



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

**Carroll County General Health District
Minutes of the Board of Health
May 15, 2019**

Meeting Location: Carroll County Health Department, Lower Level

Call to Order: Susan McMillen called the meeting to order at 5:34 p.m. with prayer.

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

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 April 17, 2019 meeting were approved upon a motion by Tom White 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 Tina Marini, Sanitarian

Environmental Updates:

- Please see attached report for monthly calls.
- Tina Passed RS Exam on April 26, 2019 and is working on final paperwork to get RS License from State Board of Sanitarian Registration.
- Tina attended Ethnic Retail Food Establishment Training at Summit County Health Department on May 2, 2019 to better understand how to handle language barriers, identify ethnic foods, determine if food is from an approved source, review labels, etc.

- Tina continues to work with Todd daily to solve septic related issues and keep files moving forward in a timely manner.
- Tina continues to work on updating policies and procedures.
- The Environmental Health Division meets with Amy every Monday morning to go over problems from the previous week and review the planned activities for the upcoming week.
- The 633 Wilson St., Malvern, Ohio nuisance complaint that was brought to the board for orders to abate during the April board meeting has still not been addressed. The health department is submitting this case to the Carroll County Prosecutor for further enforcement.

Public Health Nursing Report:

The Nursing Division’s report was submitted for Board review by Kelly Engelhart, Director of Nursing

BCMh- Barb Warner

Home Visits	4
Office Visits	3
Contacts	129
Diagnostic Referrals	2
Consults	4
BCMh Billed	\$3,030 (electronically)
Revenue Received	\$4,800.00

Nursing Clinic

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

Immunizations

Appointments	48
VFC	33
Private	14
Flu	0
Total Vaccines Given	106

Vivitrol

Consults	1
Lab Draws	1
Injections	1

Reproductive Health

Total RHWP Clients	22
Total Appointments	25
Annual Exam	5
Pregnancy Testing	2
STD	4
Birth Control (Depo/Pills)	7
Birth Control Ed	3
Prenatal	3
Prenatal Ed	1
Travel Consults	1
Sports Physical	0
School/Work Physical	0

RHWP:

We have started the new grant year for the Reproductive Health and Wellness Program. We exceed the expected number of visits by 32 visits. This permitted us to receive an additional revenue of \$1,935.00. Clinics continue to be busy seeing 20-25 clients a month. Consider expanding to once a week clinics? Our grant was cut by 30% this year because previously we have not hit the thresholds. If we increase client visits this year we will be eligible for increased funding next year.

Nursing:

The advocacy work to support an amendment in the State budget bill did not get passed in the House. Now we must look to see if we can get it in the Senate. Continuing dialog with the Director of Medicaid about inserting reimbursement in the rules, if legislation does not pass. AOHC continues to be the lead but working collaboratively with OPHA PHN Section. I am presenting at the Combined Conference on Wednesday facilitating a home visiting panel and joint presenting with the President of AOHC. Kelly received the Distinguished Public Health Nursing Service Award from OPHA on Tuesday May 14th at the Award Dinner in Columbus.

Working to expand nursing services in the community. Scheduling monthly clinics in Augusta and in Scio (Carroll County side), offering immunizations and screenings for lead, blood pressure.

Monthly Nursing Revenue Summary

Month	Year	Program	Billed	Revenue Received
April	2019	Nursing General	\$ 6010.00	\$ 911.55
		RHWP	\$ 2107.31	\$ 391.95
		BCMh	\$	\$ 4,800.00
			\$ 8,117.31	\$ 6,103.50

Please See Communicable Disease Report and Monthly Influenza Report

Kelly attended the Ohio Public Health Combined Conference where she received the “Distinguished Public Health Nursing Services” award through the Ohio Public Health Association.

Kelly submitted a report showing the claims sitting in Nextgen that Kristen Long has found that Fenner & Fenner has neglected to bill for. She has billed for these.

- Total Recovered Funds Billed - \$21,941.64
- Total Lost Revenue - \$6,429.61 (over a year old, cannot bill)

Communicable Disease Report:

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

- Chlamydia infection – 2 cases
- Hepatitis B – chronic – 2 cases
- Hepatitis C – chronic – 2 cases
- Influenza – associated hospitalization – 7 cases
- Lyme Disease – 1 case
- Streptococcus pneumoniae – invasive antibiotic resistance unknown or non-resistant – 1 case

2018 – 2019 Influenza:

- 7 Hospitalizations in April, 85.7% were Influenza A and 14.3% were Influenza B. Only one had been subtyped to influenza A (H3). 71.4% received their annual influenza immunization.
- 7 Hospitalizations in March, all were Influenza A. Only one had been subtyped to H3. 85.7% 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.
- 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.

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 April expenditure report for a total of \$9,603.60.
 - Natasha attended an isolation and quarantine training (FEMA course) at the Tuscarawas County EMA on May 8.
 - Natasha attended the PHEP Planners meeting in Columbus at ODOT on May 9, 2019.
 - Natasha sent out to physicians, coroner, EMS, and hospitals a health advisory from ODH regarding Xylazine and drug overdoses on May 7, 2019.
 - Natasha will attend the NECO Executive Committee meeting at Akron Regional Hospital Association on May 20, 2019 as the chair for the county.
 - Natasha will attend the NECO Public Health Planning, Healthcare Coalition, and Exercise Design Team meeting on May 23, 2019 at NEOMED.
 - Natasha will attend the state mandatory PHEP Epi Meeting on June 7, 2019 in Columbus at the Ohio Department of Transportation.
 - Natasha will attend the LEPC meeting on June 12, 2019 as the CCGHD representative and fulfill the role of the secretary.
 - Susie attended the Access and Functional Needs meeting held April 16, 2019.
 - Susie continues to provide CCGHD staff with updated Ohio Train courses on a weekly basis.

- Susie updated the Carroll County phone numbers in the CCGHD Health Alert Network binder.
- Susie and Caitlin collaborated to develop a press release and CCGHD Facebook post addressing Ohio Rivers Restrictions on Eating Certain Fish.
- Susie attended the Baby, Kids, and Family Expo at the Sr. Friendship Center on Saturday, May 4, 2019. Public health education materials disseminated on measles, all immunizations, Cribs for Kids, emergency preparedness, ticks, RHWP brochures, & all CCGHD outreach materials.
- **Safe Communities**
 - Carroll County is still at one traffic fatality for 2019; this is down one from the same time in 2018.
 - 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 will be partnering with Wendy's this year to hold a seat belt check on May 22 to promote seatbelt use.
 - Safe Communities FY20 grant application is currently available and the grant is due on May 28, 2019.
 - Michelle presented the Impact Teen Driver presentation to sophomore students in the health class at Carrollton High School.
 - Held the quarterly Safe Communities Coalition meeting and Fatal Review meeting on May 7, 2019.
- **Ohio Injury Prevention/Safe Kids Carroll County**
 - Put in request to reserve Fairgrounds for the Back to School Safety and Wellness Extravaganza.
 - Michelle has been working on the draft MOUs for the Child Injury Prevention Grant deliverables.
 - Attended the Baby, Kids, and Family Expo @ the Friendship Center on May 4, 2019. Ruffled off one (1) RFC Car Seat and one (1) Booster Seat.
 - Held the quarterly Safe Kids Coalition meeting on May 7, 2019.
 - Scheduled a meeting to present to the Carrollton Rotary requesting funding for BTSSWE.
 - Hosted the Bike to School Day Event at Malvern Elementary on May 9, 2019 to K-3rd graders.
 - Distributed 50 helmets to K-1st graders
 - Distributed 103 bike reflectors (K-1st) + bike/helmet safety education.
 - Distributed 92 blinking lights (2nd-3rd) + bike/helmet safety education.
 - 0 Car Seats distributed this month.
- **CRIBS for KIDS**
 - Susie made a site visit to Carroll County WIC to inform and network with their staff on the CCGHD Cribs for Kids program. Safe Sleep brochures and educational materials were given to their agency.
 - Susie completed follow-up phone calls for three Cribs for Kids clients, per grant requirements.
 - Susie made a Help Me Grow referral made for a Cribs for Kids client.
 - Susie attended the Carroll County DJFS Child Abuse Prevention breakfast. The guest speaker was a recovering drug addict.
 - Collaborated with Carroll County DJFS staff to update and provide information on immunizations for one of her clients.
 - Susie conducted one Cribs for Kids class resulting in distributing one Pack-n-Play and educational materials.
 - Susie prepared and submitted the April monthly report and expenditure report in the amount of \$686.66 to JCGHD.
 - Susie participated in the Safe Sleep conference call May 7, 2019.
- **Maternal and Child Health (MCH)**
 - April monthly report prepared and submitted to JCGHD.
- **CEBCO Wellness Program**
 - Susie scheduled the Community Lifestyle Program miniseries with Holly Inman as guest speaker to address metabolic syndrome for June 11th, 20th, and 25th. These classes will be held at the CCGHD after work hours. All county employees are eligible to attend, and spouses enrolled on the medical plan may attend these classes.
 - Susie planned and organized 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

speakers were CEBCO and Anthem Senior Benefits Specialist. 40 county employees attended the free luncheon.

- Susie planned and organized ZUMBA classes for Carroll County employees and spouses on the county medical plan. A total of 36 individual visits were made during the five classes offered after work during April and May. A local ZUMBA instructor lead the classes.
- **Responsible Social Values Program (RSVP)**
 - Susie obtained the RSVP Site Agreements for Conotton Valley Union Local Schools and Brown Local Schools.
 - Susie presented the five-day RSVP curriculum to 6th, 7th, & 8th grade students at Brown Local Schools. Eight grade pre-tests administered, curriculum lesson plans followed, demonstrations given, PowerPoints shown, and handouts per RSVP curriculum were completed as directed. 152 students were eligible for the program.
 - Susie presented the five-day RSVP to Conotton Valley Union Local Schools in grades 6, 7, and 8. Eight grade pre-tests were administered, curriculum lesson plans followed, demonstrations given, PowerPoints shown, and handouts per RSVP curriculum were completed as directed. Schools were eligible for receiving the RSVP evidenced-based instructional program. 101 students were eligible for this evidenced-based program.
- **RHWP**
 - Susie made a site visit to Carroll County WIC staff to inform and distribute RHWP brochures and pamphlets on April 16, 2019.
 - Susie continues to staff the RHWP clinic twice each month to assist with staffing needs and nursing duties.
 - Susie gave a presentation on “STD’s and Their Implications in Carroll County” to the CEVSD high school health class. Fifty-four (54) students were reached. Health education materials distributed. Pre/posts tests were obtained. Good discussion occurred with the students.
- **Accreditation**
 - Susie attended the Maternal and Child Health Task Force meeting April 22, 2019.
- **Tobacco Youth Prevention/Policy**
 - Caitlin developed standardized tobacco program documentation, including an Electronic Cigarette and Vaping Fact Sheet, a Cessation Intake packet, and a Cessation flyer.
 - Caitlin provided presentations regarding Electronic Cigarettes and Vaping to Carrollton Exempted Village School District High School students April 17th.
 - Caitlin provided an Electronic Cigarette and Vaping presentation to the Carrollton Exempted Village School District Youth 2 Youth group on May 10th.
 - Caitlin submitted the April Expenditure Report on May XX of \$XXXX
 - Caitlin attended the Coalition for a Drug Free Carroll County and Harrison Family and Children First Council meetings on May 14th.
 - Caitlin attended the OCI & SOCPA Annual Conference in Columbus on May 15th.
 - Caitlin will be providing cessation and tobacco prevention education at the Carroll County Relay for Life Event scheduled for May 18th.

Vital Statistics Report:

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

Death Certificates:

87	Certified Death Certificates Purchased
1	Affidavit Death Certificates Requested
1	VA Death Certificate Requested
9	Burial Permits Issued
8	Burial Permits Purchased
18	Deaths Filed

Birth Certificates:

- 79 Certified Birth Certificates Purchased
- 2 Birth Certificates (Replaced – 1/Destroyed – 1)
- 2 Copies of Birth Records Made **(after purchase of original) @ .50 per page*

TOTAL \$4,507.00

Public Health Accreditation Report:

Accreditation Updates:

- Accreditation Team met on May 2nd, 24 documents were approved to be finalized for submission into e-PHAB.
- Domain Teams met on May 6th.
- Phone call with Brittany Ward from the Northwest Hospital Association to discuss facilitating the next cycle of the Community Health Assessment and Community Health Improvement Plan for Carroll County.
- Kelly conducted Performance Management training to all staff during the April 22nd staff meeting. Natasha and Amy also reviewed the coversheets with all staff and answered questions on how to complete the forms.
- Maternal and Child Health Task Force met on April 22nd.

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 with Tina on a water test on April 19th.
- Continued working with Environmental staff over the last several weeks on different situations within the Food, Septic, Nuisance, and Water programs.
- Continued meeting with Environmental staff every Monday morning to review week appointments and active file spreadsheet.
- Facilitated the Maternal and Child Health Task Force meeting on April 22nd.
- Prepared and helped facilitate the April Staff meeting on April 22nd.
- Attended the Leadership Essentials Training at AOHC, April 23rd & 24th.
- Completed the Annual Fiscal Report and Quality Indicators Report and submitted to the state on April 30th, 2019 through the Ohio Profile & Performance Database.
- Participated in the Accreditation Team Meeting from home on May 2nd.
- State Audit was completed May 6th through May 9th at the health department. Worked with the Auditor's on Monday and Thursday to respond to questions and obtained any requested documentation that was needed.
- Worked on the development of contracts and policies.
- Met with Wendy & Kelly on May 13th.
- Went on a site visit with Myra on May 13th for the Food program.
- Completed the MAC Financial Report for the February time study and submitted to the state.

Health Commissioner's Report:

Wendy Gotschall, Health Commissioner reported:

Update Since Last Board Meeting:

- 4/22/19 met with State Representative Don Jones who toured the CCGHE and met with staff.

- 4/22/19 – Staff Meeting
- 5/6/19 – 5/10/19 – Nurse’s Week Celebration – Thank you to our Public Health Nurses!!!!
- Team donated a silent auction basket for Minard Benefit
- Review of Commissioners Policies
- Thank you to the Township Trustees for their support and understanding on how the Health Department operates; we received the first installment of subdivision dollars in April.
- Thank you to the Commissioners for supplying the paint and materials for the updates on the upper level.
- Plan development to clean up of facility
 - Update on Parking lot
 - Update on lighting
 - Power washing building
 - Mulch/edge/weed spray, etc.
 - Paint/Clean upper level – Shout out to Kelly and Thank You!!!

Budget Report:

- Total net balance at the end April 2019: **\$250,134.53**

Financial Report:

- a. Approval of **Resolution 19-058**, the April 2019 budget as presented. (*Reference: Health Commissioner’s presentation*). was approved upon a motion by Wendy Wiley with a second from Tom White. Ayes: All Nays: None Motion Carried.
- b. Approval of **Resolution 19-059** to approve the payment of April 2019 expenses totaling \$70,666.88. (*Reference: April Monthly Expense Spreadsheet*) was approved upon a motion by Tom White with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.
- c. Approval of **Resolution 19-060** to approve April 22, 2019 Appropriation Amendment to the Public Health Emergency Preparedness Fund (*Reference: Appropriation Amendment*) was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried.
- d. Approval of **Resolution 19-061** to approve Out of County Travel totaling \$282.00. (*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.

Old Business:

- a. **Resolution 19-062** to approve the Carroll County General Health Paid Time Off Policy effective May 25, 2019. (*Reference: CCGHD Paid Time Off Policy*) was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried.
Additional Information: The Health Department is looking to align their personnel policy with the County Personnel Policy and has revised the paid time off policy. One of the major changes to the policy is that part-time will no longer accrue vacation time.
- b. **Resolution 19-063** to modify the motion and approval from the February 21, 2018 Board of Health Meeting regarding carry-over of vacation hours to as follows: Approve that only full-time employees will have until their anniversary date in 2020 to use any hours exceeding their maximum accrual amount outlined in the personnel policy based on years of service. Any vacation hours exceeding the maximum accrual amount for that employee

will be forfeited on their anniversary date in 2020 was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: This will provide all current part-time employees to be exempt from having to use their vacation hours by their anniversary date in 2020.

New Business:

- a. **Resolution 19-064** to approve the increase in the hourly pay rate for Barb Warner, Public Health Nurse from \$18.57 to \$19.64 effective payroll number twelve (12) that starts May 25, 2019 was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried. .

Additional Information: This is to compensate for the elimination of vacation accrual for part-time employees.

- b. **Resolution 19-065** to approve the increase in the hourly pay rate for Jessica Slater, Public Health Nurse from \$17.50 to \$18.18 effective payroll number twelve (12) was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: This is to compensate for the elimination of vacation accrual for part-time employees.

- c. **Resolution 19-066** to approve the increase in the hourly pay rate for Julie Halfhill, Public Health Nurse from \$18.03 to \$18.73 effective payroll number twelve (12) that starts May 25, 2019 was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried.

Additional Information: This is to compensate for the elimination of vacation accrual for part-time employees.

- d. **Resolution 19-067** to approve the contract for services between the Carroll County General Health District and Harrison County General Health District effective April 1, 2019 through March 31, 2019 to implement the Reproductive Health and Wellness (RHWP) grant requirements. (**Reference:** *Agreement between CCGHD & Harrison County General Health District*) was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: The Carroll County General Health District contracts with the Harrison County General Health District on the Reproductive Health and Wellness Program grant through the Ohio Department of Health. The CCGHD is the lead agency and compensates Harrison County through the completion of grant activities

- e. **Resolution 19-068** to approve to enter into an agreement again with the Ohio Department of Commerce to complete Manufactured Home Inspections in Carroll County between July 1, 2019 through October 31, 2019. (**Reference:** *Manufactured Home Inspection Agreement*) was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: The Health Department completed Mobile Home Park inspections in 2018 and brought in a revenue of \$1,550.00. The Environmental Health staff agreed that the Mobile Home inspections were not cumbersome to complete and that we have the capacity to continue these inspections to generate revenue.

- f. **Resolution 19-069** to approve the Health Commissioners employment contract between the Carroll County Board of Health and Wendy Gotschall, effective through December 31, 2021. (**Reference:** *Health Commissioner Contract*) was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried.

Additional Information: The Health Commissioner Contract was negotiated during the April Board of Health meeting.

- g. **Resolution 19-070** to approve a Septic Permit Extension for Marcus Durley Excavating on Septic Permit #14-2018 for Jacob Byler – 1427 Bellflower Rd. Minerva due to seasonal conditions. (**Reference:** *Letter from Marcus Durley Excavating*) was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: Permit Extensions are approved for 6-months from the date they expire.

Board of Health Continuing Education:

Kelly Engelhart, Director of Nursing did a presentation on “Performance Management Training” for the Board of Health. They received .5 CEU hours for the training.

Board Members Present: Susan McMillen, Wendy Wiley, & Tom White.

Adjournment:

Tom White made a motion to adjourn the May 15, 2019 Carroll County General Health District Board meeting at 6:47 p.m., Wendy Wiley seconded the motion. Ayes: All Nays: None Motion Carried.

The next meeting will be June 19, 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

