1. Call Meeting to Order

2. Roll Call:
   Stine____  Speedy____  McMillen____  White____  Wiley____

3. Approval of December 19, 2018 minutes
   Motion by_________________ Seconded by________________
   Motion Carried:   Yes____    No____

4. Guests:

5. Division Reports
   a. Environmental Health Report
   b. Public Health Nursing Report – Kelly Engelhart, Director of Nursing & Population Health
   c. Communicable Disease Report – Prepared by Natasha Yonley, Epidemiologist
   d. Community Health Promotion & Planning Report – Kelly Engelhart, Director of Nursing & Population Health; Amy Campbell, Office Administrator
   e. Vital Statistics Report – Corinne Ren, Registrar

6. Public Health Accreditation Update – Amy Campbell

7. Office Administrator Report, Amy Campbell


a. Approval of Resolution 19-001 the December 2018 budget as presented. *(Reference: Health Commissioner Presentation)*

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____

b. Approval of Resolution 19-002 for payment of December bills totaling $16,507.95. All of these December expenses were encumbered as part of the 2018 budget. *(Reference: Month Expense Spreadsheet)*

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____

c. Approval of Resolution 19-003 to reverse the advance of $10,000.00 from Safe Communities Fund (E151) back to the General Health Fund (E000). This advance was completed in December 2018 to cover the negative fund balance. *(Reference: Advance Reversal Letter)*

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____

d. Approval of Resolution 19-004 to reverse the advance of $8,000.00 from Injury Prevention Fund (E161) back to the General Health Fund (E000). This advance was completed in December 2018 to cover the negative fund balance. *(Reference: Advance Reversal Letter)*

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____

e. Approval of Resolution 19-005 to approve reducing appropriations within the Community Cessation Initiative Fund (E108) by $14,250.00 due to account being over appropriated. This reduction took place on December 27, 2018 to balance the account for the year. *(Reference: E108-CCI Appropriation Spreadsheet)*

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____

f. Approval of Resolution 19-006 to approve the December 27, 2018 Appropriations to cover end of year negative accounts. *(Reference: E020, E021, E046, E059, E060, E090, E100, E140, E151, E161, E363 Appropriation Spreadsheet)*

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____
g. Approval of Resolution 19-007 to approve the December 27, 2018 Appropriation Amendments to cover end of year expenses. *(Reference: Appropriation Amendment Spreadsheet)*

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____

h. Resolution 19-008 to approve Out of County travel totaling $1,500.00. *(Reference: Out of County Form)*

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____

10. New Business

a. Approval of Resolution 19-009 to align the health department’s bi-weekly pay period to the county’s effective Payroll #1 of 2019 that started on Saturday, December 22\textsuperscript{nd} through Friday, January 4\textsuperscript{th}, 2019. The remainder of the pay periods for 2019 will follow this same sequence.

*Additional Information:* In January 20, 2016 the Board of Health made a motion to approve changing the health department’s bi-weekly payroll from Thursday midnight to Thursday midnight allowing a full day to complete the payroll. This was not approved through the Carroll County Auditor’s Office. The health department is to be on the same pay period dates as the county payroll system.

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____

b. Resolution 19-010 to approve paying an additional day to health department employees for hours worked on December 21\textsuperscript{st}, 2018. This will get the health department aligned with the county pay period and each employee paid for their hours worked on December 21\textsuperscript{st}, 2018.

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____

c. Approval of Resolution 19-011 the Carroll County Board of Health authorizes the Health Commissioner and Office Administrator to approve the following fiscal activities:

- Appropriation Amendments within funds
- Payroll
- Accounts payable

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____
d. Approval of **Resolution 19-012** to renew the contract between the Carroll County Board of Health and Eileen Wile, Certified Public Accountant effective January 1, 2019 through December 31, 2019 at a rate of $20.00 per hour to provide fiscal activities for the Board. *(Reference: Eileen Wile Contract)*

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____

---

e. Approval of **Resolution 19-013** to renew the Agreement between the Carroll County General Health District and the Stark County Combined General Health District to provide plumbing inspection services for commercial projects in Carroll County, Ohio from January 2, 2019 through January 1, 2021. *(Reference: Stark County Combined General Health District Plumbing Agreement)*

*Additional Information:* This agreement needs to be resubmitted to the Carroll County Prosecutor for approval.

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____

---

f. Approval of **Resolution 19-014** to renew the Agreement between the Carroll County General Health District and the Stark County Combined General Health District to implement and to assure the provision of the Child Injury Grant Program from January 1, 2019 through September 30, 2019 not to exceed $22,000.00. *(Reference: Memorandum of Agreement for FY19 Child Injury Prevention Grant)*

*Additional Information:* This agreement needs to be submitted to the Carroll County Prosecutor for approval.

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____

---

g. **Resolution 19-015** to approve the Carroll County General Health District Institutional Review Board (IRB) policy and enter into an Authorization Agreement with the Ohio Department of Health Institutional Review Board (ODH IRB) effective until July 31, 2020 for the initial review and continuing oversight of all human subject research for the Carroll County General Health District. *(Reference: IRB Policy & ODH IRB Agreement)*

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____

---

11. Adjournment

Motion by_________________ Seconded by________________
Motion Carried:   Yes____    No____
DATE OF NEXT MEETING:  February 20, 2019 at 5:30 p.m.
Carroll County General Health District  (Lower Level)
301 Moody Ave. SW, Carrollton, OH 44615