



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

**Carroll County General Health District
Minutes of the Board of Health
June 18, 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 5:31 p.m. with prayer

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

Staff Present:

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

Absent:

Jessica Slater, Director of Nursing

Media:

Elizabeth Mayle – Free Press Standard

Guests: None

Approval of Meeting Minutes:

The minutes of May 21, 2025, meeting was approved upon motion by Wendy Wiley with a second Dan Trbovich. Ayes: All Nays: None – Motion carried.

Health Commissioner's Report:

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

- Facility Updates
 - Renovation – flooring, painting, new cubicles and office furniture is complete!
 - Parking lot resealed.
 - New Roof coming soon!
- Participated in the Suicide Prevention Symposium in Stark County

- Facilitated partnership with the Columbiana County PHEP contract.
- Working with New Life Counseling Services on an agreement to bring counselors and eventually a Certified MH Nurse Practitioner to our space upstairs.
- Advocated for RN home visiting funding as OPHA President.
 - The funding was not included in the budget bill.
- Kick off meeting to convene selected key leaders to initiate the Collective Impact Framework for our Community Health Improvement Plan (CHIP) is on July 9, 2025, from 9:00 am to 4:00 pm at the Aultman Carrollton Building (1020 Trump Rd. Carrollton). This group will serve as the Governing Council for Stronger Together Carroll County.

Community Health:

The Community Health report was given by Kelly Morris, Health Commissioner for Board Review:

- Pop-Up Food Pantry – served 343 individuals and 103 families.
 - 15 volunteers – The Church of Christ sponsored this pop-up.
 - Community service organizations are participating.
- May was Mental Health Awareness Month.
 - Empower Youth – Youth Leadership Team conducted a county-wide stigma reduction campaign “Speak it Don’t Keep it” Normalize the Conversation.

Office Administrator/Accreditation Coordinator:

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

- Received notice from the Auditor of State to complete bi-annual fiscal audit on June 30 & July 1. Working to prepare & upload all requested documents.
- Received notice from ODH regarding a cut of 28% federal funds to Public Health Emergency Preparedness Grant for FY26.
 - 28% cut for CCGHD = \$18,200.
 - Currently funded at \$65,000 with cut new amount is \$46,800.
 - ODH is working to remove grant deliverables.
 - The 28% of funding could be restored by CDC. Will know more in the fall of 2026.

Division Reports:

**All Division Reports can be found in the Carroll County General Health District Board of Health June 18, 2025, PowerPoint Presentation (Attached)*

Environmental Health Report:

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

- Working through issues with Accela.
- Assisted where needed with office renovations.
- Jackson Romano (Mosquito Technician) started June 2, 2025.
- Dan and Tina visited 4237 Waynesburg Rd. (Jacob Delagrange) on Friday, June 13, 2025, to discuss the septic situation on his property.
- Starting seasonal inspections:
 - Pools
 - Camps
 - Food
 - Temporaries

Nursing Division Report:

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

- Sport Physical Days at CCGHD Hosted with Aultman
 - Completed 48 physicals in 1.5 days.
 - Sports physicals were free.
- Ember started training for Communicable Disease/Epidemiology.
- Completed Site visit for Cribs 4 Kids Program.
- Completed Site visit for DOT testing.
- Completed Site visit for Vaccine for Children Program
 - The State wants us to stock Covid vaccines for children. We are trying not to, they are very expensive and with our population not vaccinating their kids for Covid often, the vaccines would expire.
- Completed Vaccination Clinics at Conotton, Carrollton, Minerva, and Brown Local Schools.
- Jessica and Theresa attended the Community Baby Shower Event.
- Jessica is working with Angie on planning an Overdose Awareness Event.
- Wendy attended Community Health Worker Day.

Communicable Disease Report for May 2025

- Covid – 2
- Lyme –10
- Chlamydia – 2
- Streptococcus pneumoniae – 1
- Giardiasis – 1
- Anaplasmosis – Anaplasma – 2
- Immigrant Investigation – 1
 - Immigrant investigation – tested positive for TB with a skin test.
- Hepatitis B - 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:

May 2025

- Death Certificates Purchased – 108 (2 – *Permitium Order*)
- Birth Certificates Purchased – 64 (8 – *Permitium Order*)
- Deaths in May - 20
- Leading cause of death for May was heart disease

Financial Report:

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

**See General and Grant Fund Balances on June 18, 2025, PowerPoint Presentation*

- a. **Resolution 25-054** approval of the May 2025 budget as presented (*Reference: Budget YTD Summary & Monthly Budget Report*) was approved upon a motion by Susan McMillen with a second from Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- b. **Resolution 25-055** approval for the payment of the May 2025 expenses totaling \$112,849.51 (*Reference: May 2025 Expense Report*) was approved upon a motion by Dan Trbovich with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Executive Session:

Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official:

Wendy Wiley made a motion to go into Executive Session at 6:04 pm with a second by Bernie Heffelbower. Roll Call Vote:

Dr. Stine, present; Susan McMillen, present; Dan Trbovich, present; Bernie Heffelbower, present; and Wendy Wiley, present.

Dr. Stine declared us out of the Executive Session and back in Regular Session with no action taken at 6:20 pm.

New Business:

- a. **Resolution 25-056** Approval to ratify the Health Commissioner's signature to enter into an MOU with Candlewood Suites for an Open Point of Dispensing (POD) location was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: all Nays: None Motion Carried.
Additional Information: Obtaining POD locations throughout the county is a requirement of the Public Health Emergency Preparedness (PHEP) grant.

- b. **Resolution 25-057** approval to enter into an agreement with the Columbiana County Health Department to provide grant coordination personnel for the public health emergency preparedness (PHEP) grant for a maximum of \$28,000 effective July 1, 2025, through June 30, 2026, was approved upon a motion by Benie Heffelbower with a second by Dan Trbovich. Ayes: all Nays: None Motion Carried.
Additional Information: It is beneficial to the health district to contract emergency preparedness services. Columbiana County has experienced personnel to support our preparedness needs.

- c. **Resolution 25-058** Approval to create a part-time (3 days per week) Administrative Assistant position for Environmental Health at an hourly rate of \$19.07 was approved upon by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion. Carried.
Additional Information: This position was abolished in April 2024. The Environmental Health division has been operating with one fewer REHS staff position. We cannot fill a full-time REHS position but will support the division's needs with a part-time REHS and a part-time Administrative Assistant.

- d. **Resolution 25-059** Approval to create a part-time Registered Environmental Health Specialist (REHS) position in the division of Environmental Health at an hourly rate range of \$22.87 to \$25.00, depending on experience was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
Additional Information: The Environmental Health division has been operating with one fewer REHS staff position. We cannot fill a full-time position but will support the division's needs with a part-time REHS and a part-time Administrative Assistant.

- e. **Resolution 25-060** to approve the transition of Kristen Long from a full-time position of Epidemiologist and Emergency Preparedness Coordinator to a part-time position as Administrative Assistant to Environmental Health was approved upon a motion by Dan Trbovich with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
Additional Information: Kristen requested to be relieved of the Epidemiologist portion of her role. Upon reviewing our options for staffing and operations, it was decided to eliminate the Epidemiologist/Emergency Preparedness position. Work will be reassigned to the Nursing Division and the contract with Columbiana County. To support Kristen, we can retain her part-time in the Environmental Health Division.

Old Business:

- a. **Resolution 25-050** declaring a public health nuisance, ordering abatement of that nuisance, of violations of Ohio Revised Code Chapter (ORC) 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Regulating Sewage Treatment Systems to properties in the Stony Lake community (*See Attached Resolution*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Dr. Stine read Resolution 25-050.

Bernie Heffelbower made a motion to kick off the investigation with EPA being the enforcement. Wendy Wiley seconded the motion. Motion carried.

Roll Call Vote: Dr. Stine, yea; Bernie Heffelbower, yea; Susan McMillen, yea; Wendy Wiley, yea; & Dan Trbovich, yea.

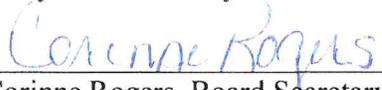
Additional Information: The Ohio Environmental Protection Agency requires the Board of Health to declare a public health nuisance to begin the process for issuing findings and orders related to the failing septic systems and the private water wells impacted by the dry well/leach well septic systems in this area.

Adjournment:

Dan Trbovich made a motion to adjourn the June 18, 2025, Carroll County General Health District Board meeting at 6:39 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) July 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