



**Carroll County General Health District  
Minutes of the Board of Health  
December 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 5:33 p.m.

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

**Media:**

Elizabeth Mayle – Free Press Standard

**Guest:** Victor boyfriend of Elizabeth Mayle media, Yvonne Cook, RN, Brittany Loveless, Layla Salla, RN-  
New staff introductions to board members.

**Approval of Meeting Minutes:**

The minutes of the November 19, 2025, Board of Health meeting were approved by a motion from Bernie Heffelbower, seconded by Dan Trbovich. Ayes: All Nays: None – Motion carried.

**Health Commissioner's Report:**

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

- Participated in two Stony Lake Wastewater plant meetings November 21st with State EPA representatives-this was to hammer out the timelines for meeting the States Orders and Findings and coordinate funding
- December 16th-local County partners and the Engineering Consultant –process needed to proceed with design through operation of the plant.
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- Site visit with United Way regarding our grant for the Triple P Program ( Positive Parenting Program)

- Working with our Emergency Preparedness Coordinator –Columbiana County Health Department on two PHEP exercises in January. –Administrative and Biological Mass Dispensing
- Participated in the Exit Conference with the State Auditor on our 2023/2024 Audit with Amy and Dr. Stine.
- Applying for OneOhio local funding through the County Commissioners to support the Youth Resiliency work the Empower Youth Coalition is doing- our funding expires in September 2026
- Participated in a webinar on the OneOhio Foundation Regional grant cycle- 45.7 million across the 19 regions in the state. 1.3 million available in our region.
- Working on grant preparation, the Rural Health Transformation Program part of Federal budget bill that allocated 50 billion investments in the nations rural areas for strengthening healthcare access.
- CCGHD was selected to participate in a National Suicide Prevention Community of Practice for Local Health Departments across the nation. One of 60 LHD selected.
- Cybersecurity update- working with County Commissioners and the County cybersecurity committee on developing the program.

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

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

- Attended the Virtual Accreditation Learning Community meeting on December 16<sup>th</sup> – collective state feedback on updated standards and measures by PHAB.
- Attended the HEAL Photovoice Presentation by Angie Pavlik on November 21<sup>st</sup>.
- Working with new staff on new hire onboarding and training
- Participated in the Fiscal Audit Exit conference on December 1<sup>st</sup>.
- Working on end of the year financial preparation and 2026 HR and Financial preparation

### **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\.

- Welcomed Brittany Loveless on December 1<sup>st</sup> to the front desk Administrative Assistant Position.
- Tessa and Tina attended the last day of the Servsafe Manager Certification class on December 5<sup>th</sup>.
- Volunteered at the Diaper Bank on December 11<sup>th</sup>
- Attended Stony Lake meeting with county agencies to develop communication plan on December 16<sup>th</sup>.
- Conducted employee evaluation on Branna
- Continuing to work with Tessa and EH program training for Food and Temporary body art at winter festival on December 7<sup>th</sup>

### **Nursing Division Report:**

Jessica Slater provided the Nursing Division report, the communicable disease report and the community health division report for Board Review.

- Theresa attended a 2 day conference for the Local Public Health Collaborative in Marysville regarding changes to billing practices.
- Met with Ohio Mobile Outreach, willing to come to CCGHD on site to provide Hepatitis C, HIV testing and treatment.
- On boarding with Layla Salla who started as new Carrollton Schools Telehealth nurse.
- Working with the Pregnancy and Parenting Center on making community connections that can assist with meeting their goals.
- Accepted Diaper donations from Brown Frame Round Up – 4H group for the Heart of Ohio Diaper Bank.
- Working with Autism Society of Ohio who donated sensory items for all school nurses to use during health care visits at the schools or CCGHD to help with anxiety.

### **Communicable Disease Report for October 2025**

Jessica reported on the number of reportable diseases for November with comparison of numbers for October. She reported seeing an increase in the last few days of foodborne or enteric diseases. She also shared facts on ticks and Tickborne diseases for the media to share regarding misconceptions. *(See Division Report PPT)*

#### **October 2025**

Lyme	13
Anaplasmosis	2
Rocky Mtn Spotted Fever	1
Hepatitis C	1
CPO	1
Chlamydia	5
Gonorrhea	1
Campylobacter	1
Salmonellosis	1
Haemophilus Influenza	1
<b>Total</b>	<b>27</b>

#### **November 2025**

Lyme	15
Anaplasmosis	1
Coccidiomycosis	1
Hepatitis C	4
Chlamydia	3
Shigellosis	1
Campylobacter	2
Salmonellosis	1
E. coli	1
Varicella (Shingles)	1
<b>Total</b>	<b>30</b>

### **Community Health Report:**

Jessica Slater provided the community health report for board review.

- The December 3<sup>rd</sup> Pop- Up Food Pantry served 111 families and 334 individuals
- Photovoice project presentation for the HEAL grant was conducted by Angie on November 21<sup>st</sup> with community partners.
- Participated in the diaper bank wrapping as team building activity

- Confirmed and placed last resource box at the Augusta Township Park. Explained this is the 6<sup>th</sup> resource box we have geographically across the county.

### **Financial Report:**

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

*\*See General and Grant Fund Balances on December 19, 2025, PowerPoint Presentation*

- a. **Resolution 25-126** approval of the November 2025 budget as presented. (*Reference: Budget YTD Summary & Monthly Budget Report*) was approved by a motion by Wendy Wiley, with a second by Dan Trbovich. Vote called by Board President, Yay: All Nay: None- motion carried.
- b. **Resolution 25-127** approval for the payment of the November 2025 expenses totaling \$116,332.18 (*Reference: November Expense Report*) was approved by a motion by Bernie Heffelbower with a second by Wendy Wiley. Vote called by Board President, Yay: All Nay: None- motion carried.
- c. **Resolution 25-128** to approve the payment of the following for materials or services purchased with a proper purchase order and certification in place at the time the invoice was received. Request for Then and Now certification.
  - Fraternal Order of Eagles Carrollton Aerie 2185 in the amount of \$3,000 out of 25060-Nursing fund and \$2,700 out of 25000-Health fund for food and services at the overdose awareness event.
- d. **Resolution 25-129** approval of the appropriation amendments on December 17, 2025 in the following funds to cover remaining expenses and advances for fiscal year 2026. (*Reference: 12/17/2025 Appropriation Amendment*)  
 25000- Health fund- \$12,500.00 from Transfer Out line item to the following line items Other Expenses and Advance out. 25085- WPCLF Fund- \$3,750 from the following line items Salaries, PERS, Medicare and Health Insurance to the Contract Repairs/Maintenance line item. Resolution 25-129 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
- e. **Resolution 25-130** to approve the advance of \$12,000.00 from the 25000- General Health fund to the 25085-Ohio Water Pollution Control Loan Fund (WPCLF) to cover the negative fund balance. (*Reference: 25085- Advance Letter*)Additional Information: Due to additional end of year expenses for the WPCLF program and grant reimbursement will not be received by December 31, 2025. The CCGHD will need to advance additional funds from the General Health fund to cover the negative fund balance. This \$12,000.00 and the \$15,000.00 advance from the November 2025 Board of Health meeting will both be reversed back into the General Health fund in January 2026. Resolution 25-130 was approved by motion from Bernie Heffelbower with a second by Dan Trbovich. Board President called for vote, Yay: All, Nay: None motion carried.

- f. **Resolution 25-131** to approve the appropriations on December 17, 2025, in the following funds to pay the remaining expenses for fiscal year 2025. (*Reference: 12/17/25 Appropriations*) Fund 25085- WPCLF in the amount of \$11,250.00. Resolution 25-131 was approved by motion by Wendy Wiley with a second by Dan Trbovich. Board President called for vote, Yay: All, Nay: None, motion carried.
  
- g. **Resolution 25-132** approval to refund the Ohio Department of Health in the amount of \$36.00 due to a billing error in the Complex Medical Help (CMH) Program. (*Reference: 12/17/25 CMH Refund Letter*)Resolution 25-132 was approved by motion from Bernie Heffelbower with a second by Wendy Wiley. Board President called for vote, Yay: All, Nay: None, motion carried.
  
- h. **Resolution 25-133** approval to refund Maximus Central Paternity Registry in the amount of \$80.00 due to an overpayment and error by this company. Maximum issued the Carroll County General Health District payment for submitted Acknowledgement of Paternity's for the April-June 2025 quarter when there should have been no payment issued. (*Reference: Maximus Refund/Invoice Letter*)Resolution 25-133was approved by motion from Dan Trbovich with second by Wendy Wiley. Board President called for vote, Yay: All Nay: None, motion carried.
  
- i. **Resolution 25-134** to approve the 2026 chargebacks to each township and corporation in Carroll County totaling \$177,817.82 based on the 2025 tax year valuation. (*Reference: Tax Year 2025 Chargeback by TY25 Valuation*)Additional Information: The total amount received from the townships and villages will remain the same as previous years. Based on the 2025 tax year valuations the amount for each township/village may have increased, decreased or remained the same. Resolution 25-134 approved by motion from Bernie Heffelbower with second from Wendy Wiley, Board President called for vote, Yay: All, Nay: None, motion carried.

## **New Business**

- a. **Resolution 25-135** approval to hire Layla Salla as a full-time School Tele-Health Nurse appointed to Carrollton Exempted Village School District at an hourly rate of \$23.55 per hour, beginning December 8, 2025. Motion by Dan Trbovich with second by Wendy Wiley, Board President called for vote, Yay: All, Nay: None, motion carried.
  
- b. **Resolution 25-136** to approve the Board of Health Meeting Schedule for 2026 calendar year. All meetings will be on the 3<sup>rd</sup> Wednesday of each month at 5:30 pm at 301 Moody Ave SW, Carrollton Upper Level, unless otherwise approved for changes by the Board of Health. (*See*

*attached schedule*) Motion by Dan Trbovich with second by Wendy Wiley, Board President called for vote, Yay: All, Nay: None, motion carried.

- c. **Resolution 25-137** to approve the Federal Holiday Schedule for 2026 calendar year as stated below, and to include November 27, 2026 day after Thanksgiving, ½ day on December 24, 2025 Christmas Eve, and ½ day on December 31, 2026 New Year’s Eve as a paid holiday in this

**Federal holidays 2026**

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Date	Federal holiday	Day of the week
January 1, 2026	New Year's Day	Thursday
January 19, 2026	Martin Luther King Day	Monday
February 16, 2026	Presidents' Day	Monday
May 25, 2026	Memorial Day	Monday
June 19, 2026	Juneteenth	Friday
July 3, 2026	Independence Day (observed)	Friday
July 4, 2026	Independence Day	Saturday
September 7, 2026	Labor Day	Monday
October 12, 2026	Columbus Day	Monday
November 11, 2026	Veterans Day	Wednesday
November 26, 2026	Thanksgiving Day	Thursday
December 25, 2026	Christmas Day	Friday

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schedule.

Motion by Wendy Wiley with Second by Bernie Heffelbower, discussion regarding the amount of paid holiday time was questioned by Dan Trbovich. Bernie Heffelbower stated that he feels the two half days paid is an extra benefit for the lower wages we have compared to other health districts. After discussion Board President called for vote, Yay: All, Nay: None. Motion carried.

- d. **Resolution 25-138** to approve the finalized 2023-2024 Fiscal Audit as provided, filed, and certified by the Ohio Auditor of State’s Office for release on December 16, 2025 (Reference: FY23 & FY24 Audit Report) Motion by Bernie Heffelbower with a second by Wendy Wiley. Board President called for vote, Yay: All, Nay: None, motion carried.
- e. **Resolution 25-139** approval to amend the Board of Health minutes from August 21, 2024. (*Original minutes and amended minutes attached*) Additional Information: During the 2023-2024 Fiscal Audit conducted by the Ohio Auditors' Office, it was discovered that the minutes from the August 21, 2024, meeting did not include the reason for going into executive session. This was believed to be an error in the documentation of the minutes, rather than an issue with the practice of going into executive session. Motion by Dan Trbovich with second by Wendy Wiley. Discussion regarding the finding from the Fiscal Audit regarding Executive Session and not having the reason documented in the minutes. Dr. Stine too responsibility as he signs the minutes, but emphasized it is the responsibility of all board members to read and proof read the minutes prior to approval. Board President called for vote, Yay: All, Nay: None, motion carried.

- f. **Resolution 25-140** to approve the Memorandum of Understanding between Central Outreach Wellness Center and Carroll County General Health District. (*MOU Attached*) Additional Information: The Central Outreach Wellness Center has a mobile outreach unit that provides Hepatitis C & HIV testing and treatment through grant funds. The Central Outreach Wellness Center is willing to bring these services to Carroll County. Motion by Dan Trbovich with second by Wendy Wiley. Board President called for vote, Yay: All, Nay: None, motion carried.
- g. **Resolution 25-141** to approve the Business Associate agreement between Central Outreach Wellness Center and Carroll County General Health District. (*Agreement Attached*)Additional Information: The Business Associate agreement legally permits the sharing of Protected Health Information and ensures HIPAA compliance among CCGHD and the Central Outreach Wellness Center. Motion by Wendy will with second by Dan Trbovich. Board President called for vote, Yay: All, Nay: None, motion carried.
- h. **Resolution 25-142** to adopt the Carroll County Cybersecurity Program. The Carroll County Board of Commissioners has developed a comprehensive Cybersecurity Program that includes policies, procedures, and safeguards aligned with the National Institute of Standards and Technology (NIST) Cybersecurity Framework, addressing the functions of Govern, Identify, Protect, Detect, Respond, and Recover as required by Ohio Revised Code 9.64 Political Subdivisions Cybersecurity. Additional Information: HB 96 included language requiring all Ohio political subdivisions to develop and implement a cybersecurity program effective December 31, 2025. Since the Information Technology consultant RGC is the same for CCGHD and the County Commissioners, it was suggested that the Board of Health adopt the program developed for all County government agencies. Motion by Bernie Heffelbower and second by Wendy Wiley, discussion included Kelly Morris presenting to the board the work she has done with the County Cybersecurity committee and that the program will be approved on Monday by the Board of Commissioners. The program is a dynamic document changing as needed. Roll out will be in January with the County Leadership Meeting. Board President called for vote, Yay: All, Nay: None, motion carried.

## Old Business

- a. **Resolution 25-101** To approve the Third and Final Reading to amend and/or establish Food Service Operation (FSO) and Retail Food Establishment (RFE) license fees for the 2026 license year. (Reference: Proposed Food Fees & Cost Methodology Spreadsheet)  
Additional Information: Ohio Administrative Code 3701-21-02.2 requires an annual cost methodology to be completed and submitted to the Ohio Department of Health and Ohio Department of Agriculture for both the FSO and RFE licenses for the previous fiscal year. The proposed fees are calculated based on the actual cost in administering and enforcing Chapter 3717- Ohio Uniform Food Safety Code. Dr.

Stine, President, read the third and final reading of Resolution 25-101 as the resolution was approved by motion by Dan Trbovich with a second by Wendy Wiley.

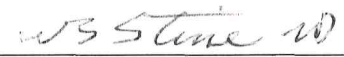
**Executive Session-** Dr. Stine, Board President asked to convene into executive session in accordance with Ohio Revised Code 121.22 (G) (1) to discuss the compensation of a public employee or public official. Motion to move into executive session was provided by Wendy Wiley with a second by Dan Trbovich. Board President conducted Roll Call Vote to go into executive session at 6:47 pm. Stine, Yes, McMillen, absent, Trbovich, Yes and Heffelbower Yes. Wiley, Yes. The board took no action in executive session and reconvened the Board of Health meeting at 7:29pm.

**Adjournment:** Meeting was adjourned at 7:31 pm by a motion by Dan Trbovich. All in favor, motion carried.

*The next meeting will be (Wednesday) January 21, 2026, at 5:30 p.m. at the Carroll County General Health District's upper level located at 301 Moody Ave. Carrollton.*

**Respectfully Submitted By:**

  
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Kelly Morris, Board Secretary

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