



CARROLL COUNTY
GENERAL HEALTH DISTRICT
Healthy People — Safe Communities

Carroll County General Health District Minutes of the Personnel & Policy Subcommittee Meeting October 29, 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 at 6:00 p.m.

Roll Call: Dr. Stine, present; Susan McMillen, present; Wendy Wiley, present

Staff Present:

Kelly Morris, Health Commissioner

Amy Campbell, Office Administrator and Fiscal Officer

Media:

Elizabeth Mayle, Free Press Standard, Present

Guests: None

Employee Evaluations- Kelly Morris reviewed the employee evaluation tool that we changed last year. We introduced it to the staff in the fall of 2024. Their feedback was to provide more clarity on what the supervisors standards are for meeting expectations and exceeding expectations. Leadership developed the criteria tool and in early 2025 the employees received a baseline evaluation from their supervisor so they knew what they needed to work on to be eligible for a performance bonus at the end of 2025. Both the evaluation and criteria tool were shared with the Personnel Committee board members. Discussion around how we define equity and if the staff would have concerns. Kelly explained that equity is helping someone who may need more assistance to meet the outcome we are expecting. It is different than equality when everyone is treated the same. Kelly explained that she feels this is also true for employee performance. We will help them meet expectations as long as staff are also willing to put in the work.

Employee Performance Bonus Policy – Kelly Morris explained the policy and procedure in who is eligible and how the bonuses will be calculated. Two tiers of bonuses are available a top level which we proposed at 3% and a secondary level that is at 1.5% for 2025. Explained that performance bonuses will be reviewed annually by the Personnel committee and approved annually at the November board of health meeting.

Cost of Living Adjustment (COLA)- Amy presented the history of employee retention going back to 2017. She shared the current projected COLA by the Federal IRS to be 2.8% in 2026. Presented to the committee a 3% COLA for 2026 that will be paid at the last pay period of 2025. (See attached PPT Presentation)

Dr. Stine asked for recommendations to take to the Board of Health meeting on November 19, 2025. All members agreed to the 3% Cost of living adjustment and the 3% and 1.5% performance bonuses as presented.

Executive Session- Kelly requested an executive session to discuss the compensation of a public employee(s).

Dr. Stine asked for a motion that was given by Wendy Wiley and a second by Sue McMillen. Dr. Stine conducted a roll call vote. Stine- yes, Wiley, yes, McMillen- yes. Personnel committee entered into Executive session at 6:46 pm.

Personnel Committee returned from executive session to personnel committee meeting at 6:57 pm. No action was taken during personnel committee.

Adjournment:

Wendy Wiley made a motion to adjourn the October 29, 2025, Carroll County General Health District Personnel and Policy Subcommittee meeting at 6:58 p.m. Ayes: All Nays: None Motion Carried.

Respectfully Submitted By:



Kelly Morris, Board Secretary



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