



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

**Carroll County General Health District
Minutes of the Board of Health
September 18, 2019**

Meeting Location: Carroll County Health Department, Lower Level

Call to Order: Dr. Stine called the meeting to order at 5:30 p.m. with prayer.

Board Member Roll Call: Dr. W.S. Stine, present; Sean Speedy, present; & Tom White, present
Susan McMillen, present; & Wendy Wiley, present

Staff Present

Wendy Gotschall, Health Commissioner
Amy Campbell, Office Administrator
Kelly Engelhart, Nursing Director
Tina Marini, R.S. (Environmental Division)
Courtney Grossman, Environmental Director
Kristen Long, Administrative Assistant

Absent:

Corinne Ren, Registrar, Administrative Assistant

Guests

Nancy Schaar – Free Press Standard

Executive Session:

Tom White made a motion at 5:32 p.m. to convene into Executive Session in accordance with Ohio Revised Code Section 121.22 (G) (1) to discuss the employment status of a public employee, seconded by Wendy Wiley.

Roll Call Vote: Dr. Stine, Aye; Sean Speedy, Aye; Susan McMillen, Aye; Wendy Wiley, Aye; & Tom White, Aye.

Dr. Stine declared the Executive Session over at 6:07 p.m.

Dr. Stine declared the Board of Health meeting back in Regular Session at 6:07 p.m. with no action taken during Executive Session.

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the August 21, 2019 meeting were approved upon a motion by Wendy Wiley with a second Sean Speedy. Ayes: All Nays: None – Motion carried.

Health Commissioner's Report:

Update Since Last Board Meeting:

Wendy Gotschall, Health Commissioner reported:

- Attended Township Association Fish Fry on August 22, 2019 at Fox Twp. Fire Department. Updated townships about Courtney coming on board and about Accreditation.
- Continued work on obtaining funding for CHA. Aultman and the Commissioners are waiting to see if the funding is covered, then they will give a donation. North Canton Medical Foundation may donate.
- Welcome to Courtney on September 3rd (First Day).
- Leadership meeting on September 3rd.
- Meeting with Coordinator for Bridges to Wellness HUB.
- Further discussion with Dr. Quattrochi re: Student Wellness programs.
- Leadership meeting on Monday evening, September 9th.
- 1:1 meetings with staff. Each meeting lasted 30 – 40 minutes and discussed how to move forward to make a better working environment.
- Review of new CCGHD Website.
- Review of Strategic Plan and how to share in simple format.
- Learned from JJ Boroski that they did not obtain FQHC expansion funding.
- Attended Fall Conference for Association of Ohio Health Commissioners (AOHC) in Dublin, Ohio.
 - 33 Health Departments are Accredited
 - ODH is in process of Re-Accreditation

Budget Report:

- Total net balance at the end August 2019: **\$221,672.05**

Division Reports:

**All Division Reports can be found in the Board of Health Minutes Binder*

Environmental Health Report:

The Environmental Division report for August was given by Courtney Grossman, Environmental Director

- Please see attached report for monthly calls.
- Courtney started September 3, 2019. Working on P.O.S. inspections.
- Todd Paulus is coming to CCGHD September 19-20, 2019.
- Tina & Courtney are attending OEHA Fall Conference on October 15 – 16, 2019.
- Working with Canton City Public Health to plan a training in November or December with ODH and ODA for plan review for Food.
- Amy Campbell passed around the Pool & Camp Survey done earlier this year from the Ohio Department of Health for review.

Public Health Nursing Report:

The Nursing Division's report for August was given by Kelly Engelhart, Director of Nursing

- Total vaccines given – 285
- Total BCMH Contacts – 154
- BCMH Revenue: (**Billed** - \$3,320.00; **Received** - \$3,130.00)
- Total Reproductive Health Clients – 27; Total Appointments – 31
- Total Nursing Revenue: (**Billed** - \$12,946.10; **Received** - \$14,285.42)
- Transitioning and assisting Jessica Slater to the role of PHEP Coordinator. Jessica is 2 days a week PHN and 3 days a week doing Epi & PHEP.
- September held two Tdap and Meningitis clinics for 7th & 12th grade immunization requirements at Conotton Valley School and Carrollton Exempted Village School District.

Communicable Disease Report:

The Communicable Disease Report for August was submitted by Jessica Slater, Epidemiologist & given by Kelly Engelhart, Director of Nursing

- Cryptosporidiosis – 2 case
- Chlamydia – 3 cases
- Hepatitis B – 1 case
- Hepatitis C – 2 cases
- Lyme Disease – 2 cases

Community Health Promotion and Planning Division Reports:

Community Health Promotion and Planning Division reports for August were given by Kelly Engelhart, Director of Nursing

Public Health Emergency Preparedness (PHEP)

- Susie Frew attended the Brown Local School Back to School Bash held August 15, 2019 in the evening. Approximately 250 people were in attendance. Drive thru Flu Clinic (DTFC) flyers and other CCGHD brochures were distributed. Health Commissioner Dr. Wendy Gotschall also attended.

Safe Communities

- Teen ROADeO is set for September 25, 2019. Participating high schools include: Buckeye Career Center, Carrollton, Conotton Valley, Malvern, & Minerva. Received monetary or gas card donations totaling \$1,300.00 from State Farm, Bellstores Marathon, Speedway, Sheriff's Office, Huebner's Chevrolet, Guess Motors, Rinkes Insurance, & Deluxe Body Shop. The Sheriff's Office is donating T-Shirts, and Jimmy's Backyard BBQ and Gionino's Pizza will be donating the food for the event.
- We will not be applying for the Safe Communities Grant this year. They are too stringent on grant requirements and we are not getting reimbursed. We are going to secure funding by other grant opportunities.

Ohio Injury Prevention/Safe Kids Carroll County

- Grant year 2 will begin on October 1, 2019
- Safe Kids Carroll County will host a car seat check at Huebner's Chevrolet on Saturday, September 28, 2019 from 10:00 a.m. to 1:00 p.m.
- August 24, 2019 Safe Kids had a booth at the Carroll Electric Annual Meeting that displayed car seat safety information and promoted our Safe Sleep and Car Seat programs.

RHWP

- Susie Frew & Catlin Mathews provided brochures and DTFC flyers for the CCGHD table at the Carroll Electric Cooperative Annual Meeting held August 24, 2019. 300 people were in attendance

Tobacco Youth Prevention/Policy

- Caitlin Mathews submitted the August Tobacco Expenditure Report on September 10, 2019 for \$3,480.00
- Caitlin attended the Coalition for a Drug Free Carroll County Learning/Training Day on September 10, 2019.
- ODH has released a new deliverable and an additional \$12,000.00 allotted for education regarding electronic cigarettes and vaping.
- Caitlin Mathews is a co-chair for Juul and E-Cigarettes Workgroup for the Tobacco Free Ohio Alliance.

CEBCO

- Susie Frew is currently collaborating with County Commissioners staff to finalize the CEBCO Wellness Program and to conduct the incentive drawing.

MCH

- Payment was received from JCGHD in the amount of \$830.00 for services provided per grant requirements.

Vital Statistics Report:

Vital Statistics report for August 2019 was submitted

- Total for August 2019 - \$5,022.00

Public Health Accreditation Report:

Public Health Accreditation Report for August was given by Amy Campbell, Office Administrator

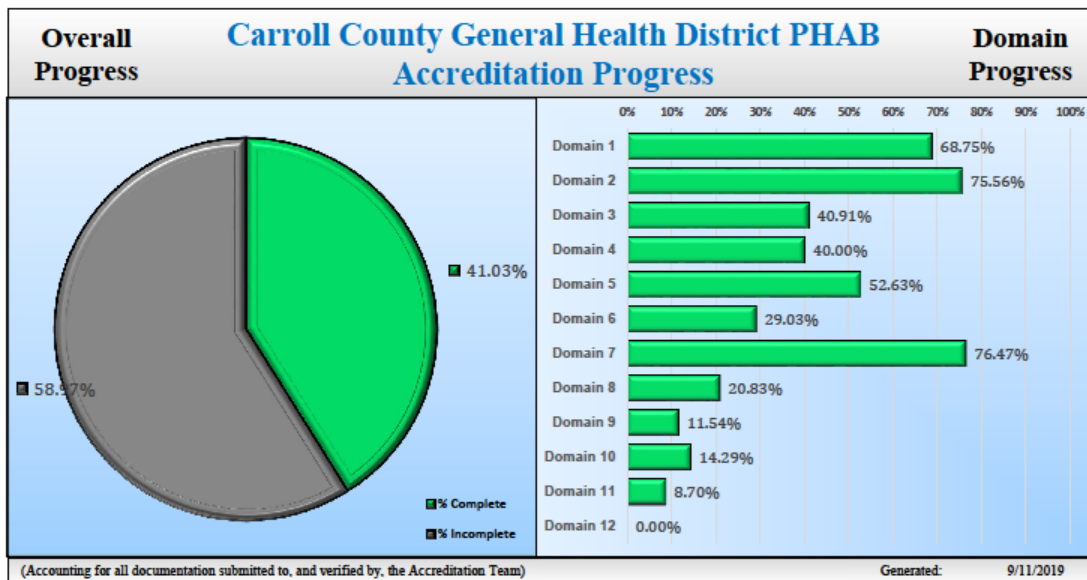
Accreditation Updates:

- Accreditation Team met on August 26th and September 6th, 40 documents were reviewed, and 30 documents were approved to be finalized for submission into e-PHAB.
- Community Health Assessment Survey questions have been finalized and the random sampling through the telephone was to start Monday, September 16th. \$16,000 is the current amount that has been verbally committed towards the 2019 Carroll County CHA. The health department will be working with the school districts to schedule the Youth Risk Behavior Survey. Also, to improve specific data for the report we are looking to implement a focus group utilizing CMOR.

- The CCGHD held a strategic planning session during the August 26th staff meeting. The 2019-2023 CCGHD Strategic Plan has been completed and will require board approval.
- Attended the Accreditation Learning Community meeting on Monday, September 16th. Topics discussed were: action plans, site visit preparation, annual reports, problematic measures, and reaccreditation.
- Leadership is actively working on Workforce Development, updated Personnel Policy, internal policies & procedures, Communications Plan and Quality Improvement Plan/Projects.

DOCUMENTS APPROVED: 133

DOCUMENTS UPLOADED INTO e-PHAB: 75



New CCGHD Website –Presentation by Kristen Long

Board Members (0.5 CEU's)

**Dr. Stine, present; Sean Speedy, present; Susan McMillen, present; Wendy Wiley, present; & Tom White, present*

Website:

- Kristen Long created the Carroll County General Health District's new website. We went live on September 16, 2019!
- The renewal from Allison McLaughlin was too expensive so we decided to create our own. Amy Campbell asked Kristen on the 3rd week of August if she could create a website for the CCGHD and be ready to go live on September 23rd; and she did!
- We will be adding and improving to the site regularly, adding fillable PDF forms to send electronically to save time. This will be much better for everyone!

Office Administrator Report:

Office Administrator's Report for August was given by Amy Campbell, Office Administrator

- Met with Server Sim on August 22nd, regarding server back-up and IT issues.
- Worked on the Personnel Policy.
- Attended the Carroll Electric Annual Meeting on Saturday, August 24th.
- Staff meeting on Monday, August 26th.
- Attended the County CORSA training on August 27th. The topics this year was hiring issues and loss control services to avoid employment claims.
- Completed & submitted to the state approval of the FY20 QTR1 MAC Time Study daily activities.
- New employee set-up for Courtney.
- Provided grant guidance/supervision for Safe Communities, Injury Prevention and Teen ROADeo event.
- Leadership meeting on Tuesday, September 3rd with Wendy, Courtney, and Kelly.
- Met with Courtney to provide an overview of how the CCGHD operates.
- Worked on Accreditation uploading and documentation preparation.
- Met with EH Division on Monday, September 9th.
- Attended the FCFC Meeting on Monday, September 9th.
- Reviewed expenses for the year for Contract Services for the health department.
- Completed the annual driver's license check and auto insurance for the Commissioner's Office.
- Drive-Thru Flu Clinic planning meeting on Friday, September 13th.
- Completed payroll, processed bills, and handled HR questions and issues throughout the month.

Financial Report:

- a. Approval of **Resolution 19-104**, the August 2019 budget as presented. (*Reference: Health Commissioner's presentation*). was approved upon a motion by Sue McMillen with a second from Wendy Wiley Ayes: All Nays: None Motion Carried.
- b. Approval of **Resolution 19-105** to approve the payment of August 2019 expenses totaling \$101,862.07. (*Reference: August Monthly Expense Spreadsheet*) was approved upon a motion by Tom White with a second from Sean Speedy. Ayes: All Nays: None Motion Carried.
- c. Approval of **Resolution 19-106** to approve the Appropriation Amendments in the E000 – Health, and E086 – Tobacco and E090 – General Environmental Health funds on August 22, 2019. (*Reference: Appropriation Amendments*) was approved upon a motion by Wendy Wiley with a second by Sue McMillen. Ayes: All Nays: None Motion Carried.
Additional Information: Money needed to be adjusted within these two funds to be able to cover expenses in Contact Services.
- d. Approval of **Resolution 19-107** to approve the Appropriation Amendments in the E151 – Safe Communities fund on September 4, 2019. (*Reference: Appropriation Amendments*) was approved upon a motion by Sean Speedy with a second by Tom White. Ayes: All Nays: None Motion Carried.
Additional Information: Money needed to be adjusted within these two funds to be able to cover personnel expenses.

- e. Approval of **Resolution 19-108** to approve Out of County Travel totaling \$300.28 (**Reference:** Out of County Travel Form) was approved upon a motion by Sue McMillen with a second from Tom White. Ayes: All Nays: None Motion Carried.

Old Business:

- a. **Resolution 19-109** third and final 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 October 1, 2019. (**Reference:** Nursing Fee Schedule: Immunizations and TB 2019) was approved upon a motion by Sean Speedy with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

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.

- b. **Resolution 19-110** third and final 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 October 1, 2019. (**Reference:** Nursing Fee Schedule: RHWP/Prenatal 2019) was approved upon a motion by Sue McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

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.

New Business:

- a. **Resolution 19-111** to approve an Environmental Health Refund for the water test portion on a Point of Sale Evaluation in Orange Township in the amount of \$35.00. (**Reference:** *Letter from Bonita Barbato, homeowner requesting refund*) was approved upon a motion by Sue McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: Homeowner paid the \$285.00 for the Septic Inspection with a Water Test for a Point of Sale Evaluation and decided that they only wanted to have the Septic Inspection portion done. They decided this before we performed the water test, therefore, they are requesting the \$35.00 difference between the fees.

- b. **Resolution 19-112** to approve, with regret, the resignation and retirement of Susie Frew, Health Educator effective November 12, 2019 was approved upon a motion by Sean Speedy with a second by Sue McMillen. Ayes: Dr. Stine, Sue McMillen, Wendy Wiley, & Tom White Nays: Sean Speedy Motion Carried.

Additional Information: Reference Letter to the Board of Health.

- c. **Resolution 19-113** to approve to enter into a contract with the Tuscarawas Count Health Department for a Consulting Epidemiologist in the amount of \$6,000.00 effective July 31, 2019 through June 30, 2020. (*Reference: Consulting Epidemiologist Contract*) was approved upon a motion by Tom White with a second by Sean Speedy. Ayes: All Nays: None Motion Carried. **Additional Information:** The Public Health Emergency Preparedness grant requires all health departments to have a Consulting Epidemiologist. The Carroll County General Health District currently has two staff that meet the requirements and can serve as the primary and secondary Epidemiologists. The health department does not have any staff in house that can meet the requirements for the Consulting Epidemiologist therefore requiring the health department to enter into a contract for this service.
- d. **Resolution 19-114** to approve to enter into a contract with the Tuscarawas County Health Department to assist as needed with Public Health Emergency Preparedness grant deliverables and documents in the amount of \$30.00 per hour effective July 31, 2019 through June 30, 2020. (*Reference: Public Health Emergency Preparedness Grant Contract*) was approved upon a motion by Wendy Wiley with a second by Sue McMillen. Ayes: All Nays: None Motion Carried. **Additional Information:** The Carroll County General Health District is wanting to contract with the Tuscarawas County Health Department to assist in the transition of Emergency Response Coordinators. This contract will allow our Emergency Response Coordinator to ask questions and receive guidance on completing grant deliverables and emergency plans with Tuscarawas County Health Department's Emergency Response Coordinator. This contract will be on an as needed bases and the CCGHD will reimburse Tuscarawas County Health Department at \$30.00 per hour for their Coordinator's time and fringe benefits.
- e. **Resolution 19-115** to approve to enter into a two-year agreement with Server Sim in the amount of \$269.99 per month for server back-up. (*Reference: Server Sim Agreement*) was approved upon a motion, pending Prosecutor approval, by Sean Speedy with a second by Tom White. Ayes: All Nays: None Motion Carried. **Additional Information:** Currently the Carroll County General Health District's data on the server is not being backed up. Entering into this agreement will allow data to be locally and cloud backed up. Server Sim assessed and determined that 6 terabytes are the amount needed to be able to back-up all our data on the server which is what determined the price per month.
- f. **Resolution 19-116** to approve to enter into a Separation Agreement with Myra Pancher, Registered Sanitarian effective September 30, 2019 was approved upon a motion by Sean Speedy with a second by Sue McMillen. Ayes: All Nays: None Motion Carried. **Additional Information:** Reference Separation Agreement. This was in our Executive Session discussion; our Prosecutor will not do HR legal work and was referred out to our Attorney.
- g. **Resolution 19-117** to approve to post for a full-time Registered Sanitarian/Sanitarian-In-Training for the Environmental Division. (*Reference: Job Posting*) was approved upon a motion by Sue McMillen with a second by Sean Speedy. Ayes: All Nays: None Motion Carried. **Additional Information:** This will fill the vacant position within the Environmental Division. A full-time registered sanitarian or sanitarian-in-training is needed in the Environmental Division to assist in completing duties within each of the environmental programs.

- h. **Resolution 19-118** to approve to enter into an agreement with the Stark County Combined General Health District for the Carroll County General Health District to implement the FY20 Child Injury Prevention Grant, under the Ohio Department of Health, Violence and Injury Prevention Program effective October 1, 2019 through September 30, 2020 (**Reference: Memorandum of Agreement**) was approved, pending Prosecutor approval, upon a motion by Tom White with a second by Sue McMillen. Ayes: All Nays: None Motion Carried.

Additional Information: This agreement is for year two of the five-year Child Injury Prevention Grant where the Stark County Health Department is the lead agency and the CCGHD is the subcontract for this agreement. The Stark County Health Department will pay the CCGHD through funds awarded by the Ohio Department of Health not to exceed \$22,000.00 for the completion of the CCGHD child injury activities outlined in the 2020 workplan.

- i. Resolution 19-119 to approve the 2019-2023 Carroll County General Health District Strategic Plan. (**Reference: CCGHD Strategic Plan**) was approved, with changes, upon a motion by Sue McMillen with a second by Tom White. Ayes: All Nays: None Motion Carried.

Additional Information: Due to many changes at the Carroll County General Health District, leadership decided to complete the strategic planning process in 2019, a year early from when it needed to be completed. Staff, Board of Health members, and community partners all provided input in the development of the 2019-2023 CCGHD Strategic Plan.

Discussion:

Sean Speedy asked under the section in the plan titled External Trends if there was evidence that fracking contributes to health threats from the water supply. He expressed the need to be careful with our wording. Kelly Engelhart shared her personal experience with how fracking affected her water supply but not health. The consensus was to change the wording in the Strategic Plan under External Trends to “additional demand for the health department to monitor the safety of our water supply and to change the word fracking to drilling”.

Adjournment:

Tom White made a motion to adjourn the September 18, 2019 Carroll County General Health District Board meeting at 7:49 p.m., Sean Speedy seconded the motion. Ayes: All Nays: None Motion Carried.

The next meeting will be October 16, 2019 at 5:30 p.m. at the Carroll County General Health District’s lower level located at 301 Moody Ave. Carrollton.

Respectfully submitted,

Corinne L. Ren, Board Secretary

Dr. W.S. Stine, Board President

