



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

**BOARD OF HEALTH  
MINUTES OF REGULAR MEETING  
September 17, 2024  
8:15 a.m.**

The regular monthly meeting of the Board of Health was held on Tuesday, September 17, 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

**Staff:**

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

**Absent:** Mary Mihalyo, Dr. Jane Culp, Medical Director

**Prosecutor:** Not in attendance

**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. Mary Mihalyo was not in attendance. All remaining board members were in attendance.

**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 August 20, 2024 Minutes of the Regular Board Meeting.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-095	Mr. Bell moved and Mrs. Brown seconded a motion to approve the August 20, 2024 minutes of the Regular Board Meeting.	1 <sup>st</sup> - Bell 2 <sup>nd</sup> - Brown Bell - Aye Mihalyo - Absent



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

	Motion passed unanimously.	Kissinger – Aye Mougianis - Aye Brown – Aye
--	----------------------------	---

### AUGUST 2024 REVENUE REPORT

Kelly Wilson reported as far as the revenue for the month there was nothing out of the ordinary.

<i><b>Action</b></i>	<i><b>Approval of August 2024 Revenue Report</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion-2024-096	Dr. Kissinger moved and Mr. Bell seconded a motion to approve of August 2024 Revenue Report.  Motion passed unanimously.	1 <sup>st</sup> - Kissinger 2 <sup>nd</sup> – Bell Bell – Aye Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye

### AUGUST 2024 EXPENSE REPORT

Kelly Wilson reported there was nothing out of the ordinary with the expenses this month.

<i><b>Action</b></i>	<i><b>Approval of August 2024 Expense Report</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2024-097	Mrs. Brown moved and Dr. Kissinger seconded a motion to approve of August 2024 expense report.  Motion passed unanimously.	1 <sup>st</sup> - Brown 2 <sup>nd</sup> – Kissinger Bell - Aye Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye

### PERSONNEL

Health Commissioner Henry stated that Emma Gray has put in her resignation effective October 4, 2024. Emma has accepted a position at the Columbiana County Health Department. Dr. Kissinger asked if this was due to a wage issue. Health Commissioner Henry did say he had heard it would be a pay increase for her, but also reminded the board she would've received a pay increase upon receiving her Registered Sanitarian license.



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

<i>Action</i>	<i>Approval of the Resignation of Emma Gray.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-098	Mr. Bell moved and Mrs. Brown seconded a motion to approve of the resignation of Emma Gray.  Motion passed unanimously.	1 <sup>st</sup> - Bell 2 <sup>nd</sup> – Brown Bell - Aye Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye

### TRAVEL REQUESTS

Health Commissioner Henry stated there are three travel requests this month.

First is Stephanie Chester, NBAC Meeting in Columbus, Oh on September 12 & 13, 2024 in the amount of \$136.29.

Second is Stephanie Chester, Directors Meeting, Akron, Oh on September 26, 2024 no cost.

Third is for John McGuire, OEHA Conference, Twinsburg, Oh on October 15 & 16, 2024 in the amount of \$568.52.

<i>Action</i>	<i>Motion to Approve all the Travel Requests Presented for the Month.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-099	Dr. Kissinger moved and Mr. Bell seconded a motion to approve the all travel requests presented for the month.  Motion passed unanimously.	1 <sup>st</sup> - Kissinger 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye

### CONTRACTS/MOU's

Health Commissioner Henry stated we have five contracts this month.

First is the Baldwin Group – HDIS this is due to a contract cycle change moving from a fiscal year to a calendar year contract. This will get us through the end of the year. The is the program used mostly by our environmental staff to record their time in each program

Second is CMOR – Center of Marketing and Opinion Research - CHA/CHIP 2025- We will work with this organization along with Trinity Health System for our 2025 CHA and CHIP.



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

Third is EPA – Semipublic Sanitary Disposal System- This is with the EPA to work on behalf of the EPA to monitor the semipublic sanitary disposal systems.

Fourth is the City of Steubenville – Early Action Site – The Steubenville North Choice Neighborhood Grant is putting in an education site up near East Garfield Elementary and they have asked us to be a community partner in that. This is more an MOU to help them with education in the community for their early action project.

Fifth is the Jefferson Belmont Regional Solid Waste Authority-this is the 2025 agreement for the Jefferson Belmont Solid Waste Authority to contract for inspections in solid waste in the amount of \$100,000.00.

<i><b>Action</b></i>	<i><b>Motion to Approve the Five Contracts Presented for the Month.</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2024-100	Dr. Kissinger moved and Mrs. Brown seconded a motion to approve the five contracts presented for the month.  Motion passed unanimously.	1 <sup>st</sup> - Kissinger 2 <sup>nd</sup> – Brown Bell - Aye Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye

## ADOPTION OF FORMS/POLICIES

Health Commissioner Henry stated we have one policy for the month.

The Patient Financial Policy that was approved last month we made an additional change to the credit card fees portion. Instead of putting a dollar amount that could change, we changed it to be credit card transaction are subject to transaction fees.

<i><b>Action</b></i>	<i><b>Motion to Approve the Patient Financial Policy with Updates.</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2024-101	Mrs. Brown moved and Dr. Kissinger seconded a motion to approve the Patient Financial Policy with updates.  Motion passed unanimously.	1 <sup>st</sup> - Brown 2 <sup>nd</sup> – Kissinger Bell - Aye Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye

## PURCHASE ORDERS OVER \$5000 –



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

Health Commissioner Henry stated there are two purchase orders for approval for this month.

The first is a Healthy Aging request for the YMCA to purchase exercise equipment in the amount of \$5,300.00.

The second one is for CMOR for the CHA and CHIP for 2025 in the amount of \$18,875.00. This is our cost for the CHA and the CHIP.

Mr. Mougianis asked about the remaining funds in the Healthy Aging grant. Health Commissioner Henry stated the funds would be depleted by the end of the month. We have purchased additional items for a senior health fair and have plans to use the remaining funds from the digital literacy portion of the grant to purchase iPads and conduct training on those.

<i>Action</i>	<i>Motion to Approve the Two Purchase Orders for the Month.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-102	Mr. Bell moved and Mrs. Brown seconded a motion to approve the two purchase orders for the month.  Motion passed unanimously.	1 <sup>st</sup> - Bell 2 <sup>nd</sup> – Brown Bell - Aye Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye

## HEALTH COMMISSIONER’S REPORT

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

## MEDICAL DIRECTOR’S REPORT

Dr. Culp was not in attendance, no report for this month.

## 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 REPORT

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



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

## ACCREDITATION REPORT

Health Commissioner Henry stated we continue to find time to work on accreditation with our limited capacity. We have finished up the audit and required fiscal reports and will work on the Performance Management Plan and Quality Improvement Plan to have ready for board approval at the next meeting.

## PHEP REPORT

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

## CORRESPONDENCE - NONE

## COMMITTEE REPORTS

*Environmental* – Nothing to report.

Mr. Bell again discussed Carbon Capture, no further action required.

*Administration/Finance* – Nothing to report

*Clinical* – Nothing to report.

*Personnel* – Mrs. Brown welcomed Kayla Fogle, RN to the Health Department. Mrs. Brown stated she is sorry to see Emma Gray go but understands her reasons why.

*Events*- Nothing to report.

## OLD BUSINESS - NONE

## NEW BUSINESS

### **Mobile Food Service Operation Fees for 2024 Licensing Year Resolution #2024 - 001:**

Health Commissioner Henry read the Resolution for the changes to the Mobile Food Service Operation Fees per the ORC.

WHEREAS, in accordance with Sections 3717.25 and 3717.45 of the Ohio Revised Code and Section 901.3-4-03 and 3701-21 of the Ohio Administrative Code, the Board has the authority to set fees for food service establishments and food service operations;

WHEREAS, the Ohio Department of Health implemented changes to OAC 901:3-4 and OAC 3701-21 to be consistent with the 2022 US Food and Drug Administration (FDA) Model Food Code, changes will take effect September 5, 2024. Amendments were made to rule 3701-21-02.3(E) added low and high risk Food Service Operation (“FSO”) mobile as license types with the low risk FSO Mobile fee being 50% of the mobile Food Service Operation fee established in this rule which are effective September 1, 2024.



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

NOW, THEREFORE, BE IT RESOLVED BY THE JEFFERSON COUNTY GENERAL HEALTH DISTRICT BOARD OF HEALTH:

1. That the mobile Food Service Operation revised fees for the 2024 operating/approval year are adopted effective immediately.
2. The Board of Health, pursuant to Ohio Revised Code Sections 3717.25 and 3717.45, hereby waives three-readings, declares an emergency, and based upon the requirements of the Administrative Code, adopts the Low Risk Mobile FSO Fee to be set at 50% of the Mobile FSO Local Fee, and to rename the Mobile FSO fee to High Risk Mobile FSO Fee.
3. This resolution shall be in full force and effect immediately upon its adoption.

Health Commissioner Henry further explained the resolution to say when the initial cost methodology was completed there was one fee for mobile food service operations. Now the fee will be cut in half for a secondary operation which is a less invasive type of operation. Their fee will be half of the high risk mobile food service operation fee. For example, someone selling just lemonade would be considered low risk, therefore, would pay the lower fee.

<i>Action</i>	<i>Motion to Approve Resolution 2024-001 Mobile Food Service Operation Fees changes.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-103	Dr. Kissinger moved and Mr. Bell seconded a motion to approve Resolution 2024-001 Mobile Food Service Operation Fee changes.  Motion passed unanimously.	1 <sup>st</sup> - Kissinger 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye

### **2025 Environmental Program Fees (First Reading of Fees):**

Health Commissioner Henry read the 2025 proposed fees for the first public reading of fees.

<i>Action</i>	<i>Motion to Approve the First Reading of Fees for 2025.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-104	Dr. Kissinger moved and Mr. Bell seconded a motion to approve the first reading of fees for 2025.  Motion passed unanimously.	1 <sup>st</sup> - Kissinger 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Absent Kissinger – Aye



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

		Mougianis - Aye Brown - Aye
--	--	--------------------------------

**PUBLIC PARTICIPATION – NONE**

**EXECUTIVE SESSION – NONE**

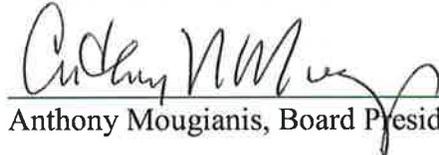
**ADJOURNMENT**

<i>Action</i>	<i>Motion to Adjourn</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-105	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 - Absent Kissinger – Aye Mougianis - Aye Brown – Aye

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, October 15, 2024 at 8:15 a.m. in the Towers Building, 2<sup>nd</sup> Floor.

**ATTESTED:**

  
\_\_\_\_\_  
Anthony Mougianis, Board President

  
\_\_\_\_\_  
Andrew Henry, Health Commissioner