



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

**Carroll County General Health District
Minutes of the Board of Health
December 20, 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; Bernie Heffelbower, present, & Dan Trbovich, 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
Lisa Winkler, Community Prevention Coordinator

Media:

No media

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the November 15, 2023, meeting was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None – Motion carried.

Health Commissioner's Report:

Health Commissioners report was presented by Kelly Morris, Health Commissioner

**See Carroll County General Health District Board of Health December 20, 2023, Power Point Presentation Attached*

- Interviewed and hired Community Prevention Coordinator – Lisa Winkler (Youth Resiliency Grant through ODH)
- Worked with Nursing on re-assignment of Ann Halm to Nursing Administrative role/LSW

- Presented youth data to School Superintendents – working on how to coordinate youth data collection with our requirement for Community Health Assessment.
- Collaborating with the Veteran’s Wellness Center team to build political capital for supporting our project and fundraising for 2024.
- Accepted to apply for United Way funding through their new strategic funding initiative. (3-year cycle)
- Working with AOHC and OPHA on legislative bill to seek Medicaid funding for public health nurses to get paid for providing home visiting beyond CMH. (Had advocated for this in 2018)
- Working with Senior Friendship Center and Aultman on a model to bring home risk assessments to seniors with RN and Occupational Therapist and handyman, funded through Healthy Aging Grant through the Board of Commissioners.
- Working with the Board of Commissioners on OneOhio funding implementation – this is State Opioid Settlement funds to the BOC and targeted for opioid prevention.
- Working with ADAMHS Board and other county partners to establish a Trauma Response Team for Carroll County. (After the suicide responses, the youth death in the fire and the Tusky Valley tragedy).

Office Administrator/Accreditation Coordinator:

Office Administrator/Accreditation Coordinator report was presented by Amy Campbell, Office Administrator
**See Carroll County General Health District Board of Health December 20, 2023, Power Point Presentation Attached*

- Worked with Kelly and Kate on a new onboarding structure for new hires.
- Met with Auditor’s Office to review 2024 account set-up and 2023 Hinkle filing.
- Worked on entity renewal in the System for Award Management (SAM.gov).
- End of year financial close outs and preparation for 2024.

Division Reports:

**All Division Reports can be found in the Carroll County General Health District Board of Health December 20, 2023, PowerPoint Presentation (Attached)*

Environmental Health Report:

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

- Stony Lake meeting – (Well Dye Test & Downhole Camera).
- Nuisance Campground meeting.
- Attended County HR training.
- Worked on an APS & Dog Warden Case
- Christmas Parade – Tina, Jaycee, Courtney, Angie, and families entered a CCGHD Float in the Christmas Parade (Received People’s Choice Award for their Frozen themed float).

Public Health Nursing Report:

The Public Health Nursing Report presented Jessica Slater, Nursing Director

- Completed & submitted Reproductive Health Grant for FY25.
- Attended HR Training
- Jaycee, Ann, and Jessica attended billing training with LPHD (Continue working with Anne on new role and programs)
- Wendy Gotschall attended the ribbon cutting for the Carrollton Wellness Center.
- Brittnee completed Sexual Assault Training.

Communicable Disease Report for November 2023

Presented by Jessica Slater, Nursing Director

- Chlamydia – 5; Covid 19 – 98; Lyme Disease – 6; Giardiasis – 1; Campylobacteriosis – 2; Hepatitis C – Acute – 1
- The five most reported communicable diseases between 2001 to 2023 were: Chlamydia, Gonococcal Infection, Hepatitis C, Influenza Hospitalization, & Lyme Disease.
- Carroll Couty Covid 19 reported cases from 2021 to 2023: 2021 – 3,180, 2022 – 1,937, 2023 – 467.

Vital Statistics Report:

Vital Statistics report presented by Corinne Ren, Registrar showing mortality data by cause of death monthly and YTD. *See December 20, 2023, PowerPoint Presentation (Attached)*

November 2023

- Death Certificates Purchased – 72
- Birth Certificates Purchased – 40

Financial Report:

Fiscal report presented by Amy Campbell, Office Administrator

**See November 2023 General and Grant Fund Balances in the December 20, 2023, PowerPoint Presentation*

- a. **Resolution 23-111** approval of the November 2023 budget as presented (Reference: *Budget Report*) was approved upon a motion by Dan Trbovich with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.
- b. **Resolution 23-112** to approve the payment of November 2023 expenses totaling \$172,671.68 (*Reference: November Expense Report*) was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower Ayes: All Nays: None Motion Carried.

c. **Resolution 23-113** approval of the following appropriation amendments to cover remaining year expenses: (*Reference: 3 Dated Appropriation Amendments*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen Ayes: All Nays: None Motion Carried.

- November 20, 2023, in the 25000 – Health Fund
- December 7, 2023, in the 25090 – General Environmental Fund
- December 14, 2023, in the 25060 – Nursing Fund

d. **Resolution 23-114** to approve to reduce appropriations in the following funds to ensure the remaining appropriations do not exceed the end of the year fund balance, retroactive on December 4, 2023 to meet the Carroll county Auditor’s end of the year budget adjustment deadline of December 15, 2023 was approved upon a motion by Dan Trbovich with a second by Wendy Wiley Ayes: All, Nays: None Motion carried.

- 25060 – Nursing fund in the amount of \$15,000.00
- 20120 – Mosquito Control fund in the amount of \$1,000.00
- 20125 – Adolescent Health Resiliency fund in the amount of \$9,250.00
- 20200 – Public Health Workforce fund in the amount of \$113,000.00
- 20206 – Enhanced Operations fund in the amount of \$96,250.00
- 25162 – Drug Free Communities fund in the amount of \$45,816.55

e. **Resolution 23-115** to approve the 2024 chargebacks to each township and corporation in Carroll County totaling \$177,817.82 based on the 2023 tax year valuation (*Reference: tax Year 2023 Chargeback b TY23 Valuation*) was approved upon a motion by Bernie Heffelbower with a second by Dan Trbovich Ayes: All, Nays: None Motion carried.

Additional Information: The total amount received from the townships and villages will remain the same as in previous years. Based on the 2023 tax year valuations the amount for each township/village may have increased, decreased, or remained the same.

New Business:

a. **Resolution 23-116** To approve entering into an agreement with the Ohio Department of Health for the Medicaid Administrative Claiming program, for contract period of July 1, 2023, through June 30, 2025, was approved upon a motion by Susan McMillen with a second by Wendy Wiley Ayes: All, Nays: None Motion Carried.

Additional Information: This is a reimbursable program to receive federal funds from the Ohio Department of Medicaid for staff time spent conducting Medicaid services.

b. **Resolution 23- 117** to approve the termination of the independent contract with June Shuster for nursing services as requested by Ms. Shuster, effective December 1, 2023, was approved upon by motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All, Nays None. Motion Carried.

Additional Information: The contract with Ms. Shuster did not have an effective end date and was automatically renewed unless terminated by either party, why the need for the Board of Health to approve the termination of the contract.

- c. **Resolution 23- 118** to approve the hiring of Lisa Winkler for the position of Community Prevention coordinator at the hourly rate of \$23.50/hour (*See Final Offer Letter*) was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- d. **Resolution 23- 119** to approve the following Promulgation Statements for revisions and updates to components of the Carroll County General Health District as required by the Public Health Emergency Preparedness Grant. The Promulgation Statements are proof of adoption of the plans by the Board of Health and direct the implementation of the revised plans and rescind any previous versions (*See revision of changes documents and promulgation statements attached*) was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All, Nays: None. Motion Carried.

- Communication Plan
- Risk Communication Plan
- Pandemic Influenza Annex

Additional Information: Each year certain portions of the Carroll County General Health District's Emergency Response Plan (ERP) are required to be reviewed and updated based on lessons learned from drills, exercises, or real-world events.

- e. **Resolution 23-120** to approve the Federal Holiday Schedule for 2024 calendar year as stated below, and to include the day after thanksgiving as a paid holiday in this schedule was approved upon by motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None. Motion Carried.
- Monday, January 1 – New Years Day
 - Monday, January 15 – Birthday of Martin Luther King, Jr.
 - Monday, February 19 – Washington's Birthday
 - Monday, May 27 – Memorial Day
 - Wednesday, June 19 – Juneteenth National Independence Day
 - Thursday, July 4 – Independence Day
 - Monday, September 2 – Labor Day
 - Monday, October 14 – Columbus Day
 - Monday, November 11 – Veteran's Day
 - Thursday, November 28 – Thanksgiving Day
 - Wednesday, December 25 – Christmas Day

*Dan Trbovich made a motion change Juneteenth National Independence Day from Wednesday, June 19th to Monday, June 17th due to our Board of Health Meeting being on Wednesday, June 19th, Wendy Wiley seconded the motion. Ayes: All Nays: None Motion Carried.

- f. **Resolution 23-121** to approve the Board of Health Meeting Schedule for 2024 calendar year. All meetings will be the third Wednesday of each month at 5:30 p.m. at 301 Moody Ave. SW Carrollton 44615 (*See attached schedule*) was approved upon by motion by Susan McMillen with a second by Dan Trbovich. Ayes: All, Nays: None. Motion Carried.

- g. **Resolution 23-122** to approve the Nursing Supervisor position to become full-time at 32 hours per week, effective Tuesday, December 26, 2023, at the same rate of pay was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All, Nays: None. Motion Carried.

Additional Information: The Nursing Supervisor position was previously part-time up to 30 hours a week. There is a need in the Nursing programs oversight to increase this position to full time.

- h. **Resolution: 23-123** to approve entering into an agreement with Ian Slater for as needed project contractor at the rate of \$25/hour, not to exceed \$2,000.00 annually. This agreement is effective December 21, 2023, through December 31, 2024, was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All, Nays: None. Motion Carried.

Additional Information: We had a contract previously with Ian Slater for routine maintenance, this contract is more specific to individual projects with an increased hourly rate.

11. Old Business

- a. **Resolution 23-086** to approve the third and final reading for changes to the Point of Sale Policy as revised to have the policy reflect current practice. (*See attached Policy*) was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: All, Nays: None. Motion Carried.

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.

- b. **Resolution 23-096** to approve the third and final 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 Susan McMillen. 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.

*A copy of the letter to Sean Speedy by the Board of Health President and Health Commissioner with our response to his allegation of the Board of Health violating the sunshine laws was given to the Board of Health members.

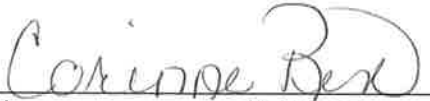
*A copy of the letter sent to Tom Konst by the Board of Health President and Health Commissioner with our response to his request last month for the Health Department to adopt a resolution requiring a septic design for a Site Review to be completed by a PE was given to the Board of Health Members.

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