

STARK COUNTY COMBINED BOARD OF HEALTH

July 10, 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 Phil Francis Karen Hiltbrand Braden Kail

Jennifer Kungle Terrence Seeberger David Thorley Ben Wheeler

A motion was made by Karen Hiltbrand, seconded by Braden Kail, that the minutes of the June 12, 2024, meeting be approved by the Health Commissioner and Secretary to the Board. With one abstention, 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 June 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: August 14, 2024, by the STARK COUNTY COMBINED BOARD OF HEALTH

_____	_____
_____	_____
_____	_____
_____	_____

With one abstention, the voice vote was unanimous and the motion passed.

RESOLUTION

It was moved by, David Thorley 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 July 3, 17 and 31, 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 August 14, 2024, by the Board of Health, Stark County Combined General Health District.

PRESIDENT

SECRETARY

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

There were no Transfers of Appropriations for the month.

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

A motion was made by Phil Francis, seconded by Karen Hiltbrand, to approve the Stark County Health Department Overtime Policy that will follow the Federal Labor Standards Act for pay grades 1 through 4. This policy will take effect July 1, 2024, per the changes to the Fair Labor Standards Act. The voice vote was unanimous and the motion passed.

A motion was made by Phil Francis, seconded by Braden Kail to approve the Stark County Health Department's revised Compensatory Time Policy, effective July 1, 2024. The voice vote was unanimous and the motion passed.

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PERSONNEL

A motion was made by Karen Hiltbrand, seconded by David Benner to acknowledge the letter of resignation for Alyssa Sulzener, Environmental Health 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 Phil Francis, seconded by Terry Seeberger to acknowledge the letter of retirement for Sharon Cartwright, Nursing Services, and grant permission to the Health Commissioner to hire a replacement. The voice vote was unanimous and the motion passed.

BOARD OF HEALTH CONTINUING EDUCATION

The mandatory requirement of two hours of continuing education has been completed by all Board of Health members for 2024.

REPORTS

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

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Amanda Kelly, Health Promotion Manager, 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**, discussed the legal opinion from her office regarding NPDES sewage treatment systems discharging into county-operated storm sewers.

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

VARIANCES

A motion was made by David Thorley, seconded by Karen Hiltbrand to approve the variance for property owners Mitchell and Kristen Booth Trustees located at 2927 Erie Ave NW Massillon, Ohio 44646. The property owner is requesting to install a replacement water well that will be approximately eight feet (8") from the structure and approximately five feet (5') from the property line. Ohio Administrative Code (OAC 3701-28-7) requires private water systems to be ten feet (10') from a structure and ten feet (10') from a property line. Recommend: Approval with the following conditions:

1. A signed and notarized "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 that might be caused directly and indirectly by the location and installation of the said water well.

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2. Field verification by an Environmental Specialist that the well location is acceptable.

Notes: The property is without water. The well will be drilled as defined as an “emergency.” The location of the new well takes into consideration the existing septic system, the site topography, and the impact of vehicle traffic. The voice vote was unanimous and the motion passed.

OLD BUSINESS

There was no Old Business for the month.

NEW BUSINESS

A motion was made by David Benner, seconded by Braden Kail to grant approval to 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 Phil Francis, seconded by Karen Hiltbrand to grant approval to revise the Stark County Personnel Policies Section XI. Vacation Leave (B) is as follows:

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Vacation is accrued in bi-weekly pay periods and, ~~after six (6) months of service, and successful completion of the probationary period,~~ may be used as it is accrued. It is earned according to the following schedule:

- 2.69 hrs. earned per pay, up to 5 years of service.
- 4.04 hrs. earned per pay, after 5 years of service.
- 5.39 hrs. earned per pay, after 12 years of service.
- 6.73 hrs. earned per pay, after 20 years of service.

The voice vote was unanimous and the motion passed.

A motion was made by David Thorley, seconded by David Benner to grant approval for the Health Commissioner to enter into an agreement with the following entities in accordance with their specific grant program and funding amount, through the Ohio Department of Health (unless otherwise noted):

- MentorStark; FY24 Adolescent Health Resiliency Grant; \$10,000
- Alliance City Health Department; FY25 Get Vaccinated Ohio- Public Health Initiative; \$17,900

These agreements are on the standard template issued by the Stark County Health Department and 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 dispose of the items listed in the attached asset disposal list. All items are valued at less than \$1,500 each and are no longer needed by the Stark County

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Health Department. The final method of disposal is to be determined after discussion with Legal Counsel. The voice vote was unanimous and the motion passed.

A motion was made by David Benner, seconded by David Thorley to grant approval for the Health Commissioner to enter into an agreement with the Ohio Department of Children and Youth in accordance with grant requirements for the Moms Quit for Two for program period July 1, 2024, through June 30, 2025, for funding of \$43,135. PENDING approval by legal counsel. The voice vote was unanimous and the motion passed.

A motion was made by David Benner, seconded by Phil Francis to grant approval for the Health Commissioner to enter into an agreement with Canton City Public Health in accordance with grant requirements for the Adolescent & Youth Health Sexually Transmitted Infections Awareness Campaign program period July 1, 2024, through June 30, 2025, for funding of \$35,000. 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 David Benner to grant approval for the Health Commissioner to enter into the amended agreement with Canton City Public Health in accordance with grant requirements for THRIVE Community Health Worker program period extension from June 30, 2024, through December 31, 2024, for funding of \$79,886.78. 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 Resolution #3-2024, a resolution for the disposal of unneeded, obsolete, or unfit personal property. This resolution will replace and trade in the 2015 Ford Escape vehicle

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used in the Plumbing Program and the 2005 Chevrolet Express 2500 (van) with a new 2024 Ford Escape. The voice vote was unanimous and the motion passed.

EXECUTIVE SESSION

There was no Executive Session for the month.

BOARD OF HEALTH CONCERNS/HEALTH DEPARTMENT ACTIONS

A board member inquired about a recently received email from the State Auditor regarding a Fraud Risk Assessment Questionnaire that is to be completed by the Board of Health. The health commissioner explained the purpose of the email and that the Fraud Risk Assessment Questionnaire was exactly the same as the one received last year.

HEALTH COMMISSIONER'S COMMENTS

Mr. Norris informed the Board Members that the audit was starting, and each Board member should have received a Fraud Risk Assessment Questionnaire that needs to be completed and returned.

There is not an update on the sale of Exit C&D.

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The Ohio Department of Health has provided an update on the Gap Monies- money local health needs to bridge the gap between unfunded and fund mandates. The gap is \$10.52 per capita, currently, we received \$.76 per capita from the Ohio Department of Health. ODH gives the health department \$.18 per capita for public health, \$.20 per capita for vital statistics, and \$.38 per capita for accreditation, which equals \$190,000 received from the Ohio Department of Health for unfunded public health mandates. The governor is very supportive of public health.

ADJOURNMENT

Being no further business, the meeting was adjourned at 8:58 am, with the next regular meeting scheduled for Wednesday, August 14, 2024, at 8:00 a.m. at the Stark County Health Department.

PRESIDENT

SECRETARY