



CARROLL COUNTY  
GENERAL HEALTH DISTRICT  
Healthy People — Safe Communities

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

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

**Call to Order:** Dr. Stine called the meeting to order at 5:31 p.m. with prayer.

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

### **Guests**

Nancy Schaar – Free Press Standard  
Gordon Warner

## **2019 Board of Health Reorganization**

### **Election of President**

Tom White nominated Dr. Stine as President of the Carroll County General Health District's Board of Health President. This nomination was approved by Sean Speedy with a second by Wendy Wiley. Tom White made the motion to close the nominations. Motion passed: Ayes: All Nays: None

**Discussion:** *Sean Speedy added that if Dr. Stine wouldn't have stayed on as President last year, we wouldn't be where we are now, and he wanted to have that acknowledged and thank him.*

### **Election of Vice President:**

Tom White nominated Susan McMillen as Vice President of the Carroll County General Health District's Board of Health Vice President. This nomination was approved by Sean Speedy with a second by Wendy Wiley. Tom White made the motion to close the nominations. Motion passed: Ayes: All Nays: None

### **Appointment of Committees (Finance & Personnel):**

Sean Speedy made a motion, with a second from Wendy Wiley to leave the Committees the same with Tom White and Sean Speedy on the Finance Committee; and Susan McMillen and Wendy Wiley on the Personnel Committee. Ayes: All Nays: None Motion Passed.

## **Approval of Meeting Minutes:**

### **Meeting Minutes:**

The minutes of the February 20, 2019 meeting were approved upon a motion by Sean Speedy with a second Wendy Wiley. Ayes: All Nays: None – Motion carried.

### **Guest:**

Gordon Warner approached the Board of Health regarding “Accumulated vacation time for part-time employees”. He had several concerns regarding this. The Board told Mr. Warner that they will have the Personnel Committee look at this and bring a decision back to the Board. (*See letter*)

### **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 February’s monthly calls.
- Food applications were due March 1<sup>st</sup>, 2019
  - We have 12 establishments that have not submitted their license renewal.
  - Second renewal notices will be sent out this week.
  - Started the 2019 food inspections.
  - On Thursday March 21<sup>st</sup>, Myra will be attending roundtable for food at Medina County Health Department.
- Met with Realtors, Drillers, and Installers on March 4<sup>th</sup>. Overall, the attendants at each meeting section had positive feedback on how we have been handling things since the departure of our EH Director.
  - Realtors- Main concern is keeping consistency with all appointments. Requested to be involved in last draft review of policy and procedures for Point of Sale.
  - Drillers- Suggested waiting 30 days before sending out reminder letter for getting water tested, per code.
  - Installers- Be proactive about getting approval for NPDES discharge to county roads before we run into a situation that requires one. Start developing an Operation and Maintenance program. Went over the idea of doing As-Builts with the final septic inspection to save time and do more thorough inspections.
- Working with Carroll County Transit to take water samples to Canton City Laboratory for testing instead of having staff drive them. This will open up more water testing days for our department and potential revenue opportunities.
- We will be attending Midwest Workshop in Columbus the week of 3/25/19 to obtain pertinent information in different aspects of Environmental Health and obtain CEU’s toward our licensing.

## **Public Health Nursing Report:**

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

### **February**

#### **BCMh**- Barb Warner

- Home Visits – 11
- Office Visits – 3
- Contacts –169
- Diagnostic Referrals – 4
- Consults – 7 (1-Carroll Hills, HMG-6)
- BCMH Billed \$
- Revenue Received \$ 14,050

#### **Nursing Clinic**

- Blood Pressure Checks – 0
- Weight Checks – 0
- Lead Screenings – 0
- Lice Screenings – 0
- Lab Tests-1
- TB Testing – 7, TB Reading – 3
- Medical Record Copying Fee - 1
- **Immunizations**
  - Appointments –43
  - VFC – 22
  - Private – 12
  - Flu- 9
    - **Total Vaccines Given – 84**
- **Vivitrol**
  - Consults – 0
  - Lab Draws – 0
  - Injections – 0

#### **Reproductive Health –**

- Total RHWP clients- 22
- Annual Exam- 4
- Pregnancy Testing – 2
- STD – 2
- Birth Control: Depo/pills – 8
- Prenatal – 2
- Travel Consults – 1
- Nurse Consults- 5
- Sports Physical – 0
- School/Work Physical – 0

## **RHWP:**

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

## **Nursing:**

Nursing Revenue:

### **Monthly Nursing Revenue Summary**

<b>Month</b>	<b>Year</b>	<b>Program</b>	<b>Billed</b>	<b>Revenue Received</b>
February	2019	Nursing General	\$4,883.34	\$ 1,505.21
		RHWP		\$ 1,060.50
		BCMh	\$3,350.00	\$14,050.00
<b>Total</b>			<b>\$8,233.34</b>	<b>\$16,615.71</b>

## **Communicable Disease**

Please See Communicable Disease Report and Monthly I

### **Communicable Disease Report:**

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

- Campylobacteriosis – 1 case
- Chlamydia infection – 3 cases
- Gonococcal Infection – 1 – case
- Hepatitis B – chronic – 1 case
- Hepatitis C – chronic – 1 case
- Influenza – associated hospitalization – 10 cases

2018 – 2019 Influenza:

- 10 Hospitalizations in February, all were Influenza A. Eight had been subtyped to either H1 (5) or H3 (3). 60% had received their annual influenza vaccine.

## **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 March expenditure report for a total of \$2,162.40 on March 7, 2019.
  - Natasha attended the FEMA Management 415 Disaster Recovery in Rural Communities Course at the Tuscarawas County EMA on February 20, 2019.
  - Natasha attended the NECO After Action meeting for the Regional exercise on February 28, 2019 at NEOMED in Rootstown.
  - Natasha has sent an invitation out to community partners that work with the vulnerable population to attend a workgroup on March 19 to plan for emergencies in the community that pertain to that population.

- Natasha will attend the Carroll County LEPC on March 13, 2019 as the Health Department Representative filling the vacant spot by Scott Lenigan.
  - Natasha and Kelly have sent in their registration to take a White Powder Training. Natasha took the flyers to the Police Chief's meeting on February 27, 2019 to invite local law enforcement to attend.
  - Susie provided Natasha with a list of eighteen community partners that work with vulnerable populations in our county. These identified people will be invited to a meeting scheduled for March 19, 2019.
  - Susie participated on an American Public Health Association (APHA) webinar addressing Social Media 101.
  - Susie and Caitlin continue to post on the CCGHD Facebook page educational information on drugs, alcohol, norovirus, severe weather, and other pertinent public health topics.
  - CCGHD staff are making plans to posts 2 – 3 posts each day during April 1 – 7, 2019. Daily public health themes are planned and scheduled.
  - Susie conducted the quarterly OPHCS test that resulted in a 100% response rate. Report given to the CCGHD PHEP Coordinator for grant reporting purposes.
  - Susie assembled a CCGHD public health informational packet for the Conotton Valley Union Local School Nurse for her Pre-school and Kindergarten registration parents.
- **Safe Communities**
    - There has been one traffic fatality in 2019 in Carroll County.
    - Safe Communities expenditure report for reimbursement was submitted on March 13, 2019 for \$1,675.26.
- **Ohio Injury Prevention/Safe Kids Carroll County**
    - Received a total of five (5) letters of support from local agencies to participate in the strategies of the Child Passenger Safety (CPS) Toolkit, Return to Learn (RTL), and Helmet distribution/fitting station.
    - The first (1<sup>st</sup>) quarter invoice of \$6,450.00 and the supporting documents for the Injury Prevention Grant deliverables were submitted to the Stark County Health Department on March 15<sup>th</sup>.
    - Ohio Buckles Buckeyes (OBB) site visit was held on March 13<sup>th</sup>. The OBB quarterly report was submitted on March 14<sup>th</sup>.
    - One (1) RFC Car Seat was distributed in February through the OBB class.
- **CRIBS for KIDS**
    - Susie conducted two Cribs for Kids classes, made two Help Me Grow referrals, and conducted one follow-up technical assistance call.
    - Susie completed the CCGHD February Cribs for Kids monthly report, emailed to the CCGHD DON, and emailed to JCGHD per grant requirements. An Expenditure report was emailed to JCGHD in the amount of \$299.99.
- **MCH**
    - Susie conducted a Women's Preconception Health Assessment Program at Brenda's Country Boutique. An assessment, pre-test, and personal goal setting documents were completed for each employee. The business owner stated her intentions to provide policy to improve the health of her female employees. This meets with the MCH deliverable and outcomes.
    - The Women's Preconception Health Assessment Program is also scheduled for the Carrollton Huntington National Bank, Ben Franklin's 5 and 10 cent store, and Countryview Manor during March 2019. One additional business is to be scheduled by Susie.
    - Susie completed the CCGHD February monthly report and provided it to the CCGHD DON. An email was sent to JCGHD with monthly report information.
- **CEBCO**
    - Susie scheduled a luncheon for June 12, 2019 for Carroll County employees and spouses enrolled on the CEBCO medical plan for a presentation by CEBCO officials on "Engage". The presentation will provide employees with information on how to better utilize their county insurance benefits.
    - Zumba classes have been scheduled for March and April 2019. An email has been sent to Carroll County employees announcing this wellness opportunity.

- Susie has scheduled and organized an on-site health evaluation for Carroll County employees and spouses enrolled on the CEBCO medical plan for March 19 – 20, 2019 at the Carroll County Board of Developmental Disabilities.
- **Responsible Social Values Program (RSVP)**
  - Susie organized and facilitated a meeting with RSVP officials, CEVSD staff, and Bell-Herron administration to discuss the RSVP curriculum and training date. The middle school Principal for next year is interested in the program and plans to attend the RSVP training scheduled for March 21, 2019 at the CCGHD.
- **RHWP**
  - Susie worked in the nursing clinic on February 20, March 6, and March 20, 2019 to assist with staffing needs.
  - Susie has scheduled a STD presentation to CEVSD high school students in April 2019.
- **Tobacco Youth Prevention/Policy**
  - Caitlin submitted the 2020 Tobacco grant application to ODH on February 8<sup>th</sup>, 2019.
  - Caitlin submitted the Mom's Quit for Two tobacco grant application to ODH on February 11<sup>th</sup>, 2019.
  - Caitlin attended the Coalition for a Drug Free Carroll County and Harrison Family and Children First Council meetings on February 12<sup>th</sup>, 2019.
  - Caitlin participated in an All Tobacco Conference Call on February 12<sup>th</sup>, 2019.
  - Caitlin and Kelly met on February 27<sup>th</sup> to plan the remaining marketing activities for the Tobacco Media Campaign being conducted in Carrollton, Malvern, Cadiz, and Scio.
  - Kelly submitted the February Tobacco Expenditure Report on March 10<sup>th</sup>, 2019, totaling \$3,150.00.

## **Vital Statistics Report:**

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

### **Death Certificates:**

76	Certified Death Certificates Purchased
0	Supplemental Death Certificates Requested
6	Affidavit Death Certificates Requested
2	VA Death Certificate Requested
13	Burial Permits Issued
12	Burial Permits Purchased
21	Deaths Filed
2	Correction to Certification of Death Report Filed ( <i>Affidavits</i> )
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:**

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

**TOTAL      \$3,978.00**

## **Public Health Accreditation Report:**

### **Accreditation Updates:**

- Natasha and Amy provided a training to staff on March 4<sup>th</sup> on what they learned at PHAB training.
- Accreditation Team met on March 14<sup>th</sup> and began working through the internal process on approving documents for submission. The team also began working on finalizing documents in 4 of the domains.
- Domain Teams met on March 18<sup>th</sup>. Teams are dividing up tasks to have some work on finalizing documents for submission and others work on continuing to identify and develop documents.
- The health department will be completing a new Strategic Plan in 2019. Staff began reviewing and brainstorming the Vision for the health department during the March 4<sup>th</sup> staff meeting. At the next staff meeting the staff will be working on the Mission Statement and Values for the health department.
- Kelly facilitated the Maternal and Child Health Task Force meeting on February 25<sup>th</sup>. The group prioritized the strategies and activities to be completed in 2019-2020.

### **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.
- Attended the Northeast Child Passenger Safety Conference on February 27<sup>th</sup> in Cleveland.
- Met with Natasha on February 28<sup>th</sup> to plan the Accreditation Training with staff. Finished preparations for the training on March 1<sup>st</sup>.
- Facilitated the Accreditation Training and Staff meeting on March 4<sup>th</sup>.
- Met with J.J. Boroski with Community Mental Healthcare, Inc. in Tuscarawas County on March 4<sup>th</sup> to take a tour of the Tuscarawas County Federally Qualified Health Center (FQHC) and discuss opportunities for Carroll County.
- Attended the environmental meetings with the realtors, water drillers, and septic installers on March 4<sup>th</sup> to discuss policies and procedures for the Point of Sale, Water, and Septic programs.
- Prepared the Fiscal data for the 2018 Annual Report.
- Completed the approval for the February MAC Time Study and submitted.
- Prepared for and attended the District Advisory Council Meeting on March 7<sup>th</sup>.
- Completed an interview with a candidate for the Environmental Health Director position. EH Staff were involved in the interview.
- Worked on planning for the Child Fatality Review Board meeting and facilitated the Child Fatality Review Board meeting on Wednesday, March 20<sup>th</sup>. Carroll County had 1 child fatality to review for 2018.
- Assisted Kelly with staff evaluations on March 8<sup>th</sup>.
- Attended the Family Children First Council meetings on March 11<sup>th</sup>.
- Participated with Michelle on the OBB and Injury Prevention Site Visit with Stark County Health Department on March 13<sup>th</sup>.
- Working with Garrett on Bluebird Park's Plan Review Application.
- Met with Carroll County Transit on March 15<sup>th</sup> to discuss the collaboration between them and the health department to transport waters to the Canton City Health Department on specified days and times.
- Participated in an Annual Financial Report Technical Assistance webinar on March 19<sup>th</sup>.
- Worked with Frontier in updating our telephone message for the public.
- Worked with Server Sim on IT issues.

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

Wendy Gotschall, Health Commissioner reported:

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

- Amy, Kelly, and I provided breakfast for staff.
- Accreditation training by Natasha.
- Revealed new logo.
- Discussed Public Health Awareness Week (April) – Branding Committee to work on plans.
- Discussed Commissioners Personnel Policy Manual – staff to review one more time and let us know of concerns/comments.
- Update from Feb. Board Meeting Agenda items.
- Reviewed current Strategic Plan.
- Visited FQHC in Dover with J.J. Boroski.
- Toured the old Health Dept. house on 2<sup>nd</sup> Street.
- Point of Sale, Installers, and Driller's meetings conducted on 3/4/19 – Great Feedback!!!
- Finalized 2018 Annual Report.
- District Advisory Council (DAC) on 3/7/10 – 2020 Proposed Budget Approved!!!
- Met with Gordon Warner 3/14/19 re: Accumulated vacation time for part time employees.

### **Budget Report:**

- Total net balance at the end February 2019: \$168,430.99

### **Financial Report:**

- a. Approval of **Resolution 19-037**, the February 2019 budget as presented. (**Reference:** *Health Commissioner's presentation*). was approved upon a motion by Tom White with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.
- b. Approval of **Resolution 19-38** to approve the payment of February 2019 of bills totaling \$10,359.88. (**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 19-039** to approve Out of County Travel totaling \$124.72. (**Reference:** *Out of County Form*). was approved upon a motion by Tom White with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.

### **New Business:**

- a. Approval of **Resolution 19-040** to approve the changes to the Emergency Response Plan (**Reference:** *Emergency Response Plan Record of Changes*).  
Additional Information: The Emergency Response Plan was updated to follow deliverable outlined in the FY19 Public Health Emergency Preparedness Grant  
This Resolution was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.



- b. Approval of **Resolution 19-041** to approve the Carroll County General Health District Mass Fatality Response Annex. (**Reference:** CCGHD Mass Fatality Response Annex)  
Additional Information: The CCGHD Mass Fatality Response Annex is a component of the CCGHD Emergency Response Plan. The purpose of this Annex is to provide guidance to the health department on support of activities related to an incident involving multiple deaths in Carroll County including the Northeast Ohio Public Health Planning Region. This Annex is one of the deliverables that is to be completed for the FY19 Public Health Emergency Preparedness Grant.  
The Resolution was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- c. Approval of **Resolution 19-042** to approve to enter into a Memorandum of Agreement between Carroll County Job and Family Services and the Carroll County General Health District for the purpose of providing professional services to assess and educate health and safety risk factors according to an approved case plan developed by Carroll County Job and Family Services. (**Reference:** MOA between Carroll Job and Family Services and the Carroll County General Health District)  
Additional Information: The MOA shall be in effect from February 16, 2019 through August 16, 2019. The professional services will be provided by a CCGHD Public Health Nurse at a rate of \$35.00 per hour.  
The Resolution was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- d. Approval of **Resolution 19-043** to approve the sale of the 2005 GMC Sierra Truck through the GovDeals.com website, with a minimum bid of \$500.00. (**Reference:** Vehicle Equipment Auction Form)  
Additional Information: The Carroll County Commissioner's Office will put the truck up for sale on the GovDeals.com website. The truck is in the Commissioner's name, but the money made from the sale will come to the health department. The truck was valued on Kelley Blue Book in fair condition starting at \$1,200 (low) to \$2,300.00 (high).  
The Resolution was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- e. **Resolution 19-044** to approve the Carroll County Health Levy Committee By-Laws. **Eliminated**
- f. Approval of **Resolution 19-045** to approve to participate in the Summer Youth Employment Program through Jefferson County Community Action Council, Inc. (**Reference:** Carroll County Job & Family Services Letter)  
Additional Information: The Carroll County General Health District has participated in this program before with Carroll County Job & Family Services. Wages are paid by Ohio Means Jobs Carroll County. There is no cost for the health department to participate. Youth employment would take place the months of June, July, and August for up to 40 hours per week. The program this year is being contracted with and overseen by Jefferson County Community Action Council (CAC).  
The Resolution was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
- g. Approval of **Resolution 19-046** to approve a letter of support for Community Mental Healthcare, Inc.'s Federally Quality Health Center (FQHC) application in Carroll County. (**Reference:** Letter of Support for CMH Grant)  
Additional Information: The Carroll County General Health District has met with the Executive Director of Community Mental Healthcare, Inc. in Tuscarawas County regarding the possibility of expanding services of the Tuscarawas County FQHC to Carroll County. The Executive Director of Tuscarawas County is in the process of writing a federal grant application to expand their services, adding general practice medical services, and dental services in Carroll County.  
This Resolution was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

- h. Approval of **Resolution 19-047** to approve the renewal of the 2019 contract for mowing and trimming with Carroll Hills Industries, Inc. effective for 7 months from signing for a charge of \$45.00 per occurrence. (**Reference:** *Carroll Hills Industries, Inc. Proposal*)  
**Additional Information:** The Carroll County General Health District utilizes Carroll Hills Industries, Inc. for mowing and trimming of the property. This proposal is to continue the service for the health department. This Resolution was approved upon a motion by Tom White with a second by Wendy Wiley.  
Ayes: All Nays: None Motion Carried.

### **Executive Session:**

Susan McMillen made a motion at 7:43 p.m. to convene into Executive Session in accordance with Ohio Revised Code Section 121.22 (G) (1) to discuss the employment of a public employee, Wendy Wiley seconded the motion.

**Roll Call Vote:** Dr. Stine, Aye; Sean Speedy, Aye; Wendy Wiley, Aye; Susan McMillen, Aye; and Tom White, Aye

**Dr. Stine declared Executive Session over at 8:15 p.m. with no action taken.**

**Dr. Stine declared the Board of Health meeting back in Regular Session at 8:16 p.m.**

### **Adjournment:**

**Tom White made a motion to adjourn the March 20, 2019 Carroll County General Health District Board meeting at 8:17 p.m. Sean Speedy seconded the motion. Ayes: All Nays: None Motion Carried.**

***The next meeting will be April 17, 2019 at 5:30 p.m. at the Carroll County General Health District's lower level located at 301 Moody Ave. Carrollton.***

Respectfully submitted,

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Corinne L. Ren, Board Secretary

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Dr. W.S. Stine, Board President

