

**Carroll County General Health District  
Board of Health Meeting  
January 16, 2019  
5:30 p.m.  
301 Moody Ave. Carrollton, OH 44615  
Agenda**



**Public Health**  
Prevent. Promote. Protect.

**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**

**8. Health Commissioner Report, Wendy Gotschall**

**9. Financial Report**

- 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<sup>nd</sup> through Friday, January 4<sup>th</sup>, 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<sup>st</sup>, 2018. This will get the health department aligned with the county pay period and each employee paid for their hours worked on December 21<sup>st</sup>, 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