



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

**Carroll County General Health District
Minutes of the Board of Health
April 15, 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 5:32 p.m.

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

Absent:

Staff Present:

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

Media:

Guest: There were no guests present

Approval of Meeting Minutes:

The minutes of the March 18, 2026, Board of Health meeting were approved by a motion from Dan Trbovich and seconded by Susan McMillen. Ayes: All Nays: None – Motion carried.

Board of Health Reorganization and Welcome Newest Board Member – Wendy Wiley

Dr. Stine current Board of Health president expressed his desire to the other board members at electing another member as Board of Health President. This will allow another member to gain experience while he is still on the Board of Health. Dan Trbovich made a motion to elect Bernie Heffelbower as Board of Health President, and Wendy Wiley as Board of Health Vice President. Susan McMillen seconded the motion. Bernie Heffelbower and Wendy Wiley both accepted the nomination. Ayes: All Nays: None Motion Carried. Bernie Heffelbower will become the new Board of Health President and Wendy Wiley will be the Board of Health Vice-President.

Board of Health Committees:

Wendy Wiley made a motion to appoint Wendy Wiley and Susan McMillen to the Personnel Committee, and Dr. Stine and Dan Trbovich to the Finance Committee, with the new Board of Health President Bernie Heffelbower serving on both committees; Susan McMillen seconded the motion. Ayes: All Nays: None Motion Carried.

Personnel Committee – Wendy Wiley, Susan McMillen, & Bernie Heffelbower

Finance Committee – Dr. Stine, Dan Trbovich, & Bernie Heffelbower

Health Commissioner's Report:

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

- Celebrated National Public Health Week April 6-10th
- Worked with Tina and Amy on hiring Lillian Boehm as a contract employee for the Septic Permitting processes while short-staffed
- Met with Judge Smith and Dr. Stine regarding Stronger Together
- Participated in the Stronger Together Steering Committee and Community Readiness session on April 14, 2026.
- Working with NEOMED on an AI Research Project. Using AI to convert qualitative data responses from our CHA (2023) and making the responses quantitative.
- Participated with OPHA in the Connection Series- Connecting Research to Practice from research published in Ohio Journal for Public Health
- Worked with Tina and Amy on hiring Lillian Boehm as a contract employee for the Septic Permitting processes while short-staffed
- Met with Judge Smith and Dr. Stine regarding Stronger Together
- Participated in the Stronger Together Steering Committee and Community Readiness session on April 14, 2026.
- Working with NEOMED on an AI Research Project. Using AI to convert qualitative data responses from our CHA (2023) and making the responses quantitative.
- Participated with OPHA in the Connection Series- Connecting Research to Practice from research published in Ohio Journal for Public Health

Office Administrator/Accreditation Coordinator:

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

- Participated in the Drug Free Communities East Coast site visit on March 26th. Angie gave a highlight presentation on the Too Good Curriculum for Evidence Based Practices.
- Attended the District Advisory Council Meeting on March 28th
- CPR/First Aid training on April 3rd
- Worked with Kelly and You Thrive on planning for the April 14th Stronger Together meeting to build community engagement
- Attended the Stronger Together Steering Committee on April 13th
- Worked with Lisa to complete and submit the annual Child Fatality Review report to ODH

- Attended the first Carroll County Auditor's Office Roundtable for county leadership on April 14th
Topic: FMLA
- Working on building new financial spreadsheets as part of the cohort training

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.

- Worked with Tina and Amy on hiring Lillian Boehm as a contract employee for the Septic Permitting processes while short-staffed
- Met with Judge Smith and Dr. Stine regarding Stronger Together
- Participated in the Stronger Together Steering Committee and Community Readiness session on April 14, 2026.
- Working with NEOMED on an AI Research Project. Using AI to convert qualitative data responses from our CHA (2023) and making the responses quantitative.
- Participated with OPHA in the Connection Series- Connecting Research to Practice from research published in Ohio Journal for Public Health

Nursing Division Report:

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

- Placed a new Harm Reduction Box in Minerva
- Worked on Quality Measure for 2026
- Ember and Jessica attended the ODH Training at Summit County Public Health on Outbreak Investigations
- Jessica completed and submitted for the Cribs 4 Kids grant, scheduled upcoming site visit
- Participated in Stronger Together Steering Committee meeting
- Jessica, Kelly, Amy and Angie participated in the NEOMed rural health pilot research project using AI to analyze our CHA data
- Lisa, Kelly and Jessica met with HRH Foundation on ways we can partner
- Jessica participated in the EPI OPHA Section meeting
- Jessica is now a Registered Environmental Health Specialist-in Training and will be assisting the EH division when needed.

Jessica share the communicable disease report by month as well as trends for the quarter broken out by disease type; Vector, GI, STD and Respiratory. (See report in PPT) All disease categories decreased the past month.

February 2026

Chlamydia	2
COVID Hospitalized	1
Hepatitis C	1
Influenza Hospitalized	15
Lyme Disease	3
RSV Hospitalized	2

March 2026

Chlamydia	1
COVID Hospitalized	5
Gonorrhea infection	2
Influenza Hospitalized	3
Lyme Disease	2
RSV Hospitalized	1
Strep pneumoniae	3
Haemophilus Influenza	2
Carbapenemase-producing Organisms(CP))	2

Total 26

Total 21

Community Health Report:

Jessica Slater provided the community health report for board review.

- The April pop-up food pantry served 105 families and 290 individuals. Volunteers assisting this month were the Carroll County Sheriff’s Office along with community residents.
- Partnered with Big Brothers Big Sisters to present to school-based mentor matches for risky behavior month.
- Empower Youth Resilience Coalition participated in the Eggstravaganza – engaged with 228 kids and their families.
- Partnered with Beach Charitable Pharmacy and the Carroll County Sheriff’s office to promote the Safe Drug Disposal Box and safe medication use and storage.
- Distributed household items to Care Teams at Carrollton, Malvern, Minerva and Conotton Valley School Districts funded through a grant by United Way.

Financial Report:

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

**See General and Grant Fund Balances on PowerPoint Presentation*

- Resolution 26-026** approval of the March 2026 budget report as presented. (*Reference Budget YTD Summary and Monthly Budget Report*). Motion by Bernie Heffelbower and seconded by Wendy Wiley, board President, called for vote, Yay: All, Nay: None, motion carried.
- Resolution 26-027** approval for the payment of the March 2026 expenses totaling \$102,953.58 (*Reference February Expense Report*) Motion by Dan Trbovich and seconded by Susan McMillen, board President, called for vote, Yay: All, Nay: None, motion carried.
- Resolution 26-028** to approve the following appropriation amendment on March 30, 2026, in the 25060 Nursing fund to move \$2,690.00 from both the salary and workers’ compensation line items to the

equipment line item to cover expenses for a new vaccine refrigerator. (*Reference: 03/30/26 Appropriation Amendment*)

Motion by Susan McMillen and seconded by Wendy Wiley. No discussion. Board President called for vote, Yay: All, Nay: None, motion carried.

- d. **Resolution 26-029** to approve the payment of the materials or services that were purchased without a properly executed purchase order and required certification at the time the invoice was received, for which a “Then and Now” certificate was subsequently issued.
Additional Information: Following Ohio Revised Code 5705.41(D), any payment exceeding \$3,000 and, when a Then and Now certificate was issued, requires Board of Health Approval. The invoices for this Then and Now certificate were received during the time when 2026 purchase orders could not be opened through the county auditor. (*Reference: 03/30/26 Appropriation Amendment*) Motion by Wendy Wiley and seconded by Susan McMillen. The Board President called for vote, Yay: All, Nay: None, motion carried
- e. **Resolution 26-030** to approve the Out of County travel requests in the amount of \$2,251.51 (*Reference: Out of County Travel*). Additional Information: Amy shared that this request is for a total of 5 staff members to travel out of the county for meetings, trainings/conferences or events from April 2026 through May 2026. Motion by Wendy Wiley and seconded by Bernie Heffelbower. Board President called for vote, Yay: All, Nay: None, motion carried.
- f. **Resolution 26-031** approval to refund Davidson Well Drilling in the amount of \$450.00 of the local fee portion of the new water well permit for 3160 Montero Rd. SW, Carrollton, due to another company drilling the well. (*Reference: Davidson Well Drilling Refund Request*) Motion by Dan Trbovich and seconded by Wendy Wiley. President called for vote, Yay: All, Nay: None, motion carried.
- g. **Resolution 26-032** Approval to refund Jessica Fasig in the amount of \$400.00 for a point of sale inspection that was not needed at 481 Steubenville Rd, Carrollton, due to a new septic system being installed at the property. (*Reference POS Refund Request*) Motion by Susan McMillen and seconded by Wendy Wiley. Board President called for vote, Yay: All, Nay: None, motion carried.
- h. **Resolution 26-033** approval to refund Abbie Wagner in the amount of \$45.90 for the overpayment of nursing services. CCGHD discovered the sliding fee was applied to her account incorrectly which resulted in her over paying for services. CCGHD is requesting a refund for the amount she overpaid. Motion by Bernie Heffelbower and seconded by Dan Trbovich. Board President called for vote, Yay: All, Nay: none, motion carried.

New Business

- a. **Resolution 26-034** to approve entering into an employee agreement with Lillian Boehm, EHSIT, for Septic System inspections as needed beginning April 1, 2026, through December 31, 2026, at the rate of \$27/hour. Additional information, this coverage is necessary to cover the EH Director's maternity leave and to support EH services with the resignation of Brianna Burkhart. Motion made by Bernie Heffelbower and seconded by Dan Trbovich. Board President called for vote, Yay: All, Nay: none, motion carried.

- b. **Resolution 26-035** to ratify the health commissioner's signature for the 2026-2027 funding agreement with the United Way of Stark County for funding to support the Positive Parenting Program implemented through our community health worker, in the amount of \$12,000. The agreement is required to accept the funding and is done through an electronic signature and a grant portal. Motion was made by Wendy Wiley and seconded by Dan Trbovich. Board President called for vote: Yay: All, Nay: none, motion carried.


- c. **Resolution 26-036** HSTS Authorizing Resolution to apply for, accept, and enter into a Water Pollution Control Loan Fund agreement (WPCLF) for funding for the year 2026. Additional information, this Authorizing Resolution is required by the Ohio EPA to accept the WPCLF funding each year. Motion made by Wendy Wiley and seconded by Susan McMillen. Board President called for vote: Yay: All, Nay: none, motion carried.

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

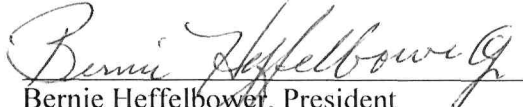
Adjournment: Meeting was adjourned at 6:45 pm by a motion by Dan Trbovich. All in favor, motion carried.

The next meeting will be (Wednesday) May 20, 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



Bernie Heffelbower, President
Carroll County Board of Health