

# LORAIN COUNTY PUBLIC HEALTH BOARD OF HEALTH

Meeting Minutes for February 14, 2024

Present:

Prefix	Name and Credentials	Position
Mr.	Edward X. McNamara	President
Dr.	Patricia Schrull, DNP, RN	Vice President
Dr.	Grant Comnick	Member
Mr.	Tom Eschtruth	Member
Mrs.	Nancy Hedberg, RN, MSN	Member
Dr.	Eric Lockhart	Member
Mrs.	Kionna McIntosh-Pharms	Member
Mr.	Tom Stannard	Member

Guests:

Legal Counsel, LCPH staff members, members of the public

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

## Minutes from the Last Regular Meeting on January 10, 2024

#2024-12

The President requested a review of the January 2024 regular meeting minutes. Mr. Stannard moved to approve the minutes. Dr. Lockhart seconded the motion. Upon voice vote, all members voting aye, the President declared the motion passed.

## Financial Report

#2024-13

Mrs. Michelle Crossan provided the financial update. LCPH collected 10% of its budgeted revenue and spent 8% of the appropriated expense budget in 2024. Dr. Schrull moved to approve the financial report. Mrs. McIntosh-Pharms seconded the motion. Upon voice vote, all members voting aye, President declared the motion passed.

## Proposed Department Organization Changes

#2024-14

Mr. Mark Adams discussed proposed changes in the Administrative Services, Emergency Preparedness and Epidemiology, and Health Promotion and Chronic Disease Prevention departments. Mr. Adams explained the difference between the role of program managers, coordinators, and supervisor. Mrs. Erin Murphy, Director of Health Promotion and Chronic Disease Prevention, also gave some explanation on the changes for her department, including a name change to Population Health and title changes for staff. The Board engaged in discussion about proposed changes, asking clarifying questions when needed. Mr. Stannard moved to approve the proposed department organization changes. Dr. Schrull seconded the motion. Upon voice vote, all members voting aye, the President declared the motion passed.

## Water Pollution Control Loan Fund (WPCLF) - HSTS Resolution - EH 2024-01

#2024-15

Mr. Adams gave an overview of the WPCLF and the need for a resolution to move forward with the program at LCPH. The fund is an income based, first come first served grant program to assist homeowners with repairs or replacements to home sewage treatment systems. Mrs. Ali Schneider, Registered Environmental Health Specialist, also gave some explanation on the program. Dr. Lockhart moved to approve the Water Pollution Control Loan Fund HSTS Resolution EH 2024-01. Mr. Eschtruth seconded the motion. Upon voice vote, all members voting aye, the President declared the motion passed.

**Creation of HSTS Licensing Assistance Fund - \$40,000****#2024-16**

Mr. Adams shared information on the creation of an HSTS licensing assistance fund for 2024. There will be \$40,000 in grant money available to help those who cannot afford to pay the licensing fees for home sewage treatment systems. There is the possibility of continuing the fund in previous years, and that will be determined at future Board of Health meetings. Mrs. McIntosh-Phrams moved to approve the creation of the HSTS licensing assistance fund. Mr. Eschtruth seconded the motion. Upon roll call, all members voting aye, the President declared the motion passed.

**License Modification and Exemption Request - Environmental Health****#2024-17**

Mr. Adams and Mr. Juston Carpenter, Environmental Health Program Manager, gave an overview and history of the license modification and exemption request for the Pearl Ave. LLC C&DD (Construction and Demolition Debris) Landfill. Pearl Ave LCC requested an exemption for OAC 3754-400-07(G)(2)(a)(iv) to change the slope from 4:1 (25%) to 3:1 (33%) at the northern part of the landfill. The landfill received the same exemption for the southern part of the landfill in 2017. LCPH reviewed the information presented by Pearl Ave LCC and has determined the modification and exemption would not adversely affect the public's health or safety or the environment. Mr. Stannard moved to approve the license modification and exemption request. Dr. Lockhart seconded the motion. Upon roll call, all members voting aye except for Mr. Eschtruth who abstained, the President declared the motion passed.

**Personnel****#2024-18**

Dr. Schrull moved to approve the following personnel actions:

- Appointments:
  - o Mark Kisner, School Clinic Nurse (Amherst) 30 hours a week - DOH 1/29/2024
  - o Riley Riley WIC - Substitute Clinical Dietitian (28 hrs per week or less) - DOH 2/5/2024
  - o Cassie Clouser, Environmental Health Intern, DOH 02/12/2024

Mrs. Hedberg seconded the motion. Upon voice vote, all members voting aye, the President declared the motion passed.

**Agreements, Contracts, and MOUs****#2024-19**

Mr. Adams reviewed the list of agreements, contracts, and MOUs. There were several questions from Board members that led to additional discussion about the Legal Services contract. Mr. Eschtruth moved to approve the list of agreements, contracts, and MOUs. Mrs. McIntosh-Phrams seconded the motion. Upon voice vote, all members voting aye, the President declared the motion passed.

**Out-of-County Travel Requests****#2024-20**

Board members requested that a total be added to the spreadsheet as well as information if the travel is associated with a grant. Dr. Lockhart moved to approve the out-of-county travel requests. Mr. Eschtruth seconded the motion. Upon voice vote, all members voting aye, the President declared the motion passed.

**Recommendations of the Hearing Officer for February 14, 2024****#2024-21**

Mr. Carpenter provided an update on the February Home Safety Program hearings. Pictures of the properties, LCPH actions prior to the hearing, and hearing officer recommendations were shared. Dr. Lockhart moved to approve the recommendations of the hearing officer. Mr. Eschtruth seconded the motion. Upon voice vote, all members voting aye, the President declared the motion passed.

**Legal Services' Report**

**#2024-22**

Ms. Christine Mendoza from the Lorain County Prosecutor's Office shared with the Board members that she is here for legal support on anything that may be needed and offered a copy of the statute for required support. The Board requested a way to track the Prosecutor's Office's time spent on LCPH business, and Ms. Mendoza agreed that staff working on LCPH business will track hours in a system that works well for both parties. Mrs. Hedberg moved to approve the Legal Services' Report. Dr. Lockhart seconded the motion. Upon voice vote, all members voting aye, the President declared the motion passed.

**Health Commissioner's Report**

**#2024-23**

Mr. Adams invited Board members to the District Advisory Council (DAC) meeting on March 28, 2024 at 6:00pm at The Lodge of New Russia Township in Oberlin. Mr. Stannard moved to approve the Health Commissioner Report. Dr. Lockhart seconded the motion. Upon voice vote, all members voting aye, the President declared the motion passed.

**Comments**

Two members of the public were in attendance to provide comments and ask questions about the Operation and Maintenance Program for household sewage treatment systems. Mr. Adams provided answers to questions throughout the open comments portion of the meeting and took notes to discuss matters further with the appropriate staff.

The Board asked for clarification on when the vacant Amherst and Oberlin Cities Board of Health seat would be filled, and Mr. Adams gave an update. The cities are in the process of approving a Board member, and that person should assume their role on the Board of Health at the April 2024 meeting.

There being no further business to discuss, Mr. Stannard moved to adjourn. Dr. Lockhart seconded the motion. Upon voice vote, all members voting aye, the President declared the motion passed, and the meeting adjourned at 7:34 p.m.

Attest:

President:

*Edward X. Martin*

Secretary:

*Maria Elena Romo*

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### Document History



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**03 / 18 / 2024**

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