



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

**Carroll County General Health District  
Minutes of the Board of Health  
April 16, 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 5:30 p.m. with prayer

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

**Absent:**

Dan Trbovich

**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:**

Elizabeth Mayle – Free Press Standard

**Approval of Meeting Minutes:**

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

**Guests:** None

## **Board of Health Reorganization and Welcome Newest Board Member – Susan McMillen**

Wendy Wiley made a motion to elect Dr. Stine as Board of Health President; Susan McMillen seconded the motion. Dr. Stine accepted the nomination. Ayes: All Nays: None Motion Carried. Dr. Stine will remain the Board of Health President.

Wendy Wiley made a motion to elect Bernie Heffelbower as Board of Health Vice President; Susan McMillen seconded the motion. Bernie Heffelbower accepted the nomination. Ayes: All Nays: None Motion Carried. Bernie Heffelbower is the new Board of Health Vice President.

### **Board of Health Committees:**

Bernie Heffelbower made a motion to keep members of the Personnel and Finance Committee as they are, Wendy seconded the motion. Ayes: All Nays: None Motion Carried.

**Personnel Committee** – Wendy Wiley, Susan McMillen, & Dr. Stine.

**Finance Committee** – Bernie Heffelbower, Dan Trbovich, & Dr. Stine.

### **Health Commissioner's Report:**

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

- Renovation project has started – serving as project manager
- Presented our Annual Report and 2026 Budget at the District Advisory Council Meeting – Susan McMillen appointed to another 5-year term as a Board Member.
- Presented at the Carrollton Rotary on March 25<sup>th</sup>.
- Worked with Amy on fiscal revisions due to the Enhanced Operations grant termination.
- Presented for the Ohio Accreditation Learning Community webinar on our project on inclusion of intellectual developmentally disabled into our CHA data collection.
- Continue partnership with Malvern Christian Care Center on expanding service delivery.
- Working with Akron-Canton Regional Food Bank on bringing a Pop-up Food Pantry to Carroll County.
  - Community Pop-up Pantry is monthly on the first Wednesday of each month. Starts May 7<sup>th</sup> 11 am to 1:00 pm located at the Church of Christ 535 Moody Ave. Carrollton.
- Working with Jessica and members of the community on developing a Pregnancy Resource Center.
- State Budget Bill
  - The Governor's budget has two area of increased revenue to LHD were cut by the House:
    - Newborn home visiting
    - Tipping fees for solid waste
- Working with OPHA and AOHC on advocacy as the budget bill moves through the legislative process.
  - Hoping to gain support at the senate to reinstate home visiting at least.

## **Office Administrator/Accreditation Coordinator:**

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

- Enhanced Operations (E023) Finalized Program & Expense Reports
  - Prepared E023 Budget impact for 2025 and 2026 for Personnel Committee.
- Personnel Committee meeting on April 9<sup>th</sup>.
- Completed the Costing Tool for Annual Financial Report – **Extended to May 16, 2025, due to E023 sudden – Need to upload data and submit.**
- Accreditation Annual Report – Readiness Assessment for Re-Accreditation – **Submitted.**
- Child Fatality Review – **Submitted.**
- Worked with Tina on Health Eating, Active Living Assessment – Held meeting on March 28<sup>th</sup>.

## **Division Reports:**

*\*All Division Reports can be found in the Carroll County General Health District Board of Health April 16, 2025, PowerPoint Presentation (Attached)*

## **Environmental Health Report:**

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

- Stony Lake Multi – Agency meeting is scheduled for May 19<sup>th</sup> with Commissioners, CCGHD, OEPA, OMEGA, Thrasher, & Sewer Department.
- Accela meetings continue (End User Training) – April 14<sup>th</sup> through April 18<sup>th</sup>.
- Healthy Eating Active Living (HEAL) Grant – Amy and Tina will attend in person training on April 17<sup>th</sup> (Photovoice Train the Trainer). Submitted Q2 workplan and PSE Assessment (Healthy Eating).
- Brianna and Tina continue to work on planning the Tire Recycling Event for April 26<sup>th</sup>. (getting handouts ready).
- Kristen moved downstairs on April 1<sup>st</sup>.
- Tina working with Jessica to learn PHEP.
- Brianna working with sewer district on two separate issues: 1. Pineview Area (MWCD) 2. Leisure Rd. Minerva Area.

## **Nursing Division Report:**

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

- Painting started April 11, 2025, in the Nursing Division.
- Celebrating Public Health Week.
- Reduction of Sarah Atkinson APRN hours started in April, Reproductive Health and Wellness services now offered the 2<sup>nd</sup> & 4<sup>th</sup> Mondays of the month.

- Theresa and Jessica completed front desk income verification Title X Training.
- Jessica attended the Cribs 4 Kids Advisory group and completed safe sleep training with Boise State Biomechanics of Inclined Sleep.
- Worked with Human Trafficking Liaison at Compass and a Vaccine Rep. from Merck on vaccine hesitancy training to present both at the April Staff meeting.

### **Communicable Disease Report for March 2025**

- Covid – 10
- Lyme –2
- Chlamydia – 3
- Gonococcal Infection - 1
- Influenza-associated hospitalization – 9
- Campylobacteriosis – 1
- Hepatitis C – 1
- Streptococcus Pneumoniae - 2

### **Vital Statistics Report:**

Corinne Rogers, Registrar provided the Vital Statistic Report showing mortality data by cause of death monthly and YTD for Board Review:

#### **March 2025**

- Death Certificates Purchased – 38 (3 – *Permitium Order*)
- Birth Certificates Purchased – 68 (7 – *Permitium Order*)
- Deaths in March - 13
- Leading cause of death for March was Cancer

### **Personnel & Policy Committee – Sue McMillen**

**Board Attendance:** Dr. Walter S. Stine, present; Susan McMillen, present; Bernie Heffelbower, present; Wendy Wiley, present

**Staff:** Kelly Morris, Health Commission; Amy Campbell, Office Administrator; Tina Bernard, Director of Environmental Health; & Jessica Slater, Director of Nursing

**Media:** Elizabeth Mayle, Free Press Standard

Approval of Personnel & Policy Committee Minutes from April 9, 2025, was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

- See Personnel Policy Updates/Changes (*attached*)

## **Financial Report:**

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

*\*See General and Grant Fund Balances on April 16, 2025, PowerPoint Presentation*

- a. **Resolution 25-028** approval of the March 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 25-029** approval for the payment of the March 2025 expenses totaling \$267,255.18 (*Reference: March 2025 Expense Report*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- c. **Resolution 25-030** approval to refund RAMM Homebuyers LLC, in the amount of \$50.00 for the water sample portion of a Point-of-Sale Evaluation for 8005 Bachelor Rd. N Waynesburg was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: all Nays: None Motion Carried.  
**Additional Information:** A refund is being requested due to the water well being abandoned and a new water well needing to be drilled. (*Reference: RAMM Homebuyers LLC – Ryan Miller Refund Request*).
- d. **Resolution 25-031** approval to refund Donnie Weaver, in the amount of \$350.00 for a Point-of-Sale Evaluation (Septic Only) at 2203 Andora Rd. Carrollton was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: all Nays: None Motion Carried.  
**Additional Information:** A refund is being requested due to the new home being built on the property and having to abandon the existing system and install a new septic system. (*Reference: Donnie Weaver Refund Request*)
- e. **Resolution 25-032** approval to refund AquaMart Mfg., Inc. the local vending license fee of \$8.52 that was paid for Sander's Market when it was not required was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: all Nays: None Motion Carried.  
**Additional Information:** (*Reference: AquaMart Mfg. Inc. Refund Request*)
- f. **Resolution 25-033** approval of the appropriation amendment on April 2, 2025, in the 25090-General Environmental Fund in the amount of \$1,000.00 from Contract Services to Other Expenses for refunds (*Reference: 4/2/25 Appropriation Amendment*) was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

## **New Business:**

- a. **Resolution 25-034** Approval of the changes to the Personnel & Policy Manual as recommended by the Personnel Committee. The changes are to Sections 5.4 Travel & Reimbursement, Section 6.2 Benefits (Bereavement days) and Section 9.16 Dress Standards. (*See Attached Policy Changes*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.

**Additional Information:** These changes are part of the annual review of the Personnel & Policy Manual.

- b. **Resolution 25-035** To ratify the health commissioner signing the agreement with Stark Home Services, LLC to paint both levels of the health department in the amount of \$14,914.00 was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

**Additional Information:** This expense was approved and for health commissioner to sign not to exceed \$20,000.00 by Resolution 25-025 on March 19, 2025, as part of the renovation project funded through the Ohio Department of Health Grant.

- c. **Resolution 25-036** to approve entering into an agreement with Tuscarawas County Health Department for them to license and inspect Atwood Lake, the campground, the community center and temporary food vendors. There is no money exchanged, just formalizing the responsibilities since Atwood Lake is in both counties (*see attached agreement*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

**Additional Information:** both health departments were doing inspections, often at the same time when this could be done by one jurisdiction.

- d. **Resolution 26-037** approval to enter into an agreement with You Thrive Training and Consulting, LLC effective May 1, 2025, and ending December 19, 2025, to assist in the implementation of the Community Health Improvement Plan and Youth Resiliency Plan, not to exceed \$25,000 was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

**Additional Information:** This is paid for by funding allocated through the Workforce Development grant from the Ohio Department of Health specifically to be used for assisting health departments with meeting accreditation.

- e. **Resolution 25-038** to approve the service agreement with Spectrum Business-Enterprise Commercial for a one-time expense of \$100.00 to install new systems to upgrade our Spectrum Internet Service and to enter into an agreement for 60 months effective upon date of signing at a rate of \$115/month for internet service through Spectrum was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

**Additional Information:** This is a saving of \$105.00/month and will increase internet speed.

- f. **Resolution 25-039** to approve entering into an agreement with the Akron-Canton Regional Foodbank for a voluntary partnership to distribute products from the Foodbank's Pop-up Pantry to qualified recipients. This partnership is a pilot project until June 2025 at which time the agreement can be continued or terminated was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.  
**Additional Information:** CCGHD will be the lead agency for coordination of volunteers, but the service will be supported by the community. The Pop-up Pantry distribution location will be the First Church of Christ at 353 Moody Ave. SW. Distribution will be one day per month on the first Wednesday of each month from 11:00 a.m. to 1:00 p.m.
- g. **Resolution 25-040** Approval of the permanent septic variance for 5085 Blend Dr. that is too close to the well to permit without exemptions from the code. Documents illustrating the septic and well components are provided.  
 \*Motion made by Wendy Wiley to table this Resolution until Tina gets option #2 drawn up and gets prices, seconded by Susan McMillen. Ayes: All Nays: None Motion Carried.
- h. **Resolution 25-041** to ratify the health commissioner signing the agreement with the Ohio Environmental Protection Agency for the Mosquito Control Grant for the contract period of May 1, 2025, through April 30, 2026, in the amount of \$25,000.00 was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.  
**Additional Information:** OEPA requires contracts to be signed electronically now through DocuSign. This is also a grant we have had with OEPA for 4 years.
- i. **Resolution 25-042** to ratify the health commissioner signing the agreement with Stark County Health Department for the Reproductive Health and Wellness Program (RHWP) effective April 1, 2025, through March 31, 2026, in the amount of \$72,000.00 was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.  
**Additional Information:** Stark County has also gone to electronic signature of contracts through DocuSign. The RWHP grant was decreased from the Ohio Department of Health. We partner with Stark County Health Department to be a subrecipient of funding through ODH.
- j. **Resolution 25-043** Approval to renew a contract with Aultman for the Women's Health Advanced Practice Nurse to provide services through the Reproductive Health and Wellness Program for 16 hours a month, not to exceed \$10,000.00 was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.  
**Additional Information:** The contract had to be adjusted now due to the decrease in funding received through the RHWP grant from ODH.

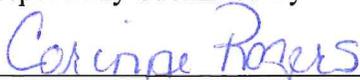
**Old Business:**

**Adjournment:**

Bernie Heffelbower made a motion to adjourn the April 16, 2025, Carroll County General Health District Board meeting at 6:52 p.m. Ayes: All Nays: None Motion Carried.

*The next meeting will be (Wednesday) May 21, 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:

  
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Corinne Rogers, Board Secretary

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