



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

**Carroll County General Health District  
Minutes of the Board of Health  
April 19, 2023**

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

**Board of Health CEU – Impacts of Legalization of Marijuana**

**April 19, 2023 – 5:30 p.m.**

**Jodi Salvo, Empowered Tusc**

Dr. Walter S. Stine, Board President  
Susan McMillen, Board Vice President  
Bernie Heffelbower, Board Member  
Wendy Wiley, Board Member  
Dan Trbovich, Board Member  
Corinne Ren, Registrar/Administrative Assistant  
Courtney Grossman, Director of Environmental Health  
Nancy Schaar, Free Press Standard

**Call to Order:** Dr. Stine, President, called the meeting to order, with prayer, at 6:48 p.m.

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

**Staff Present:**

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

**Media:**

Nancy Schaar, Free Press Standard

## **Approval of Meeting Minutes:**

### **Meeting Minutes:**

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

## **Reorganization of the Board:**

### **President:**

Susan McMillen nominated Dr. Stine to continue as Board of Health President, Wendy Wiley seconded the motion. Ayes: All Nays: None Motion Carried.

### **Vice President:**

Wendy Wiley nominated Susan McMillen to continue to serve as Board of Health Vice President, Dan Trbovich seconded the motion. Ayes: All Nays: None Motion Carried.

## **Committee Appointments:**

**Personnel** – Dr. Stine appointed Susan McMillen & Wendy Wiley to continue to serve on the Board of Health Personnel Committee.

**Finance** – Dr. Stine appointed Bernie Heffelbower & Dan Trbovich to serve on the Board of Health Finance Committee.

\*Dr. Stine wants the Board of Health to consider a rotating President schedule for the following years.  
*For example:* The Board Member who is on their last year of their term take the President role.

## **Health Commissioner's Report:**

Health Commissioners report was presented by Kelly Engelhart, Health Commissioner

*\*See Carroll County General Health District Board of Health April 19, 2023, Power Point Presentation Attached*

- Facilitated meeting through OPHA for REHS agreement through Public Health Professional Services for coverage when Courtney is on maternity leave.
- Meeting with Conotton Valley School District about telehealth services with Aultman.
- Meeting with Center for Marketing and Opinion Research for the Community Health Assessment – Survey development.
- Participated and coordinated 9 CCGHD staff to assist in East Palestine – ODH requesting reimbursement from Norfolk Southern (\$4,099).
- Prepared and presented Annual Report at the District Advisory Council Meeting.
- Meeting with All three superintendents, FCFC, ADAMH Executive Director and HD on data results around mental health, substance use and resiliency.

## **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 April 19, 2023, Power Point Presentation Attached*

- Compiled and Submitted Accreditation Annual Report in e-PHAB.
- Completed and Submitted Child Fatality Review annual reporting documents on March 28, 2023.
- FY23 Public Health Workforce Grant Submission – Budget development
- Completed and submitted expenses to ODH for CCGHD response to East Palestine Trail Derailment in the amount of \$4,099.24.

## **Division Reports:**

*\*All Division Reports can be found in the Carroll County General Health District April 19, 2023, PowerPoint Presentation.*

## **Environmental Health Report:**

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

- Tina, Kevin, & Courtney attended Midwest Training put on by Ohio Department of Health.
- ODH Food Re-Survey – Virtual
- Implementing online scheduling for Point-of-Sale Evaluation Inspections.
- 3081 Apollo Rd. Mechanicstown – Re-Inspection for Court Case
  - Same condition – all parties have been served.
  - Court of Common Pleas Hearing Scheduled for May 31, 2023.

## **Public Health Nursing Report:**

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

- CPR Class was held for staff.
- Sara Atkinson, APRN, now coming to CCGHD weekly for Reproductive Health Needs/Prenatal Care.
- Kristen, Doug, Kristy, Anne, & Jessica all assisted at East Palestine Train Derailment.
- Carroll County partnered with Tuscarawas County is now a Project Dawn Site.
- Anne is now a certified NAMI support group facilitator.
- Covid-19 – 74 cases

## **Vital Statistics Report:**

Vital Statistics report presented by Corinne Ren, Registrar

- Total Revenue for March 2023 - \$4,194.00
- Total Death Certificates Purchased – 86
- Total Birth Certificates Purchased – 68
- Deaths filed for March 2023 - 21

## **Financial Report:**

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

*\*See March 2023 General and Grant Fund Balances in the April 19, 2023, PowerPoint Presentation*

- a. **Resolution 23-041** approval of the March 2023 budget as presented (Reference: *Budget Report*) was approved upon a motion by Wendy Wiley with a second from Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- b. **Resolution 23-042** to approve the payment of March 2023 expenses totaling \$178,445.96 (Reference: *March Expense Report*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes All Nays: None Motion Carried.
- c. **Resolution 23-043** to approve the increase in appropriations on April 3, 2023, in the following funds for small tools and equipment: 25000 – Health; 25059 – Public Health Emergency Preparedness; 25060 – Nursing; and 25090 – General Environmental to cover the expense of two new generators for the Health Department (Reference: *4/3 Appropriations*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.  
\*We got a contract to check our generators. The only thing that the upstairs generator was operating was the vaccine refrigerator. Nothing else was working on it.  
\*Dan Trbovich asked what we do with the old generators. Kelly replied that the company takes them for parts.
- d. **Resolution 23-044** to approve a refund to Tielle Miller in the amount of \$53.00 for a Commercial Temporary Food Permit was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- e. **Resolution 23-045** to approve the appropriation amendment on April 10, 2023, in the 25047 – Reproductive Health fund to cover expenses for the Local Public Health Services Collaborative (Reference: *April 10, 2023, Appropriation Amendment*) upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

## **New Business:**

- a. **Resolution 23-046** to approve to enter into an agreement with the Village of Carrollton for the analysis of wastewater samples through the Carrollton Wastewater Treatment Plant in the amount of \$50.00 per test panel, through April 20, 2024, was approved upon a motion by Dan Trbovich with a second by Susan McMillen. Ayes: All Nays: None. Motion Carried.
- b. **Resolution 23-047** to approve to enter into an agreement with the Ohio Environmental Protection Agency (OEPA) for CCGHD to administer the Mosquito Control Grant for Carroll County for April 20, 2023, through April 30, 2024, in the amount of \$25,000.00 was approved upon by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None. Motion Carried.

- c. **Resolution 23-048** to approve the signature of the promulgation statement by the Board of Health President, Mr. Scott Stine to adopt the Radiological Annex to CCGHD Emergency Response Plan was approved upon a motion by Dan Trbovich with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- d. **Resolution 23-049** approval of the Request for Qualifications (RFQ) for the selection of a Real Estate Agent for the sale of the property located at 24 Second Street Carrollton, Ohio was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

**Old Business:**

- a. Notice the public hearing for the Septic Review Expediated fee will be held prior to the next Board of Health Meeting on May 17, 2023, public notice was posted today April 19, 28 days prior to the meeting as required.

**Adjournment:**

Dan Trbovich made a motion to adjourn the April 19, 2023, Carroll County General Health District Board meeting at 7:47 p.m. Ayes: All Nays: None Motion Carried.

*The next meeting will be (Wednesday) May 17, 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