

STARK COUNTY COMBINED BOARD OF HEALTH

October 9, 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 David Benner, seconded by Braden Kail, that the minutes of the September 11, 2024, meeting be approved by the Health Commissioner and Secretary to the Board. With two abstentions, the voice vote was unanimous and the motion passed.

FINANCIAL

A motion was made by David Thorley seconded by Karen Hiltbrand, that the following resolution authorizing payment of vouchers for September 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.

STARK COUNTY COMBINED BOARD OF HEALTH

October 9, 2024

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 13, 2024, 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, 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 October 9, and 23, 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.

STARK COUNTY COMBINED BOARD OF HEALTH

October 9, 2024

The resolution shall take effect and be in force from and after the earliest period allowed by law, adopted November 13, 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 September 2024. The voice vote was unanimous and the motion passed.

A motion was made by Phil Francis, seconded by Karen Hiltbrand, authorizing the Transfer of Appropriations for the month of September 2024. The voice vote was unanimous and the motion passed.

Mr. Norris presented the financial report, seen in the attachments. A motion was made by Karen Hiltbrand, 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 David Thorley, seconded by David Benner to acknowledge the retirement of Debbie Moore, Environmental Health Services, and grant permission for

STARK COUNTY COMBINED BOARD OF HEALTH

October 9, 2024

the health commissioner to hire a replacement. Debbie has worked for 28 years in the Environmental Health Service Area. We thank Debbie for her dedication and service to the residents of Stark County and wish her the very best. The voice vote was unanimous and the motion passed.

A motion was made by Braden Kail, seconded by Karen Hiltbrand to grant approval for Mike Hesson, Registered Environmental Health Specialist, to attend a two-day training for health department inspectors of Municipal Solid Waste (MSW) Landfills, sponsored by the Solid Waste Authority of North America and the Ohio Environmental Protection Agency, in Grove City, Ohio, November 6 – 7, 2024, with expenses not to exceed; \$250 lodging, and \$80 meals, for a total of \$330. No registration fee is required for this training and a Department vehicle will be used for travel. The voice vote was unanimous and the motion passed.

A motion was made by David Thorley, seconded by Karen Hiltbrand to grant approval for Maria Maurillo, to attend the Ohio Suicide Fatality Review Best Practices Summit, sponsored by Ohio Health, November 12, 2024, in Westerville. Cost not to exceed \$217 (registration \$25, transportation \$180, meals \$12). The voice vote was unanimous and the motion passed.

A motion was made by David Benner, seconded by Karen Hiltbrand to grant approval for Tasha Catron, Kelly Potkay, Teresa Tyson, Ashley Isles, Alejandra Twiss, and Maria Maurillo to attend the 2024 Annual Health Equity Summit: Solutions from Healthcare Leaders, sponsored by the Movement Is Life Coalition, in Buckhead, Georgia, November 14-15, 2024, with expenses not to exceed; \$1,200 registration, \$2,856 lodging, \$3,000

STARK COUNTY COMBINED BOARD OF HEALTH

October 9, 2024

transportation, and \$720 meals, for a total of \$7,776. This is to utilize the Health Equity funding through the Workforce Development Grant. 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.

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 gave an update on the complaint regarding violation of the public record law, Ms. Dawson's team submitted a stipulation of fact and is working on a motion for summary judgment.

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

STARK COUNTY COMBINED BOARD OF HEALTH

October 9, 2024

VARIANCES

There were no variances for the month.

OLD BUSINESS

A motion was made by David Thorley, seconded by David Benner to grant approval of the second reading of Resolution #4-2024, a resolution to establish fees for 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 Administrative Code. The voice vote was unanimous and the motion passed.

A motion was made by David Thorley, seconded by Karen Hiltbrand to grant approval of the second reading of Resolution #5-2024, a resolution to establish fees relating to administration and enforcement of the Ohio Plumbing Code and Resolution 1991-6, Stark County Plumbing Regulations. The voice vote was unanimous and the motion passed.

A motion was made by David Thorley, seconded by Karen Hiltbrand to grant approval of the second reading of Resolution #6-2024, a resolution to establish the following fees relating to sewage treatment systems for the administration and enforcement of Chapter 3701-29 of the Ohio Administrative Code and the Stark County Sewage Treatment System Operation and Maintenance Regulations. Sewage resolution - fee increases. The voice vote was unanimous and the motion passed.

STARK COUNTY COMBINED BOARD OF HEALTH

October 9, 2024

NEW BUSINESS

A motion was made by Karen Hiltbrand, 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 for New Business items B, C and D in the October 9, 2024 agenda. Item B, granting approval for the Health Commissioner to enter into a Memorandum of Understanding (MOU) with the Alliance City Health Department to provide services related to Sewage Treatment Systems and Private Water Systems. The MOU shall be effective from January 1, 2025, through December 31, 2030. Item C, granting approval for the Health Commissioner to enter into a Memorandum of Understanding (MOU) with Canton City Public Health to provide services related to Sewage Treatment Systems and Private Water Systems. The MOU shall be effective from January 1, 2025, through December 31, 2030. Item D, granting approval for the Health Commissioner to enter into a Memorandum of Understanding (MOU) with the Massillon City Health Department to provide services related to Sewage Treatment Systems and Private Water Systems. The MOU shall be effective from January 1, 2025, through December 31, 2030. The voice vote was unanimous and the motion passed.

STARK COUNTY COMBINED BOARD OF HEALTH

October 9, 2024

A motion was made by Phil Francis, seconded by David Thorley granting approval for New Business items E and F, in the October 9, 2024 agenda. Item E, granted approval for the Health Commissioner to enter into a Memorandum of Understanding (MOU) with the Alliance City Health Department to provide plumbing plan review services for commercial projects in the City of Alliance, Ohio. The MOU shall be effective from January 1, 2025, through December 31, 2030. Item F granted approval for the Health Commissioner to enter into a Memorandum of Understanding (MOU) with the Carroll County Health Department to provide plumbing inspection services for commercial projects in Carroll County, Ohio. The MOU shall be effective from January 1, 2025, through December 31, 2030. The voice vote was unanimous and the motion passed.

A motion was made by Karen Hiltbrand, seconded by Braden Kail to grant approval of Resolution #7-2024, a resolution to enable the health commissioner of the Stark County Combined General Health District the authority and ability to remove from use any article in a retail food establishment and/or a food service operation license for violations of Chapter 3717 of the Ohio Revised Code or rules adopted under it. 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 Summit County Public Health for the FY25 Regional Prevention and Linkage to Care Collaborative to assess for opportunities to expand naloxone access, harm reduction access, and placement of linkage navigators for the project, and will receive \$75,000 to implement the deliverables by August

STARK COUNTY COMBINED BOARD OF HEALTH

October 9, 2024

31, 2025. This 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 for the month

BOARD OF HEALTH CONCERNS/HEALTH DEPARTMENT ACTIONS

HEALTH COMMISSIONER'S COMMENTS

Mr. Norris, reminded the Board Members that flu shots are available in the second-floor clinic after the Board Meeting.

The Ohio Department of Health is partnering with local health departments to create task force teams to focus on five areas: better service delivery, what ODH can do on their end, what local health departments can do and creating a team approach to build a better relationship with in public health. Stark County Health Department staff representing each area are as followed: Environmental Health- Kirk Norris and Paul DePasquale; Epidemiology-Allie Lawrence; Data-Kay Conley; Nursing- Amanda Uhler; and Injury Prevention- Amanda Kelly.

STARK COUNTY COMBINED BOARD OF HEALTH

October 9, 2024

Fiscal Manager, Steve Ling is planning on retiring in August of 2025, with Steve being our first retirement in our executive leadership team, we would like to allow the new fiscal manager six months to work with Steve, allowing them to go through several payroll cycles and an audit. The goal is to post the job in December and hire in early January.

This is National fire prevention week, Mr. Norris reminded the Board Members to change their smoke detector batteries.

Mr. Norris thanked the Board Members for approving DocuSign at the September meeting.

There was an impressive cyber security presentation at the Health Commissioner Fall conference. We are planning a cyber security training for staff. To start, the Public Entities Pool is coming to test the Stark County Health Department's systems.

The staff winter luncheon is scheduled for December 11, 2024, directly after the Board Meeting. Mr. Norris reminded the Board Members that the December Board Meeting will not start until 9:30.

ADJOURNMENT

Being no further business, the meeting was adjourned at 8:51 am, with the next regular meeting scheduled for Wednesday, November 13, 2024, at 8:00 a.m. at the Stark County Health Department.

PRESIDENT

SECRETARY

STARK COUNTY COMBINED BOARD OF HEALTH

October 9, 2024