



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

**Carroll County General Health District  
Minutes of the Board of Health  
October 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 5:32 p.m.

**Board Member Roll Call:** Dr. Stine, present; Wendy Wiley, present; & Dan Trbovich, present; Bernie Heffelbower, present

Susan McMillen, absent

**Staff Present:**

Kelly Morris, Health Commissioner  
Courtney Grossman, Director of Environmental Health  
Corinne Ren, Administrative Assistant & Registrar

**Guests:**

Sean A. Speedy

**Media:**

No media

**Approval of Meeting Minutes:**

**Meeting Minutes:**

The minutes of the September 20, 2023, meeting was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None – Motion carried.

**Guests:**

Sean A. Speedy – Violations of the Sunshine Law

Sean submitted an email from 2019 between Board of Health members that he felt was a violation of the Sunshine Law. He asked the board how this was allowed to happen and what they were going to do to prevent sunshine law violations from happening in the future.

\*Dan Trbovich made a motion to have Dr. Stine communicate with the Prosecutor to see if this is a violation of the Sunshine Law as Sean Speedy stated and to have a Board training for CEU's on the Sunshine Law. Wendy Wiley seconded the motion. 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 October 18, 2023, Power Point Presentation Attached*

- Facilitated and Participated Leadership Development Training with HR Consultant.
- Developed collaborative proposal with Senior Friendship Center for Adult/Senior System of Services through JFS Title XX Funding.
- Participated in several meetings with the Appalachian Community Grant Steering committee on the Wellness Center project.
  - Partnering with Save 22 – Veterans Suicide Prevention Non-Profit
  - Renovate and revitalize the vets pool (owned by Save 22)
  - Bring healthcare services for primary care, dental, behavior health and water therapy as additional space to the pool facility.
- Preparing and planning for the State Full Scale Exercise – Receipt and distribution of Medical Countermeasures.
- Participated in Conotton Valley Schools Mentoring program – SOAR.
- Continue work with Ohio Public Health Association.
- OPHA – We were able to send Kelly Morris and four nurses this year.
- Personnel & Policy Committee (Wendy Wiley, Susan McMillen, Dr. Stine, & Kelly Morris)
  - Revision of Board Operating Procedures and By-Laws – wants personnel committee to look at Operating Procedures and By-Laws to update.
  - Look at implementing Merit Based Performance Evaluations – for employees who go above and beyond.
  - Need to schedule Personnel and Policy Committee

### **Office Administrator/Accreditation Coordinator:**

Office Administrator/Accreditation Coordinator report was presented by Kelly Morris, Health Commissioner in Amy Campbell, Office Administrator's absence.

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

- Leadership Emotional Intelligence Training – September 29<sup>th</sup>.
- Ohio Buckles Buckeyes (OBB – Car Seat Program) Annual Meeting – October 5<sup>th</sup>.
- Worked on Environmental Cost Methodology.
- Health Insurance update for staff – new plan option.
- Notified and working on Desk Audit for FY22 Public Health Workforce (Timeframe: October 2021 – February 2022) grant to submit to ODH by October 24, 2023.

## **Division Reports:**

*\*All Division Reports can be found in the Carroll County General Health District Board of Health October 18, 2023, PowerPoint Presentation (Attached)*

### **Environmental Health Report:**

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

- OEHA Planning Committee Meeting October 10 – 11
- Regional Planning Meeting – Tom Konst (lot size/subdivision rules)
- Re-Survey ODH Sewage Program – ODH waited too long to send us our report, so it had to be re-surveyed. Everything was good.
- ODH Pool Survey was in September.
- Algal Bloom Awareness – starts in August.
- September 30<sup>th</sup>, Tire Recycling Event – Recycled 1,300 tires.

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

The Public Health Nursing Report presented Jessica Slater, Nursing Director

- Met with JFS and Senior Center several times regarding TANF and Title XX funding.
- Ann and Brittnee attended the Community Health Worker Statewide Conference.
- Doug completed off site influenza vaccine clinics with Bodo and the Golden Age Retreat.
- Doug, Kristy, & Jessica completed all hearing and vision screenings for Carrollton Elementary.
- Brittnee, Ann, and Jessica met with Julie Halfhill that is working with Hope Bridge and passing out comfort bags to Foster, Kinship, & Adoptive Families.
- We are not stocking private covid vaccines. We are stocking vaccine for underinsured or non-insured clients; and children with or without insurance.

### **Communicable Disease Report for August 2023**

- Chlamydia – 3; Lyme – 7; Covid - 39; Gonococcal Infection – 1; Rabies (Animal) - 1.

### **Vital Statistics Report:**

Vital Statistics report presented by Corinne Ren, Registrar

#### **September 2023**

- Death Certificates Purchased – 64
- Deaths Filed – 17
- Birth Certificates Purchased – 38

### **Financial Report:**

Fiscal report presented by Amy Campbell, Office Administrator

*\*See September 2023 General and Grant Fund Balances in the October 18, 2023, PowerPoint Presentation*

- a. **Resolution 23-090** approval of the September 2023 budget as presented (Reference: *Budget Report*) was approved upon a motion by Wendy Wiley with a second from Dan Trbovich. Ayes: All Nays: None Motion Carried.
- b. **Resolution 23-091** to approve the payment of September 2023 expenses totaling \$132,754.45 (Reference: *September Expense Report*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley Ayes All Nays: None Motion Carried.
- c. **Resolution 23-092** approval for the creation of the 20125 Youth Resiliency grant fund and the accounts within the fund through the Carroll County Auditor's Office was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes All Nays: None Motion Carried.
- d. **Resolution 23-093** to approve the 2023 Appropriations and 2024 budget for the revenue and expenses within the new 20125 fund – Adolescent Health Resiliency grant (Reference: *20125 – Revenue and Expenses Spreadsheet for 2023 & 2024*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

### **New Business:**

- a. **Resolution 23-094** approval to amend the Adult Protective Services (APS) contract with Carroll County Job and Family Services to include the hourly rate for Anne Halm, LSW as well as Wendy Gotschall, RN. This agreement was renewed last month in Resolution 23-088 was approved upon a motion by Dan Trbovich with a second by Bernie Heffelbower. Ayes: All Nays: None. Motion Carried.  
**Additional Information:** In the process of applying for Title XX funding through JFS it was identified that Anne Halm, LSW has been working in conjunction with Wendy to support the needs of APS clients. JFS also proposed providing payment for these services through the APS contract.
- b. **Resolution 23-095** approval to create a new full-time position Community Prevention Coordinator at a rate of \$22 - \$25/hour to coordinate the youth prevention programs and facilitate/work with community coalitions, (*see attached Job Description*) was approved upon by Bernie Heffelbower with a second by Dan Trbovich. Ayes: All Nays: None. Motion Carried.  
**Additional Information:** With the funding received from both Injury Prevention and Youth Resiliency Grants we can create the new position completely funded through grants.
- c. **Resolution 23-096** to approve the First Reading of the amended Food Service Operation (FSO) and Retail Food Establishment (RFE) license fees for the 2024 license year (Reference: *Cost Methodology Spreadsheet*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.  
**Additional Information:** Ohio Revised Code 3717.07 requires the annual cost methodology to determine and establish FSO/RFE fees based on actual cost.  
(*Dr. Stine did the first reading*).
- d. **Resolution 23-097** approval to revise the agreement with Carrollton Exempted Village School District for Public Health Nurses to assist with Vision and Hearing screenings as required by Ohio law. This is a fee for service agreement (*See Attached Agreement*) was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

**Additional Information:** The original agreement signed by Dr. Quattrocchi was for a 3 – year term. The new school administration has requested the contract be one fiscal year.

**Adjournment:**

Wendy Wiley made a motion to adjourn the October 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) November 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