



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

**Carroll County General Health District
Minutes of the Board of Health
November 20, 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; & Dan Trbovich, present

Staff Present:

Kelly Morris, Health Commissioner
Amy Campbell, Office Administrator
Tina Bernard, Director of Environmental Health
Jessica Slater, Director of Nursing
Corinne Rogers, Administrative Assistant & Registrar

Guests:

Gary Juwell, Great Trail Festival (Temporary Food License Fees)
Cutter Crall, C & R Services (Service Provider Registration Fees)
Jake Delagrange, (Septic System)

Media:

No media

Approval of Meeting Minutes:

The minutes of October 16, 2024, meeting was approved upon motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None – Motion carried.

Public Hearing:

Attending Public Hearing:

- Gary Juwell, Great Trail Festival (Temporary Food License Fees)
- Cutter Crall, C & R Services (Service Provider Registration Fees)

Resolution 24-104 – Dr. Stine did the second reading for Resolution 24-104 to amend and establish Food Service Operation (FSO) and Retail Food Establishment (RFE) Fees for 2025 Licensure Period.

- Dr. Stine asked Gary Juwell if he would like to comment: Gary Juwell didn't understand why the Temporary Food License fee increased so much this year. Amy Campbell explained that ODH requires we do a cost methodology on our program fees each year to determine if fees need increased or decreased. The State provides us with a spreadsheet to input the information which includes employee hours worked in the program, revenue, and total hours worked in the program. This year's cost methodology was looking at licensing year 2023. The employee hours were increased. Risk Levels and Mobiles pretty much stayed the same. We had an increase in Temporary Food License (8) which made that fee increase.

Jake Delagrange asked why the risk level fees go up differently, what is the difference between the risk levels. Tina replied that Risk Level 1 is like our Dollar General Stores that serve prepackaged foods. The riskier the product gets, the higher the Risk Levels go. For example, The Chop House is a Risk Level 4, reheating products increase them to a Level 4.

Resolution 24-106 – Dr. Stine did the second reading for Resolution 24-106 to amend and establish Sewage Treatment System Program fees effective January 1, 2025.

Dr. Stine asked if anyone had any questions:

Cutter Crall, from Crall and Roghelia Services, wanted to know why we are charging service providers for a fee on O & M instead of the customers.

Tina replied that after consulting with other counties, the consensus is that it is more effective to bill service providers instead of homeowners individually.

Cutter claims that other counties do it the other way. He said service providers say if we do it that way, they will not work in our county. He feels that service providers are paying us to do our job.

Tina said that we are still going in the field monitoring all the contracts. On our side of things, there is office work and field work with each contract, so a fee needs to be assessed. This is an unfunded mandatory program implemented by the State.

Cutter stated that the O & M program should not be to push more fees on them.

Kelly said that this is an unfunded mandate by the state, but we must ensure work is being done. We are trying to figure out the best way to do this.

Tina said we will keep reviewing, if fees need to be increased or decreased, we will do it. We are not allowed to make money off programs. We are planning to bill service providers quarterly to see how it rolls out and we will continue to want feedback from service providers during this process.

Resolution 24-107 – Dr. Stine did the second reading for Resolution 24-107 to amend and establish the Body Art Program fees effective January 1, 2025.

- No Discussion

*Dr. Stine declared the Public Hearing over at 6:30 p.m.

Guest:

Jake Delagrange

Dr. Stine introduced Jake Delagrange to the Board to address concerns he has about his septic system located at 4237 Waynesburg Rd. NW Carrollton.

Dr. Stine asked Jake what he wanted to discuss.

Jake said he wanted a variance on his septic system.

Tina replied that with the proposed design options, a variance is not needed.

Kelly - from our understanding you wanted to abandon the system and do another one. Two design options were designed for your residence. We have been waiting for you to choose which design you wanted to go with.

Jake - was concerned that sewage would go onto his neighbor's property.

Tina – the way the systems are designed, sewage will not go onto neighbor's property.

Dr. Stine – asked Jake how many times he has been in contact with our Sanitarian's since the September Board meeting.

Jake - replied that he has contacted them 2 times.

Tina – we have not heard from Jake since the September Board meeting; however, we were informed by board members that he reaches out to them directly.

Jake – said he had someone come in to pull a septic permit and we refused to give them one.

Kelly – no one has been in to get a septic permit for your property. We could not give one for the property until you choose the design you want to move forward with.

Dr. Stine – told Jake that he needed to interact with our Sanitarians during work hours to get this resolved instead of coming to the board meetings expecting resolution.

Jake – so what you are saying is I am a big waste of your time?

Dr. Stine – no, you need to work with the Sanitarians during office hours to get this resolved.

Jake got up and walked out.

*Dr. Stine turned the running of the meeting over to Vice President Bernie Heffelbower at 7:00 p.m.

Health Commissioner's Report:

Kelly Morris, Health Commissioner, provided the Health Commissioner report for Board Review:

- Strategic Planning for Youth
 - You Thrive Consultant
 - Planning Committee
- Mental Health and Substance Use Planning with Natalie Bollon-Executive Director of ADAMHS Board
- Awarded Healthy Eating Active Living mini grant \$12,000 to conduct health eating assessment – targeting Malvern area.
- Presented on Advocacy with President of AOHC at the OPHA Public Health Nursing Conference on November 8th.
- Working with OPHA on the Equity event – Poverty as a Root Cause of Poor Health November 21st 10:00 am – 2:00 pm, first session of 3-part series.

Office Administrator/Accreditation Coordinator:

Amy Campbell, Office Administrator/Accreditation Coordinator, provided the Office Administrator/Accreditation Coordinator report for Board Review:

- Budget Work: End of Year (Transfers, Amendments, Appropriation Decreases).
- HEAL (Healthy Eating Active Living) Project – PSE Assessment Training.
- Met with Ohio Means Jobs for Youth Workplace Experience opportunities.
- Youth Programming Strategic Planning Meetings.

- Internet/Phone Discussions with Jason Rutledge.
- Clear Impact Training (Performance Management Dashboard) in Athens.

Division Reports:

**All Division Reports can be found in the Carroll County General Health District Board of Health November 20, 2024, PowerPoint Presentation (Attached)*

Environmental Health Report:

Tina Bernard, Director of Environmental Health, provided the Environmental Division report for Board Review:

- 416 S. Lisbon St. Carrollton Bat Nuisance – Hearing was set for 11/2/24 but was rescheduled for 11/21/24.
- 8th St. Carrollton Cockroach Nuisance – Last update 11/15/24:
 - Home is still under contract with pest company, continuing to spray and place bait.
 - CCGHD will continue to monitor the situation on a bimonthly basis.
- All seasonal inspections are completed including food, temporaries, camps, and manufactured home parks.
- Continue to be very busy with septic system installations and point of sale evaluations.
- Stony Lake/Vo Ash Sewer Project Update:
 - Stony Lake refuses to allow property transfers on failed systems without a replacement.
 - Kelly and Tina are working on GAP Analysis and will meet with the OEPA.
 - Thrasher and Commissioner’s are still working on funding opportunities and designs.
- Tina has been attending HEAL meetings with Kelly and Amy (Healthy Eating and Active Living).
 - Goal is to improve access to healthy foods in our community particularly in the Malvern Community.

Public Health Nursing Report:

Jessica Slater, Director of Nursing, provided the Nursing Division report for Board Review:

- Douglas Hart resigned, posted for a part-time nurse.
- Divided up Doug’s programs amongst Tonya and Jessica.
- Kristen is working on Chemical Spill Table-Top Exercise for this grant year with the Region
- DOT pre-employment testing for County agencies started.
- ODH giving extra funding with the reproductive health grant for Carroll County hitting goal number!

Communicable Disease Report for October 2024

- Covid - 29
- Lyme – 10
- Campylobacteriosis - 1
- Hepatitis C – 2

- Gonococcal Infection – 1
- Anaplasmosis – 1
- Chlamydia – 2
- Salmonellosis - 1

Vital Statistics Report:

Corinne Rogers, Registrar provided the Vital Statistic Report showing mortality data by cause of death monthly and YTD for Board Review:

October 2024

- Death Certificates Purchased – 86
- Birth Certificates Purchased – 36
- Deaths in September - 14
- Leading cause of death for October is still heart disease.

Financial Report:

Fiscal report presented by Amy Campbell, Office Administrator

**See General and Grant Fund Balances in November 20, 2024, PowerPoint Presentation*

- a. **Resolution 24-109** approval of the October 2024 budget as presented (*Reference: October Budget Report & Budget Summary*) was approved upon a motion by Susan McMillen with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.
- b. **Resolution 24-110** to approve the payment of October 2024 expenses totaling \$148,311.20 (*Reference: October 2024 Expense Report*) was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.
- c. **Resolution 24-111** approval of the appropriation amendments on November 7, 2024, in the 20200 – Public Health Workforce Fund to cover rental expenses (*Reference: 11/7/24 Appropriation Amendment*) was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: all Nays: None Motion Carried.
- d. **Resolution 24-112** approval of the appropriation amendments on November 20, 2024, in the following funds to cover remaining expenses and advances for fiscal year 2024: (*Reference: 11/20/24 Appropriation Amendment*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
 - 25090 – Environmental Health Fund
 - 25000 – Health Fund
- e. **Resolution 24-113** to approve to reduce appropriations on November 20, 2024, in the following funds to ensure the remaining appropriations do not exceed the end of the year fund balance (*Reference:*

11/20/24 Appropriations) was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

- 20120 – Mosquito Control fund in the amount of \$4,000.00
- 20125 – Adolescent Health Resiliency fund in the amount of \$25,000.00
- 20200 – Public Health Workforce fund in the amount of \$55,150.00
- 20206 – Enhanced Operations fund in the amount of \$14,300.00
- 25060 – Nursing fund in the amount of \$53,100.00
- 25080 – Septic fund in the amount of \$9,000.00
- 25090 – Environmental fund in the amount of \$7,500.00
- 25161 – Injury Prevention fund in the amount of \$12,000.00
- 25162 – Drug Free Communities fund in the amount of \$13,550.00

f. **Resolution 24-114** to approve the transfer of a portion of the subdivision settlement from the E000-Health fund to the identified funds for the following amounts (*Reference: Subdivision Transfer Letter to Auditor's Office*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

- \$30,000.00 to the 25060 – Nursing fund
- \$10,000.00 to the 25070 – Water fund
- \$30,000.00 to the 25090 – Environmental fund

Additional Information: These funds from the subdivision settlement needed to be transferred from the health fund to cover expenses.

g. **Resolution 24-115** to approve the transfer of Public Health Workforce funds from the E000-Health fund to the following accounts to cover the additional expenses to each of these funds from the employee wage adjustment increase that was effective in 2023 (*Reference: Public Health Workforce Transfer Letter to Auditor's Office*) was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

- \$3,700.00 to the 25030 – Food fund
- \$4,900.00 to the 25060 – Nursing fund
- \$1,600.00 to the 25070 – Water fund
- \$3,000.00 to the 25080 – Septic fund
- \$3,600.00 to the 25090 – Environmental fund

Additional Information: The Public Health Workforce grant approved for grant funds to cover wage adjustments for staff recruitment and retainment. The general funds covered the 2023 Cost of Living increase. However, the additional wage increase that was approved in 2023 was covered by the Public Health Workforce grant. The Public Health Workforce grant continued to cover the additional wage increase that was approved in 2023 in 2024. The number of hours that each of the employees were paid in these general fund accounts for 2024 was calculated towards the 2023 additional wage increase dollar amount to determine how much of the funds were needed from Public Health Workforce funds to cover the additional expense to the fund.

h. Resolution 24-116 to approve the advance of \$20,000.00 from the 25000 – General Health fund to the 20200 – Public Health Workforce fund to cover the negative fund balance (*Reference: 20200 – Advance Letter*) was approved upon a motion by Dan Trbovich with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

Additional Information: Grant reimbursement to the Public Health Workforce fund for end of the year expenses will not be received by December 31, 2024. The CCGHD will need to advance money from the General Health fund to cover the negative fund balance. The \$20,000.00 will be reversed back into the General Health fund in January 2025.

i. Resolution 24-117 to approve the advance of \$12,000.00 from the 25000 – General Health fund to the 20206 – Enhanced Operations fund to cover the negative fund balance (*Reference: 20206 – Advance Letter*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

Additional information: Grant reimbursement to the Enhanced Operations fund for end of year expenses will not be received by December 31, 2024. The CCGHD will need to advance money from the General Health fund to cover the negative fund balance. The \$12,000.00 will be reversed back into the General Health fund in January 2025.

j. Resolution 24-118 to approve a 3% cost of living wage adjustment (COLA) effective December 7, 2024, for pay date January 2, 2025, for all Carroll County General Health District employees specifically identified in signed resolution. The 3% COLA wage increase was factored into the 2025 Carroll County General Health District operating budget that was approved by the Board of Health during the September 2024 board meeting, Resolution 24-088 (*Reference: 2025 3% Cost of Living Wage Increase New Rate*) was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

Name	Job Title	Current Rate	2025 3% Increase New Rate
Kelly Morris	Health Commissioner	\$39.26	\$40.43
Angela Toth	Community Engagement Coordinator	\$23.05	\$23.74
Lisa Winkler	Community Prevention Coordinator	\$23.50	\$24.20
Tina Bernard	Director of Environmental Health	\$28.00	\$28.84
Corinne Rogers	EH Administrative Assistant/Registrar	\$20.47	\$21.08
Brianna Burkhart	Registered Environmental Health Specialist-In-Training	\$20.00	\$20.60
Jessica Slater	Director of Nursing	\$29.95	\$30.84

Kristen Long	Admin Assist/ERC/EPI	\$20.05	\$20.65
Tonya Phillips	Public Health Nurse I-CMH	\$23.97	\$24.68
Theresa Harrison	Nursing Administrative Assistant	\$18.00	\$18.54
Kristy Visser	School Elementary Nurse	\$27.00	\$27.81
Ember Newsome	School Tele-Health Nurse	\$23.55	\$24.25
Lee Ann Lindenbaum	School Tele-Health Nurse	\$23.55	\$24.25
Crystal Patterson	School Tele-Health Nurse	\$23.55	\$24.25
Wendy Gotschall	Community Nurse Educator/APS	\$25.00	\$25.75

- k. **Resolution 24-119** to approve a 5.5% wage increase for Amy Campbell, Office Administrator, effective December 7, 2024, for pay date January 2, 2025. The Board of Health discussed and approved the increase during the September Board of Health meeting (*Reference: 2025 5.5% Wage Increase for Office Administrator*) was approved upon a motion by Dan Trbovich a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- l. **Resolution 24-120** to approve a one-time end of the year performance bonus to Kelly Morris, Health Commissioner, in the amount of \$5,000.00 to be applied on December 19, 2024, paycheck. The Board of Health discussed and approved the amount during the September Board of Health meeting (*Reference: Health Commissioner Performance Bonus*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- m. **Resolution 24-121** approval to refund Kristy Bowling, Attorney, in the amount of \$60.00 for the payment to assess the compliance of the septic system at 7104 Marble Rd. NE Kensington due to a new septic system being installed and the assessment for the compliance is not now required (*Reference: Kristy Bowling Request for Refund Email*) was approved upon a motion by Dan Trbovich with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

New Business:

- a. **Resolution 24-122** approval to ratify the Health Commissioner’s approval of the following temporary variance permits that will allow the installation of private water wells that may be less than the required isolation distance from the sewage treatment systems upon obtaining an acceptable water sample. With this approval, the Board of Health approves waiving the \$100.00 temporary variance application fee. The addresses of the proposed wells that may not meet the isolation distances include:

6176 Vo Ash Dr. Carrollton, OH 44615

Was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

Additional Information: New private water wells must maintain an isolation distance of 100 feet from leaching pits and 50 feet from septic tanks. It is unclear where certain septic components are located on neighboring parcels due to limited records at CCGHD. Water wells need to be drilled to prevent Vo Ash from being under Ohio EPA's authority for a public water system. These variances will be per property and will be temporary until the property can tie into sanitary sewer. Variances may still be needed if setbacks can't be maintained from driveways, roadways, houses, etc. The sewer project is underway and should be completed in two years. The CCGHD would like to ask that the BOH waive the \$100.00 variance fee for these individuals.

- b. **Resolution 24-123** to approve the creation and advertisement for a full-time Environmental Health Technician position with a starting wage range between \$15.00 - \$18.00/hour. This position will support the field work needed in the Environmental Health Division in the following programs: Water, Point of Sales, and Nuisance Complaints was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: The Environmental Health Division needs additional staff since the resignation of two REHS staff. We would like to try to support the needs with unlicensed personnel in non-mandated, local programs to save costs.

- c. **Resolution 24-124** to approve the renewal of the cleaning contract with Amy Dayton Cleaning Services continuing effective January 1, 2025, and terminating December 31, 2025, in the amount of \$125.00/per cleaning not to exceed \$9,000.00 annually was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

Additional Information: Amy Dayton has been cleaning the health department upper and lower levels since 2023. We are satisfied with their services and would like to continue the agreement for calendar year 2025.

- d. **Resolution 24-125** to approve to enter into an agreement with FireComm Communications for the lease of 18 digital wireless phones at the rate of \$336.00 per month for 60 months, ending November 21, 2029, and for the one-time expense of \$910.00 to transfer the existing phone and fax numbers and to provide the expansion module for the two front desk reception areas (*See attached quote and agreement*) was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

Additional Information: The current phones are provided through Frontier and the Board of Commissioners office. The phones are end of life and no longer supported by Frontier and the Board of Commissioners is no longer including CCGHD in their phone system upgrade.

- e. **Resolution 24-126** authorizing Carroll County General Health District as a political subdivision of Ohio to participate in the State of Ohio Cooperative Purchasing Program through the Department of Administrative Services to use vendors and prices procured by the State of Ohio (*See attached Resolution*) was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: In securing quotes for upgraded internet service through Spectrum, it was recommended to get the State rate to go through the Cooperative Purchasing Program.

- f. **Resolution 24-127** approval to refund Denny Riggs, in the amount of \$350.00 for the payment of a Point-of-Sale-Evaluation Waiver for 180 Waynesburg Rd. Carrollton due to no longer purchasing the property (*Reference: Denny Riggs Request for Refund Email*) was approved upon a motion by Susan McMillen with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.
- g. **Resolution 24-128** approval to enter into an agreement with Stark County Combined General Health District to be a subcontracting agency as part of the Violence and Injury Prevention Grant from the Ohio Department of Health for the Ohio Buckles Buckeyes Car Seat Program and to receive \$1,000.00 (\$250.00 per quarter) to meet the program deliverables (*See attached agreement*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
Additional Information: We have been a subrecipient for this grant with Stark County for many years, this is the first year the grant award has provided additional funding to CCGHD.

Old Business:

- a. **Resolution 24-105** to approve the second reading to amend and/or establish Food Service Operation (FSO) and Retail Food Establishment (RFE) license fees for the 2025 license 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 license for the previous fiscal year. The proposed fees are calculated based on actual cost in administering and enforcing Chapter 3717-Ohio Uniform Food Safety Code.
- b. **Resolution 24-106** to approve the second 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 Susan McMillen with a second by Wendy Wiley. 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.
- c. **Resolution 24-107** To approve the second 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 Dan Trbovich. Ayes: All Nays: None Motion Carried.

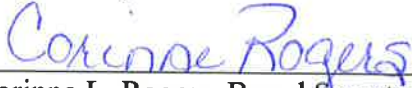
Additional Information: Fees proposed were established based on the Environmental Health Cost Methodology completed for the Body Art program, in accordance with Ohio Revised Code 3709.09. The temporary event body art fee needs decreased to reflect a 1-to-5-day operation instead of the current fee where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

Adjournment:

Susan McMillen made a motion to adjourn the November 20, 2024, Carroll County General Health District Board meeting at 7:50 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