



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

**Carroll County General Health District
Minutes of the Board of Health
March 15, 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 5:32 p.m.

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

Absent: Wendy Wiley

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

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the January & February meeting on February 16, 2022 was approved upon a motion by Tom White with a second by Susan McMillen Ayes: All Nays: None – Motion carried

Public Hearing For:

Regulations for Small Flow On-Site Sewage Treatment Systems (SFOSTS)
Regulations for Septage Land Application
Establishment of new Sewage Program License Fees

- a. **Resolution 22-012** to approve the Second 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. Read by Dr. Stine, & Kelly Engelhart (*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.

No guests present for Public Hearing

Media:

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

Guest:

Wendy Gotschall

Health Commissioner's Report:

Health Commissioners report submitted by Kelly Engelhart, Health Commissioner

We did it!!

- We are now an Accredited Health Department
- Notified March 15, 2022, by the Public Health Accreditation Board
- One of 354 Local Health Departments Nationally

Accreditation Update:

Recognition:

“I am extremely proud of the dedication and resilience that the department and our staff have demonstrated. It was only four (4) years ago that there was discussion about regionalizing the department due to significant leadership and financial challenges.”

“With the leadership of Wendy and Amy, we not only overcame those challenges but excelled to earn national recognition as an accredited health department.”

One of the Public Health Accreditation Board members said this about our department, “Carroll County is fortunate to be served by such a strong health department.”

Our Score:

- **All Measures** – Displaying the percentage of fully and largely demonstrated measures: 95%; Comparative Score: 89.5% **aggregated score of 391 health departments*
- **Governance** – Displaying the percentage of fully and largely demonstrated measures: 100%; Comparative Score: 89% **aggregated score of 391 health departments*

Wendy Gotschall said that she gives Amy Campbell and Kelly Engelhart so much praise for guiding the health department to accreditation. She stated that without them, we couldn't have gotten there. She also is very proud of the entire staff and Board of Health members.

Dr. Stine thanked Wendy Gotschall for everything that she did for the Health Department when she was Health Commissioner. He said she was instrumental in getting the Health Department where it is today.

Health Commissioner Report – February 2022

- Attended Farm Bureau focus group with Jessica, ADAMH program “Check your Engine”
- Hosted Stony Lake public meeting with residents, Ohio EPA, Commissioner’s President, and OMEGA (regional funding agency) – Courtney led and facilitated
- Worked on New Employee Orientation and onboarding materials
- Developed training for staff on Personnel Handbook
- Staff Meeting with discussion on onboarding materials to get their input and feedback
- Worked on PHEP Deliverable (After Action Report – COVID-19) with Jessica
- Held a meeting with OhioGuidestone and ADAMH about applying for the Drug Free Coalition Grant through CDC
- Received Notice of Award for School Based Health Center Grant Proposal
 - Partnership with Aultman Foundation, Stark County, Tuscarawas County, and Carroll County and 5 school Districts. Carrollton and Brown in Carroll - \$111,000 funding to CCGHD

Health Commissioner Reminders

- **Reminder:** The District Advisory Council Meeting with DAC Chairman, Saturday, March 26, 2022, at 8:30 a.m. Location Nazarene Church Dellroy breakfast served, Please RSVP to Corinne if attending
- Rebuilding our website - live by April 1, 2022.
 - Pictures of staff and Board of Health Members – next board meeting April 20, 2022
- Ohio legislation approved virtual meetings through June 30, 2022 – if you are unable to attend in person but could attend virtually, please let Corinne know.

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 public meeting with POA residents, Ohio EPA, Commissioner’s Office, and OMEGA (regional funding agency)
- Discussed next steps for contracting with an engineering firm to look at options for a centralized wastewater treatment system and discussed private water well upgrades with POA residents.
- ODH Food Survey has been scheduled for the week of April 18th.
- Completed ODA training this week for retail food establishments.
- In depth inspections completed with the ODH inspector for training in food service operations and follow up consultations with management.

Public Health Nursing Report:

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

Staffing:

- Accepting Volunteers
- Tricia Moyer started Ohio University Certification Training for Community Health Worker

COVID-19 Testing and Vaccination:

- Covid-19 Testing available Monday – Friday by appointment
 - Rapid Antigen and Rapid PCR options
- Vaccination Appointments
 - Thursdays at Carroll County Health Department from 1 pm – 4 pm. Walk-ins accepted.

School Liaison:

- February 2022
 - Completed 18 Covid-19 cases
 - Covered the Nursing Clinic 15 days

BCMH:

- February 2022
 - 98 Contacts, 3 office visits, and 1 home visit

Bridges to Wellness:

- February 2022
 - Active Clients: 7
 - Referrals: 5

Diaper Bank:

- February 2022
 - Families served: 37
 - Children served: 61
 - Diapers Supplied: 2,265
 - We now have adult sizes

Reproductive Health:

- February Clients: 10
 - Women – 9
 - Men - 1

Immunizations:

- February Immunizations
 - 31 immunizations given to 15 individuals

Vivitrol Program:

- February
 - 0 - clients

COVID – 19 Testing at CCGHD: - 15.58% positivity rate

- By Appointment
- Total Test Administered: February - 77

COVID – 19 Vaccination – CCGHD

- CCGHD COVID-19 Vaccine February 2022: 50 - Total Doses Administered
- CCGHD has given 12,488 doses of COVID-19 Vaccine to 6,462 people

Vaccination Rates:

- State Of Ohio currently vaccinated: 62%
- Carroll County currently vaccinated: 46%
- 5 to 9 years: 7%
- 10 to 11 years: 9%
- 12 to 14 years: 22%
- 15 to 19 years: 29%
- 20 to 24 years: 32%
- 25 to 34 years: 30%
- 35 to 44 years: 38%
- 45 to 54 years: 44%
- 55 to 59 years: 51%
- 60 to 64 years: 65%
- 65 to 74 years: 79%
- 75 to 84 years: 81%
- 5 years and over: 68%

COVID-19 Update: Presented by Jessica Slater, Director of Nursing

February 2022

- 108 reported COVID-19 cases in Carroll County for February 2022
- 830 reported COVID-19 cases in Carroll County for January 2022
- 8 deceased COVID-19 cases in Carroll County for February 2022
- 9 deceased COVID-19 cases in Carroll County for January 2022
- 171 Active COVID-19 cases in Carroll County
- Total number of **unvaccinated** cases in Carroll County for February 2022: 8

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

Communicable Disease Report:

The Communicable Disease Report was presented by Jessica Slater, Director of Nursing (February 2022)

February 2022

- Hep C – 4 cases
- Hep B – 2 cases
- Hep A – 1 case
- Influenza-Associated Hospitalization – 1 case
- Streptococcus pneumoniae – 1 case
- CP-CRE – 1 case
- Chlamydia – 3 cases

Vital Statistics Report:

Vital Statistics report presented by Corinne Ren, Registrar

February 2022

109 – Death Certificates Purchased/Issued

1 – Affidavit Requested

3 – Supplementals Requested

1 – VA Copy Requested

14 – Burial Permits Issued

15 – Burial Permits Purchased

20 – Deaths Filed

46 – Birth Certificates Purchased/Issued

2 – Birth Certificates Destroyed

Total: \$4,230.00

Office Administrator, Fiscal Officer, & Public Health Accreditation Reports

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

- Working on Quality Indicators, Annual Financial Report and Costing Tool to send to ODH (April 1st due)
- Preparation for ODH Desk Audit for Covid Grants (April 25th due)
- Continued working on QuickBooks Online set up
- Working on FY23 DRAFT Budget for District Advisory Council meeting
- Child Fatality Review Board meeting planning – Records Requests (April 1st due)
- Working with Leadership on new CCGHD website content
- Drug-Free Communities Grant Application (April 11th due)
- Public Entities Pool (PEP) Liability Insurance Renewal (April 1st due)
- Annual Report

Financial Report:

Financial Report presented by Amy Campbell, Office Administrator

- a. Approval of **Resolution 22-024** the February 2022 budget as presented. (*Reference: Budget Report*). was approved upon a motion by Tom White with a second from Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

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

- b. Approval of **Resolution 22-025** for the payment of the February 2022 expenses totaling \$98,068.91 (*Reference: February 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 22-026** to approve the increase in appropriations in the Reproductive Health and Wellness Program in the amount of \$16,500.00 on March 1, 2022 (*Reference: RHWP Appropriations*) was approved upon a motion by Bernie Heffelbower with a second from Tom White. Ayes: All Nays: None Motion Carried.
Additional Information: The CCGHD received an additional \$16,500.00 to enhance telehealth infrastructure for family planning services. This increase in funding needed to be appropriated for the approved expenses.

New Business:

- a. **Resolution 22-027** to approve the amendment to June Shuster's COVID-19 agreement dated December 16, 2021 (*Reference: June Shuster Contract Amendment*) was approved upon a motion by Tom White with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.
Additional Information: Nursing is down a Registered Nurse and June's original contract was only to assist with COVID activities. This addendum allows her to assist in nursing services as approved by Health Commissioner and directed by the Director of Nursing.
- b. Approval of **Resolution 22-028** to approve to enter a memorandum of understanding (MOU) with Carroll County Sheriff's Office (CCSO) to provide security during Strategic National Stockpile (SNS) transport (*Reference: CCSO MOU*) was approved upon a motion by Susan McMillen with a second from Bernie Heffelbower. Aye: All Nays: None. Motion Carried.
Additional Information: Emergency preparedness grant requires formalized MOU with law enforcement to provide protection and security of the SNS assets during transport from the regional drop point to Carroll County Points of Dispensing (PODS).
- c. Approval of **Resolution 22-029** to approve to enter a memorandum of understanding (MOU) with Minerva Police Department (MPD) to provide security during Strategic National Stockpile (SNS) transport (*Reference: MPD MOU*) was approved upon a motion by Tom White with a second from Susan McMillen. Aye: All Nays: None. Motion Carried.
Additional Information: Emergency preparedness grant requires formalized MOU with law enforcement to provide protection and security of the SNS assets during transport from the regional drop point to Carroll County Points of Dispensing (PODS).
- d. Approval of **Resolution 22-030** to approve to enter a memorandum of understanding (MOU) with Carrollton Police Department (CPD) to provide security during Strategic National Stockpile (SNS) transport (*Reference: CPD MOU*) was approved upon a motion by Bernie Heffelbower with a second from Tom White. Aye: All Nays: None. Motion Carried.
Additional Information: Emergency preparedness grant requires formalized MOU with law enforcement to provide protection and security of the SNS assets during transport from the regional drop point to Carroll County Points of Dispensing (PODS).

- e. Approval of **Resolution 22-031** to approve to refund Mary Becknell in the amount of \$75.00 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 Tom White. Ayes: All Nays: None Motion Carried.
Additional Information: Insurance company 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. Approval of **Resolution 22-032** to approve to refund Debra Haugh in the amount of \$30.00 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 Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
Additional Information: Insurance company 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. Approval of **Resolution 22-033** to approve a refund in the amount of \$317.00 to Mas Restaurant Group-Taco Bell for the payment of a Level 3 less than 25,000 sq. ft. Food Service Operation License that was paid in error for a location not owned by this company (*Reference: Refund Request*) was approved upon a motion by Tom White with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
Additional Information: This company paid for a facility license in Carroll County in error and was not owned by their company.
- h. Approval of **Resolution 22-034** to approve the transfer of authority from the Ohio Environmental Protection Agency (OEPA) to the Carroll County General Health District (CCGHD) for regulating the Small Flow On-Site Sewage Treatment System (SFOSTS) program (*Reference: Letter to Ohio Department of Health (ODH) and (OEPA)*) was approved upon a motion by Tom White with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
Additional Information: Currently OEPA regulates the SFOSTS program for Carroll County. For CCGHD to obtain the SFOSTS program, a letter by the Board of Health accepting the regulatory authority must be issued to ODH and OEPA.
- i. **Resolution 22-035** to approve the Carroll County Continuity of Operations Plan (COOP Plan) that was updated in February 2022 (*Reference: Promulgation Statement*) was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None. Motion Carried
Additional Information: The CCGHD COOP plan outlines how the health department will respond in an emergency when services and personnel are disrupted. This plan states how the health department will continue to provide essential public health services to the community.

Old Business:

Adjournment:

Tom White made a motion to adjourn the March 15, 2022, Carroll County General Health District Board meeting at 7:08 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be April 20, 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