



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

**Carroll County General Health District
Minutes of the Board of Health
August 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 5:30 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
Courtney Grossman, Director of Environmental Health
Jessica Slater, Director of Nursing
Corinne Ren, Administrative Assistant & Registrar

Media:

No media

Approval of Meeting Minutes:

The minutes of the July 17, 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:

- Applied for grant through Health Path – Ohio based foundation that supports health. Points of interest are: Healthy Living, Dental, and Senior Focus. They work with Appalachian and Rural Counties.
- Working with Environmental Team on organizational development.
- Working toward Reaccreditation conducting a gap analysis.
- Presented at Board of Commissioners for approval for them to purchase the Too Good for Drugs and Too Good for Violence curriculums for all 3 school districts through the Opioid settlement funds.
- Helping to plan a strategic planning session around youth prevention programming to be held September 9th – You Thrive is consultant facilitating the sessions.

- Working with Behavioral Healthy community partners to lead the Mental Health and Substance Use committee for the Community Health Assessment.
- Working with Save22 and MS Consultants on revisions to the Veterans Pool to begin a phased approach to the project.
 - Got funding to replace the roof.
 - Health care component may not be incorporated into this since we weren't funded for it in the Appalachian Grant. Springvale is looking into doing a health center on their property on Trump Road.
- Participated in Malvern Back to School event on Monday, August 19th.
- Continue OPHA work – State Budget Request.

Office Administrator/Accreditation Coordinator:

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

- Completing the Injury Prevention grant submission to ODH due August 26th for the amount of \$110,000.00.
- Assisting EH in spreadsheet development.
- Ethics Training by the Ohio Ethics Commission on August 7th.
- Planning for the You Thrive Youth Prevention Strategic Planning session for September 9th.
- Obtained my Instructor Proxy Certification for Child Passenger Safety.
- Hosted and completed a car seat check for Help Me Grow's Early Intervention program on August 8th.
- Participated in Carrollton Back to School Event on August 12th – CCGHD provided Disinfecting Wipes.
- Worked on remaining 2024 budget protections to help prepare 2025 Budget for September approval by BOH.
- Health Insurance is reported to go up 5 – 7% for next year.

Division Reports:

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

Environmental Health Report:

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

- Co-Directors implemented with Tina Bernard to strengthen Environmental Division.
- Received bids for the Lunar Road project – will discuss with Board.
- Attended Commissioner's Public Meeting for Sewer Connection issue on Bluebird Road.
- Attended Regional Planning Meeting with Tina Bernard – Discussed Lot Splits.
- OEHA work finalizing agenda for October conference.

- 416 S. Lisbon St. Carrollton bat nuisance – Previous BOH Order: There has been no progress, so it has been filed with the Prosecutor.
- Delagrangé – 4327 Waynesburg Road Carrollton
 - There has been no progress on the new septic system.
 - Scott Kugler withdrew from the grant project, Mr. Delagrangé wanted to be paid by Commissioner’s Office. The Commissioners explained they could not grant this as he is not a licensed contractor.
- 8th Street Carrollton nuisance
 - Sprayed once and had a dumpster filled and disposed.
 - Orkin was planning to spray again.
 - Neighbors are having their own homes done.

Public Health Nursing Report:

The Public Health Nursing Report presented by Jessica Slater, Nursing Director

- Jessica, Doug, and Brittnee now attend Service Review Committee meetings with Family Children First Council.
- Wendy wrapped up the Carroll County Safe Seniors Program with Senior Center.
- Jessica attended Reaccreditation Training at Summit County Public Health.
- Doug, Wendy, and Jessica attended Emergency Assistant United Way Collaborative.
- Tonya and Jessica attended the Annual Reproductive Health Project Director Meeting.
- Tonya, Jessica, and Stark County went to Delaware County and checked out their mobile unit.
- Applied and approved to be a Project Dawn Site that can distribute Naloxone from Ohio Department of Health.
 - Big Brother’s Big Sisters (Aug. 2nd) 9 trained
 - The Bluffs (Aug. 12th) 24 trained
 - The Carroll County Drug Court & Court Staff (Aug. 15th) 18 trained
 - Conotton Valley PD Day (Aug. 19th) 37 trained
- Brittnee resignation, last day 8/22/24.
- Building partnership with Beacon Pharmacy and offering services in Carroll County. Beacon Pharmacy is a charitable pharmacy that serves individuals with no insurance.

Communicable Disease Report for July 2024

- Covid 19 – 53
- Lyme – 25
- Chlamydia Infection – 2
- Campylobacteriosis – 1
- Hepatitis B – 1
- Salmonellosis – 1
- Meningitis – aseptic/viral – 1
- Influenza Associated Hospitalization – 1

- Q Fever - 1

Community Health

Community Health report presented by Kelly Morris, Health Commissioner

- Angie and Lisa were trained in the Too Good for Drugs and Too Good for Violence curriculum along with the telehealth nurses and school resource officers – this will be rolled out in 4th and 7th grades this school year.
- Working on Hope Sunday which is a substance use recovery awareness day sponsored by the faith-based community. Last year 37 churches participated.
- Angie continues to provide individual tobacco cessation sessions with youth – specifically around vaping (nicotine and marijuana). She has had sessions with 2 to 3 participants this summer.
- Angie is working with Jessica on Project Dawn and community trainings.
- Overdose Awareness Day is August 31st. – Presenting Proclamation to Board of Commissioners on Monday, August 26th.
- Lisa working is working with Brown Local Guidance Counselors on program female youth on self-confidence ROX – Ruling our Experience. This is through the Injury Prevention Grant.

Vital Statistics Report:

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

July 2024

- Death Certificates Purchased – 83
- Birth Certificates Purchased – 39
- Deaths Filed - 17
- Total Deaths – 16
- Leading cause of death for July is heart disease with 5 deaths.

Financial Report:

Fiscal report presented by Kelly Morris for Amy Campbell, Office Administrator

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

- Resolution 24-071** approval of the July 2024 budget as presented (*Reference: July Budget Report*) was approved upon a motion by Dan Trbovich with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.
- Resolution 24-072** to approve the payment of July 2024 expenses totaling \$131,084.76 (*Reference: July Expense Report*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

- c. **Resolution 24-073 (a.)** to approve the following appropriation amendments to cover expenses:
(*Reference: 1 Dated Appropriation Amendments*)

- July 30, 2024, in the 25080 – Septic Fund (\$700.00)

Was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All
Nays: None Motion Carried.

Resolution 24-073 (b.) to approve the following appropriation amendment to move \$6,000.00 from Adolescent Health - Contract Services to Adolescent Health - Health Insurance was approved upon a Motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

- d. **Resolution 24-074** to approve a refund to Kyle McConnell for a septic and water point of sale evaluation for 4043 Andora Rd. NE, Carrollton in the amount of \$400.00 due to the sale of the house not going through therefore, an inspection was not needed for the property and already paid for. (*Reference: McConnell Request for Refund*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- e. **Resolution 24-075** to approve a refund to George Rosche for a Temporary Food License Permit in the amount of \$132.50 that was paid to attend the Alive Festival at Atwood Lake Park and was not needed. (*Reference: Rosche Request for Refund*) was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

New Business

- a. **Resolution 24-076** approval to award the bid for the septic alteration at 4334 Lunar Road to the lowest and best bid to J.A.M. Construction contractors in the amount of \$7,960.00 was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: Bids were received by four septic installers to perform the septic alteration. Bids were tallied by the Health Commissioner and reviewed and selected by the Board of Health.

- b. **Resolution 24-077** Approval to enter into contract for services with the septic installer J.A.M. Construction (John Mullet) awarded the bid in Resolution 24-076 to perform the work to alter the septic system on 4334 Lunar Rd. in the amount of \$7,960.00, the work will be completed by September 30, 2024 was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None Motion carried.

Additional Information: This contract is necessary due to the claim for damages caused by the health district's negligence on previous inspection. This cost will be reimbursed through the insurance Public Entities Pool.

- c. **Resolution 24-078** Approval to enter into an agreement with Safe Kids Worldwide to continue to operate the Safe Kids Carroll County coalition to reduce childhood injury. (*Reference: Safe Kids Worldwide Coalition Agreement*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
Additional Information: The health department enters into an agreement with Safe Kids Worldwide in order to continue to operate the Safe Kids Carroll County coalition resources. Since the health department is a recipient of injury prevention funding through the Ohio Department of Health majority of the requirements under this agreement are met through the work being completed under the grant.
- d. **Resolution 24-079** Approval to sign Memorandum of Understanding between CareSource Management Services LLC and Carroll County General Health District to share patient level data to address gaps in services for CareSource members 0-21 years living in Carroll County was approved upon a motion by Bernie Heffelbower with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.
Additional Information: The goal is to strengthen coordination between high-risk communities and CareSource to improve infant mortality rates through healthy birth and continuing care outcomes.
- e. **Resolution 24-080** Approval to enter into a Business Associate Agreement with CareSource Management Services LLC to establish terms to under which protected health information is created, received, maintained or transmitted was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
Additional Information: The agreement is continuous if the mutually agreed upon relationship exists among the health district and CareSource.
- f. **Resolution 24-081** Approval to ratify the signing of Memorandum of Understandings with Carrollton Exempted Village School District for them to be designated as a Secondary Point of Dispensing and Close Point of Dispensing (POD) site to support the dispensing of medical countermeasures in the event of a large scale/county-wide public health emergency was approved upon a motion by Bernie Heffelbower with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.
Additional Information: Secondary POD site is allowing the health district to use the school for mass vaccination or prophylaxis that is open to the community. The closed POD sites will dispense medications provided through the Strategic National Stockpile for prophylaxis of biological event to their staff, staff families or any residents and their families of the facility. This will as reduce the number of county residents coming to the Open Points of Dispensing and more efficiently protect the population.
- g. **Resolution 24-082** Acceptance of resignation of Brittnee Purvis, Community Health Worker effective August 22, 2024, was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
Additional Information: Brittnee has accepted a position with United Local School District.
- h. **Resolution 24-083** Approval to create a position Co-Director of Environmental Health at a pay scale of \$28/hour effective Monday, July 22, 2024 (*See attached letter*) was approved upon a motion by Dan Trbovich with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

Additional Information: It has been identified with the transition of staffing in Environmental Health and the demand for services, that a co-Director position would assist in the efficient and effective management of the EH team. This approval is retroactive to July 22, 2024, after initial approval was obtained by Dr. Stine, Board President.

- i. **Resolution 24-084** Approval to promote Tina Bernard, REHS, to the Co-Director position effective July 22, 2024, (*See attached letter*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: It has been identified with the transition of staffing in Environmental Health and the demand for services, that a co-Director position would assist in the efficient and effective management of the EH team. This approval is retroactive to July 22, 2024, after initial approval was obtained by Dr. Stine, Board President.

Old Business:

Amended Minutes (December 17,2025)

Executive Session 1: Board President Dr. Stine requested a motion to go into executive session for the reason of discussing personnel matters related to employee performance.

Wendy Wiley made a motion to leave the Regular Session and go into Executive Session at 6:48 p.m. Susan McMillen seconded the motion. Motion Carried. **Roll Call:** Dr. Stine, yes; Susan McMillen, yes; Wendy Wiley, yes; Bernie Heffelbower, yes; Dan Trbovich, yes.

Out of Executive Session and back in Regular Session at 7:19 p.m. with no formal action taken.

Executive Session 2: Board President Dr. Stine requested a motion to go into a separate executive session for discussing personnel matters related to a different employee's performance.

Dan Trbovich made a motion to go into Executive Session at 7:21 p.m. Wendy Wiley seconded the motion. Motion Carried. Roll Call: Dr. Stine, yes; Susan McMillen, yes; Wendy Wiley, yes; Bernie Heffelbower, yes; Dan Trbovich, yes.

Out of Executive Session and back in Regular Session at 7:42 p.m. with no formal action taken.

Adjournment:

Dan Trbovich made a motion to adjourn the August 21, 2024, Carroll County General Health District Board meeting at 7:43 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) September 18, 2024, at 5:30 p.m. at the Carroll County General Health District's lower level located at 301 Moody Ave. Carrollton.

Respectfully submitted,

Kelly A. Morris
Corinne L. Ren, Board Secretary
Kelly A. Morris 12-17-25

W.S. Stine MD
Dr. W.S. Stine, Board President
12/17/25