



JEFFERSON COUNTY General Health District

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**BOARD OF HEALTH
MINUTE/S OF REGULAR MEETING
DECEMBER 16, 2025
8:15 a.m.**

The regular monthly meeting of the Board of Health was held on Tuesday, December 16, 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
Terry Bell
Mark Kissinger, DO, President
Suzanne Brown
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:

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 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.

<i>Action</i>	<i>Motion to Approve the November 18, 2025 Minutes of the Public Hearing Reading of Fees.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-114	Mr. Bell moved and Mrs. Mihalyo seconded a motion to approve the November 18, 2025 minutes of the Public Hearing Reading of Fees.	1 st - Bell 2 nd - Mihalyo Bell – Aye Mihalyo - Aye



JEFFERSON COUNTY General Health District

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	Motion passed unanimously.	Kissinger – Aye Mougianis - Aye Brown - Aye
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<i>Action</i>	<i>Motion to Approve the November 18, 2025 Minutes of the Regular Board Meeting.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-115	Mr. Mougianis moved and Mrs. Brown seconded a motion to approve the November 19, 2025 minutes of the Regular Board Meeting. Motion passed unanimously.	1 st - Mougianis 2 nd - Brown Bell – Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown - Aye

NOVEMBER 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>Action</i>	<i>Approval of November 2025 Revenue Report</i>	<i>Vote Detail (Roll Call)</i>
Motion- 2025-116	Mr. Bell moved and Mrs. Brown seconded a motion to approve of November 2025 Revenue Report. Motion passed unanimously.	1 st - Bell 2 nd – Brown Bell – Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown - Aye

NOVEMBER 2025 EXPENSE REPORT

Dr. Kissinger asked if there were any questions on the expenses. Dr. Kissinger asked for an approval of the expenses.

<i>Action</i>	<i>Approval of November 2025 Expense Report</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-117	Mr. Bell moved and Mrs. Mihalyo seconded a motion to approve of November 2025 expense report. Motion passed unanimously.	1 st - Bell 2 nd – Mihalyo Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown - Aye



JEFFERSON COUNTY General Health District

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Health Commissioner Henry made the board aware that moving forward there will be a significant increase in expenses for health insurance costs for 2026. The employee portion and the health department contribution will be increasing. The health department portion will be \$60,000 - \$70,000 per year in addition to the increase for the employees.

PERSONNEL

John (Jack) McGuire has submitted his letter of retirement effective 12/31/2025 and would like to be re-hired effective January 1, 2026. Health Commissioner Henry stated this would come with three stipulations:

- 1) It would be for temporary employment until May of 2027 as his wife will retire in April 2027.
- 2) He is requesting to work 30 hours, our recommendation is we keep that at 40 hours per week until a sanitarian in training is hired and on boarded. This will allow the department to continue to run smoothly.
- 3) He does understand the policy on vacation and sick time, meaning the vacation time allotment does not come back to the same seniority level that you had once you leave and come back as a new hire. The vacation allotment will revert back to that of a new hire. In regards to the sick time, his sick time will be paid out as a percentage and sick time will start over again.

Mr. McGuire spoke and said the retire and rehire is quite popular now. It was actually started in Jefferson County by Judge Mascio. Mr. McGuire continued, he would appreciate it if the board would allow him to do this. He's had a lot of jobs, he doesn't hate his job, he hates his alarm clock. Mr. McGuire clarified, leave my time at 40 hours until my replacement is on boarded. Health Commissioner Henry stated yes you're looking at probably July or August of 2026 until that individual is ready to go. Mr. McGuire stated I can do that, and it is not written in stone, I can stay to help out.

Action	Motion to Approve the Retirement of John McGuire Effective 12/31/2025 and the Temporary Re-hiring of John McGuire as Policy Dictates.	Vote Detail (Roll Call)
Motion – 2025-118	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the retirement of John McGuire effective 12/31/2025 and the temporary rehiring of John McGuire as policy dictates. Motion passed unanimously.	1 st - Mougianis 2 nd – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown - Aye



JEFFERSON COUNTY General Health District

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TRAVEL REQUESTS – None

CONTRACTS/MOU's

There are four contracts to be approved for this month.

This first one is Cribs for Kids which extends the date of the original contract further into the year.

The second one is the Franciscan Nursing Contract that extends the current nursing agreement through 2026.

The third one is the ViaQuest Medical Services Agreement which is pretty standard that doesn't really require an agreement for the services we are providing as it is the same services we provide for anyone calling into the health department. For their employer purposes they wanted an agreement. The only additional test is the blood alcohol concentration test which is a saliva test. We will discuss this item under new business for a new fee.

The fourth and final contract is Primary Solutions, which is our time tracking software.

<i>Action</i>	<i>Motion to Approve the Four Contracts Presented for the month.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-119	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the four contract presented for the month. Motion passed unanimously.	1 st - Mougianis 2 nd – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown - Aye

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.



JEFFERSON COUNTY General Health District

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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 our accreditation from PHAB. We had a meeting with PHAB to discuss any of the issues identified in their site visit. Quality Improvement was one of the areas identified and will be a focus in our annual report in the coming year. Our accreditation is good for five years; we have an accreditation report due every year starting in 2026. We just finished up working with Bowling Green on a community health assessment and improvement plan overview. We took the CHA and CHIP and condensed them for the community. This is a key piece of this as a summary overview for the residents to be distributed to the community.

Dr. Kissinger asked Health Commissioner Henry about not reporting on Accreditation every month. Health Commissioner Henry stated he would look into it as there are reports we still have to complete.

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 – Suzanne Brown so excited to celebrate the staff tomorrow at lunch, Thank you for the love prayers and flowers during my recover.

Events- Nothing to report.

OLD BUSINESS



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Johnny's Tire Update:

Health Commissioner Henry stated we have Mr. Naylor in attendance today to give an update on Johnny's Tire. Health Commissioner Henry stated we have been dealing with the Johnny's Tire issue for a while now and have seen little to no improvement at the site. We have been working with legal counsel from Johnny's Tire Mr. Naylor and the Ohio EPA to see that there is progress made and the environmental issues are abated. In speaking with Mr. Naylor he has agreed to attend and provide information to the board about the current status.

Mr. Naylor is Director of the Port Authority and his contract permitted him to work on closing down his practice. One outstanding matter that he is still working on was SGH Industries. In working with SGH industries, some may call it a conflict or that his loyalties were divided from SGH industries, however, he made no bones about it that he believed that the property located at North Court Street could be used for development. Along those lines, the port authority and the land bank and SGH Industries entered into a conditional donation agreement.

The conditional donation agreement, if funding is received the property will be transferred from SGH Industries to the land bank. The corporate charter for SGH Industries was terminated back in 1996. The land bank will take the property with an agreement with the Port Authority and the land bank in lieu of foreclosure which will permit the Port Authority to ultimately end up with ownership of that site. It is depended upon an environmental grant under the fiscal year 2026 Ohio Dept. of Development Brownfield remediation program grant. This was timely applied for on December 5, 2025. All documents were provided to the Ohio Department of Development including resolutions from the Port Authority and the Land Bank.

What was applied for was over \$200,000.00 Brownfield Assessment Grant. This will assess the property. As a brief overview, the legislature in the 2026-2027 operating budget stated in fiscal year 2026 each county will be allocated one million dollars for assessment and/or remediation. Not every county will use their funds. Mr. Naylor continued; since he came into the Port Authority, we have always tried to take advantage of all monies offered by the State of Ohio in regards to Brownfield Funding.

Mr. Naylor stated once the Land Bank takes possession of the property, no one has jurisdiction to cause any environmental proceedings enforcement actions against the property. It is just a creature of statute under chapter 5722 of the Ohio Revised Code. The port authority is trying to take the first step in assessing the property and removing the tires and the drums. The port authority would like to take, if the grant comes through, possession of the property through the land bank. The land bank will take the property first in the Spring of 2026 there will have to be a quiet title action, which has been done in the past through Common Pleas Court.

All of this is contingent on the grant funding coming through.



JEFFERSON COUNTY General Health District

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Dr. Kissinger asked Mr. Naylor if he had any idea when the tires would be removed. The boards main concern is if the tires were to catch fire. Mr. Naylor stated there is a trailer there now, some have been removed. Terry Bell asked where the tires were going, Mr. Naylor stated they are going to a facility that takes them and processes them. Mr. Bell asked if they received receipts for those deliveries. Mr. Naylor stated yes they do, but the Health Department has not received any receipts. Mr. Naylor stated all the tires previously removed were by a licensed vendor.

NEW BUSINESS

New Nursing Fee Blood Alcohol Concentration Test:

Health Commissioner Henry continued we have a new nursing fee to present. With the ViaQuest contract they have asked us to enter into an agreement with them to provide a blood alcohol concentration test. This is a saliva test. We didn't have those in the past. We obtained a shipment of these tests and we need to institute a fee. The fee will be based on the amount of tests obtained so if we were unable to use the stock by the time of expiration our costs would be covered. The fee we would need to institute would be \$10.00.

Health Commissioner Henry asked for a motion to accept the first reading of the new fee for Nursing.

<i>Action</i>	<i>Motion to Approve First Reading of the Additional Nursing Fee.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-120	Mr. Mougianis moved and Mr. Bell seconded a motion to approve First Reading of the Additional Nursing Fee. Motion passed unanimously.	1 st - Mougianis 2 nd – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown - Aye

2026 Apex Solid Waste License:

Health Commissioner Henry stated in December of each year, we need to renew the licenses for Interstate Waste Services.

<i>Action</i>	<i>Motion to Approve the Solid Waste Facility License for Apex Environmental LLC for 2026.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-121	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the Solid Waste Facility License for Apex Environmental LLC for 2026.	1 st - Mougianis 2 nd – Bell Bell - Aye Mihalyo - Aye



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	Motion passed unanimously.	Kissinger – Aye Mougianis - Aye Brown - Aye
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2026 Hollow Rock Residual Solid Waste License:

Health Commissioner Henry stated the next item we have for approval is the Hollow Rock Solid Waste License for 2026.

<i>Action</i>	<i>Motion to Approve the Residual Solid Waste License for Hollow Rock for 2026.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-122	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the Residual Solid Waste License for Hollow Rock for 2026. Motion passed unanimously.	1 st - Mougianis 2 nd – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown - Aye

End of year transfers and advances:

Health Commissioner Henry stated for the year ending 2025 we have transfers in the amount of \$100,000 from the general fund to Nursing Fund (75,000), HIV Fund (\$1,000), Water Fund (\$5,000), and Environmental Sewage Fund (\$19,000).

In addition, advances in the amount of \$105,000 from the general fund to Preventure (\$20,000), Cribs for Kids (\$20,000), PHEP (\$15,000), PHWF (\$25,000), and WIC (\$25,000). These advances will be reversed once payment is received from each of these grants. The advances are to make sure none of these funds are in the negative at the end of the year.

<i>Action</i>	<i>Motion to Approve the Year End Transfers and Advances.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-123	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the year end transfers and advances. Motion passed unanimously.	1 st - Mougianis 2 nd – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown - Aye

Revised year end revenue and appropriations:



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Kelly Wilson stated she updated the other expenses line item in the event we receive the CD&D fees check this month which normally comes around the 19th or 20th we will pay out approximately \$150,000 to cover the CD&D Fees and payments to the Villages and other expenses to end the year. We need to ensure that there is enough money in the line items so that we don't end the year with any line items in the red.

<i>Action</i>	<i>Motion to Approve the Revised 2025 Revenue and Appropriations.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-124	Mr. Bell moved and Mrs. Brown seconded a motion to approve the revised 2025 revenue and appropriations. Motion passed unanimously.	1 st - Bell 2 nd – Brown Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown - Aye

PUBLIC PARTICIPATION – NONE

EXECUTIVE SESSION – NONE

ADJOURNMENT

<i>Action</i>	<i>Motion to Adjourn</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2025-125	Mrs. Mihalyo moved and Mrs. Brown seconded a motion to adjourn. Motion passed unanimously.	1 st - Mihalyo 2 nd – Brown Bell - Aye Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye

There being no further business before the Board, the meeting was adjourned at 9:02 a.m.



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The next regular meeting of the Board of Health is scheduled for Tuesday, January 20, 2026 at 8:15 a.m. in the Towers Building, 2nd Floor.

ATTESTED:



Dr. Mark Kissinger, Board President



Andrew Henry, Health Commissioner