



# JEFFERSON COUNTY General Health District

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**BOARD OF HEALTH  
MINUTES OF SPECIAL MEETING  
March 28, 2022  
5:00 p.m.**

The special meeting of the Board of Health was held on Monday, March 28, 2022 at 5:00 p.m. in the 2<sup>nd</sup> floor community room of the Towers Building located at 500 Market Street, Steubenville, Ohio.

**Board Members Present:**

Terry Bell  
Chief Clark J. Crago, Vice-President  
Anthony Mougianis  
Jean-Philippe Rigaud

**Staff:**

Andrew Henry, Health Commissioner  
Kelly Wilson, Director of Finance/Administration  
Michele Henry, Administrative Assistant  
Stephanie Chester, RN WIC Director

**Absent:** Dr. Patrick Macedonia

**Prosecutor:**

**Guests:**  
See sign-in sheet

**CALL TO ORDER**

The meeting was called to order at 5:00 p.m. by Chief Clark Crago, Vice- President. The Pledge of Allegiance was recited. Dr. Patrick Macedonia was absent from the meeting.

**RESIGNATION OF MEDICAL DIRECTOR**

Health Commissioner Henry read the resignation letter he received from Dr. Mark Kissinger addressed to himself and the board. Dr. Kissinger will remain in his role until his replacement is found.

A copy is attached hereto and made part of the official minutes.

Clark Crago stated prior to accepting a motion to accept the resignation, that Dr. Kissinger has been an asset to the organization.



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<i>Action</i>	<i>Motion to Accept Dr. Kissinger’s Resignation.</i>	<i>Vote Detail (Roll Call)</i>
Motion-2022-30	Mr. Rigaud moved and Mr. Bell seconded a motion to accept Dr. Kissinger’s resignation.  Motion passed unanimously.	1 <sup>st</sup> - Rigaud 2 <sup>nd</sup> - Bell Bell - Aye Crago – Aye Macedonia – Absent Mougianis - Aye Rigaud – Aye

## JOB APPLICATION

Health Commissioner Henry stated that the Medical Director reports to the Board of Health not to the Health Commissioner specifically. Health Commissioner Henry read the job posting he prepared on behalf of the board for the Medical Director position. This posting will be added to the website, Facebook, Indeed etc.

A copy is attached hereto and made part of the official minutes.

<i>Action</i>	<i>Motion to Post the Medical Directors Position as Stated.</i>	<i>Vote Detail (Roll Call)</i>
Motion-2022-31	Mr. Bell moved and Mr. Rigaud seconded a motion to post the Medical Directors position as stated.  Motion passed unanimously.	1 <sup>st</sup> - Bell 2 <sup>nd</sup> - Rigaud Bell - Aye Crago – Aye Macedonia – Absent Mougianis - Aye Rigaud – Aye

JP Rigaud questioned if the four hours per week is adequate for the nursing department and clinic. Dr. Kissinger has been performing physicals and Health Commissioner Henry is looking to grow the clinical services and feels the hours are sufficient at this point and time.

Health Commissioner Henry prefers that the Board of Health do all the actual interviewing and hiring of the new Medical Director. He will coordinate accepting the applications and setting up the interviews.

The entire board will be involved with the hiring of the new medical director once the applications have been received and the job posting period has closed.



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## 2022 WAGE INCREASES

Mr. Mougianis stated he feels good and JP Rigaud stated he feels solid on the numbers that have been provided. Clark Crago also stated he feels confident in the numbers presented and feels it's going to work. The staff has been through a lot in the past two years during the pandemic.

<i>Action</i>	<i>Motion to Approve a 3% Wage Increase for 2022 Retroactive to January 1, 2022.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-32	Mr. Rigaud moved and Mr. Bell seconded a motion to approve a 3% wage increase for 2022 retroactive to January 1, 2022.  Motion passed unanimously.	1 <sup>st</sup> - Rigaud 2 <sup>nd</sup> – Bell Bell - Aye Crago – Aye Macedonia – Absent Mougianis - Aye Rigaud - Aye

Mr. Mougianis spoke about the DAC meeting last week. He feels the big part of the Health Departments success is the team, not just the fact that staff are qualified and work well together. He feels that you have to be your very best when your very best is needed. It's easy to be your best when it's easy, but to be your very best when your very best is needed is extraordinary and that's what you all have done. He is glad that the board unanimously agreed on this, because its justifiable and had hoped that the board would back it and agree.

Mr. Bell agreed with Mr. Mougianis' comments and commended the staff for all they have done and wished they could do more. Mr. Rigaud stated as a board member he never expected any kind of praise for what they do as the board in the sense of guidance. He does feel the consistent need to provide praise to the staff. Coming from little experience in this role, Mr. Rigaud states this has been a good ride and feels that the staff's hard work has made it that way.

Kelly Wilson spoke that the previous Health Commissioner promised the staff a 3% increase for three years. The board needs to understand that we cannot promise a 3% increase next year. Every year the financials will need to be reviewed prior to granting any raise. There should not be an expectation from staff moving forward to a 3% raise every year. Mr. Bell stated due to the diligence that you two (Kelly and Shelly) have performed, gives us the ability to have an actual number that we can say yes we can afford this. Mr. Mougianis stated coming from the business world, this is a little different for him as well. The staff has been loyal and disciplined through a storm and that is of great worthiness.

## RESOLUTIONS

Health Commissioner Henry stated we have two resolutions that we would like to send to the Ohio Tax Commissioner for approval for the transfer of funds from special revenue accounts. As



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you all can see, the CD&D account has an excess of funds. We ended the year with a big surplus in that fund but had several funds left with a deficit. The first resolution is requesting a transfer from the CD&D Fund in which we have a surplus of funds and have exhausted all obligations for that account for the year. A resolution to request to transfer \$263,000.00 to nursing and \$30,000 for solid waste.

A copy is attached hereto and made part of the official minutes.

<i>Action</i>	<i>Motion to Approve Resolution 2022-001 Authorizing Transfer of Funds from CD&amp;D as Written.</i>	<i>Vote Detail (Roll Call)</i>
Motion-2022-33	Mr. Bell moved and Mr. Mougianis seconded a motion to approve Resolution 2022-001 authorizing transfer of funds from CD&D as written.  Motion passed unanimously.	1 <sup>st</sup> - Bell 2 <sup>nd</sup> - Mougianis Bell - Aye Crago - Aye Macedonia - Absent Mougianis - Aye Rigaud - Aye

Health Commissioner Henry stated that this is not a guaranteed transfer, it still needs the approval of The Ohio Tax Commissioner. The resolutions have been discussed with our legal counsel.

The second resolution is requesting a transfer of \$48,547.73 from the Plumbing to the Accreditation Fund. The Accreditation Fund is a standalone fund which the District misclassified under the previous administration that should have been an expense line item in the General Fund.

A copy is attached hereto and made part of the official minutes.

Prior to making any motion, Mr. Crago suggests that the Resolution number be changed to read 2022-002 to go in order of the first resolution.

<i>Action</i>	<i>Motion to Approve Resolution 2022-002 Authorizing Transfer of Funds from Plumbing Fund as Written.</i>	<i>Vote Detail (Roll Call)</i>
Motion-2022-34	Mr. Bell moved and Mr. Rigaud seconded a motion to approve resolution 2022-002 authorizing transfer of funds from Plumbing Fund as written.  Motion passed unanimously.	1 <sup>st</sup> - Bell 2 <sup>nd</sup> - Rigaud Bell - Aye Crago - Aye Macedonia - Absent Mougianis - Aye Rigaud - Aye



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<i>Action</i>	<i>Motion to Adjourn</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-35	Mr. Rigaud moved and Mr. Bell seconded a motion to adjourn.  Motion passed unanimously.	1 <sup>st</sup> - Rigaud 2 <sup>nd</sup> – Bell Bell - Aye Crago – Aye Macedonia – Absent Mougianis - Aye Rigaud - Aye

There being no further business before the Board, the meeting was adjourned at 5:21 p.m.

The next regular meeting of the Board of Health is scheduled for Monday, April 18, 2022 at 8:15 a.m. in the Trumbull Towers Building, 2<sup>nd</sup> Floor. The Re-Organizational Meeting with elections of a new chairman and vice chairman for the upcoming year prior to the regular meeting.

**ATTESTED:**

Patrick H. Macedonia, MD, Board President

Andrew Henry, Health Commissioner