



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

**Carroll County General Health District
Minutes of the Board of Health
April 17, 2019**

Meeting Location: Carroll County Health Department, Lower Level

Call to Order: Dr. Stine called the meeting to order at 5:32 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

Guests

Nancy Schaar – Free Press Standard
Gordon Warner

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the March 20, 2019 meeting were approved upon a motion by Susan McMillen with a second Wendy Wiley. 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 March's monthly calls.
- Tuesday, April 16, 2019 we received the last of all the food license payments for the 2019 licensing period.
- April 11, 2019 Tina met Todd at a septic final in Minerva. In addition to helping understand the final inspection process better, he was able to give a lesson on soils. With this hands-on training being beneficial, we are going to try and meet 2 times a month to go over material in the field.

- Tina worked with Todd to update our site review forms to make the evaluation process more uniform and main stream.
- Camp and Pool applications are starting to come in. Corinne has been processing the applications and printing the licenses.
- Staff attended the Midwest Workshop that was held March 25th-March28th. Myra attended 2-days and Tina attended all 4-days. They will be sharing at the staff meeting what they took away from the training to help better our programs.
- Continuing to work on the development of policies and procedures.

Public Health Nursing Report:

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

March

BCMh- Barb Warner

Home Visits	9
Office Visits	3
Contacts	159
Diagnostic Referrals	3
Consults	8
BCMh Billed	\$3,820.00
Revenue Received	\$4,800.00

Nursing Clinic

Blood Pressure Checks	3
Weight Checks	0
Lead Screenings	1
Lice Screenings	1
Lab Tests	3
TB Tests	4
TB Reads	3

Immunizations

Appointments	55
VFC	37
Private	19
Flu	1
Total Vaccines Given	114

Vivitrol

Consults	
Lab Draws	
Injections	

Reproductive Health

Total RHWP Clients	20
Total Appointments	25
Annual Exam	6
Pregnancy Testing	2
STD	1
Birth Control (Depo/Pills)	8
Birth Control Ed	3
Prenatal	4
Prenatal Ed	1
Travel Consults	0
Sports Physical	0
School/Work Physical	0

RHWP:

We had a follow up site visit from the Ohio Department of Health regarding the compliance concerns identified in 2017. The visit was very complementary. It was National Public Health Week so they took a picture of us to post on the Ohio Department of Health website to promote local public health. I have one follow up item to complete for compliance with the program; a committee to review our educational materials for literacy and cultural competency.

RHWP Revenue: \$ 206.20

Nursing:

Public Health Nursing Advocacy. See separate attachment.

Monthly Nursing Revenue Summary

Month	Year	Program	Billed	Revenue Received
	2019	Nursing General	\$ 8,679.55	\$ 2,179.43
		RHWP	\$	\$ 1,312.78
		BCMh	\$ 3,800.00	\$ 4,800.00
			\$ 12, 479.55	\$ 8,292.21

Communicable Disease

Please See Communicable Disease Report and Monthly Influenza Report

Communicable Disease Report:

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

- Chlamydia infection – 1 case
- Hepatitis C – chronic – 1 case
- Influenza – associated hospitalization – 7 cases
- Legionellosis – 1 case
- Salmonellosis – 1 case
- Yersiniosis – 1 case

2018 – 2019 Influenza:

- 10 Hospitalizations in January, all were Influenza A. Eight had been subtype to either H1 (5) or H3 (3). 60% had received their annual influenza vaccine.
- 11 Hospitalizations in February, all were Influenza A. Eight had been subtyped to either H1 or H3. 54% had received their annual influenza vaccine.
- 7 Hospitalizations in March, all were Influenza A. Only one had been subtyped to H3. 85.7% 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 \$14,278.20 on April 9, 2019.
 - Natasha attended a White Powder/Mail training with Brett Lee (EMA) on March 25, 2019.
 - Natasha attended a mandatory volunteer management plan meeting at Summit County Public Health on April 9, 2019.
 - The second vulnerable population workgroup met on April 16, 2019 to discuss Continuity of Operations planning.
 - Natasha will attend an isolation and quarantine training (FEMA course) at the Tuscarawas County EMA on May 8.
 - Natasha will attend the PHEP Planners meeting in Columbus at ODOT on May 9, 2019.
 - Susie assembled 35 pre-school and 35 kindergarten registration packets for the Conotton Valley Union Local School nurse. Public health brochures from all CCGHD division were included in the packets to showcase CCGHD services.
 - During National Public Health Week (April 1st-7th), Caitlin and Susie scheduled 72 posts, and the “likes” for the Carroll County General Health District page increased from 563 “likes” to 580 “likes”. The post with the greatest reach was posted on March 31st announcing the information campaign scheduled for National Public Health Week, along with a staff photo. This post reached 1,606 people and had 453 engagements.
 - The announcement of the new CCGHD Logo was shared on social media on March 31st and April 1st. Both posts received a total of 710 people reached and 82 total engagements. CCGHD has developed a press release announcing the new logo and is submitting it to the Carroll County Messenger, the Free Press Standard, and the News Leader.
 - Susie participated in a conference call with several Tuscarawas County resource women to discuss, develop, and update the Carroll County Resource Guide.

- Susie attended and set-up a CCGHD table for the two-day CEVSD kindergarten screening event. The display included public health literature from all of the health department divisions, with an emphasis on maternal and child health outreach.
- **Safe Communities**
 - Natasha and Michelle attended the Lifesavers Conference in Louisville, KY from March 29 to April 2, 2019.
 - Carroll County is still at one traffic fatality for 2019; this is down one from the same time in 2018.
 - Safe Communities will attend the Mock Crash at Carrollton High School on April 26.
 - Safe Communities will partner with the Carrollton Farmer's Market again this year on May 18th for the Click it or Ticket kick-off.
 - Safe Communities is looking to partner with Wendy's this year to hold a seat belt check the week before Memorial Day to promote seatbelt use.
- **Ohio Injury Prevention/Safe Kids Carroll County**
 - Michelle scheduled a meeting with JFS's staff to introduce the CPS Toolkit.
 - Received 72 helmets through the Ohio AAP Put a Lid on It!
 - Goody bags full of injury prevention education will be provided to JFS to distribute to the children at their Abuse Prevention Walk on April 27th.
 - Bike to School Day will be held on May 8th at Malvern Elementary.
 - 3 RFC seats were distributed in March.
- **CRIBS for KIDS**
 - Susie placed Safe Sleep flyers on display in the nursing clinic area and were also on display at the CEVSD kindergarten screening.
 - Susie completed and submitted the March Cribs for Kids monthly report and expenditure invoice in the amount of \$ 206.66 to JCGHD officials.
- **Maternal and Child Health (MCH)**
 - Susie conducted the Women's Preconception Health Assessments at Ashton's Ben Franklin, Brenda's Country Boutique, Carrollton Huntington National Bank, Carrollton Bureau of Motor Vehicles, and CountryView Manor. Follow-up assessments will be completed during June.
 - Two checks were received from the Jefferson County General Health District for services provided through the MCH 19 and Cribs for Kids 19 programs since October 1, 2018. The checks were for \$ 520.00 and \$ 18,253.30.
 - Susie completed the March MCH monthly report and expenditure invoice in the amount of \$ 360.00 to JCGHD.
 - CCGHD staff received notice from JCGHD that the MCH 20 grant RFS has been posted. CCGHD plans to continue with the MCH 20 grant.
- **CEBCO Wellness Program**
 - Susie planned and organized the CEBCO/Interactive Health on-site health evaluations for county employees and spouses on the medical plan. The two-day event was held at the Carroll County Board of Developmental Disabilities. The grant ends August 15, 2019.
 - Susie attended the CEBCO Wellness Coordinators' meeting in Columbus March 29, 2019. CEBCO Wellness initiatives were discussed as well as networking and planning.
 - Susie planned and organized a lunch-n-learn titled, "Backyard Homesteading. It was held at the Carrollton Ponderosa, with the guest speaker being from the Carroll Soil and Water Conservation District on April 5th.
 - Susie met with the Carroll County Commissioners to share the CEBCO Wellness Program and give updates to program activities. Updates were given on the Interactive Health portal and incentives for Carroll County employees. The grant ends August 15, 2019.
 - Susie has organized and facilitated ZUMBA classes for county employees. Five classes have been scheduled during April and May. These classes are scheduled to be held at the Sr. Friendship Center.
 - Susie completed and submitted the first quarter CEBCO invoice to Carroll County Commissioners in the amount of \$ 1,623.68.
 - Susie is planning a lunch-n-learn April 18th at the Carrollton Ponderosa to provide county employees information on "Engage". This is a benefit available through the CEBCO medical plan. The guest speaker will be a CEBCO Senior Benefits Specialist.

- **Responsible Social Values Program (RSVP)**

- Susie attended an all-day training in house for the RSVP curriculum. The trainer was Cheryl Biddle, Founder and Executive Director for Alliance for Healthy Youth. The RSVP curriculum is designed for 6th, 7th, and 8th grade students.

- **RHWP**

- Susie continues to staff the RHWP clinic twice each month to assist with staffing needs and nursing duties.
- RHWP brochures were placed on display at the CEVSD kindergarten screening.

- **Tobacco Youth Prevention/Policy**

- Caitlin attended the Coalition for a Drug Free Carroll County and Harrison Family and Children First Council meetings on March 12th, 2019.
- Caitlin participated in an All Tobacco Conference Call on March 12th, 2019.
- Caitlin attended a TFOA meeting in Columbus on April 9th, 2019.
- Caitlin submitted the March expenditure report for a total of \$11,250.00 on April 10th, 2019.

Vital Statistics Report:

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

Death Certificates:

54	Certified Death Certificates Purchased (<i>Funeral Director picked 3 up in March, paid for them in April</i>)
6	Supplemental Death Certificates Requested
4	Affidavit Death Certificates Requested
0	VA Death Certificate Requested
10	Burial Permits Issued
8	Burial Permits Purchased
12	Deaths Filed
2	Correction to Certification of Death Report Filed/Given (<i>Affidavits</i>)
0	Supplementary Filed
0	Copies of Death Records Made <i>*(after purchase of original) @ .50 per page</i>

Birth Certificates:

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

TOTAL \$3,669.00

Public Health Accreditation Report:

Accreditation Updates:

- Accreditation Team met on April 11th. 17 documents were reviewed and 8 were approved to be finalized for submission into e-PHAB.
- Domain Teams met on April 1st and April 15th.
- The health department launched the new customer satisfaction survey on April 1st. This is a component of our performance management plan. The survey is available in hard copy and electronically using Survey Monkey, an implementation guide on how to distribute the survey was provided to all staff. Data will be collected and analyzed on a quarterly basis.

- A draft Branding Plan has been developed and all health department templates have been updated with the new logo.

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 Community Pathways HUB meeting with Kelly on March 28th.
- Worked with Environmental staff over the last several weeks on different situations within the Food, Septic, Nuisance, and Water programs.
- Started meeting with Environmental staff every Monday morning to review week appointments and active file spreadsheet.
- Worked with Sonja Leggett on the contract between the health department and Carroll County Transit.
- Prepared for and completed the Fiscal Site Visit for the Safe Communities grant. A representative from Ohio Department of Public Safety was at the health department and reviewed all financial records for the current grant year. The health department is in compliance and they appreciated the organization of all the requested documents.
- Facilitated a conference call with Marketing Consulting Services out of Tuscarawas County. Discussed the development of a Community Resource Guide for Carroll County. This is a strategy within the Community Health Improvement Plan to provide a resource to residents that provides a list of services & programs available along with the agency and organization name and contact information.
- Had a phone call with Cheryl Biddle with Alliance for Healthy Youth to discuss the contract between the health department and the Alliance for the RSVP program.
- Assisted with staff appreciation activities April 1st through April 5th for Public Health Week.
- Attended the CEBCO luncheon at Ponderosa on April 5th.
- Worked on further developing the Expense Spreadsheet to account for payroll.
- Develop environmental time tracking sheets to assist in completing Cost Methodology.
- Covered for Vital Statistics the morning of April 8th.
- Listened to the Skillsoft Webinar on April 8th and how other health department's utilize this program for Workforce Development.
- Met with Natasha and Michelle to discuss what they learned at Lifesavers and any ideas that they would like to implement in Carroll County from what they learned.
- Completed the paperwork for the County Commissioner's to auction the truck and submitted to Chris Modranski.
- Met with Wendy and Kelly on April 12th to discuss administrative items.
- Continued working with Server Sim on IT issues.
- Worked with Server Sim on IT issues.
- Listened to the Environmental Health Director's phone call on April 15th.
- Met with ComDoc on April 16th to discuss their new proposal for the health department for our copy machines. Our contract with ComDoc ends at the end of 2019.
- Worked on completing the Annual Financial Report that is due to the state on May 1st.

Health Commissioner's Report:

Wendy Gotschall, Health Commissioner reported:

Update Since Last Board Meeting:

- Finalized preliminary cost for FQHC to submit in their budget for the grant. FQHC Grant proposal finalized by Community Mental Health and submitted.

- Met on Friday, April 12th with Amy and Kelly.
- Extended Food Service with Garrett.
- Call with State Representative Don Jones regarding the proposed amendment to HB 166 related to Home Visits.
- Attended meeting on Monday, April 15th in Columbus with Kelly and other Directors of Nursing and Health Commissioners from throughout the state. We met with the new Director of Health, Dr. Amy Acton.
- Scheduled meeting with State Representative Don Jones in Carroll County.

Budget Report:

- Total net balance at the end March 2019: \$184,603.89

Financial Report:

- Approval of **Resolution 19-048**, the March 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.
- Approval of **Resolution 19-049** to approve the payment of March 2019 expenses totaling \$55,928.10. (*Reference: Monthly Expense Spreadsheet*) was approved upon a motion by Sean Speedy with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.
- Approval of **Resolution 19-050** to approve Appropriation Amendments to the Community Cessation Initiative and Safe Communities funds (*Reference: Appropriation Amendment*) were approved upon a motion by Tom White with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- Approval of **Resolution 19-051** to approve Out of County Travel totaling \$350.00. (*Reference: Out of County Form*). was approved upon a motion by Wendy Wiley with a second from Sean Speedy. Ayes: All Nays: None Motion Carried.

Old Business:

- Approval of **Resolution 19-052** to approve the amended contract between the Carroll County General Health and the Ohio Public Health Association from an expiration date of March 31, 2019 to December 31, 2019. (Reference: OPHA Contract Amendment) was approved upon a motion by Tom White with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
Additional Information: The extension for the contract with OPHA is to continue with our Food Program consultant Garrett Guillozet at a continued rate of \$40.00 per hour.

Regarding the Part-Time employee vacation time discussion with Gordon Warner and the Board of Health at the last meeting, the Personnel Committee met and talked about some solutions. Right now, the only employees it affects are: Barb Warner, Jessica Slater, Julie Halfhill, and Wendy Gotschall.

- Part-time employees would be exempt from having to use their vacation time by their anniversary date in 2020.
- Revise a policy for part time employees that no vacation time will be accrued.
- As a compensation for no vacation time; increase part-time employee wages.

New Business:

- Approval of **Resolution 19-053** to approve the contract for services between the Carroll County General Health District and Alliance for Healthy Youth effective April 22, 2019 through September 30, 2019. (*Reference: Alliance for Healthy Youth Contract for Services*). was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: This contract is for Carroll County General Health District staff to implement a Sexual Risk Avoidance Program *(RSVP) within Carroll County School Districts on behalf of the Alliance for Healthy Youth. The Health Department will be reimbursed \$16.00 per student that is educated through the 5-day curriculum. *(Responsible Social Values Program)

- b. **Resolution 19-054** to approve the contract for services between the Carroll County General Health District and Carroll County Transit effective April 22, 2019 through December 31, 2019. (**Reference:** *Carroll County Transit Contract*) was approved upon a motion by Sean Speedy with a second by Tom White. Ayes: All Nays: None Motion Carried.

Additional Information: This contract is for Carroll County Transit to transport water samples from the Health Department to the Canton City Public Health Department at a rate of \$30.00 per delivery trip. The Health Department will begin to schedule water tests Monday through Thursday under this contract.

*(This contract had to go to the State for approval through Transit, we will start this the week of the 29th of April.)

- c. **Resolution 19-055** to approve Board Orders be sent to the owner of 633 Wilson St., Malvern, Brown Township., instruction the owner to secure the building within twenty-one days upon receipt of letter. (**Reference:** *Board Order Letter*) was approved upon a motion by Sean Speedy with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: This complaint has been an on-going issue since last year. The complaint was abated as long as the building remained in compliance until renovations took place. A new complaint for this same location was received in February 2019 that the building was no longer in compliance and was causing a nuisance again. Sanitarian orders were sent in February 2019 after inspection and the owner has yet to comply with securing the structure.

- d. **Resolution 19-056** to approve the six-month septic permit extension for 1449 Antigua Rd. Carrollton, Union Township. (**Reference:** *Sanitarian-In-Training Letter & Septic Installer Letter*) was approved upon a motion by Tom White with a second by Sue McMillen. Ayes: All Nays: None Motion Carried.

Additional Information: A design was approved for this property by the previous Director of Environmental Health. The current septic permit pulled for this property is to expire May 1, 2019. After review of the approved design by the Health Department and septic installer, both would like to extend the permit in order to re-work the design to better fit the land and provide a better system for the homeowner.

- e. **Resolution 19-057** to approve waiving Point of Sale Evaluations for all property that will be tying into the Amsterdam Sewer Project. (**Reference:** *Amsterdam Sewer Project Email*) was approved upon a motion by Wendy Wiley with a second by Sean Speedy. Ayes: All Nays: None Motion Carried.

Additional Information: Received notification from the project coordinator that the Amsterdam Sewer Project could start May 2019 through the fall of 2019. The Carroll County Health Department has been getting phone calls on Point of Sale inspections needed in Amsterdam. The Carroll County General Health District needs to determine how to move forward with Point of Sale inspections for homes that will tie into the Amsterdam Sewer System.

Executive Session:

Susan McMillen, with a second by Wendy Wiley made a motion at 6:49 p.m. to convene into Executive Session in accordance with Ohio Revised Code Section 121.22 (G) (4) to prepare, review, and negotiate a work agreement for the Health Commissioner.

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 7:09 p.m.

Dr. Stine declared the Board of Health meeting back in Regular Session at 7:10 p.m.

Sean Speedy made a motion to send the work agreement for Wendy Gotschall as the Part-Time Health Commissioner to the Prosecutor for review, Susan McMillen seconded the motion. Ayes: All Nays: All Motion Carried.

Adjournment:

Tom White made a motion to adjourn the April 17, 2019 Carroll County General Health District Board meeting at 7:13 p.m. Sean Speedy seconded the motion. Ayes: All Nays: None Motion Carried.

The next meeting will be May 15, 2019 at 5:30 p.m. at the Carroll County General Health District's lower level located at 301 Moody Ave. Carrollton.

Respectfully submitted,

Corinne L. Ren, Board Secretary

Dr. W.S. Stine, Board President

