



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

**Carroll County General Health District
Minutes of the Board of Health
June 19, 2019**

Meeting Location: Carroll County Health Department, Lower Level

Call to Order: Dr. W. S. Stine called the meeting to order at 5:30 p.m. with prayer.

Board Member Roll Call: Susan McMillen, present; Wendy Wiley, present; & Tom White, present
W.S. Stine, present; & Sean A. Speedy, 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 May 15, 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 Amy Campbell, Office Administrator

Environmental Updates:

- Please see attached report for monthly calls.
- Tina received official Registered Sanitarian license on June 11, 2019.
- Tina attended June Sewage Roundtable Meeting at Summit County Health Department
- Tina and Myra will be attending Food Safety Training at Summit County Health Department on June 20th. Topics are 2019 code updates.
- Tina is continuing to work on updating policies/procedures and complete daily appointments/paperwork in a timely manner.

- Myra went through pool and RV camp survey on 5/29/19 with Jenifer Hassinger, RS from Ohio Department of Health.
- Myra is continuing to work on campgrounds and pools with a goal to complete on 06/21/2019.

The Environmental Division had a total of **96** inspections in **May**. This does not include “all” business taken care of in the office: (ie: Sanitarian septic design approval calculations and necessary administrative work, permit licensing, client walk-ins, returning and receiving phone calls).

Meetings:

Safety Training

*Tina Marini & Myra Pancher

- 5/6/19 – Ladder Safety Training

Board Meeting & Staff Meeting

*Corinne Ren, Tina Marini

- 5/15/19 – Board Meeting

*Corinne Ren, Tina Marini, & Myra Pancher

- 5/20/19 – Staff Meeting

Accreditation Meetings

*Corinne Ren, Myra Pancher, & Tina Marini

- 5/20/19 – (Corinne & Myra: 8:00 – 9:00 a.m.) (Tina: *8:00 - 11:00 a.m.)

Ohio Department of Health Pool & Camp Survey

- 5/29/19 – ODH Pool & Camp Survey

Tina Marini

- 5/2/19 – Ethnic Food training in Summit County
- 5/17/19 - Down Hole Camera call with ODH in Amy Campbells office regarding PWS (Private Water System) In Harrison Township
- 5/17/19 – Safety Assessment regarding a PWS (Private Water System) Harrison Township
- 5/21/19 – Regional Planning Commission meeting 6:00 p.m.

Myra Pancher

- 5/7/19 – ODA & ODH Food/Retail Conference Call (9:00 – 10:00 a.m.)

Breakdown of the 96 calls for May 2019 are as follows:

Point of Sale Evaluations – 22

Pont of Sale Evaluation Re-Inspections – 3

Point of Sale Evaluation “Additional” Water Tests – 4

Site Reviews: (New) – 1

Site Reviews: (OSR) – 2

Septic Inspections – 4

Septic Inspections: (One-Year) – 3

Lead Water Test - 1

Nitrite Water Test - 1

Nitrate Water Test - 1

Well Layouts - 2

Food/Retail Food Inspections - 10

Mobile Food/Retail Inspections - 10

Temporary Food/Retail Insp. - 1

Lot Splits – 2
New Wells (1st Water Test) – 4
New Wells (Repeat Water Tests) – 1
Private Water Samples – 4
Resident Camp Inspection – 1
No Show Appointments – 1
Animal Bites: Cats – 1
Specimens Sent to Lab for Rabies Testing: 1 (Bat – Negative)

Food Consultation - 1
Nuisance Complaint Inspections - 6
Pool Inspections- 4
RV Park Camp Inspections – 4
School Inspection – 1

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	10
Office Visits	1
Contacts	178
Diagnostic Referrals	4
Consults	2
BCMh Billed	\$4,040 (electronically)
Revenue Received	\$0

Nursing Clinic

Blood Pressure Checks	0
Weight Checks	0
Lead Screenings	1
Lice Screenings	1
Lab Tests	1
TB Tests	2
TB Reads	2

Immunizations

Appointments	49
VFC	29
Private	20
Flu	0
Total Vaccines Given	112

Vivitrol

Consults	
Lab Draws	
Injections	

Reproductive Health

Total RHWP Clients	21
Total Appointments	24
Annual Exam	7
Pregnancy Testing	1
STD	3
Birth Control (Depo/Pills)	6
Birth Control Ed	3
Prenatal	3
Prenatal Ed	1
Travel Consults	1
Sports Physical	1
School/Work Physical	0

Monthly Nursing Revenue Summary

Month	Year	Program	Billed	Revenue Received
May	2019	Nursing General	\$5,997.00	\$ 8,577.50
		RHWP	\$3,382.00	\$ 2,385.02
		BCMh	\$4,040.00	\$ 0
			\$13,419.00	\$ 10,962.52

Nursing:

NextGen Upgrades: Working on an upgrade on our Electronic Medical Record software, training for nursing staff and billing. Part of the upgrade is electronic signature pads for electronic saving of forms (consent to treat and privacy statements), this will expediate our processes and save on paper.

Bridges to Wellness: Working on partnerships to improve access to care; Tusc Bridges to Wellness Community HUB model. Meeting with FCFC and future meeting with other partners.

Resource Guide: one strategy of the CHIP is to develop (update) the community resource guide. We are working with Marketing Consulting Services to develop and solicit advertisements to help fund the color printing of the guide. (See Tusc County resource guide)

Communicable Disease

Please See Communicable Disease Report and Monthly Influenza Report

Communicable Disease Report:

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

- Campylobacteriosis – 2 cases
- Chlamydia infection – 3 cases
- Cryptosporidiosis – 1 case
- Giardiasis – 1 case
- Hepatitis A – 1 case
- Hepatitis C – chronic – 3 cases
- Lyme Disease – 2 cases
- Salmonellosis – 1 case

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 May expenditure report for a total of \$11,257.50.
 - The FY19 PHEP grant will end on 6/30/2019; the new grant will start on 7/1/19.
 - Natasha has been participating in the Northeast Central Ohio (NECO) Exercise Design Team. This team is working on developing an Isolation and Quarantine Table Top Exercise. An invitation will be going out to stakeholders who would be impacted by this to attend the exercise. First a survey will go out asking for the best date and time for people (to try and get the most people in attendance).
 - Natasha attended the PHEP Epi State Meeting in Columbus on 6/7/2019.
 - Natasha will attend the OSU Summer Program taking the Intersection between Criminal Justice and Public Health course from June 19 to 21; this was completed through an available stipend for the cost of the course.
 - Brett Lee from the EMA contacted Natasha to be a committee member for the All Hazards Mitigation Plan for the county. Natasha attended the first meeting was on June 11, 2019.
 - Natasha completed an emergency preparedness presentation at the Senior Friendship Center on June 18, 2019.
 - Susie provided weekly Ohio Train continuing education courses to all staff for their Public Health enrichment.
 - Susie listened to the ODH MARCS webinar conducted May 15, 2019.
 - Susie submitted a press release announcing the Oral Rabies Vaccine Bait Drop in Carroll County to the Carroll County Messenger, Free Press Standard, and The Times Reporter.
 - Susie and Caitlin attended the Carroll County Relay for Life on Saturday, May 18, 2019. CCGHD public health education brochures and pamphlets were disseminated to the public.
 - Susie conducted the quarterly CCGHD OPHCS test and had a 100% response rate, meeting grant requirements.

- **Safe Communities**

- There have been 2 confirmed traffic crashes in Carroll County this year.
- Michelle hung up the “Click It or Ticket” banner in Malvern Village Park and Carrollton Square during the CIOT mobilization period.
- Safe Communities held their annual Click It or Ticket Kick Off on May 18 from 8-12 at the Carrollton Farmer’s Market.
- Safe Communities conducted a seatbelt check at Wendy’s on May 22 from 12-1pm (lunch hour) 115 belts were checked in the parking lot (those in the drive thru and those leaving). There were 20 individuals (17.4%) that were unbuckled. Those that were unbuckled in the drive thru received a penny for good luck to remind them to buckle up. Those that were buckled received a coupon from Wendy’s for either a combo meal, kids meal, or frosty (all the coupons were donated by Wendy’s).
- On June 1, 2019, Safe Communities partnered with the Best Dam Motorcycle Poker Run at Atwood Lake to promote motorcyclist safety.

- **Ohio Injury Prevention/Safe Kids Carroll County**

- Received all six (6) MOUs from partners for the Injury Prevention Grant.
- Both the second (2nd) 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 June 12th.
- Attended the 2nd Quarter IPG meeting at Stark County Health Department on June 5th.
- Hosted Summer Safety Day at HARCATUS Head Start on May 29th.
 - Distributed 26 helmets
 - Distributed 30 bags filled with a bike reflector and bicycle safety education.
- BTSSWE Updates:
 - Fairgrounds is the confirmed location.
 - So far, granted financial support from Paramount (\$1,000), Carroll County Board of D.D. (\$500), Carrollton Rotary (\$500), and Carroll Healthcare Center (\$150).
- 2 RFC Car Seats distributed in May.

- **Responsible Social Values Program RSVP**

- Susie secured site agreements for Brown Local Schools and Conotton Valley Union Local Schools.
- Susie provided sexual risk avoidance (RSVP) for 6-7-8th grade students in the districts of Brown Local and Conotton Valley Union Local School in Carroll County. Two 6th grades, three 7th grades, and two 8th grade classes were presented with the five-day evidenced-based curriculum in the Malvern Middle School for a total of 114 students reached. One 6th grade, one 7th grade and two 8th grade classes were presented with the five-day curriculum for a total of 95 students being instructed at Conotton Valley Union Local Schools.
- Susie completed all required RSVP documents and sent them to Alliance for Healthy Youth (8th grade Pre-tests, Post-tests, Teacher Evaluations, Student Evaluations, RSVP Fidelity Checklists, Student Demographics and Attendance per Class).
- Susie completed the RSVP Expenditure Report and submitted it for a total of \$ 3,568.94.

- **CRIBS for KIDS**

- Susie conducted three Cribs for Kids classes, distributing three Pack-n-Plays, providing education, and educational materials to family members.
- Susie provided child safety locks to DJFS for a Carroll County family with small children.
- Susie emailed the signed CCGHD MOU to JCGHD for the Cribs for Kids 2020 continuation grant application.
- Susie conducted four follow-up technical calls for the Cribs for Kids grant, thereby closing out and completing the cases.
- Susie completed the Cribs for Kids May monthly report and expenditure report in the amount of \$ 219.99 and submitted them to JCGHD for payment.
- CCGHD received the April 2019 Cribs for Kids payment in the amount of \$ 686.00 from JCGHD.

- **MCH**

- Susie completed the MCH 19 May monthly report and informed JCGHD we would submit the expenditure invoice on next month's billing cycle due to low costs incurred.
- Susie conducted the MCH Women's Preconception re-assessments at Ashton's 5 & 10 store. Wellness goals were reviewed, testimonials were shared, post-tests administered, and blood pressures were taken. The Manager signed the Stress Policy developed for their agency and in on file.
- Susie conducted the MCH Women's Preconception re-assessments at Brenda's Country Boutique. Wellness goals were reviewed, testimonials were shared, post-tests administered, and blood pressures were taken. The Owner/Stylist signed the Stress Policy developed for their agency and in on file. An agency employee also signed the Stress Policy during my post assessment visit.
- Susie conducted the MCH Women's Preconception re-assessments at Huntington National Bank. Wellness goals were reviewed, testimonials were shared, post-tests administered, and blood pressures were taken. The Manager was not present but was provided the Stress Policy for his review and consideration.
- CCGHD received the December 2018 and March 2019 MCH 19 payments totaling \$830.00 from JCGHD.

- **CEBCO**

- Susie submitted the ZUMBA invoice for \$180.00 to the Carroll County Commissioners' clerk for payment for class instruction provided by Jaclyn Thomas.
- Susie submitted the Welcoa invoice to the Carroll County Commissioners for payment for the CEBCO Wellness Program.
- Susie organized and facilitated the "Identity Theft" financial wellness luncheon held at the Carrollton Ponderosa banquet room. PNC officials presented to the 53 employees and spouses in attendance. The luncheon invoice was presented to the County Commissioners' clerk for payment.
- Susie organized and scheduled the "Metabolic Syndrome" mini-series for the CEBCO Wellness Grant. Holly Inman, CNP was the guest speaker discussing the risk factors that comprise the metabolic syndrome. Twelve individuals were in attendance. Blood pressure handouts were disseminated to those in attendance.
- Susie disseminated the June Well Balanced health newsletters to all county employees via the courthouse interagency mailbox system.

- **RHWP**

- Susie is in the RHWP clinic twice each month to assist with staffing needs and clinical duties.

- **Tobacco Youth Prevention/Policy**

- Caitlin submitted the May expenditure report for a total of \$6,250.00.
- The FY '19 Tobacco grant will conclude on 6/30/2019; the new grant will begin on 7/1/19.
- Caitlin participated in a conference call for the E-Cigarette/JUUL Work Group through the Tobacco Free Ohio Alliance on 6/22/2019.
- Caitlin will attend the OSU Summer Program completing the Engaging Youth in Community-Based Health Promotion Programs course from June 17th to 19th; the course cost is covered through a public health stipend.
- Caitlin was the guest speaker for the Augusta Ranchers 4-H Appreciation Dinner on June 6th, 2019, and presented regarding Electronic Cigarettes and Tobacco Marketing to Youth.
- Caitlin presented the same presentation to the Harrison Family and Children First Council on June 11th, 2019.

Vital Statistics Report:

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

Death Certificates:

40	Certified Death Certificates Purchased
3	Affidavit Death Certificates Requested
2	Death Certificates (Replaced - /Destroyed – 2)
7	Burial Permits Issued
6	Burial Permits Purchased
9	Deaths Filed
1	Correction to a Certificate of Death Filed (by Funeral Director)

Birth Certificates:

64	Certified Birth Certificates Purchased
1	Birth Certificates (Replaced – /Destroyed – 1)

TOTAL \$2,826.00

Public Health Accreditation Report:

Accreditation Updates:

- Accreditation Team met on June 13th, 11 documents were approved to be finalized for submission into e-PHAB.
- Domain Teams met on May 20th, June 3rd, and June 17th.
- 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.
- Highlighted, tagged, and bookmarked 40 documents and uploaded into e-PHAB.
- Staff developed new mission and vision statements as part of the strategic planning process during the May 20th staff meeting.

Office Administrator Report:

- Participated in the Community Health Assessment and Health Improvement Plan call with the Northwest Hospital Council on May 20th.
- Medical leave May 21st-May 24th.
- Began working from home on May 28th through June 21st recovering from Achilles surgery.
- Met with Wendy and Kelly on May 30th.
- Completed MAC Time Study approvals.
- Phone call with Jodi Salvo and Kelly regarding Drug Free Communities grant. Reviewed grant proposal and the different requirements needed for applying. Researched the different systems and timeframes for obtaining access.
- Participated in Environmental Health Director interviews.
- Uploaded and ordered business cards for all staff.
- Reconciled May expenses for Board meeting.

- Phone call with Garrett, Myra, and Kelly regarding Dollar General complaints.

Health Commissioner's Report:

Wendy Gotschall, Health Commissioner reported:

Update Since Last Board Meeting:

- Review of various collaboration opportunities with other agencies
- Conference call with stakeholders re: plan for Community Health Needs Assessment
- Interviewing and speaking with references of candidates for the Director of Environmental Health Position
- Plan development to clean up of facility
 - Update on Parking lot – **In progress**
 - Update on lighting – **In progress**
 - Power washing building – **Complete**
 - Mulch/edge/weed spray, etc. – **In progress**

Budget Report:

- Total net balance at the end May 2019: **\$221,885.73**

Financial Report:

- a. Approval of **Resolution 19-071**, the May 2019 budget as presented. (*Reference: Health Commissioner's presentation*). was approved upon a motion by Sean Speedy with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.
- b. Approval of **Resolution 19-072** to approve the payment of May 2019 expenses totaling \$90,717.00. (*Reference: May Monthly Expense Spreadsheet*) was approved upon a motion by Toom White with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.
- c. Approval of **Resolution 19-073** to approve the Appropriation Amendment for the Nursing Division that was submitted on 5/29/2019. (*Reference: Appropriation Amendment*) was approved upon a motion by Susan McMillen with a second by Sean Speedy. Ayes: All Nays: None Motion Carried.
- d. Approval of **Resolution 19-074** to approve Out of County Travel totaling \$555.00. (*Reference: Out of County Form*). was approved upon a motion by Wendy Wiley with a second from Susan McMillen. Ayes: All Nays: None Motion Carried.

Old Business:

- a. **Resolution 19-075** to approve the Carroll County Performance Management Plan. (*Reference: Carroll County Performance Management Plan*) was approved upon a motion by Tom White with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
Additional Information: The Performance Management Plan is one of the required documents for accreditation. This plan outlines the development of standards, indicators, targets, and obtaining data for different health department programs and services to determine level of performance.

New Business:

- a. **Resolution 19-076** to approve the new Carroll County General Health District's mission and vision statements. (*Reference: Mission and Vision Statement Table*) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
Additional Information: The health department is in the process of developing a new mission and vision statement for the health department and as part of the strategic planning process.
- ***Dr. Stine and Sean Speedy volunteered to be part of the Strategic Planning Process.**
- b. **Resolution 19-077** to approve the increase in the hourly pay rate for Tina Marini, Registered Sanitarian from \$16.48 to \$17.25 effective June 22, 2019 (Payroll #14) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
Additional Information: Tina Marini has received her approval and is officially a Registered Sanitarian.
- c. **Resolution 19-078** to renew a Temporary Septic Variance due to a hardship case for Martin Mestel. Property address: 7187 Norco Rd. NE Mechanicstown, Fox Township, (*Reference: Temporary Variance form with Hold Harmless Agreement*) was approved upon a motion by Tom White with a second by Sean Speedy. Ayes: All Nays: None Motion Carried.
Additional Information: The Carroll County General Health District has approved Mr. Mestel's Temporary Variance Requests due to his mothers' medical hardships for the past several years. He has provided documentation each time from her physician and complied with CCGHD requirements.
- d. **Resolution 19-079** to approve to continue the agreement with the Ohio Department of Health to complete tobacco enforcement smoke free investigations in Carroll County effective July 1, 2019 through June 30, 2021. (*Reference: Tobacco Enforcement Smoke Free Investigations Provider Agreement*) was approved upon a motion by Sean Speedy with a second by Tom White. Ayes: All Nays: None Motion Carried.
Additional Information: The Carroll County General Health District currently investigates and enforces the smoking complaints in Carroll County. This agreement would be for sanitarians to continue to respond and complete these investigations. The health department is compensated by the state \$125.00 per completed investigation.
- e. **Resolution 19-080** to approve to renew the Sexually Transmitted Infection contract with the Ohio Department of Health effective July 1, 2019 through June 30, 2023. (*Reference: Ohio Department of Health Sexually Transmitted Infections (STI) Medication Program Agreement*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
Additional Information: The Ohio Department of Health has a program that provides treatment for STI free of charge to individuals without health insurance, for the prevention of STI. This agreement allows CCGHD to participate in the program to receive the medications free through ODH and CDC.
- f. **Resolution 19-081** to approve to increase Nursing program fees for Immunizations, TB testing by setting each fee at 25% above the cost of vaccine, to take effect July 1, 2019. (*Reference: Nursing Fee Schedule: Immunizations and TB 2019*) was approved upon a motion by Sean Speedy with a second by Tom White. Ayes: All Nays: None Motion Carried.
Additional Information: Vaccine costs fluctuate, in order to assure we are covering our cost the 25% above cost will allow the Director of Nursing to adjust Immunization fees as needed.

- g. **Resolution 19-082** to approve to adjust the Nursing program fees for Reproductive Health and Wellness and Prenatal Services as presented in the Nursing RHWP/Prenatal Fee Schedule attached, fees will take effect July 1, 2019. (**Reference:** *Nursing Fee Schedule: RHWP/Prenatal 2019*) was **not** approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: In order to assure the program is maximizing the revenue to support the services, the fees will be reviewed annually and adjusted as needed annually.

- h. **Resolution 19-083** to approve to adjust the Nursing Program fees for Reproductive Health and Wellness and Prenatal Services as presented in the Nursing RHWP/Prenatal Fee Schedule attached, (**Reference:** *Nursing Fee Schedule: RHWP/Prenatal 2019*) this will have three-Board of Health Readings, with this being the first reading, was approved upon a motion by Sean Speedy with a second by Tom White. Ayes: All Nays: None Motion Carried.

Additional Information: In order to assure the program is maximizing the revenue to support the services, the fees will be reviewed annually and adjusted as needed annually.

Discussion:

Susan McMillen and Sean Speedy have volunteered to work on the Carroll County Board of Health By-Laws and Administrative Policies & Procedures and bring recommendations back to the Board.

Board of Health Continuing Education:

Board of Health was given packet for “Board of Health Orientation Training (0.5 CEU) to review for next meeting.

Adjournment:

Tom White made a motion to adjourn the June 19, 2019 Carroll County General Health District Board meeting at 7:03 p.m., Wendy Wiley seconded the motion. Ayes: All Nays: None Motion Carried.

The next meeting will be July 24, 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

