

**Carroll County General Health District  
Board of Health Meeting  
March 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. 2019 Board of Health Reorganization**

1. Recognition of Tom White being elected as Board member, term ending 2023
2. Election of President
3. Election of Vice President
4. Appointment of Committees (Finance & Personnel)

**4. Approval of February 20, 2019 minutes**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Motion Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

**5. Guests: Gordon Warner regarding accrued vacation time for part-time employees**

**6. 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

**7. Public Health Accreditation Update – Amy Campbell**

- a. Board Continuing Education- PHAB Training (0.5 CEU)

**8. Office Administrator Report, Amy Campbell**

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

**10. Financial Report**

- a. Approval of **Resolution 19-037** the February 2019 budget as presented. (*Reference: Health Commissioner Presentation*)

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Motion Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

- b. Approval of **Resolution 19-038** for the payment of the February bills totaling \$10,359.88. (*Reference: Month Expense Spreadsheet*)

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Motion Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

- c. Approval of **Resolution 19-039** for Out of County Travel totaling \$124.72.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Motion Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

**11. New Business**

- a. **Resolution 19-040** to approve the changes to the Emergency Response Plan (*Reference: Emergency Response Plan Record of Changes*)  
*Additional Information:* The Emergency Response Plan was updated to follow the deliverable outlined in the FY19 Public Health Emergency Preparedness Grant.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Motion Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

- b. **Resolution 19-041** to approve the Carroll County General Health District Mass Fatality Response Annex.  
(*Reference: CCGHD Mass Fatality Response Annex*)  
*Additional Information:* The CCGHD Mass Fatality Response Annex is a component of the CCGHD Emergency Response Plan. The purpose of this Annex is to provide guidance to the health department on support of activities related to an incident involving multiple deaths in Carroll County including the Northeast Ohio Public Health Planning Region. This Annex is one of the deliverables that is to be completed for the FY19 Public Health Emergency Preparedness Grant.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Motion Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

- c. **Resolution 19-042** to approve to enter into a Memorandum of Agreement between Carroll County Job and Family Services and the Carroll County General Health District for the purpose of providing professional services to assess and educate health and safety risk factors according to an approved case plan developed by Carroll County Job and Family Services.

*(Reference: MOA between Carroll County Job and Family Services and the Carroll County General Health District)*

Additional Information: The MOA shall be in effect from February 16, 2019 through August 16, 2019. The professional services will be provided by a CCGHD Public Health Nurse at a rate of \$35.00 per hour.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

- d. **Resolution 19-043** to approve the sale of the 2005 GMC Sierra Truck through the GovDeals.com website, with a minimum bid of \$ \_\_\_\_\_ *(to be set by the Board of Health).*

*(Reference: Vehicle Equipment Auction Form)*

Additional Information: The Carroll County Commissioner's Office will put the truck up for sale on the GovDeals.com website. The truck is in the Commissioner's name but the money made from the sale will come to the health department. The truck was valued on Kelley Blue Book in fair condition starting at \$1,200 (low) to \$2,300 (high).

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

- e. **Resolution 19-044** to approve the Carroll County Health Levy Committee By-Laws.

*(Reference: Carroll County Health Levy Committee By-Laws)*

Additional Information: Huntington Bank is requiring that by-laws be submitted and on file from the governing body for the Carroll County Health Levy Committee. As the levy committee does not have officers/directors, the "governing body" is to be the Board of Health.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

- f. **Resolution 19-045** to approve to participate in the Summer Youth Employment Program through Jefferson County Community Action Council, Inc.

*(Reference: Carroll County Job & Family Services Letter)*

Additional Information: The Carroll County General Health District has participated in this program before with Carroll County Job and Family Services. Wages are paid by OhioMeansJobs Carroll County. There is no cost for the health department to participate. Youth employment would take place the months of June, July, and August for up to 40 hours per week. The program this year is being contracted with and overseen by Jefferson County Community Action Council (CAC).

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

- g. **Resolution 19-046** to approve a letter of support for Community Mental Healthcare, Inc.'s Federally Quality Health Center (FQHC) application in Carroll County.

*(Reference: Letter of Support for CMH Grant)*

*Additional Information:* The Carroll County General Health District has met with the Executive Director of Community Mental Healthcare, Inc. in Tuscarawas County regarding the possibility of expanding services of the Tuscarawas County FQHC to Carroll County. The Executive Director of Tuscarawas County is in the process of writing a federal grant application to expand their services, adding general practice medical services, and dental services in Carroll County.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

- h. **Resolution 19-047** to renew the 2019 contract for mowing and trimming with Carroll Hills Industries, Inc effective for 7 months from signing for a charge of \$45.00 per occurrence.

*(Reference: Carroll Hills Industries, Inc. Proposal)*

*Additional Information:* The Carroll County General Health District utilizes Carroll Hills Industries, Inc. for mowing and trimming of the property. This proposal is to continue the service for the health department.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

**12. Executive Session**

To convene into Executive Session in accordance with Ohio Revised Code Section 121.22 (G) (1) to discuss the employment of a public employee.

**13. Adjournment**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Motion Carried: Yes \_\_\_\_\_ No \_\_\_\_\_

**DATE OF NEXT MEETING: April 17, 2019 at 5:30 p.m.**  
Carroll County General Health District (Lower Level)  
301 Moody Ave. SW, Carrollton, OH 44615