



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

**Carroll County General Health District  
Minutes of the Board of Health  
May 21, 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; Bernie Heffelbower, present; & Wendy Wiley, present; & Dan Trbovich

**Absent:**

Susan McMillen

**Staff Present:**

Kelly Morris, Health Commissioner  
Amy Campbell, Office Administrator  
Corinne Rogers, Administrative Assistant & Registrar

**Absent:**

Tina Bernard, Director of Environmental Health  
Jessica Slater, Director of Nursing

**Media:**

Elizabeth Mayle – Free Press Standard

**Approval of Meeting Minutes:**

The minutes of April 16, 2025, meeting was approved upon motion by Wendy Wiley with a second Bernie Heffelbower. Ayes: All Nays: None – Motion carried.

**Guests:** None

**Health Commissioner's Report:**

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

- Renovation project almost complete! Waiting on cubicles! Only 3 days closed to the public! Thank you to all staff for their flexibility during the construction!
- May 7<sup>th</sup> was the first Pop-Up Food Pantry – served 219 individuals and 66 families.
  - Lisa is coordinating volunteers and Lisa and Angie are working to make the First Wednesday of each month a community event for all partners to bring resources to the Pop-Up Pantry.
  - If you can volunteer, contact Lisa by email.
- Working on Mental Health Services to Carroll County – partnership exploration with Southeast Healthcare and New Life counseling Services.
- Working with You Thrive on roll out of Collective Impact model for Community Health Improvement Plan – Stronger Together.
- As OPHA President working with AOHC on joint advocacy for funding restoration in State Budget Bill for RN newborn home visiting.
- Awarded a Model Best Practice Award from the National Association of City and County Health Officials (NACCHO).
  - For the Empower Youth Collaborative in building youth resilience.
- Asked to present at two national conferences with the Special Olympics for the Intellectually Developmentally Disabled (IDD) Inclusion project.
  - NACCHO in Anaheim California in July
  - Special Olympics International in DC in June

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

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

- I attended a Photovoice Training course on April 17<sup>th</sup> for the HEAL Project.
- Public Health Accreditation Webinar – Flexibility Changes on May 14<sup>th</sup>.
- Received PHAB feedback from Annual Report Readiness Assessment.
- Virtual meet and greet with Harrison County Health Commissioner and Deputy Health Commissioner on May 13<sup>th</sup>.
- Submitted Annual Financial Report to ODH on May 15<sup>th</sup>.
- Submitted continuation of Adolescent Health Grant to ODH for \$93,000 on May 19<sup>th</sup>.

### **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:**

Kelly Morris, provided the Environmental Division report for Board Review in Tina Bernard's absence:

- Hosted Multi-Agency Meeting Monday, May 19<sup>th</sup> regarding sewer issue at Stony Lake.
  - Established a need for county-wide planning committee.
  - Worked with OEPA, Thrasher, and OMEGA on the next steps for Stony Lake sewer project.
- Accela went live Monday, May 19<sup>th</sup>.
  - Working through issues
- 30 tons of tires (8 roll-offs) were recycled at the Tire Recycling Event on April 26<sup>th</sup>.
  - Thank you, Dan, for bringing 3 more roll offs at the last minute!!
- Assisted where needed with office renovations.
- Bri and Tina volunteered at the Pop-Up Food Pantry,
- Hired Seasonal Mosquito Technician/EH Technician, Jackson Romano.
  - Trap and collect mosquitoes.
  - Assist with EH work.
    - Seasonal, septic, water, nuisance

### **Nursing Division Report:**

Kelly Morris provided the Nursing Division report for Board Review in Jessica Slater's absence:

- Renovation completed.
- Theresa & Angie attended the Taste of Carrollton Event at Carrollton High School.
- Jessica and Ember completed a vaccination clinic at Carrollton High School for incoming 7<sup>th</sup> and 12<sup>th</sup> graders.
  - Upcoming: Minerva, Brown Local, and Conotton Valley clinics.
- Jessica and Theresa attended the Community Baby Shower Event.
- Jessica and Theresa assisted with the Pop-Up Food Pantry held the first Wednesday in May.
- Jessica preparing for site visits for the following programs: Cribs 4 Kids, DOT testing, and Vaccine for Children Program.

### **Communicable Disease Report for April 2025**

- Covid – 6
- Lyme –6
- Chlamydia – 5
- Gonococcal Infection - 1
- Influenza-associated hospitalization – 1
- 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:

### **April 2025**

- Death Certificates Purchased – 59 (0 – *Permitium Order*)
- Birth Certificates Purchased – 76 (5 – *Permitium Order*)
- Deaths in March - 24
- Leading cause of death for April was heart disease

## **Financial Report:**

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

*\*See General and Grant Fund Balances on May 21, 2025, PowerPoint Presentation*

- a. **Resolution 25-044** approval of the April 2025 budget as presented (*Reference: Budget YTD Summary & Monthly Budget Report*) was approved upon a motion by Bernie Heffelbower with a second from Dan Trbovich. Ayes: All Nays: None Motion Carried.
- b. **Resolution 25-045** approval for the payment of the April 2025 expenses totaling \$130,619.50 (*Reference: April 2025 Expense Report*) was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- c. **Resolution 25-046** to approve the appropriation increase for the 20200 – Public Health Workforce fund in the amount of \$50,000.00 in Contract Services for the additional funding received by the Ohio Department of Health (ODH) to assist in accreditation activities (*Reference: Appropriations – 20200: PH Workfoce*) was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: all Nays: None Motion Carried.  
**Additional Information:** ODH increased each local health department’s Public Health Workforce grant award by \$50,000.00 to assist with accreditation activities. \$25,000.00 of this funding is currently being allocated to the You Thrive contract that was approved at the April 2025 Board of Health meeting for facilitating the implementation of the Carroll County Community Health Improvement Plan.
- d. **Resolution 25-047** to approve the creation of the 25085 – Water Pollution Control Loan Fund (WPCLF) through the Carroll County Auditor’s Office and appropriations in the amount of \$150,000.00 for project expenses (*Reference: Appropriations – 25086: WPCLF*) was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: all Nays: None Motion Carried.  
**Additional Information:** The Carroll County Commissioner’s Office previously implemented this program and due to staffing changes CCGHD and the Commissioner’s Office mutually agreed for CCGHD to apply and implement the program moving forward. CCGHD was awarded the FY25 WPCLF funding therefore, a fund and appropriations need to be established for revenue and expense tracking.

## **New Business:**

- a. **Resolution 25-048** Approval to enter into an agreement with the Ohio Department of Commerce (COM) for the FY2026 – 2027 Manufactured Home Park Inspections for the period of July 1, 2025 – June 30, 2027, in the amount of \$20,000.00, \$10,000 annually for the biennium period was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

**Additional Information:** This agreement requires CCGHD to inspect all the manufactured home parks within our jurisdiction for the 2-year time period of the agreement. This is a renewal agreement with the Ohio Department of Commerce.

- b. **Resolution 25-049** to approve entering into an agreement with the Carroll County Board of Commissioners (BOC) for the purpose of the BOC to serve as a third-party reviewer for eligibility for the Ohio EPA Water Pollution Control Loan Fund (WPCLF) program was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

**Additional Information:** The BOC had previously managed the WPCLF program and has relinquished the administration of the grant program to CCGHD. The Health Commissioner would like to have a layer of separation between CCGHD determining failure of septic systems and those who qualify for the grant/loan program that we will then administer.

- c. **Resolution 25-050** to declare the Stony Lake area a public health nuisance and threat to human health because of the failing septic systems and the impact to safe potable water

**\*This Resolution was tabled until the June 18, 2025, BOH meeting.**

- d. **Resolution 26-051** approval to enter into an agreement with Stark Home Services, LLC for maintenance services effective May 22, 2025, and ending December 31, 2025, at a rate of \$260.00/per day to provide services once a month (*see attached agreement*) was approved upon a motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

**Additional Information:** This agreement will replace the agreement we previously had with Ian Slater for as needed maintenance/handy man repairs.

- e. **Resolution 25-052** to approve the resignation of Crystal Patterson, RN, BSN Public Health Nurse as the telehealth nurse at Brown Local Schools effective May 30, 2025, (*see attached letter*) was approved upon a motion by Dan Trbovich with a second by Bernie Heffelbower. Ayes: Dan Trbovich & Bernie Heffelbower (Wendy Wiley abstained) Nays: None Motion Carried.

**Additional Information:** Crystal accepted the position of full-time school nurse with Brown Local Schools after the retirement of their long-time school nurse.

- f. **Resolution 25-053** to approve the hiring of Jackson Ramono, for the part-time position of Mosquito and Environmental technician effective May 27, 2025, was approved upon a motion by Wendy Wiley with

a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

**Additional Information:** Jackson is a new graduate from Minerva High School who will be pursuing his studies in Environmental Science at Bowling Green University this fall and is interested in the paid seasonal experience this summer.

**Old Business:**

- a. Resolution 25-040 to approve the variance for Household Sewage Disposal for 5085 Blend Dr. SW Carrollton, Ohio for not meeting the regulatory setbacks or discharging required in Ohio Revised Code was approved upon a motion by Dan Trbovich with a second by Bernie Heffelbower. Ayes: All Nays: None. Motion Carried.

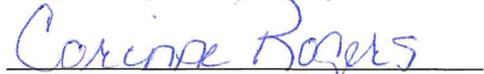
**Additional Information:** The Board of Health heard the circumstances surrounding this variance application last month and requested the property owner to look I not two other options for off lot discharge points, prior to approval of the variance.

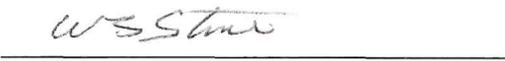
**Adjournment:**

Dan Trbovich made a motion to adjourn the May 21, 2025, Carroll County General Health District Board meeting at 6:36 p.m. Ayes: All Nays: None Motion Carried.

***The next meeting will be (Wednesday) June 18, 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