

STARK COUNTY COMBINED BOARD OF HEALTH

February 8, 2023

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

David Benner Phil Francis Braden Kail Jennifer Kungle

Terrence Seeberger Dave Thorley Karen Hiltbrand Ben Wheeler

A motion was made by David Benner, seconded by Karen Hiltbrand, that the minutes of the January 11, 2023, 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 Karen Hiltbrand seconded by David Benner, that the following resolution authorizing payment of vouchers for January, 2023 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 8, 2023 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 Braden Kail, 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 1 and 15, 2023, 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 earliest period allowed by law, adopted March 8, 2023 by Board of Health, Stark County Combined General Health District.

PRESIDENT

SECRETARY

A motion was made by David Benner, seconded by Karen Hiltbrand, authorizing the reimbursement of personnel items for the month of January, 2023. The voice vote was unanimous and the motion passed.

A motion was made by Karen Hiltbrand, seconded by Jennifer Kungle, 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.

PERSONNEL

A motion was made by David Benner, seconded by Karen Hiltbrand to acknowledge the resignation letter of Allison Robbins, Epidemiologist with Nursing Services, and grant permission for the Health Commissioner to hire a replacement. The voice vote was unanimous and the motion passed.

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A motion was made by Karen Hiltbrand, seconded by Jennifer Kungle to acknowledge the letter of retirement from Diana Warren, Administrative Clerk with Administration and Support Services, and grant permission to the Health Commissioner to hire a replacement. The voice vote was unanimous and the motion passed.

A motion was made by Jennifer Kungle, seconded by David Benner to grant approval for the Health Commissioner to attend the Ohio Public Health Combined Conference in Columbus, sponsored by the Ohio Public Health Partnership on April 24 – 26, 2023, with expenses not to exceed \$450 registration, \$500 lodging, \$250 transportation, and \$80 meals, for a total of \$1,280. The voice vote was unanimous and the motion passed.

A motion was made by Braden Kail, seconded by Jennifer Kungle 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 day time 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 Braden Kail, seconded by Jennifer Kungle 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 David Benner, seconded by Karen Hiltbrand to grant approval for Julianna Smith to enroll in the virtual APIC EPI Education Series for infection prevention. Registration fee total \$1325. (This is required and funded through the NACCHO grant.) The voice vote was unanimous and the motion passed.

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A motion was made by David Benner, seconded by Karen Hiltbrand to grant approval for Teresa Tyson, Laura Scott, and Courtney Nicoll to attend the virtual National Baby and Me Tobacco Free Program Facilitator Recertification training on February 16, 2023. Registration fee is \$95 per person, for a total of \$285. (This is required and funded through the BMTF grant.) The voice vote was unanimous and the motion passed.

A motion was made by Karen Hiltbrand, seconded by David Benner to grant approval for Denise Wiley to enroll in the independent study course Public Health Ethics: Understanding and Evaluating Bias in Public Health Initiatives. Registration fee is \$35. (Will count toward allowance.) The voice vote was unanimous and the motion passed.

A motion was made by David Benner, seconded by Braden Kail to grant approval for Amy Ascani, Emergency Planning Coordinator, to attend the 2023 Preparedness Summit, virtually, sponsored by the National Association of County and City Health Officials (NACCHO) on April 24 – 27, 2023, with expenses not to exceed \$450 registration. This paid for through grant funds. The voice vote was unanimous and the motion passed.

BOARD OF HEALTH CONTINUING EDUCATION

Kelly Potkay, Administration and Support Services, presented on Accreditation and Performance Management.

Board Member, Phil Francis joined the meeting at 8:31 a.m.

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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. On behalf of the Employee Recognition Committee, Laurie Middleton gave an update on the Employee Recognition program; A Cause for Applause.

Debbie Dawson, **LEGAL ADVISOR**, provided an updated on cases regarding enforcement of sanitary sewer hookups. Ms. Dawson also shared she has received correspondence from Ms. Borello on the Industrial Excess Landfill. Correspondence has been shared with the Stark County Health Department staff.

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

Variance

A motion was made by Karen Hiltbrand, seconded by Phil Francis to grant property owner Matt Miller at 8513 Stone Ave. SW Navarre, Ohio 44662, permission to install a septic system perimeter drain three (3) feet from a driveway. (Ten (10) feet is required.)

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Approval with the following condition:

1. A signed "Hold Harmless Agreement" that indemnifies the Stark County Board of Health, the Stark County Health Department, its members and employees from any and all damages which might be caused directly and indirectly by the location and installation of the said sewage treatment system. (Completed.)

Notes: A perimeter drain carries clean seasonal water from precipitation away from the leaching system. The leaching system will be eleven (11) feet from the driveway. The owner and builder moved the home and driveway making the driveway too close to the planned septic system area, which caused the need for a variance. This is new construction; the board only authorized the health commissioner authority to approve distance variances on septic system replacements. The voice vote was unanimous and the motion passed.

OLD BUSINESS

There was no Old Business this month

NEW BUSINESS

A motion was made by David Benner, seconded by Karen Hiltbrand to approve the Homeowners that 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

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County Home Sewage Treatment System Assistance Program – Owner Application. The voice vote was unanimous and the motion passed.

A motion was made by Phil Francis, seconded by Karen Hiltbrand to approve the request from Lake Township Board of Trustees to waive the Private Water Systems Permit Fee. A new construction well will be placed at the township road department. This will only be a waiver of the local fee (\$500.00) with all State of Ohio fees being remitted (\$94.00). The voice vote was unanimous and the motion passed.

A motion was made by Braden Kail, seconded by Jennifer Kungle to grant approval for the Health Commissioner to enter into agreement with the following entities in accordance with their specific grant program and funding amount, all through the Ohio Department of Health:

1. Friends of The Park; FY23 Creating Healthy Communities Grant; \$14,000
2. Habitat For Humanity East Central Ohio; FY23 Creating Healthy Communities Grant; \$14,000
3. Alliance Family YMCA; FY23 Creating Healthy Communities Grant; \$5,000
4. First Christian Church; FY23 Cribs for Kids and Safe Sleep Grant; \$750
5. Catholic Charities Serving Portage and Stark Counties; FY23 Cribs for Kids and Safe Sleep Grant (Addendum); \$1,875 (original agreement, \$750)
6. Pregnancy and Parenting Center; FY23 Cribs for Kids and Safe Sleep Grant; \$1,500

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These agreements are on the standard template issued by the Stark County Health Department and has been reviewed and approved by legal counsel. With one abstention, the voice vote was unanimous and the motion passed.

A motion was made by Braden Kail, seconded by Karen Hiltbrand to grant approval for the Health Commissioner to enter into an agreement with Salt Fork Lodge and Conference Center, in Cambridge, Ohio, to hold the 2023 CHW Health and Wellness, including hotel accommodations for up to 50 guest rooms per night, for two nights, and other conference amenities, as a deliverable under the Community Health Worker Workforce grant through the Ohio Department of Health, not exceed \$42,000. This agreement has been reviewed and approved by legal counsel. The voice vote was unanimous and the motion passed.

A motion was made by Karen Hiltbrand, seconded by Braden Kail to grant approval for the Health Commissioner to enter into an agreement with Permittum, LLC, to implement VitalDirector Solutions standard options for the vital statistics program, replacing VitalCheck for the online and electronic payment system. This agreement has been reviewed and approved by legal counsel. The voice vote was unanimous and the motion passed.

A motion was made by Braden Kail, seconded by Karen Hiltbrand to grant approval for the Health Commissioner to enter into an agreement with NCM for in theater marketing for Cribs for Kids, Baby and Me Tobacco Free and the Breast and Cervical Cancer Project programs. Contract not to exceed \$10,150.27, and will be paid with grant funds. This

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agreement has been reviewed and approved by legal counsel. The voice vote was unanimous and the motion passed.

EXECUTIVE SESSION

There was no Executive Session this month

BOARD OF HEALTH CONCERNS/HEALTH DEPARTMENT ACTIONS

HEALTH COMMISSIONER'S COMMENTS

Mr. Norris and Environmental Director, Paul DePasquale are preparing to visit the townships and cities. They will be passing out a packet with service area information, including a directory for health department staff and Board Members.

Mr. Norris reminded the Board Members that the District Advisory Council (DAC) meeting is scheduled for Thursday, March 2, 2023 at 7:00 p.m. at the Stark County Health Department.

Mr. Norris is preparing a proposal to discuss at the March Board of Health Meeting to increase the contracts for school nurse fees.

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ADJOURNMENT

Being no further business, the meeting was adjourn at 9:23 am, with the next regular meeting scheduled for Wednesday, March 8, 2023, at 8:00 a.m. at the Stark County Health Department.

PRESIDENT

SECRETARY