



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

**Carroll County General Health District  
Minutes of the Board of Health  
December 18, 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  
Jessica Slater, Director of Nursing  
Corinne Rogers, Administrative Assistant & Registrar

**Absent:**

Tina Bernard, Director of Environmental Health

**Guests:**

No Guests

**Media:**

No media

**Approval of Meeting Minutes:**

The minutes of November 20, 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:**

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

- Partnered with OPHA to conduct an Equity Training on November 21<sup>st</sup> with community stakeholders.
  - First in a series of 3 sessions to work through strategies through the poverty lens.
- Working with Amy and Tina as we take over the management of the Water Pollution Control Loan Fund (WPCLF) in January 2025.
- I was trained in Payroll.

- Working with consultants You Thrive on youth strategic plan done end of year and incorporate with the CHIP.
- Continue strategic discussions on Mental Health and Substance Use prevention funding with Natalie from ADAMHS Board.

**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 Review & began prep for 2025.
- Health Equity Training with Ohio Public Health Association on November 21<sup>st</sup>.
- Worked with Kelly on payroll.
- Ohio Vital Records System Account Access & Trainings.
- New copier contract meetings with Borden Equipment.

**Division Reports:**

*\*All Division Reports can be found in the Carroll County General Health District Board of Health December 18, 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 – Attended hearing on 11/21/24 – Judge closed the case.
  - Renters moved out, bats removed, home secured.
- 8<sup>th</sup> St. Carrollton Cockroach Nuisance – Last update 12/16/24.
  - 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 and are in direct communication with Orkin.
- Starting in January, Kristen will be in EH two days a week – one day to cover front desk and the other to help with the O & M program.
  - Tina has been working with Corinne and Kristen on EH processes, procedures, and expectations for the new year.
- Kelly, Tina, and Amy are working with the OEPA on the WPCLF grant.
  - This grant awards money to residents to repair or replace their septic system.
  - Currently held by the Commissioner’s office, CCGHD will take over this grant for the 2025 cycle.
- Tina continues to work with Amy on the HEAL grant.
- Tina and Brianna held Septic Contractor CE training on 12/17/24 with presenters from Infiltrator Water Technologies and SludgeHammer.
- EH Division continues to attend Accela training.

- This platform will replace HealthSpace.
- Release date TBD

### **Public Health Nursing Report:**

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

- Carrollton Village Police Department agreed to have harm reduction placed outside under the awning.
- Tonya and Kelly attended the OPHA Nursing Conference in November.
- Immunization appointments done mobile. Increase in calls from community members that have transportation issues.
- Chemical Tabletop Exercise is planned for January for the Public Health Emergency Preparedness Grant.
- Wendy is completing training on TRIPLE P program for parents and children.
- Theresa and Tonya attended the Local Public Health Conference for Billing and Electronic Health Record System.

### **Communicable Disease Report for November 2024**

- Covid - 9
- Lyme –7
- Gonococcal Infection – 1
- Anaplasmosis – 1
- Chlamydia – 4
- CPO – 3
- Yersiniosis – 1
- Streptococcal Group A - 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:

#### **November 2024**

- Death Certificates Purchased – 53
- Birth Certificates Purchased – 48
- Deaths in September - 19
- Leading cause of death for November was cancer.

## **Financial Report:**

Fiscal report presented by Amy Campbell, Office Administrator

*\*See General and Grant Fund Balances on December 18, 2024, PowerPoint Presentation*

- a. **Resolution 24-129** approval of the November 2024 budget as presented (*Reference: November 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 24-130** to approve the payment of November 2024 expenses totaling \$115,164.99 (*Reference: November 2024 Expense Report*) was approved upon a motion by Dan Trbovich with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- c. **Resolution 24-131** approval to refund Rosy Yoder, in the amount of \$400.00 for the payment of a Point-Of-Sale Evaluation for 406 Avalon Rd. Dellroy due to a miscommunication where the realtor paid when it was supposed to be the buyer paying for this service (*Reference: Stephen and Rosy Yoder emails*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: all Nays: None Motion Carried.

**Additional Information:** The inspection has not been completed yet and will not be scheduled until the buyer pays for the Point-of-Sale Evaluation.

## **Executive Session: - To consider the appointment and compensation of a public employee or public official.**

Motion made by Bernie Heffelbower to go into Executive Session at 6:05 pm, Dan Trbovich seconded the motion. Motion Carried.

Roll Call: Dr. Stine, yes, Dan Trbovich, yes, Wendy Wiley, yes, Susan McMillen, yes, & Bernie Heffelbower, yes.

\*No action taken in Executive Session.

Dr. Stine declared us back in Regular Session at 6:14 pm.

## **New Business:**

- a. **Resolution 24-132** to approve the Health Commissioners employment contract between the Carroll County Board of Health and Kelly Morris, effective January 1, 2025, through December 31, 2027. (*Reference: Health Commissioner Contract*) was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

- b. **Resolution 24-133** to approve the Federal Holiday Schedule for 2025 calendar year as stated below, and to include the day after Thanksgiving as a paid holiday in this schedule was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None. Motion Carried.

Date	Federal Holiday	Day of the Week
January 1, 2025	New Year's Day	Wednesday
January 20, 2025	Martin Luther King Day	Monday
February 17, 2025	President's Day	Monday
May 26, 2025	Memorial Day	Monday
June 19, 2025	Juneteenth	Thursday
July 4, 2025	Independence Day	Friday
September 1, 2025	Labor Day	Monday
October 13, 2025	Columbus Day	Monday
November 11, 2025	Veteran's Day	Tuesday
November 27, 2025	Thanksgiving Day	Thursday
December 25, 2025	Christmas Day	Thursday

- c. **Resolution 24-134** to approve the Board of Health Meeting Schedule for 2025 calendar year. All meetings will be on the 3<sup>rd</sup> Wednesday of each month at 5:30 pm at 301 Moody Ave. SW, Carrollton, unless otherwise approved for changes by the Board of Health. (*See attached Schedule*) was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None. Motion Carried.

- d. **Resolution 24-135** to approve to enter into a new contract with Bordon Equipment for copier service and maintenance for a 63-month term in the amount of \$226.94 per month plus copy usage at an amount of \$0.009 per Black & White and \$0.056 per Color copy effective January 1, 2025 (*reference: Borden Office Equipment Quote*) was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None. Motion Carried.

**Additional Information:** The Carroll County General Health District's current agreement with Borden Office Equipment for copier services expires December 31, 2024. This quote includes leasing a new copy machine for the lower level and keeping the current copy machine in the upper level and will include all parts, labor, service/maintenance calls, drums, and toners.

- e. **Resolutio24-136** to approve chargebacks to each township and corporation in Carroll County totaling \$177,817.82 based on the 2024 tax year valuation. (*Reference: Tax Year 2024 Chargeback by TY24 Valuation*) was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None. Motion Carried.

**Additional Information:** The total amount received from the townships and villages will remain the same as in previous years. Based on the 2023 tax year valuations the amount for each township/village may have increased, decreased, or remained the same.

**Old Business:**

- a. **Resolution 24-105** to approve the third and final 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 Bernie Heffelbower with a second by Wendy Wiley. 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 third and final 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 Bernie Heffelbower. 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 third and final 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.

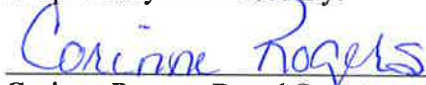
**Additional Information:** Fees proposed were established based on the Environmental Health Cost Methodology completed for the Body Art program, in accordance with Ohio Revised Code 3709.09. The temporary event body art fee needs decreased to reflect a 1-to-5-day operation instead of the current fee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


**Adjournment:**

Dan Trbovich made a motion to adjourn the December 18, 2024, Carroll County General Health District Board meeting at 6:34 p.m. Ayes: All Nays: None Motion Carried.

*The next meeting will be (Wednesday) January 15, 2025, at 5:30 p.m. at the Carroll County General Health District's lower level located at 301 Moody Ave. Carrollton.*

Respectfully Submitted By:

  
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Corinne Rogers, Board Secretary

  
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Dr. W. Scott Stine, President  
Carroll County Board of Health