



**Carroll County General Health District
Minutes of the Board of Health
October 19, 2022**

Meeting Location: Carroll County General Health District's (Lower Level)
301 Moody Ave. Carrollton 44615

Call to Order: Dr. Stine called the meeting to order, with prayer, at 5:30 p.m.

Board Member Roll Call: Dr. W.S. Stine, present; Susan McMillen, present; and Bernie Heffelbower, present

Absent: Wendy Wiley
Tom White - **resigned**

Staff Present:

Kelly Engelhart, Health Commissioner
Amy Campbell, Office Administrator
Courtney Grossman, Director of Environmental Health
Corinne Ren, Administrative Assistant & Registrar
Absent: Jessica Slater, Director of Nursing

Media:

Nancy Schaar, Free Press Standard

Guests:

Kelly Engelhart, Health Commissioner, introduced the new employees and provided the board with the experience they bring to CCGHD.

Polly Givens, RN, BSN – new employee

Tonya Yoder, RN – new employee

- Polly Givens will be our new Epidemiologist and PHEP Coordinator
- Tonya Yoder will be our new BCMH & Reproductive Health Nurse
- Brittnee Purvis, LPN was not at the meeting, but she is our new Community Health Worker

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the September 20, 2022, meeting was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None – Motion carried

Health Commissioner's Report:

Health Commissioners report was presented by Kelly Engelhart, Health Commissioner

**See Carroll County General Health District Board of Health October 19, 2022, Power Point Presentation Attached*

- **School Based Health Centers** – are going well, students and teachers have been utilizing this service
- **Sustainable Funding** – Wendy Gotschall was hired part-time to work in our partnership with CCJFS (Carroll County Job and Family Services) in Adult Protective Services
- **Operations** – we have started cleaning the old building on Second Street, Genealogy has moved into the library
- **Repairs & Renovations** – Kelly shared plans for the stairs going from lower level to upper level. She will provide plans for the garage when they are finalized

Division Reports:

**All Division Reports can be found in the Carroll County General Health District October 19, 2022, PowerPoint Presentation. Additional discussions from the Division Reports are included below*

Environmental Health Report:

The Environmental Division report presented by Courtney Grossman, Director of Environmental Health

- **Amsterdam Sewer Project** – Courtney Grossman met with Commissioners about the Jefferson County HD wanting us to go along with their procedure for tying into sewer giving residents only 90 days. The Commissioners did not think that was feasible for residents. They wanted us to come up with our own Resolution, we give residents a year to tie in. There are 87 – 100 residents in Carroll County who need to tie into sewer in the Amsterdam area. Residents can apply for funding the WPCLF (Water Pollution Control Loan Fund) through the Commissioners if they qualify.

Public Health Nursing Report:

The Public Health Nursing Report presented by Kelly Engelhart, Health Commissioner

- **Communicable Disease Report** – Dr. Stine asked what our COVID Transmission rates are for Carroll County. Kelly Engelhart replied that we cannot really answer that due to most self-testing is not reported so the numbers are off. Dr. Stine reported that Aultman has us as the only county in Ohio with a high transmission rate.
 - Kelly stated that it is important for people to get the Bivalent Covid Booster.

Vital Statistics Report:

Vital Statistics report presented by Corinne Ren, Registrar

- Total for September - **\$2,674.50**

Office Administrator, Fiscal Officer, & Public Health Accreditation Reports

Office Administrator, Fiscal Officer, & Public Health Accreditation Reports presented by Amy Campbell, Office Administrator

- Amy announced that there would need to be a personnel committee meeting between now and the next board of health meeting to discuss salary and wages for staff. The AOHC released salary survey this year, 2022 the cost of living was increased 5.9% and 2023 it was increased 8.9%.

Financial Report:

Financial Report presented by Amy Campbell, Office Administrator

**See September 2022 General and Grant Fund Balances in the October 19, 2022, PowerPoint Presentation*

- a. **Resolution 22-111** approval of the September 2022 budget as presented. (*Reference: Budget Report*). was approved upon a motion by Bernie Heffelbower with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.
- b. **Resolution 22-112** approval for the payment of the September 2022 expenses totaling \$133,707.60 (*Reference: September Monthly Expense Spreadsheet*) was approved upon a motion by Susan McMillen with a second from Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
**Amy indicated that there were three (3) pays in September; PHAB annual fee was due; Tire Take Back Expense; and Telehealth equipment was purchased.*
- c. **Resolution 22-113** to approve the appropriation amendments on October 13, 2022 in the 25000-Health, 25030-Food, 25060-Nursing, 25070-Water, 25086-Tobacco and 25090-Environmental Funds to cover expenses for remainder of the year (*Reference: 10/13/22 Appropriation Amendment*) was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower Ayes All Nays: None Motion Carried.

New Business:

- a. **Resolution 22-114** to approve the hiring of Ann Halm, LSW as the full-time Community Health Worker who will be assigned to work in partnership with the Senior Friendship Center was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes All Nays: None Motion Carried.
**Our goal is to have five Community Health Workers in Carroll County.*
- b. **Resolution 22-115** to approve the First Reading of the amended Food Service Operation (FSO) and Retail Food Establishment (RFE) license fees for the 2023 year (*Reference: Cost Methodology Spreadsheet*) was approved upon a motion by Susan McMillen with a second from Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
**Dr. Stine read the first reading of Resolution 22-115.*

Discussion: Bernie Heffelbower asked why the fees went down. Courtney replied that Tina Bernard, our primary REHS for the food program was assigned to Epidemiologist in 2021 for COVID-19 response. Due to this there was minimal time in the food program for 2021. We had a lot of new mobiles that year so that is why that fee went up. The State did give permission for employees to be pulled from their normal duties to deal with the COVID-19 Pandemic. The State did provide funding to local health departments to subsidize the loss in the food program for the two years. Tina has resumed her normal duties in the food program, so the fees should increase for 2024.

- c. **Resolution 22-116** to approve the expense for ProTech Security to upgrade the system for electronic access to the building (*Reference: attached quote*) was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
The security system we have in place can be upgraded to allow for employees to be issued an electronic swiping device to enter the facility. This will also allow administration to monitor who and when staff are coming and going. This will eliminate all our keys.
Dr. Stine had questions regarding the one-time cost vs. the on-going fees for the electronic portion of the system. The initial fee is \$6,764.70 then a monthly fee of \$57.95 plus tax. If we choose to do it for the reporting part of it to keep track of when employees are in and out.
- d. **Resolution 22-117** to approve the method and processes for the disposition of property, including real estate (*Reference: attached Disposition of Property Policy and Prosecutor Opinion*) was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- e. **Resolution 22-118** to approve to enter into an agreement with Carroll County Job and Family Services (CCJFS) for providing Adult Protective Services (APS) and Health Screenings for Foster Youth by our part-time Community Nurse Educator. CCJFS will reimburse CCGHD at \$25.00/hour plus administrative fee of 10% for those services provided was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

Old Business:

- a. **Resolution 22-090** to approve the Third and final Reading of the Operation and Maintenance (O & M) Program as required by Ohio Revised Code 3718 and Ohio Administrative Code 3701-29, effective October 20, 2022, was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None. Motion Carried.

****Dr. Stine read the third and final reading of Resolution 22-090.***

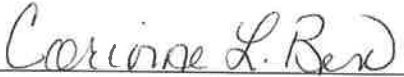
Discussion: Kelly Engelhart, Health Commissioner said that she was sorry she could not be at the last meeting when Courtney Grossman, Director of Environmental Health gave her presentation about the O & M Program. Courtney did a wonderful job with educating everyone about the enforcement of the O & M Program. She said that every time we talk about enforcement on a program, we need to explain to the public why we do what we do. Excellent job Courtney!

Adjournment:


Susan McMillen made a motion to adjourn the October 19, 2022, Carroll County General Health District Board meeting at 6:52 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) November 16, 2022, at 5:30 p.m. at the Carroll County General Health District's lower level located at 301 Moody Ave. Carrollton.

Respectfully submitted,



Corinne L. Ren, Board Secretary



Susan McMillen Vice President
Dr. W.S. Stine, Board President

