



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

**Carroll County General Health District
Minutes of the Board of Health
February 21, 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 5:29 p.m.

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

Staff Present:

Kelly Morris, Health Commissioner
Tina Bernard, Environmental Health Specialist
Jessica Slater, Director of Nursing
Corinne Ren, Administrative Assistant & Registrar

Public Hearing – Food Service Fee Change for Vending and Non-Commercial Risk Level 2 > 25,000 sq. ft.

Dr. Stine declared the Carroll County General Health District Board of Health meeting in a Public Hearing at 5:32 p.m.

Dr. Stine read Resolution 24-007.
No one was present for the public hearing.

Dr. Stine declared the Carroll County General Health District Board of health meeting back in regular session at 5:34 p.m.

Guest:

Jason Rutledge, Ruts Consulting Group (RGC)

Media:

No media

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the January 17, 2024, meeting were approved upon a motion by Wendy Wiley with a second by Dan Trbovich. 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 February 21, 2024, Power Point Presentation Attached*

- a. Jason Rutledge Information Technology Needs Assessment Report – Jason Rutledge from Ruts, CG, LLC gave a power point presentation on our IT Technology Needs Assessment. The initial cost of the server would be \$45,500 with a monthly assessment fee of \$1,500. Kelly stated that we have already paid \$55,000 to GBS for their services with an additional charge for NextGen. The last server was purchased in 2017 and needs to be replaced. It was decided by the Board to set up a meeting with GBS to get out of our contract with them. Kelly stated that we can use \$20,000 from smoking cessation grant and \$10,000 from Maternal Health grant for the funding of the new server and maintenance from Ruts, CG, LLC.
- b. Kelly handed out the new merit-based incentives tied to employee performance to the Board for review.
 - 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.
 - 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 programming 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 Kelly Morris, Health Commissioner (in Amy Campbell's absence)

**See Carroll County General Health District Board of Health February 21, 2024, Power Point Presentation Attached*

- Worked on Hinkle Report filing with Auditor's Office.
- Began fiscal training with Jaycee Hudson – wire payments and pay-ins for Nursing & Invoices.
- Submitted quarterly MAC Financial Report.
- Worked on Annual Report Financials.

Division Reports:

**All Division Reports can be found in the Carroll County General Health District Board of Health February 21, 2024, PowerPoint Presentation (Attached)*

Environmental Health Report:

The Environmental Division report presented by Tina Bernard, Environmental Health Specialist (in Courtney Grossman's absence).

- Kevin Ayers resigned upon returning from paternity leave.
- REHS/EHSIT position has been posted – continuing to cover water, septic, and point of sale evaluation programs.
- Nuisance Update: Court hearing for Tim Tilmant – he has decided to apply for demolition funding.
- Food Service Operations/Retail Food Establishments Updates on Progress:
 - Dollar General Market – 2/20/24 Follow up inspection date. Tina submitted a timeline of events and violations for Board review.
 - FSO – Archers, Corner Bar, Cheng's
 - RFE – Ulmans, Kilgore General Store, Baxter General Store, Atwood Deli, & J & R Bulk Foods

Public Health Nursing Report:

The Public Health Nursing Report presented Jessica Slater, Nursing Director

- Jessica & Doug met with Alliance Family Health Center regarding HRSA planning grant.
- Angie & Jessica continue to engage community partners regarding Naloxone Boxes.
- Passed out 10-day food boxes to the senior population, used as a PHEP drill.
- Kristen, Doug, & Jessica worked on a Tuberculosis Case.
- Doug & Jessica presented at Mount Union to the Nursing Students.
- Carroll County Safe Seniors meeting with Aultman, Friendship Center, & Wendy. Wendy started home visits with Aultman OT, & maintenance person.
- Ember is working with seven children with tobacco/vape cessation.

- Kristy received her certificate for 3 years with Prevent Blindness and tested off with all elementary kids.
- Kristy and Jane trained all the paraprofessionals on medication administration with Akron Children's Diabetic Educator.
- 400 senior meals have been passed out so far.

Communicable Disease Report for January 2024

Presented by Jessica Slater, Nursing Director

- Carroll County had 3 – influenza-associated hospitalizations, with a total of 18 influenza-associated hospitalizations in 2024.
- Covid-19 – 78; Campylobacteriosis – 1; Lyme – 1; Hepatitis C – Chronic – 2; Influenza Associated Hospitalization – 8; Salmonellosis – 1; E. Coli Siga Toxin Producing (0157:H7) – 1; Tuberculosis – 1; Giardiasis – 1; Yersiniosis – 1.

Vital Statistics Report:

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

January 2024

- Death Certificates Purchased – 79
- Birth Certificates Purchased – 51
- Deaths filed in January - 18
- Total Deaths in January – 15

Financial Report:

Fiscal report presented by Amy Campbell, Office Administrator

**See January 2024 General and Grant Fund Balances in the February 21, 2024, PowerPoint Presentation*

- a. **Resolution 24-012** approval of the January 2024 budget as presented (*Reference: January Budget Report*) was approved upon a motion by Dan Trbovich with a second from Bernie Heffelbower Ayes: All Nays: None Motion Carried.
- b. **Resolution 24-013** to approve the payment of January 2024 expenses totaling \$161,742.96 (*Reference: January Expense Report*) was approved upon a motion by Dan Trbovich with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- c. **Resolution 24-014** approval of the appropriation amendment on February 5, 2024, in the 25162 – Drug Free Communities fund to cover the expenses for travel and training: (*Reference: 12/15/24 Appropriation Amendment*) was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.
- d. **Resolution 24-015** to approve the increase in appropriations in the 25086 – Tobacco fund to expend

remaining tobacco funds for tobacco cessation services in Carroll County (*Reference: 25086 – Tobacco Appropriations*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All, Nays: None Motion carried.

Additional Information: There were no funds appropriate for personnel and travel/training for 2024 within this fund. CCGHD Telehealth Nurses and Community Engagement Coordinator have registered to become Certified Tobacco Treatment Specialist so they can implement the Vaping Diversion Program in each Carroll County School. Expenses from these services will be taken from the Tobacco fund.

New Business:

a. **Resolution 24-016** to approve the resignation of Kevin Ayers, REHS effective January 23, 2024, was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: All, Nays None. Motion Carried.

b. **Resolution 24-017** to approve entering into an Affiliate Agreement with Kent State University to serve as clinical rotation site for Kent State nursing students and for our staff to serve as preceptors to the students was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

Additional Information: Kent State University has a need for community public health nursing clinical facility sites. Our Director of Nursing agreed to serve as preceptor for a community health nursing student requesting an interest in public health nursing.

c. **Resolution 24-018** to approve entering into an agreement with Ruts Consulting Group (RCG), for capital information technology project to build a new data management system that will update the servers, the technology back up and provide cyber security and information security compliance. The total cost of the capital project will be \$47,500 and will be completed in 2 months from the date of the agreement. The current Information Technology equipment and systems are end of life. The oldest server (2014) held the data for the department and crashed last week. Resolution 24-018 was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All, Nays: None. Motion Carried

Additional Information: All hardware and software needs updated for future operations will be paid for from contingency funds, subdivision funds and cost allocated across each fund.

***Dan Trbovich made a motion to table this until the next Board of Health meeting until we have a meeting with GBS, Wendy Wiley seconded the motion. Ayes: All Nays: None Motion Carried.**

Discussion:

Dr. Stine asked if this gets approved, what is the plan of action.

Kelly replied that there are 90 days left on our contract with GBS. She feels we have leverage to get out of this contract early; we will still need to keep the NextGen portion until May 2024.

Dan Trbovich asked if there was any other company around locally to get a quote from.

Kelly replied that the only one was ServerSim.

- d. **Resolution 24-019** approval to enter into an Operations and Maintenance Information Technology agreement with Ruts Consulting Group (RCG) for the monthly fee (s) outlined in the agreement. This fee is an all-inclusive fee and will remain in effect for three years from the date of the agreement (*See attached agreement*)

Additional Information: Given our IT needs and the services provided by our current IT contractor, we have a need for local and comprehensive IT services. This service will provide onsite training for staff use as well as guidance on document storage and management. It is our goal to transition all hard copy files to electronic storage over time.

***Dan Trbovich made a motion to table this until the next Board of Health meeting, Wendy Wiley seconded the motion. Motion Carried Ayes: All Nays: None. Motion Carried.**

- e. **Resolution 24-020** Approval to enter into an agreement with Jane Shuster RN, for substitute telehealth nurse as needed for any of the three school districts, in the amount of \$25/hour not to exceed \$3,000 annually. The agreement will be in effect from date of execution and automatically renewable unless terminated by either party was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: We have found a need to have an additional RN available on an as needed basis to cover when there are call off or staffing needs in the school districts. June has been trained previously to provide telehealth services in schools.

- f. **Resolution 24-021** Approval to enter into an agreement with Joseph Bosh Maintenance Contractor to support home repairs needed by clients in the Carroll Cares program, at the rate of \$25/hour not to exceed \$5,000. The agreement will be in effect on February 21, 2024, and will remain in effect unless terminated by either party was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

Additional Information: the Carroll Cares program is funded by a contract through Job and Family Services to support adults and seniors over the age of 50 with social determinants of health needs.

- g. **Resolution 24-022** Approval to enter into an agreement with Joseph Phillis Maintenance Contractor to support home repairs needed by clients in the Carroll Cares program, at the rate of \$25/hour not to exceed \$5,000. The agreement will be in effect on February 21, 2024, and will remain in effect unless terminated by either party was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

Additional Information: The Carroll Cares program is funded by contract through Job and Family Services to support adults and seniors over the age of 50 with social determinants of health needs.

- h. **Resolution 24-023** Approval to enter into an agreement with Amy Dayton, of Dayton's Cleaning Service to provide as needed cleaning for clients served through the Carroll Cares program at a rate of \$40/hour, not to exceed \$5,000 annually. The agreement will be in effect on February 21, 2024, and will remain in effect unless terminated by either party was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

Additional Information: the Carroll Cares program is funded by contract through Job and Family Services to support the social determinant of health needs for adults and seniors over 50.

- i. **Resolution 24-024** To adopt the State of Ohio rule put into effect by the Ohio Department of Agriculture (ODA) on February 12, 2024, that creates a low risk level Retail Food Establishment Mobile License. The fee must be half of the local mobile fee and will be established by emergency resolution to take effect immediately on February 22, 2024, to follow the rule change effective February 12, 2024 (*See attached fee schedule and the rule change by the Ohio Department of Health*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

Additional Information: The ODA identified that the amount of time to complete the inspection does not constitute collecting the same fee for mobile RFE that takes much longer.

- j. **Resolution 24-025** Approval to enter into an agreement with You Thrive Training and Consulting, LLC to conduct strategic planning session with CCGHD and community partners around prevention services and programming across the county, at a cost of \$8,181 for 8 – 9 sessions. The agreement will be effective April 1, 2024, through December 20, 2024, was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: strategic planning and development of action plans and strategies are needed across the youth prevention spectrum. County leaders have come together to share in the cost of the consultant to conduct the sessions across service providers and sectors.

- k. **Resolution 24-026** To adopt a new license fee by emergency resolution for Retail Food Establishment (RFE) Low Risk Mobiles and establish new fee categories for high and low risk mobiles per the new rules in the Ohio Administrative Code 901: 3-4. This rule came in effect by the Ohio Department of Agriculture (ODA) on February 12, 2024, that created a low risk level RFE mobile license. The rule requires the fee to be 50% of the current high risk mobile RFE fee and will take effect immediately on February 22, 2024, to follow the rule change (*See attached fee schedule and the rule change by the Ohio Department of Health*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

Additional Information: The ODA identified that certain types of mobile (low food-borne illness risk) take less time to inspect, and should not be charged the same fee, resulting in the creation of two fee categories low and high risk. This is only from RFE's currently.

Old Business:

- a. **Resolution 24-007** Second 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 Ohio 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 Wendy Wiley 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.

Adjournment:

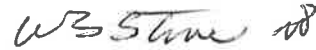
Wendy Wiley made a motion to adjourn the February 21, 2024, Carroll County General Health District Board meeting at 7:24 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) March 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. Ren, Board Secretary



Dr. W.S. Stine, Board President