



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

**Carroll County General Health District
Minutes of the Board of Health
October 16, 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 5:30 p.m.

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

Absent: Dan Trbovich

Staff Present:

Amy Campbell, Office Administrator

Tina Bernard, Director of Environmental Health

Jessica Slater, Director of Nursing

Corinne Rogers, Administrative Assistant & Registrar

Absent: Kelly Morris, Health Commissioner

Media:

No media

Approval of Meeting Minutes:

The minutes of the September 18, 2024, meeting was approved upon motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None – Motion carried.

Health Commissioner's Report:

Amy Campbell, Office Administrator provided a couple updates for Kelly Morris, Health Commissioner

- The second Youth Strategic Planning session meeting with You Thrive was on October 10th.
- Kelly Morris, Amy Campbell and Matt Campbell, Superintendent of Carroll County Board of Developmental Disabilities participated in the Intellectual Development Disabilities Inclusion Project with the Special Olympics on October 1st at Franklin County Public Health Department. Discussion and the development of some action steps on how to include our population with intellectual and developmental disabilities in our Community Health Assessment process was identified during this meeting.

Office Administrator/Accreditation Coordinator:

Office Administrator/Accreditation Coordinator report was presented by Amy Campbell, Office Administrator/Accreditation Coordinator

- Budget Work: EH Cost Methodologies.
- Attended the Intellectual Development Disabilities Inclusion Project with the Special Olympics meeting on October 1st with Kelly and Matt Campbell.
- Attended the Ohio Health Policy Summit with Lisa and Angie on October 3rd.
- Attended the 2nd You Thrive Youth Prevention Strategic Planning session on October 10th.

Division Reports:

**All Division Reports can be found in the Carroll County General Health District Board of Health October 16, 2024, PowerPoint Presentation (Attached)*

Environmental Health Report:

The Environmental Division report presented by Tina Bernard, Director of Environmental Health

- 416 S. Lisbon St., bat nuisance – Hearing 10-9-24.
 - Bats have been removed and openings have been sealed. Landlord plans to demolish home instead of abating lead issue. The tenant plans to relocate by November 1st.
- 8th St. Nuisance, cockroach nuisance – Reinspection 9-6-24
 - JFS's PRC program has approved the homeowner's application to pay for the extermination and spraying every other month for a minimum of one year to resolve the infestation.
 - CCGHD will continue to monitor the situation on a bimonthly basis.
- 4334 Lunar Rd., Septic Replacement
 - JAM Construction completed the installation and CCGHD inspected on 10-7-24.
- Mobile Home Park inspections are almost wrapped up – need to be done by the end of October.
- Retire the Tire Event on 10-5-24 was a success bringing in 1070 tires for recycling.
- Continue to be very busy with septic system installations and point of sale evaluations.
- Tina and Bri met with Courtney to wrap up the pending items to prepare for her last day in the office on 10-11-24.

Public Health Nursing Report:

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

- Cribs FY24 finished and goal met of 36 cribettes passed out.
- Doug completed Back to School Immunization Clinic at Brown Local Schools.
- Kristy, Doug, and Jessica screened 350 students in 2 days for vision and hearing.
- Jessica completed Helping Children with Loss program.

- Continue Dialysis meetings with Davita, Community Partners, and Citizens.
- Harm Reduction Boxes placed at CCGHD upper level and at Southeast Healthcare.

Communicable Disease Report for September 2024

- Covid - 57
- Lyme – 8
- Campylobacteriosis - 1
- Hepatitis C – 1
- CPO – 1
- E. Coli Shiga toxin Pro. - 1
- Cryptosporidiosis – 1
- C. auris - 1

Vital Statistics Report:

Vital Statistics report presented by Corinne Ren, Registrar showing mortality data by cause of death monthly and YTD.

September 2024

- Death Certificates Purchased – 83
- Birth Certificates Purchased – 39
- Deaths in September - 18
- Leading cause of death for September is heart disease.

Financial Report:

Fiscal report presented by Amy Campbell, Office Administrator

**See General and Grant Fund Balances in the October 16, 2024, PowerPoint Presentation*

- a. **Resolution 24-100** approval of the September 2024 budget as presented (*Reference: September Budget Report & Budget Summary*) was approved upon a motion by Wendy Wiley with a second from Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- b. **Resolution 24-101** to approve the payment of September 2024 expenses totaling \$131,310.63 (*Reference: September 2024 Expense Report*) was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

New Business

- a. **Resolution 24-102** approval to enter into an agreement with Charles E. Harris & Associates, Inc. to prepare the financial statements each year required for the Auditor of State for the years ending 2024 – 2028, at the following rates, not to exceed 2024 - \$650; 2025 - \$725; 2026 - \$800; 2027 - \$875; and 2028 - \$950 was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: all Nays: None Motion Carried.

Additional Information: The Carroll County Auditor secures the services of Charles E. Harris & Associates to prepare the notes to the financial statements in accordance to the Auditor of State

requirements that are submitted in the annual Henkel report.

- b. **Resolution 24-103** Approval to enter into an agreement with Stark County Combined General Health District to provide plumbing inspection services for commercial projects in Carroll County, Ohio for the term January 2025 – December 31, 2030, with compensation set with the fees established per the agreement (*Reference: See the attached agreement*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

Additional Information: Commercial facilities are required by the Ohio Plumbing Code Chapter 51 and Ohio Administrative Code 41:2-51 to have qualified plumbers review commercial plans and inspect commercial plumbing. Stark County has provided this service to CCGHD for many years.

- c. **Resolution 24-104** Approval to enter into an agreement with Stark County Combined General Health District for the FY25 Child Injury Prevention Grant, through the Ohio Department of Health in the amount of \$27,000 effective October 1, 2024 – September 30, 2025, was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: This is a continuation grant where the health department will continue to focus on Child Passenger Safety and Adverse Childhood Experiences activities.

- d. **Resolution 24-105** to approve the First Reading to amend and/or establish Food Service Operation (FSO) and Retail Establishment (RFE) license fees for the 2025 licensee year (*Reference: Proposed Food Fees & Cost Methodology Spreadsheet*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

Additional Information: Ohio Administrative Code 3701-21-02.2 requires an annual cost methodology to be completed and submitted to the Ohio Department of Health and Ohio Department of Agriculture for both the FSO and RFE licenses for the previous fiscal year. The proposed fees are calculated based on the actual cost in administering and enforcing Chapter 3717 – Ohio Uniform Food Safety Code.

- e. **Resolution 24-106** to approve the First Reading to amend and/or establish fees for the Sewage Treatment Program fees, effective January 1, 2025, in accordance with fee schedule attached (*Reference: Proposed Sewage Treatment System Fees & Cost Methodology Spreadsheet*) was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None Motion carried.

Additional Information: Household sewage treatment fees have not been increased since 2017. Fees proposed were established since 2017. Fees proposed were established based on the Environmental Health Cost Methodology completed for the Sewage Treatment System program, in accordance with Ohio Revised Code 3709.09. The fees being proposed to amend and establish are necessary to help cover the costs for the work being performed by CCGHD for these services.

- f. **Resolution 24-107** To approve the First Reading of the amended Body Art Permit fees effective January 1, 2025, in accordance with the attached fee schedule (*Reference: Proposed Body Art Fee*) was approved

upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

Additional Information: Fees proposed were established based on the Environmental Health Cost Methodology completed for the Body Art program, in accordance with Ohio Revised Code 3709.09. The temporary event body art fee needs decreased to reflect a 1-to-5-day operation instead of the current fee where it is the same fee as a facility operating for a full year.

g. Resolution 24-108 to approve October 16, 2024, appropriation amendments in the following funds to cover remaining year expenses (*Reference: 10/18/24 Appropriation Amendments*) was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

- 20120 – Mosquito Control Fund
- 20125 – Adolescent Health Fund
- 25030 – Food Fund
- 25047 – Reproductive Health Fund
- 25059 – Public Health Emergency Preparedness Fund
- 25070 – Water Fund
- 25080 – Septic Fund
- 25090 – Environmental Health; and
- 25162 – Drug Free Communities Fund

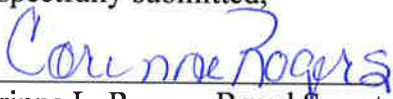
Old Business:

Adjournment:

Bernie Heffelbower made a motion to adjourn the October 16, 2024, Carroll County General Health District Board meeting at 6:38 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) November 20, 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. Rogers, Board Secretary


Dr. W.S. Stine, Board President