



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

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

The regular monthly meeting of the Board of Health was held on Tuesday, December 17, 2024 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:

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
Stephanie Chester, WIC Director
Rick Stead, PHEP Coordinator

Absent:

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. All 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 November 19, 2024 Minutes of the Regular Board Meeting.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-125	Mr. Bell moved and Mrs. Brown seconded a motion to approve the November 19, 2024 minutes of the Regular Board Meeting.	1 st - Bell 2 nd - Brown Bell - Aye Mihalyo - Aye



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

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

NOVEMBER 2024 REVENUE REPORT

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

<i>Action</i>	<i>Approval of November 2024 Revenue Report</i>	<i>Vote Detail (Roll Call)</i>
Motion-2024-126	Dr. Kissinger moved and Mr. Bell seconded a motion to approve of November 2024 Revenue Report. Motion passed unanimously.	1 st - Kissinger 2 nd – Bell Bell – Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

NOVEMBER 2024 EXPENSE REPORT

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

Mary Mihalyo asked about the additional report that was requested last month. Kelly Wilson responded she send out a report to the board following last month’s meeting. She asked if it was what the board was requesting, or if they wanted something different. To date she received a thank you from one board member, but no other feedback on the new report. Mary Mihalyo asked that the report be resent.

<i>Action</i>	<i>Approval of November 2024 Expense Report</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-127	Dr. Kissinger moved and Mr. Bell seconded a motion to approve of November 2024 expense report. Motion passed unanimously.	1 st - Kissinger 2 nd – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

PERSONNEL –

Health Commissioner Henry reminded the board about the discussion last month with the possibility of contracting with the City of Steubenville Plumbing Inspector. The gentleman seemed interested in the prn position. Since that meeting Health Commissioner Henry reached out and was told that he wanted to pursue full retirement.

Health Commissioner Henry stated we have another local gentleman named Victor Dominick Cingolani who is interested in becoming a PRN Plumbing Inspector. Health Commissioner Henry brought a previous excerpt from our original plumbing rules that were adopted by the board of health that states “Certified plumbing inspectors shall not be engaged in or financially interested in the plumbing business or the sale of any plumbing fixture, materials or supplies and services, nor shall he act agent, directly or indirectly, for any person so engaged.”

Health Commissioner Henry stated that Dominick does own Mr. Plumber. With that being said, he has not taken out a permit from the Health Department to install new plumbing in a few years. He only does service calls to existing plumbing which does not require a permit. In speaking with Attorney Blake yesterday about the 1994 Resolution for the Board of Health, Health Commissioner Henry stated they came up with an amendment to the resolution to say: “Certified plumbing inspectors shall not apply for a permit for commercial or residential plumbing within the jurisdiction of the Jefferson County General Health District, nor shall he provide service calls to buildings or dwellings that he inspected on behalf of the Jefferson County General Health District.”

This means that if we hire Dominick, he will not perform work that will need to be inspected by the Health Department and as the building inspector, he will not perform work in building or dwellings that he inspected on behalf of the Health Department. That would recuse him from both of those ethical issues. Health Commissioner Henry opened up discussion and if the board is ok with accepting the amendment to the resolution, Health Commissioner Henry will read it and we can further explore hiring Dominick.

Health Commissioner Henry read Resolution 2024 – 002. A motion to accept the resolution was called for.

<i>Action</i>	<i>Motion to Accept Resolution 2024 – 002 Plumbing Code Amendment.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-128	Mr. Bell moved and Mrs. Brown seconded a motion to accept Resolution 2024 – 002 plumbing code amendment. Motion passed unanimously.	1 st - Bell 2 nd – Brown Bell - Aye Mihalyo - Aye Kissinger – Aye



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

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

With the acceptance of the Plumbing Code Amendment, Health Commissioner Henry asked to a motion to Hire Victor Dominick Cingolani as the PRN Plumbing Inspector to start on January 4, 2025 at the hourly wage of \$25.51 an hour.

<i>Action</i>	<i>Motion to Approve the Hiring of Victor Cingolani as a PRN Plumbing Inspector Effective January 4, 2025</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-129	Mrs. Brown moved and Mr. Bell seconded a motion to approve the hiring of Victor Cingolani as a PRN Plumbing Inspector effective January 4, 2025. Motion passed unanimously.	1 st - Brown 2 nd – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Health Commissioner Henry stated that Rachel Shorac, Medical Assistant has put in her resignation effective December 20, 2024. She gave a very nice resignation letter. We want to thank Rachel, she started out as a contact tracer during the pandemic, worked in RadX helping the underserved population to get access to Covid testing and Covid vaccines. She then went to work under the HCS grant and did a lot of work in the drug addiction population and most recently as a medical assistant. She served in multiple roles.

<i>Action</i>	<i>Motion to Approve the Resignation of Rachel Shorac, Medical Assistant, Effective December 20, 2024.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-130	Mrs. Brown moved and Mr. Bell seconded a motion to approve the resignation of Rachel Shorac, Medical Assistant, effective December 20, 2024. Motion passed unanimously.	1 st - Brown 2 nd – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

TRAVEL REQUESTS – None

CONTRACTS/MOU's -

Health Commissioner Henry stated we have one MOU for this month.



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

Change Inc. this is a mutual aid agreement to work collaboratively for the good of the health in our community. Health Commissioner Henry stated we have a good working relationship with Change Inc. and would like that to continue. We have partnered with them on multiple items.

<i>Action</i>	<i>Motion to Approve the Change Inc. MOU for 2025.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-131	Dr. Kissinger moved and Mrs. Mihalyo seconded a motion to approve the Change Inc. MOU for 2025. Motion passed unanimously.	1 st - Kissinger 2 nd – Mihalyo 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 16:00

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.

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.

ACCREDITATION REPORT

Health Commissioner Henry stated as of late last week we had three domains that were 100% complete and uploaded.



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

We have more domains that the documentation has been pulled and we are compiling the information to have uploaded. The staff is pulling together and getting it done. We continue to hold weekly meetings and work diligently on compiling and uploading files to PHAB. Mary Mihalyo said she had some possible individuals to provide assistance with the uploading of documents. Health Commissioner Henry will reach out to Mrs. Mihalyo in the near future for further discussion.

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 discussed two articles from the Herald Star newspaper concerning the monitoring of the air quality for Jefferson County and the grant obtained of upwards of \$300,000.00 from the federal government, and the eminent domain concerning the pipelines in the county.

No further action required.

Administration/Finance – Mr. Mougianis stated there was a meeting and the items will be discussed further under new business.

Clinical – Nothing to report.

Personnel – Suzanne Brown asked if there will be a replacement position for Rachel. Health Commissioner Henry stated they are looking for less of a clinical role and more of a community health worker/social work type role. This person will be running the OneOhio Opioid Grant. This person will be out providing education to allow the nurses more time in the clinic.

Nothing to report.

Events- Nothing to report

OLD BUSINESS - None

NEW BUSINESS

Solid Waste Licenses for 2025:

Health Commissioner Henry stated the solid waste licenses will run the entire calendar year of 2025 for Apex Environmental Services, and Hollow Rock Landfill. Both have been in compliance throughout 2024.



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

<i>Action</i>	<i>Motion to Approve the Solid Waste Licenses for Apex Environmental Services and Hollow Rock Landfill for 2025.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-132	Mr. Bell moved and Dr. Kissinger seconded a motion to approve the Solid Waste Licenses for Apex Environmental Services and Hollow Rock Landfill for 2025. Motion passed unanimously.	1 st - Bell 2 nd – Kissinger Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Longevity Payment Policy Revision:

Health Commissioner Henry stated we are asking for a minor policy update. We are asking for the board’s approval to change the wording. Our current policy states that “Longevity payments shall be paid in a lump sum on an annual basis included in the last paycheck of December each year.

The courthouse pays Longevity out on the first pay of December, so we will need to change our policy to say Longevity payments shall be paid in a lump sum on an annual basis included in the first paycheck of December each year.

<i>Action</i>	<i>Motion to Approve the Wording Change in the Longevity Payment Policy for payments to be Given with the First Paycheck in December each year.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-133	Mr. Bell moved and Dr. Kissinger seconded a motion to approve The wording change in the longevity payment policy for payments to be given with the first paycheck in December each year. Motion passed unanimously.	1 st - Bell 2 nd – Kissinger Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

2025 Cost of Living Increases:

Health Commissioner Henry opened up discussion on the cost of living increases for 2025. The cost of living increases was discussed at the Administration/Finance and Personnel committee meeting last week. The board members Mr. Mougianis, Mrs. Brown and Mrs. Mihalyo were in attendance at that meeting. The board members were in agreement with a 3% cost of living increase for all staff.



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

Dr. Kissinger asked if we could afford the increases. Kelly Wilson stated yes we can afford the cost of living increases.

<i>Action</i>	<i>Motion to Approve a 3% Cost of Living Increase for all Staff, the Medical Director and the Health Commissioner, Effective with the First Full Pay in January 2025.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-134	Dr. Kissinger moved and Mrs. Brown seconded a motion to approve a 3% Cost of Living Increase for all staff, the Medical Director and the Health Commissioner, effective with the first full pay in January 2025. Motion passed unanimously.	1 st - Kissinger 2 nd – Brown Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

2024 Vacation Payouts:

Health Commissioner Henry explained this topic was discussed at the committee meeting concerning the payout of vacation for a couple staff members. Andrew Henry, Kelly Wilson and Marc Maragos have not used all of their allotted vacation time for the year due to accreditation, new staff, etc. Therefore, there is a lot of vacation time not used. We are asking for the board approval to pay out the time not used.

Attorney Blake gave his opinion and agrees about paying out the short falls. Mr. Bell stated that if someone is due the vacation time and unable to use it as long as the finances allow that time should be paid out. Dr. Kissinger stated there needs to be a policy to encompass all employees. Health Commissioner Henry responded we do have a policy for staff to be paid for vacation time not used with the Health Commissioners approval.

Kelly Wilson stated she doesn't want to see the Health Department in the position of paying out vacations yearly just so employees get a pay out at the end of the year. We want the employees to take their vacation time they are allotted.

Dr. Kissinger stated moving forward there must be specific reasons as to why the vacation was not taken not just it was a busy year. Mr. Mougianis stated he would rather see the employees take their time away from their jobs and spend time with their family.

Mary Mihalyo asked what the policy is on employees terminating employment with unused vacation time. Health Commissioner Henry stated if they are leaving and have unused vacation time, the employee is paid out for the unused vacation time. If there is sick time not used the employee does not get that paid out unless they meet the job time requirements. Mary Mihalyo



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

asked that we collectively look at the policy. Kelly Wilson stated updating the policy manual is a goal for 2025. We have run into issues with accreditation due to it being so outdated.

<i>Action</i>	<i>Motion to Approve the Vacation Payout of Unused Time for Andrew Henry, Kelly Wilson and Marc Maragos.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-135	Mr. Bell moved and Mrs. Mihalyo seconded a motion to approve the vacation payout of unused vacation time for Andrew Henry, Kelly Wilson and Marc Maragos. Motion passed unanimously.	1 st - Bell 2 nd – Mihalyo Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Public Employee Years of Service for Vacation Error (2023 & 2024):

Health Commissioner Henry explained this item also pertains to vacation time for employees. We have the opinion of our Attorney Shawn Blake as it relates to this topic. Kelly Wilson had previous public service working for Eastern Gateway in February of 1994. She reached 25 years of service on April 5, 2022 working here at the Health Department. According to our policy, once you reach 25 years of service your vacation time goes from 160 hours to 200 hours a year and this was overlooked. Ms. Wilson was shorted 40 hours of vacation time in 2023 and 2024 for a total of 80 hours.

<i>Action</i>	<i>Motion to Approve the Years of Service Vacation Time Payout for Kelly Wilson for Years 2023 and 2024.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-136	Dr. Kissinger moved and Mr. Bell seconded a motion to approve the years of service vacation time payout for Kelly Wilson for years 2023 and 2024. Motion passed unanimously.	1 st - Kissinger 2 nd – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

2024 End of Year Advances:

Health Commissioner Henry stated the advances do look high but we need to make sure that none of the funds end the year with a negative balance. The advances will be reversed when the new year begins and the reimbursements are received back from the funding source.



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

<i>Action</i>	<i>Motion to Approve the 2024 End of Year Advances.</i>	<i>Vote Detail (Roll Call)</i>
Motion -- 2024-137	Mr. Bell moved and Mrs. Brown seconded a motion to approve the 2024 end of year advances. Motion passed unanimously.	1 st - Bell 2 nd - Brown Bell - Aye Mihalyo - Aye Kissinger - Aye Mougianis - Aye Brown - Aye

PUBLIC PARTICIPATION – NONE

EXECUTIVE SESSION – NONE

Health Commissioner Henry asked that we have a special meeting of the board for finance prior to the end of the year. The topic will be Year End Appropriations and Accreditation Contract. Friday, December 20, 2024 at 9:00 am in the Community Room on the 2nd floor of the Towers Building.

ADJOURNMENT

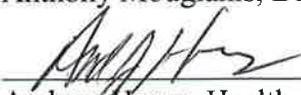
<i>Action</i>	<i>Motion to Adjourn</i>	<i>Vote Detail (Roll Call)</i>
Motion -- 2024-138	Mrs. Brown moved and Mrs. Mihalyo seconded a motion to adjourn. Motion passed unanimously.	1 st - Brown 2 nd - Mihalyo Bell - Aye Mihalyo - Aye Kissinger - Aye Mougianis - Aye Brown - Aye

There being no further business before the Board, the meeting was adjourned at 9:13 a.m.

The next regular meeting of the Board of Health is scheduled for Tuesday, January 21, 2025 at 8:15 a.m. in the Towers Building, 2nd Floor.

ATTESTED:


Anthony Mougianis, Board President


Andrew Henry, Health Commissioner