



JEFFERSON COUNTY General Health District

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BOARD OF HEALTH MINUTES OF REGULAR MEETING January 23, 2025 3:30 p.m.

The regular monthly meeting of the Board of Health was held on Thursday, January 23, 2025 at 3:30 p.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
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 3:30 p.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.

Action	<i>Motion to Approve the November 19, 2024 Minutes of the Public Hearing Reading of Fees.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-001	Mr. Bell moved and Mrs. Mihalyo seconded a motion to approve the November 19, 2024 minutes of the Public Hearing Reading of Fees. Motion passed unanimously.	1 st - Bell 2 nd - Mihalyo Bell - Aye Mihalyo - Aye Kissinger – Aye



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		Mougianis - Aye Brown – Aye
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Action	<i>Motion to Approve the December 17, 2024 Minutes of the Regular Board Meeting.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-002	Mr. Bell moved and Mrs. Brown seconded a motion to approve the December 17, 2024 minutes of the Regular Board Meeting. Motion passed unanimously.	1 st - Bell 2 nd - Brown Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Action	<i>Motion to Approve the December 23, 2024 Minutes of the Special Board Meeting.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-003	Mr. Bell moved and Mrs. Brown seconded a motion to approve the December 23, 2024 minutes of the Special Board Meeting. Motion passed unanimously.	1 st - Bell 2 nd - Brown Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

DECEMBER 2024 REVENUE REPORT

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

Action	<i>Approval of December 2024 Revenue Report</i>	<i>Vote Detail (Roll Call)</i>
Motion- 2025-004	Mr. Bell moved and Mrs. Brown seconded a motion to approve of December 2024 Revenue Report. Motion passed unanimously.	1 st - Bell 2 nd – Brown Bell – Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

DECEMBER 2024 EXPENSE REPORT

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



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Kelly Wilson explained that the expenses may look a little less for December as when the county closed the books for the year the tipping fees that are paid out to the EPA, the County Commissioners and the townships had not been processed for December. Those expenses will show up in January.

Action	Approval of December 2024 Expense Report	Vote Detail (Roll Call)
Motion – 2025-005	Dr. Kissinger moved and Mr. Bell seconded a motion to approve of December 2024 expense report. Motion passed unanimously.	1 st - Kissinger 2 nd – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

FUND BALANCE

The new report requested by the board concerning the fund balances by year and by month was presented by Kelly Wilson, Director of Finance and Administration. The board thanked Kelly for the report and stated they would like to see this report quarterly.

PERSONNEL – None

TRAVEL REQUESTS –

There is one travel request for Andrew Henry. Health Commissioner Henry serves as a public information officer in our county because he is a full time health commissioner. Health Commissioner Henry has training on February 26th and 27th. The training is hosted by Texas AM Engineering at the Ohio Department of Health. The training is no cost, but the lodging for a one-night stay is \$128.35.

Action	Motion to Approve the Travel Request for Andrew Henry.	Vote Detail (Roll Call)
Motion – 2025-006	Mr. Bell moved and Mrs. Mihalyo seconded a motion to approve the travel request for Andrew Henry. Motion passed unanimously.	1 st - Bell 2 nd – Mihalyo Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye



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CONTRACTS/MOU's -

Health Commissioner Henry stated we have five Contracts and Mou's for this month.

The first one is for HDIS, this is an addendum to our contract as the environmental department did not use the modules for school inspections or solid waste. Those two items will be removed from our agreement with them.

This is likely to be the last agreement with HDIS unless there is a data migration agreements or changes to what the Ohio Department of Health is doing. The ODH is transitioning to a state wide environmental system. This is supposed to take place at the end of 2025.

The second contract is Primary Solutions. This is our Infall time tracking program for staff.

The third one is for Stark County combined health district and JCGHD for the Ohio Buckles Buckeyes program. This allows us to receive some payment for car seat installations that we do and give out.

The fourth is a Memorandum of Understanding with Trinity Health System. This is similar to the ones we have with Change, Inc. and Carroll County. This is support in the event of an emergency situations. We want to have that collaborative relationship for that.

The fifth and final contract is for the Plumbing Contract with the City of Steubenville. We were contacted by the City; they are interested in contracting with us for our plumbing inspector. This is actually the reverse of the contract we used to have. We previously contracted with the city and now the city wants to contract with us to do plumbing inspections pending board approval.

Action	<i>Motion to Approve the Five Contracts and MOU's for the Month.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-007	Mr. Bell moved and Dr. Kissinger seconded a motion to approve the five contracts and mou's for the month. Motion passed unanimously.	1 st - Bell 2 nd – Kissinger Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

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

ADOPTION OF FORMS/POLICIES – None



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PURCHASE ORDERS OVER \$5000 –

Health Commissioner Henry stated there are three purchase orders to be approved for this month.

The first is Primary Solutions which was discussed under contracts for our Annual billing for Tech Support and Software Licenses for 2025 in the amount of \$8,100.00.

The second is the Treasurer of State for the 2025 Solid Waste Landfill Licenses in the amount of \$57,500.00.

The third is another to the Treasure of State of Ohio for the quarterly fees for birth and death certificates in the amount of \$17,595.12.

Mary Mihalyo asked about the cost of the Primary Solution. Kelly Wilson stated their prices increased this year due to revamping of their product and the tech support costs increased. This amount is split up among different departments. Mary Mihalyo stated she felt this was outrageous. Health Commissioner Henry stated we could look into other options.

Action	Motion to Approve the Three Purchase Orders for the Month.	Vote Detail (Roll Call)
Motion – 2025-008	Mr. Bell moved and Dr. Kissinger seconded a motion to approve the three purchase orders for the month. Motion passed unanimously.	1 st - Bell 2 nd – Kissinger Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

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

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.



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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.

Mr. Mougianis asked how we determined who was on the list to tie into the Amsterdam Sewer Project. Health Commissioner Henry stated we received a list of residents from the County Water and Sewer district of those that had not connect according to their records. The list had the names and addresses and that was to whom the letters were sent.

Any calls we receive about previously connecting or not being required to connect, we contact the water and sewer district to verify. Marc Maragos stated he has received calls from residents stating they don't have the money to connect to the system. Mr. Mougianis asked what we could do to help those residents, possibly find low interest loans for them to apply for. Marc Maragos stated that Carroll County is also having the same issues.

Mr. Mougianis would like a better report on who fits in what category for the next meeting; who has paid, who is financially stressed etc. Marc Maragos stated he has a list of those who have tied in since the letters were sent out by the board of health. That list has approximately ten residents on it.

Mary Mihalyo asked if we could send a formal communication to the commissioners asking to partner and come up with a solution. Health Commissioner Henry stated he could send a status update letter to the commissioners since we send our board orders with a list of those residents still struggling to get connected.

ACCREDITATION REPORT

Health Commissioner Henry stated as of today, eight of the ten domains are 100% complete and uploaded.

Domains 2 and 6 remain to complete. Domain two is at 53% and Domain 6 is at 31%. We have two more weeks to go.

PHEP REPORT

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

CORRESPONDENCE - NONE



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COMMITTEE REPORTS

Environmental – Nothing under the jurisdiction of the board of health to report.

No further action required.

Administration/Finance – Nothing to report.

Clinical – Nothing to report.

Personnel – Suzanne Brown asked about resumes for the Community Health Worker position.

Health Commissioner Henry stated we have conducted interviews and made an offer to a candidate that declined the offer. We will review the additional candidates that were interviewed to make an offer.

Events- Nothing to report

OLD BUSINESS - None

NEW BUSINESS

Revised Salary Schedule:

Health Commissioner Henry stated the salary schedule was discussed at the personnel/administration committee meeting in December. As a result of that meeting, the schedule was revised and will be in effect starting January 1, 2025. The clerk position was removed as it was the lowest paid position. Health Commissioner Henry stated we will continue to review the schedule more regularly to make sure the salaries remain in line.

<i>Action</i>	<i>Motion to Approve the Revised Salary Schedule.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-009	Mrs. Brown moved and Mr. Bell seconded a motion to approve the Revised Salary Schedule. Motion passed unanimously.	1 st - Brown 2 nd – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Reverse 2024 Year End Advances:

Health Commissioner Henry stated we are asking for approval to reverse the year end advances that we had to make in December so that none of our funds ended up with a negative balance which would be an audit finding. Those advances will be from The Get Vaccinated Grant \$5,000.00, Public Health Workforce Grant \$20,000.00 the EO23 Grant \$20,000.00 and WIC \$25,000.00.



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Action	<i>Motion to Approve the Reverse 2024 Year End Advances.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-010	Mr. Bell moved and Mrs. Mihalyo seconded a motion to approve the reverse 2024-year end advances. Motion passed unanimously.	1 st - Bell 2 nd – Mihalyo Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

PUBLIC PARTICIPATION – NONE

EXECUTIVE SESSION –

Action	<i>Motion to Enter into Executive Session to Discuss the Health Commissioners Employment Evaluation.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-011	Dr. Kissinger moved and Mr. Bell seconded a motion to enter into executive session to discuss the Health Commissioners employment evaluation. Motion passed unanimously.	1 st - Kissinger 2 nd – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown Aye

Action	<i>Motion to Leave Executive Session and Return to Regular Session</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-012	Dr. Kissinger moved and Mrs. Brown seconded a motion to leave executive session and return to regular session. Motion passed unanimously.	1 st - Kissinger 2 nd – Brown Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

No matters to discuss concerning the Health Commissioner's employment following executive session. The board thanked Health Commissioner Henry for his effort and continued success.



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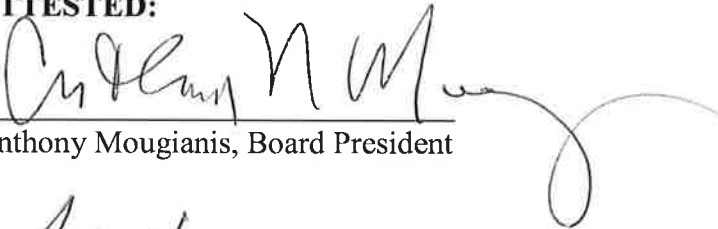
ADJOURNMENT

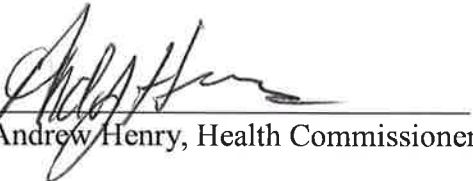
<i>Action</i>	<i>Motion to Adjourn</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-013	Dr. Kissinger moved and Mr. Bell seconded a motion to adjourn. Motion passed unanimously.	1 st - Kissinger 2 nd – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

There being no further business before the Board, the meeting was adjourned at 4:35 p.m.

The next regular meeting of the Board of Health is scheduled for Tuesday, February 18, 2025 at 8:15 a.m. in the Towers Building, 2nd Floor.

ATTESTED:



Anthony Mougianis, Board President

Andrew Henry, Health Commissioner

