



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

**AGENDA
Board of Health Meeting
July 24, 2019
5:30 PM**

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

Facilitator: Sue McMillen, Board of Health Vice-President

1. Call Meeting to Order

2. Roll Call:

Stine ___ Speedy ___ McMillen ___ White ___ Wiley ___

3. Approval of June 19, 2019 minutes

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

4. Guests:

5. Health Commissioner Report, Wendy Gotschall

6. Division Reports

- a. Environmental Health Report- Tina Marini, Registered Sanitarian
- 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. Strategic Plan- S.W.O.T. Analysis

8. Office Administrator Report, Amy Campbell

9. Financial Report

- a. Approval of **Resolution 19-083** the June 2019 budget as presented. (*Reference: Health Commissioner Presentation*)

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

- b. Approval of **Resolution 19-084** for the payment of the June expenses totaling \$54,273.43 (*Reference: June Month Expense Spreadsheet*)

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

- c. Approval of **Resolution 19-085** for the appropriations in the E086-Tobacco fund on June 21, 2019 (*Reference: Appropriations June 21, 2019*)

Additional Information: Only half of the year was budgeted for the tobacco grant due to not knowing if we would receive the grant for another three (3) years. The health department did receive the Notice of Award from the Ohio Department of Health in the amount of \$85,000 to continue tobacco prevention initiatives in Carroll County through June 30, 2022. The appropriations submitted on June 21, 2019 was to increase the budget for the remaining year to cover expenses for the tobacco grant.

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

- d. Approval of **Resolution 19-086** for Out of County Travel totaling \$213.50.

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

10. Old Business

- a. **Resolution 19-087** first reading to increase the Nursing program fees for Immunizations, TB testing by setting each fee at 25% above the cost of vaccine, to take effect after 3 readings.

(Nursing Fee Schedule: Immunizations and TB 2019)

Additional Information: Vaccine costs fluctuate, in order to assure we are covering our cost the 25% above cost will allow the Director of Nursing to adjust Immunization fees as needed.

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

- b. **Resolution 19-088** first reading 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 after three readings. *(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 _____

11. New Business

- a. **Resolution 19-089** to approve the resignation of Natasha Yonley, Epidemiologist and Emergency Response Coordinator effective July 30, 2019. *(Reference: Resignation Letter)*
Additional Information: Natasha has accepted a position with the Tuscarawas County Health Department.

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

- b. **Resolution 19-090** to approve to increase Jessica Slater, Public Health Nurse from part-time to full-time effective July 6, 2019.

Additional Information: Jessica has wanted to become full-time with the health department we were able to complete some reorganization within the department and get her up to full-time.

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

- c. **Resolution 19-091** to approve well permit extension request for well permit #27-2018 by the homeowner for their property located in Monroe Township (Reference: Well Permit Extension Request Sheet)

Additional Information: The Board usually grants a six – month extension to homeowners if request is reasonable.

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

- d. **Resolution 19-092** to approve to enter into a new contract with Bordon Equipment for copier service and maintenance. (*Reference: Copier Proposal Comparison Spreadsheet*)
Additional Information: The Carroll County General Health District’s agreement with ComDoc for our copy machine lease and service expires December 31, 2019. Currently the health department leases the copy machine downstairs and owns the copy machine in the upper level (service agreement). The copy machine in the upper level is an older machine and is in need of replacing. The health department has reached out to a few different companies to obtain proposals for new equipment and service agreements.

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

- e. **Resolution 19-093** to approve to enter into a contract with Center for Marketing & Opinion Research, LLC in the amount of \$20,375.00 to facilitate the 2019 Carroll County Community Health Assessment. (*Reference: CMOR Proposal*)

Additional Information: The Carroll County Health Department is required to complete a Community Health Assessment every three years. The last assessment that was completed in 2016 was funded through the Child and Family Health Services (CFHS) grant through the Ohio Department of Health. The Community Health Assessment is also a requirement for Accreditation. The completion of this assessment takes time and resources to be able to obtain all the data, analyze the data, and compile the report. A Community Health Assessment provides an examination of the health status that is used to identify key problems in the community.

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

- f. **Resolution 19-094** to approve the core value statements for the Carroll County General Health District. (*Reference: Core Value Statements*)

Additional Information: The Carroll County Health District as part of the Strategic Planning process is looking to update the core value statements for the department. Value statements inform the customers and staff what our top priorities and what our core beliefs are.

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

12. Continuing Education

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

13. 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.

14. Adjournment

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

Date of Next Meeting: Wednesday, August 21st, 2019 at 5:30 PM
Carroll County General Health District (Lower Level)
301 Moody Ave. SW, Carrollton, OH 44615