



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

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

**Media:**

No media

**Guests:**

Jacob Delagrange  
Myron Wood

**Approval of Meeting Minutes:**

The minutes of the August 21, 2024, meeting was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None – Motion carried.

## Guests:

Jacob Delagrange and Ron Wood attended the September 18, 2024, Board of Health meeting with concerns regarding Jacob Delagrange's septic system on Waynesburg Rd. Carrollton, OH 44615.

Jacob feels that the Health Department and other agencies have not done enough to compensate him on his claims that due to the black mold from the septic system he has spent over \$380,000.00 to fix. He feels he has issues that are listed in the Health Department code and wants them resolved.

Issues:

- Why do the tanks need to be replaced if they are still under warranty?
- Inspectors who don't know how to read a transit.
- He completed his ODH Septic test with a 92%, so why does he need to get permits and inspections, etc...

Jacob stated that next time we discuss this matter it will be through his lawyer.

Kelly Morris stated that the next step is permits and inspections, that is the same process for everyone. We do not make the laws, the State does.

Dr. Stine asked what tanks were under warranty and why do they need replaced. Courtney answered that she asked the State, and their reply was that it would not be approved to use the existing tanks on the new system. He can use pump tank for new system, just not aeration tank.

Dr. Stine asked who cannot read a transit. Jacob replied that it was Scott Kugler, Excavator; Scott fixed the drain line last year on 10/27/23. Dr. Stine asked who hired Mr. Kugler, Courtney replied that Jacob did and Scott Kugler is not an inspector for CCGHD.

Ron Wood was worried about the sewage coming onto his property and it was near his water well. The wet spot is not in his yard anymore since he replaced the pipe. Dr. Stine asked if Ron thought there was still a problem now. Ron said not on his area, he is just concerned that water run off will come onto his property, he just does not want to have to drill a new well.

Dan Trbovich asked why the system did not work; Courtney replied that she feels the couple who lived there before didn't use as much water and it was set to dose more than normal. The previous owners were not aware of down spouts being tied into the septic.

Dr. Stine asked if Jacob had the credentials to do his own system. Courtney stated that he has not given her a copy of his certificate yet and she needs that along with a letter from Presby. Then he can proceed with permits. Dr. Stine asked the Board if they would want to waive the septic permit fee due to all the hardships Jacob has encountered. Dan stated that he did not have a problem with that if Jacob drops everything here. Again, Jacob stated that there will be legal action unless he gets support from us.

Dr. Stine said that the tank warranty was not through us; Jacob said that since Courtney signed off on the septic, we should have some responsibility towards this. Courtney told Jacob that she does not know where he stands with the Service Provider contract and that he needs to contact them to get it back on the correct setting.

Dr. Stine asked the Board if there was any action they wanted to take. Dr. Stine told Jacob that we sympathize with his situation.

## **Financial Report:**

Fiscal report presented by Amy Campbell, Office Administrator

*\*See General and Grant Fund Balances in the September 18, 2024, PowerPoint Presentation*

- a. **Resolution 24-085** approval of the August 2024 budget as presented (*Reference: August Budget Report*) was approved upon a motion by Wendy Wiley with a second from Dan Trbovich. Ayes: All Nays: None Motion Carried.
- b. **Resolution 24-086** to approve the payment of August 2024 expenses totaling \$150,397.95 (*Reference: August Expense Report*) was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- c. **Resolution 24-087** to approve an increase in appropriations within the 20120 -Mosquito Control and 20206-Enhanced Operations Fund to cover remaining expenses for Travel and Contract Services (*Reference: 9/18/24 Appropriations*) was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: all Nays: None Motion Carried.
- d. **Resolution 24-088** to approve the 2025 Carroll County General Health District Operating Budget (*Reference: FY25 CCGHD Budget*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

**Additional Information:** This is the 2025 Operating Budget for the health department that will be submitted to the County Auditor's Office for approval by the Carroll County Budget Commission. The budget outlines the 2025 anticipated revenue and expenses for the health department, along with the projected carryover into 2026.

- e. **Resolution 24-089** approval for the Board of Health to continue to contribute 86% of the costs of the county health insurance plan and for the employees to contribute 14%. (*Reference: 2025 Health Insurance Costs*) was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

**Additional Information:** The health department was notified by the Carroll County Commissioner's Office that CEBCO's rates for Carroll County in 2025 will increase by 3.2%. In 2023 there was a 13% increase and in 2024 there was a 7.3% increase.

## **New Business**

- a. **Resolution 24-090** to approve the continuation of the contract with Carroll County Job and Family Services for Adult Protective Services provided by Wendy Gotschall, RN. The renewed contract will be for the term of October 1, 2024, to September 30, 2025 (*see attached agreement*) was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

**Additional Information:** The current contract with CJFS expires at the end of September 2024 both parties agree to continue the services as presented in the agreement.

- b. **Resolution 24-091** approval to enter into an agreement with Harrison County Health District for Carroll County Advanced Practice Nurse to provide telehealth reproductive health treatment services, effective September 1, 2024, through September 1, 2025. There is no monetary exchange for these services (*see agreement*) was approved upon a motion by Dan Trbovich with a second by Susan McMillen. Ayes: All Nays: None Motion carried.  
**Additional Information:** STD testing services have become available online. Anyone testing positive for a sexually transmitted disease needs treatment and this requires the resident to be seen by a healthcare provider. CCGHD has agreed to provide the APRN services of Sarah Atkinson to Harrison County and these telehealth visits are counted toward our Reproductive Health and Wellness grant.
- c. **Resolution 24-092** approval to enter into an agreement with Carrollton Exempted Village School District (CEVSD) to provide a telehealth nurse for the district for school year 2024/2025 not to exceed \$65,000 annually (*see contract*) was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.  
**Additional Information:** Ember Newsome, RN, is the telehealth nurse assigned to CEVSD. The school-based health center grant will provide funding for this school year.
- d. **Resolution 24-093** approval to enter into agreement with Brown Local School District to provide a telehealth nurse for the district for school year 2024/2025 not to exceed \$65,000 annually (*see contract*) was approved upon a motion by Bernie Heffelbower with a second by Dan Trbovich. Wendy Wiley abstained. Ayes: All Nays: None Motion Carried.  
**Additional Information:** Crystal Patterson, RN, is the telehealth nurse assigned to Brown Local School District. The school-based health center grant will provide funding for this school year.
- e. **Resolution 24-094** approval to enter into agreement with Minerva Local School District to provide a telehealth nurse for the district for school year 2024/2025 not to exceed \$65,000 annually was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.  
**Additional Information:** Lee Ann Lindenbaum, RN, is the telehealth nurse assigned to Minerva Local Schools. The school-based health center grant will provide funding for this school.
- f. **Resolution 24-095** approval to amend Food Service Fees by emergency resolution to add a low-risk mobile license fee for food service operations (FSO) to follow changes to the rules under Ohio Administrative Code 3701-21 was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.  
**Additional Information:** Ohio Department of Health amended the Food Service rules to add the low-risk mobile (FSO) to align with the Ohio Department of Agriculture low-risk mobile for retail food establishments (RFE). The change is effective September 1, 2024.
- g. **Resolution 24-096** approval to amend the Food Service Fees by emergency resolution to add a mobile catering food service operation license to follow the changes to the rules of Ohio Administrative Code

3701-21 was approved upon a motion by Susan McMillen with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

**Additional Information:** Ohio Department of Health amended the Food Service rules to include the mobile catering license effective September 1, 2024.

- h. Resolution 24-097** approval to refund Aultcare Insurance in the amount of \$51.31 for overpayment of a Covid-19 vaccine administered in 2022 (*see attached request*) was approved upon a motion by Dan Trbovich with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- i. Resolution 24-098** acceptance of the resignation of Courtney Grossman, REHS as Director of Environmental Health effective October 18, 2024 (*see attached letter*) was approved upon a motion by Dan Trbovich with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- j. Resolution 24-099** approval to appoint Tina Bernard, REHS to the position of Director of Environmental Health effective October 19, 2024, was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: all Nays: none Motion Carried.

### **Old Business:**

### **Health Commissioner's Report:**

- Worked with Consultant on Youth Strategic Planning Meeting on September 9<sup>th</sup>.
- Presented CHA data at the Youth Strategic Planning Meeting on September 9<sup>th</sup>.
- Worked with Amy and directors on budget preparation of 2025.
- Finance Committee meeting on September 13<sup>th</sup>.
- Asked to participate in an Intellectual Development Disabilities Inclusion Project with the Special Olympics – 4 counties in Ohio, 6 Midwest states.
- Ohio Public Health Association (OPHA).
  - Working on Equity Program we will roll out and pilot with Carroll County using the lens of poverty and policies that impact our priority areas.
  - Speaking on Advocacy at the PHN Conference in November.
- Association of Ohio Health Commissioners (AOHC).
  - Attended SE Regional AOHC meeting in Noble County.
  - Working on Budget Building Workgroup for Advocacy for increased local health department funding

## **Office Administrator/Accreditation Coordinator:**

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

- Submitted Injury Prevention grant in the amount of \$110,000.00 to ODH on August 26<sup>th</sup>.
- Budget Work: EH Cost Methodologies for POS, Septic & Water programs; updated 2024 remaining Revenue vs. Expenses Projections; Public Health Workforce & Enhanced Operations Remaining Budget Expenses; Finalized FY25 CCGHD Budget.
- Attended the You Thrive Youth Prevention Strategic Planning session for September 9<sup>th</sup>.
- Reaccreditation Gap Analysis – Domain 9 Performance Management & Quality Improvement.
- Facilitated Car Seat Training with the Child Protective Staff at JFS on September 16<sup>th</sup>.
- Working on Carroll County's set up for the new Ohio Vital Records System (OVRs).

## **Division Reports:**

*\*All Division Reports can be found in the Carroll County General Health District Board of Health September 18, 2024, PowerPoint Presentation (Attached)*

## **Environmental Health Report:**

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

- 416 S. Lisbon St. Carrollton bat nuisance – Hearing is 9/18/24.
  - Work has been started on the home to close openings 9/16/24.
- 8<sup>th</sup> St. Nuisance – conducted a reinspection on 9/6/24 – there is still a large amount of cockroach activity, it is worse in the garage.
- Started Mobile Home Park inspections – need done by the end of October.
- Retire the Tire Event scheduled for October 5<sup>th</sup> from 9 – 12.
- Continue to be busy with septic system installs and point of sale inspections.
- Attended OEHA meetings virtually – Conference is October 15<sup>th</sup> – 16<sup>th</sup>.
- Courtney's last day is planned to be October 18<sup>th</sup>.

## **Public Health Nursing Report:**

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

- Arc GIS meetings with Stark County transitioning dashboards to utilize Arc GIS.
- Doug attended OPHA Nurse section meeting.
- Jessica working with United Way on Emergency Assistance Collaborative.
- Tonya and Theresa attended Safe Sleep Education sessions and picked up 500 COVID19 test kits.
- Angie and Jessica received ODH training on Project Dawn.

- Jessica went to Mount Union College of Nursing and presented on public health nursing services at CCGHD.
- Jessica meeting with dialysis company to bring services to Carroll County.
- Jessica working on drug testing for DOT training, coordination of services to be offered at CCGHD for preemployment.
- Southeast Navigator Wendy will start onsite during busy clinic days to assist individuals with resource connection and signing up clients for health insurance.

### **Communicable Disease Report for August 2024**

- Covid - 44
- Lyme – 20
- Chlamydia Infection – 4
- Hepatitis C - 2
- Gonococcal Infection - 1
- Cryptosporidiosis - 1
- Q Fever – Acute - 1

### **Community Health**

Community Health report presented by Kelly Morris, Health Commissioner

- Lisa working with schools to schedule the Too Good for Drugs & Too Good for Violence 15-week curriculum in 4<sup>th</sup> and 7<sup>th</sup> grades starting in October.
- Empower Youth is working on youth led activities through each school district but also focusing on community activities.
- Angie is spearheading a program called “Community Talks – Building Resilience Together” that will feature community mentors and their mentees in partnership with Big Brothers Big Sisters (BBBS).
  - Social media campaign and photo signs in downtown businesses in partnership with Chamber.
- Angie and Jessica working on the roll out of Project Dawn – harm reduction activities.
- Working on partnering with community agencies to do trauma informed training.
- Ruling out Experience (ROX) is an evidence-based program for middle school girls – this program is starting this fall in Brown Local Schools – taught by guidance counselors (we are facilitating this through Injury Prevention grant).

### **Vital Statistics Report:**

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

#### **August 2024**

- Death Certificates Purchased – 59
- Birth Certificates Purchased – 54
- Leading cause of death for August is heart disease.

**Executive Session:**

To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Specifically, Health Commissioner performance and compensation and appointment of Director of Environmental Health.

Dan Trbovich made a motion to come out of Regular Session and into Executive Session at 7:18 p.m. Bernie Heffelbower seconded the motion. Ayes: All Nays: None Motion Carried.

Out of Executive Session and back in Regular Session at 7:50 p.m. with the following motions:

Wendy Wiley made a motion to provide Kelly Morris, Health Commissioner, an end of year bonus in the amount of \$5,000.00 Susan McMillen seconded the motion. Motion carried.

Bernie Heffelbower made a motion to increase Amy Campbell's, Office Administrator, hourly rate effective the first pay of the 2025 by 5.5%, Wendy Wiley seconded the motion. Motion carried.

**Adjournment:**

A motion to adjourn the September 18, 2024, Carroll County General Health District Board meeting was made at 7:52 p.m. p.m. Ayes: All Nays: None Motion Carried.

*The next meeting will be (Wednesday) October 16, 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. Rogers  
Corinne L. Rogers, Board Secretary

W.S. Stine MD  
Dr. W.S. Stine, Board President