



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

**Carroll County General Health District
Minutes of the Board of Health
September 17, 2025**

Meeting Location: Carroll County General Health District's (Upper 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, present.

Absent: Susan McMillen

Staff Present:

Kelly Morris, Health Commissioner
Amy Campbell, Office Administrator
Jessica Slater, Director of Nursing
Tina Bernard, Director of Environmental Health

Absent:

Media:

Elizabeth Mayle – Free Press Standard

Approval of Meeting Minutes:

The minutes of the August 20, 2025, meeting were approved upon motion by Wendy Wiley with a second by Dan Trbovich. Ayes: All Nays: None – Motion carried.

The minutes of the September 3, 2025 Controlling Board Subcommittee were approved upon a motion by Dan Trbovich with a second by Bernie Heffelbower. Ayes: All Nays: None- motion carried.

The minutes of the September 3, 2025 Special Meeting of the Board of Health were approved by motion by Wendy Wiley with a second by 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:

- Participated in the first annual Overdose Awareness Day event on August 28, 2025
- Worked on staffing transitions with legal and HR
- Reassigned Environmental Health workload among Tina, Kelly and Bri
- Participated in the controlling board subcommittee meeting for WPCLF bids on September 3rd
- Reviewed and submitted documents for PHEP Deliverables
- Participated in training and coverage for front desk for vital statistics and EH permits and programs
- Worked with Amy on the 2026 Budget

Office Administrator/Accreditation Coordinator:

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

- Compiled the 2026 CCGHD Operating Budget with the health commissioner
- Provided training for staff on vital statistics and fiscal processes and systems to cross train staff for coverage gaps
- Reviewed and entered home births

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

- Participated in the Overdose Awareness Day Event
- Began interviewing with HR for the EHS/EH-SIT and Administrative Assistant positions
 - 22 applicants, 9 phone interviews and one in-person interview to date.
- Participated in the subcommittee meeting of the BOH for the WPCLF bids
 - Provided the nominations and notice of awards for approval
- Wrapping up the 2024 WPCLF projects with Melissa at the BOC office
- Trained nursing staff on animal bite procedures- help coverage gaps
- Trained additional staff in water sampling- help coverage gaps
- Participated in cross training for receipting in EH programs at front desk

Nursing Division Report:

Jessica Slater provided the Nursing Division report for Board Review. Jessica shared pictures of staff and community partners participating in the Overdose Awareness Day event. Noting that Dr. Stine and Bernie Heffelbower attended along with our Medical Director Dr. Haas. Thank the Board of Health members for their support.

- Attended the Regional Child Care Crisis Conference for 9 counties on September 9th. Share data on the impact of the crisis on school readiness and economics (see program report powerpoint)
- Attended Q4 Cribs for Kids Advisory Meeting
- Conducted on boarding for Dr. Haas on procedures and use of electronic health record.
- Participated in planning for the overdose awareness day event
- Attended the Project Dawn meeting with ODH
- Received Influenza vaccine and are scheduling clinics in businesses in the community
- Completed educational event on healthy lifestyles at the Minerva YMCA
- Tonya completed back to school vaccine clinics and a pre-k vaccine walk in clinic
- Ember is covering part day at Carrollton Schools until a telehealth nurse is hired

Communicable Disease Report for August 2025

• Lyme Disease	20
• Hepatitis A	1
• Hepatitis B	1
• Hepatitis C	4
• Chlamydia	2
• Cyclosporiasis	1
• COVID	6
• Yersinosis	1
Total	36

Jessica provided an educational slide on Anaplasmosis as board members had questions last month. (See Attached PPT report)

Community Health Report:

Jessica provided the community health report for board review

- September 3, 2025 was the Pop-Up Food Pantry that served 107 families and 349 individuals.
- Lisa and Angie working in partnership with local churches for Hope Sunday (Sunday September 28th) this is a suicide prevention campaign specifically for churches.
- Lisa and Angie are coordinating with all three schools on scheduling the Too Good curriculum for 4th and 7th grades again this school year.

- Overdose awareness event had 64 community members who participated and 100 total attendees with staff and community partners working the event.
- Developed and participated in the Carroll County Commissioner Suicide Awareness Day Proclamation on September 8, 2025.

Vital Statistics Report:

Reported to the Board that we would like to revamp how we are reporting on birth and death data and will not report until the beginning of 2026.

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*

- a. **Resolution 25-082** approval of the August 2025 budget as presented. (*Reference: Budget YTD Summary & Monthly Budget Report*) was approved by motion by Wendy Wiley with a second by Bernie Heffelbower. Vote called by Board President, Yay: All Nay: None- motion carried.
- b. **Resolution 25-083** approval for the payment of the August 2025 expenses totaling \$112,070.55 (*Reference: August Expense Report*) was approved by motion by Wendy Wiley with a second by Dan Trbovich. Vote called by Board President, Yay: All Nay: None- motion carried.
- c. **Resolution 25-084** to approve the appropriation amendments within the following funds to cover remaining expenses for 2025: (*Reference: Appropriation Amendments*)
 - 25060- Nursing on 09/03/2025 for the amendment of \$300.00
 - 25085- WPCLF on 09/09/2025 for the amendment of \$4,750.00

Additional Information: The following amendments were made to cover the additional expense for liability insurance to cover Dr. Haas while seeing patients; and to cover administrative costs within the water pollution control loan fund. Resolution 25-084 was approved by motion by Dan Trbovich with a second by Bernie Heffelbower. Vote was called by Board President, Yay: All Nay: None- motion carried.
- d. **Resolution 25-085** to approve the request for refund to Jason Cash with Cash Farms Pure Maple Syrup, at 7075 Virginia Rd., Atwater, Ohio for the payment of two temporary food licenses due to being classified as a cottage food vendor at a farmer’s market. (*Reference: J. Cash Environmental Health Refund Request*)

Additional information: Tina explained that the items being sold were no longer needed a temporary permit because of how the Great Trail Festival changes to allow a farmers market for cottage foods. Resolution 25-085 was approved by motion by Wendy Wiley with a second by Dan Trbovich. Vote was called by Board President, Yay: All Nay: None- motion carried.

- e. **Resolution 25-086** to approve the 2026 Carroll County General Health District Operating Budget (*Reference: FY26 CCGHD Budget*)

Additional Information: Presented is the 2026 Operating Budget for the health department that will be submitted to the County Auditor's Office for approval by the Carroll County Budget Commission. The budget outlines the 2026 anticipated revenue and expenses for the health department, along with the projected carryover into 2027. Amy Campbell presented the 2026 Operating budget explaining changes from the 2025 Operating budget. Resolution 25-086 was approved by motion by Bernie Heffelbower with a second by Dan Trbovich. Vote was called by Board President Yay: All Nay: None, motion carried.

- f. **Resolution 25-087** approval for the Board of Health to contribute 80% of the cost of the for the county health insurance plan for employees on the family plan and for the employees to contribute 20%. (*Reference: 2026 Health Insurance Costs*)

Additional Information: The health department was notified by the Carroll County Commissioner's Office that CEBCO's rates for Carroll County in 2026 will increase by 12.1%. Since 2023, the county insurance has increased 35.6% (2023-13%; 2024-7.3%; 2025-3.2%) which is an increase of \$70,564.88 for budgeted health insurance. We felt we had to make a change in the percentage of contribution since the cost of a family plan is costing the department \$27,181.92 for employees on the family plan. (Kelly noted an error in the amount of \$27,181.92. this should be \$23,376. \$27,181 is the total cost for family coverage. \$23,376 is the current cost to the health district.)

Kelly Morris and Amy Campbell presented costs over the past 4 years and costs to both the department and employees with proposed changes. (*see PPT report*) Board discussed how healthcare costs continue to rise and recognize the need to make some changes. The Board also recognizes how the increased costs will impact the employees. Administration and the board would like to evaluate increasing wages if possible before the end of the year. Amy discussed presenting to Personnel committee in November when we have a better picture of end of year and what package new employees will select. Kelly discussed what other health districts are doing with changes to offering only single coverage, noted this could be something to explore later in 2026. Kelly also informed the board that she is looking to obtain quotes from an outside healthcare broker to see if this brings costs down.

After much discussion the board approved Resolution 25-087 with motion by Dan Trbovich and second by Wendy Wiley. Vote was called by Board President. Yay: All Nay: None, motion carried.

- g. **Resolution 25-088** approval for the Board of Health to contribute 86% of the costs of the county health insurance plan and for the employees to contribute 14% for employees on single, single and spouse or single and child (dependent) coverage. (*Reference: 2026 Health Insurance Costs*)

Additional Information: The health department was notified by the Carroll County Commissioner's Office that CEBCO's rates for Carroll County in 2026 will increase by 12.1%.

Since 2023, the county insurance has increased 35.6% (2023-13%; 2024-7.3%; 2025-3.2%) which is an increase of \$70,564.88 for budgeted health insurance.

Discussion regarding this resolution was held with the explanation in Resolution 25-087. This amount of employee and employer contribution is the same as it has been for the past several years. Resolution 25-088 was approved by motion by Wendy Wiley with a second by Dan Trbovich. Vote was called by Board President. Yay: All Nay: None, motion carried.

New Business

- a. **Resolution 25-089** to approve the resignation of Kristen Long from her position as Administrative Assistant for Environmental Health, effective September 8, 2025. Dr. Stine read the resignation letter to the Board of Health. The board commented that it was a very nice letter and they appreciated it. Resolution 25-089 was approved by motion by Wendy Wiley with a second by Bernie Heffelbower. Vote was called by Board President. Yay: All Nay: None, motion carried.
- b. **Resolution 25-090** to approve the severance agreement for Kristen Long effective September 8, 2025. Additional Information: Kelly noted that the board was informed on September 8th of Kristen's resignation and acceptance of the severance agreement. Resolution 25-090 was approved by motion by Wendy Wiley with a second by Dan Trbovich. Vote was called by Board President. Yay: All Nay: None, motion carried.
- c. **Resolution 25-091** to appoint Amy Campbell as the Vital Registrar for Carroll County effective September 18, 2025. Additional Information: Kelly explained that we must name one Vital Registrar and one Deputy Registrar, we can then have as many users as we would like. Our intent is to name Amy as Registrar and the new hire for the front desk as Deputy Registrar and Kelly and Theresa will be users to provide coverage if needed. Resolution 25-091 was approved by motion by Bernie Heffelbower with a second by Wendy Wiley. Vote was called by Board President. Yay: All Nay: None, motion carried.
- d. **Resolution 25-092** approval to renew the agreement with Carroll County Job and Family Services for the Adult Protective Services program, at a rate of \$23.55/hour and fringe benefits prorated on hours worked, plus mileage and a 10% administrative fee for the term October 1, 2025 through September 30, 2026. Additional Information: The current contract expires at the end of September. JFS is happy to have a Registered Nurse do the APS investigations. Resolution 25-092 was approved by motion by Dan Trbovich with a second by Wendy Wiley. Vote was called by Board President Yay: All Nay: None, motion carried.
- e. **Resolution 25-093** to approve the Notice of Award as recommended by the Controlling Board for the WPCLF bid Soil Scientist to AD Soil & Septic Specialists, North Canton, Ohio. (*See attached Notice of Award*) Additional Information: Bids were accepted and opened at the public meeting of the

Controlling Board on September 3, 2025 for the Soil Scientist to conduct soil evaluations for the 2026 WPCLF grant year. Resolution 25-093 was approved by motion by Wendy Wiley with a second by Dan Trbovich. Vote was called by Board President. Yay: All Nay: None, motion carried.

- f. **Resolution 25-094** to approve the Notice of Award as recommended by the Controlling Board for the WPCLF bid for Test Hole Excavator to Advanced Excavating & Septic Services, LLC, East Liverpool, Ohio. *(See attached Notice of Award)* Additional Information: Bids were accepted and opened at the public meeting of the Controlling Board on September 3, 2025 for the Test Hole Excavators to excavate the test holes for the soil evaluations for the 2026 WPCLF grant year. Resolution 25-094 was approved by motion by Bernie Heffelbower with a second by Wendy Wiley. Vote was called by Board President Yay: All Nay: None, motion carried.

- g. **Resolution 25-095** to approve the Notice of Award as recommended by the Controlling Board for the WPCLF bid for Septic Designs to M. Griffith Designs & Services, East Canton, Ohio. Additional Information: Bids were accepted and opened at the public meeting of the Controlling Board on September 3, 2025 for the Septic Designers to design the appropriate septic systems based on the soil evaluations for the 2026 WPCLF grant year. Resolution was approved by motion by Dan Trbovich with a second by Wendy Wiley. Vote was called by Board President. Yay: All Nay: None, motion carried.

- h. **Resolution 25-096** to approve the resignation of Corinne Rogers effective September 15, 2025. *(See attached letter of resignation)*. Additional Information. Dr. Stine read the letter of resignation by Corinne Rogers dated September 15, 2025. Resolution 25-096 was approved by motion by Bernie with a second by Wendy Wiley. Vote was called by Board President. Yay: All Nay: None, motion carried.

- i. **Resolution 25-097** to approve the severance agreement for Corinne Rogers effective September 17, 2025. *(See attached agreement)*. Additional Information. Kelly presented to the board that the signed severance agreement was received today from Corinne. Resolution 25-097 was approved by motion by Dan Trbovich with a second by Bernie Heffelbower. Vote was called by Board President. Yay: All Nay: None, motion carried.

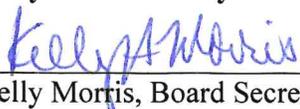
12. Old Business

There was no old business to come before the board.

Adjournment: Meeting was adjourned at 6:34 pm by a motion by Dan Trbovich. All in favor, motion carried.

The next meeting will be (Wednesday) October 15, 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

