



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

**Carroll County General Health District
Minutes of the Board of Health
February 16, 2022
(January 2022 Meeting incorporated into February Meeting)**

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 5:31 p.m.

Board Member Roll Call: Dr. W.S. Stine, present; Susan McMillen, present; Tom White, present; and Wendy Wiley, present

Absent: Bernie Heffelbower

Staff Present:

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

Media:

Nancy Schaar, Free Press Standard
Leigh Ann Rutledge, The Messenger

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the December 15, 2021, meeting was approved upon a motion by Tom White with a second by Wendy Wiley Ayes: All Nays: None – Motion carried

Health Commissioner's Report:

Health Commissioners report submitted by Kelly Engelhart, Health Commissioner

- Received the Public Health Accreditation Site Visit Report!
- IT Server Migration – NextGen s migrated to the server. Meeting Friday to finalize last transition for fully operational with new server.

- Meeting with Carrollton Schools Superintendent – the shared nurse also becoming trained in the Bridges to Wellness program.
- Work with legal counsel regarding the Levy Committee – seeking a new treasurer to file the reports.
- Worked with legal counsel on starting new Non-Profit Organization that can become a 501 c3 for donation purposes.
- County Benefits Meeting with CEBCO presentation – how to increase participation.
- Meeting with EH, County Commissioners and OMEGA – Stony Lake Sewer and funding .
- Facilitated collaboration for School Based Health Center Grant application with Aultman Foundation, 5 rural school districts in Stark County, Tuscarawas County, and Carroll County, ADAMH board. Submitted joint application January 31st to ODH. Awards for funding in March.
- Planning meeting with Leadership on staffing, turnover and employee trainings.

Scheduled the District Advisory Council Meeting with DAC Chairman, **Saturday, March 26, 2022, at 8:30 a.m.**
Location Nazarene Church Dellroy breakfast served.

PHAB Report – Our County Emergency Preparedness Plan has to be updated, it showed that it was slightly demonstrated on our report. We have already started on this. Overall, we were very happy with the report. **See Report*

COVID-19 Update: (December - January): Presented by Jessica Slater, Director of Nursing
Carroll County Community Transmission Level per the CDC: HIGH

**Please see Covid-19 Update charts and graphs in Health Commissioner's Report*

December 2021

- 735 Reported COVID-19 Cases in Carroll County for December 2021
- 457 Reported COVID -19 Cases in Carroll County for November 2021
- 22 Deceased COVID-19 Cases in Carroll County for December 2021
- 8 Deceased COVID-19 Cases in Carroll County for November 2021
- 294 Active COVID-19 Cases in Carroll County
- 208 of Active Cases were vaccinated
- 510 of Active Cases were **not** vaccinated

January 2022

- 830 Reported COVID-19 Cases in Carroll County for January 2022
- 9 Deceased COVID-19 Cases in Carroll County for January 2022
- 306 Active COVID-19 Cases in Carroll County
- Monthly Breakdown of Deaths for January 2022
 - 1 – Vaccinated
 - 8 – Not Vaccinated

Division Reports:

**All Division Reports can be found in the Board of Health Minutes Binder*

Environmental Health Report:

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

- Stony Lake: Courtney and Kelly met with Commissioner's regarding support for solutions. Follow up meeting today with the Commissioner's office, EPA, OMEGA, Environmental Services, and the POA's.
 - It is being discussed what the long term looks like for a new sewage treatment plant and the funding available for the new plant and upgrading the private water wells.

- The ODH Public Swimming Pool and Campground survey was completed January 27, 2022.
- Topography mapping established working with the Auditor's Office.
- Food Program Trainings have been scheduled. Completed inspection training with ODH last week. ODA training scheduled for March.
- The EPA Mosquito Control Grant was submitted.
- The Board of Commissioners has informed us of monies received for a Demolition Grant to fund the demolishing and removing of unsecure structures and hazardous waste sites in the county.
- Nuisance files were reviewed, and a spreadsheet was created and provided to the townships, regarding structures in poor condition in their jurisdiction. Courtney will be serving on the committee, along with representatives from EMA, Regional Planning, Townships, and Villages.
- Courtney has been working with Kelly on policies for the sewage program regarding land application, permitting, and operation and maintenance.
- Staff have been working on policies and procedures for programs (nuisance and food)

Public Health Nursing Report:

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

Staffing:

- Douglas Hart, RN started 12/25/21 as a part time RN.
- Samantha Keyser, Community Health Worker submitted resignation.
- Posted internally to fill Community Health Worker. Interviewed . Offered Position. Tricia Moyer accepted the position of Community Health Worker.
- Accepting volunteers.

COVID-19 Surge Changes

- CDC Epidemiologist Temi has taken on daily update, monthly update, case uploading, and release letters. Jaycee is sending new case letters.
- Implemented a whole health department call group for self-reporting.
- Testing availability has increased. Monday through Friday Testing available. Rapid Antigen and Rapid PCR options.
- Mass Clinics scheduled and completed at Carroll County Transit. Low registration.
- Vaccine appointments are Thursdays at Carroll County Health Department from 1 pm – 6 pm. Walk-ins Accepted.

School Liaison:

- December 2021 – increase in Covid-19 Cases in the school. Test to Play has started at Carrollton Schools.
- January 2022 – Completed 69 Cases and Covered Clinic: 4 times

BCMh:

- December 2021 – 74 contacts; 1 office visit; and 1 home visit.
- January 2022 - 140 contacts; 4 office visits; and 1 home visit.

Bridges to Wellness:

- December 2021 & January 2022 – Samantha and Teresa continue with the CDC Training Series
Active Clients – 3; Referrals - 6

Diaper Bank:

- 4200 Diapers and Wipes donated from Carroll County donations in 2021.
- December 2021 – Families served – 23; Children served – 39; Diapers supplied – 1,570
- January 2022 – Families served – 29; Children served – 46; Diapers supplied – 1,840

Reproductive Health:

- December 2021 – Clients – 23; (Women – 22; Men – 1)
- January 2022 – Clients – 11; (Women – 11; Men – 0)

Immunizations:

- December 2021 – 57 Immunizations to 39 individuals
- January 2022 – 59 immunizations to 37 individuals

Vivitrol Program:

- December 2021 – 1 client
- January 2022 – 0 clients

COVID – 19 Testing at CCGHD: - 37.14% Positivity Rate

- By Appointment
- Total Test Administered in January 2022: 420; December 2021: 404

COVID – 19 Vaccination – CCGHD

- CCGHD COVID-19 Vaccine January 2022: 258 Total Doses Administered
- CCGHD COVID-19 Vaccine December 2021: 493 Total Doses Administered
- CCGHD has given 12,432 doses of Covid-19 Vaccine to 6,449 people
- Currently vaccinated in the state of Ohio – 61%
- Currently vaccinated in Carroll County, Ohio – 46%

COVID-19 Vaccination Outreach:

- Partnering with Discount Drug Mart on Tuesday and Thursday completed in December.
- Completed Clinics at: Belle's House, Carrollton Schools, Mayle Homes, Vertava Health, St. John's Villa, AAM (Colfor Minerva), Centerville Assisted Living, and Home Bound Individuals.
- Vaccine Clinics:
 - Thursdays at Carroll County Health Department 1 pm to 6 pm
 - Register at: www.armovax.com or call 330-627-4866 Ext. #1563

Community Outreach

- 26,100 Test kits have been supplied to the community
 - Additional test kits have been requested from Ohio Department of Health
 - **CCGHD does not have test kits to pass out to the community.**

Communicable Disease Report:

The Communicable Disease Report was presented by Jessica Slater, Director of Nursing (December 2021 & January 2022)

December 2021

- COVID-19 – 735 cases
- Gonococcal infection – 1 case
- Chlamydia – 2 cases
- Lyme Disease – 3 cases
- Hepatitis B – 1 case
- Campylobacteriosis – 1 case
- Giardiasis – 1 case

January 2022

- COVID-19 – 830 cases
- Gonococcal infection – 1 case
- Chlamydia – 7 cases
- Lyme Disease – 3 cases
- Hepatitis B – 1 case
- Hepatitis C – 2 cases
- Meningitis – Bacterial – 1 case
- Yersiniosis – 1 case
- Giardiasis – 2 cases

Influenza in Ohio and Carroll County

- The Ohio Department of Health Laboratory has tested 366 specimens for Influenza during the 2021 – 2022 Influenza Season.
- 0 reported Influenza for Carroll County
- Ohio Influenza Data
 - 8 tested positive for Influenza A(H1N1 pdm09)
 - 599 for Influenza A(H3N2)
 - 2385 Influenza A (subtyping not performed)
 - 1 Novel Influenza A virus infection has been reported
 - 51 for Influenza B
 - 1 for Swine Variant Influenza A(H3N2v)
(Through 01/22/2022)

Vital Statistics Report:

Vital Statistics report presented by Corinne Ren, Registrar

December 2021

122 – Death Certificates Purchased/Issued
24 – Burial Permits Issued
22 – Burial Permits Purchased
29 – Deaths Filed

2 – Death Certificate Copies
5 – Death Certificates Destroyed (printer error)
58 – Birth Certificates Purchased/Issued
Total: \$4,927.00

January 2022

100 – Death Certificates Purchased/Issued
15 – Burial Permits Issued
15 – Burial Permits Purchased
20 – Deaths Filed
47 – Birth Certificates Purchased/Issued
Total: \$4,015.00

Office Administrator, Fiscal Officer, & Public Health Accreditation Reports

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

- Fiscal Year 2022 Preparation
- Received Site Visit Report for Accreditation from PHAB
- Continuing to work with InSite on custom reports
- Covid Grant Revisions
- Working on setting up QuickBooks Online for the Health Department
- Working on FY23 Draft Budget and Annual Financial Report
- Child Fatality Review Board Meeting Planning

Financial Report:

Financial Report presented by Amy Campbell, Office Administrator

- a. Approval of **Resolution 22-001** the December 2021 budget as presented. (*Reference: Budget Report*). was approved upon a motion by Wendy Wiley with a second from Tom White. Ayes: All Nays: None Motion Carried.

**See December Grant Fund Balances in Health Commissioner's Report*

- b. Approval of **Resolution 22-002** for the payment of the December 2021 expenses totaling \$104,117.37 (*Reference: December Monthly Expense Spreadsheet*) was approved upon a motion by Susan McMillen with a second from Tom White. Ayes: All Nays: None Motion Carried.

- c. Approval of **Resolution 22-016** the January 2022 budget as presented (*Reference: January Report*) was approved upon a motion by Tom White with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.

**See December Grant Fund Balances in Health Commissioner's Report*

- d. **Resolution 22-017** approval for the payment of the January 2022 expenses totaling \$92,174.52 (*Reference: January Expense Spreadsheet*) was approved upon a motion by Wendy Wiley with a second from Tom White. Ayes: All Nays: None Motion Carried.

Additional Information: Health Insurance is currently not factored into the January monthly expenses.

e. Approval of **Resolution 22-003** to approve the appropriation amendment on December 30, 2021 in the 20204-Contact Tracing fund to cover end of year expenses (*Reference: Appropriation Amendment*) was approved upon a motion by Wendy Wiley with a second from Susan McMillen. Aye: All Nays: None. Motion Carried.

f. Approval of **Resolution 22-018** to approve the appropriation amendment that was submitted on February 9, 2022, dated December 30, 2021 (Nunc Pro Tunc) in the 25000-Health Fund, 25090-General Environmental Fund, 20203-Coronavirus Response Fund, and 20204-Contact Tracing Fund to cover the end of year negative balances for health insurance (*Reference: Appropriation Amendment*) was approved upon a motion by Tom White with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

Additional Information: The County Auditor's Office is still working on closing fiscal year 2021. With the county accounting system there were some corrections that needed to be made within the accounts that ended up putting a few of our funds in the negative for health insurance. An appropriation amendment needed to be completed to correct the negative balance.

g. **Resolution 22-004** to approve to reverse the year end advance of \$30,000.00 from the Public Health Workforce Fund (20200) back to the General Health Fund (25000) that was completed in December 2021 (*Reference: Reverse Advance Letter*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: All advances completed at year end to cover negative fund balances need to be repaid and put back into the General Health Fund at the beginning of the year.

h. **Resolution 22-005** to approve to reverse the year end advance of \$12,000.00 from the Covid-19 Enhanced Operation Fund (20206) back to the General Health Fund (25000) that was completed in December 2021. (*Reference: Reverse Advance Letter*) was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None. Motion Carried

Additional Information: All advances completed at year end to cover negative fund balances need to be repaid and put back into the General Health Fund at the beginning of the year.

i. **Resolution 22-006** to approve the appropriations for the Covid-19 Vaccination Grant (CN22) into Fund 20205 (*Reference: CN22 Budget Appropriations*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

Additional Information: The Health Department was awarded \$75,000.00 through the Ohio Department of Health for our continued Covid vaccination efforts in the county. This funding started January 1, 2022, and will end June 30, 2023.

j. **Resolution 22-007** to approve the appropriation amendments on January 11, 2022, in the 20203-COVID Response Fund and the 20204-Contact Tracing Fund to cover the remaining expenses for both of these grants (*Reference: Appropriation Amendment*) was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried.

- k. **Approval of Resolution 22-008** the Carroll County Board of Health authorizes the Health Commissioner and/or Office Administrator to approve the following fiscal activities in 2022:
- Appropriations & Appropriation Amendments within the same fund
 - Payroll
 - Accounts payable
- was approved upon a motion by Susan McMillen with a second by Tom White. Ayes: All Nays: None Motion Carried.
- l. **Approval of Resolution 22-019** to approve the appropriation amendment on February 2, 2022, in the 20206-Enhanced Operations Fund to cover supply expenses (*Reference: Appropriation Amendment*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

New Business:

- a. **Resolution 22-009** to approve to enter into an agreement with Amy Frabel effective January 10, 2022, through December 31, 2022, for assistance with billing due to the backlog of billing related to Covid-19 vaccination and testing (*Reference: A. Frabel Contract*) was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: Three Nays: None Abstained: One Motion Carried.
Additional Information: Additional assistance is needed to help in the nursing division with billing. CCGHD reached out to Ms. Frabel due to her previous experience with working at the Health Department with NexGen and her experience with billing at her current employer.
- b. **Resolution 22-010** to approve to continue an agreement with Megan Dahlheimer, APRN, CPNP from January 1, 2022 – December 31, 2022, for assistance with Covid-19 vaccination efforts (*Reference: M. Dahlheimer Contract*) was approved upon a motion by Tom White with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
Additional Information: Ms. Dahlheimer's original contract expired December 31, 2021. The Health Department is in need to extend her contract for 2022 to assist with Covid vaccination efforts. This contract will be paid through the Covid Vaccination funding.
- c. **Resolution 22-011** to approve to enter into an agreement with Carroll County Board of Commissioners for the establishment of Carroll County General Health District as the Tuberculosis Control Unit for Carroll County in accordance with ORC Section 339.72, effective January 1, 2022 – December 31, 2022 (*Reference: TB Contract*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
Additional Information: CCGHD has historically been named the Tuberculosis Control Unit for Carroll County, and annually the Board of Commissioners are required to name an agency to manage tuberculosis. This agreement is renewed annually.
- d. **Resolution 22-012** to approve the First Reading for the Regulations for authorization of Septage Land Application, Septic Permit Process and Registration, and the establishment of new Sewage Program license fees for new services (*Reference: Septage Land Application Regulations, Septic Process Regulations, and Proposed Fees*) was approved upon a motion by Susan McMillen with a second by Tom White. Ayes All Nays: None Motion Carried.
Additional Information: The Carroll County General Health District will begin regulating Small Flow On-Site Sewage Treatment Systems (SFOSTS) and Septage Land Application once fees are approved

by the Board of Health. Currently, SFOSTS are under the jurisdiction of Ohio EPA. Therefore, fees must be established for services regarding SFOSTS. Land Application is not currently permitted in Carroll County but there is a need to have this service available. To permit land application, fees must be set for site reviews and permits. By permitting land application of septage in Carroll County, regulations are needed for septage haulers to reference for understanding the expectations to follow. The Permit Process Regulations were established for registered septic contractors, soil scientists, and property owners to reference regarding the expectations of CCGHD regarding sewage treatment. This will provide consistency and accountability for the staff of CCGHD, property owners, and contractors.

- e. **Resolution 22-013** to approve to refund Maureen Stoneman in the amount of \$25.00 that was paid for Nursing Services which ended up not being owed to the Health Department and covered through insurance (*Reference: Email*) was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried.

Additional Information: Aultcare adjusted their claims after invoices were already sent out by the Carroll County General Health District. Due to their adjustment some balances owed were paid by the health insurance and not owed by the client. Some clients have submitted payment. This particular case payment was received and cashed which ended up being covered. Therefore, a refund is owed back to the client.

- f. **Resolution 22-014** to approve to refund Tricia Moyer in the amount of \$25.00 that was paid for Nursing Services which ended up not being owed to the Health Department and covered through insurance (*Reference: Email*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: Aultcare adjusted their claims after invoices were already sent out by the Carroll County General Health District. Due to their adjustment some balances owed were paid by the health insurance and not owed by the client. Some clients have submitted payment. This particular case payment was received and cashed which ended up being covered. Therefore, a refund is owed back to the client.

- g. **Resolution 22-015** to approve to refund Cynthia Spiker in the amount of \$15.00 that was paid for Nursing Services which ended up not being owed to the Health Department and covered through insurance (*Reference: Email*) Ayes: All Nays: None Motion Carried.

Additional Information: Aultcare adjusted their claims after invoices were already sent out by the Carroll County General Health District. Due to their adjustment some balances owed were paid by the health insurance and not owed by the client. Some clients have submitted payment. This particular case payment was received and cashed which ended up being covered. Therefore, a refund is owed back to the client.

- h. **Resolution 22-020** to approve the resignation of Samantha Keyser, Community Health Worker effective February 2, 2022, was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

- i. **Resolution 22-021** to approve to appoint Tricia Moyer as a Community Health Worker for the Carroll County General Health District at a rate of \$14.00 per hour effective February 7, 2022, was approved upon a motion by Susan McMillen with a second by Tom White. Ayes: All Nays: None Motion Carried.

Additional Information: Due to the vacant Community Health Worker position the Health Department posted the Community Health Worker opening internally. Ms. Moyer applied for the position and a

formal interview was conducted with her by CCGHD Leadership. An offer letter was provided and accepted. Ms. Moyer will also take over the role as Safe Kids Carroll County Coordinator and will work on the Injury Prevention grant.

- j. **Resolution 22-022** to approve to enter into a Business Associate Agreement (BAA) between Ohio Guidestone and Carroll County General Health District to follow the standards and requirements of the HIPAA rules in our partnership for the Early Childhood Wellness Project was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

Additional Information: Ohio Guidestone is the lead agency in a partnership to integrate behavioral health and physical health. The project is to implement Adverse Childhood Event Screening (ACES) into childhood well exams/immunization appointments. The partnership will also provide a mental health counselor on site 2 days a week for direct referral for those at risk. The Board approved a Memorandum of Understanding (MOU) for the project during the October 2021 Board of Health meeting, and now a BAA is needed to fulfill HIPAA requirements.

- k. **Resolution 22-023** to approve the resignation of Natalie Blevins, Public Health Nurse effective March 2, 2022 (*Reference: N. Blevins Resignation Letter*) was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried.

**Dr. Stine relayed that the Board of Health is sad to see her go but wishes her well.*

Old Business:

- a. **Resolution 21-120** to approve the Third and Final Reading of the amended and established Food Service Operation (FSO) and Retail Food Establishment (RFE) license fees for the 2022 license year (*Reference: Cost Methodology Spreadsheet*) was approved upon a motion by Tom White with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

Additional Information: Ohio Revised Code 3717.07 requires the annual cost methodology to determine and establish FSO/RFE fees based on actual cost. Fees have not changed since 2016. Due to limited time and cost in the FSO/RFE program in 2020, the annual license fees need to be reduced for the 2022 licensing year.

**Dr. Stine read the third reading. Fees will take effect February 16, 2022.*

- b. **Resolution 21-121** to approve the Third and Final Reading to amend and establish Nursing Fees for Immunizations and Reproductive Health Services, effective January 2022, after three readings and public hearing (*Reference: Nursing Fee Spreadsheet*) was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried.

Dr. Stine read the third reading. Fees took effect February 16, 2022, due to Board meeting cancellations.

Adjournment:

Tom White made a motion to adjourn the February 16, 2022, Carroll County General Health District Board meeting at 6:50 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be March 15, 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