

LORAIN COUNTY PUBLIC HEALTH BOARD OF HEALTH

Meeting Minutes for October 11, 2023

Present:

Prefix	Name and Credentials	Position
Dr.	Patricia Schrull, DNP, RN	Vice President
Dr.	Grant Cornick	Member
Mr.	Thomas G. Eschtruth	Member
Mrs.	Nancy Hedberg, RN, MSN	Member
Dr.	Eric Lockhart	Member
Mrs.	Kionna McIntosh-Pharms	Member
Mrs.	Mary Santiago	Member
Mr.	Tom Stannard	Member

Guests:

Legal Counsel, LCPH staff members, USI Insurance Services representative

The Vice President called the meeting to order at 6:00 p.m.

Executive Session - Employee Discipline

#2023-108

Mr. Mark Adams discussed the need for an executive session to discuss employee discipline. Mrs. Santiago moved to go into executive session. Mr. Eschtruth seconded the motion. Upon roll call, all members voting aye, the Vice President declared the motion passed, and the Board went into executive session at 6:01 p.m.

After the discussion, Mrs. Santiago moved to end executive session. Mr. Eschtruth seconded the motion. Upon voice vote, all members voting aye, the Vice President declared the motion passed, and executive session ended at 6:09 p.m.

The regular session of the LCPH Board of Health resumed at 6:10 p.m.

Minutes from the Last Regular Meeting on September 13, 2023

#2023-96

The Vice President requested a review of the September 2023 regular meeting minutes. Mr. Stannard moved to approve the minutes. Mrs. McIntosh-Pharms seconded the motion. Upon voice vote, all members voting aye, the Vice President declared the motion passed.

Financial Report

#2023-97

Mrs. Michelle Crossan provided the financial update. LCPH collected 71% of its budgeted revenue and spent 60% of the appropriated expense budget to date. Mrs. Crossan also discussed the state audit and the waiver of the audit exit conference meeting. If the Board of Health wished to waive the exit conference, a Board action would be needed.

Waiver of State Audit Exit Conference

#2023-109

Mr. Stannard moved to waive the state audit exit conference. Mr. Eschtruth seconded the motion. Upon roll call, all members voting aye, the Vice President declared the motion passed.

Mr. Eschtruth moved to approve the financial report. Mrs. Hedberg seconded the motion. Upon voice vote, all members voting aye, the Vice President declared the motion passed.

USI Insurance Services Presentation

Mr. Brad Stibora from USI Insurance Services provided an informational presentation on 2024 employee health insurance. Mr. Stibora discussed the current status of employee health insurance claims. It was noted that health insurance claims were high, with claims for some employees above the stop loss. Net total claims are up 35% from last year. He will attend the November 2023 Board of Health meeting with additional information about both self-funded and fully insured options.

2023 Budget Recertification

#2023-98

Mrs. Deborah Chavez provided an overview of the 2023 budget recertification. LCPH has been awarded new grants and also received more real estate tax funding than previously budgeted. Mrs. Santiago moved to approve the 2023 budget recertification. Mr. Stannard seconded the motion. Upon roll call, all members voting aye, the Vice President declared the motion passed.

Proposed 2024 Food Service Fees - 1st Reading

#2023-99

Mr. Adams gave an overview of the proposed food service fees for 2024. There was a slight increase in the proposed fees with the program not being subsidized at the state level. Mr. Eschtruth moved to approve the 1st reading of the proposed 2024 food service fees. Mrs. Hedberg seconded the motion. Upon roll call, all members voting aye, the Vice President declared the motion passed.

Variance to Mechanical Refrigeration - Resolution #2006-46

#2023-100

Mr. Adams discussed the request from Chick-fil-A in Lorain for a variance to mechanical refrigeration. There were several questions from Board members on the type of refrigeration used by Chick-fil-A and the definition of refrigeration currently used by LCPH. LCPH is currently using the definition of refrigeration as outlined in Resolution #2006-46 that was adopted on July 12, 2006:

“Be it resolved that for purposes of clarification of Chapter 3717 OAC that ‘refrigerated’ and ‘refrigeration’ shall be recognized as: mechanical refrigeration equipment which has been approved by a recognized food equipment testing agency such as NSF (National Sanitation Foundation). This pertains to all FSO’s and RFE’s including mobile units with the exception of Temporary food operations.”

The Board of Health engaged in discussion regarding the resolution and whether it would be more appropriate to grant a variance or rescind the Resolution #2006-46. Rescinding the resolution would require LCPH to follow the food code as written and would give flexibility.

Mr. Stannard moved to rescind Resolution #2006-46 instead of approving a variance to mechanical refrigeration. Dr. Comnick seconded the motion. Upon roll call, all members voting aye, the Vice President declared the motion passed.

Proposed Personnel Policy Change 102.6 - Police Record Check

#2023-101

Mr. Adams and Mr. Chris Pyanowski gave an overview of a proposed Personnel Policy change regarding police record checks. It was proposed that a felony cannot be an automatic disqualifier for employment, and applicants’ situations will be looked at on a case-by-case basis based on the position. Mr. Eschtruth made a motion to pass the proposed Personnel Policy change. Dr. Lockhart seconded the motion. Upon roll call, all members voting aye, the Vice President declared the motion passed.

Amendment to October 2023 Agenda to Include Personnel Action

#2023-110

Based on discussion from the executive session, Mrs. McIntosh-Pharms moved to include the termination of

Stephanie Deloach in the Personnel actions listed in #2023-102. Mr. Stannard seconded the motion. Upon roll call, all members voting aye, the Vice President declared the motion passed.

Personnel

#2023-102

Mr. Stannard moved to approve the following personnel actions:

- Appointments:
 - Summer Aiti, EH Intern effective 10/02/2023
 - MacKenzie Johnson, EH Intern effective 10/16/2023
- Promotion:
 - Gabrielle (Gabby) Laboy, LPN, Health Clinic Aide to Public Health Nurse - School Clinic Nurse effective 9/21/2023
- Resignations:
 - Alicia Taylor, RN Public School Nurse - Avon Heritage effective 9/28/2023
 - Stephanie Mangan, RN, BSN, Public School Nurse - Avon High School effective 10/05/2023
 - Sarah Lehane, RN, BSN, Program Manager effective 10/06/2023
- Termination:
 - Stephanie Deloach, LPN, Public School Nurse effective October 11, 2023
- Retirement:
 - Janice Klesta, WIC Nutrition Educator effective 10/31/2023

Mr. Eschtruth seconded the motion. Upon roll call, all members voting aye, the Vice President declared the motion passed.

Agreements, Contracts, and MOUs

#2023-103

Mr. Adams reviewed the list of agreements, contracts, and MOUs and shared that the majority of them are renewals. Dr. Lockhart moved to approve the agreements, contracts, and MOUs. Mr. Stannard seconded the motion. Upon roll call, all members voting aye, the Vice President declared the motion passed.

Out-of-County Travel Requests

#2023-104

Dr. Lockhart moved to approve the out-of-county travel requests. Mrs. Santiago seconded the motion. Upon voice vote, all members voting aye, the Vice President declared the motion passed.

Approve Recommendations of the Hearing Officer for October 11, 2023

#2023-105

Mr. Juston Carpenter gave an overview of the October home safety program hearings along with Dr. Schroll. Pictures were shown of the properties, and hearing officer recommendations were shared. Dr. Lockhart moved to approve the recommendations of the hearing officer. Mrs. McIntosh-Pharms seconded the motion. Upon voice vote, all members voting aye, the Vice President declared the motion passed.

Legal Services' Report

#2023-106

Mr. Pyanowski had no report.

Health Commissioner Report

#2023-107

Mr. Adams did not have anything to report, but he gave a reminder that the active shooter drill at LCPH was scheduled for October 13, 2023.

Comments

None

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