



JEFFERSON COUNTY General Health District

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**BOARD OF HEALTH
MINUTES OF REGULAR MEETING
November 21, 2023
8:15 a.m.**

The regular monthly meeting of the Board of Health was held on Tuesday, November 21, 2023 at 8:15 a.m. in the 2nd floor community room of the Towers Building located at 500 Market Street, Steubenville, Ohio.

Board Members Present:

Terry Bell
Anthony Mougianis, Vice President
Suzanne Brown
Chief Clark Crago
Mark Kissinger, DO

Staff:

Andrew Henry, Health Commissioner
Michele Henry, Administrative Assistant
Kelly Wilson, Director of Finance
Carla Gampolo, Registered Sanitarian
Stephanie Chester, RN, WIC Director
Rick Stead, PHEP
Dr. Jane Culp, Medical Director
Kylie Smogonovich, Director of Nursing
Danielle Czuchran, RN
Rachel Shorac, Medical Assistant
Kim Walters, WIC Clerk
Jackie DiNofrio, WIC Health Professional

Absent:

Prosecutor:

Guests: See sign-in sheet

CALL TO ORDER

The meeting was called to order at 8:15 a.m. by Anthony Mougianis, President. The Pledge of Allegiance was recited. Roll call was taken. All board members were in attendance.

Amended Motion for Vice-President

Mr. Mougianis stated we need to amend the motion of Suzanne Brown for Vice President from last meeting. Dr. Kissinger said he would make that motion.

<i>Action</i>	<i>Motion for the nomination of Suzanne Brown as Vice President</i>	<i>Vote Detail (Roll Call)</i>
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Motion-2021-129	<p>Dr. Kissinger moved and Mr. Bell seconded a motion for the nomination of Suzanne Brown as Vice President.</p> <p>Motion passed unanimously.</p>	<p>1st - Kissinger 2nd – Bell Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye</p>
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APPROVAL OF MINUTES

Chief Crago motioned to accept the minutes as submitted.

<i>Action</i>	<i>Motion to accept the October 17, 2023 Minutes of the Regular Meeting.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2023-130	<p>Chief Crago moved and Mr. Bell seconded a motion to approve the October 17, 2023 minutes of the regular meeting.</p> <p>Motion passed unanimously.</p>	<p>1st - Crago 2nd - Bell Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye</p>

October 2023 Revenue Report

Health Commissioner Henry said this was a normal month for us. Kelly Wilson let the board know that in December she will be submitting a revised budget, account transfers and account advances for year end.

<i>Action</i>	<i>Approval of October 2023 Revenue Report</i>	<i>Vote Detail (Roll Call)</i>
Motion-2021-131	<p>Mrs. Brown moved and Mr. Bell seconded a motion to approve of October 2023 Revenue Report.</p> <p>Motion passed unanimously.</p>	<p>1st - Brown 2nd – Bell Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye</p>

Roll call taken, all board members present were in agreement.



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October 2023 Expense Report

Health Commissioner Henry stated the expenses were normal this month. Chief Crago motioned to accept the expenses as presented.

<i>Action</i>	<i>Approval of October 2023 Expense Report</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2023-132	Chief Crago moved and Mr. Bell seconded a motion to approve of October 2023 expense report. Motion passed unanimously.	1 st - Crago 2 nd – Bell Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Roll call taken, all board members present were in agreement.

Personnel –

Health Commissioner Henry stated he, Dr. Culp and Suzanne Brown from the personnel committee interviewed and chose to hire Kylie Smogonovich as the Director of Nursing. Health Commissioner Henry is now asking for the board’s approval. The hiring will become effective 11/13/2023 at the wage of \$32.00 per hour.

<i>Action</i>	<i>Motion to Approve the Hiring of Kylie Smogonovich as Director of Nursing.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2023-133	Mr. Bell moved and Mrs. Brown seconded a motion to approve the hiring of Kylie Smogonovich as Director of Nursing. Motion passed unanimously.	1 st - Bell 2 nd – Brown Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Travel Requests – None

Contracts/MOU’s –

Health Commissioner Henry stated we have two contracts this month. The first is a renewal of the Franciscan University Nursing Contract. This contract would run January 1, 2024 through December 31, 2024. The nursing students come and work in our clinic and Health



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Commissioner Henry feels this contract provides a good relationship with the university to train their nurses.

<i>Action</i>	<i>Motion to Approve the Franciscan Nursing Renewal Contract.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2023-134	Mr. Bell moved and Chief Crago seconded a motion to approve the Franciscan Nursing Renewal Contract. Motion passed unanimously.	1 st - Bell 2 nd – Crago Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

The second contract is for the Ohio Department of Aging, a grant for the county. Health Commissioner Henry stated we have received the grant in the amount of \$306,781.00 from the Department of Aging for a Health Aging Grant. Health Commissioner Henry will speak in more detail about this grant in his health commissioner report.

<i>Action</i>	<i>Motion to Approve the Ohio Department of Aging Grant.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2023-135	Mr. Bell moved and Mrs. Brown seconded a motion to approve the Ohio Department of Aging. Motion passed unanimously.	1 st - Bell 2 nd – Brown Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Adoption of Forms/Policies – None

Purchase Orders over \$5000 –

Health Commissioner Henry stated there are three purchase orders for approval this month. The first one is for the Eastern Ohio Correction Center for reimbursement on CF 23 Grant in the amount of \$56,462.00. There was no cost to the health department general fund. The second purchase order is for The Harrison County Health Department for the partnership we have with the Cribs for Kids Grant in the amount of \$5,949.96. The third and final purchase order for this month is for Primary Solutions in the amount of \$6,355.00 for the support for the payroll system used at the health department.

<i>Action</i>	<i>Motion to Approve the Three Purchase Orders Presented for the Month of November.</i>	<i>Vote Detail (Roll Call)</i>



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Motion – 2023-136	<p>Chief Crago moved and Mr. Bell seconded a motion to approve the three purchase orders presented for the month of November.</p> <p>Motion passed unanimously.</p>	<p>1st - Crago 2nd – Bell Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye</p>
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Health Commissioner’s Report

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

The breakdown of the Healthy Aging Grant is as follows:

Food Assistance 20%

Housing Assistance 20%

Internet Access & Digital Literacy 10%

Remaining 50% is a choice of:

Community conditions	including strategies to improve financial stability, housing quality and affordability, and/or transportation
Healthy living	including strategies to improve nutrition and/or physical activity
Access to care	including strategies to improve health insurance enrollment, including outreach and advocacy and/or family caregiver supports
Social Connectedness	including strategies to improve social inclusion and/or volunteerism
Population Health	including strategies to reduce cognitive difficulty, hypertension, and/or depression
Preserving Independence	including strategies to improve chronic pain management and/or, falls risk and mobility

Suzanne Brown asked if we ever had a grant like this in the past. Health Commissioner Henry stated it would be like the CF grant we had. This grant allows other agencies to spend the money and we would be the pass through. This would be money to invest straight into the community.

Medical Director’s Report

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



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Nursing Report

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

WIC Report

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

Environmental

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

Accreditation

Health Commissioner Henry stated the application for the PHAB Pathways Recognition Program was submitted and we have until May 2024 to upload our documents to PHAB. As a health department we need to update our strategic plan, workforce development plan and our performance improvement plan. These are three large pieces of accreditation that we will continue to work on. Having the boards involvement in the strategic plan is instrumental.

PHEP

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

Chief Crago asked if he could make a motion to make a change to the agenda and allow County Commissioner Anthony Morelli to speak before the board.

<i>Action</i>	<i>Motion to Allow County Commissioner Anthony Morelli to speak before the board.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2023-137	Chief Crago moved and Mrs. Brown seconded a motion to approve County Commissioner Anthony Morelli to speak before the board. Motion passed unanimously.	1 st - Crago 2 nd – Brown Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Mr. Morelli stated he has attended numerous board meetings in the past and has watched our employees deal with covid and challenging times. Mr. Morelli would like to commend Mr. Henry and the board. Thank you to the board for trying to make Jefferson County better.



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Health Commissioner Henry spoke about the Healthy Aging Grant, Mr. Morelli stated Andrew deserves kudos for that. Health Commissioner Henry reached out to Mr. Morelli the week before the application for the grant was due. Andrew took it and ran with it. Health Commissioner Henry has gotten Job and Family Services involved. Because of Health Commissioner Henry's quick action, he was able to bring in \$306,000.00 to Jefferson County that we wouldn't have. Mr. Morelli would like to commend Health Commissioner Henry and the job he is doing.

Correspondence –

Women in Action Against Cancer Coalition thank you card was presented to the board.

Committee Reports

Environmental – No meeting held.

Administration/Finance – Nothing to report

Clinical – Nothing to report

Personnel – Suzanne Brown welcomed Kylie Smogonovich as Director of Nursing. In January we will be posting the part-time position Kylie previously held.

Events- Chief Crago acknowledged the staff for doing a great job.

Old Business –

Nuisances:

Joan Marie Carlsen – 1339 Main Street, Smithfield Oh 43943: Ms. Carlsen attended last month's meeting and was given 30 days to abate the nuisance. By the photos taken on November 17, 2023, she has failed to comply by the deadline. Health Commissioner Henry's recommendation is for the board to make a motion to send this to the local court system.

Chief Crago would like to make a motion to proceed to the next step on Ms. Carlsen's nuisance.

<i>Action</i>	<i>Motion to Turn the Carlsen Property Located at 1339 Main Street, Smithfield, Oh, Over to the Prosecutor's Office.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2023-138	Chief Crago moved and Mr. Bell seconded a motion to turn the Carlsen property located at 1339 Main Street, Smithfield, Oh over to the Prosecutor's Office. Motion passed unanimously.	1 st - Crago 2 nd – Bell Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye



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County Road 20: Health Commissioner Henry stated our Environmental division has been working with this open dump through the solid waste program. We had requested the individual who did the open dump on someone else’s property to attend this meeting today. However, they did not confirm until late yesterday. This nuisance will be moved to the December meeting.

Campground Re-Inspection: The campground program was re-inspected a couple months ago. The final report from the re-inspection put our program in full compliance.

New Business –

2024 Third and Final Reading of Fees: Health Commissioner Henry read the environmental fees up to the water fees (which are not changing so do not need to be read aloud). There is an updated nursing fee of a \$20.00 Sports Physical Fee that will be added.

<i>Action</i>	<i>Motion to Approve the Third and Final 2024 Reading of Fees.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2023-139	Chief Crago moved and Mr. Bell seconded a motion to approve the third and final 2024 reading of fees. Motion passed unanimously.	1 st - Crago 2 nd – Bell Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Mrs. Brown let the board know that she attended a two-day train derailment virtual seminar. This was very close to her as this was from her hometown. There are five areas they are looking closely at. Exposures associated with the train derailment, physical, mental, social, and behavioral health impacts, acute and long term health effects of the exposure, surveillance regarding health risks for the future and lessons learned from prior disasters. Mrs. Brown stated it was a good seminar to see.

Chief Crago spoke that as of December 31, 2023, he will be resigning from the Board of Health due to a conflict in the constitution and bylaws. He will be serving on Toronto City Council. He loved his time here, we have been through a lot. We survive a pandemic, turmoil and it is a well-oiled machine now because of everything that has been put into place by staff all the way up to the board. He thanked us for his almost four-years’ time spent on the board. He will be around if we ever need anything.

Public Participation – None

Executive Session –



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President Mougianis asked for a motion to enter executive session to discuss Health Commissioner Henry’s Contract and pay increases for staff:

<i>Action</i>	<i>Motion to Enter Executive Session</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2023-140	Mr. Bell moved and Dr. Kissinger seconded a motion to enter executive session. Motion passed unanimously.	1 st - Bell 2 nd – Kissinger Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

<i>Action</i>	<i>Motion to Return to Regular Session</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2023-141	Mr. Bell moved and Dr. Kissinger seconded a motion to return to regular session. Motion passed unanimously.	1 st - Bell 2 nd – Kissinger Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Upon returning to regular session, Chief Crago asked to make a motion to approve Health Commissioner Andrew Henry’s Employment Contract for 5 years.

<i>Action</i>	<i>Motion to Approve Andrew Henry’s Contract for an Additional Five Years.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2023-142	Chief Crago moved and Mr. Bell seconded a motion to approve Andrew Henry’s contract for an additional five years. Motion passed unanimously.	1 st - Crago 2 nd – Bell Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Roll call taken, all board members present were in agreement.

Clark Crago also asked to make a motion to approve a 1.5% pay increase for staff effective with the first full pay in January 2024, with the exception of WIC staff who received their pay increase back in October.



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<i>Action</i>	<i>Motion to Approve a 1.5% Pay Increase for Staff Effective With the First Full Pay in January 2024.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2023-143	Chief Crago moved and Mrs. Brown seconded a motion to approve a 1.5% pay increase for staff effective with the first full pay in January 2024. Motion passed unanimously.	1 st - Crago 2 nd – Brown Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

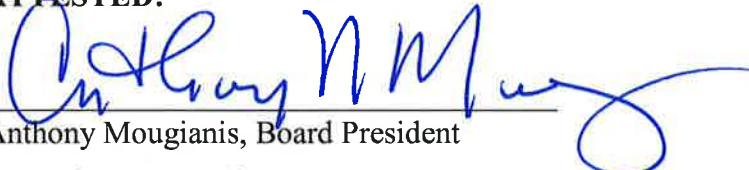
Roll call taken, all board members present were in agreement.

<i>Action</i>	<i>Motion to adjourn</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2023-144	Chief Crago moved and Dr. Kissinger seconded a motion to adjourn. Motion passed unanimously.	1 st - Crago 2 nd – Kissinger Bell - Aye Crago – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

There being no further business before the Board, the meeting was adjourned at 9:02 a.m.

The next regular meeting of the Board of Health is scheduled for Tuesday, December 19, 2023 at 8:15 a.m. in the Towers Building, 2nd Floor.

ATTESTED:



Anthony Mougianis, Board President



Andrew Henry, Health Commissioner