



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

**Carroll County General Health District
Minutes of the Board of Health
May 20, 2026**

Meeting Location: Carroll County General Health District's (Upper Level)
301 Moody Ave. Carrollton 44615

Call to Order: Bernie Heffelbower, President, called the meeting to order, with prayer, at 5:31 p.m.

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

Absent:

Dr. W.S. Stine
Tina Bernard, Director of Environmental Health

Staff Present:

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

Media:

Guest: There were no guests present

Approval of Meeting Minutes:

The minutes of the April 15, 2026, Board of Health meeting were approved by a motion from Susan McMillen and seconded by Wendy Wiley. Ayes: All Nays: None – Motion carried.

Health Commissioner's Report:

**Health Commissioner Report can be found in the Carroll County General Health District Board of Health May 20, 2026, PowerPoint Presentation*

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

- Attended the Public Health Combined Conference and Celebration: Ohio Leading the Nation in Accreditation in Columbus
- Working with a contractor to update the health department website- new legislation requiring all public interfaces to be ADA accessible
- Facilitated the Stronger Together Carroll County Steering Committee on May 11th, co-chairs were established for the workgroups.

- Working with Aultman on Rural Health Transformation grant for Community Health Worker for chronic disease management. Aultman will be the lead agency/subgrantee.
- Looking to apply for WIC services for Carroll County and CCGHD be the lead agency.
- Presented with OPHA at the May 11th Family and Children First Council (FCFC) Meeting regarding Carroll County health disparities.

Division Reports:

**All Division Reports can be found in the Carroll County General Health District Board of Health May 20, 2026, PowerPoint Presentation*

Office Administrator/Accreditation Coordinator:

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

- Working on submitting the Annual Financial Report and Quality Indicators to ODH that is due June 16th
- Completed and submitted the quarterly MAC financial report.
- Attended the Stronger Together Steering Committee on May 11th, and worked on planning for the June 4th Co-Chair Training.
- Worked with Angie Pavlik on developing/building the performance measures for 2026 in Clear Impact.
- Participated in Public Records Training through the Ohio Auditor of State on May 12th
- Participated in the Carroll County Auditor's Office Roundtable on May 19th: topic this month was Public Records
- Attended the 3rd in-person Strategic Financial Planning session in Columbus on May 14th.

Environmental Health Report:

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

- Kelly shared that she has been working closely with the EH Team in Tina's absence.
- Tracking work for septic systems with the contract employee Lilli and Brittany.
- Tessa Bodo is doing all Point-of-Sale inspections and food (mobiles and temporary licenses), and is getting ready for the camp summer inspections.
- Worked with OPHA on contract for Well-Log review from REHS
- Evergreen Citrus Mobile Home Park: Working with Village of Malvern, Ohio EPA on water issues at park since May 6th.
- Stony Lake Update:
 - Coordination of the project is through RCAP-Regional
 - The engineering firm is in the design phase; RCAP and Environmental Services to begin income survey for VoAsh to see if this area would qualify for low-income grants. Newsletter to out to property owners through their permanent address to keep residents informed of progress/process.

Nursing Division Report:

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

- KSU nursing student complete her clinical rotation with CCGHD.
- Worked with Angie Pavlik on Leave Behind Narcan Kits. Provided these kits to the Carroll County Sheriff’s Department, Regional EMS, and EMT Services. Continue to do outreach with additional partners for the leave behind program.
- Participated in meeting for the 2026 Overdose Awareness Day Event.
- Participated in multiple meetings regarding the WIC grant and services.
- Participated in Stronger Together Steering Committee meeting
- Participated in the meeting with Aultman & Bridges to Wellness regarding the Rural Health Transformation grant that Kelly Morris shared.
- Jessica and Ember Newsome participated in outbreak response training.
- Coordinated PPE pickup at Carroll County EMA and distributed to healthcare facilities in Carroll County.
- Worked with Arbor’s Healthcare to establish a baseline threshold for respiratory disease within their facility during respiratory season. 5% was established.
- Provided hygiene kits to 4H Summer Camp to have kits available at no charge for kids in need during camp.
- CCGHD participated in the Community Baby Shower on May 14th and the Full-Scale Exercise in Dellroy on May 9th.

Jessica shared 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.

<u>March 2026</u>		<u>April 2026</u>	
Chlamydia	1	Chlamydia	3
COVID Hospitalized	5	COVID Hospitalized	1
Gonorrhea infection	2	Giardia	1
Lyme Disease	2	Hepatitis A	1
RSV Hospitalized	1	Hepatitis C- Chronic	2
Strep pneumoniae	3	Lyme Disease	8
Haemophilus Influenza	2	Salmonella	2
Carbapenemase-producing Organisms(CPO)	2	Syphilis	1
		Carbapenemase-producing Organisms(CPO)	1
Total	18	Total	20

Jessica also shared about the sterile screwworm fly release that the U.S. Department of Agriculture completed and released 50 miles north of the Mexico boarder.

Community Health Report:

Jessica Slater provided the community health report for board review.

- The May pop-up food pantry served 36 new families, 120 families and 345 individuals. There was a great turnout of volunteers with 16 people.
- The Empower Youth coalition was asked by CDC to present to other Drug Free Coalitions at an upcoming meeting on their partnership with Big Brothers Big Sisters (BBBS). Lisa Winkler, Angela Pavlik, and Josh Cottrell have been working on their presentation on June 4th.
- Lisa and Angie presented on vaping at the Brown Local Schools Safety Assembly on May 20th.
- Lisa and Angie met with The Free Press Standard to promote the Empower Youth Coalition, Health Department programs, and establish partnership.
- The Empower Youth Resiliency Team participated in a focus group on equity and ACE's with the Ohio Public Health Association.
- May is Mental Health Awareness Month and the Empower Youth Resiliency Team is working on displaying the "Speak It, Don't Keep It," campaign in the community.

Financial Report:

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

**See handouts: YTD Budget Summary & Monthly Report*

- Resolution 26-037** approval of the April 2026 budget report as presented. (*Reference Budget YTD Summary and Monthly Budget Report*). Motion by Wendy Wiley and seconded by Dan Trbovich. No discussion. Board President, called for vote, Yay: All, Nay: None, motion carried.
- Resolution 26-038** approval for the payment of the April 2026 expenses totaling \$132,528.01 (*Reference: April Expense Report*) Motion by Susan McMillen and seconded by Wendy Wiley. No discussion. Board President, called for vote, Yay: All, Nay: None, motion carried.
- Resolution 26-039** to approve the following appropriation amendment on April 16, 2026, in the 25050-Swimming Pool fund to move \$100.00 from the advertising line item to the travel/training line item to cover training expenses. (*Reference: 04/16/26 Appropriation Amendment*)
Motion by Dan Trbovich and seconded by Susan McMillen. No discussion. Board President called for vote, Yay: All, Nay: None, motion carried.
- Resolution 26-040** to approve the following appropriation amendments on May 15, 2026:(*Reference: 05/15/26 Appropriation Amendment*)
 - 20120- Mosquito fund- in the amount of \$1,000.00 from the salaries line item to contract services to cover the remainder of the tire recycling costs.
 - 25050- Swimming Pools fund- in the amount of \$200.00 from the health insurance line item to other expenses to cover the cost of a refund.
 - 25070- Water fund- in the amount of \$1,000.00 from the salaries line item to other expenses to cover the cost of a refund.

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

- e. **Resolution 26-041** 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. (*Reference: Then and Now Payments*) Additional Information: Following Ohio Revised Code 5705.41 (D) any payment exceeding \$3,000 or more and when a Then & Now Certificate was issued requires Board of Health approval. These invoices covered a period of time before any new 2026 Purchase Orders could be opened through the county. Motion by Dan Trbovich and seconded by Wendy Wiley. Amy Campbell shared that a purchase order was in place with Liberty Tire but the amount remaining on the purchase order was not enough to cover the total invoice so an increase on the purchase order was needed which required the Then & Now. Board President called for vote, Yay: All, Nay: None, motion carried.
- f. **Resolution 26-042** to approve the Out of County travel requests in the amount of \$345.10 (*Reference: Out of County Travel*) Additional Information: This total is for 3 CCGHD staff member to travel out of the county for meetings, trainings, and any conferences from April 2026 through May 2026. The total cost covers mileage reimbursement, fuel, registration, lodging and meals. Motion by Susan McMillen and seconded by Wendy Wiley. No discussion. President called for vote, Yay: All, Nay: None, motion carried.
- g. **Resolution 26-043** approval to refund Atwood Yacht Club in the amount of \$81.25 the late fee of a swimming pool license, due to the license application adding the late fee as being owed when it should not have been applied since it was not late. (*Reference: Atwood Yacht Club Refund Request*) Motion by Dan Trbovich and seconded by Wendy Wiley. No discussion. President called for vote, Yay: All, Nay: None, motion carried.
- h. **Resolution 26-044** approval to refund J. Miller & Sons Drilling in the amount of \$450.00 the local fee portion of a new water well permit for 706 Halo Rd. N.W., Dellroy, due to the job getting canceled. (*Reference: J Miller & Sons Drilling Refund Request*) Motion by Susan McMillen and seconded by Dan Trbovich. Board President called for vote, Yay: All, Nay: None, motion carried.
- i. **Resolution 26-045** approval to refund Merle Beachy in the amount of \$350.00 for a point-of-sale inspection at 8026 Lee Rd., Malvern, due to a point-of-sale waiver already paid for by auctioneer for this property. (*Reference: POS Refund Request*) Motion by Susan McMillen and seconded by Dan Trbovich. No discussion. Board President called for vote, Yay: All, Nay: none, motion carried.

9. New Business

- a. **Resolution 26-046** approval to enter into an agreement with Carrollton Exempted Village School District for CCGHD to provide them with the elementary school nurse for the 2026-2027 school year in the amount not to exceed \$87,150.00. The contract is effective from August 1, 2026, through June 15, 2027. (*Reference: CEVSD Nurse Contract*)
Additional Information: This is a renewal contract with CESVD for the full-time school nurse. Motion made by Susan McMillen and seconded by Dan Trbovich. Amy Campbell shared that the health department added a 5% administrative cost into the contracts to cover the supervision of the nurses. Board President called for vote, Yay: All, Nay: none, motion carried.
- b. **Resolution 26-047** approval to enter into an agreement with Carrollton Exempted Village School District for CCGHD to provide a telehealth nurse for the 2026-2027 school year in the amount not to exceed \$63,000.00. The contract is effective from August 1, 2026, through May 31, 2027. (*Reference: CEVSD Telehealth Nurse Contract*)
Additional Information: Due to the continued success of the telehealth program Carrollton Schools agreed to continue to contract for a telehealth nurse to offer telehealth services for students and staff for another school year. Motion was made by Dan Trbovich and seconded by Susan McMillen. No discussion. Board President called for vote: Yay: All, Nay: none, motion carried.
- c. **Resolution 26-048** to ratify the health commissioner's signature for approval to enter into an agreement with the Ohio Public Health Association to provide a Registered Environmental Health Specialist (REHS) at a rate of \$85.00 per hour for water well and soil reviews and an hourly rate of \$40.00 for septic reviews, not to exceed \$2,000.00. This agreement is effective May 1, 2026 through August 31, 2026. (*Reference: OPHA Contract*)
Additional Information: Due to the Director of Environmental Health (EH) going on maternity leave, additional help is needed in the Environmental Division. Motion made by Wendy Wiley and seconded by Susan McMillen. Kelly Morris shared that Tessa Bodo is handling all the food, point-of sale evaluations, and campgrounds, and Lillian Boehm is handling most of the septic program, additional help is mainly needed with water well paperwork that is submitted for review and permit approval. Board President called for vote: Yay: All, Nay: none, motion carried.
- d. **Resolution 26-049a** approval to continue to enter into an agreement with the Ohio Department of Health for the Medicaid Administrative Claiming program, for the contract period of July 1, 2025 through June 30, 2027. (*Reference: ODH MAC Contract*)
Additional Information: This is a reimbursable program to receive federal funds from the Ohio Department of Medicaid for staff time spent conducting Medicaid services. In 2025, CCGHD received \$89,762 in Medicaid reimbursement from quarterly time studies completed by staff. Motion made by Susan McMillen and seconded by Wendy Wiley. Board President called for vote: Yay: All, Nay: none, motion carried.

e. **Resolution 26-049b** to approve to enter into a contract with AD Soil & Septic Specialists to complete soil evaluations for the following properties through the 2025 Water Pollution Control Fund Program: *(Reference: WPCLF AD Soil & Septic Specialists Contract)*

- 3131 Scio Rd. S.W., Carrollton, Ohio 44615
- 9185 Metro St., Minerva, Ohio 44657
- 5231 Aurora Rd. NE, Mechanicstown, Ohio 44651
- 276 Thunder Rd. N.W., Magnolia, Ohio 44643
- 2378 Chase Rd., Carrollton, Ohio 44615
- 2032 Washington St. N.W., Minerva, Ohio 44657
- 2246 Alamo Rd. S.E., Carrollton, Ohio 44615
- 3132 Aurora Rd. N.E., Carrollton, Ohio 44615
- 7269 Scio Rd. S.E., Scio, Ohio 43988
- 4018 Steubenville Rd., S.E., Amsterdam, Ohio 43903

Additional Information: Contracts are needed between the awarded contractor and the health department for each project and each step of the WPCLF process to install/repair/replace the household sewage treatment system. Motion made by Wendy Wiley and seconded by Dan Trbovich. Kelly Morris shared that these contracts are with the companies that the Board awarded in September 2025 for the WPCLF. The health department recently met with Ohio EPA to review the WPCLF process and these contracts need to be in place with the company and the properties approved through WPCLF. Board President called for vote: Yay: All, Nay: none, motion carried.

f. **Resolution 26-050** to approve to enter into a contract with Advanced Excavating & Septic Services, LLC to complete test holes for the following properties through the 2025 Water Pollution Control Fund Program: *(Reference: WPCLF Advanced Excavating & Septic Services, LLC Contract)*

- 3131 Scio Rd. S.W., Carrollton, Ohio 44615
- 9185 Metro St., Minerva, Ohio 44657
- 5231 Aurora Rd. NE, Mechanicstown, Ohio 44651
- 276 Thunder Rd. N.W., Magnolia, Ohio 44643
- 2378 Chase Rd., Carrollton, Ohio 44615
- 2032 Washington St. N.W., Minerva, Ohio 44657
- 2246 Alamo Rd. S.E., Carrollton, Ohio 44615
- 3132 Aurora Rd. N.E., Carrollton, Ohio 44615
- 7269 Scio Rd. S.E., Scio, Ohio 43988
- 4018 Steubenville Rd., S.E., Amsterdam, Ohio 43903

Additional Information: Contracts are needed between the awarded contractor and the health department for each project and each step of the WPCLF process to install/repair/replace the household sewage treatment system. Motion made by Wendy Wiley and seconded by Susan McMillen. No discussion. Board President called for vote: Yay: All, Nay: none, motion carried.

g. **Resolution 26-051** to approve to enter into a contract with M. Griffith Designs & Services, to complete an appropriate septic system design based on soil evaluations for the following properties through the 2025 Water Pollution Control Fund Program: (*Reference: WPCLF M. Griffith Designs & Services Contract*)

- 3131 Scio Rd. S.W., Carrollton, Ohio 44615
- 9185 Metro St., Minerva, Ohio 44657
- 5231 Aurora Rd. NE, Mechanicstown, Ohio 44651
- 276 Thunder Rd. N.W., Magnolia, Ohio 44643
- 2378 Chase Rd., Carrollton, Ohio 44615
- 2032 Washington St. N.W., Minerva, Ohio 44657
- 2246 Alamo Rd. S.E., Carrollton, Ohio 44615
- 3132 Aurora Rd. N.E., Carrollton, Ohio 44615
- 7269 Scio Rd. S.E., Scio, Ohio 43988
- 4018 Steubenville Rd., S.E., Amsterdam, Ohio 43903

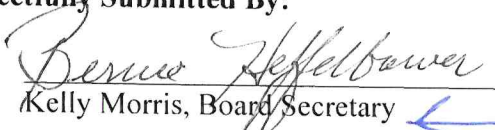
Additional Information: Contracts are needed between the awarded contractor and the health department for each project and each step of the WPCLF process to install/repair/replace the household sewage treatment system. Motion made by Dan Trbovich and seconded by Wendy Wiley. No discussion. Board President 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 6:42 pm by a motion by Dan Trbovich. All in favor, motion carried.

The next meeting will be (Wednesday) May 17, 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