



# JEFFERSON COUNTY General Health District

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**BOARD OF HEALTH  
MINUTE/S OF REGULAR MEETING  
JANUARY 20, 2026  
8:15 a.m.**

The regular monthly meeting of the Board of Health was held on Tuesday, January 20, 2026 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  
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  
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.

<b>Action</b>	<b>Motion to Approve the December 16, 2025 Minutes of the Regular Board Meeting.</b>	<b>Vote Detail (Roll Call)</b>
Motion – 2026-001	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the December 16, 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 Mougianis - Aye Brown - Aye



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## DECEMBER 2025 REVENUE REPORT

Health Commissioner Henry asked if there were any questions on the revenue. Dr. Kissinger asked why there were negative numbers on the revenue report. Kelly Wilson stated this was due to the advances that the board approved last month.

<i>Action</i>	<i>Approval of December 2025 Revenue Report</i>	<i>Vote Detail (Roll Call)</i>
Motion-2026-002	Mr. Mougianis moved and Mrs. Brown seconded a motion to approve of December 2025 Revenue Report.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Brown Bell – Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown - Aye

## DECEMBER 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 December 2025 Expense Report</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2026-003	Mr. Mougianis moved and Mr. Bell seconded a motion to approve of December 2025 expense report.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown - Aye

## PERSONNEL –

After having time to review the necessary stipulations/requirements for retirement, John “Jack” McGuire has requested that the board rescind his retirement until a later date.



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<i>Action</i>	<i>Motion to Rescind the Retirement of John McGuire.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2026-004	Mr. Mougianis moved and Mr. Bell seconded a motion to rescind the retirement of John McGuire.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown - Aye

Dr. Culp has approached Health Commissioner Henry about wanting to retire. She will be willing to stay on until another Medical Director has been found. She has not given her formal notice, but Health Commissioner Henry would like to request the board’s permission to post the Medical Director position. Once we find her replacement we will get her formal resignation and hire the replacement. No motion was necessary. All board members gave Health Commissioner Henry the greenlight to post the position.

### TRAVEL REQUESTS – None

### CONTRACTS/MOU’s –

There is one contract to be approved for this month.

The Baldwin Group is our HDIS environmental time tracking system. It tracks time spent in each of their programs.

<i>Action</i>	<i>Motion to Approve the Baldwin Group Contract Presented for the month.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2026-005	Mr. Mougianis moved and Mrs. Brown seconded a motion to approve the Baldwin Group contract presented for the month.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Brown Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown - Aye

### ADOPTION OF FORMS/POLICIES – None

### PURCHASE ORDERS OVER \$5000 –

There are two purchase orders for the Treasurer, State of Ohio one for \$19,331.92 for the 4<sup>th</sup> quarter birth and death certificates and \$57,500 for the Apex landfill license.



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There are six Blanket Purchase Orders that were opened to cover expenses for the majority of 2026. These are presented for approval since they are more than \$5,000.

- A. Local Public Health Collaborative – Nursing Services - \$9,500
- B. Treasurer State of Ohio – FSO Certifications - \$6,000
- C. Treasurer State of Ohio – RFE Certifications - \$6,000
- D. German Township – Landfill Fees 2026 - \$10,000
- E. Jefferson County Board of Commissioners – Landfill Fees 2026 – \$20,000
- F. Springfield Township – Landfill Fees 2026 - \$15,000

<i>Action</i>	<i>Motion to Approve all of the Purchase Orders Presented for the Month</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2026-006	Mr. Mougianis moved and Mr. Bell seconded a motion to approve all of the Purchase Orders presented for the month.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown - Aye

Roll call taken, all board members were in agreement.

### HEALTH COMMISSIONER’S REPORT

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

### MEDICAL DIRECTOR’S REPORT

Dr. Culp was absent, therefore there is no report for the month.

### 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 received a nice plaque from PHAB. We have the booklets printed for the public of our Community Health Assessment and Community Health Improvement Plan.

## 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 congratulated Kayla Fogle and Lysaih Rice for receiving their Community Health Worker Certifications.

*Events*—Suzanne Brown stated the board had a great time celebrating the staff at the Christmas luncheon.

## OLD BUSINESS

### 2<sup>nd</sup> Reading of Additional Nursing Fee

Health Commissioner Henry stated this is the 2<sup>nd</sup> reading of the Blood Alcohol Testing fee of \$10.00.

<i>Action</i>	<i>Motion to Approve the 2<sup>nd</sup> Reading of the Additional Nursing Fee.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2026-007	Mr. Mougianis moved and Mrs. Mihalyo seconded a motion to approve the 2 <sup>nd</sup> reading of the additional nursing fee.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Mihalyo Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown - Aye



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## NEW BUSINESS

### DAC Meeting

The annual District Advisory Council Meeting will be held on Wednesday, March 4, 2026 at 6:30 pm on the second floor of the Towers Building. The open seat will be for Dr. Mark Kissinger who has stated he will reapply for his seat. The seat must be filled with a physician.

### Bylaw Change

Dr. Kissinger asked that we remove Accreditation from the agenda. Health Commissioner Henry said in order to remove an agenda item there must be a change made to the current bylaws. In talking it over with the board, the agenda will remain the same and Health Commissioner Henry will just state nothing to report if there is no action to report under the agenda item.

### Then and Now Resolution

Health Commissioner Henry asked if the actual then and now's were sent out to the board. Kelly Wilson stated yes they were sent and brought the previous audit report management letter to the boards attention in regards to not using the then and now's. The Then and Now's are a requirement of the ORC.

Health Commissioner Henry stated the Then and Nows are invoices that we received for payment while the books at the county level were closed. We couldn't issue payment for those. You will see a purchase order date after the invoice date, this is not a practice we follow. We do just the opposite. The purchase order is made before we receive the invoice for the item.

This Resolution is giving us the opportunity to get these invoices paid so we are in compliance with the fiscal aspect of everything.

Health Commissioner Henry read the Resolution out loud to the attendees.

<i>Action</i>	<i>Motion to Approve Resolution 2026 – 001 Then and Now.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2026-008	Mr. Mougianis moved and Mr. Bell seconded a motion to approve Resolution 2026 – 001 Then and Now.  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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**Then and Now January 2026**

Health Commissioner Henry asked for an approval of the January 2026 Then and Nows presented.

<i>Action</i>	<i>Motion to Approve the Then and Nows Presented for January 2026.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2026-009	Mr. Mougianis moved and Mr. Bell seconded a motion to approve the Then and Nows presented for January 2026.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

**PUBLIC PARTICIPATION –**

**Mr. Rucki - Apex Landfill**

Mr. Rucki called after the agenda was sent out to say he would not be attending the meeting.

**EXECUTIVE SESSION –**

Dr. Kissinger stated there is Compensation of Public Employees to be discussed and asked for a motion to enter into executive session.

<i>Action</i>	<i>Motion to Enter Executive Session to Discuss Compensation of Public Employees.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2026-010	Mr. Mougianis moved and Mr. Bell seconded a motion to enter Executive Session to discuss compensation of Public Employees.  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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<i>Action</i>	<i>Motion to Leave Executive Session and Enter Regular Session.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2026-011	Mr. Bell moved and Mrs. Brown seconded a motion to leave Executive Session and enter Regular Session.  Motion passed unanimously.	1 <sup>st</sup> - Bell 2 <sup>nd</sup> – Brown Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Upon return to regular session there was a short discussion about a retention bonus for the staff.

Dr. Kissinger asked if anyone would like to make a motion to approve a one-time retention bonus limited to 3% of an employee’s gross wages (not including fringe) or \$1,500, whichever is less. The funding sources would be the Public Health Workforce Grant, PHEP, and WIC.

<i>Action</i>	<i>Motion to Approve a One Time Retention Bonus limited to 3% of an employee’s gross wages (not including fringe) or \$1,500, whichever is less, from the Public Health Workforce Grant, PHEP and WIC.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2026-012	Mr. Mougianis moved and Mrs. Mihalyo seconded a motion to approve a one-time retention bonus limited to 3% of an employee’s gross wages (not including fringe) or \$1,500, whichever is less, from the Public Health Workforce Grant, PHEP and WIC.  Motion passed unanimously.	1 <sup>st</sup> - Mougianis 2 <sup>nd</sup> – Mihalyo Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Roll call taken, all board members were in agreement.

## ADJOURNMENT

<i>Action</i>	<i>Motion to Adjourn</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2026-013	Mrs. Brown moved and Mr. Mougianis seconded a motion to adjourn.  Motion passed unanimously.	1 <sup>st</sup> - Brown 2 <sup>nd</sup> – Mougianis Bell - Aye Mihalyo - Aye Kissinger – Aye Mougianis - Aye Brown – Aye



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There being no further business before the Board, the meeting was adjourned at 8:53 a.m.

The next regular meeting of the Board of Health is scheduled for Tuesday, February 17, 2026 at 8:15 a.m. in the Towers Building, 2<sup>nd</sup> Floor.

**ATTESTED:**

  
\_\_\_\_\_  
Dr. Mark Kissinger, Board President

  
\_\_\_\_\_  
Andrew Henry, Health Commissioner

