



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

**Carroll County General Health District
Minutes of the Board of Health
March 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, Fiscal Officer
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 February 21, 2024, meeting was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. 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 March 20, 2024, Power Point Presentation Attached*

- Facilitated a meeting with Community partners on new Appalachian Community Innovation Center Grant
- Facilitated meeting with our Contract Epidemiologist on data analysis, dashboards and evaluation components of programs/services.

- Rolled out to Staff Goals for Resilient Community
- Worked with the team for the Veteran's Memorial Wellness Center – architectural drawings, floor plans and bid specifications.
- Settled agreement with GBS on the termination of services to change IT service provider.
- Continue work with OPHA and Advocacy work for funding for Public Health Nurses and Maternal Child Health home visiting.
- Attended the Celebration of Imagination Library with Governor and First Lady at Malvern Library – 100% enrollment.
- Facilitated Opioid Settlement (OneOhio) meeting with community partners on how best to use funds and apply for regional grant to support substance use prevention, recovery and treatment
- Working with Malvern Superintendent on writing the Appalachian Community Innovation Center grant – asking 3.2 million to do Wellness Center at Malvern school.
- Working on the Annual PHAB (Accreditation) Report
- Worked with Directors, Finance and HR on Staff changes.
- Participated in the Youth Resiliency Leadership Team meeting.

Office Administrator/Accreditation Coordinator:

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

**See Carroll County General Health District Board of Health March 20, 2024, Power Point Presentation Attached*

- Completed the Drug Free Communities Annual Performance Report for grant continuation with Angie Toth
- Vital Records call on 3/1/24 regarding new Vital Records system to launch January 1, 2025
- Working on PHAB Annual Report due March 31st
- Child Fatality Review Board Meeting Preparation & Meeting
- Worked on Annual Report
- FY24 Budget work with staffing changes and Information technology Expenses
- Draft FY25 Budget for District Advisory Council Meeting

Division Reports:

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

Environmental Health Report:

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

- Tina and Courtney attended Midwest Training March 11 – 12th.
- Vo Ash Lake Water and Sewer Concerns – Discuss Recommendations

Discussion: Courtney recommends we push for them to tie into the Stony Lake Sewer when it is available. There is a meeting with EPA, ODH, Kelly, Courtney, and the Commissioners on April 3rd

to discuss this matter. As for the existing wells that need to be approved and the ones we have not approved to drill yet, we can offer variances stating they will tie into sewer when available and we would do routine water sampling with the variances.

Dr. Stine asked if we were able to educate people who live at Vo Ash Lake. Courtney replied that the new president of the Homeowner's Association is going to let us have meetings with the residents. Dr. Stine wants us to educate them. Courtney said she is fine with letting them drill the wells if the variances can be pulled. We will bring Variance Resolutions to the Board.

Kelly asked if we could reimburse a resident at Vo Ash Lake who we told to locate his leach well, then we changed our approach. He is asking the Board to reimburse him for costs already accrued trying to find his leach well.

- Tina has been working on Food License Renewals
- Interviewing for REHA/IT position – Brianna Burkhart has accepted the position.
- Working on Staffing changes for Administration
- Working on Annual Report for District Advisory Meeting
- Scheduled date for the Tire Recycling Event is Saturday, April 20th.
- CEU training date scheduled for Septic Contractors Friday April 26th.

Public Health Nursing Report:

The Public Health Nursing Report presented Jessica Slater, Nursing Director

- Mount Union students started their community rotation here at CCGHD.
- Brittnee and Jessica attended the annual diaper bank meeting. Program changes reviewed.
- Ember is working with 4 children with Tobacco/Vape Cessation
- Nursing staff participated in the Lifelines training with the ADAMSH staff for crisis stabilization for youth and their families.
- Kristen, Doug, and I had a Solar Eclipse meeting with the Carroll County Visitors Bureau for preparedness.
- Camp FFA Muskingum and Conotton Valley were trained on Narcan, and boxes placed. Angie presented to Camp NEOSA and they would also like to place Narcan.

Communicable Disease Report for February 2024

- Covid 19 – 46; Lyme Disease – 3; Influenza Associated Hospitalization – 5; E. Coli Shiga Toxin Producing (O157:H7) – 1; Cryptosporidiosis – 1; Streptococcal Group A – 1; Streptococcus Pneumoniae – 1; Hepatitis B - 1

Vital Statistics Report:

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

February 2024

- Death Certificates Purchased – 61
- Birth Certificates Purchased – 47
- Deaths filed in February - 15
- Total Deaths in February – 15

****Dr. Stine decided to move the old business on the agenda before the fiscal resolutions for the vote that was tabled last month, as the fiscal resolutions pertain to the funding of the old business Resolutions.***

Old Business:

- a. **Resolution 24-007** Third and Final 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 Dan Trbovich with a second by Susan McMillen. 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 24-018** 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.

- c. **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*) was approved upon a motion by Susan McMillen with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

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.

Financial Report:

Fiscal report presented by Amy Campbell, Office Administrator

**See February 2024 General and Grant Fund Balances in the March 20, 2024, PowerPoint Presentation*

- a. **Resolution 24-026** approval of the February 2024 budget as presented (*Reference: February Budget Report*) was approved upon a motion by Wendy Wiley with a second from Susan McMillen Ayes: All Nays: None Motion Carried.
- b. **Resolution 24-027** to approve the payment of February 2024 expenses totaling \$188,098.06 (*Reference: February Expense Report*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- c. **Resolution 24-028** approval of the appropriation amendments on March 12, 2024, in the 25047-Reproductive Health fund and the 25060-Nursing fund to cover the expenses for supplies, equipment and contract services: (*Reference: 3/12/24 Appropriation Amendment*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- d. **Resolution 24-029** to approve the increase in appropriations on March 20, 2024, in the following funds to cover the capital information technology expense for a new server:
 - 2500 – Health Fund
 - 25086 – Tobacco Prevention Fund
 - 25108 – Community Cessation Initiative Fund
 - 25140 – Maternal & Child Health Program (MCHP) Fund(*Reference: 3/20/24 Appropriation*) was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
Additional Information: The increase in appropriations would cover the \$47,500 cost for the new Server and labor as quoted and presented at the February 2024 Board of Health meeting by Ruts Consulting Group (RCG).
- e. **Resolution 24-030** to approve the transfer of old account balances in the amounts of \$19,992.12 from 25108-Community Cessation Initiative; and \$13,556.63 from 25140-Maternal & Child Health Program (MCHP) to the General Health Fund since these grants no longer exist. The transfers of these balances will allow for these funds to be deactivated. (*Reference: Auditor's Letter*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
Additional Information: The Health Department was made aware by the Carroll County Auditor's Office in 2023 of old funds with account balances. In 2023, the health department transferred all the old accounts with minimal account balances except these two accounts. The county received the recommendation from their auditor to transfer these balances either to the general fund if the grant no longer exists or to the current grant fiscal year if the grant is still existing. By transferring these balances will allow these old funds and accounts to be deactivated.

- f. **Resolution 24-031** to approve the draft 2025 operating budget for Carroll County General Health District that will be presented at the March 23, 2024, District Advisory Council meeting and will be provided to the Carroll County Auditor's Office by April 1, 2024. (*Reference: Draft 2025 Carroll County General Health District's Budget*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

New Business:

- a. **Resolution 24-032** - approval of a refund for Justin Sybole in the amount of \$50.00. He paid for a point-of-sale evaluation (septic & water) and did not have the water portion done. (*Reference: Email from Justin Sybole's realtor & a copy of Justin's receipt*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

- b. **Resolution 24-033** Approval to increase Jaycee Hudson's hourly rate from \$15.87 to \$16.87 for the additional work in transitioning to the Nursing Administrative Assistant with the effective date of April 1, 2024 was approved upon a motion by Susan McMillen with a second by Wendy Wiley. All Nays: None Motion Carried.

Additional Information: The new role will include training in billing, accounts receivable and accounts payable to support the fiscal officer position.

- c. **Resolution 24-034** – approval of a refund for Kishmans Fresh Market in the amount of \$641.00 for their 2024 RFE Commercial Risk Level 4<25,000 sq. ft. Food License (*Reference: Receipt & Letter Requesting Refund*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

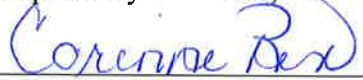
Additional Information: There was some miscommunication between stores and the Malvern store was paid for twice.

Adjournment:

Wendy Wiley made a motion to adjourn the March 20, 2024, Carroll County General Health District Board meeting at 6:55 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) April 17, 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