



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

**Carroll County General Health District
Minutes of the Board of Health
March 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 5:33 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
Amy Campbell, Office Administrator
Tina Bernard, Director of Environmental Health
Jessica Slater, Director of Nursing
Corinne Rogers, Administrative Assistant & Registrar

Media:

No Media

Approval of Meeting Minutes:

The minutes of February 19, 2025, meeting was approved upon motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None – Motion carried.

Health Commissioner's Report:

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

- Working with Mental Health providers about partnering for Wendy's services, once she is a licensed PMHP provider.
- Participated in the Health Value Dashboard Advisory Committee for Health Policy Institute of Ohio (HPIO).
- Advocated with Lisa Winkler at Statehouse with the Ohio Suicide Prevention Foundation.
- Partnering with Malvern Christian Care Center – Food Pantry on expanding services and service delivery – Healthy Eating priority area and the Healthy Eating Active Living Grant.
- Working on PHAB Readiness Assessment for our Annual Report due March 31st.
- Facilitated the Suicide Fatality Review Board meeting on March 18th.

- Working with an Advocacy consultant with OPHA on Mental Health amendment language in the State Budget Bill.
- Conducted a focus group with Youth Leadership Team regarding Equity.
- Held a session with Board of Developmental Disabilities regarding inclusion of Intellectually Disabled Individuals in our data collection for our CHA.
- Working with You Thrive Consultant to provide facilitation of our CHIP using the Collective Impact Model.

Kelly supplied data regarding suicides in 2024.

- Carroll County had 9 suicides in 2024.
 - 2 – Female
 - 7 – Male
 - Cause of Death – (8 – Gunshot wound; 1 – Venlafaxine Overdose)

Office Administrator/Accreditation Coordinator:

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

- Completed Financials for CCGHD Annual Report.
- Completed and submitted the annual Drug Free Communities Grant Application.
- Worked with Kelly on FY26 CCGHD Operating Budget.
- Preparing for several reports due in February and March 2025.
 - SUBMITTED – Hinkle Report – FY24 Fiscal Report to State Auditor.
 - Annual Financial Report – In Progress.
 - Accreditation Annual Report – Readiness Assessment for re-Accreditation – In Progress.
 - Child Fatality Review – Meeting held on 3/18/25, completing report.

Division Reports:

**All Division Reports can be found in the Carroll County General Health District Board of Health March 19, 2025, PowerPoint Presentation (Attached)*

Environmental Health Report:

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

- Dr. Stine, Kelly, and Tina met with the Prosecutor about Stony Lake on March 3rd.
- Continue to work on 2025 Application and Documents for the 2025 WPCLF Grant.
- Attended Accela meeting on March 4th (Data Validation Kickoff).
 - Should wrap up by April 1st.

- Tina continues to work with Amy and Kelly on the Healthy Living Active Living (HEAL) Grant.
 - The Community Partner meeting will be on March 28th.
 - Assessment due April 11th.
 - Virtual Meeting with Todd Schlereth (Mobile Pop-Up Pantry Program/Akron-Canton Regional Food Bank).
- Tina was a guest judge at the Warrior Test Kitchen (Carrollton High School)
 - Overall winner was Cheeseburger Soup.
- Brianna is working with Todd on Soil and Design Reviews.

Nursing Division Report:

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

- Wrapping up Reproductive and Preconception Health Grants.
- Received additional 8,361 diapers to stock from Heart of Ohio Diaper Bank.
- Access to Care-participating in the Pregnancy Resource Center Meetings, on steering committee, and Dialysis Meetings.

Communicable Disease Report for February 2025

- Covid - 25
- Lyme –4
- Chlamydia – 1
- Gonococcal Infection - 1
- Influenza-associated hospitalization – 23
- Campylobacteriosis – 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:

February 2025

- Death Certificates Purchased – 80 (2 – *Permitium Order*)
- Birth Certificates Purchased – 40 (1 – *Permitium Order*)
- Deaths in February - 15
- Leading cause of death for February was Alzheimer’s Disease

Financial Report:

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

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

- a. **Resolution 25-021** approval of the February 2025 budget as presented (*Reference: Budget YTD Summary & Monthly Budget Report*) was approved upon a motion by Dan Trbovich with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.
- b. **Resolution 25-022** approval for the payment of the February 2025 expenses totaling \$111,150.17 (*Reference: February 2025 Expense Report*) was approved upon a motion by Susan McMillen with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.
- c. **Resolution 25-023** to approve the 2026 operating budget for the Carroll County General Health District that will be presented on the March 22, 2025 District Advisory Council meeting and will be provided to the Carroll County Auditor's Office by April 1, 2025 (*Reference: Draft 2026 Carroll County General Health District Budget*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: all Nays: None Motion Carried.

New Business:

- a. **Resolution 25-024** to authorize the expenditure of \$44,086.50 to One Stop Flooring for removing all carpeting and replacing with commercial grade vinyl. Authorizing the payment of half down to order the product and payment in full upon completion (*Reference: attached quote and scope of work*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion. Carried.

Additional Information: The funds to support the remodeling project are paid for from the Enhanced Operations 23 Plus grant from the Ohio Department of Health. Funds must be expended by December 2025.

- b. **Resolution 25-025** To authorize the expenditure not to exceed \$20,000.00 for the painting of both levels of the health department prior to the flooring being installed, and to authorize the health commissioner to enter into the agreement with the contractor for this work was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

Additional Information: The funds to support the remodeling project are paid for from the Enhanced Operations 23 Plus grant from the Ohio Department of Health. Funds must be expended by December 2025.

- c. **Resolution 25-026** to authorize the expenditure not to exceed \$90,000.00 to Bordon Office Equipment for the reconfiguration of offices and desks for the lower level and to reconfigure the front desk reception areas on both levels (*See attached quote*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

Additional Information: The funds to support the remodeling project are paid for from the Enhanced Operations 23 Plus grant from the Ohio Department of Health. Funds must be expended by December 2025.

- d. **Resolution 26-027** to authorize the expenditure not to exceed \$10,000.00 for the purchase of supplies to support the health department reconfiguration of office space to improve efficiency and infection control was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

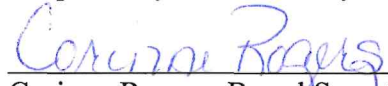
Additional Information: The funds to support the remodeling project are paid for from the Enhanced Operations 23 Plus grant from the Ohio Department of Health. Funds must be expended by December 2025.

Adjournment:

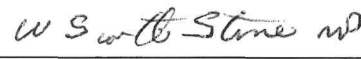
Dan Trbovich made a motion to adjourn the March 19, 2025, Carroll County General Health District Board meeting at 6:26 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) April 16, 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, Board Secretary



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