



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

**Carroll County General Health District
Minutes of the Board of Health
January 17, 2024**

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

Media:

No media

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the December 20, 2023, meeting was approved upon a motion by Susan McMillen with a second by Wendy Wiley. 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 January 17, 2024, Power Point Presentation Attached*

- Coordinated a joint workgroup between AOC and OPHA to seek Medicaid funding for public health nurses to get paid for providing home visiting beyond CMH.
- Finalized the Carroll County Senior Services program a partnership with Aultman and Friendship Center to conduct home risk assessments to seniors.

- Working with United Way on Emergency Assistance coordination and voucher program for eligible families to obtain birth certificates.
- Attended SpringVale's Press Conference on changes to crisis intervention services.
 - Telehealth and Urgent Care model of service delivery.
- Organized garage for annual record retention day – annually destroying documents that can be per the record retention policy and moving documents to storage from within the health department.
- Met with Commissioner Modranski and core group who is interested in seeking funding to start a Cooperative Farm to table Market in Carroll County.
 - The Cooperative Farm Market would be a place where farmers can come in and sell their products, like a consignment for Agriculture products. Trying to get grant funding for this project. Right now, looking into purchasing the old D & D building on Canton Rd.
- Working on IT compliance and electronic data management for consistency across the health department.
- Participated in several United Way funding meetings – accepted to apply for funding for building parenting skills and peer to peer mentoring – Due the end of this month.
- Facilitated a task force meeting with core youth leaders on strategic planning for prevention programing across the county.
 - Big picture – Collective Impact
 - Coordinate service gaps
 - Coordinate funding resources
 - Move to collaborative efforts

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 January 17, 2024, Power Point Presentation Attached*

- Working on new financial reports for 2024 and building financial performance measures in Clear Impact.
- United Way grant funding meeting with Kelly and Lisa on 01/09/2024.
- Strategic Prevention Task Force meeting on 01/12/2024.
- Completed our entity renewal in the System for Award Management (SAM.gov).
- Meeting with OSU extension on 01/17/2024 to work on prevention programming collaboration.
- Began our Annual Report for Accreditation that is due 03/31/2024. (*this is our 2nd annual report for Accreditation*)

Division Reports:

**All Division Reports can be found in the Carroll County General Health District Board of Health January 17, 2024, PowerPoint Presentation (Attached)*

Environmental Health Report:

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

- OEHA Director's Meeting
- APS & Dog Warden Case – still working on this case with Wendy Gotschall and Dog Warden.
- Started covering Point of Sale Program/Septic Field Inspections. Kevin started paternity leave the end of December.

Public Health Nursing Report:

The Public Health Nursing Report presented Jessica Slater, Nursing Director

- Doug and Anne attended the Local Public Health Collaborative Billing Conference.
- Jessica completed Cribs 4 Kids Program Site Visit from Stark County Health Department.
- Kristen attended Healthcare Coalition Meeting and Public Health Emergency Response meeting with the Northeast Region at Summit County Public Health.
- Anne, Jaycee, and Jessica completed the billing training with the Local Public Health Collaborative.
- Worked on ADAMS Board and received 15 Naloxone Boxes to put into the community with 2 doses of Narcan.

Communicable Disease Report for December 2023

Presented by Jessica Slater, Nursing Director

- Chlamydia – 1; Covid 19 – 116; Lyme – 4; Campylobacteriosis – 2; Hepatitis C – Chronic – 1; Influenza Associated Hospitalization – 7; Meningitis – Bacterial (Not N. Meningitidis) – 2; Streptococcus Pneumoniae – 1.
- There were 156 cases of Lyme Disease reported in 2023.
- Carroll County reported Covid 19 cases from 2022 to 2024: 2022 – 1,937 cases; 2023 – 579 cases; 2024 – 55 cases.
- Carroll County reported Influenza hospitalizations from 2022 to 2024: 2022 – 22; 2023 – 22; 2024 – 2.

Vital Statistics Report:

Vital Statistics report presented by Corinne Ren, Registrar showing mortality data by cause of death monthly and YTD. Kelly discussed how we will be doing an analysis of our mortality data to better understand the demographics by gender and age as well as linking the secondary causes of death as sometimes this demonstrates a better picture of chronic disease management needed to address the top 3 leading causes of death.

December 2023

- Death Certificates Purchased – 85
- Birth Certificates Purchased – 25
- 29 Deaths in December (*10 were heart related*)

Financial Report:

Fiscal report presented by Amy Campbell, Office Administrator

**See December 2023 General and Grant Fund Balances in the January 17, 2024, PowerPoint Presentation*

- a. **Resolution 24-001** approval of the December 2023 budget as presented (Reference: *Budget Report*) was approved upon a motion by Bernie Heffelbower with a second from Dan Trbovich. Ayes: All Nays: None Motion Carried.

2023 Revenue vs Expenses Summary:

- \$48K in General Funds (POS fee not adjusted until mid-year, Nursing billing transition, and delay in receiving funds.
- \$127K in Grant Funds (Enhanced Operations and Public Health Workforce)

Expense Summary:

- Full year of operating at full staffing capacity
- Additional Full-Time School Nurse
- 3 Part-Time employees went to Full-Time.
- 13% Health Insurance Increase.
- Operational expenses – Community Health Assessment, Generators, Public Health Accreditation additional fee, Social Media Contract, Local Public Health Collaborative.

2024 Budget Adjustments:

- Nursing Program Analysis – evaluating new program revenue – Reassigned staffing roles in Nursing. Spreading staff more through grants to cover expenses, moving Community Health Worker into Administrative Assistant role.
- Additional Grant Funding: Carroll Cares, Uplifting Carroll Families, Adolescent Health (Youth Resiliency), Preconception Health, Healthy Aging Grant collaboration.
- Cost Methodologies – Increase in Food fees, POS increase completed in 2023, currently in the process of conducting other program cost analysis.

- b. **Resolution 24-002** to approve the payment of December 2023 expenses totaling \$137,182.69 (*Reference: December Expense Report*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

- c. **Resolution 24-003** approval to reverse the year end advance of \$10,000.00 from the Public Health Workforce Fund (20200) back to the General Health Fund (25000) that was completed in November 2023: (*Reference: Reverse Advance Letter*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
Additional Information: All advances completed at year end to cover negative fund balances need to be repaid and put back into the General Health fund at the beginning of the year.
- d. **Resolution 24-004** approval to reverse the year end advance of \$10,000.00 from the Covid-19 Enhanced Operation Fund (20206) back to the General Health Fund (25000) that was completed in November 2023 (*Reference: Reverse advance letter*) was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: All, Nays: None Motion carried.
Additional Information: All advances completed at the end of the year to cover negative fund balances need to be repaid and put back into the General Health fund at the beginning of the year.
- e. **Resolution 24-005** the Carroll County Board of Health authorizes the Health Commissioner and/or Office Administrator to approve and expedite the following fiscal activities for calendar year 2024 (Appropriations & Appropriation Amendments, Payroll, & Accounts Payable) was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All, Nays: None Motion carried.

New Business:

- a. **Resolution 24-006** First Reading to amend fees in the Food Safety Program for vending and the Non-Commercial Risk Level 2>25,000 sq. ft. fee in accordance with the Ohi Revised Code 3717.07 (B) (7) as well as Ohio Administrative Code 3701-21-02.1 (A) (5) (See attached Exhibit A – Amended Fees) was approved upon a motion by Susan McMillen with a second by Dan Trbovich. Ayes: All, Nays: None Motion Carried.
Additional Information: ODH reviewed our cost analysis for the food program and observed that we had a misprint for our Non-Commercial Risk Level 2>25,000 sq. ft. fee. We had approved a fee of \$161.50, but it should have been \$161.75. ODH also said that our vending fee could only be raised by the consumer price index of 6.5% of our local fee from 2023. Therefore, our fee needs to be adjusted from \$35.00 to \$8.24.
- b. **Resolution 24-007** to rescind the late fee for the temporary food license that was established by Resolution 23-012 in January 2023 was approved upon by motion by Wendy Wiley with a second by Susan McMillen. Ayes: All, Nays None. Motion Carried.
Additional Information: When ODH reviewed our cost analysis, they informed us we would not be able to have this late fee because per Ohio Revised Code 3717 it considers temporary licenses as non-renewable, and only renewable licenses can be assessed a late fee.

- c. **Resolution 24-008** to enter into a Confidentiality and Nondisclosure Agreement with Ruts CG, LLC to perform a network and domain infrastructure assessment to determine the sustainability and continuity of services for the health districts electronic file management systems. The agreement is an hourly rate of \$120/hour and is estimated to take between 3 – 5 days to complete was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
Additional Information: I asked Jason Rutledge, owner and CEO of Ruts CG (RGC) to help us with electronic management organization. He briefly reviewed our electronic storage and systems and identified areas of concern that we were unaware were problems.
- d. **Resolution 24-010** to approve the renewal of the Tuberculosis Services Contract with Carroll County Board of Commissioners for Carroll County General Health District to be designated as the tuberculosis Control Unit for Carroll County for calendar year 2024 ad will compensate the health district \$8,000.00 for the services was approved upon a motion by Susan McMillen with a second by Dan Trbovich. Ayes: All, Nays: None. Motion Carried
Additional Information: The Ohio Revised Code 339.72 requires the Board of Commissioners for each county to appoint an agency to manage the services for testing, treatment, and control of the spread of tuberculosis.
- e. **Resolution 24-011** approval to enter into an agreement with the Carroll County Board of Commissioners (BOC) for services CCGHD is providing for the Healthy Aging Grant. The agreement is effective February 1, 2024, through June 30, 2024 and will pay \$400/day not to exceed \$15,000 for CCGHD to provide a registered Nurse to work in collaboration with the Senior Friendship Center and Aultman Hospital Occupational therapy to conduct home risk assessments for senior citizens living in Carroll County was approved upon by motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None. Motion Carried.
Additional Information: The BOC are the recipients of funding from the Ohio Department of Aging in the Healthy Aging Grant. The intention of these funds is to provide one-time assistance to seniors to help them live independently and stay in their homes safely.


Old Business:

Adjournment:

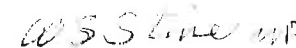
Dan Trbovich made a motion to adjourn the January 17, 2024, Carroll County General Health District Board meeting at 6:48 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) February 21, 2024, 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