



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

**BOARD OF HEALTH
MINUTE/S OF REGULAR MEETING
MARCH 17, 2026
8:15 a.m.**

The regular monthly meeting of the Board of Health was held on Tuesday, March 17, 2026 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

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

Danielle Horn, Nursing Director

Stephanie Chester, WIC Director

Rick Stead, PHEP Coordinator

Dr. Jane Culp, Medical Director

Absent: Terry Bell, 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. Three of the five board members were in attendance. Terry Bell and Mary Mihalyo were 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.

| <i>Action</i> | <i>Motion to Approve the February 17, 2026 Minutes of the Regular Board Meeting.</i> | <i>Vote Detail (Roll Call)</i> |
|-------------------|---|---|
| Motion – 2026-026 | Mr. Mougianis moved and Mrs. Brown seconded a motion to approve the February 17, 2026 minutes of the Regular Board Meeting. | 1 st - Mougianis 2 nd - Brown Bell – Absent Mihalyo - Absent |



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

| | | |
|--|----------------------------|---|
| | Motion passed unanimously. | Kissinger – Aye Mougianis - Aye Brown - Aye |
|--|----------------------------|---|

| <i>Action</i> | <i>Motion to Approve the February 18, 2026 Minutes of the Special Medical Director Meeting.</i> | <i>Vote Detail (Roll Call)</i> |
|----------------------|--|--|
| Motion – 2026-027 | Mr. Mougianis moved and Mrs. Brown seconded a motion to approve the February 18, 2026 minutes of the Special Medical Director Meeting. Motion passed unanimously. | 1 st - Mougianis 2 nd - Brown Bell – Absent Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown - Aye |

FEBRUARY 2026 REVENUE REPORT

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

| <i>Action</i> | <i>Approval of February 2026 Revenue Report</i> | <i>Vote Detail (Roll Call)</i> |
|----------------------|--|--|
| Motion- 2026-028 | Mr. Mougianis moved and Mrs. Brown seconded a motion to approve of February 2026 Revenue Report. Motion passed unanimously. | 1 st - Mougianis 2 nd – Brown Bell – Absent Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown - Aye |

FEBRUARY 2026 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 February 2026 Expense Report</i> | <i>Vote Detail (Roll Call)</i> |
|----------------------|--|--|
| Motion – 2026-029 | Mrs. Brown moved and Mr. Mougianis seconded a motion to approve of February 2026 expense report. Motion passed unanimously. | 1 st - Brown 2 nd – Mougianis Bell - Absent Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown - Aye |



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

MARCH 2026 THEN AND NOWS

Health Commissioner Henry stated we have three then and nows for the month of March.
 Harrison County General Health District – 1st Quarter Cribs for Kids - \$957.50
 Belmont County General Health District – 1st Quarter Cribs for Kids - \$3,250.00
 UPS – Unpaid Balance 2025 - \$41.23

| <i>Action</i> | <i>Approval of the March 2026 Then and Nows</i> | <i>Vote Detail (Roll Call)</i> |
|-------------------|---|--|
| Motion – 2026-030 | Mr. Mougianis moved and Mrs. Brown seconded a motion to approve the March 2026 Then and Nows. Motion passed unanimously. | 1 st - Mougianis 2 nd – Brown Bell - Absent Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown - Aye |

PERSONNEL –

Dr. Culp has given us her official resignation/retirement letter. Health Commissioner Henry read it out loud.

| <i>Action</i> | <i>Motion to Accept the Resignation/Retirement of Dr. Janie Culp Effective March 31, 2026.</i> | <i>Vote Detail (Roll Call)</i> |
|-------------------|---|--|
| Motion – 2026-031 | Mr. Mougianis moved and Mrs. Brown seconded a motion to approve the resignation of Dr. Janie Culp effective March 31, 2026. Motion passed unanimously. | 1 st - Mougianis 2 nd – Brown Bell - Absent Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown - Aye |

The reduction of hours for Rick Stead to 24 hours; this will be tabled until the entire board is in attendance.

TRAVEL REQUESTS –

There were two travel requests for this month.



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

One is for Crystal Wickham to attend the Spring Directors Meeting & Peer Collaborative Event on April 22, 2026 in Grove City. The only expense will be for mileage (\$189.71) and will be covered by the WIC Grant.

The second one is for David McFarland to attend the OEHA conference in Lewis Oh April 15-17, 2026. Expenses include Hotel for two nights, conference fee and registration fee with an approximate total approximate cost \$607.52.

| <i>Action</i> | <i>Motion to Approve the Two Travel Requests Presented for the month.</i> | <i>Vote Detail (Roll Call)</i> |
|-------------------|--|--|
| Motion – 2026-032 | Mr. Mougianis moved and Mrs. Brown seconded a motion to approve the two travel requests presented for the month. Motion passed unanimously. | 1 st - Mougianis 2 nd – Brown Bell - Absent Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown - Aye |

CONTRACTS/MOU's –

There are two contracts to approve for this month

1. Mahoning County Public Health Pathways – Community Health Workers for Pathways Hub 1/1/2026 – 12/31/2026
2. Dr. Coleen Hart - Medical Director – effective April 1, 2026

Also the two city contracts that are actually approved through the District Advisory Council but we include them on our agenda just so the board is aware.

- City of Steubenville – April 1, 2026 – March 31, 2027
- City of Toronto – April 1, 2026 – March 31, 2027

| <i>Action</i> | <i>Motion to Approve the Two Contracts Presented for the month.</i> | <i>Vote Detail (Roll Call)</i> |
|-------------------|--|--|
| Motion – 2026-033 | Mr. Mougianis moved and Mrs. Brown seconded a motion to approve the two travel requests presented for the month. Motion passed unanimously. | 1 st - Mougianis 2 nd – Brown Bell - Absent Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown - Aye |



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

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.

ACCREDITATION REPORT – NONE

PHEP REPORT

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

CORRESPONDENCE –

Letter from the Center of Disease Control congratulating the Jefferson County General Health District for becoming Accredited. Health Commissioner Henry read the letter out loud.

COMMITTEE REPORTS

Environmental— Terry Bell Absent

Administration/Finance—Nothing to report.

Clinical—Nothing to report.

Personnel—Nothing to report.

Events – Nothing to report.



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

OLD BUSINESS - NONE

NEW BUSINESS

2027 Original Budget:

The budget is due by the end of March for 2027. This is a snapshot of what we are looking at from a budgetary standpoint and needs to be approved by the board.

Kelly Wilson stated everyone needs to be cognizant of the fact that there is a very large deficit in Nursing and the general fund will have to cover that deficit. Food Service will also be operating at a deficit. Unless we are able to secure more grant funding, some tough decisions are going to have to be made within the next six months or so.

| <i>Action</i> | <i>Motion to Approve the 2027 Budget.</i> | <i>Vote Detail (Roll Call)</i> |
|-------------------|--|--|
| Motion – 2026-034 | Mr. Mougianis moved and Mrs. Brown seconded a motion to approve the 2027 Budget. Motion passed unanimously. | 1 st - Mougianis 2 nd – Brown Bell - Absent Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye |

Plumbing Inspection Fees:

Health Commissioner Henry stated the inspection fee currently is not covering the actual costs of performing those inspections. Therefore, there is a need for an increase for the plumbing inspections. Our inspector goes out multiple times to perform inspections. The Resolution 2026-002 Resolution to Increase Commercial and Non-Commercial Plumbing Inspection Fees was read out loud.

| <i>Action</i> | <i>Motion to Approve Resolution 2026-002 Plumbing Inspection Fees.</i> | <i>Vote Detail (Roll Call)</i> |
|-------------------|---|--|
| Motion – 2026-035 | Mr. Mougianis moved and Mrs. Brown seconded a motion to approve Resolution 2026-002 Plumbing Inspection Fees. Motion passed unanimously. | 1 st - Mougianis 2 nd – Brown Bell - Absent Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye |



JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

PUBLIC PARTICIPATION – None

EXECUTIVE SESSION – None

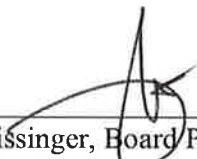
ADJOURNMENT

| <i>Action</i> | <i>Motion to Adjourn</i> | <i>Vote Detail (Roll Call)</i> |
|-------------------|--|--|
| Motion – 2026-036 | Mr. Mougianis moved and Mrs. Brown seconded a motion to adjourn. Motion passed unanimously. | 1 st - Mougianis 2 nd – Brown Bell - Absent Mihalyo - Absent Kissinger – Aye Mougianis - Aye Brown – Aye |

There being no further business before the Board, the meeting was adjourned at 8:44 a.m.

The next regular meeting of the Board of Health is scheduled for Tuesday, April 21, 2026 at 8:15 a.m. in the Towers Building, 2nd Floor.

ATTESTED:



 Dr. Mark Kissinger, Board President



 Andrew Henry, Health Commissioner