



# JEFFERSON COUNTY General Health District

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**BOARD OF HEALTH  
MINUTES OF REGULAR MEETING  
February 20, 2024  
8:15 a.m.**

The regular monthly meeting of the Board of Health was held on Tuesday, February 20, 2024 at 8:15 a.m. in the 2<sup>nd</sup> floor community room of the Towers Building located at 500 Market Street, Steubenville, Ohio.

**Board Members Present:**

Anthony Mougianis, President  
Suzanne Brown, Vice-President  
Mark Kissinger, DO  
Terry Bell  
Mary Mihalyo

**Staff:**

Andrew Henry, Health Commissioner  
Michele Henry, Administrative Assistant  
Kelly Wilson, Director of Finance  
Marc Maragos, Environmental Director  
Carla Gampolo, Registered Sanitarian  
Dr. Jane Culp, Medical Director  
Kylie Smogonovich, Director of Nursing  
Rick Stead, PHEP Coordinator  
Stephanie Chester, WIC Director

**Absent:**

**Prosecutor:** Not in attendance

**Guests:** See sign-in sheet

Prior to the start of the meeting, Molina Healthcare presented us with a check for \$5,000.00 for a donation to start our Diaper Bank. Molina expressed interest in donating to our Diaper Bank as long as they are able. Molina wants to be able to support us and become our partner with the Diaper Bank.

## 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.

**Proclamation:**

In conjunction with our annual report, that we are going to dedicate to Dr. Pat, the City of Steubenville made a proclamation signed by Mayor Jerry Barilla. It takes our dedication page from our annual report and made a proclamation out of it.



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

A proclamation for Dr. Patrick H. Macedonia was read aloud by Health Commissioner Andrew Henry. February 20, 2024 was named Dr. Patrick H. Macedonia day.

Mrs. Brown spoke that Mrs. Macedonia wanted to thank the city for the Proclamation and Andrew Henry, the board and the staff for continuing the mission of the Jefferson County Health Department.

### APPROVAL OF MINUTES

Mr. Mougianis asked for any corrections notations etc. for the Board Minutes presented. There being none he asked for a motion to accept the minutes as submitted.

<i>Action</i>	<i>Motion to Approve the January 16, 2024 Minutes of the Regular Board Meeting.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-011	Dr. Kissinger moved and Mr. Bell seconded a motion to approve the January 16, 2024 minutes of the Regular Board Meeting.  Motion passed unanimously.	1 <sup>st</sup> - Kissinger 2 <sup>nd</sup> - Bell Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

### January 2024 Revenue Report

Kelly Wilson reported that the board received in their packet a 2023 Fund Balance Update. This is a corrected fund balance for the end of 2023. In working on the financial report that is due to the state auditor by March 1, Kelly found some expenses as well as receipts that were classified incorrectly. The bottom line was not changed just the individual fund balances changed once she did the reclassifications. As far as the revenue for the month there was nothing out of the ordinary.

<i>Action</i>	<i>Approval of January 2024 Revenue Report</i>	<i>Vote Detail (Roll Call)</i>
Motion- 2024-012	Mrs. Brown moved and Mr. Bell seconded a motion to approve of January 2024 Revenue Report.  Motion passed unanimously.	1 <sup>st</sup> - Brown 2 <sup>nd</sup> – Bell Bell – Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

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



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

## January 2024 Expense Report

Health Commissioner Henry and Kelly Wilson reported the expenses were a little higher this month due to two months' payments for the landfill.

<i>Action</i>	<i>Approval of January 2024 Expense Report</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-013	Dr. Kissinger moved and Mr. Bell seconded a motion to approve of January 2024 expense report.  Motion passed unanimously.	1 <sup>st</sup> - Kissinger 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

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

### Personnel –

Health Commissioner Henry explained that when we promoted Kylie Smogonovich to Director of Nursing this created a vacancy within the health department of a part time RN position. We advertised and interviewed several candidates for the position. Health Commissioner Henry and Kylie Smogonovich would like to offer that position to Madisen Hurst. This will be a part-time position at a pay rate of \$27.42 effective Monday, March 4, 2024. If there is a vacation that needs to be covered, if she is available she will cover those as well. (Added hours on an as needed basis).

<i>Action</i>	<i>Motion to Approve the Hiring of Madisen Hurst as PT RN Effective March 4, 2024 at the Rate of Pay of \$27.42 per hour.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-014	Mrs. Brown moved and Mr. Bell seconded a motion to approve the Hiring of Madisen Hurst as PT RN effective March 4, 2024 at the Rate of Pay of \$27.42 per hour.  Motion passed unanimously.	1 <sup>st</sup> - Brown 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

### Travel Requests –

Health Commissioner Henry will be attending the Child Passenger Safety Conference on April 24, 2024 in Dublin Ohio. The cost to attend the conference is \$115.00.

Kylie Smogonovich and Rachel Shorac will be attending the Health Equity Conference on April 2 – April 3, 2024 in Columbus Ohio. There is no cost to attend the conference and Lodging will be \$179.00.

Stephanie Chester and Crystal Wickham will be attending the Ohio Lactation Consultant Association Conference on March 15 – 16, 2024 in Lewis Center, Ohio. Registration cost is \$670.00 and Lodging is \$289.94 for a total of \$959.94.

Stephanie Chester will be attending the National WIC Association Annual Conference on April 6 – April 10, 2024 in Chicago, Ill. Registration Cost is \$649.00 and Lodging is \$1,192.78 for a total of \$1,841.78.

<i>Action</i>	<i>Motion to Approve all the Travel Requests Presented for the Month.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-015	Dr. Kissinger moved and Mr. Bell seconded a motion to approve all the travel requests presented for the month.  Motion passed unanimously.	1 <sup>st</sup> - Kissinger 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Meals and mileage will be reimbursed to the employees upon receipt of required paperwork and receipts.

### Contracts/MOU's –

Health Commissioner Henry stated we have five contracts listed this month. The solid waste contract was approved in December; we are just awaiting the signed agreement.

The second contract is for a AOHC Skillsoft Agreement. This is a three-year agreement that gives the health department full access to a list of employee training modules mainly around new hires and annual trainings. The cost will be \$770.00 a year for the next three years.



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

The third contract is the Heal Grant tier two. This deals with active transportation and creating healthier communities. Last year we focused on the Heritage Trail and improving the infrastructure on that. We created a lot of positive traction and because of that we were awarded the tier two for the HEAL grant which will focus on bicycle infrastructure in the downtown area. We could be awarded up to \$25,000.00 and the grant runs through September of 2024.

The fourth contract is an addendum to the HIV grant lowering the amount of funding by \$2,747.00 making the grant allocation \$11,053.00 and extending the term of the grant period through May 31, 2024.

The fifth and final contract for this month is the Lead Grant. This will be a \$10,000.00 grant for a period of April through June. This will be a joint effort among the health department for Lead prevention and education in the community.

<i>Action</i>	<i>Motion to Approve the Contracts Presented for the Month minus the Solid Waste Contract that is still Pending.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-016	Dr. Kissinger moved and Mrs. Brown seconded a motion to approve the contracts presented for the month minus the Solid Waste Contract that is still pending.  Motion passed unanimously.	1 <sup>st</sup> - Kissinger 2 <sup>nd</sup> – Brown Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

**Adoption of Forms/Policies – None**

**Purchase Orders over \$5000 – None**

**Health Commissioner’s Report**

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

**Medical Director’s Report**

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

**Nursing Report**

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



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

Mr. Mougianis commended Kylie Smogonovich and Dr. Culp for their great working relationship. The program is working really well because of this and it's very evident.

## **WIC Report**

Stephanie Chester reported they were pretty busy in January with appointments. January is WIC's anniversary month. Background on WIC was given by Ms. Chester. A group of doctors put together a food package that better served mothers and new babies. Clinics were established in neighborhoods to distribute the foods to people. The first official WIC clinic opened January 15, 1974 in Kentucky and by the end of the year there were 45 states.

## **Environmental**

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

## **Accreditation**

Health Commissioner Henry stated our application for the PHAB full accreditation was submitted and sent back for one item to be corrected. We had to perform an ADA self-assessment for accessibility in the facility. Rick Stead took the lead on that assessment and we re-submitted the application and were approved. We have until February 7, 2025 to upload all documentation for Accreditation. We will continue to work on that throughout the next year.

## **PHEP**

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

## **Correspondence – None**

## **Committee Reports**

*Environmental* – Nothing to report.

*Administration/Finance* – The Administration Committee met on the distribution of funds for the Healthy Aging Grant. The first round of the \$306,000.00 in grant allocations will be as follows:

Our Place – Lunch and Learn Program - \$50,000.00

Trinity Health System Prime Time – Telehealth - \$50,000.00

Jefferson Metropolitan Housing Authority – Housing Assistance - \$61,356.00

RSVP Family and Community Services – Senior Volunteer Program - \$15,000.00

Health Commissioner Henry stated that this is a start and this is half of our spending allocation and we have a while to go yet. We hope you can put the money to use and we can always look



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

towards additional funding should there be funds remaining in the second half of the grant period.

Representatives from Our Place attended the meeting and stated they have already begun work with a group in Tiltonsville.

Health Commissioner Henry stated we will follow-up with a letter outlining the specifics we will need on our end. We will be responsible for grant reporting, so in turn we will need the recipients to report to us the activities done with the funds.

Melody a representative from JMHA spoke and thanked the board for the funds. Low income housing affects the entire county; we have a need for it. We have a lot of seniors living in unsafe conditions, but expected to live independently. We just want to thank all the members of the board.

Health Commissioner Henry asked for a motion to approve the allocation of the grant funds. Dr. Kissinger asked to abstain as it includes funding for Trinity Health System and he works for them.

<i>Action</i>	<i>Motion to Approve the Allocation of Grant Funds for The Healthy Aging Grant.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-017	Mr. Bell moved and Mrs. Brown seconded a motion to approve the allocation of Grant Funds for the Healthy Aging Grant.  Motion passed unanimously.	1 <sup>st</sup> - Bell 2 <sup>nd</sup> – Brown Bell - Aye Mihalyo – Aye Kissinger – Abstain Mougianis - Aye Brown – Aye

*Clinical* – Nothing to report.

*Personnel* – Madison Hurst will be starting on March 4, 2024.

*Events*- Nothing to report. This position will be determined with the April re-organizational meeting.

### Old Business –

#### Nuisances:

The open dump site on County Road 20 was forwarded to the county prosecutor’s office along with two other nuisance cases.



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

Mark Maragos and his team came across a large open dump area in Cross Creek Township that they are just starting to investigate. Based on the initial assessment, the debris has been there for quite some time and is a mix of household garbage, furniture and other items. Marc Maragos stated this will be a challenge as it has been going on for some time and there are trees growing out of some of the waste. It is an active dumpsite with some of it being located in water and access to the property is going to be an issue.

Mr. Mougianis asked about the status of Johnny’s Tire and Auto. Carla Gampolo stated that this case is being handled at the EPA Central Office as well as the Butler property. We are awaiting their final decision on these properties. The process is very slow and we are hoping that both sites get cleaned up soon.

**New Business –**

The District Advisory Council will meet on March 6, 2024 to appoint a board member for Terry Bell’s expiring term. Mr. Bell announced he will be running for re-election of his seat.

**Public Participation – None**

President Anthony Mougianis introduced and welcomed Mary Mihalyo as our new board member.

**Executive Session – None**

<i>Action</i>	<i>Motion to adjourn</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-018	Mrs. Brown moved and Mr. Bell seconded a motion to adjourn.  Motion passed unanimously.	1 <sup>st</sup> - Brown 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye



# JEFFERSON COUNTY General Health District

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There being no further business before the Board, the meeting was adjourned at 8:59 a.m.

The next regular meeting of the Board of Health is scheduled for Tuesday, March 19, 2024 at 8:15 a.m. in the Towers Building, 2<sup>nd</sup> Floor.

**ATTESTED:**

Anthony Mougianis, Board President

Andrew Henry, Health Commissioner

