



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

**Carroll County General Health District
Minutes of the Board of Health
June 22, 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 5:30 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
Amy Campbell, Office Administrator
Courtney Grossman, Director of Environmental Health
Corinne Ren, Administrative Assistant & Registrar

Absent- Jessica Slater, Director of Nursing

Media:

Nancy Schaar, Free Press Standard

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the May 18, 2022, meeting was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None – Motion carried

Health Commissioner's Report:

Health Commissioners report submitted by Kelly Engelhart, Health Commissioner

**See Carroll County General Health District Board of Health June 22, 2022, Power Point Presentation Attached*

Division Reports:

**All Division Reports can be found in the Carroll County General Health District June 22, 2022, PowerPoint Presentation. Additional discussions from the Division Reports are included below*

Environmental Health Report:

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

Public Health Nursing Report:

The Public Health Nursing Report presented by Kelly Engelhart in Jessica Slaters, Director of Nursing's absence.

Bernie Heffelbower asked where COVID-19 outbreaks were prevalent. Kelly Engelhart replied that they were mainly at the congregate settings, DD Facilities and long term care facilities.

Kelly Engelhart reported that the CDC approved COVID-19 Vaccine for 6 months to 4 years for Pfizer and Moderna.

Communicable Disease Report:

The Communicable Disease Report was presented by Kelly Engelhart in Jessica Slater, Director of Nursing's absence.

Vital Statistics Report:

Vital Statistics report presented by Corinne Ren, Registrar

- **Total for June - \$3,438.00**

Office Administrator, Fiscal Officer, & Public Health Accreditation Reports

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

- Back to School Safety and Wellness Extravaganza Planning Meetings (see *flyer*)
- Finalizing QuickBooks for CCGHD to go live July 1. Setting up training with staff and creating standard operating procedures on how to use QuickBooks
- Signed for new 2022 Jeep Compass Lease

The Back-to-School Extravaganza for Carrollton will be held August 11th at the Carrollton Middle School/High School

The Back-to-School Extravaganza for Malvern will be held August 15th at Malvern School.

The schools will plan the Back-to-School Extravaganza and we will partner. We will be doing the school supplies and raffle.

Being Accredited gave us a \$6,000.00 increase in State Subsidy.

Financial Report:

Financial Report presented by Amy Campbell, Office Administrator

**See June 2022 General and Grant Fund Balances in PowerPoint Presentation*

- a. **Resolution 22-057** to approve the May2022 budget as presented. (*Reference: Budget Report*). was approved upon a motion by Bernie Heffelbower with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.
- b. **Resolution 22-058** to approve the payment of the May 2022 expenses totaling \$117,752.75 (*Reference: May 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 22-059** to approve the appropriation amendment that was submitted on May 18, 2022, dated December 31, 2021 (Nunc Pro Tunc) in the 20203 – Coronavirus Response and 20204 – Contact Tracing funds 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 Wendy Wiley. Ayes All Nays: None Motion Carried.

New Business:

- a. **Resolution 22-060** to approve to enter into an agreement with Ember Newsome, RN, BSN as the School Nurse Liaison for Minerva, and Brown Local School Districts for the 2022/2023 School Year was approved upon a motion by Susan McMillen with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.
- b. **Resolution 22-061** to approve to enter into an agreement with Carrollton Exempted Village School District for the School Nurse Liaison Position was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- c. **Resolution 22-062** to approve to enter into agreement with Brown Local School District for the School Nurse Liaison Position for the school year 2022/2023 was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried.
- d. **Resolution 22-063** to approve to enter into agreement with Minerva Local School District for the School Nurse Liaison Position for the school year 2022/2023 was approved upon a motion by Susan McMillen with a second by Tom White. Ayes: All Nays: None Motion Carried.

Dr. Stine asked about conflicts with holidays for School Nurse Liaisons. Kelly said that they would follow our Holiday Schedule and would have Summers off so they would have to pay their own health insurance at that time.

- e. **Resolution 22-064** to approve to enter into an agreement with Aultman Foundation for CCGHD as a result of funding in the amount of \$109,000.00 to hire and place the Scholl Nurse Liaison Positions in Carrollton Exempted Village Scholl District, Brown Local School District, and Minerva Local School District for the school year 2022/2023 was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- f. **Resolution 22-065** to refund the customers in accordance with the table provided for overpayment of nursing services was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- g. **Resolution 22-066** to approve to continue to enter into a rental lease agreement with Chrysler Capital in the amount of \$216.65 per month for a 2022 Jeep Compass on May 20, 2022 (Reference: Chrysler Capital Motor Vehicle Lease Agreement) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

- h. **Resolution 22-067** to approve the revisions of the Carroll County General Health District Personnel Handbook as recommend by the Personnel Committee approved on June 16, 2022, was approved upon a motion by Bernie Heffelbower with a second by Tom White. Ayes: All Nays: None Motion Carried.
- i. **Resolution 22-068** to approve for a Board of Health recess for the month of July 2022 was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- j. **Resolution 22-069** to regretfully accept the resignation of Teresa Long, RN, BSN, as Public Health Nurse effective August 1, 2022, due to personal reasons was regretfully accepted by the Board of Health.

Old Business:

- a. Discussion on Board Orders for 8093 Kensington Rd., Augusta Township – request for extension.
 - Courtney provided a timeline of pictures and Environment Health Specialist notes on the progress of Mr. Tilmant’s property.
 - Courtney stated that next month, his 8089 Kensington Rd. property will be coming to the Board for orders.
 - July 1, 2022, the Environmental orders for 8095 Kensington Rd. end.
 - August 1, 2022, the Environmental orders for 8077 & 8075 Kensington Rd. end.

Tom White made a motion to not accept Mr. Tilmant’s request for an extension letter to keep cleaning up his property for 8093 Kensington Rd. Bernie Heffelbower seconded the motion. Ayes: All Nays: None Motion Carried.

- b. Discussion on implementation of the Operation and Maintenance Program (O & M)
 - *See Sewage Treatment Systems Operation & Maintenance Power Point Presentation.
 - This is a state requirement that local health departments have to implement an O & M Program
 - We are allowed to set our own fees. We don’t have to have fees the first year, we can collect data then do a cost methodology to set our fees.
 - Other health departments are putting fees on the Service Providers, we do not want to do this.
 - Dr. Stine said that we’ve put a lot of time and effort into this and much more to come. We need to make it clear that the State is making us do this, that it’s the States law.
 - Tom White said that when you hear that 24% of the septic systems in Carroll County are failing, that’s a problem.

Tom White, Dr. Stine, Bernie Heffelbower, Susan McMillen and Wendy Wiley, the Board of Health are good with us doing cost methodologies for a few years before setting our fees for the O & M Program. The First Reading will be at the August 2022 Board of Health meeting.

Dr. Stine stated that we have put a lot of time and effort into this and we will need to make it clear that the State is making local health departments do this, that it is their law. Courtney Grossman said that the only thing we are changing is 2007 and older aerators will have to have a service contract.

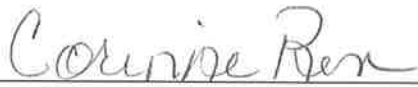
Tom White said that when you hear that 24% of septic systems in the county are failing, that is a problem.

Adjournment:

Tom White made a motion to adjourn the June 22, 2022, Carroll County General Health District Board meeting at 7:37 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be August 17, 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