



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

**Carroll County General Health District
Minutes of the Board of Health
October 23, 2019**

Meeting Location: Carroll County Health Department, Lower Level

Call to Order: Dr. Stine called the meeting to order at 5:32 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
Courtney Grossman, Environmental Director
Corinne Ren, Registrar, Administrative Assistant

Guests

Nancy Schaar – Free Press Standard
Carol McIntire – Messenger
Arlie Lamb – Union Township Trustee
Randy Dinger – Monroe Township Trustee
Brian McIntire – Monroe Township Trustee
Waldon Leggett – Monroe Township Trustee
Mark Walters – Center Township Trustee
Mary Passwaters

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the September 18, 2019 meeting were approved upon a motion by Sue McMillen with a second Sean Speedy. Ayes: All Nays: None – Motion carried.

Sean A. Speedy Drilling & Mary Passwaters

Sean A. Speedy Well Drilling and Mary Passwaters approached the Board of Health with concerns about her water well that was drilled on her property located at 6155 Macaw Rd. Minerva in Augusta Township. This is the second well drilled by the same driller through a grant through the Carroll County Commissioners. Mary stated that this well, like the last one, is going to cave in also. Sean A. Speedy Drilling is working on this with Mrs. Passwaters and would like a copy of all reports we have on file from her well. We told Mr. Speedy to submit a Records Request form. They are going to try and get a reduction on what she owes for the well since she claims it is unusable. Tom White asked where we were on the Bond Claim on the Well Driller. Sean Speedy said since the driller came back and fixed the well, he was subsequently free and clear.

Sean A. Speedy Drilling

Sean A. Speedy Drilling had concerns to discuss with the Board of Health. He stated that he has heavily chlorinated two wells in the county that came back with E.Coli. You cannot fix a new well by putting a UV light on it. There is a concern of contamination of other wells in the proximity. Mr. Speedy would like to see an Audit of all the UV Light well permits we have permitted and if they were to protect home owners from E.Coli. The CCGHD will work with Mr. Speedy on this audit.

Another incident Mr. Speedy brought to the board concerned a water sample that had been taken that did not pass on one of his wells. The whole system had been reconfigured by the homeowner. He came in here and told us (the office administrator and sanitarian-in-training) what to do about it. He said that we chose not to listen to him on this matter. He then said that we kept him out of the loop about any further action on this well permit until it was approved on June 19, 2019. He doesn't understand why we did not keep him informed about anything and why we did not do what he said to do as a well driller and why nothing was ever brought up to the Board about this situation. He then asked Wendy Gotschall, Health Commissioner if she cared to comment. Wendy replied, that she did not think he would like her to respond at this point. Dr. Stine told Mr. Speedy that he had already been presenting for 10 minutes and in light of all the other business that needed to be addressed by the board at this meeting, if there are additional matters that he feels he needs to address to the Board, he should do so at a future Board of Health meeting.

Health Commissioner's Report by Wendy Gotschall:

Update Since Last Board Meeting:

- Leadership Team Meetings (every Thursday AM)
- Finished up one-on-ones with Staff. I was looking at engagement and retention and getting ideas on how to improve.
- Attended the Drive-Thru Flu Clinic on 10/3/19.
- Leadership Planning meeting on 10/7/19.
- Had Staff Meeting on 10/10/19. I went over the wage analysis by position meetings. It was loud and clear by the 1:1 with staff that wages were an issue. We have a large turn over due to this.
- Completed Wage Analysis by Position.
- Completed Forecast Year End 2019 & Draft Budget 2020.
- Presented at Commissioner's Meeting 10/17/19:
 - Health Department Update
 - Status of Budget 2019 & Forecast & 2020 Draft
 - Retirements
 - CEBCO – Caitlin Mathews replacing Susie Frew
 - Wage Analysis
 - Approved Lighting Project
 - Approved CHA support
 - FQHC Status – they did not get the funding to extend in to Carroll County.
 - School Based Clinic – Kelly is doing a lot of work with the school on this.
 - Accreditation
- Interviewed RS/SIT candidate
- Agenda for Inservice Meeting 10/28/19

Thank you to the following supporters of the CHA:

Gold Sponsors: - \$5,000.00 or more

- Giving Well Foundation - \$5,000.00
- ADAMHS Board - \$5,000.00

Silver Sponsors: - \$2,500.00 - \$4,999.00

- Aultman Health Foundation - \$3,000.00
- North Canton Medical Foundation - \$2,500.00

Bronze Sponsors: - \$1,000.00 - \$2,999.00

- Carroll County Commissioners - \$1,500.00
- Mercy Medical Center - \$1,500.00
- Carroll County General Health District - \$2,425.00
- Anonymous Donor - \$1,000.00

Funders: - Less than \$1,000.00

- Federally Qualified Health Clinic - \$500.00

Budget Report:

- Total net balance at the end September 2019: **\$305,767.38**

Division Reports:

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

Environmental Health Report:

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

- Please see attached report for monthly calls.
- Temporary Food Events: Night at the Races; Atwood Food Fest; & Algonquin Mill Festival.
- Sewer Project – define Accessibility (reaching out to neighboring counties).
- Registering Water Haulers – working with Ohio EPA on this process and other LHDs.
- Point of Sale (POS) inspections and septic installation inspections continue.
- Realtor training on POS policy – planning for this for second week of December 2019.
- Interviewing for Sanitarian position – hope to offer to someone within the next week.
- Will be starting cost methodology for food program very soon.
- OEHA conference October 14-15th.
- Cuyahoga Bed Bug Task Force Conference November 1, 2019.
- Ohio Onsite Wastewater Association Training – Installers, Service Providers, & Regulators November 20-21st. Would like to be able to at least send one person to this training.

Public Health Nursing Report:

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

- Total vaccines given – 196
- Total BCMH Contacts – 167
- BCMH Revenue: (**Billed** - \$3,320.00; **Received** - \$2,860.00)
- Total Reproductive Health Clients – 26; Total Appointments – 23

- Total Nursing Revenue: (**Billed** - \$23,930.90; **Received** - \$11,474.82)
- Conducted back to school clinics at Conotton Valley and Carrollton Local Schools.
- Met with Dr. QQ., ADAMHS Board Director Natalie Bollon and the FQHC Executive Director JJ Boroski about school-based clinics services.
- Conducted guest lecture for KSU College of Public Health on public health's role in prevention and control of infectious diseases.
- Met with Amy and Courtney on strategy planning for EH and staffing gap analysis.
- Attended the 100-year celebration for BCMH with Barb & Julie at ODH.
- Conference Call with CMOR (CHA contractor) for the Youth Risk Behavior Assessment implementation and focus group.
- We administered 160 doses of flu vaccine at the Drive Thru Flu Clinic on 10/3/19 and 112 vehicles came through. We ran out of vaccine at 4:00 p.m.
- Facilitated a meeting with Davita Dialysis regarding strategies for providing dialysis care in Carroll County. (gap identified in Access to Care meeting) Sue McMillen helped coordinate the point of contact.

Communicable Disease

Severe pulmonary illness associated with vaping is now reportable by Health Director Dr. Acton Order. No current cases reported in Carroll County.

Please See Communicable Disease Report

Communicable Disease Report:

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

- Cryptosporidiosis – 1 case
- Chlamydia – 3 cases
- Gonorrhoeae – 1 - case
- Hepatitis C – 1 case
- Lyme Disease – 5 cases
- Syphilis – 1 case

Community Health Promotion and Planning Division Reports:

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

Public Health Emergency Preparedness (PHEP)

- Susie Frew gave a presentation on Bloodborne Pathogens and Universal Precautions to 35 staff at Countryview Manor during their Staff In Training Day.

Safe Communities

- We are not renewing the Safe Communities Grant.
- Teen ROADeo is set for September 25, 2019. Participating schools will be: Buckeye Career Center, Carrollton, Conotton Valley, Malvern, & Minerva.

Ohio Injury Prevention/Safe Kids Carroll County

- Safe Kids grant was handled by Michelle Genetin. Since her resignation, the Nursing Division will most likely pick up this grant's duties.

- Grant two year will begin on October 1, 2019.
- Safe Kids Car Seat Check will be at Huebner's Chevrolet on Saturday, September 28, 2019 from 10:00 a.m. to 1:00 p.m.
- Distributed 5 RFC Car Seats.

Cribs for Kids

- Jessica will most likely continue this program/grant when Susie retires.
- Payment was received from JCGHD in the amount of \$527.97 for services billed per grant requirements.

RSVP

- Responsible Social Values Program (RSVP) - Jessica and Julie will be trained and taking this program over.

RHWP

- Susie provided RHWP 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 will continue with this grant. We received an additional \$12,000.00. We can use the dollars towards vaping and education; where before, we couldn't.

CEBCO

- Caitlin will be taking over this program due to Susie's retirement.
- Susie submitted the 2020 CEBCO Wellness Program County Specific Incentive Information document to CEBCO officials.

MCH

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

Vital Statistics Report:

V.S. Report for September 2019

49 – Death Certificates Issued

9 – Affidavits Issued

65 – Birth Certificates Issued

6 – Burial Permits Issued

12 – Deaths Filed

Total for September: \$3,099.00

Public Health Accreditation Report:

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

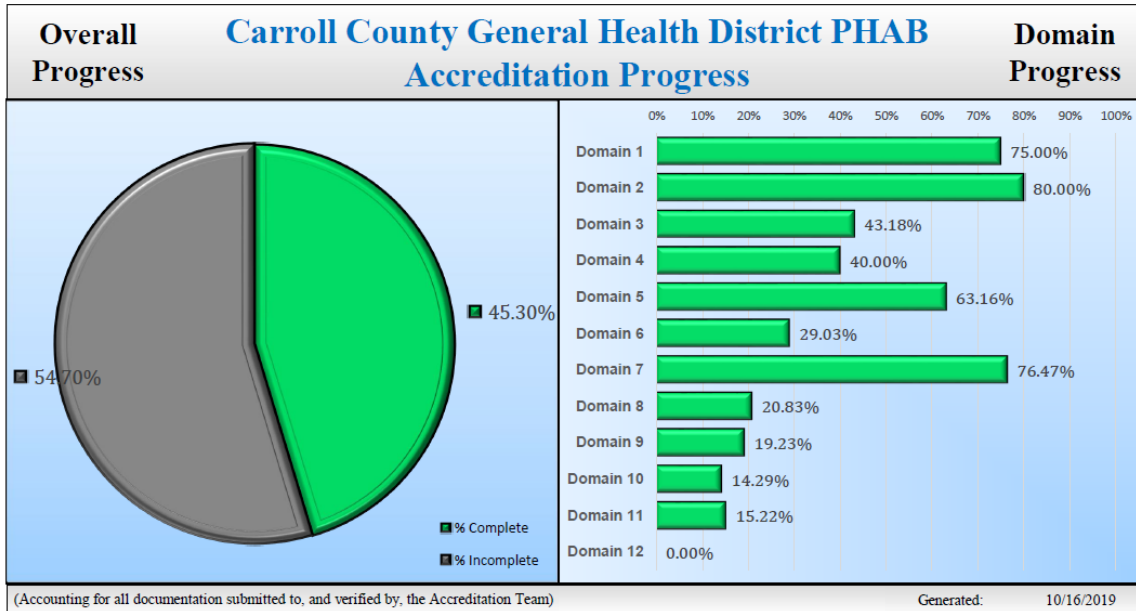
Accreditation Updates:

- Accreditation Team met on September 20th and October 11th, 46 documents were reviewed, and 29 documents were approved to be finalized for submission into e-PHAB.
- Community Health Assessment Survey is currently taking place. \$18,500 is the current amount that has been verbally committed towards the 2019 Carroll County CHA. The health department is working with the school districts to schedule the Youth Risk Behavior Survey. Also, to improve specific data for the report we are working with CMOR to determine the questions and target group to complete a focus group.

- Completed a gap analysis for each of the domains to see what still needs to be developed.
- Leadership is actively working on Workforce Development, updated Personnel Policy, internal policies & procedures, Communications Plan and Quality Improvement Plan/Projects.

DOCUMENTS APPROVED: 159

DOCUMENTS UPLOADED INTO e-PHAB: 109



Office Administrator Report:

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

- Worked from home on September 19th on Accreditation.
- Participated in the Accreditation Team Meeting on September 20th & October 11th.
- Prepared and facilitated staff meeting on September 23, 2019.
- Attended the school-based health clinic and after school program meeting on September 24th with Kelly, Community Mental Healthcare, and ADAMHS Board.
- Attended the Teen ROADeo event on September 25th at Lake Mohawk.
- Leadership meeting on September 26th via phone call.
- Completed Safe Communities Budget Revision and worked on paperwork to not continue with the Safe Communities grant.
- EH Strategic Planning session on September 27th.
- Participated in the car seat check-up event on Saturday, September 28th at Huebner's Chevrolet-Subaru.
- CMOR phone call to discuss the CHA on October 2nd.
- Participated in the Drive-Thru Flu Clinic on October 3rd.
- Flexed my time on October 4th.
- Worked on projecting FY19 carryover dollars and putting together the FY20 budget.
- Attended the FCFC Meeting on Monday, October 7th.
- Leadership Meeting on Monday, October 7th to look at budget.
- Worked on the new CCGHD Communication Plan with Kelly.

- Staff meeting on October 10th.
- Participated in an EH interview for Registered Sanitarian/Sanitarian-In-Training.
- Meeting with the County Commissioners on October 17th to provide health department updates.

Completed payroll, processed bills, and handled HR questions and issues throughout the month

Financial Report:

- Approval of **Resolution 19-120**, the September 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.
- Approval of **Resolution 19-121** to approve the payment of September 2019 expenses totaling \$73,655.69. (*Reference: September Monthly Expense Spreadsheet*) was approved upon a motion by Tom White with a second from Sean Speedy. Ayes: All Nays: None Motion Carried.
- Approval of **Resolution 19-122** to increase appropriations for the following funds: E000 – Health by \$43,500.00, E047 – Reproductive Health & Wellness Program by \$2,200.00, E059 – Public Health Emergency Preparedness Grant by \$3,500.00, and E060 – Nursing by \$7,000.00 on October 9, 2019 (*Reference: Appropriation Fund Sheets*) was approved upon a motion by Sean Speedy with a second by Tom White. Ayes: All Nays: None Motion Carried.
Additional Information: Needed to increase the appropriations for funds listed above for the specific line items as stated on each of the appropriation fund sheets to either cover the expenses for the remainder of the year and/or ensure that expenditures do not exceed what was appropriated for 2019.
- Approval of **Resolution 19-123** to approve the Appropriation Amendments in the E000 – Health, E060 – Nursing, and E086 – Tobacco funds on September 24, 2019 (*Reference: Appropriation Amendments*) was approved upon a motion by Sue McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.
Additional Information: Money needed to be adjusted within these two funds to be able to cover expenses.
- Approval of **Resolution 19-124** to approve Out of County Travel totaling \$1,622.00 (*Reference: Out of County Travel Form*) was approved upon a motion by Sean Speedy with a second from Tom White. Ayes: All Nays: None Motion Carried.

Old Business:

- Resolution 19-125** 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 & Carroll County Prosecutor Opinion Letter*) was **not** approved at this time upon a motion by Sean Speedy with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

***It was agreed by the Board to look into this further and bring back to the next meeting.**

Additional Information: This agreement was brought before the board at the September Board meeting and was approved pending approval by the County Prosecutor. The current agreement being presented is a modified agreement by Server Sim and is not approved to form by the Carroll County Prosecutor. Server Sim and their attorney are not making any more changes to the current agreement. Currently the Carroll County General Health District's data on the server is not being 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.

Discussion: Amy stated that our data is not being backed up on the server and it is very critical. We sent contract to the Prosecutor and he felt things on contract needed to be adjusted, Server Sim's Attorney said it is the standard contract and will not adjust. Sean asked if we could get a copy of one of the County Agency's contracts to see what theirs says. Dr. Stine asked if there was a way to buy space somewhere to back up data.

New Business:

- a. **Resolution 19-126** to approve the renewal of the Medical Director contract with Dr. Richard Clark at a rate of \$65.00 per hour effective November 1, 2019 was approved upon a motion by Wendy Wiley with a second by Tom White. Ayes: All Nays: None Motion Carried.

Additional Information: Reference Medical Director Contract.

- b. **Resolution 19-127** to approve, with regret, the resignation of Michelle Genetin, Health Educator effective October 25, 2019 was approved upon a motion by Wendy Wiley 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.

Discussion: Dr. Stine stated that Michelle leaving is a loss to this Health Department and we wish her well with her new job.

- c. **Resolution 19-128** to approve to close the Carroll County General Health District on Monday, October 28, 2019 for staff to participate in an all-day Staff In-Service Training was approved upon a motion by Sue McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: Leadership would like to use this day to conduct a variety of required annual trainings and trainings for accreditation. We will be going off site to hold the in-service day.

- d. **Resolution 19-129** to approve for the Board of Health to continue to contribute 86% of the cost of the county health insurance plan and for employees to contribute 14% was approved upon a motion by Tom White with a second by Sean Speedy. Ayes: All Nays: None Motion Carried.

Additional Information: The Health Department was notified by the Carroll County Auditor's Office that CEBCO's rates for Carroll County in 2020 will increase by 9.9%. The Board must decide whether they will continue to cover the same percentage or make any changes to the contribution percentages. The Health Department must inform the Auditor's Office by October 31, 2019 on how they would like to proceed.

- e. **Resolution 19-130** to approve the contract for services between the Carroll County General Health District and Alliance for Healthy Youth effective October 16, 2019 through September 30, 2020. was approved upon a motion by Wendy Wiley with a second by Sue McMillen. Ayes: All Nays: None Motion Carried.

Additional Information: This contract is for Carroll County General Health District staff to implement a Sexual Risk Avoidance Program (RSVP) within Carroll County School Districts on behalf of the Alliance for Healthy Youth. The health department will be reimbursed \$16.00 per student that is educated through the 5-day curriculum.

- f. **Resolution 19-131** to approve the contract agreement between the Carroll County General Health District and Carroll County Department of Job and Family Services effective October 1, 2019 through September 30, 2020 for the health department to receive \$14,518.64 for Family Planning Teen Pregnancy Prevention (**Reference:** *Carroll County DJFS Contract Agreement*) was approved upon a motion by Sue McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: This contract is for the Carroll County General Health District to continue to provide teen pregnancy prevention services to eligible families in Carroll County. The goals of this program are to provide affordable family planning services and contraceptive needs to the Carroll county community, provide education on making healthy choices and good decisions involving sexual behavior and reducing the number of teen pregnancies in Carroll County.

- g. **Resolution 19-132** to approve to enter into a contract between the Carroll County General Health District and Carroll County Transit effective through December 31, 2019 for the health department to utilize Carroll County Transit's vehicle resources for package delivery services (water samples) to Canton City Public Health in Canton, Ohio at a rate of \$30.00 per delivery trip (**Reference:** *Carroll County Transit Contract*) was approved upon a motion by Tom White with a second by Sean Speedy. Ayes: All Nays: None Motion Carried.

Additional Information: This contract is to alleviate CCGHD staff to have to leave work early and transport water samples to Canton City Public Health. Carroll County Transit will pick-up and drop-off water samples every Tuesday and Thursday at the outlined scheduled times within the contract.

Discussion: This contract took a long time to go through the State with the verbiage. We will re-evaluate the contract at the end of 2019.

- h. **Resolution 19-133** to approve the increase of the following staff members hourly rate of pay effective payroll number twenty-four that starts on November 9, 2019.

- Amy Campbell, Office Administrator from \$23.00 to \$26.00
- Kelly Engelhart, Director of Nursing & Population Health from \$27.00 to \$28.00
- Courtney Grossman, Director of Environmental Health from \$24.00 to \$24.50
- Julie Halfhill, Public Health Nurse from \$18.73 to \$21.50
- Kristen Long, Nursing Administrative Assistant from \$10.00 to \$12.00
- Tina Marini, Registered Sanitarian from \$17.25 to \$21.00
- Caitlin Mathews, Community Health Educator from \$16.00 to \$19.00
- Corinne Ren, Administrative Assistant & Registrar from \$14.75 to \$16.75
- Jessica Slater, Public Health Nurse from \$18.18 to \$21.00
- Barb Warner, Public Health Nurse from \$19.64 to \$22.00

*Sean Speedy made a motion that Resolution 19-133 go to the Finance Committee for consideration, then to the Personnel Committee. After both committees have had a chance to review and discuss this Resolution, then bring back to the November 20, 2019 Board of Health Meeting, Tom White seconded the motion. Roll Call Vote: Sean Speedy, aye; Sue McMillen, aye; Wendy Wiley, aye; Tom White, aye; and Dr. Stine, aye. Motion Carried.

Discussion: Sean felt that the Finance Committee should have been notified of the raise increase for the employees prior to the Board meeting. Dr. Stine hopes that Wendy takes no offense to the delay of this Resolution with all the planning, research, and hard work she put into it.

- i. **Resolution 19-134** to approve to hire a Sanitarian-In-Training at a rate of \$17.00 per hour was approved upon a motion by Tom White with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried.

Additional Information: The Board of Health approved to post for a Registered Sanitarian/Sanitarian-In-Training during the September Board meeting. CCGHD Leadership has been actively interviewing and currently has 3 candidates that they are reviewing and checking references to fill this position.

Continuing Education for Board of Health Members:

Workforce Development (0.5 CEU)

Amy Campbell presented a slide show for Board of Health members

Adjournment:

Tom White made a motion to adjourn the October 23, 2019 Carroll County General Health District Board meeting at 8:11 p.m., Sue McMillen seconded the motion. Ayes: All Nays: None Motion Carried.

The next meeting will be November 20, 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

