



# JEFFERSON COUNTY General Health District

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## BOARD OF HEALTH MINUTE/S OF REGULAR MEETING NOVEMBER 18, 2025 8:15 a.m.

The regular monthly meeting of the Board of Health was held on Tuesday, November 18, 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  
  
Mary Mihalyo, Vice-President

### 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  
Danielle Horn, Nursing Director  
Stephanie Chester, WIC Director  
Rick Stead, PHEP Coordinator

**Absent:** Suzanne Brown

**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. All board members except Suzanne Brown 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	<i>Motion to Approve the October 21, 2025 Minutes of the Regular Board Meeting.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-105	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the October 21, 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 Moulianis - Aye Brown - Absent
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### OCTOBER 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.

Action	<i>Approval of October 2025 Revenue Report</i>	<i>Vote Detail (Roll Call)</i>
Motion-2025-106	Mr. Bell moved and Mrs. Mihalyo seconded a motion to approve of October 2025 Revenue Report.  Motion passed unanimously.	1 <sup>st</sup> - Bell 2 <sup>nd</sup> - Mihalyo Bell - Aye Mihalyo - Aye Kissinger - Aye Moulianis - Aye Brown - Absent

### OCTOBER 2025 EXPENSE REPORT

Dr. Kissinger asked about the increase in payroll for the month. Kelly Wilson stated this was due to their being three pays in the month of October. Dr. Kissinger asked for an approval of the expenses.

Action	<i>Approval of October 2025 Expense Report</i>	<i>Vote Detail (Roll Call)</i>
Motion - 2025-107	Mr. Bell moved and Mrs. Mihalyo seconded a motion to approve of October 2025 expense report.  Motion passed unanimously.	1 <sup>st</sup> - Bell 2 <sup>nd</sup> - Mihalyo Bell - Aye Mihalyo - Aye Kissinger - Aye Moulianis - Aye Brown - Absent

### PERSONNEL – None

### TRAVEL REQUESTS – None

### CONTRACTS/MOU's –



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There is one contract to be approved for this month.

This contract is for the ODH Outbreak Response Immunization Agreement this is an agreement with local health departments throughout the state that expired in September. ODH has sent us a renewal along with Change, Inc. who submitted an agreement and we are awaiting an agreement from Trinity. It will be these three sites that will have the immunization agreement for outbreak sites.

Action	<i>Motion to Approve the ODH Outbreak Response Immunizations Agreement.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-108	Mr. Moughianis moved and Mr. Bell seconded a motion to approve the ODH Outbreak Response Immunization Agreement for the month.  Motion passed unanimously.	1 <sup>st</sup> - Moughianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Moughianis - Aye Brown – Absent

## 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.



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## ACCREDITATION REPORT

Health Commissioner Henry stated we have not yet received our accreditation status from PHAB. We anticipate hearing something before Thanksgiving.

Health Commissioner Henry and Kelly Wilson have attended several accreditation learning events both in person and virtually. One thing we have learned that achieving accreditation status is great but maintaining it will take the same effort and commitment from our staff. It is a lot of work to keep it up.

## 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* – Mr. Mougianis stated we had a meeting about potential wages for 2026, items to be discussed later in the meeting.

*Clinical* – Nothing to report.

*Personnel* – Suzanne Brown Absent

*Events* – Suzanne Brown Absent.

## OLD BUSINESS

### 2026 Environmental Division Fees:

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

Action	<i>Motion to Approve the Third and Final Reading of Fees for 2026.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-109	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the third and final reading of fees for 2026.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Absent



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Mr. Ott asked how he can get the fees changed. Health Commissioner Henry stated the Ohio Restaurant Association is very active with the other statewide member organizations such as OEHA and AOHC. Any changes start out with state associations like these are the best to get laws changed. Mr. Ott stated he doesn't care about the rest of the state only here in Jefferson County. He wants help with this county.

Dr. Kissinger stated this would have to be a change in the Ohio Revised Code which would have to go through state legislature to do so. Mr. Ott asked again is there nothing that can be worked out here locally. Health Commissioner Henry stated no, not through the local health department; food safety and sanitation is our main concern. We don't control the cost methodology process from the state.

Carla Gampolo said the Amusement Association that has a lot of the mobile units did take it to the state and got the rule approved for high level and low level mobiles. It took them years.

## NEW BUSINESS

### **AED Presentation:**

Will be presented at another upcoming meeting.

### **Andrew Mathias – Septic Tank Request:**

Health Commissioner Henry stated that Mr. Mathias is requesting the Health Department to pay half of the cost of a new septic tank. Mr. Mathias purchased his home in August 2024. A septic evaluation was performed and passed.

The homeowner now is unhappy with the state of his septic tank as it is failing. He feels his system was not properly evaluated back in 2024.

The inspection report has two items we need to mention: 1) box is checked for functioning satisfactory at this time and 2) statements herein should not be construed as a guarantee of future function.

In consulting with our legal counsel, it is our opinion that we are not responsible to pay any portion of this septic tank. We have a letter ready to be sent out to Mr. Mathias stating this.

### **Longevity Pay Schedule Resolution:**

Health Commissioner Henry stated this was an item discussed at the Administrative/Finance Committee meeting last week. The longevity pay schedule hasn't been updated since 2018. In



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order to make the earlier years a little more enticing we are recommending an increase in the lower three tiers of the schedule as follows:

5 – 9 years from \$100 to \$250  
10 – 14 years from \$300 to \$500  
15 – 19 years from \$600 to \$750

The other remaining three tiers will stay the same. Health Commissioner Henry asked if the board was ok with pursuing the increase. They agreed, Health Commissioner Henry proceeded to read Resolution 2025 – 007 Resolution to amend longevity payment schedule.

Action	<b><i>Motion to Approve Resolution 2025 – 007 Amendment to Longevity Pay Schedule</i></b>	<b><i>Vote Detail (Roll Call)</i></b>
Motion – 2025-110	Mr. Mougianis moved and Mr. Bell seconded a motion to approve Resolution 2025 – 007 Amendment to Longevity Pay Schedule.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Absent

#### **PHAB Site Visit Report:**

The report we received from PHAB is marked confidential so we sent an email asking if we were able to share the results with the board. As a health district we are able to share the results with anyone we feel appropriate. PHAB is not able to share the report with their organization to the general public. All the standards and measures were either fully or largely demonstrated except for one or two that were partially demonstrated.

#### **PUBLIC PARTICIPATION – NONE**

#### **EXECUTIVE SESSION –**

Action	<b><i>Motion to Enter Executive Session</i></b>	<b><i>Vote Detail (Roll Call)</i></b>
Motion – 2025-111	Mr. Mougianis moved and Mr. Bell seconded a motion to enter into executive session <i>to consider the compensation of public employees.</i>  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Absent



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Action	Motion to Return to Regular Session	Vote Detail (Roll Call)
Motion – 2025-112	Mr. Moughianis moved and Mr. Bell seconded a motion to return to regular session.  Motion passed unanimously.	1 <sup>st</sup> - Moughianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Moughianis - Aye Brown – Absent

The board upon return to regular session stated there was nothing further to discuss.

Dr. Kissinger asked for a motion to adjourn.

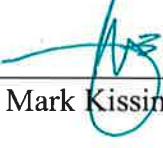
## ADJOURNMENT

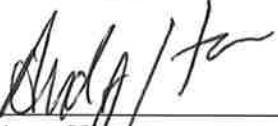
Action	Motion to Adjourn	Vote Detail (Roll Call)
Motion – 2025-113	Mr. Moughianis moved and Mr. Bell seconded a motion to adjourn.  Motion passed unanimously.	1 <sup>st</sup> - Moughianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Absent Kissinger – Aye Moughianis - Aye Brown – Aye

There being no further business before the Board, the meeting was adjourned at 9:48 a.m.

The next regular meeting of the Board of Health is scheduled for Tuesday, December 16, 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

