



**CARROLL COUNTY  
GENERAL HEALTH DISTRICT**  
Healthy People — Safe Communities

**Carroll County General Health District  
Minutes of the Board of Health  
November 16, 2022**

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

**Call to Order:** Susan McMillen, Vice President, called the meeting to order, with prayer, at 5:30 p.m.

**Board Member Roll Call:** Susan McMillen, present; Bernie Heffelbower, present and  
Wendy Wiley, present

**Absent:** Dr. Stine

**Staff Present:**

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

**Media:**

Nancy Schaar, Free Press Standard

**Approval of Meeting Minutes:**

**Meeting Minutes:**

The minutes of the October 19, 2022, meeting was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None – Motion carried

**Public Hearing – Amend and Establish Food Service Operation (FSO) and Retail Food Establishment (RFE Fees for 2023 Licensure Period:**

- a. **Resolution 22-115** to approve the Second Reading of the amended Food Service Operation (FSO) and Retail Food Establishment (RFE) license fees for the 2023 license year (*Reference: Cost Methodology Spreadsheet*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

\*Susan McMillen read the second reading of Resolution 22-115.

## **Health Commissioner's Report:**

Kelly Engelhart, Health Commissioner, introduced Anne Halm, LSW, Community Health Worker, our new employee and provided the board with the experience she brings to CCGHD.

## **Financial Report:**

Financial Report presented by Amy Campbell, Office Administrator

*\*See October 2022 General and Grant Fund Balances in the November 16, 2022, PowerPoint Presentation*

- a. **Resolution 22-119** approval of the October 2022 budget as presented. (*Reference: Budget Report*). was approved upon a motion by Wendy Wiley with a second from Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- b. **Resolution 22-120** approval for the payment of the October 2022 expenses totaling \$111,345.55 (*Reference: October Monthly Expense Spreadsheet*) was approved upon a motion by Wendy Wiley with a second from Bernie Heffelbower. Ayes: All Nays: None Motion Carried.  
*\*Amy indicated that there were more salaries paid out this month, transmittals to the State, and finalizing end of the year purchases.*
- c. **Resolution 22-121** to approve the appropriation amendment on October 19, 2022, in the 20120-Mosquito Control Fund to cover expenses for remainder of the year (*Reference: 10/19/22 Appropriation Amendment*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley Ayes All Nays: None Motion Carried.
- d. **Resolution 22-122** to approve the appropriation amendment on November 4, 2022, in the 25059-Public Health Emergency Preparedness (PHEP) Fund to cover the health insurance negative account balance (*Reference: 11/4/22 Appropriation Amendment*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley Ayes All Nays: None Motion Carried.

*\*Amy Campbell and Kelly Engelhart presented a PowerPoint presentation (2023 Wage Adjustments) for the Board of Health*

- e. **Resolution 22-123** to approve a 5% Cost of Living Adjustment (COLA) effective December 10, 2022, for pay date of January 5, 2023, for all Carroll County General Health District employees who are not currently serving their probationary period for the health department. Once any newly appointed employee successfully completes their 180-day probationary period from date of hire that employee shall receive the 5% COLA at that time and will be effective the first day of the following pay period from when their probationary period ended (*Reference: 2023 COLA & Wage Adjustment Spreadsheet*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower Ayes: All Nays: None Motion Carried.
- f. **Resolution 22-124** to approve a wage adjustment across all job positions outlined in the 2023 COLA & Wage Spreadsheet effective December 19, 2022, for pay date January 5, 2023, for all Carroll County General Health District employees who are not currently serving in their probationary period for the health department. Once any newly appointed employee successfully completes their 180-day probationary period from date of hire that employee shall receive their approved wage adjustment at that time and will be effective the first day of the following pay period from when their probationary period ended (*Reference: 2023 COLA & Wage Adjustment Spreadsheet*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley Ayes: All Nays: None Motion Carried.

## **New Business:**

- a. **Resolution 22-125** to approve to enter into a contract with Temiloluwa (Temi) Ogundeyi, CDC Foundation Epidemiologist, for Epidemiology services for Carroll County General Health District and the City of Kent Health Department for a shared services agreement up to 40 hours per week, at an hourly rate of \$25.00/hour, not to exceed \$52,000.00 effective December 1, 2022 through July 31, 2023 was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower Ayes: All Nays: None Motion Carried.
- b. **Resolution 22-126** to approve to enter into a contract with the City of Kent Health Department of Kent, Ohio to share in the funding of the contract Epidemiologist not to exceed 15 hours per week and not to exceed \$19,500.00; this contract will be effective December 1, 2022, through July 31, 2023 was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower Ayes: All Nays: None Motion Carried.
- c. **Resolution 22-127** to issue a Board of Health Order to Jason Carman, property owner of 4350 Patriot Rd. SE, Amsterdam, for the abatement of a nuisance involving an immense number of tires without rims on the property, providing a breeding source for mosquitoes. In accordance with *ORC 3707.01 "The Board of Health of a general health district shall abate and remove all nuisances within its jurisdiction..."* was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley Ayes: All Nays: None Motion Carried.
- d. **Resolution 22-128** to issue a Board of Health Order to Fantastic Homes, LLC, property owner of 1220 Clover St. NW, Minerva, for the abatement of a nuisance on the property involving an unsecured structure, garbage, and building materials. In accordance with *ORC 3707.01 "The Board of Health of a general health district shall abate and remove all nuisances within its jurisdiction..."* was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower Ayes: All Nays: None Motion Carried.
- e. **Resolution 22-129** to approve to enter into an agreement with the Stark County Combined General Health District for the Carroll County General Health District to implement the Cribs for Kids Grant program, for FY23 grant cycle, October 1, 2022, through September 30, 2023 (*Reference: Cribs for Kids Memorandum of Agreement*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower Ayes: All Nays: None Motion Carried.
- f. **Resolution 22-130** to approve to enter into an agreement with the Stark County Combined General Health District for the Carroll County General Health District to implement the FY23 Child Injury Prevention Grant, under the Ohio Department of Health, Violence and Injury Prevention Program effective October 1, 2022 through September 30, 2023 (*Reference: Memorandum of Agreement*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley Ayes: All Nays: None Motion Carried.

**Adjournment:**

Bernie Heffelbower made a motion to adjourn the November 16, 2022, Carroll County General Health District Board meeting at 6:33 p.m. Ayes: All Nays: None Motion Carried.

***The next meeting will be (Wednesday) December 21, 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



Dr. W.S. Stine, Board President