



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

**Carroll County General Health District
Minutes of the Board of Health
April 17, 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, Fiscal Officer
Courtney Grossman, Director of Environmental Health
Jessica Slater, Director of Nursing
Corinne Ren, Administrative Assistant & Registrar
Theresa Harrison, Nursing Administrative Assistant
Brianna Burkhart, Environmental Health Specialist in Training

Media:

No media

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the March 20, 2024, meeting was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None – Motion carried.

Board of Health Reorganization:

Dr. Stine announced that Dan Trbovich was elected to the Board of Health for a 5 – year term.

Nomination for President: - Wendy Wiley nominated Dr. Stine to continue as Board of Health President, Susan McMillen seconded the motion. Ayes: All Nays: None Motion Carried.

Nomination for Vice President – Wendy Wiley nominated Bernie Heffelbower for Board of Health Vice President; Susan McMillen seconded the motion. Ayes: All Nays: Motion Carried

Finance Committee & Personnel Committee

Motion made by Susan McMillen made a motion to keep committee members in their committees, Wendy Wiley seconded the motion. Ayes: All Nays: None Motion Carried.

Finance Committee – Bernie Heffelbower & Dan Trbovich

Personnel Committee – Susan McMillen & Wendy Wiley

Health Commissioner’s Report:

No Health Commissioner report – Kelly is on vacation.

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 April 17, 2024, Power Point Presentation Attached*

- PHAB Annual Report submitted on 3/27/2024.
- Child Fatality Review submitted on 3/26/2024.
- New Hire Orientation Preparation.
- The District Advisory Council meeting was held on Saturday, March 23rd.
- Finalized Annual Report – special thank you to Angela Toth, Community Engagement Coordinator for all her hard work in developing the 2023 Annual Report.
- Working on the submission of our Annual Financial Report and Quality Indicators to submit to the state by 5/1/2024.
- Leadership working with Jason Rutledge on I.T. transition.
- Awarded a grant through United Way of Greater Stark County for Parenting Skill Development for young families, \$12,000 awarded to support Community Health Worker – 3 years.
- Grant Applications:
 - Creating Health Communities - \$100,000 - \$120,000 – Due May 6th.
 - Enhanced Operations Continuation – Award to be determined – Due May 6th.
 - Adolescent Health (Youth Resiliency) Continuation - \$93,000 – Due May 6th.

Division Reports:

**All Division Reports can be found in the Carroll County General Health District Board of Health April 17, 2024, PowerPoint Presentation (Attached)*

Environmental Health Report:

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

- Vo Ash Lake Water and Sewer Concerns
 - Meeting with ODH, EPA, Commissioners, AG.
 - Tina, Courtney, & Kelly met with HOA.
- Jaycee Hudson last day March 27th.
- Received award notice for MCG 2024.
- June Shuster started helping EH with water samples.
- Employees watched the Eclipse.
- Courtney attended AEC OEHA Conference.
- Tina attended ODA Produce Training April 10th.
- Brianna Burkhart – EHSIT first day April 15th.
- Tire Recycle Event Saturday April 20th.
- Septic CEU Training is April 26th.

Public Health Nursing Report:

The Public Health Nursing Report presented Jessica Slater, Nursing Director

- KSU nursing student, Emelia Days started.
- Kristen attended the Preparedness Summit in Cleveland for a week.\
- Theresa Harrison, the new Nursing Division's Administrative Assistant started this week.
- Jessica attended the DIC Advisory Council meeting with the leadership team.
- Ember is working with 5 children with tobacco/vape cessation.
- Crystal Patterson, Nurse at Brown Local is now a Certified Tobacco Treatment Specialist.

Communicable Disease Report for March 2024

- Covid 19 – 16; Lyme Disease – 3; Influenza Associated Hospitalization – 5; Streptococcal Group A – 1; Streptococcus Pneumoniae – 1; Hepatitis C – 1.

Discussion: Dr. Stine asked Jessica how we were getting our Covid numbers. Jessica stated from long term care facilities and hospitals.

Vital Statistics Report:

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

March 2024

- Death Certificates Purchased – 87
- Birth Certificates Purchased – 51
- Deaths filed in February - 19
- Total Deaths in February – 20

Financial Report:

Fiscal report presented by Amy Campbell, Office Administrator

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

- a. **Resolution 24-035** approval of the March 2024 budget as presented (*Reference: March Budget Report*) was approved upon a motion by Wendy Wiley with a second from Bernie Heffelbower Ayes: All Nays: None Motion Carried.
Discussion: Amy stated that we got our first installment of subdivision settlement from the Townships in March and April expenses will be hefty due to the purchase of the server.
- b. **Resolution 24-036** to approve the payment of March 2024 expenses totaling \$145,405.91 (*Reference: March Expense Report*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- c. **Resolution 24-037** approval of the appropriation amendments on the following dates and funds to cover expenses for supplies and an approved refund: (*Reference: 3/21/24 & 4/5/24 (Appropriation Amendment)*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
 - 25030 – Food Fund from Travel/Training to Other Expenses
 - 20206 – Enhanced Operations fund from Salaries to Supplies

New Business:

- a. **Resolution 24-038** approval to refund William Roe in the amount of \$100.00 for a service call to locate his septic tank and leaching components as he was initially instructed to do by the health department. As decisions for the Vo Ash area have evolved, this service was not required, and Mr. Roe is requesting that the \$100.00 he paid for this service that was not needed by refunded to him. (*Reference: William Roe request letter & Milner Septic's septic service receipt*) was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None Motion carried.
 - 2500 – Health Fund
 - 25086 – Tobacco Prevention Fund
- b. **Resolution 24-039** approval to accept the resignation of Jaycee Hudson effective April 4, 2024 and rescind the pay increase that was approved at the March 2024 Board of Health meeting that was effective April 1, 2024 due to her resignation letter being submitted on March 21, 2024. (*Reference: Jaycee Hudson resignation letter*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
Discussion: Amy Campbell stated that we are not replacing this position. Dr. Stine wished Jaycee well with her new job.

- c. **Resolution 24-040** approval to hire Brianna Burkhart as a Registered Environmental Health Specialist In-Training effective April 15, 2024, at an hourly rate of \$20.00 per hour was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Discussion: Dr. Stine welcomed Brianna to the Carroll County General Health District.

- d. **Resolution 24-041** approval to hire Theresa Harrison as an Administrative Assistant in the Nursing Division effective April 5, 2024, at an hourly rate of \$18.00 per hour was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

- e. **Resolution 24-042** approval to enter into a Memorandum of Understanding (MOU) with Bright Beginnings who is the Help Me Grow Central Intake and Referral System vendor for Home Visiting and Early Intervention Services effective March 13, 2024. This MOU would allow a self-serve kiosk to be placed in the upper level of the Health Department for Carroll County families to self-refer themselves to Help Me Grow Home Visiting and/or Early Intervention programs (*Reference: Bright Beginnings MOU*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: Director of Nursing has consulted I.T. Jason Rutledge with RUTS Consulting on the security and placement of the kiosk. The kiosk is able to be set up where it can be on the health department Wi-Fi and be secure and have no availability or connection to the health department server.

- f. **Resolution 24-043** approval of the following temporary variance permits that will approve the installation of private water wells that may be less than the required isolation distance from 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 wells that have already been drilled that may not meet the isolation distance include:

- 6382 Center St. SW Carrollton
- 6265 Hilltop Dr. SW Carrollton
- 6298 Hilltop Dr. SW Carrollton
- 24 Ravine St. SW Carrollton
- 6065 VoAsh Dr. SW Carrollton
- 6148 VoAsh Dr. SW Carrollton
- 6164 VoAsh Dr. SW Carrollton
- 6172 VoAsh Dr. SW Carrollton
- 6781 Waterloo St. SE Carrollton
- 6499 Well St. SW Carrollton

Pending well installation permits that have not been approved to allow for drilling include:

- 6411 Darlington St. SW Carrollton
- 6463 Darlington St. SW Carrollton
- 6124 VoAsh Dr. SW Carrollton
- 6761 Waterloo St. Carrollton

Was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. 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 VoAsh from being under 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. This 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.

Discussion: Courtney stated that once the sewer is put in, the temporary variances will go away. She is waiting to hear from EPA on who shares wells. There will be a public meeting with us, EPA, ODH and homeowners at the beginning of June, hopefully we will have a preliminary plan for sewer at that time. We are trying to get complete funding for homeowners for everything including hook-up to the sanitary sewer. Dr. Stine stated that he was at the meeting and the EPA and ODH seem to be on board with what we are doing.

- g. **Resolution 24-044** Approval to enter into an agreement with the Ohi Environmental Protection Agency (OEPA) to administer the Mosquito Control Grant for Carroll County for April 20, 2024 through April 30, 2025 in the amount of \$25,000; and approve for Amy Campbell, Office Administrator to sign the agreement on the Health Commissioner's behalf as she is currently out of the office and to expedite the execution of this agreement was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: This is an annual grant award for the surveillance and control of mosquitos. The agreement has had minor changes to include how to dispose of equipment purchased with the grant and requirements for attending the EPA webinar before funds are dispersed. It allows CCGHD to hire a summer seasonal mosquito technician for trapping and funds the tire recycling events.


Old Business:

Adjournment:

Bernie Heffelbower made a motion to adjourn the April 17, 2024, Carroll County General Health District Board meeting at 6:24 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) May 15, 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