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


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_____