

STARK COUNTY COMBINED BOARD OF HEALTH

October 11, 2023

The regular meeting of the Stark County Combined Board of Health was called to order by David Thorley, at 8:00 a.m. 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 David Benner, seconded by Jennifer Kungle, that the minutes of the September 13, 2023 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 Karen Hiltbrand seconded by David Benner, that the following resolution authorizing payment of vouchers for September 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: November 8, 2023, 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, 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 October 11 and 25, 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 the earliest period allowed by law, adopted on November 8, 2023, by the Board of Health, Stark County Combined General Health District.

PRESIDENT

SECRETARY

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

A motion was made by Karen Hiltbrand, seconded by Braden Kail, 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 Phil Francis, 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 Terry Seeberger, seconded by Braden Kail to grant approval to increase the Stark County Health Department Compensation Structure. The annualized Consumer Price Index increase for the Cleveland Federal Reserve Bank was 3.5%. The Stark County Health Department Compensation Structure is to be discussed and possibly adjusted every other year to remain competitive within the public health market. The proposed adjustment of 3.5% will take effect January 1, 2024. 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, authorizing the Health Commissioner to enter into a five-year contract (2024-2028) with Dr. Maureen Ahmann to perform Medical Director Services as described in Ohio Revised Code section 3709.11 and other terms and conditions set forth within the contract. Dr. Ahmann's current contract expires on December 31, 2023. The contract has been reviewed and approved by legal counsel. The voice vote was unanimous and the motion passed.

A motion was made by Terry Seeberger, seconded by Phil Francis to grant permission to amend the October 11, 2023 Agenda by adding, item B under Personnel. The voice vote was unanimous and the motion passed.

A motion was made by Terry Seeberger, seconded by Phil Francis to acknowledge the resignation of Cheyenne Helms, Nursing Clerk, 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

The mandatory requirement of two hours has been completed by all Board of Health Members for 2023.

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REPORTS

Amanda Uhler, Nursing Services Manager presented the **NURSING REPORT**, seen in the attachment labeled Nursing Services 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, the **LEGAL ADVISOR**. Ms. Dawson informed the Board about a concern with wedding barns that involved the Health Department, Zoning, and Building Departments. More information on this topic will be presented at the RPS seminar that will be held on March 2, 2024, at R.G. Drage.

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

Variance

There were no Variances for this month.

OLD BUSINESS

A motion was made by Phil Francis, seconded by David Benner to grant approval for the Second reading of Resolution #2-2023, a resolution to establish fees for

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Food Service Operation and Retail Food Establishment components, in accordance with amended sections 3717.45 and 3717.25. Ohio Revised Code and sections 3701-21-02.2 and 901:3-4-04 of the Ohio Administrative Code. The voice vote was unanimous and the motion passed.

NEW BUSINESS

A motion was made by David Benner, seconded by Karen Hiltbrand to grant permission to the Health Commissioner 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 Karen Hiltbrand, seconded by David Benner to grant approval for the Health Commissioner to enter into an agreement with Mesmerize advertising agency to create SARTA bus advertisements for the Breast and Cervical Cancer Project. The total ad campaign cost is \$11,300 and will be paid for through the BCCP grant. The contract has been reviewed and approved by legal counsel. The voice vote was unanimous and the motion passed.

A motion was made by Phil Francis, seconded by Ben Wheeler to grant approval to add health care procedure code 90480, COVID-19 vaccination administration, as a billable code for administering the current COVID-19 vaccination formulation. Fees for this

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procedure code will be \$21, in accordance with the contractual agreements in place. With one no vote and seven yes votes the motion passed.

A motion was made by Terry Seeberger, seconded by Braden Kail to grant approval to amend the employment contract for Cynthia Veemara, WHNP-BC, to increase to no more than 11 hours per week to support the expansion of reproductive services related to the Preconception Health grant. All salary is paid with grant funds. The contract addendum has been reviewed and approved by legal. The voice vote was unanimous and the motion passed.

A motion was made by David Benner, seconded by Braden Kail to grant approval to amend the employment contract for Carla Shinn, Spanish Interpreter, to increase to no more than 21 hours per week to support the expansion of reproductive services related to the Preconception Health grant and to support general health department translation needs. All salary is paid with grant funds. The contract addendum has been reviewed and approved by legal. The voice vote was unanimous and the motion passed.

A motion was made by Phil Francis, seconded by Karen Hiltbrand to grant approval for the Health Commissioner to enter into agreements with the following entities in accordance with their specific grant program and funding amount, through the Ohio Department of Health (unless otherwise noted):

- Carroll County Combined General Health District; FY24 Preconception Health & Wellness Program; \$75,000.
- Alliance City Health Department; FY24 Child Injury Prevention; \$3,000.

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- Carroll County Combined General Health District; FY24 Child Injury Prevention; \$33,000.
- Jason Myers; FY24 Occupant Protection Regional Coordination Grant; \$2,750.
- Scott Kelly; FY24 Occupant Protection Regional Coordination Grant; \$2,750.
- Debbie Sharkey; FY24 Occupant Protection Regional Coordination Grant; \$2,750.
- Stark County TASC; HCS Mobile Unit Grant Program through Case Western Reserve University; 3,000.
- Stark County Community Support Network; FY24 Cribs for Kids and Safe Sleep Grant; \$1,500.
- First Christian Church; FY24 Cribs for Kids and Safe Sleep Grant; \$1,125.
- Margaret B. Shipley Child Health Clinic; FY24 Cribs for Kids and Safe Sleep Grant; \$4,125.

These agreements are on the standard template issued by the Stark County Health Department and have 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

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HEALTH COMMISSIONER'S COMMENTS

Mr. Norris gave an update on the Health Department reaccreditation application. The PHAB Committee had questions on seven out of the ten Domains. The accreditation committee worked through the concerns and resubmitted the application on September 21, 2023.

Mr. Norris informed the Board of Health that there is no update on the situation at Exit C&D.

The holiday luncheon will be after the December Board meeting. Please see Laurie Middleton if anyone would like to donate toward the luncheon.

Mr. Norris informed the Board Members of an issue with the Health Department's elevator not working properly. He is working with DeHoff on resolving the issues.

ADJOURNMENT

Being no further business, the meeting was adjourned at 9:17 a.m., with the next regular meeting scheduled for Wednesday, November 8, 2023, at 8:00 a.m. at the Stark County Health Department.

PRESIDENT

SECRETARY