

**Carroll County General Health District
Board of Health Meeting
February 20, 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 January 16, 2019 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 19-016** the January 2019 budget as presented. (*Reference: Health Commissioner Presentation*)

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

- b. Approval of **Resolution 19-017** for the remaining payment of the December bills totaling \$1,179.26. 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 19-018** for the payment of the January bills totaling \$15,238.40. (*Reference: Month Expense Spreadsheet*)

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

- d. Approval of **Resolution 19-019** to approve the draft 2020 budget for the Carroll County General Health District to be presented to the District Advisory Council.

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

- e. Approval of **Resolution 19-020** for Out of County Travel totaling \$280.00.

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

- f. Approval of **Resolution 19-021** to approve travel reimbursements that are over 60 days from the date the expenses were incurred. (*Reference: Carroll County General Health District Travel and Reimbursement Policy*).

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

10. New Business

- a. Approval of **Resolution 19-022** to approve the donation of an office desk from Kelly Engelhart to the Carroll County General Health District.
Additional Information: The donation of the desk is valued at approximately \$400.00 and will become property of the Carroll County General Health District.

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

b. Resolution **19-023** to approve the **Reproductive Health and Wellness Program policies.**

Additional Information: The Reproductive Health and Wellness Program policies were distributed during the January 2019 board meeting.

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

c. **Resolution 19-024** to approve the Tuberculosis contract for services between the Carroll County Commissioners and the Carroll County General Health District in the amount of \$8,000.00. The term of the contract shall be for one (1) year January 1, 2019 through December 31, 2019. (Reference Tuberculosis Contract).

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

d. Approval of **Resolution 19-025** to approve an exception to part-time employee's Jessica Slater's probationary period from 1,000 hours of work time to a 6 month probationary period.

Additional Information: Per the Carroll County General Health District Personnel Policy the probationary period for part-time employees is they remain in probationary status until 1,000 hours have been worked or until their one year anniversary if the 1,000 hours were not met. Full-time employees serve a probationary period of 6 months.

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

e. Approval of **Resolution 19-026** to increase Jessica Slater's, Public Health Nursing pay rate from \$17.00 to \$17.50. The increase will take effect the start of Payroll #6.

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

f. Approval of **Resolution 19-027** to enter into a contract with Gina Schoolcraft for services regarding training and consultation for coding of billable services for up to 4 hours a month at a rate of \$75.00 per hour that will commence immediately and continue at the pleasure of the board. (Reference: Gina Schoolcraft Contract)

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

g. Approval of **Resolution 19-028** to approve the changes to the Emergency Response Plan (Reference: Emergency Response Plan Record of Changes)

Additional Information: The Emergency Response Plan needed to be updated to follow deliverable outlined in the FY19 Public Health Emergency Preparedness Grant.

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

- h. **Resolution 19-029** to approve the tank abandonment at 7049 Salineville Rd., Mechanicstown in lieu of completing a Point of Sale Evaluation (*Reference: Sanitarian-In-Training, Tina Marini's write-up regarding 7049 Salineville Rd., Mechanicstown*)

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

- i. **Resolution 19-030** to approve a variance with no fee for a temporary holding tank as a Household Sewage Treatment System until soil conditions are suitable for complete system installation at 1143 Waynesburg Rd., Carrollton (*Reference: OAC 3701-29-18 & Letter from owner*)

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

- j. **Resolution 19-031** to approve a variance with no fee for a temporary holding tank as a Household Sewage Treatment System until soil conditions are suitable for complete system installation at 1427 Bellflower Rd. NE Minerva (*Reference: OAC 3701-29-18 & Letter from owner*)

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

- k. **Resolution 19-032** to approve the Plan Review Policy for the Food Program . (*Reference: Carroll County General Health District Plan Review Policy*)

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

- l. **Resolution 19-033** to approve the Transfer Policy for the Food Program. (*Reference: Carroll County General Health District Transfer Policy*).

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

- m. **Resolution 19-034** to approve the Food Laws & Rules Policy for the Food Program. (*Reference: Carroll County General Health District Food Laws & Rules Policy*).

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

- n. **Resolution 19-035** to approve the Embargo Policy for the Food Program. (*Reference: Carroll County General Health District Embargo Policy*).

Motion by _____ Seconded by _____
Motion Carried: Yes _____ No _____

- o. **Resolution 19-036** to approve the contract with Diane Donnelly for cleaning services. April 1st, 2019 through March 31, 2020 at a rate of \$150.00 per month. (*Reference:*)

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

11. Adjournment

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

DATE OF NEXT MEETING: March 20, 2019 at 5:30 p.m.
Carroll County General Health District (Lower Level)
301 Moody Ave. SW, Carrollton, OH 44615