



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

**Carroll County General Health District  
Minutes of the Board of Health  
August 16, 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  
Jessica Slater, Director of Nursing  
Corinne Ren, Administrative Assistant & Registrar

**Media:**

Nancy Schaar, Free Press Standard  
Carol McIntire, The Messenger

**Approval of Meeting Minutes:**

**Meeting Minutes:**

The minutes of the July 19, 2023, meeting was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None – Motion carried.

## **Guests:**

Sean Speedy – Bureau of Worker’s Compensation Complaint from 2019

**Guests Present:** Sean Speedy, Michelle Speedy, & Penny Burkhart

*\*(See attached Bureau of Worker’s Compensation Complaint from 2019 Sean Speedy read and submitted)*

No Board action taken at this time. Dr. Stine will review the complaint submitted and if there is a response, he will bring it to the next Board of Health meeting.

## **Health Commissioner’s Report:**

Health Commissioners report was presented by Kelly Engelhart, Health Commissioner

*\*See Carroll County General Health District Board of Health August 16, 2023, Power Point Presentation Attached*

### **July**

- Sold the house on 2<sup>nd</sup> Street - \$68,000.00 cash – proceeds to Board of County Commissioners.
- Storage Building completed – move items next week.
- Meeting with Board of Commissioners and Engineering contractor on Stony Lake Sewage Treatment design planning.
- Meeting (s) with Conotton Valley School Board regarding providing telehealth services to their students and staff.
- Meeting with Appalachian Grant Project Manager.
- Attended the American Public Health Association Meeting for President Elects for the state associations in Washington DC.
- Facilitated the Workplace Profile assessments and training with HR Consultant – Staff Meeting in July.

### **July/August**

- Was selected to be a community Mentor for Conotton Valley School District – a new program spearheaded by the superintendent Mr. Zucal – participated in the initial kick off meeting.
- Participated in Continuity of Operations Planning session for Emergency Preparedness, identified area of improvement if a disaster would affect the health department facility.
- Participated in training for Motivational Interviewing – how to change behavior by how you communicate, geared for Mental Health, but, useful in motivating change everywhere.

## **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 August 16, 2023, Power Point Presentation Attached*

- New employee onboarding and training August 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup>.
- Employee Evaluations – Probationary and Nursing Staff.
- Working to prepare FY24 Budget for September approval.

- Participated in the Carrollton Back to School Bash, Wednesday, August 9<sup>th</sup>.
  - Upcoming: Malvern, August 21<sup>st</sup> from 5:30 to 7:30 p.m.
  - Upcoming: Conotton Valley, August 22<sup>nd</sup> from 6:00 to 7:30 p.m.

## **Division Reports:**

*\*All Division Reports can be found in the Carroll County General Health District August 16, 2023, PowerPoint Presentation.*

## **Environmental Health Report:**

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

- Tina Bernard, EHS, attended the court hearing for Timothy Tilmant.
  - Mr. Tilmant was granted an extension until the end of September to clean up properties 8095 and 8085 Kensington Road.
  - Mr. Tilmant was granted an extension until the end of December to clean up properties 8075 and 8077 Kensington Road.
- Tina Bernard, EHS, attended the court hearing for Jason Carman.
  - Mr. Carman was granted an extension until the end of September to organize and clean up the tires on his property. He was invited to participate in the Fall Tire Recycling Event on September 30<sup>th</sup>.
- Tina Bernard, EHS, and Kelly Morris, HC, attended a meeting with Chris Modranski and Ron Nuzzolillo from the Commissioner's Office and The Thrasher Group on phase one for Stony Lake Sanitary Sewer Project.

## **Public Health Nursing Report:**

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

- ODH CMH Consultant completed her annual visit with Tonya and Wendy.
- Doug completed training with Bridges to Wellness.
- Finished reapplying for the Cribs 4 Kids Grant.
- Worked with Aultman and the Conotton Valley Administration on proposal for TeleHealth Services.
- Wrapped up SNAP food cooking days. Working with SNAP to offering mobile cooking classes in client's homes.
- Sarah, the Nurse Practitioner, is starting home visits for first postpartum visit 2 weeks after delivery.
- Kristen graduated with her master's in public health.
- Brittnee is now a Certified Car Seat Technician.

## **Communicable Disease Report for July 2023**

- Chlamydia – 5; Lyme – 52; Covid-19 – 11; Syphilis – 1; Streptococcus Pneumoniae – 1.

## Vital Statistics Report:

Vital Statistics report presented by Corinne Ren, Registrar

### July 2023

- Death Certificates Purchased – 79
- Deaths Filed – 17
- Birth Certificates Purchased – 41

## Financial Report:

Fiscal report presented by Amy Campbell, Office Administrator

*\*See July 2023 General and Grant Fund Balances in the August 16, 2023, PowerPoint Presentation*

- a. **Resolution 23-074** approval of the July 2023 budget as presented (Reference: *Budget Report*) was approved upon a motion by Wendy Wiley with a second from Dan Trbovich. Ayes: All Nays: None Motion Carried.
- b. **Resolution 23-075** to approve the payment of July 2023 expenses totaling \$156,141.38 (Reference: *July Expense Report*) was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes All Nays: None Motion Carried.  
\*Amy stated that some big expenses were included in this month's bills. (Liability Insurance & Transmittals for Vital Statistics and Environmental Programs).
- c. **Resolution 23-076** to approve the increase in appropriations on July 20, 2023, in the 25080-Septic fund to cover the remaining expenses for 2023(Reference: *07/20/23 Appropriations*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes All Nays: None Motion Carried.  
**Additional Information:** In reviewing the initial budget for 2023 and looking at additional expenses for the year, additional funds needed to be appropriated for supplies, fringes, and remittance to state to cover the remaining expenses. This fund was not fully appropriated to its maximum budget therefore the additional appropriation was able to be made and still project a carry over for this fund at the end of 2023.
- d. **Resolution 23-077** to approve the following appropriation amendments to cover expenses (Reference: *3 Dated Appropriation Amendments*)
  - July 20, 2023, in the 25080-Septic Fund
  - July 27, 2023, in the 20299-Public Health Workforce; 25059-Public Health Emergency Preparedness; 25070-Water; 25161-Injury Prevention; and 20206-Enhanced Operations Funds; and on
  - August 4, 2023, in the 25060-Nursing Fund.  
was approved upon a motion by Dan Trbovich with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- e. **Resolution 23-078** to approve an increase in salary for Kristen Long, MPH, BA to \$20.50/hour for the completion of her master's in public health (MPH) Degree and the promotion to the role of Epidemiologist/Emergency Preparedness Coordinator was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.  
**Additional Information:** Kristen was promoted to this role in January 2023, with the anticipation of her completion of her MPH degree in August 2023, at which time she would have an increased salary.

**New Business:**

- a. **Resolution 23-079** to approve an amendment to the contract with Simple HR Solutions, LLC for general HR support and consultation at a rate of \$125/hour not to exceed \$10,000 annually was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None. Motion Carried.

**Additional Information:** The original agreement signed in May was specific for team development. We would like to retain Simple HR Solutions, LLC for ongoing HR support. We currently use attorney David Kessler for HR needs at a much higher cost to the department.

- b. **Resolution 23-080** to approve to enter a Memorandum of Understanding (MOU) with the Board of Commissioners for the storage of their tractor/mower and trailer in the new garage built by the Board of Commissioners with the proceeds of the sale of the property on Second Street was approved upon by Bernie Heffelbower with a second by Dan Trbovich. Ayes: All Nays: None. Motion Carried.

**Additional Information:** The Board of Commissioners requested to use the right side of the garage temporarily to store a new tractor/mower and trailer they purchased until they can secure different storage arrangements.

**Old Business:**

**Adjournment:**

Bernie Heffelbower made a motion to adjourn the August 16, 2023, Carroll County General Health District Board meeting at 6:31 p.m. Ayes: All Nays: None Motion Carried.

*The next meeting will be (Wednesday) September 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