



**Carroll County General Health District
Minutes of the Board of Health
July 19, 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; Bernie Heffelbower, present;
& Dan Trbovich, present

Absent: Wendy Wiley

Staff Present:

Kelly Morris, Health Commissioner
Amy Campbell, Office Administrator
Corinne Ren, Administrative Assistant & Registrar

Media:

Nancy Schaar, Free Press Standard

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the May 17, 2023, meeting was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. 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 July 19, 2023, Power Point Presentation Attached*

June 2023

Facilitated the HR interventions with 1-on-1 interviews that began last week.

- Listed house on 6-14-23 for Second Street Carrollton with Bill Newell for \$78,500.
- Grant writing for Youth Resiliency Grant through ODH – competitive.

July 2023

- ~~Facilitated Carroll Youth Resiliency Collaborative (CYRC) meeting and applied for the Youth Resiliency grant through ODH. \$93,000.00/year; 3-year grant.~~
- Working with HR consultant on team building and organizational culture – presenting on July 26th staff meeting.
- Meeting with Commissioners and Engineering Firm hired for Stony Lake Sewage Treatment System with Tina Bernard.
- Attended the American Public Health Association (APHA) State Affiliate President Elect Conference in Washington DC July 16 – 18.

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 July 19, 2023, Power Point Presentation Attached*

- Prepared & Completed FY21 & FY22 Financial on May 22nd – waiting on report.
- Submitted Annual Financial Report, Costing Tool and Quality Indicators to ODH and Ohio Public Health Partnership on July 1, 2023.
- Attending the 2nd week of National Coalition Academy training in Tampa Florida from June 19 – 23, 2023. This training is a requirement for the Drug Free Communities grant.
- PHAB Annual report was approved, and feedback was provided on Quality Improvement projects.
- Planning meeting for Back-to-School Event on June 8th.
 - Carrollton – August 9th from 5:00 pm to 7:30 pm
 - Malvern – August 21st from 5:30 pm to 7:30 pm

Division Reports:

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

Environmental Health Report:

The Environmental Division report presented by Tina Bernard, Environmental Health Specialist

June 2023

- Provided training for Septic Contractors to obtain 3 continuing education credits to use in 2024 on May 2nd.
 - Another training will be held in the Fall/Winter 2023.
- Began partnership with Carroll County Soil & Water Conservation to collect ticks that will be submitted with weekly mosquito shipments. Sent the first shipment on June 1st.
 - Ticks will be tested for different pathogens including Lyme Disease. Our mosquito tech will plot where these are found on the live map for website.
- Courtney & Tina attended a Court Hearing for 3081 Apollo Rd. NE Mechanicstown on May 31st.

- BOH was given authority to abate the nuisance condition (clean-up by ServPro started on June 7th and was completed on June 9th). *Photos attached*

July 2023

- Tina met with Wayne Ruckman, Ryan Jellick, and Ben Palmer from the Water & Sewer Department and Road Department on June 6th to dye test the drains at the fairgrounds.
 - The drains used for mobile/temporary food vendors do not drain to sanitary sewer, they go to the roadside ditch. Each vendor will have an individual holding tank that will be disposed of into sanitary sewer for the 2023 fair season.
- Tina attended an arraignment for Timothy Tilmant and Jason Carman on June 21st.
 - Arraignment rescheduled due to no show.
- Tina inspected the first temporary tattoo event in Carroll County on June 30th, Bing Bong Ink at the 2023 Freedom Rally. Artists shared that they want to bring together more operators and have a larger temporary tattoo event here.

Public Health Nursing Report:

The Public Health Nursing Report presented by Kelly Morris, Health Commissioner

- Attending meeting with Aultman, ODH, Nationwide Children's regarding School Based Health Center and Wellness Center.
- Kristen and Jessica attended a Radiological Training at Summit County Public Health.
- Amy and Jessica attended meeting/training with Tusc and Harrison County on Project Dawn.
- Kristen completed FBI/CDC Criminal Epidemiological Investigation Workshop.
- Partnered OSU Extension and offering nutrition classes for June and July.

Communicable Disease Report for June 2023

- Chlamydia – 4; Lyme – 26; Gonococcal Infection – 1; Covid 19 – 8; CP-CRE – 1; Yersiniosis – 2.

Vital Statistics Report:

Vital Statistics report presented by Corinne Ren, Registrar

May 2023

- Death Certificates Purchased – 66
- Deaths Filed – 19
- Birth Certificates Purchased – 55

June 2023

- Death Certificates Purchased – 69
- Deaths Filed – 15
- Birth Certificates Purchased - 44

Financial Report:

Fiscal report presented by Amy Campbell, Office Administrator

**See May & June 2023 General and Grant Fund Balances in the July 19, 2023, PowerPoint Presentation*

- a. **Resolution 23-060** approval of the May & June 2023 budget as presented (Reference: *Budget Report*) was approved upon a motion by Dan Trbovich with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.
- b. **Resolution 23-061** to approve the payment of May 2023 expenses totaling \$126,237.04 (Reference: *June Expense Report*) was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes All Nays: None Motion Carried.
- c. **Resolution 23-062** to approve the payment of June 2023 expenses totaling \$120,109.33 (Reference: *May Expense Report*) was approved upon a motion by Bernie Heffelbower with a second by Dan Trbovich. Ayes All Nays: None Motion Carried.
Additional Information: Additional money needs to be appropriated in the General Health fund to cover contract service expenses. The community health assessment was not appropriated in the fund at the beginning of the year which is the main reason additional funds need to be appropriated in this account.
- e. **Resolution 23-064** to approve the appropriation amendments for \$3,300 in 20200-PH Workforce – Workers Compensation and \$10,000 in 20200-PH Workforce – Salaries to cover expenses was approved upon a motion by Dan Trbovich with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
Additional Information: Additional money needs to be appropriated in the line items to cover expenses for the remainder of the year.

New Business:

- a. **Resolution 23-065 Board of Health** to pass a resolution for the recommendation to the Carroll County Commissioners to establish a suicide fatality review Committee for Carroll County, Ohio, appointing the Health Commissioner to convene the committee (*See attached Resolution*), was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None. Motion Carried.
Additional Information: Ohio Revised Code 307.641 allows for the establishment of Suicide Fatality Review Committee to review deaths by suicide occurring in the county and requires that the establishment of the committee be formed by the County Commissioners.

- b. **Resolution 23-066** to approve the certification of \$4,322.66 to the tax duplicate for parcel #12-0000365.000 3081 Apollo Rd. NE Mechanicstown, OH 44651 for the cost incurred by the health district to abate the public health nuisance created by solid waste left on the vacant property (*See attached Resolution*) was approved upon by Dan Trbovich with a second by Susan McMillen. Ayes: All Nays: None. Motion Carried.
Additional Information: The certification covers the cleanup costs for ServPro of \$3,972.66 completed on 6-14-23 and the court costs of \$350.00 to file the complaint in Carroll County Common Pleas Court on February 8, 2023.
- c. **Resolution 23-067** Approval of a new agreement with Carrollton Exempted Village School District (CEVSD) to provide a Registered Nurse as their Elementary School Nurse compensating CCGHD for salary and benefits of the school nurse, not to exceed \$69,000.00 annually was approved upon a motion by Susan McMillen with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.
Additional Information: The CEVSD elementary school nurse retired at the end of last school year. We provided the district with a proposal outlining the benefits to the district hiring the school nurse through the health district. (*See attached proposal*)
- d. **Resolution 23-068** To approve to enter into an agreement with Carrollton Exempted Village School District (CEVSD) for the purposes of providing a telehealth nurse for the district for school year 2023/2024 not to exceed \$65,000 annually was approved upon a motion by Bernie Heffelbower with a second by Dan Trbovich Ayes: All Nays: None Motion Carried.
Additional Information: Kristy Visser used to serve in this capacity but will be moving into the full-time school nurse position. The school-based health center grant will provide funding for the first year and CEVSD will fund the second year.
- e. **Resolution 23-069** To approve to enter into an agreement with Brown Local School District for the purposes of providing a telehealth nurse for the district for school year 2023/2024 not to exceed \$65,000 annually was approved upon a motion by Susan McMillen with a second by Dan Trbovich Ayes: All Nays: None Motion Carried.
Additional Information: The school-based health center grant will provide funding for the 2023/2024 school year.
- f. **Resolution 23-070** To approve to enter into an agreement with Minerva Local School District for the purposes of providing a telehealth nurse for the district for school year 2023/2024 not to exceed \$65,000 annually was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None Motion carried.
Additional Information: The school-based health center grant will provide funding for the 2023/2024 school year.
- g. **Resolution 23-071** To approve the hiring of Crystal Patterson, RN at a rate of \$23.55/hour for the telehealth nurse position at Brown Local Schools for the 2023/2024 school year was approved upon a motion by Susan McMillen with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.
Additional Information: This position was vacant when Ember Newsome moved to the CEVSD telehealth position. Needed to fill the vacancy.

h. Resolution 23-072 To approve the hiring of Lee Anne Lindenbaum, RN at a rate of \$23.55/hour for the telehealth nurse position at Minerva Local School District for the 2023/2024 school year was approved upon a motion by Bernie Heffelbower with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

Additional Information: Wendy Gotschall, RN was filling this position part time last year and we needed to hire a full time RN for the telehealth position for this school year.

i. Resolution 23-073 To approve to create a nursing supervisor position in the Nursing Division and to appoint Douglas Hart, RN as the nursing supervisor effective July 24, 2023, at an increased hourly rate of \$25.00/hour was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None. Motion Carried.

Additional Information: With the expansion of school nursing and the community health workers, there are now 11 full time positions in Nursing and the span of control in personnel oversight needed to have an additional level of supervision.

Old Business:

a. Resolution 23-037 the Third and Final Reading to establish an expedited 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 Susan McMillen with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

Adjournment:

Susan McMillen made a motion to adjourn the July 19, 2023, Carroll County General Health District Board meeting at 6:36 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) August 16, 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