

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



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

Public Health
Prevent. Promote. Protect.

Carroll County General Health District
Minutes of the Board of Health
February 20, 2019

Meeting Location: Carroll County Health Department, Lower Level

Call to Order: Dr. Stine called the meeting to order at 5:33 p.m. with prayer.

Board Member Roll Call: Dr. Stine, present; Sean A. Speedy, present; Susan McMillen, present

Absent: Wendy Wiley & Tom White

Staff Present

Wendy Gotschall, Health Commissioner

Kelly Engelhart, Nursing Director

Tina Marini, S.I.T. (Environmental Division)

Corinne Ren, Clerk & Registrar

Myra Pancher, R.S. (Environmental Division)

Absent:

Amy Campbell, Office Administrator

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the January 16, 2019 meeting were approved upon a motion by Sean Speedy 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 January's monthly calls.

- Worked on developing policies and procedures for the food program with assistance from Garrett.
 - Tina customized and completed 4 policies- License Transfer, Embargo, Plan Review and Food Laws and Rules. Also, the Plan Review Procedure packet is complete.
- Food applications went out January 31st.
 - We have received many back and Corinne and Tina are actively working on receipting and printing 2019 Licenses.
 - Myra has almost completed the 2018 inspections that are required for the Food Service Program.
- Scheduled a meeting with the Realtors, Drillers, and Installers for March 4th starting at 5:00PM at the health department.
 - We have received RSVP's from 1 Installer and 4 realtors.
- Mary Passwater's update: Water sample was taken and the results came back good.
 - The well permit was completed and signed off on February 15, 2019 and submitted to the state.
- Tina is continually working with Todd on a daily basis and as needed to complete designs and resolve issues.

Public Health Nursing Report:

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

January Nursing Division Report

BCMh- Barb Warner

- Home Visits – 4
- Office Visits – 3
- Contacts –123
- Diagnostic Referrals – 3
- Consults – 5 (Carroll Hills)
- BCMh Billed \$
- Revenue Received \$ 0

Nursing Clinic

- Blood Pressure Checks – 0
- Weight Checks – 0
- Lead Screenings – 0
- Lice Screenings – 0
- Lab Tests-5
- TB Testing – 7, TB Reading – 7
- Medical Record Copying Fee – 1

- **Immunizations**
 - Appointments –63
 - VFC – 36
 - Private – 18
 - Flu- 10
 - **Total Vaccines Given – 115**
- **Vivitrol**
 - Consults – 0
 - Lab Draws – 0
 - Injections – 0

Reproductive Health –

- Total RHWP clients- 30
- Annual Exam- 1
- Pregnancy Testing – 4
- STD – 2
- Birth Control: Depo/pills – 10
- Prenatal – 7
- Travel Consults – 3
- Sports Physical – 0
- School/Work Physical – 0

RHWP: Approval of 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. Revised Protocols and updated training for staff February 5, 2019.

RHWP Revenue: \$1,060.5 (Project income)

Nursing:

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

Access to Care Meeting for strategy development and coalition building for strategy implementation

- Opportunities with CCJFS
- Opportunities with Area Agency on Aging
- Opportunities with Tuscarawas FQHC
- Brown Local Schools

Hepatitis A Statewide Outbreak: Carroll County had one case that ODH linked to the outbreak because the resident was considered homeless. (lost for follow up).

Number of cases: 1595

- Illness onset range: 01/05/2018 – 01/31/2019
- Age range: 2-81 years
- Gender: 60% male
- Number of hospitalizations: 1001 (63%)
- Number of deaths: 5
- Number of counties with cases: 67 (76%)

Coordinating with CC Sheriff's office to provide Hepatitis A vaccine to inmates upon intake.

Monthly Nursing Revenue Summary

Month	Year	Program	Billed	Revenue Received
January	2019	Nursing General	\$4,577.04	\$6,597.09
		RHWP	\$	\$1,060.50
		BCMh	\$3,220.00	\$0
Total			\$7,797.04	\$7,657.59

Communicable Disease Report:

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

- Campylobacteriosis – 1 case
- Chlamydia infection – 4 cases
- CP-CRE – 1 case
- Hepatitis C – chronic – 5 cases
- Influenza – associated hospitalization – 2 cases

2018 – 2019 Influenza:

- 2 Hospitalizations in January, both were Influenza A. One had received their annual influenza vaccine, the other did not.

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 submitted the PHEP FY20 grant application, Notice of Awards will come mid-2019.
 - Natasha submitted the February expenditure report for a total of \$5,883.00 on February 7, 2019.
 - Natasha has received approval on the CCGHD ERP (being presented at this meeting for promulgation) once promulgated, can submit for reimbursement.
 - Susie attended the January Family and Children's First Council meeting and shared the following upcoming events for the CCGHD: 1. Distribution of logo voting cans out into the community for community input for their favorite CCGHD logo for the Branding Plan, 2. The upcoming meeting for Access to Health Care and the Community Health Improvement Plan Progress and Planning meeting scheduled for January 23, 2019 at the Carroll Golden Age Retreat, and 3. Information pertaining to the Responsible Social Values Program meeting held with Conotton Valley Union Local School staff January 11, 2019.
 - Susie participated in the NECO Functional Exercise on January 17th as the CCGHD PIO.
 - Susie and Caitlin had three CCGHD Facebook posts 1. Cold vs Flu – with 133 people reached, and 2. Winter Weather Precautions – with 483 people reached, 3. Youth Alcohol Use (Coalition for a Drug-Free Carroll County) – with 66 people reached.

- **Safe Communities**
 - Carroll County ended 2018 with three traffic fatalities.
 - So far in 2019, there have been no traffic fatalities.
 - Safe Communities expenditure report for reimbursement was submitted on February 11, 2019 for \$2,002.27.
 - Michelle has distributed over 400 of the Safe Communities Calendars around the county.

- **Ohio Injury Prevention/Safe Kids Carroll County**
 - Held the 1st quarterly Safe Kids coalition meeting of 2019 on February 6th at Carroll County Transit. Nine (9) members were in attendance.
 - A total of six (6) Facebooks posts were posted in January that covered topics on child passenger safety and winter safety tips.
 - Michelle is working on receiving letters of support from agencies to partner with on the following Injury Prevention Grant strategies: Child Passenger Safety (CPS) Toolkit, Return to Learn, and Helmet Fitting station.
 - A total of 4 RFC car seats were distributed in January through the OBB class.

- **CRIBS for KIDS**
 - Susie conducted four Cribs for Kids classes with HMG referrals and completed three technical assistance follow-up phone calls per grant requirements.
 - Cribs for Kids and Safe Sleep updates and educational information posted on the CCGHD webpage and social media outlets. 411 people reached.
 - Susie completed and submitted the January monthly Cribs for Kids reports to the JCGHD Project Director for uploading into GMIS per grant requirements. Expenditure expense submitted in the amount of \$726.65.

- **MCH**
 - Composed and provided the CCGHD Tobacco Educator with a letter of support for her Tobacco grant application
 - Provided CCGHD Tobacco Educator with list of names of persons as possible smoking survey participants.

- **CEBCO**
 - Email to county employees with list of 2018 wellness incentives winners. Launched the 2019 wellness program with the scheduled on-site health evaluations and programs.

- **RHWP**
 - Nine various Outreach Educational brochures were prepared and given to the Carrollton Schools school nurse for distribution.
 - Susie attended the in-house RHWP Policy/Protocol Training on February 5, 2019.
 - Susie worked in the RHWP clinic as a clinic nurse.

- **Accreditation**
 - Susie assisted with planning for Community Health Improvement Progress meeting held January 23, 2019 held at the Carroll Golden Age Retreat.

- Susie and Caitlin posted on CGHD Facebook page that the on-line survey for the CCGHD logo voting would end February 14, 2019.
- Susie, Caitlin, and Michelle collected all cans out in the community for the new CCGHD logo voting awareness campaign.
- **Tobacco Youth Prevention/Policy**
 - Caitlin partnered with the Carroll County Sheriff's Office to complete tobacco compliance checks within Carroll County on January 10th. Among the twenty tobacco retailers checks, three retailers made sales to the compliance informant.
 - Caitlin submitted the January Monthly Expenditure report for the Tobacco 2019 Grant Cycle, totaling \$3,300 on February 7th, 2019.
 - Caitlin and Kelly submitted the Tobacco 2020 Grant Application on Friday, February 8th, 2019.

Caitlin and Kelly submitted the Moms Quit for Two Grant Application on Monday, February 11th, 2019.

Vital Statistics Report:

Vital Statistics report for January 2019 was submitted for Board review by Corinne Ren, Registrar.

Death Certificates:

54	Certified Death Certificates Purchased
1	Supplemental Death Certificates Requested
0	Affidavit Death Certificates Requested
1	VA Death Certificate Requested
9	Burial Permits Issued
12	Burial Permits Purchased
14	Deaths Filed – (<i>One was missed from December 2018 & I was given permission from ODH to add to January 2019 totals</i>)
0	Supplementary Filed
0	Supplemental Death Certificates (<i>Replaced – 0/Destroyed – 0</i>)
8	Copies of Death Records Made (<i>after purchase of original</i>) @ .50 per page

Birth Certificates:

51	Certified Birth Certificates Purchased
1	Birth Certificates (<i>Replaced – 1/Destroyed – 0</i>)
0	Home Birth Filed
4	Copies of Birth Records Made (<i>after purchase of original</i>) @ .50 per page

TOTAL \$2,877.00

Public Health Accreditation Report:

Accreditation Updates:

*An Equal Opportunity Employer and Provider of Services
Telephone: 330-627-4866 Nursing Fax: 330-627-3040
Environmental/Health Education/ Vital Statistics: Fax: 330-627-9120*

- Domain Teams met on February 4th.
- The votes from the community for the new health department logo are currently being analyzed.
- The Access to Care and Community Health Improvement Progress Meeting was held on Wednesday, January 23rd, 2019 at Golden Age Retreat. In the morning, the Access to Care Task Force met from 9:30-11:30 with Dr. Michele Morrone, professor and Director of the Rural Health Institute at Ohio University facilitating the meeting. A report from the Access to Care meeting was developed and provided to the health department. The next step will be to schedule an Access to Care meeting to plan prioritize and plan activities. 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) came 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 attended the PHAB training on February 12th & 13th.

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.
- Opened all the anticipated Purchase Orders and submitted to the Auditor's Office.
- Participated in the NECO Functional Exercise on January 17th.
- Worked on planning for the Community Health Improvement Progress Meeting scheduled for January 23rd.
- Attended the Opiate HUB meeting for Carroll County on January 28th.
- Planned and facilitated a CCGHD Staff meeting on January 28th.
- Met with the Environmental Staff on January 30th to receive updates and discuss any issues.
- Worked on a draft FY 2020 Budget.
- Attended the Safe Kids and Safe Communities Coalition meetings on January 6th.
- Began working on the Annual Fiscal Report for 2018.
- Leadership meeting with Kelly and Wendy on February 7th. Also during this day met with DJFS to discuss a partnership project, JJ Boroski to discuss a FQHC, and Commissioner Ohler to discuss building projects.
- Met with EH Staff on February 8th to review, discuss, and finalize food policies.
- Completed the Fiscal Claim for the Q2 MAC Time Study. (Oct-Dec 2018)
- PHAB Training February 11-13.

Health Commissioner's Report:

Wendy Gotschall, Health Commissioner reported:

Update Since Last Board Meeting:

- Met with Carroll County Job & Family Services (CCJFS) (Jennifer Burns and Kate Offenberger) – Health Risk Assessment and Homemaking Education Service for One Family as a trial, discussed need for Passport Services in Carroll county.
- Interviewed a candidate for Environmental Health Director
- Met with JJ Boroski from Community Mental Healthcare, Inc. re: FQHC – visit 3/4/19
- Met with Commissioner Jeff Ohler re: Lighting, Parking Lot, Stairs, Truck, Minor Improvements in Building.
- Call with Gina Schoolcraft re: contract for coding consulting
- Finalized 2020 Preliminary Budget
- Point of Sale, Installers, and Well Driller’s meeting 3/4/19
- District Advisory Council (DAC) on 3/7/19, Aultman Carrollton Room at 6:00 p.m.
- Working with Eileen Wile on 501 (c) (3) process.

Budget Report:

- Total net balance at the end January 2019: \$159,222.76.

Financial Report:

- a. Approval of **Resolution 19-016**, the January 2019 budget as presented. (*Reference: Health Commissioner’s presentation*). was approved upon a motion by Susan McMillen with a second from Sean Speedy. Ayes: All Nays: None Motion Carried.
- b. Approval of **Resolution 19-017** for the remaining payment of December bills totaling \$1,179.26. All of these December expenses were encumbered as part of the 2018 budget. (*Reference: Month Expense Spreadsheet*) was approved upon a motion by Sean Speedy with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.
- c. Approval of **Resolution 19-018** to approve the payment of January 2019 of bills totaling \$15,238.40. (*Reference: Month Expense Spreadsheet*) was approved upon a motion by Sean Speedy with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.
- d. Approval of **Resolution 19-019** to approve the draft 2020 budget for the Carroll County General Health District to be presented to the District Advisory Council was approved upon a motion by Susan McMillen with a second from Sean Speedy. Ayes: All Nays: None Motion Carried.
- e. Approval of **Resolution 19-020** to approve Out of County Travel totaling \$280.00. (Reference: Out of County Form). was approved upon a motion by Susan McMillen with a second from Sean Speedy. Ayes: All Nays: None Motion Carried.
- f. Approval of **Resolution 19-021** to approve travel reimbursements that are over 60 days from the date the expenses were incurred. (*Reference: Carroll County General Health District Travel and*

Reimbursement Policy) was approved upon a motion by Susan McMillen with a second by Sean Speedy. Ayes: All Nays: None Motion Carried.

New Business:

- a. Approval of **Resolution 19-022** to approve the donation of an office desk from Kelly Engelhart to the Carroll County General Health District. (***Additional Information:*** *The donation of the desk is valued at approximately \$400.00 and will become the property of the Carroll County General Health District*) was approved upon a motion by with a second from Susan McMillen with a second by Sean Speedy. Ayes: All Nays: None Motion Carried.
- b. Approval of **Resolution 19-023** to approve the Reproductive Health and Wellness Program policies. (***Additional Information:*** *The Reproductive Health and Wellness Program policies were distributed during the January 2019 Board meeting*) was approved upon a motion by Sean Speedy with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.
- c. Approval of **Resolution 19-024** to approve the Tuberculosis contract for services between the Carroll County Commissioners and the Carroll County General Health District in the amount of \$8,000.00. The term of the contract shall be for one (1) year January 1, 2019 through December 31, 2019. (***Reference:*** *Tuberculosis Contract*) was approved upon a motion by Sue McMillen with a second from Sean Speedy. Ayes: All Nays: None Motion Carried.
- d. Approval of **Resolution 19-025** to approve an exception to part-time employee's Jessica Slater's probationary period from 1,000 hours of work time to a 6-month probationary period (***Additional Information:*** *Per the Carroll County General Health District Personnel Policy the probationary period for part-time employees is they remain in probationary status until 1,000 hours have been worked or until their one-year anniversary if the 1,000 hours were not met. Full-time employees serve a probationary period of 6 months*) was approved upon a motion by Susan McMillen with a second from Sean Speedy. Ayes: All Nays: None Motion Carried.
- e. Approval of **Resolution 19-026** to increase Jessica Slater's Public Health Nursing pay rate from \$17.00 to \$17.50. The increase will take effect the start of Payroll #6 was approved upon a motion by Susan McMillen with a second from Sean Speedy. Ayes: All Nays: None Motion Carried.
- f. Approval of **Resolution 19-027** to enter into a contract with Gina Schoolcraft for services regarding training and consultation for coding of billable services for up to 4-hours a month at a rate of \$75.00 per hour that will commence immediately and continue at the pleasure of the board. (***Reference:*** *Gina Schoolcraft Contract*) was approved upon a motion by Sean Speedy with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.
- g. Approval of **Resolution 19-028** to approve the changes to the Emergency Response Plan (***Reference:*** *Emergency Response Plan Record of Changes*). (***Additional Information:*** *The Emergency Response Plan needed to be updated to follow deliverable outlined in the FY19 Public Health Emergency Preparedness Grant*) This Resolution was tabled until the March meeting.

- h. Approval of **Resolution 19-029** to approve the tank abandonment at 7049 Salineville Rd., Mechanicstown in lieu of completing a Point of Sale Evaluation (**Reference:** *Sanitarian-in-Training, Tina Marini's write-up regarding 7049 Salineville Rd., Mechanicstown*) was approved upon a motion by Susan McMillen with a second by Sean Speedy. Ayes: All Nays: None Motion Carried.
- i. Approval of **Resolution 19-030** to approve a variance with no fee for a temporary holding tank as a Household Sewage Treatment System until soil conditions are suitable for complete system installation at 1143 Waynesburg Rd. Carrollton (**Reference:** *OAC 3701-29-18 & Letter from owner*) was approved upon a motion by Sean Speedy with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- j. Approval of **Resolution 19-031** to approve a variance with no fee for a temporary holding tank as a Household Sewage Treatment System until soil conditions are suitable for complete system installation at 1427 Bellflower Rd. NE Minerva (**Reference:** *OAC 3701-29-18 & Letter from owner*) was approved upon a motion by Susan McMillen with a second by Sean Speedy. Ayes: All Nays: None Motion Carried.
- k. Approval of **Resolution 19-032** to approve the Plan Review Policy for the Food Program. (**Reference:** *Carroll County General Health District Plan Review Policy*) was approved upon a motion by Sean Speedy with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- l. Approval of **Resolution 19-033** to approve the Transfer Policy for the Food Program. (**Reference:** *Carroll County General Health District Transfer Policy*) was approved upon a motion by Susan McMillen with a second by Sean Speedy. Ayes: All Nays: None Motion Carried.
- m. Approval of **Resolution 19-034** to approve the Food Laws & Rules Policy for the Food Program. (**Reference:** *Carroll County General Health District Food Laws & Rules Policy*) was approved upon a motion by Sean Speedy with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- n.

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,

Corinne L. Ren, Board Secretary

Dr. W.S. Stine, Board President