



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

**Carroll County General Health District  
Minutes of the Board of Health  
February 19, 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; Bernie Heffelbower, present; & Wendy Wiley, present

**Staff Present:**

Kelly Morris, Health Commissioner  
Tina Bernard, Director of Environmental Health  
Corinne Rogers, Administrative Assistant & Registrar  
Amy Campbell, Office Administrator  
Jessica Slater, Director of Nursing

**Guests:**

**Media:**

Free Press Standard – Elizabeth Mayle

**Approval of Meeting Minutes:**

The minutes of January 15, 2025, meeting was approved upon motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None – Motion carried.

**Health Commissioner's Report:**

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

- Worked on Community Health Improvement Plan
  - Action steps for Youth Strategic Plan
  - You Thrive Consultant about helping to develop Collective Impact Model for our CHIP
  - Incorporate Grief Recovery, Wellness and Healthy eating through partnerships across the county
    - Faith based, private businesses, Food cupboards/pantries

- Access to Care – working with MH providers for CNP services
  - Working with Brown Local School on School Nurse partnership – SBHC
- Healthy Living – working with Muskingum Watershed Conservancy District – on partnership opportunities for active living
- Staff Training for compliance with HIPAA, Sunshine Law and Ethics
  - Working on Self Care for staff and understanding stress/anxiety
- Record Retention – January 30<sup>th</sup> is annual record retention day
- Health Department Remodel – working to get quotes for new flooring and offices
- Working with AOHC on State Budget Bill – HB57
- Very early in the process – may ask for you to help support when we get closer to approval by house – and then Senate
  - Opportunities – Governor’s budget included a lot of support for Mental Health
    - Significant taxes proposed to tobacco products including vaping products as well as Marijuana.
- Funding through Ohio EPA reallocation of tipping fees paid to landfills that would allocate \$.45 per ton of the \$4.75 charge to local health departments. Closed landfills.

**Office Administrator/Accreditation Coordinator:**

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

- Participated in the GMIS Portal Trainings with ODH – (new grant management system)
- OBB (Car Seat Program) Site Visit with Stark County Health Department – 2/7/25
- Preparing for several reports due in February and March 2025
  - Hinkle Report – FY24 Fiscal Report to 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 February 19, 2025, PowerPoint Presentation (Attached)*

**Environmental Health Report:**

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

- Continuing to work with ODH on Accela set up (New Portal for Licensing and Reports)
- Received award for WPCLF Grant (Septic Grant Program) from OEPA

- Continue to work with Amy and Kelly on 2025 Application and Documents
- Submitted Mosquito Control Grant for 2025
- Tina continues to work with Amy on the Healthy Eating Active Living (HEAL) Grant
  - Reached out to community partners
  - Working on completing assessment
  - Attended the Board Meeting for the Malvern Food Cupboard
- Outstanding Food Issues
  - Carroll Lanes
    - Plans/Selling
  - Archer's
    - Compliance Meeting/Further Enforcement
  - Dollar General Market
    - Freezers

### **Nursing Division Report:**

Jessica Slater, Director of Nursing, provided the Nursing Division report for Board Review:

- Engaging local businesses on Narcan Wall Boxes: Durafin, Carrollton Bible Chapel, Great Trail Fire District, and Gionino's
- Access to Care – participating in the Pregnancy Resource Center Meetings

### **Communicable Disease Report for January 2025**

- Covid - 68
- Lyme –8
- Chlamydia – 4
- Gonococcal Infection - 1
- Streptococcus Pneumoniae (Antibiotic resistance unknown) – 2
- Hepatitis B – 1
- Influenza-associated hospitalization – 12
- Campylobacteriosis – 3
- Streptococcal Group A – 1
- Streptococcus Pneumoniae (antibiotic resistant) - 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:

### **January 2025**

- Death Certificates Purchased – 113
- Birth Certificates Purchased – 34
- Deaths in January - 28
- Leading cause of death for January was heart disease

## Financial Report:

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

*\*See General and Grant Fund Balances on February 19, 2025, PowerPoint Presentation*

- a. **Resolution 25-011** approval of the January 2025 budget as presented (*Reference: Budget YTD Summary & Monthly Budget Report*) was approved upon a motion by Wendy Wiley with a second from Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- b. **Resolution 25-012** approval for the payment of the January 2025 expenses totaling \$197,013.17 (*Reference: January 2025 Expense Report*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- c. **Resolution 25-013** approval of the appropriation amendment on February 7, 2025, in the 25060 – Nursing Fund in the amount of \$3,000.00 to cover expenses for refunds (*Reference: 2/7/25 Appropriation Amendments*) was approved upon a motion by Susan McMillen with a second by Dan Trbovich. Ayes: all Nays: None Motion Carried.
- d. **Resolution 25-014** approval of the appropriation amendment on February 13, 2025, in the 25047 – Reproductive Health fund in the amount of \$3,000.00 to cover expenses (*Reference: 2/13/25 Appropriation Amendment*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All - Nays: None. Motion Carried.
- e. **Resolution 25-015** approval to refund Jamison Well Drilling, Inc., in the amount of \$175.00. Jamison Well Drilling paid the Carroll County General Health District for a New well Permit (\$450.00) when an Alteration Permit (\$275.00) was owed for the property address of 1020 Lorric Rd. NW Minerva. The requested refund amount is the local fee cost difference from overpaying for a New Well Permit (*Reference: Jamison Well Drilling Refund Request*) was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: All - Nays: None. Motion Carried.

- f. **Resolution 25-016** approval to refund Gregory Stutzman, in the amount of \$350.00 for a septic only point of sale inspection for 2088 Royal Rd. SW Carrollton due to deciding to abandon the septic therefore, no septic available for inspection (*Reference: G. Stutzman Refund Request*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- g. **Resolution 25-017** approval to refund Allan McArthur, in the amount of \$348.84 for services received in the nursing division. Mr. McArthur's medical insurance covered the amount that he had already paid to the health department. (*Reference: A. McArthur Refund Request*) was approved upon a motion by Susan McMillen with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

### **New Business:**

- a. **Resolution 25-018** to approve the one-time expense of \$5,950.00 for Pileggi's Asphalt to fill the asphalt cracks, seal the asphalt and re-strip the parking lot was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.  
**Additional Information:** The parking lot was originally paved in the summer of 2022 and needs maintained to extend its longevity.
- b. **Resolution 25-019** to approve a one-time expense of \$1,105.00 for the migration of Microsoft Office licensure to a new governmental platform that was just permitted by Microsoft Windows. And a reoccurring monthly expense of \$678.00 to support the new Microsoft office platform. This monthly expense will be incorporated into our monthly fee charged by RGC IT Services, for a total of \$2,178.00 per month, was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.  
**Additional Information:** This new platform is more secure and assures our cybersecurity is complaint and provides us with encryption capabilities for email on all email user accounts. It will allow us to convert all our data storage to virtual storage under this platform.
- c. **Resolution 25-020** approval for the Health Commissioner to execute an addendum to the Reproductive Health and Wellness Program (RHWP) grant contract with Stark County Health Department for the additional amount of \$4,600.00 as awarded by the Ohio Department of Health was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.  
**Additional Information:** The Carroll County RWHP clinic exceeded the state's projected number of clinic visits we are required to meet and therefore awarded us additional funding for FY26 grant cycle.

**Adjournment:**

Dan Trbovich made a motion to adjourn the February 19, 2025, Carroll County General Health District Board meeting at 6:26 p.m. Ayes: All Nays: None Motion Carried.

*The next meeting will be (Wednesday) March 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