



**Carroll County General Health District  
Minutes of the Board of Health  
May 17, 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; 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:**

No media

**Public Hearing – Resolution 23-037:**

To establish an expediated plan review fee for the Sewage Program, in accordance with Ohio Revised Code 3709.09 revised after input from the public hearing las month (See Attached Exhibit A – Proposed Fees). This includes an expedited design review fee of \$1,000.00.

**Additional Information:** Due to setting an expedited plan review fee for the Food Safety Program, the CCGHD would like to implement an expedited fee for sewage treatment system designs. If this fee is paid, the CCGHD will review the plans within 24 hours of submission and payment.

**Guests Present for Public Hearing:**

John Ford, Advanced Excavating & Septic Services  
Chip Barnouse, Carroll County Resident

**Discussion:**

- Advance Excavating Septic Services stated they do septic systems, designs, service and maintenance.
- It was asked what the normal review time was, Courtney Grossman stated that it is five business days.
- Dr. Stine doesn't see the likelihood of anyone utilizing this service, but it will be here if they need it.

**Public Hearing over at 5:43 p.m.**  
**Returned to Regular Session at 5:43 p.m.**

### **Approval of Meeting Minutes:**

#### **Meeting Minutes:**

The minutes of the April 19, 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 Engelhart, Health Commissioner  
*\*See Carroll County General Health District Board of Health May 17, 2023, Power Point Presentation Attached*

- Public Affairs meeting with AOHC on the State Budget Bill Review
- Meetings with Aultman on the School Based Health Center sustainability and expansion.
- Attended the Public Health Conference April 24 – 26, 2023.
- Presented at the Septic Installers, Haulers, & Service Providers CE Training.
- Interviewed with Appalachian Community Grant for Project Manager.
- Worked with County and contractor on the new building projected for late June/July 2023.
- Meeting with Commissioner Modranski on Cleveland Clinic proposed expansion of health services to Carroll County.
- Hosted and Presented to Representative Robb Blasdell on PH Funding.
- Call with Senator Rulli on PH Funding.

### **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 May 17, 2023, Power Point Presentation Attached*

- Completed and submitted FY2023 Enhanced Operations Grant. 8/1/23 – 7/31/24.
- Attended the Child Abuse Prevention Breakfast on April 25<sup>th</sup>.
- Personnel Committee meeting on May 3<sup>rd</sup>.
- FY21 & FY22 Financial Audit preparation.

### **Division Reports:**

*\*All Division Reports can be found in the Carroll County General Health District May 17, 2023, PowerPoint Presentation.*

### **Environmental Health Report:**

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

- Tina, Kelly, & Courtney attended the Q & A meeting for Food Facilities to receive feedback.
  - Lead by Tina Bernard for 2022 inspection review

- ODA Food Survey – in office review
- Planning for the Septic Training for Contractors – May 2<sup>nd</sup>.
- Tire Recycling Event brought in around 1,800 tires.
- Mosquito Control Tech – started back to work – Gus Barns
  - Gus started trapping mosquitos the second week of May.

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

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

- Changed Electronic Health Records with Bridges to Wellness to Unite Us Platform.
- Nursing Division also changed Electronic Health Records to e-Clinical Works.
- Anne is now a certified NAMI support group facilitator and starting Hopeful Hearts in Carroll County.
- Libby attended OPHA conference.
- 5 - Lyme Disease cases in April.
- 17 - Covid-19 cases in April.

### **Vital Statistics Report:**

Vital Statistics report presented by Corinne Ren, Registrar

- 17 – Deaths filed
- 63 - Death Certificates Purchased (3 – Permitium)
- 47 – Birth Certificates Purchased (2 – Permitium)

### **Financial Report:**

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

*\*See April 2023 General and Grant Fund Balances in the May 17, 2023, PowerPoint Presentation*

- a. **Resolution 23-050** approval of the April 2023 budget as presented (Reference: *Budget Report*) was approved upon a motion by Bernie Heffelbower with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.
- b. **Resolution 23-051** to approve the payment of April 2023 expenses totaling \$152,722.51 (Reference: *April Expense Report*) was approved upon a motion by Susan McMillen with a second by Dan Trbovich. Ayes All Nays: None Motion Carried.  
\*Amy stated that April Transmittals were due to the State, which is usually over a thousand dollars each, generators were paid (\$8,500 came out of grant) and the new electronic health records was paid.
- c. **Resolution 23-052** to approve the increase in appropriations on April 20, 2023, in the 25047-Reproductive Health fund to cover the expense for contract services with the Local Public Health Services Collaborative for billing services (Reference: *4/20/23 Appropriation*) was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- d. **Resolution 23-053** to approve the appropriation amendment on May 1, 2023, in the 25060-Nursing fund moving \$8,000.00 from Worker’s Compensation to Supplies to cover supply expenses was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

- e. **Resolution 23-054** to approve the transfer of old account balances in the amounts of \$74.18 from 25001-CFHS FY08; \$36.89 from 25011-CFHS 2006/2007 and \$392.20 from 25151-Safe Communities to the General Health fund since these grants no longer exist; and to approve the transfer of an old account balance of \$337.63 from 20160-Injury Prevention fund due to this grant still existing for the health department. The transfers of these balances will allow for these funds to be deactivated. (Reference: Auditor Letter) was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.
- f. **Resolution 23-055** to approve the appropriations on May 17, 2023, in the 25001-CFHS FY08; 25011-CFHS 2006/2007; 25151-Safe Communities; and 20160-Injury Prevention funds to be able to transfer balances remaining in each of these funds per approval of Resolution 23-054 (Reference: 5/17/23 Appropriations) was approved upon a motion by Dan Trbovich with a second by Susan McMillen.

### **New Business:**

- a. **Resolution 23-056** approval of a new agreement with Aultman Orrville for the services of an Advance Practice Nurse specializing in Women's Health for the Reproductive Health and Wellness Program. The contract is for \$60/hour for 16 hours a month, not to exceed \$12,000.00 annually, was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None. Motion Carried.
- b. **Resolution 23-057** to approve the recommendations from the Personnel Committee that met on May 4, 2023, for the proposed changes to the Personnel Policy Manual as noted in Sections 4.4 Work Hours, 4.5 Alternative Work Schedules and 6.1 Benefits (See attached portions of Personnel Manual) was approved upon by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None. Motion Carried.
- c. **Resolution 23-058** to approve entering into an agreement with Simple HR Solutions for a human resource consultation not to exceed \$6,000.00 to facilitate organizational culture change as part of workforce development initiatives was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- d. **Resolution 23-059** to approve entering into a real estate agreement with Newell Realty and Auction real estate company after competitive bid for the sale of property located at 24 2<sup>nd</sup> St. Carrollton, OH 44615 was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: Wendy Wiley, Susan McMillen, & Bernie Heffelbower. (Dan Trbovich abstained from the vote). Motion Carried.

### **Discussion:**

Three realtors responded (Newell Realty & Auctions, Cutler Realty, and Kiko Company)

Dr. Stine feels we should award the bid to Newell Realty and Auctions, he did the appraisal. If the Board is not in agreement, he suggests doing it as a lottery.

Dan Trbovich asked if Newell Realty charged for the appraisal, Dr. Stine responded that he did not.

Dan Trbovich feels we should go with the cheapest bid. All bids came in at 6%.

Dan Trbovich asked what the money from the sale of the Second St. building would go for. Kelly Morris responded that it would go towards the new storage building being built on the Moody Ave. site and repairs.

**Old Business:**

- a. **Resolution 23-037** the Second Reading to establish an expediated plan review fee for the Sewage Program, in accordance with Ohio Revised Code 3709.09 revised after input from the public hearing last month (See attached Exhibit A – Proposed Fees). This includes an expedited design review fee of \$1,000 was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

**Executive Session:**

To convene into Executive Session at 6:43 p.m.

- a. Personnel Matters - for the evaluation of Kelly Morris, Health Commissioner

**Roll Call Vote:** Dr. Stine, yes; Susan McMillen, yes; Bernie Heffelbower, yes; Wendy Wiley, yes; Dan Trbovich, yes

Out of Executive Session and back into Regular Session at 6:50 p.m.

**Adjournment:**

A motion was made to adjourn the May 17, 2023, Carroll County General Health District Board meeting at 7:05 p.m. Ayes: All Nays: None Motion Carried.

*The next meeting will be (Wednesday) June 21, 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

