



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

**Carroll County General Health District  
Minutes of the Board of Health  
April 20, 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 5:34 p.m.

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

**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 March 15, 2022, meeting was approved upon a motion by Tom White with a second by Bernie Heffelbower. Ayes: All Nays: None – Motion carried

**Health Commissioner's Report:**

Health Commissioners report submitted by Kelly Engelhart, Health Commissioner

- Attended AOHC Meeting for NE Region and weekly meetings – participating in Salary Survey Committee
- Worked on the Annual Report and preparing for the District Advisory Council Meeting
- Working with Aultman on public/private partnership with Women's Health Advanced Practice RN
- Facilitated Grief Recovery Training for all staff and coordinated additional training for 6 staff interested in 8 – week sessions from Grief Recovery Institute
- Worked with Temi (CDC Foundation Epidemiologist) on Performance Measurements with Clear Impact

- Wrote the Drug-Free Communities Grant from CDC, with Amy for sustainable funding \$125,000.00 over 5 years
- Worked with Jessica on the community serve contracts for RN Camps, Schools
- Worked with Courtney to review Food Program procedures and Food Enforcement procedures
- Developed a plan for the house on 2<sup>nd</sup> street
  - Met with Commissioners on sale of home
  - Met with Bill Newell for Appraisal
  - Received a quote for new garage at 301 Moody Ave.
  - Next Steps: Legal opinion on deed restriction; Sell the home – commercial; Negotiate proceeds with Commissioners

Kelly stated that she would like the money for the sale of the 2<sup>nd</sup> street building to go into a capital improvement fund for repairs on the 301 Moody Ave. building.

## **Re-Organization of Board:**

### **President:**

Susan McMillen nominated Dr. Stine to serve as President of the Board of Health, Wendy Wiley seconded the motion. Ayes: All Nays: None Motion Carried.

### **Vice President:**

Wendy Wiley nominated Susan McMillen to serve as Vice-President of the Board of Health, Tom White seconded the motion. Ayes: All Nays: None Motion Carried.

### **Finance Committee:**

Wendy Wiley made a motion to keep the finance committee members as Tom White & Bernie Heffelbower, Tom White seconded the Motion. Ayes: All Nays: None Motion Carried.

### **Personnel Committee:**

Wendy Wiley made a motion to keep the personnel committee members as Wendy Wiley & Susan McMillen, Tom White seconded the motion. Ayes: All Nays: None Motion Carried.

## **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

- Received \$25,000.00 Mosquito Control Grant (CCG) through Ohio EPA
- ODH Food Survey began April 18<sup>th</sup> – auditing 2016 – 2021
- Wrapping up the 2021 MCG by holding another Tire Recycling Event on Saturday, April 30<sup>th</sup> at the Fairgrounds
- Courtney and Kelly are attending Township Trustee meetings to explain new Operation and Maintenance regulations for the Sewage Treatment Program that will plan to go into effect August, 2022. Townships reached so far: Augusta, Loudon, Center, & Brown.
  - Information will be shared through our website and CCGHD will hold a public meeting in May

### **3081 Apollo Rd. NE Mechanicstown – Discussion of Board of Health Order:**

- 1/4/22 – Complaint received
- 2/14/22 – Tina Bernard and Jaycee Hudson visited property. Spoke with David Haag and Kevin Ray about excessive accumulation of trash on property. David stated he would get trash service started back up when he was paid, within 2 weeks. He was confident he would have all the trash cleaned up soon.
- 3/4/22 – Kevin Ayers drove past property and no progress was made.
- 3/11/22 – Tina Bernard drove past property and no progress was made.
- 3/23/22 – Zulema Dewitz submitted 8 additional complaint forms.
- 3/25/22 – EHS Orders were sent via certified mail to David Haag and Beverly Snider in separate letters.
- 3/30/22 – New complaint came in via phone.
- 3/30/22 – Tina Bernard and Courtney Grossman addressed concern by Township Trustee, Ralph Smiley.
- 4/12/22 – Tina Bernard drove past property and some progress was made.
- 4/15/22 – Tina Bernard and Courtney Grossman were escorted by Warden Leggett and his assistant to the property to conduct a follow up investigation. David was not home, but Dreamalea (David's significant other) and her friend Joey spoke to us at the inspection. They stated that no trash has been removed from the property, just put into the roll off dumpster and no loads have been removed yet. The dumpster belongs to a friend of theirs and the friend works for a trash service. Progress had been made clearing out the garage and moving the trash I not the dumpster, trash was put on a burn pile, the dead deer was removed and most of the furniture and electronics have been relocated. Significant amounts of trash and solid waste remain on the property.

Several pictures submitted for Board review.

### **Public Health Nursing Report:**

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

#### **Staffing:**

- Meigen Royster from ProLink Staffing Agency, ODH supplied, started for Covid-19 Outreach and Vaccination.

#### **COVID-19 Testing and Vaccination:**

- Covid-19 Testing available by appointment
- Vaccination Appointments:
  - Available by appointment and at off-site clinics.
  - **Upcoming Clinic:** Loaves and Fishes: April 25<sup>th</sup> from 2:00 pm to 3:30 pm (Call 330-627-4866 x 1563 to register & Walk-ins welcome
  - Continue with homebound vaccination efforts

#### **School Liaison:**

- March 2022
  - Covered the Nursing Clinic 20 days out of 22 school days
  - 2 days immunization record review
  - Assist with CPR class
  - Completed 3 COVID cases

## **BCMh**

- March 2022
  - 151 Contacts
  - 7 office visits
  - 2 home visits:

## **Bridges to Wellness:**

- March 2022
  - Active Clients - 11
  - New Referrals - 6

## **Diaper Bank:**

- March 2022
  - Families served: 42
  - Children served: 62
  - Adults served: 2
  - Diapers Supplied: 2,380

CCGHD is participating in World's Largest Diaper Drive May 1<sup>st</sup> – May 7<sup>th</sup> – Donation box on upper level of Health Department

## **Reproductive Health:**

- March Clients: 20
  - Women – 20

## **Immunizations:**

- March Immunizations
  - 63 immunizations given to 39 individuals

## **Cribs for Kids:**

- March 2022
  - 5 – Pack and Plays provided

## **COVID – 19 Vaccination – CCGHD**

- CCGHD COVID-19 Vaccine March 2022: 46 - Total Doses Administered
- CCGHD has given 12,545 doses of Covid-19 Vaccine to 6,477 people

## **COVID – 19 Testing at CCGHD: - 0% Positivity Rate**

- By Appointment
- Total tests administered in March: 53

Dr. Stine stated that he read in Family Medicine Today that the current rate of COVID-19 in Ohio is probably 14 times higher than what is being reported due to the at home test kit testing and not being reported.

### **Vaccination Rates:**

- State Of Ohio currently vaccinated: 62.29%
- Carroll County currently vaccinated: 46.26%
- 5 to 9 years: 7%
- 10 to 11 years: 9%
- 12 to 14 years: 22%
- 15 to 19 years: 29%
- 20 to 24 years: 33%
- 25 to 34 years: 31%
- 35 to 44 years: 38%
- 45 to 54 years: 45%
- 55 to 59 years: 51%
- 60 to 64 years: 66%
- 65 to 74 years: 79%
- 75 to 84 years: 81%
- 85 years and over: 68%

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

#### **February 2022**

- 15 reported COVID-19 cases in Carroll County for March 2022
- *108 reported COVID-19 cases in Carroll County for February 2022*
- 1 deceased COVID-19 case in Carroll County for March 2022
- *8 deceased COVID-19 cases in Carroll County for February 2022*
- 1 Active COVID-19 cases in Carroll County

*\*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 (March 2022)

- Hep A – 1 case
- Chlamydia – 6 cases
- Influenza A – 1 case-by-case
- Hepatitis C – 1 case
- Gonococcal – 1 case
- Covid – 19 cases - 14

## Vital Statistics Report:

Vital Statistics report presented by Corinne Ren, Registrar

### March 2022

36 – Death Certificates Purchased/Issued  
0 – Affidavit Requested  
26 – Supplementals Requested  
0 – VA Copy Requested  
6 – Burial Permits Issued  
7 – Burial Permits Purchased  
13 – Deaths Filed  
80 – Birth Certificates Purchased/Issued  
5 – Birth Certificates Destroyed (*Printer Error*)  
**Total: \$3,153.00**

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

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

- Submitted: Quality Indicators, Annual Financial Report and Costing Tool to ODH on April 1<sup>st</sup>.
- Preparing for ODH Desk Audit for Covid Grants (April 25<sup>th</sup> Due)
- District Advisory Council Meeting on March 26, 2022
- Held the Child Fatality Review Board meeting on March 23<sup>rd</sup> at OhioMeansJobs. SUBMITTED the annual Child Fatality Review Report for Carroll County on March 31<sup>st</sup>.
- Continued working with Leadership on new CCGHD website content
- Worked with Kelly on Drug-Free Communities Grant Application. Submitted: April 11<sup>th</sup>
- SUBMITTED Public Entities Pool (PEP) Liability Insurance Renewal on April 1<sup>st</sup>
- Working on Tobacco grant while Caitlin is on maternity leave.

## Financial Report:

Financial Report presented by Amy Campbell, Office Administrator

- a. **Resolution 22-036** to approve the March 2022 budget as presented. (*Reference: Budget Report*). was approved upon a motion by Susan McMillen with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.

*\*See March Grant Fund Balances in Health Commissioner's Report*

- b. **Resolution 22-037** to approve the payment of the March 2022 expenses totaling \$149,574.90 (*Reference: March Monthly Expense Spreadsheet*) was approved upon a motion by Wendy Wiley with a second from Tom White. Ayes: All Nays: None Motion Carried.
- c. **Resolution 22-038** to approve the appropriation amendment in the 25060-Nursing fund on March 31, 2022, to move \$1,500.00 from salaries to other expenses to cover expenses. (*Reference: 3/31/22 Appropriation Amendment*) was approved upon a motion by Bernie Heffelbower with a second from Tom White. Ayes: All Nays: None Motion Carried.

**Additional Information:** Due to the continued refunds needed within Nursing from insurance payments, additional funds needed to be moved to the Other Expense line item to cover expenses.

- d. **Resolution 22-039** to approve the appropriation amendment in the 25047-Reproductive Health fund on April 12, 2022, to move \$5,000.00 from contract services to small tools and minor equipment to cover the expense of telehealth equipment. (*Reference: 4/12/22 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 increase in funding for the Reproductive Health program allowed for additional equipment to be purchased to enhance telehealth services. Money needed to be moved to be able to cover this expense.

- e. **Resolution 22-040** to approve the draft 2023 budget for the Carroll County General Health District that was presented at the March 15, 2022, Board of Health meeting and at the District Advisory Council on March 26, 2022 and provided to the Carroll County Auditor's Office on March 31, 2022 (*Reference: Draft 2023 Carrol County General Health District Budget*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

### **New Business:**

- a. **Resolution 22-041** to approve to refund the individuals listed in attached table in the amounts listed in the table for Nursing Services which ended up not being owed to the Health Department and covered through insurance (*Reference: Refund Table*) was approved upon a motion by Wendy Wiley 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. Therefore, a refund is owed back to clients.

- b. **Resolution 22-042** to approve a refund in the amount of \$60.00 to Janice Fleming for the re-inspection fee on a Point-of-Sale Evaluation where the buyer decided to replace the septic system and no re-inspection was needed (*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:** Ms. Fleming had already paid for the re-inspection to take place before the buyer decided to replace the septic system. Since the re-inspection was not needed, a refund is owed back to Ms. Fleming.

- c. **Resolution 22-043** to approve to enter into an agreement with Ohio Environmental Protection Agency (OEPA) for the acceptance of the Mosquito Control Program Grant in the amount of \$25,000.00, effective when executed by signature through April 30, 2023. (*Reference: Agreement*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

**Additional Information:** This agreement allows CCGHD to continue mosquito surveillance in Carroll County for the 2022 season, by funding a position for a seasonal employee to trap mosquitoes for West Nile Virus testing. It has also allowed for community tire recycling events for Carroll County residents.

- d. **Resolution 22-044** to approve to enter into an agreement with Carrollton Exempted School District for CCGHD nurses to provide assistance with Ohio's required vision and hearing screenings for school aged children, effective June 1, 2022, not to exceed \$4,000.00 (*Reference: Agreement*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

**Additional Information:** CCGHD will provide nurses to assist Carrollton Exempted School District Nurses in completing required initial vision and hearing screenings for PreK, kindergarten, and new students.

- e. **Resolution 22-045** to approve to enter into an agreement with June Shuster, RN at \$21.00/hour to provide COVID-19 outreach with ODH grant CN22 requirements, effective immediately not to exceed \$17,500.00 (*Reference: Agreement*) was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

**Additional Information:** A new contract was required for the ODH grant specific to the requirements for the CN22 grant.

- f. **Resolution 22-046** to approve to enter into an agreement with June Shuster, RN in the amount of \$21.00/hour to provide general nursing services as approved by the Health Commissioner and directed by the Director of Nursing, effective immediately, not to exceed \$15,000.00 (*Reference: Agreement*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

**Additional Information:** This agreement supersedes the amendment to her last agreement dated April 15, 2022, to increase her wage, consistent with the CN22 COVID-19 agreement.

- g. **Resolution 22-047** to approve to enter into an agreement with Future Farmers of America (FFA) Camp to provide a Registered Nurse for a maximum of 4 hours per day for a total of 44 days, effective May 1, 2022, through September 30, 2022, at a rate of \$29.5/hour not to exceed \$5,192.00 (*Reference: Agreement*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

**Additional Information:** The FFA Camp was seeking a Registered Nurse on site for their camp days. The camp could not afford to pay for Registered Nurse wages, so the contract was negotiated for a reduced number of hours.

**Discussion:** Dr. Stin3e asked if CCGHD doing this will take jobs from the public. Jessica Slater replied that June Shuster was initially the nurse for the FFA Camp and will still be.

- h. **Resolution 22-048** to provide authorization to the Health Commissioner to sell and negotiate proceeds of the sale with the Carroll County Board of Commissioners, for the property located at 24 2<sup>nd</sup> St. NE, Carrollton, OH 44615 was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

**Additional Information:** The property formerly housed the CCGHD offices. Since moving office space to Moody Ave., part of the space has been provided at no cost to the Carroll County Genealogical Society. The remainder of the space is used for storage of CCGHD supplies and records. The Genealogical Society is looking to re-locate their operations to the Carroll County Library, the facility needs much repair. Plan is to not invest in the structure and to discuss a capital investment of a garage/storage facility located at 301 Moody Ave. for the supplies and records.



**Discussion:** Bernie Heffelbower asked if the money made from the sale of the Second St. Building would be enough to build a garage at the Moody Ave. property. Kelly replied that the quote for a garage she got from an Amish builder was \$32,000.00 and the appraisal from the Second Street Building was \$97,000.00.

Kelly also stated that Chris Modranski, Commissioner, is still looking into getting stairs for the Moody Ave. building and the pavement of the parking lot was approved.

Dr. Stine asked how much stuff we had in the old building. Kelly stated that we have a lot, but a lot of it can be purged.

- i. **Resolution 22-049** to issue a Board of Health Order to David Haag and Beverly Snider, property owners at 3081 Apollo Rd. NE Mechanicstown, for the abatement of a solid waste public health nuisance in accordance with *ORC 3734.03 and OAC 3745-27-05 (D)* was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

**Additional Information:** The Environmental Health Division has received multiple nuisance complaints involving an accumulation of solid waste at this property since January 2022. The tenant, David Haag, has been given warnings to address the solid waste nuisance since February, when the initial inspection was conducted. An Environmental Health Specialist Order was sent on March 25, 2022. On April 15, 2022, a re-inspection was conducted. A roll off has been brought to the property, but no solid waste has been removed from the site.

### **Old Business:**

- a. **Resolution 22-012** to approve the third and final 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 Wendy Wiley 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.

**Adjournment:**

Tom White made a motion to adjourn the April 20, 2022, Carroll County General Health District Board meeting at 6:50 p.m. Ayes: All Nays: None Motion Carried.

*The next meeting will be May 18, 2022, at 5:30 p.m. at the Carroll County General Health District's lower level located at 301 Moody Ave. Carrollton.*

Respectfully submitted,

  
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Corinne L. Ren, Board Secretary

  
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Dr. W.S. Stine, Board President