



JEFFERSON COUNTY General Health District

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**BOARD OF HEALTH
MINUTES OF REGULAR MEETING
May 20, 2025
8:15 a.m.**

The regular monthly meeting of the Board of Health was held on Tuesday, May 20, 2025 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
Suzanne Brown
Mark Kissinger, DO, President
Terry Bell
Mary Mihalyo, Vice-President

Staff:

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

Absent: Kelly Wilson, Director of Finance

Prosecutor: Not in attendance

Guests: See sign-in sheet

CALL TO ORDER

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

APPROVAL OF MINUTES

Dr. Kissinger 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	Motion to Approve the April 15, 2025 Minutes of the Annual Re-Organizational Meeting.	Vote Detail (Roll Call)
Motion – 2025-043	Mr. Bell moved and Mr. Mougianis seconded a motion to approve the April 15, 2025 minutes of the Annual Re-Organizational Meeting. Motion passed unanimously.	1 st - Bell 2 nd - Mougianis Bell - Aye Mihalyo - Aye Kissinger – Aye



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		Mougianis - Aye Brown – Aye
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Action	Motion to Approve the April 15, 2025 Minutes of the Regular Board Meeting.	Vote Detail (Roll Call)
Motion – 2025-044	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the April 15, 2025 minutes of the Regular Board Meeting. Motion passed unanimously.	1 st - Mougianis 2 nd - Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

APRIL 2025 REVENUE REPORT

Health Commissioner Henry reported as far as the revenue for the month there was nothing out of the ordinary. We did receive our contract payment from the City of Steubenville which was split between the general fund and the nursing fund. The City of Toronto payment has been received in the past day or so and will be reflected in next month's report.

Action	Approval of April 2025 Revenue Report	Vote Detail (Roll Call)
Motion- 2025-045	Mr. Mougianis moved and Mrs. Brown seconded a motion to approve of April 2025 Revenue Report. Motion passed unanimously.	1 st - Mougianis 2 nd – Brown Bell – Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

APRIL 2025 EXPENSE REPORT

Health Commissioner Henry reported as far as the expenses for the month, there was nothing out of the ordinary.

Action	Approval of April 2025 Expense Report	Vote Detail (Roll Call)
Motion – 2025-046	Mrs. Mihalyo moved and Mr. Mougianis seconded a motion to approve of April 2025 expense report. Motion passed unanimously.	1 st - Mihalyo 2 nd – Mougianis Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye



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		Brown – Aye
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PERSONNEL – NONE

TRAVEL REQUESTS –

As part of the pathways hub and prevention grant, Lysiah Rice, our Community Health Worker, is required to attend a Mental Health Conference in Ohio. This will have information she needs for the One Ohio Recovery Grant. She will be going to Columbus on June 9, 2025 to attend the Mental Health Conference. The total approximate cost will be \$429.32 which includes mileage, hotel and food and the cost will be covered by the prevention grant.

Action	Motion to Approve the Travel Request for Lysiah Rice.	Vote Detail (Roll Call)
Motion – 2025-047	Mr. Bell moved and Mrs. Brown seconded a motion to approve the travel request for Lysiah Rice. Motion passed unanimously.	1 st - Bell 2 nd – Brown Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

CONTRACTS/MOU's –

Health Commissioner Henry stated we have two contracts to review for the month.

Health Commissioner Henry stated the first contract is for the Ohio Department of Commerce to enable our environmental department to perform the manufactured home park inspections in the county. We have been performing these inspections for some time.

The second contract is for the Ohio Department of Health for the Health Department to be responsible for the tobacco enforcement program. There have been ongoing discussions with the Ohio Department of Health and they would like us to take over the Tobacco enforcement program locally. This will provide a quicker and better response to any smoking complaints. They have seen a decline in the amount of tobacco complaints from Jefferson County.

Action	Motion to Approve the Two Contracts Presented for the Month.	Vote Detail (Roll Call)
Motion – 2025-048	Mrs. Brown moved and Mr. Bell seconded a motion to approve the two contracts presented for the month.	1 st - Brown 2 nd – Bell



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	Motion passed unanimously.	Bell - Aye Mihalyo - Aye Kissinger - Aye Mougianis - Aye Brown - Aye
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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.

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 we submitted the 16 additional documents by the May 5th deadline and we are now awaiting the onsite survey. We anticipate this to happen sometime in August.

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 – Nothing to report.

Events- Dino Dash June 14, 2025. We are helping the Dean Martin Festival, we are not the main sponsor this year.

OLD BUSINESS – None

NEW BUSINESS

Board of Health Meeting Dates:

Health Commissioner Henry stated we need to get the board approval on the upcoming year meeting dates. This meeting was the last official approved meeting date. If we want to stay with the third Tuesday of the month at 8:15 am, this schedule will take us through December 2026.

<i>Action</i>	<i>Motion to Approve the Updated Board of Health Meeting Dates Through December 2026.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-049	Mrs. Brown moved and Mr. Bell seconded a motion to approve the updated Board of Health meeting dates through December 2026. Motion passed unanimously.	1 st - Brown 2 nd – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

ODH Food Survey:

The Environmental Department has passed their recent ODH Food Survey. They have two sections that will require follow-up. The first is a change to mobile food service application to list all utensils, and also list support facilities; i.e. where you store items for your mobile. The second section was the state test portion of the survey. Our sanitarians were the first in the state to have to sit for the food survey test. There were 41 sections surveyed and 39 were passed.

PHAB Conflict of Interest:

In preparation of our upcoming site visit, PHAB sent us a conflict of interest form to complete about the employees chosen from PHAB for our accreditation. Health Commissioner Henry



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asked if any of the board members know of or have any contact with the employees chosen to perform our Accreditation Site Visit. All board members responded with a no.

Grant Writing Position:

Health Commissioner Henry stated since Mrs. Mihalyo brought up the subject of having a grant writer on staff, he has contacted Ohio Public Health Association. They have a list of contractors who we could employ to write grants for us. Health Commissioner Henry feels this position will be a contract position on an as needed basis. This would be writing federal and national grants should one become available.

PUBLIC PARTICIPATION – NONE

EXECUTIVE SESSION – NONE

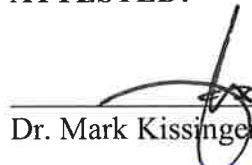
ADJOURNMENT

<i>Action</i>	<i>Motion to Adjourn</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-050	Mr. Mougianis moved and Mr. Bell seconded a motion to adjourn. Motion passed unanimously.	1 st - Mougianis 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 9:12 a.m.

The next regular meeting of the Board of Health is scheduled for Tuesday, June 17, 2025 at 8:15 a.m. in the Towers Building, 2nd Floor.

ATTESTED:



Dr. Mark Kissinger, Board President



Andrew Henry, Health Commissioner