



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

**Carroll County General Health District
Minutes of the Board of Health
September 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 5:31 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:

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

Media:

Nancy Schaar, Free Press Standard

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the August 17, 2022, meeting was approved upon a motion by Tom White with a second by Bernie Heffelbower. Ayes: All Nays: None – Motion carried

Public Hearing – Operation and Maintenance Septic Regulations:

**See attached sign in sheet*

Resolution 22-090 – to approve the second reading of the Operation and Maintenance (O & M) Regulations for establishing an O & M program as required by Ohio Revised Code 3718 and Ohio Administrative Code 3701-29. The second reading was read by Dr. Stine & Courtney Grossman and was approved upon a motion by Bernie Heffelbower with a second by Tom White. Ayes: All Nays: None Motion Carried.

Additional Information: The CCGHD must develop an O & M program for sewage treatment systems in Carroll County. Therefore, regulations were developed for the requirements of the program.

**See attached regulations*

Courtney Grossman, Director of Environmental Health gave a presentation on Sewage Treatment Systems
Operation and Maintenance

**Please see attached Sewage Treatment Systems *Operation & Maintenance* power point*

What is service and maintenance for a sewage treatment system (STS)?

- A mechanical agitator or pump needing replaced
- Having your septic tank pumped or cleaning the outlet filter
- Alternating your leach lines every year
- Replacing broken lids & risers on tanks

Ohio Administrative Code (OAC) Rules:

3701-29-19: (A) The board of health shall develop a program for the administration of operation and maintenance management for sewage treatment systems (STS) and system owner education.

- All STS are required to have an operation permit with maintenance requirements for the system, provided by CCGHD.
- CCGHD will begin issuing operation permits for STS and they will expire at the frequency determined by the board of health. This will depend on the type of systems.
- The regulation requires that regular maintenance and/or inspections be done on the system depending on the components.
- The CCGHD O & M Program will be a Phased Approach hoping to be completed by the end of 2027.

Cost to Public:

- There will not be a charge for an operation permit to the homeowners.
- Planned Approach – After a year, the CCGHD will conduct a cost methodology to develop a fee for Service Providers to pay when registering for the year. This will begin in 2024. This will be a one-time fee based on the number of contracts a service provider has in the county.

Discussion (Q & A):

How will you deal with septic systems not in use? They will still get an operation permit.

When do we approve for aerator systems to go in? Aerators or off-lot systems are only approved for replacements when there is no other option. It is based on lot size, and other soil conditions.

How many Service Providers do we have licensed in the County? Approximately 13.

How much area do you need for leach beds? It depends on the soil. Usually, 1.5 acres will get you the septic system, room for a reserve system, and water well.

Can you drive over leach lines? It depends on the size of the equipment going over them. Putting cows where there are leach lines is not recommended, they destroy leach lines. It is not a good idea for any system to be under cows.

Will you provide information when permits are pulled? Yes, they must submit a design and it has to be approved.

How far does a septic need to be from a water well? A septic system needs to be 50' from a water well, and a drywell needs to be 50' from a water well.

Do we do any systems considered EPA systems? We can do Small-Flow systems which are less than 1,000 gallons per day, anything over 1,000 gallons per day would be an EPA system and they would need to go through the EPA.

How are we going to deal with Stony Lake? We have requested for qualifications for an engineer and are trying to get a grant for a wastewater treatment plant funded through Ohio EPA. We do not want the owners to have any cost. There will be a monthly fee like other wastewater treatment plants. I have called around to other plants and it is generally around \$40.00 per month. We are trying to get this wastewater treatment plant to extend to other lakes in our area too.

Health Commissioner's Report:

Health Commissioners report was submitted for review.

**See Carroll County General Health District Board of Health September 20, 2022, Power Point Presentation Attached*

Division Reports:

**All Division Reports can be found in the Carroll County General Health District September 20, 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

- Our ODH Survey on the Sewage Program went very well. They compared us to bigger health departments performance levels.
- Timothy Tilmant and David Haag were given court continuances to October 19, 2022.
- Tire Take Back Event brought in 1,300 tires.

Public Health Nursing Report:

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

- CCGHD is offering Moderna Bivalent Vaccine.
- We now bill for Bridges to Wellness services.
- Second Monkey Pox Clinic is coming up at Circle JJ Ranch.

Vital Statistics Report:

Vital Statistics report presented by Corinne Ren, Registrar

- Total for August- \$3,052.00

Office Administrator, Fiscal Officer, & Public Health Accreditation Reports

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

- Food and Septic programs exceeded our budgeted annual revenue; Pool program is almost there; and Water and Environmental are about halfway there.

Financial Report:

Financial Report presented by Amy Campbell, Office Administrator

**See August 17, 2022, General and Grant Fund Balances in September 20, 2022, PowerPoint Presentation*

- a. **Resolution 22-093** to approve the August 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.
- b. **Resolution 22-094** to approve the payment of the August 2022 expenses totaling \$98,581.42 (*Reference: August Monthly Expense Spreadsheet*) was approved upon a motion by Tom White with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.
- c. **Resolution 22-095** to approve the appropriation in the 25000-General Health Fund Transfer Out Account to be able to transfer the \$457.13 from the health fund to the 20204-Contract Tracing fund to cover the negative fund balance that was approved during the August 17, 2022 Board of Health meeting (*Reference: 8/17/22 Appropriation*) was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower Ayes All Nays: None Motion Carried.
- d. **Resolution 22-096** to approve the transfer of \$25,000.00 from the Subdivision Settlement from the 25000-Health fund to 25090-General Environmental fund on September 20, 2022 (*Reference: Letter to Auditor's Office*) was approved upon a motion by Bernie Heffelbower with a second by Tom White. Ayes All Nays: None Motion Carried.

New Business:

- a. **Resolution 22-097** to approve hiring for a Part-time Community Nurse Educator at the rate of \$25.00/hour, not to exceed 20 hours a week, to conduct policy advocacy with school boards and provide education regarding injury prevention was approved upon a motion by Wendy Wiley with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.
- b. **Resolution 22-098** to approve the hiring for a Full-time Epidemiologist/Emergency Preparedness Coordinator at the pay range of \$17.50 - \$21.00/hour as qualified candidates' education and experience permits, to manage the Public Health Emergency Preparedness grant and provide epidemiological services to the health district was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried.
- c. **Resolution 22-099** to approve to hire a Full-time Nurse Liaison at the pay rate of \$21.00/hour for the School Based Health Centers to be located at Minerva School District was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- d. **Resolution 22-100** to approve to hire a Full-time Community Health Worker at the pay range of \$17.00 - \$21.00/hour that will be funded through Bridges to Wellness was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

- e. **Resolution 22-101** approval to hire Polly Givens, RN, BSN, for the Full-time Public Health Nurse position at \$21.75/hour, she fills the Full-time position vacated by Natalie Blevins in March 2022 was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- f. **Resolution 22-102** approval to hire Brittnee Purvis, LPN, at \$19.50/hour for the Part-time Community Health Worker position vacated by Tricia Moyer was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- g. **Resolution 22-103** approval to hire Chelsea Clark, RN at \$21.00/hour for the Full-time School Nurse Liaison position to be placed at the Minerva Local School District, for school-based health center was approved upon a motion by Tom White with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- h. **Resolution 22-104** to regretfully accept the resignation of Frank Klinger, REHS effective September 16, 2022, was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- i. **Resolution 22-105** to regretfully accept the resignation of Caitlin Mathews-Smith, Community Engagement Coordinator effective September 30, 2022, was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried
- j. **Resolution 22-106** to declare a public health nuisance for the area of Amsterdam in Loudon Township due to the number of failing septic systems was approved upon a motion by Bernie Heffelbower with a second by Tom White. Ayes: All Nays: None Motion Carried
Discussion: Residents of Carroll County in Loudon Township were ordered to tie into Sanitary Sewer where it is available. Next this will go to the County Commissioners. We were told by Jefferson County that we had to go along with their procedures.
- k. **Resolution 22-107** approval for the health commissioner to sign an agreement with Sisters of Our Lady (the Convent) to provide translation/interpreter services for clients who do not speak English as their primary language, there is no fee for this service, the sisters see this as an in-kind voluntary service was approved upon a motion by Wendy Wiley with a second from Susan McMillen. Ayes: All Nays: None. Motion Carried.
- l. **Resolution 22-108** approval for the Board of Health to continue to contribute 86% of the costs of the county health insurance plan and for the employees to contribute 14% (*Reference: 2023 Health Insurance Rates Comparison & CCGHD 2023 Health Insurance*) was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None. Motion Carried.
Discussion: We will know more in November what the carry-over will be

m. **Resolution 22-109** to approve for the Board of Health to increase the Employee Health Insurance Opt-Out incentive stipend from \$2,100.00 per year to \$3,200.00 per year to be paid quarterly in four payments of \$800.00 to active employees not receiving medical health benefits for an entire quarter. An employee hired within a quarter who opts-out of the health insurance will not be eligible for the stipend payment until the employee has worked a full quarter. An employee who resigns or retires within a quarter and receives the Employee Health Insurance Opt-Out incentive stipend will no longer be an active employee and will be ineligible for the stipend payment (*Reference: CCGHD 2023 Health Insurance*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None. Motion Carried.

Discussion: Last increase for the stipend was in 2017. There are five staff who receive the stipend, four of them would have the family plan if they took our insurance. A single plan costs the Health Department \$6,276.98 per year. This number was divided in half to come up with the current stipend amount.

n. **Resolution 22-110** approval to hire Wendy Gotschall, DNP, RN for the Part-time Community Nurse Educator position at \$25.00/hour not to exceed 20 hours per week was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

Adjournment:

Tom White made a motion to adjourn the September 20, 2022, Carroll County General Health District Board meeting at 7:30 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) October 19, 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