



CARROLL COUNTY
GENERAL HEALTH DISTRICT
Healthy People — Safe Communities

**Carroll County General Health District
Minutes of the Board of Health
January 15, 2025**

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 5:32 p.m.

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

Staff Present:

Kelly Morris, Health Commissioner
Tina Bernard, Director of Environmental Health
Corinne Rogers, Administrative Assistant & Registrar

Absent:

Amy Campbell, Office Administrator & Jessica Slater, Director of Nursing

Guests:

Ken Joseph, Nuisance Complaint

Media:

No media

Approval of Meeting Minutes:

The minutes of December 18, 2024, meeting was approved upon motion by Susan McMillen with a second by Dan Trbovich. Ayes: All Nays: None – Motion carried.

Guest: Ken Joseph – RE: Nuisance Complaint

Ken Joseph attended the meeting regarding the nuisance complaint located at his property on 416 S. Lisbon St. Carrollton. He had some recommendations regarding the wording of the orders to abate the nuisances.

Health Commissioner's Report:

Kelly Morris, Health Commissioner, provided the Health Commissioner report for Board Review:

- Worked with You Thrive to finalize the Youth Resiliency Strategic Plan.
 - Strategic Planning Team is finalizing the Action Plan.
- Wrote the Community Health Improvement Plan Report.
- Wrote the CCGHD Strategic Plan.
- Working with You Thrive on quote for Action Plan for the CHIP priorities.
- Working with OPHA on evaluating and next steps to the Equity session.
 - Focus groups for Seniors, Youth, and County Champions.
- Working with Developmental Disabilities Board on inclusion of cognitive disabilities data in the CHA. “not about us without us”
- Supporting Tina in her transition to EH Director and changes in processes.

Office Administrator/Accreditation Coordinator:

Kelly Morris, Health Commissioner, provided the Office Administrator/Accreditation Coordinator report in Amy Campbell's absence, for Board Review:

- Beginning of year Administrative & Fiscal Set-Up
- Preparing for several reports due in February and March 2025:
 - Hinkle Report – FY24 Fiscal Report to State Auditor
 - Annual Financial Report
 - Accreditation Annual Report – Readiness Assessment for Re-Accreditation
 - Child Fatality Review

Division Reports:

**All Division Reports can be found in the Carroll County General Health District Board of Health January 18, 2025, PowerPoint Presentation (Attached)*

Environmental Health Report:

Tina Benard, Director of Environmental Health, provided the Environmental Division report for Board Review:

- Kristen started working downstairs every Tuesday and Wednesday to cover EH front desk and help with EH workload.
 - Corinne started her 4-day work weeks January 1st.
- Tina, Corinne, and Kristen began processing contractor registrations for Septic Installers, Septic Haulers, Service Providers, and Plumbers
- Tina continues to work with Amy on the Healthy Eating Active Living (HEAL) Grant.

- Tina, Amy, and Kelly continue to work on getting documents ready for the 2025 WPCLF Grant cycle (Septic grant program).
- Signed up to go live in May for Accela – new software system for EH programs.
- Brianna and I continue to work diligently to get outstanding documents up to date.

Public Health Nursing Report:

Kelly Morris, Health Commissioner, provided the Nursing Division report Jessica Slater in her absence for Board Review:

- The Carrollton Village Police Department agreed to have a harm reduction box placed outside under the awning! (open access 24/7).
- Tonya and Theresa attended the Local Public Health Collaborative Conference – Billing.
- Access to Care – Facilitating Dialysis Patient Survey. Working with Aultman on potentially bringing Dialysis to the County.
- Chemical Tabletop Exercise is planned for January for the Public Health Emergency Preparedness Grant.

Communicable Disease Report for December 2024

- Covid - 35
- Lyme –3
- Chlamydia – 5
- Gonococcal Infection - 1
- CPO – 2
- Streptococcus Pneumoniae – 2
- Hepatitis B – 1
- Legionellosis – 1
- Influenza-associated hospitalization - 1

Vital Statistics Report:

Corinne Rogers, Registrar provided the Vital Statistic Report showing mortality data by cause of death monthly and YTD for Board Review:

December 2024

- Death Certificates Purchased – 110
- Birth Certificates Purchased – 30
- Deaths in December - 30
- Leading cause of death for December was Cancer.

Financial Report:

Fiscal report presented by Kelly Morris, Health Commissioner, in Amy's absence.

**See General and Grant Fund Balances on January 18, 2025, PowerPoint Presentation*

- a. **Resolution 25-001** approval of the December 2024 budget as presented (*Reference: Budget YTD Summary & Monthly Budget Report*) was approved upon a motion by Dan Trbovich with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.
- b. **Resolution 25-002** to approve the payment of December 2024 expenses totaling \$171,194.88 (*Reference: December 2024 Expense Report*) was approved upon a motion by Susan McMillen with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.
- c. **Resolution 25-003** approval to reverse the year end advance of \$20,000.00 from the Public Health Workforce Fund (20200) back to the General Health Fund (25000) that was completed in November 2024 (*Reference: Reverse Advance Letter*) was approved upon a motion by Susan McMillen with a second by Dan Trbovich. Ayes: all Nays: None Motion Carried.

Additional Information: All advances completed at year end to cover negative fund balances need to be repaid and put back into the General Health fund at the beginning of the year.

- d. **Resolution 25-004** approval to reverse the year end advance of \$12,000.00 from the Covid-19 Enhanced Operation fund (20206) back to the General Health fund (25000) that was completed in November 2024 (*Reference: Reverse Advance Letter*) was approved upon a motion by Dan Trbovich with a second by Susan McMillen. Ayes: All - Nays: None. Motion Carried.

Additional Information: All advances completed at year end to cover negative fund balances need to be repaid and put back into the General Health fund at the beginning of the year.

- e. **Resolution 25-005** the Carroll County Board of Health authorizes the Health Commissioner and/or Office Administrator to approve and expedite the following fiscal activities for calendar year 2025:
 - Appropriations & Appropriation Amendments within the same fund
 - Payroll
 - Accounts payable

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

- f. **Resolution 25-006** approval to refund James Horton, in the amount of \$350.00 for the payment of a Point-of-Sale-Septic Only Evaluation for 6002 VoAsh Dr. SW Carrollton due to the sale of the property no longer taking place (*Reference: James Horton Refund Request*) was approved upon a motion by Dan Trbovich with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

New Business:

- a. **Resolution 25-007** to approve the renewal of the Tuberculosis Services Contract with Carroll County Board of Commissioners for Carroll County General Health District to be designated as the Tuberculosis Control Unit for Carroll County for calendar year 2025 and will compensate the health district \$8,000 for the services was approved upon a motion by Susan McMillen with a second by Dan Trbovich. Ayes: All Nays: None Motion. Carried.

Additional Information: The Ohio Revised Code 339.72 requires the Board of Commissioners for each county to appoint an agency to manage the services for testing, treatment and control of the spread of tuberculosis.

- b. **Resolution 25-008** to approve to enter into an agreement with the Ohio Department of Health for the Healthy Eating and Active Living (HEAL) Program, effective from the execution of this agreement through September 29, 2025, for a total award not to exceed \$12,000.00. The Carroll County General Health District will focus on Healthy Eating for this program. (*ODH Agreement-HEAL Program*) was approved upon a motion by Dan Trbovich with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

Additional Information: CCGHD will be working with community partners and targeting the Village of Malvern to complete a Healthy Eating Assessment. This assessment will look at current policy, systems, and environmental strategies around healthy eating in the Malvern community that will help identify future strategies to implement to improve access to healthy food. This is step one for this program which will hopefully lead to implementing the identified healthy eating strategies in 2025 – 2026.

- c. **Resolution 25-009** Authorizing Kelly A. Morris, Health Commissioner as the Authorizing agent for CCGHD to apply for and sign all Water Pollution Control Loan Fund (WPCLF) program documents with the Ohio Environmental Protection Agency. (*Reference: Authorizing Resolution*) was approved upon a motion by Susan McMillen with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

Additional Information: Previously the WPCLF program was managed through the Carroll County Board of Commissioners and will now be managed through CCGHD.

New Business:

Continuing Education Hours: Presentation of Carroll County General Health District's Strategic Plan 2025 – 2027 by Kelly Morris, Health Commissioner.

Board Member Roll Call: Dr. Stine, present; Susan McMillen, present; Dan Trbovich, present.

- a. **Resolution 25-010** Adoption of the 2025 – 2027 Carroll County General Health District’s Strategic Plan (*Reference: Strategic Plan*) was approved upon a motion by Dan Trbovich with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

Additional Information: The new strategic plan aligns with the new Community Health Improvement Plan for 2025 – 2027.

Adjournment:

Dan Trbovich made a motion to adjourn the January 15, 2025, Carroll County General Health District Board meeting at 6:44 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) February 19, 2025, at 5:30 p.m. at the Carroll County General Health District’s lower level located at 301 Moody Ave. Carrollton.

Respectfully Submitted By:

Corinne Rogers
Corinne Rogers, Board Secretary

W S Stine MD
Dr. W. Scott Stine, President
Carroll County Board of Health