



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

**AGENDA
Board of Health Meeting
September 18, 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, Board of Health President

1. Call Meeting to Order

2. Roll Call:

Stine___ Speedy___ McMillen___ White___ Wiley___

3. Executive Session

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.

4. Approval of August 21, 2019 minutes

Motion by_____ Seconded by_____
Motion Carried: Yes___ No___

5. Guests:

6. Health Commissioner Report, Wendy Gotschall

7. Division Reports

- a. Environmental Health Report- Courtney Grossman, Director of Environmental Health
- 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

8. Public Health Accreditation Update – Amy Campbell

- a. NEW CCGHD Website- Kristen Long (0.5 CEU's for BOH Members)

9. Office Administrator Report, Amy Campbell

10. Financial Report

- a. Approval of **Resolution 19-104** the August 2019 budget as presented. (*Reference: Health Commissioner Presentation*)

Motion by _____ Seconded by _____

Motion Carried: Yes ___ No ___

- b. Approval of **Resolution 19-105** for the payment of the August expenses totaling \$101,862.07 (*Reference: August Month Expense Spreadsheet*)

Motion by _____ Seconded by _____

Motion Carried: Yes ___ No ___

- c. Approval of **Resolution 19-106** for the appropriation amendments in the E000-Health, E086- Tobacco and E090- General Environmental Health funds on August 22, 2019 (*Reference: Appropriation Amendments*)

Additional Information: Money needed to be adjusted within these two funds to be able to cover expenses in Contract Services.

Motion by _____ Seconded by _____

Motion Carried: Yes ___ No ___

- d. Approval of **Resolution 19-107** for the appropriation amendments in the E151-Safe Communities fund on September 4, 2019 (*Reference: Appropriation Amendments*)
Additional Information: Money needed to be adjusted within these two funds to be able to cover personnel expenses.

Motion by _____ Seconded by _____

Motion Carried: Yes ___ No ___

- e. Approval of **Resolution 19-108** for Out of County Travel totaling \$300.28.

Motion by _____ Seconded by _____

Motion Carried: Yes ___ No ___

11. 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.

(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 19-110** 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. *(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. New Business

- a. **Resolution 19-111** to approve 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).*

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.

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

- b. **Resolution 19-112** to approve the resignation and retirement of Susie Frew, Health Educator effective November 12, 2019.

Additional Information: Reference Letter to the Board of Health.

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

- c. **Resolution 19-113** to approve to enter into a contract with the Tuscarawas County 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*)
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 therefor requiring the health department to enter into a contract for this service.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

- 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*)
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.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

- 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*)
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 is the amount needed to be able to back-up all of our data on the server which is what determined the price per month.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

- f. **Resolution 19-116** to approve to enter into a Separation Agreement with Myra Pancher, Registered Sanitarian effective September 30, 2019.
Additional Information: Reference Separation Agreement

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

- g. **Resolution 19-117** to approve to post for a full-time Registered Sanitarian/Sanitarian-In-Training for the Environmental Division. (*Reference: Job Posting*)
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.

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

- 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*)
Additional Information: This is 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.

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

- i. **Resolution 19-119** to approve the 2019-2023 Carroll County General Health District Strategic Plan. (*Reference: CCGHD Strategic Plan*)
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.

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

13. Adjournment

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

Date of Next Meeting: Wednesday, October 16, 2019 at 5:30 PM
Carroll County General Health District (Lower Level)
301 Moody Ave. SW, Carrollton, OH 44615

