



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

**Carroll County General Health District
Minutes of the Board of Health
July 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 5:32 p.m. with prayer

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

Staff Present:

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

Absent:

Jessica Slater, Director of Nursing
Kelly Morris, Health Commissioner

Media:

Elizabeth Mayle – Free Press Standard

Guests: Brad Smith, Stony Lake Resident

Approval of Meeting Minutes:

The minutes of June 18, 2025, meeting was approved upon motion by Dan Trbovich with a second Bernie Heffelbower. Ayes: All Nays: None – Motion carried.

Health Commissioner's Report:

Kelly Morris, Health Commissioner, is in California at the NACCHO Conference presenting with the Special Olympics on the project that Carroll County was a part of for including the intellectual and developmental disabilities population in community health assessments.

- Amy reported that CCGHD was awarded the Youth Resiliency Promising Practice Award

Office Administrator/Accreditation Coordinator:

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

- Attended training on the new Ohio Vital Records System (OVRs) in Columbus for issuing Birth Certificates on June 23rd. Tentatively scheduled to go live Wednesday, August 6th
- Attended a workshop for Clear Impact sponsored by the Ohio Accreditation Learning Community on June 24 at Kent State University. Worked on building our performance management measures. Quarterly Board of Health Performance Reports will be scheduled to begin in October.
- Still working with the Auditor's from the State of Ohio in completing our bi-annual fiscal audit for 2023 & 2024.
- The first Collective Impact session was held on July 9th with You Thrive facilitating the session. 16 community leaders participated in the facilitated session that covered:
 - Introduction to Collective Impact
 - Applying Collective Impact to Community Priorities
 - Stakeholder Mapping (identified stakeholders who needs to be involved)

Division Reports:

**All Division Reports can be found on the Carroll County General Health District Board of Health July 16, 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
 - Met with other HDs to see about a group rate to reinstate Healthspace
- Clarification Statement for Stony Lake Resolution
- Continue to be busy with seasonal inspections and septic work
- Turned in closeout report for 2024 Mosquito Grant

- 553 Mosquitoes tested as of Friday, July 11th
 - No positive tests
 - 13 trap locations

Nursing Division Report:

Amy Campbell gave the Nursing Divisions Report:

- Tonya & Jessica attended Annual Director's Meeting in Columbus for Reproductive Health Grant
- Ember is completing Communicable Disease cases independently.
- Ember requested the full time PHN position at CCGHD.

- Planning with CCGHD team for Overdose Awareness Day
- Training Angie on ArcGIS and data management for CCGHD
- Angie and Jessica met with Mercy Therapy during staff meeting and reviewed CCGHD services
- Ember, Wendy, and Jessica completed defensive driving class
- Met with ODH to bring WiseWomen Program to CCGHD
- Beacon and Community Partners meeting regarding funding Beacon Pharmacy to come into Carroll County 2 times per month with mobile pharmacy

Communicable Disease Report for June 2025

- Covid – 19
- Lyme –48
- Chlamydia – 1
- Salmonella – 2
- Meningitis aseptic/viral - 1
- Anaplasmosis – Anaplasma – 2
- Hepatitis A - 2
- Hepatitis B - 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:

June 2025

- Death Certificates Purchased – 48 (4 – *Permitium Order*)
- Birth Certificates Purchased – 65 (6 – *Permitium Order*)
- Deaths in June - 13
- Leading cause of death for June was Alzheimer’s Dementia

Financial Report:

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

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

- a. **Resolution 25-061** approval of the June 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 25-062** approval for the payment of the June 2025 expenses totaling \$124,095.96 (*Reference: June 2025 Expense Report*) was approved upon a motion by Bernie Heffelbower with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.
- c. **Resolution 25-063** approval of the appropriation amendment on July 16, 2025, for the following amounts within those funds: (*Reference: 07/16/25 Appropriation Amendment*)

- 25090 – General Environmental fund in the amount of \$159.00 from Salaries to Liability Insurance
 - 25050 – Swimming Pool fund in the amount of \$200.00 from Salaries to Liability Insurance
- Was approved upon a motion by Dan Trbovich with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

New Business:

- a. **Resolution 25-064** Approval to ratify the Health Commissioner’s signature to renew the agreement with the Ohio Department of Health for July 1, 2025, through June 30, 2027, for the Smoke Free Ohio to conduct smoking complaints in workplaces for \$175.00 per complaint was approved upon a motion by Bernie Heffelbower with a second by Dan Trbovich. Ayes: all Nays: None Motion Carried.
Additional Information: CCGHD has conducted smoke-free workplace inspections by complaint since the smoking law was passed. The agreement with ODH is renewed every 2 years with the biennium budget.
- b. **Resolution 25-065** Approval to approve an addendum agreement with the Ohio Department of Health for the Breast and Cervical Cancer Early Detection Project (BCCP) for expanding services of the BCCP project to include Carroll County to participate in the Ohio Well-Integrated Screening and Evaluation for Women (WISE Women) across the nation project was approved upon a motion by Dan Trbovich with a second by Bernie Heffelbower. Ayes: all Nays: None Motion Carried.
Additional Information: Wise Women program goal is to engage income-eligible women we serve through our Reproductive Health Program to participate in a 6-month program with our women’s healthcare provider and community health worker to provide cardiovascular screenings and wrap-around services to improve cardiovascular outcomes.
- c. **Resolution 25-066** Approval to enter into an agreement with Carrollton Exempted Village School District for CCGHD to provide them with the elementary school nurse for the school year 2025/2026 in amount not to exceed \$78,500.00. The contract is effective from August 1, 2025, through June 15, 2026 was approved upon by Bernie Heffelbower with a second by Dan Trbovich. Ayes: All Nays: None Motion. Carried.
Additional Information: This is a renewal contract with CESVD for the full-time school nurse.
- d. **Resolution 25-067** Approval to enter into an agreement with Minerva Local School District to provide a telehealth nurse for school year 2025/226. This agreement is effective August 15, 2025, through September 30, 2025, in the amount of \$6,300.00 to cover wages and benefits for the first 6 weeks, until funding is awarded was approved upon a motion by Dan Trbovich with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
Additional Information: Aultman Foundation has applied for funding to support the telehealth nurse at Minerva Local Schools; however, this funding will not be awarded until October 2025. Minerva has agreed to pay for the wages to support the position until funding is received.
- e. **Resolution 25-068** to approve the transition of Ember Newsome, from the telehealth nurse position for Carrollton Exempted Village School District to full-time position of Public Health Nurse was approved

upon a motion by Bernie Heffelbower with a second by Dan Trbovich. Ayes: All Nays: None Motion Carried.

Additional Information: The telehealth nurse position at CESVD is being phased out this year with the onsite wellness clinic and the merging of the elementary school on campus with the middle and high schools. We had an open PHN position and Ember applied for this position to ensure stability in her role with CCGHD.

- f. **Resolution 25-069** to approve the retirement of our Medical Director Dr. Richard D. Clark effective August 31, 2025. Dr. Clark has served as the Medical Director for CCGHD since November 30, 2015. His time of service to Carroll County is greatly appreciated. CCGHD is in the process of recruiting a new Medical Director was approved upon a motion by Dan Trbovich with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

Dr. Stine asked how the recruiting process was going. Amy replied Kelly is in contact with a few people. They are asking questions about what the position entails

Old Business:

Adjournment:

Dan Trbovich made a motion to adjourn the July 16, 2025, Carroll County General Health District Board meeting at 6:08 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) August 20, 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
Health Commissioner
Board Secretary



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