



**CARROLL COUNTY
GENERAL HEALTH DISTRICT**
Healthy People — Safe Communities

**AGENDA
Board of Health Meeting
May 15, 2019
5:30 PM**

Location: Carroll County General Health District (Lower Level), 301 Moody Ave. S.W., Carrollton, Ohio 44615

Facilitator: Dr. W. Scott Stine, MD, Board of Health President

1. Call Meeting to Order

2. Roll Call:

Stine ___ Speedy ___ McMillen ___ White ___ Wiley ___

3. Approval of April 17, 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 19-058** the April 2019 budget as presented. (*Reference: Health Commissioner Presentation*)

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

- b. Approval of **Resolution 19-059** for the payment of the April expenses totaling \$70,666.88 (*Reference: April Month Expense Spreadsheet*)

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

- c. Approval of **Resolution 19-060** for the April 22, 2019 Appropriation Amendment to the Public Health Emergency Preparedness Fund. (*Reference: Appropriation Amendment*)

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

- d. Approval of **Resolution 19-061** for Out of County Travel totaling \$282.00.

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

10. Old Business

- a. **Resolution 19-062** to approve the Carroll County General Health District Paid Time Off Policy effective May 25, 2019.

(*Reference: CCGHD Paid Time Off Policy*)

Additional Information: The health department is looking to align their personnel policy with the county personnel policy and has revised the paid time off policy. One of the major changes to the policy is that part-time employees will no longer accrue vacation time.

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

- b. **Resolution 19-063** to modify the motion and approval from the February 21, 2018 Board of Health Meeting regarding carry-over of vacation hours to as follows: Approve that only full-time employees will have until their anniversary date in 2020 to use any hours exceeding their maximum accrual amount outlined in the personnel policy based on years of service. Any vacation hours exceeding the maximum accrual amount for that employee will be forfeited on their anniversary date in 2020.

Additional Information: This will provide all current part-time employees to be exempt from having to use their vacation hours by their anniversary date in 2020.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

11. New Business

- a. **Resolution 19-064** to approve the increase in the hourly pay rate for Barb Warner, Public Health Nurse from \$18.57 to \$19.64 effective payroll number twelve (12) that starts May 25, 2019.

Additional Information: This is to compensate for the elimination of vacation accrual for part-time employees.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

- b. **Resolution 19-065** to approve the increase in the hourly pay rate for Jessica Slater, Public Health Nurse from \$17.50 to \$18.18 effective payroll number twelve (12) that starts May 25, 2019.

Additional Information: This is to compensate for the elimination of vacation accrual for part-time employees.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

- c. **Resolution 19-066** to approve the increase in the hourly pay rate for Julie Halfhill, Public Health Nurse from \$18.03 to \$18.73 effective payroll number twelve (12) that starts May 25, 2019.

Additional Information: This is to compensate for the elimination of vacation accrual for part-time employees.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

- d. **Resolution 19-067** to approve the contract for services between the Carroll County General Health District and Harrison County General Health District effective April 1, 2019 through March 31, 2019 to implement the Reproductive Health and Wellness (RHWP) grant requirements.

(Reference: Agreement between CCGHD & Harrison County General Health District)

Additional Information: The Carroll County General Health District contracts with the Harrison County General Health District on the Reproductive Health and Wellness Program grant through the Ohio Department of Health. The CCGHD is the lead agency and compensates Harrison County through the completion of grant activities.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

- e. **Resolution 19-068** to approve to enter into an agreement again with the Ohio Department of Commerce to complete Manufactured Home Inspections in Carroll County between July 1, 2019 through October 31, 2019.

(Reference: Manufactured Home Inspection Agreement)

Additional Information: The health department completed mobile home inspections in 2018 and brought in a revenue of \$1,550.00. The Environmental Health staff agreed that the mobile home inspections were not cumbersome to complete and that we have the capacity to continue these inspections to generate revenue.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

- f. **Resolution 19-069** to approve the Health Commissioner employment contract between the Carroll County Board of Health and Wendy Gotschall, effective through December 31, 2021.

(Reference: Health Commissioner Contract)

Additional Information: The Health Commissioner Contract was negotiated during the April Board of Health Meeting.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

- g. **Resolution 19-070** to approve a Septic Permit Extension for Marcus Durley Excavating on Septic Permit #14-2018 for Jacob Byler – 1427 Bellflower Rd. Minerva due to seasonal conditions, (ground is too wet). He plans on getting it installed next month. *(Reference: Letter from Marcus Durley Excavating)*

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

12. Board of Health Continuing Education

- a. Performance Management Training

13. Adjournment

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

DATE OF NEXT MEETING: June 19, 2019 at 5:30 p.m.
Carroll County General Health District (Lower Level)
301 Moody Ave. SW, Carrollton, OH 44615

