



# JEFFERSON COUNTY General Health District

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**BOARD OF HEALTH  
MINUTE/S OF REGULAR MEETING  
OCTOBER 21, 2025  
8:15 a.m.**

The regular monthly meeting of the Board of Health was held on Tuesday, October 21, 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  
Terry Bell  
Mark Kissinger, DO, President  
Suzanne Brown

**Staff:**

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

**Absent:** Mary Mihalyo, Vice-President

**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. Roll call was taken. The Pledge of Allegiance was recited. Four of the five board members were in attendance. Mary Mihalyo was absent.

## 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.

<b>Action</b>	<b>Motion to Approve the September 22, 2025 Minutes of the Regular Board Meeting.</b>	<b>Vote Detail (Roll Call)</b>
Motion – 2025-092	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the September 22, 2025 minutes of the Regular Board Meeting.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> - Bell Bell – Aye



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	Motion passed unanimously.	Mihalyo - Aye Kissinger - Aye Mougianis - Aye Brown - Aye
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## SEPTEMBER 2025 REVENUE REPORT

Health Commissioner Henry asked if there were any questions on the revenue. Dr. Kissinger asked for an approval for the revenue report since there were no questions.

<i><b>Action</b></i>	<i><b>Approval of September 2025 Revenue Report</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion-2025-093	Mrs. Brown moved and Mr. Bell seconded a motion to approve of September 2025 Revenue Report.  Motion passed unanimously.	1 <sup>st</sup> - Brown 2 <sup>nd</sup> - Bell Bell - Aye Mihalyo - Absent Kissinger - Aye Mougianis - Aye Brown - Aye

## SEPTEMBER 2025 EXPENSE REPORT

Dr. Kissinger asked for an approval for the expenses with there being no questions.

<i><b>Action</b></i>	<i><b>Approval of September 2025 Expense Report</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion - 2025-094	Mr. Mougianis moved and Mr. Bell seconded a motion to approve of September 2025 expense report.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> - Bell Bell - Aye Mihalyo - Absent Kissinger - Aye Mougianis - Aye Brown - Aye

## PERSONNEL -

Health Commissioner Henry stated there are two personnel items for this month.

The first is the resignation of Kylie Smogonovich, Director of Nursing, effective date November 7, 2025. Kylie is furthering her career as a nurse midwife and is going back to the bedside as she finishes her education. We wish her the best of luck.



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In that same line, we have Danielle Horn who will be stepping up to be the Director of Nursing as an internal candidate. Danielle had a good interview with Dr. Culp and Health Commissioner Henry and we are happy to see how she will do leading the nursing division, effective Date November 8, 2025 at the rate of \$33.45.

<b>Action</b>	<b><i>Motion to Approve the Resignation of Kylie Smogonovich, Director of Nursing, Effective November 7, 2025.</i></b>	<b><i>Vote Detail (Roll Call)</i></b>
Motion – 2025-095	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the resignation of Kylie Smogonovich, Director of Nursing, effective November 7, 2025.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye

<b>Action</b>	<b><i>Motion to Approve the Hiring of Danielle Horn as Nursing Director, Effective November 8, 2025.</i></b>	<b><i>Vote Detail (Roll Call)</i></b>
Motion – 2025-096	Mr. Mougianis moved and Mrs. Brown seconded a motion to approve the hiring of Danielle Horn as Nursing Director, effective November 8, 2025.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Brown Bell - Aye Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye

## TRAVEL REQUESTS –

Health Commissioner Henry stated there are two travel requests for this month. This is for Kelly Wilson and myself to attend the Ohio Accreditation Learning Community's Training Day on October 22, 2025 in Columbus, OH. This will be fully funded from the Public Health Workforce Grant. Total approximate cost will be \$358.20.

<b>Action</b>	<b><i>Motion to Approve the Two Travel Requests Presented for the Month.</i></b>	<b><i>Vote Detail (Roll Call)</i></b>
Motion – 2025-097	Mr. Mougianis moved and Mrs. Brown seconded a motion to approve the two travel requests presented for the month.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Brown Bell - Aye Mihalyo - Absent Kissinger – Aye



# JEFFERSON COUNTY General Health District

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		Mougianis - Aye Brown – Aye
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## CONTRACTS/MOU's –

There are two contracts to be approved for this month.

The first is an amendment to the COTS HCC Funding, the only change to that is COTS ending up getting fully funded through the government. The \$5,000.00 will be available to us as the local coalition lead.

The second contract is the 2026 JB Green Team Solid Waste Contract for \$100,000.00 to administer the Solid Waste Program in collaboration with the Solid Waste Authority.

<b>Action</b>	<b>Motion to Approve the Two Contracts Presented for the Month.</b>	<b>Vote Detail (Roll Call)</b>
Motion – 2025-098	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the two contracts for the month.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye

## ADOPTION OF FORMS/POLICIES – None

## PURCHASE ORDERS OVER \$5000 –

There is one purchase order for the month. This is for CHI Corporation for Network Switches in the amount of \$8,786.00. This was an IT requirement to update our equipment to align with the county.

<b>Action</b>	<b>Motion to Approve the CHI Corporation Purchase Order Presented for the Month.</b>	<b>Vote Detail (Roll Call)</b>
Motion – 2025-099	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the CHI Corporation purchase order presented for the month.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye



# **JEFFERSON COUNTY General Health District**

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## **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 stated we have received the accreditation report from PHAB, we still don't know what we are allowed to share with the board and staff as it is marked confidential. Health Commissioner Henry did state that the report was promising. /We will know the final results after the PHAB Committee meeting on November 13, 2025.

## **PHEP REPORT**

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

## **CORRESPONDENCE – NONE**

## **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*- Nothing to report.





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## OLD BUSINESS

### 2026 Environmental Division Fees:

Health Commissioner Henry stated we have the second reading of our environmental fees and proceeded to read the fees.

<i><b>Action</b></i>	<i><b>Motion to Approve the Second Reading of Fees for 2026.</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2025-100	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the second reading of fees for 2026.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye

Mr. Mougianis asked what the difference is between a risk level 1 vs a risk level 4 in the food program. This was explained by Marc Maragos as the food code determines the risk level. How the food is prepared and the types of foods they are preparing determines the risk category.

## NEW BUSINESS

### Fund Transfers:

Health Commissioner stated we have two fund transfers for this month.

First one is from the General Fund in the amount of \$212.47 to cover the Heal Grant Fund.

Second one is from the Nursing fund in the amount of \$2,263.30 to cover the Maternal Child Health Fund.

<i><b>Action</b></i>	<i><b>Motion to Approve the Fund Transfers Presented for the Month.</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2025-101	Mrs. Brown moved and Mr. Bell seconded a motion to approve the fund transfers for the month.  Motion passed unanimously.	1 <sup>st</sup> - Brown 2 <sup>nd</sup> – Bell Bell - Absent Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye



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## **2025 Revised Appropriations:**

Health Commissioner Henry stated we are needing to transfer out of \$4,453 and Advances out of \$70,000.00. The reason is looking ahead to the end of the year, there are a couple of funds that could have negative balances based on estimated budget usage.

<b><i>Action</i></b>	<b><i>Motion to Approve the 2025 Revised Appropriations.</i></b>	<b><i>Vote Detail (Roll Call)</i></b>
Motion – 2025-102	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the 2025 revised appropriations.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye

## **2024 Audit:**

Health Commissioner Henry stated we have received the audit report and the board should have received it from the auditor. There are not any reportable findings. A fantastic job on our part and keep up the good work.

## **Finance Committee Meeting:**

Health Commissioner Henry asked Mr. Bell and Mr. Mougianis about having a finance committee meeting prior to the November board meeting. Health Commissioner Henry will get with them about a date and time.

**PUBLIC PARTICIPATION – NONE**

**EXECUTIVE SESSION – NONE**

**ADJOURNMENT**

Mrs. Brown spoke about the need for a Narcan box in Springfield as a request from the fire chief. Health Commissioner Henry stated we have an emergence AED style box in stock and we can see about getting a newspaper style box if they prefer.

<b><i>Action</i></b>	<b><i>Motion to Adjourn</i></b>	<b><i>Vote Detail (Roll Call)</i></b>
Motion – 2025-103	Mr. Mougianis moved and Mr. Bell seconded a motion to adjourn.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye



# JEFFERSON COUNTY General Health District

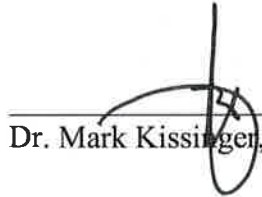
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	Motion passed unanimously.	Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye
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There being no further business before the Board, the meeting was adjourned at 8:56 a.m.

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

**ATTESTED:**

  
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Dr. Mark Kissinger, Board President

  
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Andrew Henry, Health Commissioner