



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

Meeting Location: Carroll County General Health District's (Upper Level)
301 Moody Ave. Carrollton 44615

Call to Order: Dr. Stine, President, called the meeting to order, with prayer, at 5:30 p.m. with prayer

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

Absent:

Staff Present:

Kelly Morris, Health Commissioner
Amy Campbell, Office Administrator
Tina Bernard, Director of Environmental Health

Absent: Jessica Slater, Director of Nursing

Media:

Elizabeth Mayle – Free Press Standard

Approval of Meeting Minutes:

The minutes of the September 17, 2025, meeting were approved upon motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None – Motion carried.

Guests: None

Health Commissioner's Report:

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

- Covering Front Desk
- Working with HR and EH to interview for REHS and Administrative Assistant positions
- Went to the Association of Ohio Health Commissioner's Conference at the end of September in Columbus
- Chaired our Suicide Fatality Review Board Meeting on September 24, 2025
- Worked with Consultant on facilitating in person Collective Impact session on October 7, 2025 - *STRONGER TOGETHER CARROLL COUNTY*
- Worked with Don (PHEP consultant) and Angie on PHEP Deliverables

Board of Health Continuing Education Credit Session- Collective Impact Stronger Together Carroll County by Kelly Morris, Health Commissioner

Kelly Morris presented the work being done in conjunction with the consultant You Thrive to facilitate the Collective Impact model for solving complex community and social problems. Kelly presented the concepts of the framework and the driving principles for successful collaborative work. Sharing the Community readiness assessment and preliminary findings as well as the collective work that was done by participants on October 7th to define a common agenda through developing vision and mission statements. Group work was shared and key words were selected by all participants that You Thrive finessed to draft vision and mission statements that will now be voted on by the community partners. The 4 vision and 4 mission statements were shared with the board of health for their input in the process. (See slides from Division Report PPT).

Office Administrator/Accreditation Coordinator:

Amy Campbell, Office Administrator, provided the Office Administrator/Accreditation Coordinator report for Board Review:

- Completed Cost Methodology for Environmental Health Programs. Food Cost Methodology is required and will be voted on for the first reading this evening. The other programs had less staff working in them this year due to the staffing turnover so there was no need to bring changes in fees to the Board of Health.
- Participated in Stronger Together session on October 7th that Kelly shared previously. Amy commented that she feels we are beginning to see some momentum for some community partners around the initiative and the overall day was positive.
- Participated in the learning sessions for the Death Module Go Live scheduled for October 22, 2025 in the new Ohio Vital Records System (OVRIS).

Division Reports:

**All Division Reports can be found in the Carroll County General Health District Board of Health May 21, 2025, PowerPoint Presentation (Attached)*

Environmental Health Report:

Tina Bernard, provided the Environmental Division report for Board Review

- Continuing to interview candidates for the EHS/EH-SIT and Administrative position
- Bri and Ember attended Summit County Rabies Training on September 30th
- Wrapped up Festival Season with Algonquin Mill Festival
- Tina and Bri attended Ohio Environmental Health Association training on October 14th
- Working on Quarter 3 Transmittals to ODH for all Programs

Nursing Division Report:

Kelly Morris provided the Nursing Division report in Jessica absence for Board Review

- Community Influenza clinics completed at ResCare, Bodo Surveying, GBS Corp and one upcoming at Malvern Christian Church.
- Met with Debra Hyde a community member regarding starting local medical missions through her church.
- Met with the Pregnancy and Parenting Support Center regarding how we can collaborate. The Center is going to be operational out of Willow House that is currently expanding. The health department donated some of the old office furniture and supplies from the remodel to assist in the start up.
- Completed vision and hearing screenings with the school nurse at Carrollton Elementary School.
- Attended the Stronger Together on October 7th
- Placed a resource box at Brown Township Garage
- Participated in Suicide Fatality Review Board meeting and working on obtaining resources for Leave behind bags with Law Enforcement
- Received ODH warehouse supplies – 500 warming blankets, working with Carroll County Senior Center to distribute with their Meals on Wheels program
- Ember and Bri attended the ODH Rabies Training.

Communicable Disease Report for September 2025

Lyme Disease	8	
Meningitis aseptic/viral		1
Hepatitis B		1
Hepatitis C		1
COVID		13
Chlamydia		6
Gonorrhea		1
CPO		1
Campylobacter		1
Salmonella		2
E. Coli	1	
Strep Pneumoniae		1
Rocky Mtn Spotted Fever	1	
Varicella (shingles)	1	
Total		41

Kelly reported that Covid-19 is now only reportable if the individual is hospitalized like Influenza. Cases of Enteric diseases increased this month (Campy, Salmonella and E.Coli)

Community Health Report:

Kelly Morris provided the community health report for board review

- Pop-Up Food Pantry served 188 families and 247 individuals on October 1st continue to have support from the community volunteers averaging 15 each month.

- Lisa continues to educate on youth trauma and conducted sessions for Big Brothers and Big Sisters Mentors at all 3 school districts
- Lisa and Angie are leading a Photovoice project with 7 community members as part of the Healthy Eating Active Living grant in the Village of Malvern.
- Lisa and Angie have started teaching the Too Good curriculum for 4th and 7th grade students at all three schools.
- Lisa and Angie participated in Stronger Together work sessions on October 7th.
- Angie introduced Will Hubert the Pharmacist from Beacon Pharmacy to community partners.

Financial Report:

Fiscal report presented by Amy Campbell, Office Administrator for Board Review

**See General and Grant Fund Balances on September 17, 2025, PowerPoint Presentation*

- Resolution 25-098** approval of the September 2025 budget as presented. (*Reference: Budget YTD Summary & Monthly Budget Report*) was approved by motion by Susan McMillen with a second by Bernie Heffelbower. Vote called by Board President, Yay: All Nay: None- motion carried.
- Resolution 25-099** approval for the payment of the September 2025 expenses totaling \$120,442.44 (*Reference: September Expense Report*) was approved by motion by Wendy Wiley with a second by Dan Trbovich. Vote called by Board President, Yay: All Nay: None- motion carried.
- Resolution 25-100** to approve the request for refund to Michelle Kostich with Shell's Confections, LLC for a temporary food license in the amount of \$165.00.
Additional Information: This temporary license was paid for the Algonquin Mill Festival when it was not needed since they are considered a Farmer's Market. (*Reference: Refund Request- M. Kostich*) Resolution 25-100 was approved by motion by Susan McMillen with a second by Wendy Wiley. Vote was called by Board President, Yay: All Nay: None- motion carried.

New Business

- Resolution 25-101** To approve the First Reading to amend and/or establish Food Service Operation (FSO) and Retail Food Establishment (RFE) license fees for the 2026 license year. (*Reference: Proposed Food Fees & Cost Methodology Spreadsheet*)
Additional Information: Ohio Administrative Code 3701-21-02.2 requires an annual cost methodology to be completed and submitted to the Ohio Department of Health and Ohio Department of Agriculture for both the FSO and RFE licenses for the previous fiscal year. The proposed fees are calculated based on the actual cost in administering and enforcing Chapter 3717- Ohio Uniform Food Safety Code. Dr. Stine, President read the first reading of Resolution 25-101 as presented the resolution was approved by motion by Dan Trbovich with a second by Wendy Wiley. Discussion regarding how all the fees decreased for FY206 due to the staffing changes with Tina moving to EH Director and not spending the time in the Food Program. Once a

new REHS is hired and the time in the program increases the fees will go back up for 2027. Dan asked how much this will affect our revenue, Amy responded that our projected revenue will decrease by approximately \$15,000 in 2026 due to the fee changes. Vote called by BOH President, Yay: All Nay: none, motion carried.

- b. **Resolution 25-102** to ratify the health commissioner's signature for the amendment to the agreement with Minerva Local School District so the telehealth nurse can be paid through October 31, 2025. Additional Information: The original agreement ended on September 30, 2025, in anticipation of grant funding. Due to the governmental shutdown, the awards are not released. Minerva agreed to fund the telehealth position through October. Resolution 25-102 was approved by motion from Susan McMillen with a second by Bernie Heffelbower. President called for vote, Yay: All, Nay: None, motion carried.
- c. **Resolution 25-103** to ratify the health commissioner's digital signature through DocuSign for the agreement with Stark County Health Department for the Injury Prevention Grant in the amount of \$27,000 for grant year 2026, effective October 1, 2025, through September 30, 2026. Additional Information: this is a continuation grant that we have partnered with Stark County Health Department for many years. Resolution 25-103 was approved by motion from Wendy Wiley and a second by Dan Trbovich. President called for vote Yay: All, Nay; None, motion carried.
- d. **Resolution 25-104** approval for the health commissioner to sign an addendum to the Stark County Health Department agreement for the Cribs for Kids program that is expanding the timeframe for January 2026- June 30, 2026. (*see attached addendum*) Additional Information: this is a continuation grant that we have partnered with Stark County Health Department for many years. Resolution 25-104 was approved by motion from Bernie Heffelbower with a second by Wendy Wiley. President called for vote, Yay: All, Nay: None, motion carried.
- e. **Resolution 25-105** approval to hire Yvonne Cook, RN as a full-time public health nurse in the amount of \$23.55 per hour, beginning October 27, 2025. Additional Information: Yvonne Cook will take the position that was vacated by Wendy Gotschall when she went to Southeast as an advanced practice registered nurse. Resolution 25-105 was approved by motion from Susan McMillen and a second by Bernie Heffelbower. President called for vote Yay: All, Nay: None, motion carried.
- f. **Resolution 25-106** approval to enter into an agreement with HS GovTech a software company, that provides an on-line system for Environmental Health Programs, the agreement will be effective upon date of execution and continues for 5 years. The initial license and configuration fee is \$8,000.00 and an on-going payment schedule of \$3,600 annually as defined in Appendix C with a 6% increase annually for year 3-5. Additional information: HS GovTech is the parent software company to the HealthSpace software that used to be provided by the Ohio Department of Health. This software was not renewed by ODH. ODH would provide free software through a different software company, but the system is not adequate to meet our needs. Many LHD are transitioning from the ODH free software to HS GovTech. The ongoing cost can be incorporated into the future cost methodology for environmental health fees. Resolution 25-106 was approved by motion from Wendy Wiley with a second by Susan McMillen. Discussion regarding why we need the software and the concerns with using the software the state used to provide for free. Tina

explained the issues and the time it takes to do the same work in this software has increased by 3-4 times. Kelly explained that the ODH system was designed for the state and not for the local end users. President Stine commented that this is a perfect example for writing your state elected officials about misuse of tax dollars. President called for vote, Yay: All, Nay: None, motion carried.

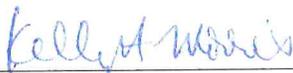
12. Old Business

There was no old business to come before the board.

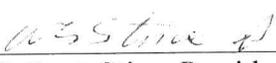
Adjournment: Meeting was adjourned at 6:38 pm by a motion by Dan Trbovich. All in favor, motion carried.

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

Respectfully Submitted By:



Kelly Morris, Board Secretary



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