



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

**Carroll County General Health District
Minutes of the Board of Health
July 24, 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
& Sean A. Speedy, present

Absent: Dr. W.S. Stine

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
Courtney Grossman – Canton City Public Health

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the June 19, 2019 meeting were approved upon a motion by Tom White with a second Wendy Wiley.
Ayes: All Nays: None – Motion carried.

Health Commissioner's Report:

Wendy Gotschall, Health Commissioner reported:

Update Since Last Board Meeting:

- Interviewing Environmental Health Director candidates. Courtney Grossman had two interviews so far, she will be in later for the Board to meet her. We will go into Executive Session later for Board to ask questions.
- Meetings with Kelly & Amy
 - Call with Mark Wells, Village Administrator, re: Sewer Line on Route #9. He will be getting back to us on how we will be working with them on this project.
 - Organizational structure changes (PHEP, Epidemiology etc.)
 - Call with Health Commissioner of Tuscarawas County re: Epidemiology consulting contract and mentoring contract. Tuscarawas County has agreed to work with us to contract letting Natasha Yonley be

our consulting Epidemiologist. Natasha will also be contracting with us on her own to work with us on Accreditation.

- Review of proposals for copier contract.
- Meeting with Dr. Stine to provide updates on Health Department
- Met with Ron Eick and toured outside re: Lighting and assessed generators
- Review of draft press releases of Measles case in Ohio (Stark County)
- Review of Administrative Policies
- Thank you to the Townships for their support to the Health Department. We received the first installment of the Subdivision money in April.
- June Budget Review

Budget Report:

- Total net balance at the end June 2019: **\$254,084.23**

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:

The Environmental report for June was given by Tina Marini, R.S.

- Tina Marini and Myra Pancher completed the Carroll County Fair and Alive Festival Temporary and Mobile Food inspections

Public Health Nursing Report:

The Nursing Division's report for June was given by Kelly Engelhart, Director of Nursing

- **Nursing:** Measles prevention messages and monitoring for response – Stark County has Ohio's first case of measles associated with the national outbreak. We prepared a press release, social media posts, ordered additional vaccine and are monitoring calls for increase surge.
- Kristen Long has been working hard on billing claims that had been denied. She has billed out over \$7,000.00 worth of claims.

Communicable Disease Report:

The Communicable Disease Report for June was submitted by Natasha Yonley, Epidemiologist & given by Kelly Engelhart, Director of Nursing

- Campylobacteriosis – 1 case
- Chlamydia infection – 1 case
- E.Coli, Shiga Toxin-Producing - 1 case
- Hepatitis B – 1 case
- Legionellosis – 1 case
- Lyme Disease – 10 cases

Community Health Promotion and Planning Division Reports:

Community Health Promotion and Planning Division reports for June were given by Kelly Engelhart, Director of Nursing

- **Safe Communities** – There remain 2 fatal crashes in Carroll County
- **Back to School Safety & Wellness Extravaganza** – Scheduled for August 10th. Currently have 10 exhibitors, Carrollton Civic Club donating 350 hot dogs & buns; American Red Cross donating 350 yellow highlighters; Purchases were made for safety items and school supplies to be provided by SKCC; ***Correction to last board meeting notes:** Carroll County Board of Developmental Disabilities did not donate \$500. Rather, they had agreed to cover the rental fee for the Fairgrounds and will be invoiced directly

Vital Statistics Report:

Vital Statistics report for June 2019 was by Corinne Ren, Registrar.

- Total for June 2019 - \$2,838.50

Public Health Accreditation Report:

Public Health Accreditation Report for June was given by Amy Campbell, Office Administrator

- Accreditation Team met on June 27th & July 11th, 44 documents were approved to be finalized for submission into e-PHAB.

Office Administrator Report:

Office Administrator's Report for June was given by Amy Campbell, Office Administrator

- Returned back to the office on July 1st. Worked on getting caught up entering financial data and reviewing budget and purchase orders from being off.

Financial Report:

- a. Approval of **Resolution 19-083**, the June 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 19-084** to approve the payment of June 2019 expenses totaling \$54,273.43. (**Reference:** *June Monthly Expense Spreadsheet*) was approved upon a motion by Tom White with a second from Sean Speedy. Ayes: All Nays: None Motion Carried.
- c. Approval of **Resolution 19-085** to approve the Appropriations in the E086 – Tobacco fund on June 21, 2019. (**Reference:** *Appropriations June 21, 2019*) was approved upon a motion by Sean Speedy with a second by Tom White. Ayes: All Nays: None Motion Carried.

Additional Information: Only half of the year was budgeted for the tobacco grant due to not knowing if we would receive the grant for another three (3) years. The health department did receive the Notice of Award from the Ohio Department of Health in the amount of \$85,000 to continue tobacco prevention initiatives in Carroll County through June 30, 2022. The appropriations submitted on June 21, 2019 was to increase the budget for the remaining year to cover expenses for the tobacco grant.

- d. Approval of **Resolution 19-086** to approve Out of County Travel totaling \$213.50. (**Reference:** *Out of County Form*). was approved upon a motion by Wendy Wiley with a second from Tom White. Ayes: All Nays: None Motion Carried.

Old Business:

- a. **Resolution 19-087** first reading to increase the Nursing program fees for Immunizations, TB testing by setting each fee at 25% above the cost of vaccine, to take effect after 3 readings. (**Reference:** Nursing Fee Schedule: Immunizations and TB 2019) was approved upon a motion by Wendy Wiley with a second by Sean Speedy. (Susan McMillen did the first reading). 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.

- b. **Resolution 19-088** first reading to 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 after three readings. (**Reference:** Nursing Fee Schedule: RHWP/Prenatal 2019) was approved upon a motion by Tom White with a second by Sean Speedy. (Susan McMillen did the first reading). 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.

New Business:

- a. **Resolution 19-089** to approve the resignation of Natasha Yonley, Epidemiologist and Emergency Response Coordinator effective July 30, 2019. (**Reference:** *Resignation Letter*) was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried.

Additional Information: Natasha has accepted a position with the Tuscarawas County Health Department.

***Natasha Yonley's resignation was accepted with regret from the Board members**

- b. **Resolution 19-090** to approve to increase Jessica Slater, Public Health Nurse from part-time to full-time effective July 6, 2019 was approved upon a motion by Tom White with a second by Sean Speedy. Ayes: All Nays: None Motion Carried.

Additional Information: Jessica has wanted to become full-time with the health department, we were able to complete some reorganization within the department and get her up to full-time.

Discussion:

Sean Speedy: Will Jessica doing some of the Epi work?

Amy Campbell: Possibly.

- c. **Resolution 19-091** to approve a well permit extension request for well permit #27-2018 by the homeowner for their property located in Monroe Township was approved upon a motion by Wendy Wiley with a second by Tom White. Sean Speedy abstained. Motion Carried.

Additional Information: The Carroll County General Health District's Board of Health usually grants a six-month extension to homeowners if the request is reasonable.

- d. **Resolution 19-092** to approve to enter into a new contract with Bordon Equipment for copier service and maintenance. (**Reference:** Copier Proposal Comparison Spreadsheet) 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's agreement with ComDoc for our copy machine lease and service expires December 31, 2019. Currently the Health Department leases the copy machine downstairs and owns the copy machine in the upper level (service agreement). The copy machine in the upper level is an older machine and needs replacing. The Health Department has reached out to a few different companies to obtain proposals for new equipment and service agreements.

- e. **Resolution 19-093** to approve to enter into a contract with Center for Marketing & Opinion Research, LLC in the amount of \$20,375.00 to facilitate the 2019 Carroll County Community Health Assessment. (**Reference:** CMOR Proposal) 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 Health Department is required to complete a Community Assessment every three years. The last assessment that was completed in 2016 was funded through the Child and Family Health Services (CFHS) grant through the Ohio Department of Health. The Community Health Assessment is also a requirement for Accreditation. The completion of this assessment takes time and resources to be able to obtain all the data, analyze the data, and compile the report. A Community Health Assessment provides an examination of the health status that is used to identify key problems in the community.

Discussion:

Amy Campbell – The first quote we got for this Assessment was from another company and was for \$54,000.00! Stark County uses this company that we are proposing, and the quote is \$16,000.00. But this is just for the Adult Information. Since that, we've decided with other community partners, that we need the Youth Risk Assessment also. Our goal is to get this assessment completely funded by donations. We already have some commitments of dollars from Community Partners as follows:

- o FQHC - \$500.00
- o ADAMS Board - \$5,000.00

Sean Speedy: How do they gather the information for the Youth part of the Assessment?

Amy Campbell: Through the schools. The Adult survey will be by phone with standardized questions.

Wendy Gotschall – stated she has utilized this company over the last 10 years to do assessments for the hospital and recommends them.

- f. **Resolution 19-094** to approve the core value statements for the Carroll County General Health District. (**Reference:** Core Value Statements) was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried.

Additional Information: The Carroll County Health District as part of the Strategic Planning process is looking to update the core value statements for the department. Value statements inform the customers and staff what our top priorities and what our core beliefs are.

*Amy Campbell handed out SWOT paperwork for the Board to complete and give back to her at the next meeting. Dr. Stine and Sean Speedy agreed to help with the Strategic Plan.

Board of Health Continuing Education:

Board of Health had Continuing Education training for Orientation Training, they earned (0.5 CEU) (Wendy Wiley, Susan McMillen, Sean Speedy, & Tom White)

Executive Session:

Wendy Wiley made a motion to at 7:06 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, seconded by Tom White.

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

Susan McMillen declared Executive Session over at 7:39 p.m.

Susan McMillen declared the Board of Health meeting back in Regular Session at 7:40 p.m. with the following business conducted:

*Tom White made a motion to hire Courtney Grossman for the full-time Environmental Director position at \$24/per hour, Wendy Wiley seconded the motion, and Sean Speedy abstained. Motion Carried.

Adjournment:

Tom White made a motion to adjourn the July 24, 2019 Carroll County General Health District Board meeting at 7:50 p.m., Wendy Wiley seconded the motion. Ayes: All Nays: None Motion Carried.

The next meeting will be August 21, 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

