



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

**Carroll County General Health District
Minutes of the Board of Health
November 19, 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.

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

Absent: Wendy Wiley

Staff Present:

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

Media:

Elizabeth Mayle – Free Press Standard

Approval of Meeting Minutes:

The minutes of the October 15, 2025, Board of Health meeting were approved upon motion by Dan Trbovich with a second by Bernie Heffelbower. Ayes: All Nays: None – Motion carried.

The minutes of the October 29, 2025, Personnel and Policy Committee were approved upon motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None- Motion carried.

Public Hearing: to amend and/or establish Food Service Operation (FSO) and Retail Food Establishment (RFE) license fees for the 2026 license year as required by Ohio law. Dr. Stine called the public hearing to order at 5:33 pm, there were no public in attendance. The second reading of the FSO and RFE license fees were read. (see attached license fee schedule). The public hearing concluded at 5:37pm.

Guests: Tessa Bodo, EHS-IT was introduced to the Board of Health as our newest employee in the Environmental Health Division. The board welcomed her to the health district.

Health Commissioner's Report:

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

- Continued covering the front desk for EH and vital stats
- Meeting with one of the Tusc county board members for OneOhio (Opioid Settlement Foundation) on October 20th
- Attended and presented at the Township Trustee Association Meeting with Tina on October 23rd
- Submitted grant reports for the United Way grant and PHEP grant
- Presented at Malvern Rotary on October 27th regarding Stronger Together
- Participated in Personnel committee meeting on October 29th with Amy regarding wages
- Worked with Lisa on submitting a new grant application to United Way for community resources
- Attended the Malvern School ribbon-cutting ceremony for the Wellness and Training center on October 30th, funded by the Appalachian grant through state funds.
- Attended and facilitated the Ohio Public Health Conference for Public Health Nurses and Epidemiologists on November 6-7th.
- Worked with Jessica on submitting a grant with Jefferson and Harrison County on expanding Harm Reduction services within the County.
- Working with RGS IT Consultant on the requirement for all Local governments and political subdivisions to have a Cybersecurity plan

Office Administrator/Accreditation Coordinator:

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

- Attended the Accreditation Learning Community meeting with Angie on October 22nd at Ohio University in Dublin- Topics: AI & Reaccreditation Process
- New Death Module for the Ohio Vital Records System went live on October 22nd.
- Personnel Committee Meeting on October 29th
- New Hire Onboarding
- Completed the MAC QTRLY Financial Report to ODH & System Award Management Renewal Application through US General Services Administration
- End of Year Financial Preparation
- Working with Angie to finalize our HEAL Photovoice Project that will be presented on Friday, November 21st during the Empower Youth Meeting.
- Met with The Uniform Guy company on November 18th to update CCGHD Uniform options

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

- Welcomed Tessa Bodo to CCGHD on November 3rd!
- Experienced POS's, Water Samples, Site Reviews, and Septic Installs so far along with onboarding training
- Hosted Septic Contractor Training at OSU Extension Office November 7th
- Bri organized and facilitated
- 32 Attendees
- Stony Lake Update
- Commissioners' signed Director's Final Findings and Orders on October 9, 2025
- OEPA's final signature on Director's Final Findings and Orders on October 16, 2025
- Meeting will be held Friday, November 21st, 2025, to discuss next steps
- Commissioners', OEPA, Thrasher Group, OMEGA, Muskingum Watershed Conservancy District, Carroll County Environmental Services

Nursing Division Report:

Jessica Slater provided the Nursing Division report, the communicable disease report and the community health division report for Board Review.

- Held Influenza clinics at Malvern Christian Church
- Tonya, Angie, Ember and Jessica attended the OPHA Nursing and Epidemiology conference at Kent State University.
- Working with the Pregnancy and Parenting support center team to have Sarah Atkinson host an educational session.
- Completed vision and hearing screenings with middle and high school students at Carrollton schools.
- Working with Carrollton school nurse as they are excluding student who do not have required vaccines.
- Placed a resource box at Loudon community center and Perry township. The Loudon resource box has used 350 items in 3 weeks' time.
- Completed the 3-year required site visit with Stark County Health department for the Reproductive health and wellness program.
- Worked with Jefferson and Harrison County health departments to apply for a grant to expand Harm Reduction services across the three counties.
- Yvonne Cook, RN stated at the end of October and has been training with the Bridges to wellness program.

Communicable Disease Report for October 2025

Lyme	13
Anaplasmosis	2
Rocky Mtn Spotted Fever	1

Hepatitis C	1
CPO	1
Chlamydia	5
Gonorrhea	1
Campylobacteria	1
Haemophilus Influenza	1
Total	27

Community Health Report:

Jessica Slater provided the community health report for board review

- The November 5th Pop-Up Pantry served 119 families and 355 individuals.
- The youth leadership team participated in the Adventure Alley team building activities at Camp FFA Muskingum
- The youth leadership team is preparing “Your Presence is a Present” bags to distribute to Big Brothers Big Sisters school-based matches.
- The Photovoice Project Presentation for the Healthy Eating Active Lifestyle (HEAL) grant will be on November 21st with community partners and project participants.

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 25-107** approval of the October 2025 budget as presented. *(Reference: Budget YTD Summary & Monthly Budget Report)* was approved by a motion by Susan McMillen, with a second by Bernie Heffelbower. Vote called by Board President, Yay: All Nay: None- motion carried.
- Resolution 25-108** approval for the payment of the October 2025 expenses totaling \$118,867.65 *(Reference: October Expense Report)* was approved by a motion by Dan Trbovich with a second by Susan McMillen. Vote called by Board President, Yay: All Nay: None- motion carried.
- Resolution 25-109** approval of the appropriation amendments on November 19,2025 in the following funds to cover remaining expenses and advances for fiscal year 2025. *(Reference: 11/19/2025 Appropriation Amendment)*
 - 25080- Septic fund- \$600.00 from Workers Compensation to Other Expenses
 - 25090- General Environmental fund- \$500.00 from Workers Compensation to Other Expenses
 - 25000- Health Fund- \$26,000.00 from the Transfer Out line item to the following line items Salaries, Unemployment, and Advance Out.

Resolution 25-109 was approved by motion by Susan McMillen with a second by Dan Trbovich. Vote was called by Board President, Yay: All Nay: None- motion carried

- d. **Resolution 25-110** to approve to reduce appropriations on November 19, 2025, in the following funds to ensure the remaining appropriations do not exceed the end-of-year fund balance. (Reference: 11/19/25 Appropriations)

- 20125- Adolescent Health Resiliency fund in the amount of \$10,000.00
- 20200- Public Health Workforce fund in the amount of \$39,200.00
- 20206- Enhanced Operations fund in the amount of \$111,491.36
- 25000- Health fund in the amount of \$14,058.00
- 25030- Food fund in the amount of \$7,000.00
- 25047- Reproductive Health fund in the amount of \$5,300.00
- 25059- Public Health Emergency Preparedness fund in the amount of \$6,000.00
- 25060- Nursing fund in the amount of \$15,500.00
- 25070- Water fund in the amount of \$10,800.00
- 25085- WPCLF fund in the amount of \$135,250.00
- 25162- Drug Free Communities fund in the amount of \$14,195.00

Resolution 21-110 was approved by motion by Susan McMillen with a second by Dan Trbovich. Board President called for vote Yay: All Nay: None, motion carried.

- e. **Resolution 25-111** to approve the transfer of a portion of the subdivision settlement from the 25000-Health fund to the identified funds for the following amounts: (Reference: Subdivision Transfer Letter to Auditor's Office)

- \$25,000.00 to the 25060- Nursing fund
- \$5,000.00 to the 25090- Environmental fund

Additional Information: These funds from the subdivision settlement needed to be transferred from the health fund to cover expenses until the first settlement is received in 2026. Resolution 25-111 was approved by motion by Bernie Heffelbower with a second by Susan McMillen. Board President called for a vote Yay: All Nay: None- motion carried.

- f. **Resolution 25-112** to approve the transfer of \$41.06 from the 25000-Health fund to the 20206-Covid-19 Enhanced Operations fund to cover the negative fund balance from when the grant ended on March 24, 2025. (Reference: 20206-Covid 19 Enhanced Operations Transfer Letter to Auditor's Office) Additional Information: There was a small negative balance remaining within the Covid-19 Enhanced Operations grant from expenses. Funds need to be transferred to cover the negative balance before the end of the year. Resolution 25-112 was approved by motion by Dan Trbovich with a second by Bernie Heffelbower. Board President called for vote, Yay: All Nay: None, motion carried.

- g. **Resolution 25-113** to approve the advance of \$15,000.00 from the 25000- General Health fund to the 25085-Ohio Water Pollution Control Loan Fund (WPCLF) to cover the negative fund balance. (Reference: 25085- Advance Letter) Additional Information: Grant reimbursement to the WPCLF fund for end of year expenses will not be received by December 31, 2025. The CCGHD will need to advance money from the General Health fund to cover the negative fund balance. The

\$15,000.00 will be reversed back into the General Health fund in January 2026. Resolution 25-113 was approved by motion by Susan McMillen with a second by Bernie Heffelbower. Board President called for vote Yay: All Nay: None, motion carried.

- h. **Resolution 25-114** approval to refund Johnny Manzonie with Manzonie Excavating in the amount of \$724.00 for the payment of a septic permit at 8125 Scio Rd. SE, Scio due to the buyer backing out of purchasing this property and the permit was already paid for. (Reference: Johnny Manzonie Request for Refund) Resolution 25-114 was approved my motion by Dan Trbovich with second by Susan McMillen, Board President called for vote. Yay All Nay: None, motion carried.
- i. **Resolution 25-115** approval to refund David Trimble in the amount of \$350.00 for the payment of a point-of-sale septic only inspection at 1093 Alliance Rd., Minerva, due to the property being connected to city sewer and an inspection was not needed. (Reference: David Trimble Request for Refund) Resolution 25-115 was approved by motion by Susan McMillen with second by Bernie Heffelbower. Board President called for vote. Yay: All Nay: None, motion carried.

11. New Business

- a. **Resolution 25-116** to ratify the health commissioner's signature for the amendment to the agreement # 55178-1 with the Ohio Department of Health Heathy Eating, Active Living (HEAL) grant to extend the agreement ending date through December 31, 2025. Additional Information: The original agreement ended on September 30, 2025, this extension will permit expenses and activities to continue through December 31,2025. Resolution 25-116 was approved by motion by Susan McMillen with second by Dan Trbovich. Board President called for vote. Yay: All Nay: none, motion carried.
- b. **Resolution 25-117** to issue a Board of Health Order to Jesse Baker, property owners at 9094 Cumberland Dr. Sherrodsville, OH, for the abatement of a sewage public health nuisance in accordance with ORC 3718.001 and OAC 3701-29-06 (C) & (E). Additional Information: The Environmental Health Division has received multiple nuisance complaints involving a septic system that has not been functioning properly since May 2025. The owner, Jesse Baker, has been given sufficient time to address the sewage nuisance since May 2025, but has ignored all attempts from our office to work with him such as phone calls, letters, certified letters, and in person visits. Tina Bernard, Director of Environmental Health requested this resolution be tabled as the property owner called yesterday and is working to abate the sewage nuisance. Ms. Bernard would like to give him time to get the repairs done and verify the work. Board President tabled this resolution.

- c. **Resolution 25-118** approval to hire Tessa Bodo as a full-time Environmental Health Specialist in Training at an hourly rate of \$20.00 per hour, beginning November 3, 2025. Approval was made by motion by Bernie Heffelbower with second by Dan Trbovich. Board president called for vote. Yay: All Nay: none, motion carried.
- d. **Resolution 25-119** to approve the resignation of Tonya Phillips, as a full-time Public Health Nurse effective November 13, 2025. Approval was made by motion by Susan McMillen with second by Bernie Heffelbower. Board President called for vote, Yay: All Nay: None, motion carried.
- e. **Resolution 25-120** to approve to add December 24th- Christmas Eve and December 31st- New Year's Eve as paid holidays for 2025. Motion was made by Susan McMillen with second by Bernie Heffelbower. Dan Trbovich was not in favor of adding two additional paid holidays for the employees to have a total of 4 paid days off over the holidays. After much discussion the board agreed to a compromise. Board President called for vote of the resolution as presented. Yay: None, Nay: All. The motion failed.
- f. **Resolution 25-120(a)** to approve 4 hours of holiday pay for the afternoon of Christmas Eve and New Years Eve. The health district will close at noon on both Christmas Eve and New Years Eve. Resolution 25-120(a) was approved by motion by Dan Trbovich with second by Bernie Heffelbower. Board Present called for vote. Yay: All Nay: None, motion passes.
- g. **Resolution 25-121** to ratify the health commissioner's signature for the memorandum of understanding with the United Way of Greater Stark County to receive \$5,000.00 in funding for a Community Resource Support Program project that will help reduce barriers to hygiene products for low-income Carroll County residents through March 31, 2026. Additional Information: United Way of Greater Stark County shared with Carroll County community partners that they had funding available for Community Resource Support. The health district has recognized a need for hygiene products in the community from the community distribution boxes placed around the county. These funds will help sustain distributing hygiene products not only within the community distribution boxes, but also during the pop-up food pantry and school districts. Resolution 25-121 was approved by motion by Bernie Heffelbower with a second by Susan McMillen. Board President called for vote. Yay: All Nay: None, motion carried.
- h. **Resolution 25-122** approval to adopt the health districts Performance Bonus Policy & Procedure in pursuit of excellence in employee performance and employee retention. The policy sets standards to financially reward employees working above the expectations that are established by the health districts administration. (Reference: CCGHD Policy, Peformance Evaluation Tool and evaluation criteria) Additional Information: CCGHD is an accredited health district that sets standards for excellence in public health service delivery. This is a standard that measures our efforts to recruit and secure qualified and diverse staff. This resolution was recommended by the Personnel Committee. Resolution 25-122 was approved by motion by Dan Trbovich with second

by Susan McMillen. Amy Campbell presented the information provided at the Personnel Committee meeting on October 29th to the full board. Dan Trbovich commented that he likes the policy and that it took a lot of work to put it all together. Dr. Stine also commented that the Personnel committee was also pleased with the policy. Board President called for vote: Yay: All Nay: None, motion carried.

- i. **Resolution 25-123** approval to award employees who meet the eligibility requirements outlined in the CCGHD Performance Bonus Policy & Procedure with a performance bonus of 3% for those employees achieving the top bonus score from their annual performance evaluation; and 1.5% for those who achieve within the secondary bonus score from their annual performance evaluation. This is a one-time payment to be paid out on the last payroll for 2025. (Reference: Oct 2025 Personnel Committee Meeting Presentation) Additional Information: The policy and percentage of distribution for 2025 was recommended from Personnel Committee on October 29, 2025. Resolution 25-123 was approved by motion by Dan Trbovich with second by Bernie Heffelbower. Board President called for vote. Yay: All Nay: None, motion carried.
- j. **Executive Session-** To convene into executive session in accordance with Ohio Revised Code 121.22 (G) (1) to discuss the compensation of a public employee or public official. Motion to move into executive session was provided by Dan Trbovich with a second by Susan McMillen. Board President conducted Roll Call Vote to go into executive session at 7:09 pm. Stine, Yes, McMillen, Yes, Trbovich, Yes and Heffelbower Yes. The board took no action in executive session and reconvened the Board of Health meeting at 7:30pm.
- k. **Resolution 25-124** to approve a 3% cost-of-living wage adjustment (COLA) effective December 6, 2025, for pay date January 1, 2026, for all full-time Carroll County General Health District employees specifically identified in signed resolution. (Reference: 2026 3% Cost of Living Wage Increase New Rate) Resolution 25-124 was approved by motion by Susan McMillen with second by Bernie Heffelbower. Board President called for vote. Yay: All Nay: None. Motion carried.
- l. **Resolution 25-125** to approve additional compensation for the following employees effective December 6, 2025 which is the first pay period in 2026 for pay date January 1, 2026.
 - a. Jessica Slater, Director of Nursing, at \$1.00/hour additional compensation for earning her Bachelor of Science in Nursing degree in 2025.
 - b. Tina Bernard, Director of Environmental Health, at \$1.00/hour additional compensation for completion of one year as Director of Environmental Health.
 - c. Amy Campbell, Office Administrator and Fiscal Officer, at \$1.50/hour additional compensation for her detailed oversight of finances and high performance on the state audit.
 - d. Kelly Morris, Health Commissioner, at \$1.50/hour additional compensation for her leadership, direction, and management of the health district.

Resolution was added after executive session by Board President with motion by Susan McMillen and second by Dan Trbovich. Board President called for vote. Yay: All Nay: None. Motion carried.

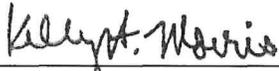
12. Old Business

- a. **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 the resolution was approved by motion by Dan Trbovich with a second by Wendy Wiley.

Adjournment: Meeting was adjourned at 7:35 pm by a motion by Dan Trbovich. All in favor, motion carried.

The next meeting will be (Wednesday) December 17, 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

