



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

**Carroll County General Health District
Minutes of the Board of Health
January 18, 2023**

Meeting Location: Carroll County General Health District's (Lower Level)
301 Moody Ave. Carrollton 44615

Call to Order: Dr. Stine, President, called the meeting to order, with prayer, at 5:30 p.m.

Board Member Roll Call: Dr. Stine, present; Susan McMillen, present; Bernie Heffelbower, present and Wendy Wiley, present

Staff Present:

Kelly Morris, 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

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the December 21, 2022, meeting was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None – Motion carried

Health Commissioner's Report:

Health Commissioners report was presented by Kelly Engelhart, Health Commissioner

**See Carroll County General Health District Board of Health January 18, 2023, Power Point Presentation Attached*

Boards & Commission

- **Association of Ohio Health Commissioners** – meetings to participate in the Local Public Health Services Collaborative
- **ADAMH Board** – Would like to schedule Jodi Salvo from the Ohio Guidestone to present *The Impact of Legalization of Marijuana* to the Board.
- **Partnerships** – meeting with Stark County and Tusc County on partnership for emergency preparedness.

Division Reports:

**All Division Reports can be found in the Carroll County General Health District January 18, 2023, PowerPoint Presentation.*

Office Administrator, Fiscal Officer, & Public Health Accreditation Reports

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

- Ohio Buckles Buckeyes (OBB Car Seat Program) Site Visit 1/5/2023
- Submitted the CCGHD's System for Award Management (SAM) renewal.
- 2023 Fiscal Preparation

Environmental Health Report:

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

- Update on the nuisance complaint for 3081 Apollo Rd. Mechanicstown:
 - Beverly Snider (Owner) showed for court, David Haag (tenant) did not show.
 - Placed bench warrant – per docket David showed later that day explaining he would have the property cleaned up by the weekend.
 - As of 1/12/2023, the property is in the same condition.

Judge Willen gave CCGHD authority to clean up property however, per Prosecutor in order to pursue this action this must go through the Court of Common Pleas (Revised Code Section 3707.021) This case is initially filed with the Mun Court per Prosecutor's Office.

- Kelly, Courtney, and Dr. Stine met with the Prosecutor on 1/17/2023 to discuss Board of Health options and understand the process for Nuisance Complaints.
 - Once we get to the point of the nuisance not being cleaned up per a Court Order, the BOH still has the responsibility to abate the nuisance per Ohio Revised Code. The CCGHD does not want to set a precedent that we will pay for the cleanup of the property (this would be placed on the property owner's taxes and CCGHD would get the money back when taxes are paid).

Courtney presented a Nuisance Algorithm explaining the Nuisance Complaint process to the Board.

- Number of Nuisances that have resulted in Court Orders: 3, (2 were resolved through Court Process).
- Number of Nuisances to go to the Prosecutor currently: 5, (3 for one property owner).
- Number of open Nuisances: 39 (includes cases to go to Prosecutor).

Public Health Nursing Report:

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

- Polly Givens, RN, resigned effective immediately.
- Kristen Long is transitioning into Epidemiologist role, and they will be hiring an Administrative Assistant for the Nursing Division.
- Continue to meet with Aultman to expand Tele Health Services at CCGHD.
- Communicable Disease Dashboard is live on CCGHD website (<https://carroll-lhd.org/communicable-disease/communicable-disease-reports>)
- COVID-19 cases for November 2022 were: 42 – cases for December 2022 were: 104.

***Jessica Reported:**

- Wendy Gotschall will take over the Minerva School Tele Health Nurse position for the remainder of school year.
- There is a pertussis outbreak in the Amish community. Nine families are involved with the outbreak. Jessica has passed out packets of information to the community.

Vital Statistics Report:

Vital Statistics report presented by Corinne Ren, Registrar

- Total for December 2022 – 3,654.00
- 17 Deaths filed.

Financial Report:

Financial Report presented by Amy Campbell, Office Administrator

**See December 2022 General and Grant Fund Balances in the January 18, 2023, PowerPoint Presentation*

- a. **Resolution 23-001** approval of the December 2022 budget as presented (Reference: *Budget Report*) was approved upon a motion by Wendy Wiley with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.
- b. **Resolution 23-002** to approve the payment of December 2023 expenses totaling \$121,586.02 (*Reference: December Expense Report*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes All Nays: None Motion Carried.
*Amy stated that several vaccines were purchased in December. The \$11,000.00 went back to the State from the COVID-19 grant. We also had the new door system from ProTech come out of December expenses.
- c. **Resolution 23-003** to approve the appropriation amendments on January 11, 2023, in the 25080-Septic fund to move the \$5,000.00 from Small Tools/Equipment account to the Remittance to State account within the fund (*Reference: 1/11/2023 Appropriation Amendment*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes All Nays: None Motion Carried.

- d. **Resolution 23-004** to approve the to reverse the year end advance of \$12,000.00 from the Public Health Workforce Fund (20200) back to the General Health Fund (25000) that was completed in December 2022 (*Reference: Reverse Advance Letter*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- e. **Resolution 23-005** to approve to reverse the year end advance of \$10,000.00 from the Covid-19 Enhanced Operation Fund (20206) back to the General Health Fund (25000) that was completed in December 2022 (*Reference: Reverse Advance Letter*) was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- f. **Resolution 23-006** the Carroll County Board of Health authorizes the Health Commissioner and/or Office Administrator to approve the following fiscal activities in 2023:
- Appropriations & Appropriation Amendments within the same fund
 - Payroll
 - Accounts payable
- was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- g. **Resolution 23-007** to approve to approve the refund of \$65.00 to Jill Freeman of 38383 Scio Rd. Bowerston Road (*Reference: Request for Refund Letter*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

New Business:

- a. **Resolution 23-008** to issue a Board of Health Order to Larry & James Rollins, property owners of **3050 Maple Drive SW Carrollton** for the abatement of a nuisance on the property involving an unsecured structure and building materials. In accordance with *ORC 3707.01 "The Board of Health of a general health district shall abate and remove all nuisances within its jurisdiction..."* was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None. Motion Carried.
- b. **Resolution 23-009** to issue a Board of Health Order to Daniel & Michelle Jablonski, property owners of **3065 Maple Drive SW Carrollton** for the abatement of a nuisance on the property involving an unsecured structure. In accordance with *ORC 3707.01 "The Board of Health of a general health district shall abate and remove all nuisances within its jurisdiction...."* was approved upon by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None. Motion Carried.
- c. **Resolution 23-010** to issue a Board of Health Order to Sheila Tinus & Sherry Prestier, property owners of **7353 Autumn Rd. SW Carrollton** for the abatement of a nuisance on the property involving an unsecured structure. In accordance with *ORC 3707.01 "The Board of Health of a general health district shall abate and remove all nuisances within its jurisdiction..."* was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- d. **Resolution 23-011** First Reading to establish and amend fees for the Food Safety Program, in accordance with Ohio Revised Code 3709.09 (See Attached Exhibit A – Proposed Fees). This includes an expedited plan review fee of \$1,000.00 was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower Ayes: All Nays: None Motion Carried.

- e. **Resolution 23-012** First Reading to establish and amend fees for the Food Safety Program, in accordance with Ohio Revised Code 3709.09 (See Attached Exhibit A – Proposed Fees). This includes a penalty fee of 25% for temporary food license, when applications are not submitted 10 days prior to an event. This late fee will be \$13.25 for commercial and \$6.62 for non-commercial, for the 2023 licensing period was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- f. **Resolution 23-013** First Reading to establish and expediated plan review fee for the Sewage Program, in accordance with Ohio Revised Code 3709.09 (See Attached Exhibit A – Proposed Fees). This includes an expedited design review of \$1,000.00 was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- g. **Resolution 23-014** to approve to enter into a participation agreement and a business associate agreement with the Local Public Health Service Collaborative, LLC for shared services defined in Exhibit B of the agreement (See attached participant and business associate agreement) was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- h. **Resolution 23-015** to establish and set fees for nursing services as established by the Local Public Health Service Collaborative. The fees will be established by the Local Public Health Service Collaborative for as long as the health district continues the agreement for billing of nursing services (*See Attached Fee Schedule*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- i. **Resolution 23-016** to approve to enter into an agreement with Tuscarawas County Health Department for their services in assisting with the Public Health Emergency Preparedness grant deliverables for the remainder of the grant year, ending June 30, 2023, was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
Additional Information: This will allow us to transition Kristen Long into the role of Epidemiologist/PHEP Coordinator role, with experienced guidance from Tuscarawas County Emergency Preparedness coordinator.
- j. **Resolution 23-017** to approve to continue the agreement with Ian Slater for Maintenance Technician at an hourly rate of \$22.00 per hour not to exceed \$6,000.00. The agreement is in effect from January 1, 2023 to December 31, 2023 was approved upon an motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- k. **Resolution 23-018** to approve the renewal of the Tuberculosis Services Contract with Carroll County Board of Commissioners for Carroll County General Health District to be designated as the Tuberculosis Control Unit for Carroll County for calendar year 2023 and will compensate the health district \$8,000.00 for the services was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- l. **Resolution 23-019** to approve the hiring of Angela Toth, BSPH as the Full-Time Community Engagement Coordinator at an hourly rate of \$22.05 per hour was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

m. **Resolution 23-020** to authorize the Carroll County Prosecutor to file litigation in Common Pleas Court for the abatement of the nuisance at 3081 Apollo Rd. Mechanicstown, Ohio was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: This property had a board of health order, had litigation in Municipal Court and still has not cleaned up the property. The prosecutor recommends filing for an injunction by the judge in Common Pleas Court to provide the protection for the board of health to abate the nuisance.

n. **Resolution 23-021** to approve to increase Wendy Gotschall, DNP, RN from part-time employee to full-time employee effective Monday January 23, 2023, was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: There is a Registered Nurse vacancy in the school nurse position for Minerva Local School District. Wendy is willing to fill in for this vacancy for the remainder of the school year.

Old Business:

None

Adjournment:

Susan McMillen made a motion to adjourn the January 18, 2023, Carroll County General Health District Board meeting at 6:50 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) February 15, 2023, 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