. The voice vote was unanimous and the motion passed.

A motion was made by Braden Kail, seconded by David Thorley to grant permission for Alejandra Twiss to attend HAZWOPER 40-Hour Training sponsored by the Ohio Bureau of Workers Comp. on May 12 – 17, 2024, in Columbus, Ohio, with expenses not to exceed; \$750 Lodging, \$200 meals, for a total of \$950. The voice vote was unanimous and the motion passed.

A motion was made by Karen Hiltbrand seconded by Braden Kail to acknowledge the letter of resignation of Cassie Johnson, Nursing Services – Epidemiologist, and grant permission for the Health Commissioner to hire a replacement. The voice vote was unanimous and the motion passed.

BOARD OF HEALTH CONTINUING EDUCATION

Amy Ascani, Emergency Preparedness Planning Coordinator-Administration and Support Services, presented the department's Emergency Preparedness Plan.

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REPORTS

Amanda Uhler, Director of Nursing Services, presented the **NURSING REPORT**, seen in the attachment labeled Nursing Service Board Notes.

Kay Conley, Director of Administration and Support Services, presented the **ADMINISTRATION AND SUPPORT SERVICES REPORT**, seen in the attachment labeled Administration and Support Services Board Report.

Debbie Dawson, **LEGAL ADVISOR**, reported she continues to file default judgments regarding the nuisance program.

Board President, Jennifer Kungle presented Paul DePasquale, Director of Environmental Health, with the 2023 Employee Recognition Epic Accomplishment Award.

Paul DePasquale, Director of Environmental Health Services, presented the **ENVIRONMENTAL HEALTH REPORT**, seen in the attachment labeled Environmental Health Notes.

VARIANCES

There were no variances for the month

OLD BUSINESS

There was no Old Business for the month

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NEW BUSINESS

A motion was made by Karen Hiltbrand, seconded by David Benner to approve the Homeowners who have applied for the home sewage treatment system replacement/repair funding assistance through the Ohio Water Pollution Control Loan Fund. The applicants have qualified in accordance with the criteria set forth by the Board of Health in the Stark County Home Sewage Treatment System Assistance Program – Owner Application. The voice vote was unanimous and the motion passed.

A motion was made by Terry Seeberger, seconded by Braden Kail to grant approval of Resolution #2-2024 an Emergency resolution to establish fees for retail food establishment components, in accordance with sections 3717.25, Ohio Revised Code, and amended section 901:3-4 of the Ohio Administrative Code. The emergency resolution is necessary due to the changes in Rule 901:3-4-03(A)(4) and Rule 901:3-4-05(E) requiring a new mobile fee category effective on February 12, 2024. The voice vote was unanimous, and the motion passed.

EXECUTIVE SESSION

A motion was made by David Thorley, seconded by Karen Hiltbrand to enter into an executive session at 9:47 a.m. to consider the purchase of property for public purposes, the sale of the property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property. The roll call was unanimous and the motion passed.

The Board of Health moved out of Executive Session at 10:00 a.m.

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BOARD OF HEALTH CONCERNS/HEALTH DEPARTMENT ACTIONS

A Board of Health member commented on the advancement in technology, building infrastructure, staffing, and emergency planning that has substantially improved. The department is now in a better position than a few years ago to handle emergencies and provide great services to the community.

HEALTH COMMISSIONER'S COMMENTS

Mr. Norris informed the Board of Health Members that they will be receiving the 2025 Budget at the March 2024 Board of Health Meeting.

Mr. Norris invited the Board Members to the DAC meeting held at 7:00 p.m. on March 7, 2024, at the Stark County Health Department.

ADJOURNMENT

Being no further business, the meeting was adjourned at 10:02 am, with the next regular meeting scheduled for Wednesday, March 13, 2024, at 8:00 a.m. at the Stark County Health Department.

PRESIDENT

SECRETARY