



CARROLL COUNTY
GENERAL HEALTH DISTRICT
Healthy People — Safe Communities

**Carroll County General Health District
Minutes of the Board of Health
August 20, 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; Susan McMillen, present; Wendy Wiley, present; & Dan Trbovich

Absent:

Staff Present:

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

Absent:

Media:

Elizabeth Mayle – Free Press Standard

Approval of Meeting Minutes:

The minutes of the July 16, 2025, meeting was approved upon motion by Dan Trbovich with a second Bernie Heffelbower. Ayes: All Nays: None – Motion carried.

Guests: Dr. Mandal Haas

Health Commissioner's Report:

Kelly Morris, Health Commissioner, introduced Dr. Mandal Haas, as our new Medical Director after the retirement of our previous Medical Director Dr. Richard Clark. Kelly provided a brief history of Dr. Haas's experience in the county including being the elected County Coroner for 12 years and serving as family physician at Aultman Carrollton for 28 years. Dr. Haas commented that he was excited to service public health and it was time for a new chapter.

Kelly Morris provided the Health Commissioner report for Board Review:

- Attended National Association of City and County Health Officials (NACCHO) conference in Anaheim, California, July 15-18th
- Accepted certificate for the Promising Practice Award for Youth Resiliency work
- Meeting with Tina and a resident at Stony Lake to clarify the process with EPA
- Worked with Tina on WPCLF management
- Continue OPHA Presidency- facilitated strategic planning session with OPHA Board in Delaware County on August 4th.
- Continue work on Stronger Together- currently testing the community readiness survey with the Stronger Together Advisory Team.
- Roll out two additional sessions community-wide
- September 29th (virtual) Collective Impact 101
- October 7th in person – Community Readiness,
- Working with the Overdose Awareness Day planning committee on the event on August 28th 5-8 pm at the Carrollton Fraternal Order of Eagles
- Participating in the Pop-up Food Pantry on August 6th
- Staff Development- Building Staff Resilience and Self-Care training on August 18
- Working with Don Schrader, Emergency Preparedness Coordinator from Columbiana County, on our PHEP grant deliverables
- Working with Dr. Haas on the Medical Director contract and on boarding
- Working with County Commissioners on our new roof
- Working with Amy on 2026 budgets and fiscal analysis for half of 2025
- Working on staff recruitment for both EH and Nursing to fill vacant positions

Office Administrator/Accreditation Coordinator:

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

- Worked with Corinne and Kristen on the Go Live of the new Ohio Vital Records System for Birth Certificates on August 6th.
- Still working with the Auditor's from the State of Ohio in completing our bi-annual fiscal audit for 2023 & 2024.
 - Board of Health Fraud Risk Assessment Questionnaire
- Met with cell phone providers
- MAC Quarterly Financial Report
- Worked on Mid-Year Budget Analysis
- CCGHD participated in the Back to School Bashes:
 - Carrollton- August 11th
 - Malvern- August 18th
 - Minerva- August 18th
 - Conotton Valley- August 19th

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:

Tina Bernard, provided the Environmental Division report for Board Review

- Mosquito Updates
 - Notified by ODH 2 positive WNV samples in Washington and Brown Townships
 - Jackson's last day was August 15th
- Continue to be busy with seasonal inspections and septic work
- Attended HEAL Meeting with Amy
- Met with Stony Lake Resident with Kelly
- Continuing to work on WPCLF documents for the 2025 cycle
 - Received 11 Applicants
 - 6 Awarded and Accepted so far

Nursing Division Report:

Jessica Slater provided the Nursing Division report for Board Review

- Ember completed CMH training with ODH Consultant
- Ember attended CMH regional day at Stark County.
- Ember covering Carrollton Tele Health position part time until position is filled.
- Onboarding with Dr. Haas
- Planning with CCGHD team for Overdose Awareness Day
- KSU Student McKenzie Taylor started clinicals at CCGHD
- Multiple interviews completed for open position
- Met with Minerva YMCA and partnering on Healthy Lifestyle Wellness Event and Screening Event
- Met with Beacon to plan roll out of Pharmacy Services here at CCGHD.
- Stop the Bleed Location with the Department of Defense to offer education and community resources

Communicable Disease Report for July 2025

• Lyme Disease	57
• Anaplasmosis	1
• Lacrosse Encephalitis	1
• Hepatitis B	1
• Hepatitis C	1
• E. Coli	1
• Legionellosis	1
• COVID	3
Total	66

Jessica provided an overview of the spike in Tick borne diseases since 2016. This year already have 1300 cases reported which is 3 times the amount at this time last year. (see slide in powerpoint report).

Community Health Report:

Kelly Morris provide the report for community health on behalf of Lisa Winkler and Angela Pavlik.

- The August 6th Pop-Up Pantry served 121 families and 380 individuals.
- Resiliency training was conducted by Lisa for 68 staff at Brown Local Schools and 20 staff at Conotton Valley.
- The "Links Between Us" fence was displayed at local events, including the Pop-Up Pantry and the Back to School Event at First United Methodist Church. Community members tied ribbons representing causes like mental health (green) and overdose awareness (purple)
- Partnering with local churches to promote Hope Sunday (Sept. 28), a suicide prevention event featuring a short video and bulletin inserts with local resources and prayer requests.
- Set up an Empower Youth table at all three back-to-school events.
- Organized the Overdose Awareness Day Proclamation with the Carroll County Commissioners (Aug. 21) and promoted the Overdose Awareness Day event (Aug. 28) using posters and "Together We Can Save Lives" banners around the county.
- The Too Good Curriculum evaluation showed the greatest gains among high-risk students. In 4th grade, they improved by 10 points (16.44% increase); in 7th grade, by 3.5 points (5.81% increase) on a 90 point scale. Average gains for all students were 2.73% (4th grade) and 0.94% (7th grade).

Vital Statistics Report:

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

July 2025

- Death Certificates Purchased – 77 (1 – *Permitium Order*)
- Birth Certificates Purchased – 59 (4 – *Permitium Order*)
- Deaths in July -
- Leading cause of death for July continues to be heart disease

Financial Report:

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

**See General and Grant Fund Balances on August 20, 2025, PowerPoint Presentation*

- Resolution 25-070** approval of the July 2025 budget as presented. (*Reference: Budget YTD Summary & Monthly Budget Report*) was approved upon motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None, motion passes.
- Resolution 25-071** approval for the payment of the July 2025 expenses totaling \$150,586.89 (*Reference: July Expense Report*) was approved by motion by Bernie Hefflelbower with a second by Dan Trbovich. Ayes: All Nays: None, motion passes.
- Resolution 25-072** to approve the increase in appropriations for the following funds to cover remaining expenses for 2025: (*Reference: Appropriations*)

- 25000- General Health fund in the amount of \$24,000.00
- 25090- General Environmental fund in the amount of \$5,000.00

Additional Information: A mid-year analysis was conducted, and the identified funds are in need of an increase in the fund appropriations to cover remaining expenses for the year. The Certificate of Estimated Resources approved by the Carroll County Budget Commission supports the appropriation increase based on what was originally appropriated for the year. Resolution 25-072 was approved by motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nay: None, motion passes.

- d. Resolution 25-073** to approve the appropriation amendments within the following funds to cover remaining expenses for 2025: (*Reference: Appropriation Amendments*)
- 20120- Mosquito fund for the amendment of \$5,800.00
 - 25047- Reproductive Health fund for the amendment of \$10,500.00
 - 25060- Nursing fund for the amendment of \$17,880.00
 - 20125- Adolescent Health fund for the amendment of \$10,000.00
 - 25162- Drug Free Communities fund for the amendment of \$3,000.00
 - 25059- Public Health Emergency Preparedness fund for the amendment of \$16,000.00
 - 25030- Food fund for the amendment of \$6,000.00
 - 25070- Water fund for the amendment of \$2,000.00
 - 25080- Septic fund for the amendment of \$4,000.00
 - 25000- Health fund for the amendment of \$21,500.00

Additional Information: A mid-year analysis was conducted and certain line items within identified funds had more funds appropriated than what is needed for expenses for the year, therefore amendments are needed to move from certain line items to another line item within these funds to cover remaining expenses for the year. Resolution 25-073 was approved by motion by Wendy Wiley with a second by Bernie Heffelbower. Yay: All Nay: None, motion passes.

- e. Resolution 25-074** to approve the request for refund for Patricia Malone for the septic portion of a Point of Sale Evaluation at 10064 Linden Rd. N.W., Minerva in the amount of \$350.00, due to deciding not to sell the property. (*Reference: P. Malone Environmental Health Refund Request*) was approved by motion by Dan Trbovich with a second by Wendy Wiley. Yah: None, motion passes.

New Business:

- a. Resolution 25-075** to approve the T-Mobile Government proposal in the amount of \$258.01 per month to supply and provide services for company cell phones and tablets to be utilized in the environmental and nursing divisions that will enhance department communications with clients and providers, and will provide internet service access out in the field. (*Reference: T. Mobile Proposal*)

Additional Information: Currently the health department utilizes 6 cell phones that were purchased in 2021 during Covid and are paid on a monthly basis for \$182.00/month, totaling \$2,184.00 a year. These current cell phones have become problematic for staff both in office and out in the field when trying to conduct business. CCGHD needs to provide cell phones to environmental health and nursing staff to be able to directly communicate with customers and clients and eliminate the use of personal cell phones. T-Mobile provided the best proposal by providing 6 cell phones and 3 tablets all with cellular/internet enabled. There is no contract and can be canceled at any time with no penalty or fees. This will be an increase of \$912.12, costing \$3,096.12 a year for cell phones but will provide the ability to utilize tablets for staff out in the field. Resolution 25-075 was approved by motion by Susan McMillen with a second by Bernie Heffelbower. Yay: All Nay: None, motion passes.

- b. Resolution 25-076** Approval to enter into an agreement with Dr. Mandal Haas as the Medical Director for CCGHD effective September 1, 2025, and ending December 31, 2027, at a rate of \$100/hour for 3.75 hours per pay period, not to exceed \$20,000 for the two-year term.

Additional Information: Dr. Richard Clark, our long-standing Medical Director, is retiring effective August 31, 2025. The Board of Health is required by ORC to appoint a Medical Director if the Health Commissioner is not a physician. Resolution 25-076 was approved by motion by Bernie Heffelbower with a second by Dan Trbovich. Yay: All Nay: None, motion passes.

- c. Resolution 25-077** Approval to create a Controlling Board Subcommittee to receive public bids for the Water Pollution Control Loan Fund (WPCLF). Two Board members shall be appointed to the controlling board subcommittee by the Board of Health President.

Additional Information: The management of the WPCLF program requires a public bid for soil scientists, septic design, and for each septic installation or alteration. To expedite the process, the public bids will be opened at a public meeting of the Controlling Board, and recommendations taken to the full Board of Health for awarding the contracts for the work. Resolution 25-077 was approved by motion by Wendy Wiley with a second by Susan McMillen. Yay: All Nay: None, motion passes.

Dr. Stine asked the board for volunteers to serve on the committee. Both Dan Trbovich and Bernie Heffelbower volunteered. Dr. Stine appointed them to the Controlling Board Subcommittee.

- d. Resolution 25-078** Approval to post the public bid packets for Septic Systems Designers, Soil Evaluators, and Test Hole Excavators for the Water Pollution Control Loan Fund (WPCLF) program for the FY2025 year.

Additional Information: This is to bid for one soil scientist, one septic designer, and one test hole excavator to provide services by public bid for the fiscal year 2025 for the WPCLF program. Resolution 25-078 was approved by motion by Bernie Heffelbower with a second by Wendy Wiley. Yay All Nay: None, motion passes.

- e. Resolution 25-079** Approval to revise the Point of Sale Policy to include language to refund 80% of the payment for paid point of sale inspection when the buyer/seller changes their mind about the real

estate transaction. (See attached Policy)

Additional Information: CCGHD would like to retain 20% of the Point of Sale (POS) fee due to the costs invested in the administrative management of the POS program, when files have been created but the inspection is not completed. Resolution 25-079 was approved by motion by Dan Trbovich with a second by Susan McMillen. Yay: All Nay: None, motion passes.

- f. Resolution 25-080** Approval to amend the contract with Stark County Health Department for the Cribs for Kids program for \$1,350 and to extend the grant ending date to December 31, 2025, to provide 9 more cribs in our community.

Additional Information: The Cribs for Kids grant through the Ohio Department of Health had an ending date of September 30, 2025, for a total of 36 cribs to be distributed. Stark County Health Department was awarded additional funding and a grant extension. This allowed them to extend the opportunity for us to provide 9 additional cribs at \$150 per crib. Resolution 25-080 was approved by motion by Susan McMillen with a second by Wendy Wiley. Yay: All Nay: None, motion passes.

- g. Resolution 25-081** Approval to enter into an agreement with Carrollton Exempted Village School District for CCGHD to provide a telehealth nurse for the school year 2025/2026. The agreement is effective August 1, 2025, through May 31, 2026, in the amount not to exceed \$67,500 for the year.

Additional Information: Superintendent Davis requested a telehealth nurse for this year only, as they transition from two campuses to one where the Aultman Wellness Clinic is located. Resolution 25-081 approved by motion by Dan Trbovich with a second by Bernie Heffelbower. Yay: All Nay: None, motion passes.

Kelly Morris, Health Commissioner requested to go into executive session regarding the hiring, firing, demotion or promotion of an employee or employees.

Dr. Stine requested a roll call vote. Stine: Yes McMillen: Yes Wiley: Yes Heffelbower: Yes and Trbovich: Yes. Board entered executive session at 6:50 pm.

At 7:04 the board entered back into regular session. No further action was taken.

Adjournment: Meeting was adjourned at 7:05 pm by a motion by Dan Trbovich. All in favor, motion carried.

The next meeting will be (Wednesday) September 17, 2025, at 5:30 p.m. at the Carroll County General Health District's upper level located at 301 Moody Ave. Carrollton.

Respectfully Submitted By:


Kelly Morris, Board Secretary


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