



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

**Carroll County General Health District  
Minutes of the Board of Health  
December 21, 2022**

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

**Call to Order:** Dr. Stine, President, called the meeting to order, with prayer, at 5:36 p.m.

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

**Staff Present:**

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

**Media:**

No Media present

**Approval of Meeting Minutes:**

**Meeting Minutes:**

The minutes of the November 16, 2022, meeting was approved upon a motion by Wendy Wiley 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 December 21, 2022, Power Point Presentation Attached*

### **Boards & Commission**

- **Association of Ohio Health Commissioners** – asked to be the AOHC representative for Immunization Advocacy Coalition
- **Appalachian Community Grant** – Asked to Chair the Wellness Subcommittee. Four sub-committees were formed from this grant. The Wellness Subcommittee will focus on a wellness and recreation center next to the Bell Herron gym. A Agricultural Subcommittee will focus on creating an agricultural business hub.

### **Partnerships**

- Facilitated meeting with Social Service and Transit on gaps in transportation services
  - Secured grant through the Giving Well Family Foundation for \$5,000.00 to fill the needs of residents needing transportation that other programs do not cover.

## **Division Reports:**

*\*All Division Reports can be found in the Carroll County General Health District December 21, 2022, PowerPoint Presentation. Additional discussions from the Division Reports are included below*

## **Office Administrator, Fiscal Officer, & Public Health Accreditation Reports**

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

- Meeting with Center for Marketing Opinion and Research for 2023 CHA – 12/2/22
- FY22 end of year budget work for closing of books and FY23 budget finalization

## **Environmental Health Report:**

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

- Kevin and Courtney attended a NORWECO training and observed how plastic Norweco septic tanks are made start to finish – starts from a powder. Learned maintenance and servicing for their specific brand.
- Tina and Courtney attended an ODH Plan Review Training at Canton City Health Department.

## **Public Health Nursing Report:**

The Public Health Nursing Report presented by Jessica Slater, Director of Nursing

- Influenza A Hospitalizations are on the rise in Carroll County (YTD cases: 15) with 60 – 69 year old individuals having the most cases.

## Vital Statistics Report:

Vital Statistics report presented by Corinne Ren, Registrar

- Total for October 2022 - \$3,069.00
- Total for November 2022 - \$3,148.00

## **Financial Report:**

Financial Report presented by Amy Campbell, Office Administrator

*\*See November 2022 General and Grant Fund Balances in the December 21, 2022 PowerPoint Presentation*

- a. **Resolution 22-131** approval of the November 2022 budget as presented (Reference: November *Expense Report*) was approved upon a motion by Susan McMillen with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.
- b. **Resolution 22-132** to approve the payment of November 2022 expenses totaling \$95,593.98 (Reference: *10/19/22 Appropriation Amendment*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes All Nays: None Motion Carried.
- c. **Resolution 22-133** to approve the appropriation amendments on December 2, 2022, in the 25060-Nursing and 25090-Environmental funds to cover expenses for the remainder of the year (Reference: *12/2/22 Appropriation Amendment*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes All Nays: None Motion Carried.
- d. **Resolution 22-134** to approve the appropriation amendments on December 9, 2022 in the 25000-Health, 25030-Food, 25060-Nursing and 25080-Septic funds to cover expenses for remainder of the year (Reference: *12/9/22 Appropriation Amendment*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- e. **Resolution 22-135** approval for the creation of the 25162 Coalition for a Drug Free Carroll County Ohio fund through the Carroll County Auditor's Office was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.  
**Additional Information:** The Health Department received Notice of Award for the Drug-Free Communities Support Program Grant through the Centers for Disease Control and Prevention in the amount of \$125,000 per year from 9/30/2022 through 9/29/2027. A fund and account needed to be established through the Carroll County Auditor's Office.
- f. **Resolution 22-136** to approve to reduce appropriations in the following funds to ensure the remaining appropriations do not exceed the end of the year fund balance:
  - 25000 – General Health fund in the amount of \$58,000.00
  - 25090 – General Environmental fund in the amount of \$5,500.00
  - 25161 – Injury Prevention Grant in the amount of \$10,000.00
  - 20120 – Mosquito Control Grant in the amount of \$2,000.00
  - 20200 – Public Health Workforce Grant in the amount of \$24,150.00
  - 20205 – Covid-19 Vaccination Grant in the amount of \$58,945.17
  - 20206 – Enhanced Operations Grant in the amount of \$92,000.00was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

- g. Resolution 22-137** to approve the transfer of \$336.49 from the 25000-Health fund to the 20205-Covid-19 Vaccine fund to cover the negative fund balance. Expenses exceeded what was received in grant dollars which requires money from the health fund to be transferred to cover the additional expenses and negative balance, to close the grant per the request of the CCGHD effective November 18, 2022 (*Reference: Transfer of Funds Letter & CN22 Discontinuation Letter*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- h. Resolution 22-138** to approve the advance of \$12,000.00 from the 25000-General Health fund to the 20200-Public Health Workforce fund to cover the negative fund balance (*Reference: 20200-Advance Letter*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None. Motion Carried.
- i. Resolution 22-139** to approve the advance of \$10,000.00 from the 25000-General Health fund to the 20206-Enhanced Operations fund to cover the negative fund balance (*Reference: 20206 – Advance Letter*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None. Motion Carried.
- j. Resolution 22-140** to approve the re-payment of \$11,842.02 to the Ohio Department of Health for funds received from grant fund CN22 Covid-19 Vaccination was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.  
**Additional Information:** Covid vaccination activities are supported through Nursing revenue and the CN 22 funds are no longer necessary.
- k. Resolution 22-141** to approve the 2023 chargebacks to each township and corporation in Carroll County totaling \$177,817.82 (*Reference: Tax Year 2022 Chargeback Estimate by TY22 Valuation*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None. Motion Carried.
- l. Resolution 22-142** to approve the 2023 Carroll County General Health District Operating Budget (*Reference: FY23 CCGHD Budget*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None. Motion Carried.

### **New Business:**

- a. Resolution 22-143** to approve to enter into a contract with Amy Dayton of Amy's Cleaning Services to continue to conduct weekly cleaning services for the Carroll County General Health District effective January 1, 2023, through December 31, 2024, at a pay rate of \$125.00 per cleaning occurrence not to exceed \$9,000.00 for the term of the contract (*Reference: A. Dayton Contract*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None. Motion Carried.
- b. Resolution 22-144** to approve the 2023 Carroll County General Health District paid holiday schedule was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None. Motion Carried.

- c. **Resolution 22-145** to approve the 2023 Carroll County Board of Health meeting schedule (*Reference: Board of Health Meeting Schedule*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower Ayes: All Nays: None Motion Carried.
- d. **Resolution 22-146** to approve of the disposition of obsolete items as identified in the attached list and in accordance with the Disposition of Property Policy (*See Disposition of Obsolete Items*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower Ayes: All Nays: None Motion Carried.
- e. **Resolution 22-147** to approve the destruction of Carroll County General Health District records that exceed the required years in accordance with the Carroll County General Health District Records Retention Policy was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

### **Board of Health CEU Presentation**

Presented by Courtney Grossman, Director of Environmental Health  
Environmental Health Cost Methodology, Board of Health Continuing Education  
Dr. Stine, present; Susan McMillen, present; Wendy Wiley, present; & Bernie Heffelbower, present

- f. **Resolution 22-148** First Reading to establish and amend fees for *Campgrounds* (RV Park Camp License) for the 2023 License Year, in accordance with Ohio Revised Code 3709.09 (*See attached Exhibit A – Proposed Local Fees*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None. Motion Carried.
- g. **Resolution 22-149** First Reading to establish and amend *Point of Sale Evaluation* fees for the 2023 License Year, in accordance with Ohio Revised Code 3709.09 (*See attached Exhibit A – Proposed Local Fees*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None. Motion Carried.
- h. **Resolution 22-150** First Reading to establish and amend *Public Swimming Pool/Spa* fees for the 2023 License Year, in accordance with Ohio Revised Code 3709.09 (*See attached Exhibit A – Proposed Local Fees*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None. Motion Carried.
- i. **Resolution 22-151** First Reading to establish and amend *Private Water System Permit* fees for the 2023 License Year, in accordance with Ohio Revised Code 3709.09 (*See attached Exhibit A – Proposed Local Fees*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None. Motion Carried.
- j. **Resolution 22-152** to approve to renew the contract with Amy Frabel as Medical Billing Specialist, at \$20/hour not to exceed \$16,000.00 annually to resume January 3, 2023, through December 31, 2023 was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. (Susan McMillen abstained). Ayes: All Nays: None. Motion Carried.

**Old Business:**

- a. Resolution 22-115 to approve the Third and Final 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 Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None. Motion Carried.

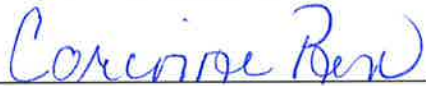
**\*Dr. Stine read the third reading of the Resolution and the new fees will take effect on December 21, 2022.**

**Adjournment:**

Bernie Heffelbower made a motion to adjourn the December 21, 2022, Carroll County General Health District Board meeting at 7:20 p.m. Ayes: All Nays: None Motion Carried.

***The next meeting will be (Wednesday) January 18, 2023 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