



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

**Carroll County General Health District
Minutes of the Board of Health
November 15, 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; Susan McMillen, Present; Wendy Wiley, present; & Dan Trbovich, present

Bernie Heffelbower, absent

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

Guests:

Tom Konst- Director of Regional Planning Commission

Media:

No media

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the October 18, 2023, meeting was approved upon a motion by Dan Trbovich with a second by Susan McMillen. Ayes: All Nays: None – Motion carried.

Guests:

Tom Konst Director of the Carroll County Regional Planning Commission presented to the Board of Health a request from the Land Development Committee of the Regional Planning Commission that asked the Board of Health to require a professional engineer (PE) to design a septic system on a lot that would require a variance from Regional Planning. Members of the board of health and the health commissioner asked Tom some questions regarding his proposal. Tom stated it is not his recommendation either way, that he was asked by the Land Development committee to bring the request to the Board of Health.

The board discussed the request after Mr. Konst left the meeting and recommendations were provided by Courtney Grossman, Environmental Health Director that if the Board of Health would add this requirement, it is more strict than the existing Septic Rules and would need to be approved by the Ohio Department of Health.

The board felt this was not a requirement they want to implement and that if the Land Development committee wants to recommend this that the Regional Planning Commission can adopt such rule. A letter will be provided to Mr. Konst regarding the Board of Health's decision.

Health Commissioner's Report:

Health Commissioners report was presented by Kelly Morris, Health Commissioner

**See Carroll County General Health District Board of Health November 15, 2023, Power Point Presentation Attached*

- The vast majority of Health Commissioners time was spent working with a core leadership team and the project manager around the proposal and partnership commitments to the Veterans Memorial Wellness Center project being applied for through the Appalachian Community Grant.
- This project was selected by Ohio Mid-Eastern Government Association (OMEGA) to move forward as one of 41 projects in the 10 county region.

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 November 15, 2023, Power Point Presentation Attached*

- Attended the finance for Health Departments Training by AOHC October 18 and 19th.
- Coordinated call with YouThrive a consulting group to discuss youth prevention strategic planning sessions for Carroll County.
- Conducted interviews for the Community Prevention Coordinator Position.
- Completed and submitted a Desk Audit by ODH for FY22 Public Health Workforce (timeframe October 2021- February 2022).
- Participated in Clear Impact training to improve our Performance Management dashboard.

Division Reports:

**All Division Reports can be found in the Carroll County General Health District Board of Health November 15, 2023, PowerPoint Presentation (Attached)*

Environmental Health Report:

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

- Attended and spoke at the Ohio Environmental Health Association (OEHA) regarding Stoney Lake Investigation
- Inspected Atwood & Algonquin Temporaries with Tina
- Prepared with Kevin for Septic contractor CE training
- Conducted a septic consultation with Wendy for an Adult protective services client along with the Dog warden
- Worked on Rabies Prevention program SOP with nursing

Public Health Nursing Report:

The Public Health Nursing Report presented Jessica Slater, Nursing Director

Communicable Disease Report for October 2023

- Met with JFS and Senior Center on several grants TANF and Title XX funding programs.
- Working with Anne on transitioning to Carroll Cares and Uplifting Carroll programs
- Implemented Preconception Health Grant
- Sarah, Nurse Practitioner and Tonya PHN conducted the first postpartum home visit.
- All PHN attended the Ohio Public Health Association (OPHA) Public Health Nursing Conference.

Jessica presented the Communicable disease report

- Chlamydia – 3; Lyme – 7; Covid - 39; Gonococcal Infection – 1; Rabies (Animal) - 1.
- Jessica presented communicable disease trends over the last three years for the most common communicable diseases. (see the charts in the November PPT)

Vital Statistics Report:

Vital Statistics report presented by Corinne Ren, Registrar showing mortality data by cause of death monthly and YTD.

October 2023

- Death Certificates Purchased – 49
- Birth Certificates Purchased – 91

Financial Report:

Fiscal report presented by Amy Campbell, Office Administrator

**See October 2023 General and Grant Fund Balances in the November 15, 2023, PowerPoint Presentation*

Charts comparing revenue and expenses YTD were presented for all funds, general funds and grant fund

- a. **Resolution 23-098** approval of the October 2023 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 23-099** to approve the payment of October 2023 expenses totaling \$142,777.61 (Reference: *October Expense Report*) was approved upon a motion by Dan Trbovich with a second by Wendy Wiley Ayes All Nays: None Motion Carried.
- c. **Resolution 23-100** approval of the appropriation amendments on November 9, 2023, in the following funds to cover the remaining expenses for fiscal year 2023: (Reference: *11/09/2023 Appropriation Amendment*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley Ayes All Nays: None Motion Carried.
 - 25000- Health
 - 25047- Reproductive Health
 - 25059- Public Health Emergency Preparedness
 - 25060- Nursing
 - 25086- Tobacco Prevention & Cessation
 - 25161- Injury Prevention
- d. **Resolution 23-101** to approve the transfer of a portion of the subdivision settlement from the 25000-Health fund to the identified funds for the following amounts: (Reference: *Subdivision Transfer Letter to Auditor's Office*) Additional Information: These funds from the subdivision settlement needed to be transferred from the health fund to cover expenses. was approved upon a motion by Dan Trbovich with a second by Susan McMillen Ayes All, Nays: None Motion carried.
 - \$20,000.00 to the 25030- Food fund
 - \$5,000.00 to the 25070- Water fund
 - \$25,000.00 to the 25090- Environmental fund
- e. **Resolution 23-102** approves the transfer of Public Health Workforce funds from the E000-Health fund to the following accounts to cover the additional expense to each of these funds for the 2023 employee wage adjustment increase. (Reference: *Public Health Workforce Transfer Letter to Auditor's Office*)
Additional Information: The Public Health Workforce grant approved for grant funds to cover wage adjustments for staff recruitment and retainment. The general funds covered the 2023 Cost of Living increase however the additional wage increase that was approved in 2023 was covered by the Public Health Workforce grant. The number of hours that each of the employees were paid in these general

fund accounts for 2023 was calculated towards the wage increase dollar amount to determine how much of the funds were needed from Public Health Workforce funds to cover the additional expense to the fund was approved upon a motion by Wendy Wiley with a second by Dan Trbovich Ayes: All, Nays: None. Motion Carried.

- \$4,800.00 to the 25030- Food fund
- \$6,450.00 to the 25060- Nursing fund
- \$1,000.00 to the 25070- Water fund
- \$4,500.00 to the 25080- Septic fund
- \$4,900.00 to the 25090- Environmental fund
- \$20,000.00 to the 25030- Food fund
- \$5,000.00 to the 25070- Water fund
- \$25,000.00 to the 25090- Environmental fund

- f. **Resolution 23-103** to approve the advance of \$10,000.00 from the 25000- General Health fund to the 20200-Public Health Workforce fund to cover the negative fund balance. (Reference: 20200- Advance Letter) Additional Information: Grant reimbursement to the Public Health Workforce fund for end of year expenses will not be received by December 31, 2023. The CCGHD will need to advance money from the General Health fund to cover the negative fund balance. The \$10,000.00 will be reversed back into the General Health fund in January 2024 was approved upon motion by Susan McMillen with a second by Dan Trbovich Ayes: All, Nays: None Motion Carried.
- g. **Resolution 23-104** to approve the advance of \$10,000.00 from the 25000- General Health fund to the 20206-Enhanced Operations fund to cover the negative fund balance. (Reference: 20206- Advance Letter) Additional Information: Grant reimbursement to the Enhanced Operations fund for end of year expenses will not be received by December 31, 2023. The CCGHD will need to advance money from the General Health fund to cover the negative fund balance. The \$10,000.00 will be reversed back into the General Health fund in January 2024 was approved upon by motion by Wendy Wiley with a second my Dan Trbovich Ayes: All, Nays None. Motion Carried.

New Business:

- a. **Resolution 23- 105** To approve entering into an agreement with Stark County General Health District for the Preconception Health & Wellness Program awarded funding in the amount of \$75,000 to CCGHD through the Ohio Department of Health as additional funding through the Reproductive Health & Wellness Grant to provide health education and services to prior to pregnancy. The agreement is effective October 1, 2023, through March 31, 2024.
Additional Information: Stark County Health Department is the lead applicant through the Ohio Department of Health. CCGHD is a subrecipient of Stark County and must have an agreement in place to receive the funding approved upon by motion by Wendy Wiley with a second by Dan Trbovich Ayes: All Nays: None. Motion Carried.

- b. Resolution 23- 106** To approve entering into an agreement with Stark County General Health District for FY24 Child Injury Prevention Grant awarded funding for \$33,000 to CCGHD through the Ohio Department of Health for child passenger safety and prevention programs for adverse childhood events. The agreement is effective October 1, 2023, through September 30, 2024.
Additional Information: Stark County Health Department is the lead applicant through the Ohio Department of Health. CCGHD is a subrecipient of Stark County and must have an agreement in place to receive the funding approved upon by motion by Susan McMillen with a second by Wendy Wiley. Ayes: All, Nays None. Motion Carried.
- c. Resolution 23- 107** To approve entering into an agreement with Stark County General Health District for the FY24 Cribs for Kids and Safe Sleep Grant awarded funding not to exceed \$5,400 to CCGHD through the Ohio Department of Health to provide safe sleep education and cribs to eligible families. The agreement is effective October 1, 2023, through September 30, 2024.
Additional Information: Stark County Health Department is the lead applicant through the Ohio Department of Health. CCGHD is a subrecipient of Stark County and must have an agreement in place to receive the funding approved upon by motion by Wendy Wiley with a second by Susan McMillen. Ayes: All, Nays: None. Motion Carried.
- d. Resolution 23- 108** To approve entering into an agreement with the Ohio Department of Medicaid (ODM) to become a Qualified Entity to determine Medicaid eligibility presumptively (grant immediate Medicaid eligibility) when individuals seek medical care through CCGHD. The agreement remains in effect unless terminated by the qualified entity.
Additional Information: CCGHD became aware that health departments are qualified entities and would benefit considerably to enroll clients immediately in Medicaid when they arrive for services. Anne Halm will be the staff enrolling clients approved by motion by Dan Trbovich with a second by Susan McMillen. Ayes: All, Nays: None. Motion Carried.
- e. Resolution 23-109** To approve entering into an agreement with Job and Family Services of Carroll County for the Uplifting Carroll Families Grant. CCHG was awarded federal TANF funds in the amount of \$39,000 for FY24 to provide emergency assistance to families living at or below the poverty level. The agreement is effective November 1, 2023, through September 30, 2024.
Additional Information: Funding will support Anne Halm, LSW to assist families in need and to coordinate providers of emergency assistance in a collaborative way approved upon by motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None. Motion Carried.
- f. Resolution 23-110** To approve entering into an agreement with Job and Family Services of Carroll County for the Carroll Cares Grant. CCGHD was awarded federal Title XX funds \$46,520.54 for FY24 to provide service coordination for adults and seniors in the form of home-based service coordination, information and referral, prevention and intervention and transportation coordination. The agreement is effective November 1, 2023, through September 30, 2024.

Additional Information: Funding will support Anne Halm, LSW to work in coordination with the Senior Friendship Center to provide collaborative coordination to adults and seniors in need or navigation and coordination to services approved upon by motion by Susan McMillen with a second by Wendy Wiley. Ayes: All, Nays: None. Motion Carried.

11. Old Business

- a. **Resolution 23-086** To approve the second reading for changes to the Point of Sale Policy as revised to have the policy reflect current practice. (See attached Policy)

Additional Information Since water testing is not required for the Point-of-Sale inspection, we removed areas that included enforcement for anything related to water and made it reflect recommendations. We also removed items from the policy that are defined in our standard operation procedures approved upon by motion by Dan Trbovich with a second by Wendy Wiley. Ayes: All Nays: None. Motion Carried.

- b. **Resolution 23-096** To approve the second reading of the amended Food Service Operation (FSO) and Retail Food Establishment (RFE) license fees for the 2024 license year. (Reference Cost Methodology Spreadsheet)

Additional Information: Ohio Revised Code 3717.07 requires the annual cost methodology to determine and establish FSO/RFE fees based on actual cost approved upon by motion by Sue McMillen with a second by Wendy Wiley. Ayes: All Nays None. Motion Carried.

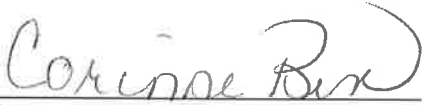
- c. Dan Trbovich made a motion that the board of health send a letter in response to Sean Speedy's allegation of the board of health violation the sunshine laws. Dr. Stine presented to the board of health a draft of the letter. The motion was seconded by Wendy Wiley. Ayes: All, Nays: None. Motion Carried. (*letter attached*)

Adjournment:

Susan McMillen made a motion to adjourn the November 15, 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) December 20, 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