



# JEFFERSON COUNTY General Health District

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## BOARD OF HEALTH MINUTES OF REGULAR MEETING June 17, 2025 8:15 a.m.

The regular monthly meeting of the Board of Health was held on Tuesday, June 17, 2025 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  
Suzanne Brown  
Mark Kissinger, DO, President  
Terry Bell  
Mary Mihalyo, Vice-President

### Staff:

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

**Absent:** Kylie Smogonovich, Nursing Director

**Prosecutor:** Was 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 May 20, 2025 Minutes of the Regular Board Meeting.	Vote Detail (Roll Call)
Motion – 2025-051	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the May 20, 2025 minutes of the Regular Board Meeting.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> - Bell Bell - Aye Mihalyo - Aye Kissinger – Aye



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		Mougianis - Aye Brown – Aye
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Dr. Kissinger asked that we move up Attorney Shawn Blake on the Agenda.

## Amsterdam Sewer Project:

Health Commissioner Henry stated this is in regards to the orders sent to property owners to connect to the sanitary sewer in Amsterdam. Their order is expiring on July 1, 2025. We have about 55 homes that still need to be connected to the sanitary sewer. Attorney Blake was asked to attend to explain our next course of action.

Attorney Blake stated there are two courses of action. The first option would be for the owner to send in for a request for hearing. Attorney Blake feels this would be the best option. This gives them the opportunity to come before the board and be heard. There are statutory requirements and specific language in there that states they have the opportunity for a hearing. It is up to them whether or not they wish to have that hearing.

If they want the hearing there are a couple ways to do that; the first is through the Common Pleas Court and the second is the Sewage Treatment System Appeals Board which would have to be formed. This formation of the board is normal under these circumstances. There is a chairman in place that is appointed by a probate court judge and Health Commissioner Henry will appoint a person along with a third person to be appointed.

The other option that could happen after the hearing potentially is criminal prosecution. This is a violation of a Board of Health Order which would be a minor misdemeanor. The second violation would be a misdemeanor of the fourth degree.

Attorney Blake still feels the hearing would be the best option rather than a criminal case in the county court. Mr. Mougianis asked Attorney Blake, in going the criminal charges or court way what would happen then? It's unfortunate in the case of a minor misdemeanor it's the equivalent of a traffic ticket. The misdemeanor of the fourth degree is punishable by jail time of up to 30 days given the particular situation of every individual.

Dr. Kissinger asked if we have a hearing, what are the outcomes? Just because someone states they have a financial hardship doesn't change that they are out of compliance. This will give them time, but at the end of the day they are still out of compliance.

Health Commissioner Henry stated if we go the route of the Sewage Treatment System appeals board he did send out a Resolution to adopt a filing fee to the board of health for our time in that process. A template of the procedure that outlines the way the appeals board will operate was also sent out which was taken from another Health Department.



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Mr. Mougianis stated he feels the best route for us to take would be the Sewage Treatment System Appeals Board and go from there.

Health Commissioner Henry stated he has heard of liens being put on properties and put the line in. Shawn Blake stated this would involve civil litigation and could get extremely costly for the county. This would be unfair to the others who have already tied into the sewage system.

<i><b>Action</b></i>	<i><b>Motion to Adopt Sewage Treatment System Appeals Board Procedure for Jefferson County Board of Health.</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2025-052	Mr. Mougianis moved and Mr. Bell seconded a motion adopt a Sewage Treatment System Appeals Board for Jefferson County Board of Health.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Health Commissioner Henry read out loud the 2025-004 Resolution to establish a filing fee related to the sewage treatment systems appeals board.

<i><b>Action</b></i>	<i><b>Motion to Approve Resolution 2005-004 To Establish a Filing Fee Related to the Sewage Treatment Systems Appeal Board.</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2025-053	Mrs. Brown moved and Mr. Bell seconded a motion to approve Resolution 2025-004 to establish a filing fee related to the sewage treatment systems appeal board.  Motion passed unanimously.	1 <sup>st</sup> - Brown 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

## MAY 2025 REVENUE REPORT

Dr. Kissinger asked to move back to the agenda. Mr. Mougianis moved to accept the revenue report.

<i><b>Action</b></i>	<i><b>Approval of May 2025 Revenue Report</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion- 2025-054	Mr. Mougianis moved and Mrs. Brown seconded a motion to approve of May 2025 Revenue Report.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Brown



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	Motion passed unanimously.	Bell – Aye Mihalyo – Aye Kissinger – Aye Mougianis – Aye Brown – Aye
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## MAY 2025 EXPENSE REPORT

Dr. Kissinger asked for an approval for the expenses.

<b>Action</b>	<b>Approval of May 2025 Expense Report</b>	<b>Vote Detail (Roll Call)</b>
Motion – 2025-055	Mrs. Brown moved and Mrs. Mihalyo seconded a motion to approve of May 2025 expense report.  Motion passed unanimously.	1 <sup>st</sup> - Brown 2 <sup>nd</sup> – Mihalyo Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

## PERSONNEL – NONE

## TRAVEL REQUESTS –

There are two travel requests for this month. The first is for Stephanie Chester who attended the NBAC meeting in Columbus on June 13, 2024. The hotel was \$166.10, meals \$75.00 mileage \$167.62 for an approximate total cost of \$408.72 which will come out of the WIC grant.

The second one is for Kylie Smogonovich, Danielle Czuchran and Kayla Fogle to attend the HIV CTR Part 2 training in Columbus, Oh on July 31, 2025. Hotel \$169.00, meals \$150.00 approximate total cost \$319.00 the cost will come out of the HIV grant.

<b>Action</b>	<b>Motion to Approve the Travel Requests for the Month.</b>	<b>Vote Detail (Roll Call)</b>
Motion – 2025-056	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the travel request for Lysiah Rice.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye



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**CONTRACTS/MOU's – None**

**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.

Mr. Mougianis asked about the tire dump on route 7. Marc and Carla responded we are working with the EPA on that one. Butler case was our case a couple years ago and if they follow the same course with the one on route 7, it could be at least another year for the EPA to get resolution. A long discussion ensued surrounding this property. This case is with the Ohio EPA and the Attorney General's Office and there is not much we can do about it at this time.

Dr. Kissinger asked that Health Commissioner Henry please contact Shawn Blake concerning this health hazard. Dr. Kissinger said he would reach out to the Fire Chief of Steubenville as well. Carla Gampolo offered to contact the EPA office for an update.

Dr. Kissinger asked about the increase in odor complaints this month. Apex is aware and are currently working with two work faces. They will be drilling additional sites and have stated they will be done prior to July 4, 2025. They are covering the sites as they drill.

Mrs. Brown asked about the increase in animal bite cases. Marc Maragos stated he feels it due to the warmer weather and people spending more time outside.





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## ACCREDITATION REPORT

Health Commissioner Henry we submitted the no conflict of interest paperwork to PHAB. We are waiting to hear back from them. We completed the Community Health Assessment (CHA) and will begin on the Community Health Improvement Plan (CHIP).

## 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 asked that we check to see if there is any way our environmental team could carry pepper spray to protect themselves while in the field doing inspections.

*Administration/Finance* – Nothing to report.

*Clinical* – Nothing to report.

*Personnel* – Nothing to report.

*Events* – Nothing to report.

## OLD BUSINESS –

### Grant Writer Resumes:

The recommendation to hire a federal grant writer by Mary Mihalyo has led to us receiving three resumes from Ohio Public Health Association to review for a grant writer position on an as needed basis. The three resumes were sent out and it was a unanimous decision that the resume with the initials of KV stood out the most.

Health Commissioner Henry will follow-up with the Ohio Public Health Association about what the costs will be per hour for the person. We will pay the Ohio Public Health Association and they in turn will pay the person.

## NEW BUSINESS

### Community Health Assessment:

Health Commissioner Henry stated our Community Health Assessment (CHA) from CMOR is complete. The first step in the process is the CHA is brought to the board and approved while we



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continue to work on the CHIP. The data was shared with the stakeholders in the form of a power point. This was also sent to the board for their review.

<b>Action</b>	<b>Motion to Approve the 2025 Community Health Assessment.</b>	<b>Vote Detail (Roll Call)</b>
Motion – 2025-057	Mrs. Brown moved and Mr. Bell seconded a motion to approve the 2025 Community Health Assessment. Motion passed unanimously.	1 <sup>st</sup> - Brown 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

## **Transfer of Funds:**

We need to transfer funds in the amount of \$19.46 from the general fund to the EO23 grant. The grant ended and there was an outstanding balance of \$19.46.

<b>Action</b>	<b>Motion to Approve the Transfer of Funds from the General Fund to Grant EO23.</b>	<b>Vote Detail (Roll Call)</b>
Motion – 2025-058	Mr. Mougianis moved and Mrs. Brown seconded a motion to approve the transfer of funds from the general fund to grant EO23.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Brown Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Roll Call taken all board members agreed. All board members signed the transfer request.

## **Jefferson County Resource Network Funding:**

We were approached by the Jefferson County Resource Network to see if we were willing to provide a small amount of funding to help sustain the program. This network has been funded by the county commissioners for the past couple years. We do point county residents to the website when they are looking for health or social services. Our recommendation to provide a one-time stipend to the Jefferson County Resource Network. Mrs. Mihalyo asked if this was a non-profit organization or if the Commissioners stopped funding it. Health Commissioner Henry stated not to his knowledge.

Kelly Wilson asked where the funding would come if approved. The money will come from the general fund.



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<i>Action</i>	<i>Motion to Approve a One Time Stipend of \$2,000.00 to the Jefferson County Resource Network Funding.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-059	Mr. Mougianis moved and Mr. Bell seconded a motion to approve a one-time stipend to the Jefferson County Resource Network Funding.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Kelly Wilson spoke on behalf of Jason Burgey our auditor about the fraud questionnaire. The questionnaires will be sent out soon and he asks that they be completed and returned ASAP.

## PUBLIC PARTICIPATION – NONE

## EXECUTIVE SESSION – NONE

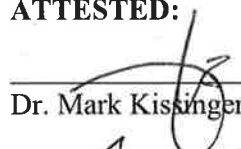
## ADJOURNMENT

<i>Action</i>	<i>Motion to Adjourn</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-060	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

There being no further business before the Board, the meeting was adjourned at 9:22 a.m.

The next regular meeting of the Board of Health is scheduled for Tuesday, July 15, 2025 at 8:15 a.m. in the Towers Building, 2<sup>nd</sup> Floor.

### ATTESTED:

  
Dr. Mark Kissinger, Board President

  
Andrew Henry, Health Commissioner