

STARK COUNTY COMBINED BOARD OF HEALTH

May 14, 2025

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:

Mohammed Ali David Benner Phil Francis Braden Kail

Jennifer Kungle Terrence Seeberger David Thorley

A motion was made by David Thorley seconded by David Benner, that the minutes of the April 9, 2025, 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 Thorley seconded by David Benner that the following resolution authorizing payment of vouchers for April 2025 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:

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

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: June 11, 2025, by the STARK COUNTY COMBINED BOARD OF HEALTH

_____	_____
_____	_____
_____	_____
_____	_____

With two abstentions, the voice vote was unanimous and the motion passed.

RESOLUTION

It was moved by David Benner, 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 May 7 and 21, 2025, 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,

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411, 412, 413, 519, 553, 560, 632, 721, 722, 965 and 966. The voice vote was unanimous and the motion passed.

The resolution shall take effect and be in force from and after the earliest period allowed by law, adopted June 11, 2025, by the Board of Health, Stark County Combined General Health District.

PRESIDENT

SECRETARY

A motion was made by David Benner, seconded by David Thorley, authorizing the reimbursement of personnel items for the month of April 2025. The voice vote was unanimous, and the motion passed.

A motion was made by David Thorley, seconded by David Benner, authorizing the Transfer of Appropriations for the month of April 2025. The voice vote was unanimous, and the motion passed.

Mr. Norris presented the financial report, as 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.

PERSONNEL

A motion was made by Terry Seeberger, seconded by Braden Kail to grant approval for Environmental Health Services to add a newly created Unit Manager position.

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Environmental Health Services presented a proposal for a new organizational structure. The voice vote was unanimous, and the motion passed.

A motion was made by Phil Francis, seconded by Braden Kail to grant approval for Laura Scott, Teresa Tyson, Courtney Nicoll, Mary Jo Lindsay, Jen Macha, Stephanie Hann, Melody Weaver and Amanda Uhler to attend the Perinatal Mood Disorders: Components of Care Webinar on September 17-18, 2025 at a cost of \$425 per person, total cost not to exceed \$3400. This will be paid with Cribs for Kids grant funds. The voice vote was unanimous, and the motion passed.

A motion was made by Terry Seeberger, seconded by David Benner to grant approval for Janet Allen and Julianna Smith to attend the EPI Intensive (Education for the Prevention of Infection) training May 21-23, 2025, in Columbus, sponsored by ODH Bureau of Infectious Diseases/Healthcare-Associated Infections/Antimicrobial Resistance Program with the Association for Professionals in Infection Control and Epidemiology. Costs include: Mileage \$420, meals \$240, parking \$600, accommodations \$1600, for a total of \$2860. All costs will be paid with NACCHO grant funds. The voice vote was unanimous, and the motion passed.

BOARD OF HEALTH CONTINUING EDUCATION

Courtney Myers, Program Coordinator, Environmental Health Services, presented on the status of the updates to the Operation and Maintenance Program.

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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**, Ms. Dawson stated she has been busy with her regular sanitary hook-ups and solid waste cases.

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 Braden Kail, to grant approval of the request of property owner Katelyn Phillips at 11695 Stucky St. SW, Paris, Ohio 44669, parcel #4105942, 11589 Stucky St. SW, Paris Township to rescind a sewage variance granted on November 14, 1977, requiring a deed restriction that prohibits further development of the entire tract until served by sanitary sewer. Recommendation Approval with the following condition:

1. Owner must maintain compliance with Ohio Administrative Code 3701-29-06(G)(1)(c) and Stark County Board of Health Resolution #4-2022. Replacement areas shall not

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be cut, filled, or compacted. Note: The tract is currently 34.29 acres. The voice vote was unanimous, and the motion passed.

A motion was made by Braden Kail, seconded by David Thorley, to grant approval for the property owner to install a replacement water well at 8071 Oakhill St, NE, Alliance, Ohio 44601 (Parcel 7505529), that will be approximately one foot (1') from the road right of way. Ohio Administrative Code (OAC 3701-28-7) requires private water systems to be ten feet (10') from a road right of way. 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 which might be caused directly and indirectly by the location and installation of the said water well. (Received April 18, 2025).
2. Field verification by an Environmental Specialist that the well location is acceptable. (Field verified April 3, 2025).

Notes: The property is without water. The well will be drilled as defined as an "emergency." The location of the new well location takes into account the distance to the actual road (approximately 24 feet). Furthermore, the small size of the property has limitations such as trees and overhead power lines, which were considered for selecting the location. The voice vote was unanimous, and the motion passed.

OLD BUSINESS

There was no Old Business for the month.

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NEW BUSINESS

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

- Early Childhood Resource Center; FY25 Cribs for Kids and Safe Sleep grant addendum; \$975.

This agreement is 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 David Benner, to grant approval for the Health Commissioner to enter into an amended agreement with the Department of Children and Youth for the Mom's Quit for Two 25 grant year. This contract has been reviewed and approved by legal counsel. The voice vote was unanimous, and the motion passed.

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A motion was made by Terry Seeberger, seconded by David Thorley to grant approval for the Health Commissioner to enter into a Memorandum of Understanding with other health departments and political subdivisions for the use of the HealthMobile mobile unit. This 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 Terry Seeberger, to grant approval for the Health Commissioner to enter into a Memorandum of Understanding with Connecting Point to lease Microsoft Office software not to exceed \$23,000 with a renewal of \$16,500 per year. The voice vote was unanimous, and the motion passed.

EXECUTIVE SESSION

There was no Executive Session.

BOARD OF HEALTH CONCERNS/HEALTH DEPARTMENT ACTIONS

HEALTH COMMISSIONER'S COMMENTS

Mr. Norris provided the Board Members with an update on the garage space that will house the HealthMobile. We are in the process of reaching out to moving companies to get a quote to move files from the off-site storage lockers to the garage space.

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The Budget Commission hearing went very well. It is very nice to hear that the entire department and the Board of Health are doing well, and we are viewed as excellent stewards of public funds.

We are actively writing letters on the budget bills to the senators and state representatives.

Mr. Norris invited the Board Members to the out-of-office staff training that is scheduled for October 10, 2025, at RG Drage.

Mr. Norris recognized that this is Unit Manager Randy Ruszkowski's last Board Meeting with the Stark County Health Department, wishing him luck as the new Alliance City Health Commissioner.

ADJOURNMENT

Being no further business, the meeting was adjourned at 9:37 a.m., with the next regular meeting scheduled for Wednesday, June 11, 2025, at 8:00 a.m. at the Stark County Health Department.

PRESIDENT

SECRETARY