



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

**AGENDA
Board of Health Meeting
June 19, 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 May 15, 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

- a. Board of Health Member Assessment

7. Office Administrator Report, Amy Campbell

8. Health Commissioner Report, Wendy Gotschall

9. Financial Report

- a. Approval of **Resolution 19-071** the May 2019 budget as presented. (*Reference: Health Commissioner Presentation*)

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

- b. Approval of **Resolution 19-072** for the payment of the May expenses totaling \$90,717.00 (*Reference: May Month Expense Spreadsheet*)

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

- c. Approval of **Resolution 19-073** the appropriation amendment for the Nursing division that was submitted on 5-29-201. (*Reference: Appropriation Amendment*)

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

- d. Approval of **Resolution 19-074** for Out of County Travel totaling \$555.00

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

10. Old Business

- a. **Resolution 19-075** approval of the Carroll County Performance Management Plan. (*Reference: Carroll County Performance Management Plan*)

Additional Information: The Performance Management Plan is one of the required documents for accreditation. This plan outlines the development of standards, indicators, targets, and obtaining data for different health department programs and services to determine level of performance.

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

11. New Business

- a. **Resolution 19-076** approval of the new Carroll County General Health District’s mission and vision statements. (Reference: Mission and Vision Statement Table)
Additional Information: The health department is in the process of developing a new Strategic Plan. Staff met on May 20, 2019 and developed a new mission and vision statement for the health department and as part of the strategic planning process.

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

- b. **Resolution 19-077** to increase the pay rate of Tina Marini, Registered Sanitarian from \$16.48 to \$17.25 effective June 22, 2019 (Payroll #14).
Additional Information: Tina Marini has received her approval and is officially a Registered Sanitarian.

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

- c. **Resolution 19-078** to renew a Temporary Septic Variance due to a hardship case for Martin Mestel. Property address: 7187 Norco Rd. NE Mechanicstown, Fox Township. (*Reference: Temporary Variance Form with Hold Harmless Agreement*)
Additional Information: The Carroll County General Health District has approved Mr. Mestel’s Temporary Variance Requests due to his mothers’ medical hardships for the past several years. He has provided documentation each time from her physician and complied with CCGHD requirements.

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

- d. **Resolution 19-079** approval to continue the agreement with the Ohio Department of Health to complete tobacco enforcement smoke free investigations in Carroll County effective July 1, 2019 through June 30, 2021. (*Reference: Tobacco Enforcement Smoke Free Investigations Provider Agreement*)
Additional Information: The Carroll County General Health District currently investigates and enforces the smoking complaints in Carroll County. This agreement would be for sanitarians in to continue to respond and complete these investigations. The health department is compensated by the state \$125.00 per completed investigation.

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

- e. **Resolution 19-080** approval to renew the Sexually Transmitted Infection contract with the Ohio Department of Health effective July 1, 2019 through June 30, 2023 (*Reference: Ohio Department of Health Sexually Transmitted Infections (STI) Medication Program Agreement*)

Additional Information: The Ohio Department of Health has a program that provides treatment for STI free of charge to individuals without health insurance, for the prevention of STI. This agreement allows CCGHD to participate in the program to receive the medications free through ODH and CDC.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

- f. **Resolution 19-081** approval to increase Nursing program fees for Immunizations, TB testing by setting each fee at 25% above the cost of vaccine, to take effect July 1, 2019. (*Nursing Fee Schedule: Immunizations and TB 2019*)

Additional Information: Vaccine costs fluctuate, in order to assure we are covering our cost the 10% above cost will allow the Director of Nursing to adjust Immunization fees as needed.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

- g. **Resolution 19-082** approval to adjust the Nursing program fees for Reproductive Health and Wellness and Prenatal Services as presented in the Nursing RHWP/Prenatal Fee Schedule attached, fees will take effect July 1, 2019. (*Nursing Fee Schedule: RHWP/Prenatal 2019*)

Additional Information: In order to assure the program is maximizing the revenue to support the services, the fees will be reviewed annually and adjusted as needed annually.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

12. Discussion:

- a. Carroll County Board of Health By-Laws and Administrative Policies & Procedures

13. Continuing Education

- a. Board of Health Orientation Training (0.5 CEU)

14. Adjournment

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

DATE OF NEXT MEETING: , 2019 at 5:30 p.m.

Carroll County General Health District (Lower Level)
301 Moody Ave. SW, Carrollton, OH 44615