



CARROLL COUNTY
GENERAL HEALTH DISTRICT
Healthy People — Safe Communities

**Carroll County General Health District
Minutes of the Board of Health
June 17, 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 5:30 p.m.

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

Absent:

Tina Bernard, Director of Environmental Health
Jessica Slater, Director of Nursing

Staff Present:

Kelly Morris, Health Commissioner
Amy Campbell, Office Administrator

Media: There was no media present

Guest: There were no guests present

Approval of Meeting Minutes:

The minutes of the May 20, 2026, Board of Health meeting were approved by a motion from Wendy Wiley and seconded by Dan Trbovich. 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 June 17, 2026, PowerPoint Presentation*

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

- Kelly shared that CCGHD has been working with Cleveland Clinic Mercy on the transition of WIC services from their entity to CCGHD. Kelly shared due to staff retirement and resignations Cleveland Clinic Mercy who has been the grant holder for WIC and provided the WIC program for Carroll County for more than 30 years has decided to no longer continue the program. CCGHD could as soon take over the program through contract in July 2026. Kelly also shared that Jessica Slater, Ember Newsome, and Theresa Harrison have been visiting other WIC clinics to see how they are run and training with Harrison County WIC. In addition Ohio Department of Health has opened a competitive grant

application for the Carroll County WIC program. CCGHD is in the process of writing the grant application to submit to the state by the end of June 2026.

- Kelly worked with Aultman and Bridges to Wellness on a Rural Health Transformation grant application that was submitted on June 15. This grant focuses on chronic disease management through a Community Health Worker model.
- Kelly worked on the last PHEP deliverables that were due for the FY26 grant which ends June 30, 2026.
- Kelly worked with Columbiana County Health District on a new PHEP Coordinator contract for the FY27 grant.
- Kelly participated in the Carroll County Farm Bureau Policy Meeting.
- Kelly also provided an update on Stronger Together Carroll County (S2G). Sharing that the Steering Committee identified the workgroup co-chairs. Health & Wellness workgroup will be co-chaired by Dr. Stine and Jillian Berkshire, APRN through Aultman; Youth & Education workgroup will be co-chaired by Holly Dodds, elementary principal for CEVSD and Laiton Carter with HRH; and the Data & Evaluation workgroup will be co-chaired by Jason Rutledge with Ruts CG and Angela Pavlik with CCGHD. Training was held for the co-chairs on June 4th by You Thrive the consultant to learn how to run effective meetings and work on getting the first meeting set and organized.
- Kelly has been facilitating the S2G coordination until funding is secured for a person.
- A data platform demonstration was conducted on June 10, that can be used for the CHA and progress tracking for S2G.

Division Reports:

**All Division Reports can be found in the Carroll County General Health District Board of Health June 17, 2026, PowerPoint Presentation*

Office Administrator/Accreditation Coordinator:

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

- Amy submitted the Annual Financial Report and Quality Indicators that is part of the requirement for our state subsidy dollars to ODH.
- Amy is working with Kelly and Jessica on the WIC budget for the submission with the grant.
- Amy met with InSite which is the platform CCGHD uses internally for payroll on and addition module called iRequest that would provide a purchase request process within our InSite for staff.
- Participated in the Carroll County Auditor's Office Roundtable on June 9th: topic this month was New Hire Paperwork and Benefit review.
- Amy shared she has continued working on building new financial worksheets to complete better budget analysis and this is part of the financial strategic planning.

Environmental Health Report:

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

- Kelly shared that she continues to work closely with the EH Team in Tina's absence.

- Kelly has been managing the work for septic systems with contract employee Lilli Boehm and the private well logs for grout calculations with the OPHA Contractor.
- Kelly shared there has been several lot splits to work through and learning the process and tracking the items needed to approve these if a septic can fit on the lot under 5 acres.
- In addition there has been numerous animal bite reports that have come through and coordinating sending the animal heads to the ODH lab for testing. Kelly shared all the results have come back negative for rabies.
- Evergreen Citrus Mobile Home Park water issue seems to be abated at this time. EPA is continuing to monitor this situation.

Nursing Division Report:

Kelly Morris provided the Nursing Division report, the communicable disease report, and the Community Health Division report in the absence of Jessica Slater.

- Kelly shared that Jessica has been working on a lot with the transition of the WIC program in having several meetings with Cleveland Clinic Mercy and ODH, visiting other WIC programs (Harrison County and Portage County) and preparing the grant application.
- Ember Newsome and Theresa Harrison will be training with Harrison County WIC once a week for three weeks.
- With adding the WIC program CCGHD is reassigning some programs internally since Ember Newsome will be working within the WIC clinic. The school nurses will be training and working on the Complex Medical Help (CMH) Program. LeeAnn Lindenbaum will start training on this program over the summer in addition to immunizations and Layla Salla and Kristy Visser will start training in CMH when they return to the school after summer break in August.
- Kelly also shared that her and Jessica met with Mark Scott, Superintendent with Minerva Local and that they are interested in entering into the same agreement we do for Carrollton Schools for the school nurse, this would be for LeeAnn's position.
- Jessica also assisted with and participated in meetings for the Rural Health Transformation grant application between Aultman, Bridges to Wellness and CCGHD.
- Nursing staff along with Aultman CNP completed a free sports physical day and had a great turnout.
- Ember completed a vaccine clinic at Brown Local Schools for any students needing required vaccines before next school year.
- Jessica has also been meeting with Aultman regarding a rabies process and trying to bring a rabies vaccine option to Carroll County. Kelly shared that currently we have to instruct people to go to Aultman Alliance.

Kelly 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*) Respiratory diseases decreased the past month and Vector, GI, and STD increased the past month.

<u>April 2026</u>		<u>May 2026</u>	
Chlamydia	3	Campylobacter	2
COVID Hospitalized	1	Chlamydia	4
Giardia	1	Anaplasmosis	1
Hepatitis A	1	Gonorrhea infection	1
Hepatitis C- Chronic	2	Hepatitis C- chronic	2
Lyme Disease	8	Lyme Disease	9
Salmonella	2	RSV Hospitalizations	1
Syphilis	1	Strep pneumoniae	2
Carbapenemase-producing Organisms(CPO)	1		
Total	20	Total	22

Community Health Report:

Kelly Morris provided the community health report for board review.

- The June pop-up food pantry served 112 families and 297 individuals.
- Announced this years Overdose Awareness Day event: Hope Grows Here: A Journey Through the Flowers. This event will be held on August 13th from 5-7 at Flowers at Grover Farms. This event is open to the public and free. The event will offer free flower picking, dinner, wellness stations, yard games, raffle baskets, and Ezra's Sensory Garden.
- The "Speak It Don't Keep It" signs have been placed in 8 spots across the county.
- Lisa has delivered Trauma Informed Trainings to FFA Camp Muskingum, Camp NEOSA, and Camp Wakonda. Kelly shared she would also be doing a training with the Boy Scouts Camp and they invited their region to attend and they are expecting approximately 90 people to be trained.
- Lisa spoke to the Parkinson's Support Group at the Senior Center on June 2nd on the impact of stress for individuals diagnosed and the care partner.
- Angie along with Jason Rutledge have been working on the beginning steps and coordinator of the Data & Evaluation S2G Workgroup. Angie also attending a 2-day data training to build skills in data analysis and visualization.

Financial Report:

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

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

- Resolution 26-052** approval of the May 2026 budget report as presented. (*Reference Budget YTD Summary and Monthly Budget Report*). Motion by Dr. Walter S. Stine and seconded by Dan Trbovich. Amy shared that we received 2 Medicaid Administrative Claiming (MAC) payments from the state in May which more was from these payments was put into the Nursing fund. Amy shared with the WIC grant and pending new Rural Health Transformation grant both funding opportunities will help fund staff in the Nursing division. Amy also shares that Contract Services for expenses were up due to payment to You Thrive consulting, mosquito tire events from April, and payments to the schools for

the implementation of the Youth Leadership Teams for the 2025-2026 school year. Board President, called for vote, Yay: All, Nay: None, motion carried.

- b. **Resolution 26-053** approval for the payment of the May 2026 expenses totaling \$132,394.88 (*Reference: May Expense Report*) Motion by Susan McMillen and seconded by Wendy Wiley. No discussion. Board President, called for vote, Yay: All, Nay: None, motion carried.
- c. **Resolution 26-054** 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. Motion by Dan Trbovich and seconded by Wendy Wiley. Amy Campbell shared that this was for Get Level Media for the new design of our website, money was appropriated, but a purchase order was not open to cover the total expense therefore a Then and Now needed to be done for this payment. Board President called for vote, Yay: All, Nay: None, motion carried.
- d. **Resolution 26-055** to approve the Out of County travel requests in the amount of \$403.10 (*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 in June and July 2026. The total cost covers mileage reimbursement, fuel, registration, lodging and meals. Motion by Susan McMillen and seconded by Dr. Walter S. Stine. No discussion. President called for vote, Yay: All, Nay: None, motion carried.
- e. **Resolution 26-056** approval to refund Valerie Rado in the amount of \$452.00 for a point-of-sale inspection that included testing of the septic system and the following water samples: bacteria coliform, lead, nitrate, nitrite & draw fee, for 6257 Caddy Rd. S.W., Bowerston, Ohio. This person paid for the inspection and had decided not to move forward in purchasing this property before the inspection was completed. (*Reference: POS Refund Request*) Motion by Wendy Wiley and seconded by Susan McMillen. No discussion. President called for vote, Yay: All, Nay: None, motion carried.
- f. **Resolution 26-057** to approve the following appropriation amendments on June 9, 2026: (*Reference: 06/09/26 Appropriation Amendments*)
- 25085 WPCLF fund- in the amount of \$1,000.00 from the advertising line item to other expenses to cover the NPDES permit through Ohio EPA.
 - 25085 WPCLF fund- in the amount of \$1,000.00 from the contract repairs line item to other expenses to cover the NPDES permit through Ohio EPA.
 - 25000- Health fund- in the amount of \$250.00 from the workers compensation line item to rental/lease to cover the cost of the venue for Overdose Awareness Day on August 13th.
- Motion by Dr. Walter S. Stine and seconded by Wendy Wiley. No discussion. Board President called for vote, Yay: All, Nay: None, motion carried.

- g. **Resolution 26-058** approval for the creation of the 25049- Women, Infants, and Children (WIC) grant fund and creation of the accounts and appropriations within the fund through the Carroll County Auditor's Office.

Additional Information: Cleveland Clinic Mercy Hospital is the current recipient of the WIC grant. Due to staffing changes, they have reached out to CCGHD and the Ohio Department of Health stating they are no longer interested in continuing the program for Carroll County. CCGHD is writing for the continuation application that starts October 1, 2026, but due to additional staffing changes within the hospital CCGHD could take over the program by contract effective July 2026.

Motion by Dan Trbovich and seconded by Susan McMillen. No discussion. Board President called for vote, Yay: All, Nay: none, motion carried.

9. New Business

- a. **Resolution 26-059** to approve the creation and advertisement for a part-time Registered Dietician position for the WIC program with a starting wage range to be determined based on experience. This position will be responsible for making health and diet assessments for high risk WIC participants and referring these clients to healthcare providers in accordance with WIC policies and procedures. Additional Information: The WIC program requires this position as part of the program and CCGHD currently does not have this position established or staff to fulfill this requirement. This position would be effective at the start of the grant program October 1st, 2026. Motion made by Susan McMillen and seconded by Wendy Wiley. No discussion. Board President called for vote, Yay: All, Nay: none, motion carried.
- b. **Resolution 26-060** to approve the creation and advertisement for a part-time Breastfeeding Peer Helper position for the WIC program with a starting wage range between \$15.00 to \$18.00 per hour. This position would be a paraprofessional support person that provides basic breastfeeding information and encouragement to WIC pregnant and breastfeeding mothers. Additional Information: The WIC program requires this position as part of the program and CCGHD currently does not have this position established or staff to fulfill this requirement. This position would be effective at the start of the grant program October 1st, 2026. Motion was made by Wendy Wiley and seconded by Dr. Walter S. Stine. No discussion. Board President called for vote: Yay: All, Nay: none, motion carried.
- c. **Resolution 26-061** approval to continue to enter into an agreement with the Columbiana County Health Department to provide grant coordination personnel for the public health emergency preparedness (PHEP) grant for a maximum of \$29,250 effective July 1, 2026 through June 30, 2027. (*Reference: Columbiana Contract*) Additional Information: This contract has been successful over the last year in sharing a PHEP coordinator between the two counties. It remains beneficial to the health district to contract emergency preparedness services. Motion made by Susan McMillen and seconded by Dr. Walter S. Stine. No discussion. Board President called for vote: Yay: All, Nay: none, motion carried.

- d. **Resolution 26-062** approval to post the public bids for the installation of replacement home sewage treatment systems (HSTS) for the Water Pollution Control Loan Fund (WPCLF) program for the properties located at

- 3131 Scio Rd, Carrollton
- 276 Thunder Rd, Magnolia
- 5231 Aurora Rd, Mechanicstown

Additional Information: The above properties have been approved and awarded the WPCLF funds to replace their failing home sewage treatment systems for the 2025 WPCFL grant program year. The soils and designs have been completed and approved. This is for the permit and installation bid process. Motion made by Wendy Wiley and seconded by Dan Trbovich. Dan Trbovich asked how these properties were selected for the program. Kelly shared that based on septic inspections we complete that are failing we provide the owners with the information and application if requested for the WPCLF program to get their septic system replaced. If an application is turned in, it is submitted to the Carroll County Commissioner's Office they determine whether they meet the eligibility requirements for the program and submit back to CCGHD whether the application was approved or denied. Board President called for vote: Yay: All, Nay: none, motion carried.

- e. **Resolution 26-063** approval to post the public bids for the installation of replacement home sewage treatment systems (HSTS) for the Water Pollution Control Loan Fund (WPCLF) program for the properties located at

- 2378 Chase Rd, Carrollton
- 9185 Metro St, Minerva

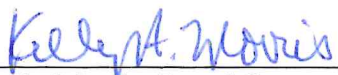
Additional Information: The above properties have been approved and awarded the WPCLF funds to replace their failing home sewage treatment systems for the 2025 WPCLF grant program year. The soils and designs have been completed and approved. This is for the permit and installation bid process. Motion made by Dr. Walter S. Stine 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 6:29 pm by a motion by Dan Trbovich. All in favor, motion carried.

The next meeting will be (Wednesday) July 15, 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 Heffebower, President
Carroll County Board of Health

