



CARROLL COUNTY
GENERAL HEALTH DISTRICT
Healthy People — Safe Communities

**Carroll County General Health District
Minutes of the Board of Health
January 21, 2026**

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; Susan McMillen, present; Dan Trbovich, present, Wendy Wiley, present.

Absent: Bernie Heffelbower and Tina Bernard

Staff Present:

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

Media:

Elizabeth Mayle – Free Press Standard

Guest: There were no guests present

Approval of Meeting Minutes:

The minutes of the December 17, 2025, Board of Health meeting were approved by a motion from Dan Trbovich seconded by Susan McMillen. Ayes: All Nays: None – Motion carried.

Health Commissioner's Report:

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

- Applied for Stronger Together Carroll County to be a non-profit organization with 501c3 status. We are registered with the Ohio Attorney General and Secretary of State and have a Tax ID number!
- Can start accepting donations and do fundraising
- Developed a Chronic Disease Profile for Carroll County using the Ohio Department of Health Chronic Disease Atlas 2025.
- Participated in the Suicide Prevention Learning Community for LHD through NACCHO with Lisa
- Working on three grant applications

- OneOhio Regional Foundation Grant
 - OneOhio Local Funding proposal
 - Rural Health Transformation Grant – SBHC, RN Home Visiting
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- Working with You Thrive to continue facilitation for Stronger Together Carroll County
 - Brought community partners together around the OneOhio Regional grant application
 - We are applying for prevention and infrastructure support for Stronger Together
 - Southeast Healthcare is applying for Substance use treatment/recovery
 - ADAMHS board is applying for professional workforce development for LSW
 - Working with ADAMHS Board and Health and Healing Center in Stark County about suicide prevention, grief/healing services in Tusc and Carroll Counties.
 - Participated in Preparedness Table-Top Exercise around administrative functions of public health response.
 - Selected by County Commissioners to be part of the County Cyber Security Committee and Response Team.
 - Program will be rolled out on Thursday, January 22, 2026, to all county agencies
 - Our staff will be trained by Jason at the staff meeting also on Thursday, January 22, 2026.
 - Health District joined Carrollton Rotary as an organizational member- Leadership

Office Administrator/Accreditation Coordinator:

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

- Applied for and was accepted as part of the Strategic Planning Financial Planning Series offered as a pilot series through The Public Health Services Council of Ohio- 4 in-person sessions and 4 virtual sessions between January-July 2026
- Annual Ohio Buckles Buckeyes (OBB-Car Seat Program) Site Visit with Stark County Health Department on January 16th.
- Participated in a benefits webinar provided by CEBCO on January 14 for the ComPsych-Employee Assistance Program
- Participated in Administrative Plan Tabletop Exercise with CCGHD Leadership on January 20th.
- Submitted all requested 2025 financial documents to Charles E. Harris to begin preparing our Financial notes for 2025.

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:

Kelly Morris provided the Environmental Division report in Tina Bernard's absence for Board Review.

- Continue training Brittany on EH processes at the front desk role
- Revising forms and processes as we train
- Organizing electronic files
- Working with HR Consultant on leadership development training and team building
- Had the Pool and Campground Survey by the Ohio Department of Health (every 3 years) on January 14th- went well, no citations- just waiting for the final report.
- Working with Brittany on Installer Registrations
- Moving forward with 5 Water Pollution Control Loan Fund (WPCLF) projects

Nursing Division Report:

Jessica Slater provided the Nursing Division report, the communicable disease report, and the Community Health Division report for Board Review.

- Jessica worked with 340B Vendor Apexus to close out 340B medications from the Reproductive Health Grant
- Jessica continues to work on closing out the Reproductive Health Grant with year end reporting.
- Worked with Theresa on past due accounts and billing
- Worked with the Local Public Health Collaborative and Ember on transitioning the CMH program charting into eClinical Works and phase out HDIS charting system to reduce the double documentation.
- Ember and Theresa started to send Birthday Cards with Health information to children on the CMH program. Ember and Theresa also working on developing a Quarterly Newsletter to CMH patients and families.
- Yvonne started training with Wendy on Adult Protective Services.
- Received first donation order from Direct Relief: Received Children’s Multivitamins, Infant Tylenol, and Neutrogena Face Wash
- Participated in the Administrative Table Top which is a Emergency Preparedness Grant Requirement.

Communicable Disease Report for October 2025

Jessica reported on the number of reportable diseases for December, with a comparison of numbers for November and provided a year summary by disease. There were a total of 496 communicable diseases reported in 2025, 197 of which were Lyme disease. (See report in PPT)

November 2025

Lyme	15
Anaplasmosis	1
Coccidiomycosis	1
Hepatitis C	4
Chlamydia	3
Shigellosis	1

December 2025

Campylobacter	2
Chlamydia	3
Covid Hospitalizations	3
Hepatitis C	2
Influenza Hospitalizations	4
Lyme	6

Campylobacter	2	RSV Hospitalizations	1
Salmonellosis	1		
E. coli	1		
Varicella (Shingles)	1		
Total	30	Total	20

Jessica provided a 2025 year-end summary of Communicable Disease numbers by disease. A total of 496 reportable communicable diseases were reported to CCGHD in 2025. Of those, 197 were Lyme disease, with the next highest being Covid-19 cases at 136.

Community Health Report:

Jessica Slater provided the community health report for board review.

- The January 7th Pop-Up Pantry served 97 families and 271 individuals.
- Lisa attended Critical Incident Stress Management (CISM) Training
- Lisa is participating in NACCHO (National Association of County & City Health Officials) Suicide Prevention Series (National)
- Conducted Building Resilience in Youth Training with 4-H Advisors
- Launched the Neighbor2Neighbor Hygiene Item Drive with 8 drop box locations. Brown Local Schools, Conotton Valley Schools, Carrollton Schools, Carroll County Christian Academy, the Carroll County Ministerial Association, and the Carrollton Warriors Moms Group are hosting drives.
- Met with youth leadership team: Youth leadership team is promoting hygiene item drive at the 3 county public schools.

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*

- Resolution 26-001** approval of the December 2025 budget as presented. (*Reference Budget YTD Summary and Monthly Budget Report*). Motion by Wendy Wiley and seconded by Susan McMillen, board President, called for vote, Yay: All, Nay: None, motion carried.
- Resolution 26-002** approval for the payment of the December 2025 expenses totaling \$138,958.65 (*Reference December Expense Report*) Motion by Dan Trbovich and seconded by Susan McMillen, board President, called for vote, Yay: All, Nay: None, motion carried.
- Resolution 26-003** to approve the payment of the following materials or services what were purchased with a properly executed purchase order and require certification a the time of the invoice was received. A "Then and Now Certificate" was issued and requires Board of Health approval if payment exceeds \$3,000. (*Reference: Then and Now Certificate payments*) Motion by Wendy Wiley seconded by Susan McMillen. Discussion: Amy shared that the reason there were so many was due to the county closing the books and requiring all agencies to close purchase orders and re-open new purchase orders at the

beginning of each year. The invoices came in during this period of time. Board President called for vote, Yay: All, Nay: None, motion carried.

- d. **Resolution 26-004** to approve the following appropriations on January 21, 2026, in the following funds to cover the additional projected expenses for fiscal year 2026. (*Reference: 01/21/26 Appropriations*)
- 25085- Water Pollution Control Loan Fund (WPCLF) in the amount of \$129,050.00 to cover anticipated project costs for both 2025 and 2026 approved projects.
 - 25085- WPCLF fund in the amount of \$27,000.00 to reverse the end of year advances back to the General Health fund.
 - 20200- Public Health Workforce fund in the amount of \$30,000.00 to cover consulting costs with You Thrive to continue developing Collective Impact in Carroll County.
 - 25000- Health fund in the amount of \$11,500.00 to cover anticipated unemployment costs.
- Motion by Wendy Wiley and seconded by Susan McMillen. No discussion. Board President called for vote, Yay: All, Nay: None, motion carried.
- e. **Resolution 26-005** approval to reverse the year end advances of both \$15,000.00 completed in November 2025 and \$12,000.00 completed in December 2025 totaling \$27,000.00 from the WPCLF (25085) fund back to the General Health fund (25000). (*Reference: 25085- Reverse Advance Letter*) Additional Information: All advances completed at year end to cover negative fund balances need to be repaid and put back into the General Health fund at the beginning of the year. Motion by Susan McMillen and seconded by Dan Trbovich, no discussion. Board President called for vote, Yay: All, Nay: None, motion carried.
- f. **Resolution 26-006** approval to refund the Ohio Department of Health in the amount of \$504.00 (\$456.00 due to a billing error and \$48.00 due to receiving duplicate payments for the same services) in the Complex Medical Help (CMH) Program. (*Reference: 01/21/26 CMH Refund Letter*) Motion by Wendy Wiley and seconded by Dan Trbovich. Amy stated this should be close to the end of refunds to ODH for the CMH program. Board President called for vote, Yay: All, Nay: None, motion carried.
- g. **Resolution 26-007** to approve the Out of County travel requests in the amount of \$487.88 (*Reference: Out of County Travel*) Motion by Susan McMillen seconded by Wendy Wiley. Amy informed the board that all out-of-county travel is required to be approved by the Board of Health prior to the travel occurring. This is a new process and will be brought to the Board each month. Board President called for vote, Yay: All, Nay: None, motion carried.
- h. **Resolution 26-008**, the Carroll County Board of Health authorizes the Health Commissioner and/or Office Administrator to approve and expedite the following fiscal activities for calendar year 2026:
- Appropriations & Appropriation Amendments within the same fund
 - Payroll
 - Accounts payable

Motion by Wendy Wiley, seconded by Dan Trbovich. Amy informed the board that this is required annually for audit purposes. Board President called for vote, Yay: All, Nay: None, motion carried.

New Business

- a. **Resolution 26-009** approval to enter into an agreement with the Akron-Canton Regional Foodbank for the Pop-up Pantry through June 2026. (See attached agreement) Additional Information: the Akron-Canton Regional Foodbank renews the agreement every 6 months. Motion by Susan McMillen seconded by Wendy Wiley, no discussion. Board President called for vote, Yay: All Nay: none, motion carried.
- b. **Resolution 26-010** to approve the training and consulting agreement with You Thrive, LLC to continue Collective Impact facilitation through December 22, 2026, in the amount of \$35,000. (See attached agreement) Additional Information: We did not complete the work in 2025 and plan to extend the agreement to complete the structure and task forces. Motion by Wendy Wiley seconded by Susan McMillen, Amy added that this agreement is paid for from the Workforce Development grant and part from the Adolescent Health grant through the Ohio Department of Health. Board President called for vote, Yay: All, Nay: none, motion carried.
- c. **Resolution 26-011** approval to renew the annual Tuberculosis agreement with the Carroll County Board of County Commissioners, effective January 1, 2026 through December 31, 2026 for \$8,000 for CCGHD to be the County TB Control Unit. (See attached agreement) Additional Information: This is an annual contract with the board of County Commissioners. Motion by Susan McMillen, seconded by Wendy Wiley. Kelly shared that the County Commissioners require this to be renewed annually. Board President called for vote, Yay: All, Nay, None, motion carried.
- d. **Emergency Resolution 26-012** to amend Resolution 25-101, Establishing the Food Service Operation (FSO) and Retain Food Establishment (RFE) license fees for the 2026 licensing year as adopted on December 17, 2025, to adopt the new fees effective immediately as presented. Additional Information: The Ohio Department of Health reviewed the Food Cost Methodology and requested that we remove items related to water samples. When these amounts were removed, it decreased the fees by \$.50- \$1.00, depending on risk level. (See Attached Fee Schedule). Motion by Susan McMillen seconded by Wendy Wiley. Amy explained the adjustment that the Ohio Department of Health required in our Food Cost Methodology that changed the fees the board had previously established. Amy shared that we learned through this process that we can send the cost methodology in prior to the fees being established so this will not happen in the future. Board President called for vote, Yay: All, Nay: None, motion carried.

Old Business: There was no old business to come before the board.

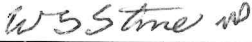
Adjournment: Meeting was adjourned at 6:33 pm by a motion by Dan Trbovich. All in favor, motion carried.

The next meeting will be (Wednesday) February 18, 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:



Kelly Morris, Board Secretary



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