

**CARROLL COUNTY GENERAL HEALTH DISTRICT**  
**301 Moody Avenue, S.W., P. O. Box 98**  
**Carrollton, Ohio 44615**



**Public Health**  
Prevent. Promote. Protect.

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**Our Mission:** To promote healthy lifestyles and protect the health and well-being of its residents by providing for personal and environmental health services.  
Wendy Gotschall, DNP, RN, NE-BC, Health Commissioner  
Richard D. Clark, M.D., Medical Director

**Carroll County General Health District**  
**Minutes of the Board of Health**  
**January 16, 2019**

**Meeting Location:** Carroll County Health Department, Lower Level

**Call to Order:** Dr. Stine called the meeting to order at 5:34 p.m. with prayer.

**Board Member Roll Call:** Dr. Stine, present; Tom White, present; Sean A. Speedy, present; Wendy Wiley, present, Susan McMillen, present

**Staff Present**

Wendy Gotschall, Health Commissioner  
Amy Campbell, Office Administrator  
Kelly Engelhart, Nursing Director  
Tina Marini, S.I.T. (Environmental Division)  
Corinne Ren, Clerk & Registrar

**Free Press Standard**

Nancy Schaar, Correspondent

**Approval of Meeting Minutes:**

**Meeting Minutes:**

The minutes of the December 19, 2018 meeting were approved upon a motion by Tom White with a second Susan McMillen. Ayes: All      Nays: None – Motion carried.

## **Division Reports:**

*\*All Division Reports can be found in the Board of Health Minutes Binder*

## **Environmental Health Report:**

The Environmental Division's monthly report was submitted for Board review by Amy Campbell, Office Administrator

### **Environmental Updates:**

- Please see attached report for December's monthly calls.
- Food Cost Methodology was submitted on December 31<sup>st</sup>, 2019 and resubmitted on January 10, 2019.
- Myra is actively working on getting her food inspections completed which all need to be completed by February 28<sup>th</sup>, 2019.
- Registrations for Septic Installers, Septic Haulers, Service Providers, Resident Camps and Plumbing Contractors have been sent out.
- Food applications will go out next week.
- Policies and procedures are a priority for the first quarter of 2019. We will be reaching out to our consultants to assist in developing our EH policies & procedures.
- Tina has been working on re-organizing and cleaning things up in the EH Division.

Mary Passwater's update: Need to get a water sample.

## **Public Health Nursing Report:**

The Nursing Division's report was submitted for Board review from the Nursing Division.

### **December 2018 Nursing Division Report**

#### **BCMH**- Barb Warner

- Home Visits – 5
- Office Visits – 3
- Contacts –163
- Diagnostic Referrals – 2
- Consults – 6 (Carroll Hills)
- BCMH Billed \$4,160
- Revenue Received \$ 0

#### **Nursing Clinic**

- Blood Pressure Checks – 0
- Weight Checks – 0
- Lead Screenings – 0
- Lice Screenings – 0
- Lab Tests-1

- TB Testing – 9, TB Reading – 8
- Medical Record Copying Fee - 0
- **Immunizations**
  - Appointments –32
  - VFC – 18
  - Private – 6
  - Flu- 18
    - **Total Vaccines Given – 95**
- **Vivitrol**
  - Consults – 0
  - Lab Draws – 0
  - Injections – 1

**Reproductive Health –**

- Total RHWP clients- 20
- Annual Exam- 5
- Pregnancy Testing – 2
- STD – 0
- Birth Control: Depo/pills – 6
- Prenatal – 1
- Travel Consults – 0
- Sports Physical – 0
- School/Work Physical – 0

**RHWP:**

The RHWP grant program has a comprehensive site review every three years. The last review was in October 2017. That site review identified many compliance citations related to not having current policies and protocols in compliance with Title X requirements. Attached are revised and compliant policies specific to the RHWP program for the Board of Health approval. We will have a resolution prepared for your approval during the February BOH meeting.

RHWP Revenue: \$1,6009 (Project income)

**Nursing:**

BCMh revenue billed for in 2018 was \$44,900. YTD receipts are \$25,800 with \$19,000 outstanding claims awaiting payment at ODH.

Revenue for Nursing services in December was \$2,964.30. Billed for \$ in December \$6,018.73

## **Communicable Disease Report:**

The Communicable Disease Report for December was submitted by Natasha Yonley, Epidemiologist.

- Campylobacteriosis – 1 case
- Chlamydia Infection – 3 cases
- Gonococcal Infection – 1 case
- Hepatitis C – 4 cases

## **Community Health Promotion and Planning Division Reports:**

Community Health Promotion and Planning Division reports were submitted for Board review by Kelly Engelhart

### **Program Updates:**

- **Public Health Emergency Preparedness (PHEP)**
  - Natasha and Kelly attended the regional Inventory Management and Tracking System (IMATS) training at Summit County Public Health on January 10, 2019.
  - Natasha provided cold stress management to the County Safety Committee on January 16, 2019.
  - Natasha, Kelly, Susie, Amy, and Tina all will participate in the Northeast Central Ohio 2019 Functional exercise on January 17, 2019. Tom Cottis and Brett Lee from the Emergency Management Agency will be the evaluator and controller for the exercise.
  - Natasha has been working on the PHEP FY20 grant application that is due on January 22, 2019.
  - Susie, Caitlin, Natasha, Kelly and Amy met with Carol McIntire from The Messenger to discuss current and future press releases and outreach topics.
  - Natasha submitted the January expenditure report for a total of \$3,145.90 on January 9, 2019.
- **Safe Communities**
  - Carroll County ended 2018 with three confirmed traffic fatalities.
  - Ohio Mid-Eastern Governments Association reached out on January 3, 2019 asking to join the Safe Communities coalition as they saw the press release that we received continued funding for the program.
  - Michelle has been in touch with a representative from Carroll Electric Co-Op to partner with them for Safe Communities' messaging.
- **Ohio Injury Prevention/Safe Kids Carroll County**
  - The 2014-2018 Child Injury Prevention Grant cycle ended on December 31, 2018.
  - The start of the 2019-2023 Child Injury Prevention Grant began on January 1, 2019. This grant is deliverable-based and will focus primarily on implementing the child passenger safety toolkit, continuing progress with the adoption and implementation of the Return to Learn policy, and developing helmet fitting stations within the community.

- **CRIBS for KIDS**
  - Susie completed and submitted the CCGHD December monthly report and December expenditure report in the amount of \$206.66 to JCGHD.
  - Submitted the CCGHD Safe Sleep informational flyer and ODH Safe Sleep link to the CCGHD webmaster for posting.
- **MCH**
  - Susie completed and submitted the CCGHD December monthly report and December expenditure report in the amount of \$470.00 to JCGHD.
  - Susie created and provided three populated documents to JCGHD required for deliverable outreach.
- **CEBCO**
  - Susie received the 2019 CEBCO Wellness Grant Agreement signed by CEBCO officials and the Carroll County Commissioners in the amount of \$6,600.00 for Program Funds and \$4,000.00 for Administrative Funds.
  - Susie is scheduling the 2018 – 2019 CEBCO/Interactive Health Onsite Health Evaluations tentatively for March 19 and March 20, 2019 at the Carroll County Board of Developmental Disabilities.
- **Responsible Social Values Program (RSVP)**
  - Susie organized and met with Conotton Valley Union Local School staff and Cheryl Biddle from Alliance for Healthy Youth to present the Responsible Social Values Program (RSVP) curriculum. This program addresses risky behaviors for grades 6- 8 and is an identified area in our Community Health Improvement Plan for Accreditation.
- **RHWP**
  - Susie began her rotation in the RHWP clinic by shadowing and participating as a public health nurse.
  - Carrollton High School Health class students had an overall increase in knowledge gained of 10.1 % from a presentation “STD’s and Their Implications in Carroll County” organized and presented by Susie.
- **Tobacco Youth Prevention/Policy**
  - Electronic Cigarette Information mailers were mailed out to Carrollton and Malvern residents the week of December 17<sup>th</sup>, 2018.
  - Caitlin and Kelly participated in a bidder’s conference on January 4<sup>th</sup> for the 2020 Tobacco Grant Cycle.
  - Caitlin submitted the December Monthly Expenditure report for the Tobacco 2019 Grant Cycle, totaling \$2,500.00 on January 9<sup>th</sup>, 2019.

Caitlin attended the Tobacco Free Ohio Alliance meeting at the State of Ohio

## **Vital Statistics Report:**

Vital Statistics report was submitted for Board review by Corinne Ren, Registrar.

### **December 2018 Statistics**

#### **Death Certificates:**

32	Certified Death Certificates Purchased
0	Supplemental Death Certificates Requested
0	Affidavit Death Certificates Requested
0	VA Death Certificate Requested
9	Burial Permits Issued
10	Deaths Filed
0	Supplementary Filed
0	Supplemental Death Certificates ( <i>Replaced – 0/Destroyed – 0</i> )
0	Copies of Death Records Made <i>*(after purchase of original) @ .50 per page</i>

#### **Birth Certificates:**

42	Certified Birth Certificates Purchased
0	Birth Certificates ( <i>Replaced – 0/Destroyed – 0</i> )
0	Home Birth Filed
0	Copies of Birth Records Made <i>*(after purchase of original) @ .50 per page</i>

**TOTAL     \$2,013.00**

#### **Manner of Death Causes for 2018**

- **Natural – 156**
- **Accident – 4**
- **Suicide – 3**
- **Homicide – 0**
- **Pending Investigation – 1**
- **Could not be determined – 0**

**Total Deaths for 2018:    164**

## **Public Health Accreditation Report:**

#### **Accreditation Updates:**

- Domain Teams met on January, 7th.
- Cans are currently being distributed to various businesses for residents to vote. Staff are attending school functions to interact with residents and obtain logo votes. A survey is being distributed to community stakeholders through email to vote and has been posted on the health department Facebook page.
- Staff are planning a Community Health Improvement Progress Meeting on Wednesday, January 23<sup>rd</sup>, 2019 at Golden Age Retreat. In the morning, the Access to Care Task Force will be meeting

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from 9:30-11:30 with Dr. Michele Morrone, professor and Director of the Rural Health Institute at Ohio University facilitating this meeting. Then in the afternoon from 12:30-3:00 all three Task Force Groups (Maternal and Child Health, Mental Health & Addiction, and Access to Care) will come together to review and track our progress, update community stakeholders, identify new strategies for 2019, and discuss the 2019 Community Health Assessment.

- Amy and Natasha have been registered for PHAB training on February 12<sup>th</sup> & 13<sup>th</sup>. Waiting for PHAB to send the information to make the travel arrangements.

### **Office Administrator Report:**

- Continued paying bills, completing payroll, monitoring the budgets for each of the funds, and continued handling human resource questions, issues or paperwork.
- Completed final 2019 budget for the health department and submitted to Auditor's Office in the evening on December 26<sup>th</sup>, 2018. Received notification from Auditor's Office on December 27<sup>th</sup>, 2018 in the morning of adjustments that still needed to be made with the 2018 funds to balance the accounts and needed to complete an Estimated Receipt spreadsheet to go with the 2019 budget. Completed all the necessary paperwork, Dr. Stine approved and everything was submitted to the Auditor's Office at the end of the day on December 27<sup>th</sup>, 2018.
- Completed the MAC claim for July through September and submitted to the state on November 15<sup>th</sup>.
- I was on vacation between Christmas and the New Year.
- Completed the Food Cost Methodology submitted to both Food Consultant and Health Commissioner to review. Submitted to state on December 31<sup>st</sup>, 2018. Received notification from the state after the New Year of modifications needed and received technical assistance from ODH. Resubmitted Food Cost Methodology on January 10<sup>th</sup>, 2019 to the state.
- Developed a new expense tracker excel sheet for 2019. Working on a more detailed revenue tracker spreadsheet.
- Updated employee time sheets to align with county pay period dates.
- Met with Kelly and Wendy to plan for the year.
- Participated in the COOP Workbook meeting on January 9<sup>th</sup>.
- Met with Carol McIntire with The Messenger regarding a health department story on January 9<sup>th</sup>.
- Completed Employee Evaluations on January 11<sup>th</sup>.
- Working on 2019 preparation for both Fiscal and Human Resources.
- Begun to review contracts ending in 2019. (Copier Contract with ComDoc)
- Listened to the Annual Financial Review (AFR) webinar on January 14<sup>th</sup>.

### **Health Commissioner's Report:**

Wendy Gotschall, Health Commissioner reported:

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### **Update Since Last Board Meeting:**

- Called Dave Seck, President of District Advisory Council to talk about the March meeting
- Reviewed and approved Food Cost Methodology – Thank you Amy for all your hard work on this. Also, Tina and Myra!
- Administrative Meetings – Planning for Annual Report, Dac Mtg, 2020 Budget Forecast, Setting Calendar for the Year.
- Review of Carroll County Commissioners Policies and Procedures
- Call with Todd/Paull from Stark County Health Department (re: Plumbing Contract
- Investigating approach to setting up a Non-Profit Entity in order to apply for 501 c3 status.

### **Budget Report:**

- Total net balance at the end December \$165,185.95

### **Financial Report:**

- a. Approval of **Resolution 19-001**, the December 2019 budget as presented. (*Reference: Health Commissioner's presentation*). was approved upon a motion by Tom White with a second from Sean Speedy. Ayes: All Nays: None Motion Carried.
- b. Approval of **Resolution 19-002** for payment of December bills totaling \$16,507.95. All of these December expenses were encumbered as part of the 2018 budget. (*Reference: Month Expense Spreadsheet*) was approved upon a motion by Susan McMillen with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.
- c. Approval of **Resolution 19-003** to approve reversing the advance of \$10,000.00 from Safe Communities Fund (E151 back to the General Health Fund (E000). This advance was completed in December 2018 to cover the negative fund balance. (*Reference: Advance Reversal Letter*). was approved upon a motion by Sean Speedy with a second from Tom White. Ayes: All Nays: None Motion Carried.
- d. Approval of **Resolution 19-004** to approve reversing the advance of \$8,000.00 from Injury Prevention Fund (E161) back to the General Health Fund (E000). This advance was completed in December 2018 to cover the negative fund balance. (*Reference: Advance Reversal Letter*). was approved upon a motion by Sean Speedy with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.
- e. Approval of **Resolution 19-005** to approve reducing appropriations within the Community Cessation Initiative Fund (E108) by \$14,250.00 due to account being over appropriated. This reduction took place on December 27, 2018 to balance the account for the year. (*Reference: E108 – CCI Appropriation Spreadsheet*). was approved upon a motion by Tom White with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.
- f. Approval of **Resolution 19-006** to approve the December 27, 2018 Appropriations to cover end of year negative accounts. (*Reference: E020, E021, E046, E059, E060, E090, E100, E140, E151, E161, E363 Appropriation Spreadsheet*) was approved upon a motion by Sean Speedy with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.



- g. Approval of **Resolution 19-007** to approve the December 27, 2018 Appropriation Amendments to cover end of year expenses. (*Reference: Appropriation Amendment Spreadsheet*). was approved upon a motion by Sean Speedy with a second from Tom White. Ayes: All Nays: None Motion Carried.
- h. Approval of **Resolution 19-008** to approve Out of County Travel totaling \$1,500.00. (*Reference: Out of County Form*). was approved upon a motion by Susan McMillen with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.  
None Motion Carried.

### **New Business:**

- a. Approval of **Resolution 19-009** to approve the aligning of the health department's bi-weekly pay period to the county's effective Payroll #1 of 2019 that started on Saturday, December 22<sup>nd</sup> through Friday, January 4<sup>th</sup>, 2019. The remainder of the pay periods for 2019 will follow this same sequence as approved upon a motion by Wendy Wiley with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.

*Additional Information:* In January 20, 2016 the Board of Health made a motion to approve changing the health department's bi-weekly payroll from Thursday midnight to Thursday midnight allowing a full day to complete the payroll. This was not approved through the Carroll County Auditor's Office. The health department is to be on the same pay period dates as the county payroll system.

- b. Approval of **Resolution 19-010** to approve paying an additional day to health department employees for hours worked on December 21<sup>st</sup>, 2018. This will get the health department aligned with the county pay period and each employee paid for their hours worked on December 21<sup>st</sup>, 2018 was approved upon a motion by Tom White with a second from Sean Speedy. Ayes: All Nays: None Motion Carried.
- c. Approval of **Resolution 19-011** for the Carroll County Board to authorize the Health Commissioner and the Office Administrator to approve the following fiscal activities:
- Appropriation Amendments within funds
  - Payroll
  - Accounts Payable
- was approved upon a motion by Sean Speedy with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.
- d. Approval of **Resolution 19-012** to renew the contract between the Carroll County Board of Health and Eileen Wile, Certified Public Accountant effective January 1, 2019 through December 31, 2019 at a rate of \$20.00 per hour to provide fiscal activities for the Board. (*Reference: Eileen Wile Contract*) was approved upon a motion by Tom White with a second from Sean Speedy. Ayes: All Nays: None Motion Carried.

- e. Approval of **Resolution 19-013** to renew the Agreement between the Carroll County General Health District and the Stark County Combined General Health District to provide plumbing inspection services for commercial projects in Carroll County, Ohio from January 2, 2019 through January 1, 2021. (*Reference: Stark County Combined General Health District Plumbing Agreement*) was approved upon a motion by Susan McMillen with a second from Sean Speedy. Ayes: All Nays: None Motion Carried.  
Additional Information: This agreement needs to be resubmitted to the Carroll County Prosecutor for approval.
- f. Approval of **Resolution 19-014** to renew the Agreement between the Carroll County General Health District and the Stark County Combined General Health District to implement and to assure the provision of the Child Injury Grant Program from January 1, 2019 through September 30, 2019 not to exceed \$22,000.00. (*Reference: Memorandum of Agreement for FY19 Child Injury Prevention Grant*) was approved upon a motion by Wendy Wiley with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.  
Additional Information: This agreement needs to be resubmitted to the Carroll County Prosecutor for approval.
- g. Approval of **Resolution 19-015** to approve the Carroll County General Health District Institutional Review Board (IRB) policy and enter into an Authorization Agreement with the Ohio Department of Health Institutional Review Board (ODH IRB) effective until July 31, 2020 for the initial review and continuing oversight of all human subject research for the Carroll County General Health District. (*Reference: IRB Policy & ODH IRB Agreement*) was approved upon a motion by Tom White with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.

### **Adjournment:**

**Wendy Wiley made a motion to adjourn the January 16, 2019 Carroll County General Health District Board meeting at 7:00 p.m. Sean Speedy seconded the motion. Ayes: All Nays: None Motion Carried.**

Respectfully submitted,

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Corinne L. Ren, Board Secretary

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Dr. W.S. Stine, Board President

