



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

**Carroll County General Health District  
Minutes of the Board of Health  
August 17, 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 5:33 p.m.

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

Susan McMillen, absent

**Staff Present:**

Kelly Engelhart, Health Commissioner  
Amy Campbell, Office Administrator  
Courtney Grossman, Director of Environmental Health  
Jessica Slater, Director of Nursing  
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 June 22, 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 submitted by Kelly Engelhart, Health Commissioner

*\*See Carroll County General Health District Board of Health August 17, 2022, Power Point Presentation Attached*

**Staff Recognitions:**

Kelly would like to give Amy Campbell recognition. We received clean desk audits for all the COVID grants. Thank you again Amy for all your hard work.

Kelly would also like to give recognition to the Environmental Division. They had ODH Audits for the Water Program, Septic Program, & Food Program. All received high complements from ODH surveyors with how we have improved over the years and the competency of the staff.

Kelly would also like to give recognition to the Nursing Division. Thank you to Jessica Slater for all your hard work with training School Nurses and adjusting with continuous staffing changes.

### **Community Engagement:**

Transitioning Caitlin Mathews-Smith into the Community Engagement Coordinator position. Tom White asked what that was. Kelly responded that this position will serve as a member of the Administrative Team to address departmental priorities and develop and strengthen neighborhood connections with the most vulnerable populations and build and maintain engagement with community partners.

Tom White also asked what FCFC is, Kelly responded it stood for Family & Children First Council.

### **Sustainable Funding:**

There was a virtual meeting with CDC grants fiscal agent for the Drug Free Community grant we applied for in April (\$125,000.00 for 5 years) with an availability for 5 additional years. They wanted to review things with us, we hope to find something out in a few weeks!

The current Workforce Development Grant is extended to June 2023.

### **Operations:**

Met with Board of Commissioners on plan for capital improvement projects for health department.

#### ***Discussed:***

- Building a garage for storage when we sell the old building.
- New roof
- Fixing siding issues

The money from selling the old building can go towards the cost of these improvements.

The Prosecutor said there is a legal opinion on how to get rid of county property. He said we do not have to follow that, but we need to develop a process for doing it. The Board of Health will have to do this.

The appraisal was already done. Kelly asked the Board how they would like to go ahead with the sale of the building. (Sealed Bid, Auction, or list with a realtor)

- Tom White suggested getting a realtor.
- Dr. Stine is concerned with picking a realtor.
- Bernie Heffelbower suggested an on-line auction.
- Courtney Grossman, Director of Environmental Health suggested that we reach out for bids from realtors and auctioneers. Dr. Stine liked that idea.
- Kelly Engelhart will write up a procedure for selling property for us and bring it to the next Board of Health meeting for approval. Kelly said that once the building is sold, we are going to get rid of one of the trailers.

## **Division Reports:**

*\*All Division Reports can be found in the Carroll County General Health District August 17, 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

- Inspected the Temporary and Mobile Food Units at the Carroll County Fair, there were not a lot of violations this year.
- The Operation & Maintenance Public meeting held on 8/9/22 did not get much attendance. We will have another public meeting for the second reading of the Resolution.
- The ODH Sewage Program Survey was August 11 – 12, 2022. Courtney was proud of the staff with all their hard work in the Program and for the Survey.
- Kevin Ayers has taken advantage of working the 4 10's from 7:30 a.m. to 6:00 p.m. He will be off on Mondays; it has been going well.
- Several complaint investigations went to the Board to issue a Board Order.
  - Tom White asked what happens on an arraignment date. Courtney responded that they plead guilty or not guilty. The Judge can fine them for each day or give them jail time

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

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

- Met with The Pregnancy and Parenting Center about offering Parenting Classes, Cooking Classes, and Pop-Up Events for the community at the Health Department. We will have clothes and diapers to pass out.
- Kristen Long finished Grief Recovery Training and will be going to Grief Training in August to become a Grief Counselor (Certified Grief Recovery Specialist).
- We are still passing out free COVID-19 test kits if people ask for them. We are allowed to give 2 boxes per person in the household.
- Jessica wrote for a grant for \$5,000.00 to buy diapers with.
- Temi is building us a Dashboard on our website for Communicable Disease reports. There will be a monthly update on them. Dr. Stine asked if we could add a population by township tab.
- COVID-19 rates have increased.
- Jessica may change COVID-19 reporting and asked if there were any thoughts on it.
- The CDC made changes to COVID-19: Schools do not have to mask to play anymore. If positive, they stay home for 5 days and then return after that wearing a mask if no symptoms. If exposed, there is no quarantine. CDC anticipates another surge coming.

### **Vital Statistics Report:**

Vital Statistics report presented by Corinne Ren, Registrar

- Total for June - \$4,434.00
- Total for July - \$4,635.00

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

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

- The new CCGHD went live in June, and staff received training managing the website. Tina Kristen, and Amy were trained how to update it.
- Back to School Bash Events – Amy assisted in the planning for the Carrollton Event. The Health Department is providing Lunchboxes with school logos, Safe Kids is providing ice packs, Mosquito program is providing wrist bands, and COVID grants will provide disinfection wipes. There will also be the school supplies.
- Amy attended the Appalachian Funding Planning Committee on behalf of Kelly on August 4<sup>th</sup>. Things discussed were:
  - Wellness Center (Mental & Behavioral Health, Dental Services)
  - Economic Development
  - Downtown Development
  - Health Care

### **Financial Report:**

Financial Report presented by Amy Campbell, Office Administrator

*\*See June & July, 2022 General and Grant Fund Balances in August 17, 2022, PowerPoint Presentation*

- a. **Resolution 22-070** to approve the June 2022 budget as presented. (*Reference: Budget Report*). was approved upon a motion by Tom White with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.  
*Amy reported that the negative balances were due to the timing of reimbursements.*
- b. **Resolution 22-071** to approve the July 2022 budget as presented. (*Reference: Budget Report*). was approved upon a motion by Bernie Heffelbower with a second from Tom White. Ayes: All Nays: None Motion Carried.  
*Amy reported that liability insurance and state transmittals came out of July expenses.*
- c. **Resolution 22-072** to approve the payment of the June 2022 expenses totaling \$85,930.61 (*Reference: June Monthly Expense Spreadsheet*) was approved upon a motion by Wendy Wiley with a second from Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- d. **Resolution 22-073** to approve the payment of the July 2022 expenses totaling \$106,795.41 (*Reference: July Monthly Expense Spreadsheet*) was approved upon a motion by Tom White with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.
- e. **Resolution 22-074** approval for the appropriation amendment on July 1, 2022, to move funds in the 20205-Covid Vaccine fund from salaries to supplies to cover expenses (*Reference: 7/1/22 Appropriation Amendment*) was approved upon a motion by Bernie Heffelbower with a second by Tom White. Ayes All Nays: None Motion Carried.
- f. **Resolution 22-075** approval of the appropriations on July 15, 2022, in the 20203-Coronavirus Response fund to cover the negative line items in order to close out the grant that ended December 31, 2021. (*Reference: 7/15/22 Appropriations*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes All Nays: None Motion Carried.

- g. **Resolution22-076** approval of the increase in appropriations on July 15, 2022, in the 25060-Nursing fund to cover expenses for the remainder of 2022 (*Reference: 7/15/22 Appropriations*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes All Nays: None Motion Carried.
- h. **Resolution22-077** approval for the appropriation amendment on August 9, 2022, to move funds in the 20120-Mosquito fund in various line items to contract services and travel to cover the remaining grant expenses for the 2022 mosquito season (*Reference: 8/9/22 Appropriation Amendment*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes All Nays: None Motion Carried.
- i. **Resolution22-078** to approve the transfer of \$457.13 from the 25000-Health fund to 20204-Contact Tracing 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 that ended on December 31, 2021 (*Reference: Transfer of Funds Letter*) was approved upon a motion by Tom White with a second by Bernie Heffelbower. Ayes All Nays: None Motion Carried.
- j. **Resolution22-079** approval of the appropriations on August 17, 2022, in the 20204-Contact Tracing fund to cover the negative line items in order to close out the grant that ended December 31, 2021 (*Reference: 8/17/22 Appropriations*) was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes All Nays: None Motion Carried.

### **New Business:**

- a. **Resolution 22-080** to approve to enter into an agreement with Aultman of Carrollton for their Women's Health Advance Practice Nurse to work up to 5 hours a week to provide reproductive health services as part of our Reproductive Health and Wellness Program Grant with ODH. This agreement will be for one-year effective September 2022, and will pay the APRN \$50/hour, not to exceed \$10,000.00; was approved upon a motion by Tom White with a second from Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- b. **Resolution 22-081** To issue a Board of Health Order to Timothy Tilmant, property owner of **8095 Kensington Rd., Augusta** for the abatement of an unsecured structure that is creating a public health nuisance. In accordance with *ORC 3703.01 "The Board of Health of a general health district shall abate and remove all nuisances within its jurisdiction..."* was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- c. **Resolution 22-082** To issue a Board of Health Order to Timothy Tilmant, property owner of **8075 & 8077 Kensington Rd., Augusta** for the abatement of an unsecured structure that is creating a public health nuisance. In accordance with *ORC 3703.01 "The Board of Health of a general health district shall abate and remove all nuisances within its jurisdiction..."* was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

- d. **Resolution 22-083** To issue a Board of Health Order to Timothy Tilmant, property owner of **8089 Kensington Rd., Augusta** for the abatement of an unsecured structure that is creating a public health nuisance. In accordance with *ORC 3703.01 "The Board of Health of a general health district shall abate and remove all nuisances within its jurisdiction..."* was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- e. **Resolution 22-084** to approve the refund for Susan McMillen in the amount of \$100.00 was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- f. **Resolution 22-085** to approve the refund for Lisa Hamilton the amount of \$42.00 was approved upon a motion by Susan McMillen with a second by Tom White. Ayes: All Nays: None Motion Carried.
- g. **Resolution 22-086** to approve to move Teresa Long from full-time PHN to an as needed (PRN) position to assist in the transition of the BCMH program was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried.
- h. **Resolution 22-087** to regretfully accept the resignation of Tricia Moyer, BA, Community Health Worker effective August 19, 2022, was approved upon a motion by Bernie Heffelbower with a second by Tom White. Ayes: All Nays: None Motion Carried.
- i. **Resolution 22-088** to approve the increase in the hourly wage of Douglas Hart, RN from \$20.50/hour to \$21.00/hour effective July 25, 2022, to become consistent with all nurses' wages; was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried
- j. **Resolution 22-089** to approve the increase in the hourly wage of Douglas Hart, RN, and any newly hired PHN from \$21.00/hour to \$21.75/hour effective August 22, 2022, to be more competitive in the recruitment and retention of nurses; was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried
- k. **Resolution 22-090** to amend Resolution 19-034 Food Safety Regulations to provide specific verbiage to be in compliance with the requirements of the Ohio Department of Health (ODH) was approved upon a motion by Tom White with a second from Wendy Wiley. Ayes: All Nays: None. Motion Carried.
- l. **Resolution 22-091** to approve the First Reading of the Operation (O & M) Regulations for establishing an O & M program as required by Ohio Revised Code 3718 and Ohio Administrative Code 3701-29 was approved upon a motion by Bernie Heffelbower with a second by Tom White. Ayes: All Nays: None. Motion Carried.
- m. **Resolution 22-092** to approve to enter into a Mutual Aid Agreement with North East Central Ohio (NECO) effective September 2022 – September 2027, for political subdivisions to provide mutual aid and assistance with resources normally available to a political subdivision are not sufficient to cope with the situation requiring public health action was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None. Motion Carried.

**Adjournment:**

Tom White made a motion to adjourn the August 17, 2022, Carroll County General Health District Board meeting at 7:27 p.m. Ayes: All Nays: None Motion Carried.

***The next meeting will be (Tuesday) September 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