



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

**AGENDA
Board of Health Meeting
October 23rd, 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. Approval of September 18th, 2019 minutes

Motion by_____ Seconded by_____
Motion Carried: Yes____ No____

4. Guests:

Sean Speedy- Sean A. Speedy Drilling
Mary Passwaters- Community Member

5. Health Commissioner Report, Wendy Gotschall

6. 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 – Kelly Engelhart, Director of Nursing & Population Health
- 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. 2019 Community Health Assessment Preliminary Findings

8. Office Administrator Report, Amy Campbell

9. Financial Report

- a. Approval of **Resolution 19-120** the September 2019 budget as presented. (*Reference: Health Commissioner Presentation*)

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

- b. Approval of **Resolution 19-121** for the payment of the September expenses totaling \$73,655.69 (*Reference: September Month Expense Spreadsheet*)

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

- c. 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*)
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.

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

- d. Approval of **Resolution 19-123** for the appropriation amendments in the E000-Health, E060- Nursing, and E086-Tobacco funds on September 24, 2019 (*Reference: Appropriation Amendments*)

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

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

- e. Approval of **Resolution 19-124** for Out of County Travel totaling \$1,622.00.

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

10. Old Business

- a. **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*)

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 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 _____

11. 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 1st, 2019.

Additional Information: Reference Medical Director Contract.

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

- b. **Resolution 19-127** to approve the resignation of Michelle Genetin, Health Educator effective October 25, 2019.

Additional Information: Reference Letter to the Board of Health.

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

- c. **Resolution 19-128** to approve to close the Carroll County General Health District on Monday, October 28th, 2019 for staff to participate in an all-day Staff In-Service Training. 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.

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

- d. **Resolution 19-129** to approve for the Board of Health to continue to contribute 86% of the costs of the county health insurance plan and for the employees to contribute 14%. (*Reference: 2020 Health Insurance Rates Comparison*)
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 31st, 2019 on how they would like to proceed.

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

- 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. (*Reference: Alliance for Healthy Youth Contract for Services*)
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.

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

- 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*)
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 is 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.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

- 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*)
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 everything Tuesday and Thursday at the outlined scheduled times within the contract.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

- 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 9th, 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

(*Reference: 2020 CCGHD DRAFT Budget*)

Additional Information: CCGHD Leadership conducted a wage analysis using the 2019 local health department salary survey through the Association of Ohio Health Commissioners. As an effort to be more competitive and comparable to other health departments and to help with staff morale and retainment an increase in their hourly rate is needed.

Motion by _____ Seconded by _____

Motion Carried: Yes _____ No _____

- i. **Resolution 19-134** to approve to hire a Sanitarian-In-Training at a rate of \$17.00 per hour.
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.

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

12. Continuing Education for Board of Health Members

- a. Workforce Development (0.5 CEU)

13. Adjournment

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

Date of Next Meeting: Wednesday, November 20, 2019 at 5:30 PM
Carroll County General Health District (Lower Level)
301 Moody Ave. SW, Carrollton, OH 44615