

CITY OF MIDDLETOWN  
BOARD OF HEALTH  
Minutes  
November 12, 2024

The City of Middletown Board of Health met in regular session at 7:30 AM on November 12, 2024.

Members Present

Mayor, Elizabeth Slamka  
Ruth Lolli  
Jeff Bonnell  
Dr. Scott Zollett, MD  
Emily Miller, BSN, RN  
Joseph Richmond, MBA  
Amy Sibcy  
Sally Kash, MS, RN

Health Department Staff Present

Jackie Phillips Carter, MPH, BSN, RN  
Carla Ealy, BS, REHS  
Chandra Corbin, BSN, RN  
Amanda McDonald, Vital Statistics Registrar

Absent

Dr. Paul Jennewine, MD

---

ROLL CALL

All board members were present.

CITIZEN COMMENTS

Taylor, a Family Nurse Practitioner-Certified student at University of Cincinnati and employee of Primary Health Solutions, introduced herself and joined the meeting to observe.

APPROVAL OF MINUTES – October 2024

**Motion:** Ms. Kash moved, seconded by Ms. Lolli to approve the October 2024 minutes.

**Roll call vote:** Yes-7 (Lolli, Bonnell, Zollett, Miller, Richmond, Sibcy, Kash). No-0. **Motion Passed.**

RECEIVE AND FILE FINANCIAL REPORT-October 2024

Mayor Slamka noted that health department revenue appeared to be trending well and asked if that was an accurate assessment.

Ms. Phillips Carter stated that was correct and that the health department appears to have good support from City Council, noting that the health department received \$250,000 from opioid funds to support the 2025 budget.

Mayor Slamka asked for clarification on what is considered “other expenses” as shown on the financial reports included in the packet.

Ms. Phillips Carter explained that “other expenses” usually goes unspent, but is available if needed in events such as an extra nurse in cases of tuberculosis or additional Registered Environmental Health Specialists in cases of emergency.

**Motion:** Ms. Lolli moved, seconded by Ms. Miller to approve the October Financial Report.

**Roll call vote:** Yes-7 (Lolli, Bonnell, Zollett, Miller, Richmond, Sibcy, Kash). No-0. **Motion Passed.**

## NEW BUSINESS

### Travel Authorizations

Ms. Pennington, will be attending the Ohio Environmental Health Association Leadership Class in Columbus, November 13<sup>th</sup> and 14<sup>th</sup>. This travel authorization is for mileage and food only.

**Motion:** Ms. Lolli moved, seconded by Ms. Miller to approve the travel authorization.

**Roll call vote:** Yes-7 (Lolli, Bonnell, Zollett, Miller, Richmond, Sibcy, Kash). No-0. **Motion Passed.**

### Budget Discussion

Ms. Phillips Carter informed the board that the health department continues to work on a succession plan for after her retirement. Ms. Phillips Carter stated that combined, she and Ms. Ealy have over 54 years of experience in the health department and that senior staff is costly. Ms. Phillips Carter stated that city council has been supportive in providing the health department with what is needed and allowing the department to carry over funds from previous years. CMHD will be supplemented by opioid funds received for efforts during the opioid crisis for the 2025 budget.

Mayor Slamka stated that it appeared there was only enough money left to cover approximately three more indigent cremations for 2024 and asked if the indigent budget would be increased for 2025.

Ms. Phillips Carter stated that indigent funds come from the City's General Fund, she will look into it to see if the acting city manager plans to increase the budget for 2025.

## REPORTS

### Health Commissioner

Ms. Phillips Carter informed the board that Ms. Kash had graciously stepped in for Dr. Patrick when he was unable to finish his term on the Board of Health, but his term will be expiring at the end of December and Ms. Kash has decided to resign after many years of serving the board with dedication. There will be one open seat on the board and at this time, City Council has received 3 applications. City Council will appoint the newest board member to begin serving their term in January 2025.

Ms. Phillips Carter informed the board that the October Walk with a Doc was successful. Walk with a Doc is held the third Saturday of each month at Rosa Parks Elementary School.

The State of the City Address will be held tonight at the Event Center of Middletown.

Ms. Phillips Carter informed the board that the 14<sup>th</sup> Annual Red Carpet Luncheon will be held at the Fitton Center in Middletown on Thursday, November 14<sup>th</sup>.

Ms. Phillips Carter took a moment to thank all Veterans for their service, noting that while Veteran's Day is just one day, we come across veterans every day and should take time to thank them.

### Medical Director

In Dr. Jennewine's absence, Ms. Corbin reported the October communicable disease case numbers.

C. auris	1
Chlamydia infection	22
COVID-19	68
Giardiasis	1
Gonococcal Infection	18
Hepatitis B	1
Hepatitis C	9
Pertussis	2
Streptococcus pneumoniae-invasive	1



#### Director of Nursing

Ms. Corbin informed the board that she attended the Ohio Public Health Association Conference. Ohio receives 38 cents per capita for health department subsidies. There are large disparities state-to-state in subsidy amounts awarded and conversation is moving toward trying to even out some of those disparities.

Mayor Slamka asked if there is consideration being given to bringing the Syringe Exchange Program (SEP) back to Middletown.

Ms. Phillips Carter stated that it has been discussed, due to SEP having a mobile unit.

Ms. Corbin stated that Public Health Emergency Preparedness will be sending out save-the-dates for the chemical tabletop exercise in February.

Ms. Corbin informed the board that she has finished submitting invoices for the 2024 Workforce Development Grant and is waiting to hear more about the 2025 grant.

Mayor Slamka inquired about how Fairfield SEP has a needle return rate of 116%.

Ms. Phillips Carter explained that often times one person will bring back not only their needles, but also other's needles. While a one-to-one needle exchange rate would be ideal, the Center for Disease Control states needle exchange programs should be on a needs-based basis.

#### Environmental Director

Ms. Ealy informed the board that CMHD received four sets of plans in October. Three of those were for micro markets and one was for a Food Service Operation (FSO). The FSO will be a new hibachi restaurant.

CMHD approved five sets of plans in October. Three of those were micro markets, one mobile and one FSO. Ms. Ealy explained that many vending machines have been switched out for micro markets which are a type of unmanned convenient store.

Ms. Ealy informed the board that CMHD has completed all T21 re-inspections, every tobacco facility is now in compliance with T21 requirements. 2025 T21 applications were sent out October 1, 2024 and are due by December 31, 2024.

Ms. Ealy informed the board that septic renewal permit applications have been sent to 686 homeowners and are due by December 31, 2024. CMHD will begin septic inspections in spring of 2025.

Ms. Ealy stated that temporary food vendors were present and inspected by CMHD at the Fall Festival and Nightmare Manor in October.

Ms. Ealy shared the Ohio Department of Agriculture (ODA) and the Ohio Department of Health (ODH) survey results in the board packet. ODH approved the FSO program with no action plan. ODA approved the RFE program with an action plan that requires a correction in the department's non-emergency enforcement ordinance. Results from the 2023 pool survey were also included in the packet. The program was approved with no action plan, but recommendations mentioned in the survey will be implemented.

Mayor Slamka stated that she noticed a smoking complaint being contested on the smoking report and asked if that could be explained.

Ms. Ealy explained that a facility can always contest the complaint.

Ms. Phillips Carter explained that smoking reports are made by customers directly to the State of Ohio. The State then reports it to local health departments and local health departments then go out and investigate the complaint.

#### Board Member Open Discussion


Mayor Slamka congratulated Ms. Phillips Carter as Her Story Legend. Mayor Slamka explained that ten women are recognized annually for their innovations and being a catalyst for positive change and Ms. Phillips Carter was among the recipients of this award.

Mayor Slamka encouraged board members to attend the State of the City Address Tuesday, November 12<sup>th</sup> at 6pm at the Event Center of Middletown. The Robert Sonny Hill Humanitarian award will also be given at the State of the City Address.

ADJOURNMENT

The meeting was adjourned at 8:30AM. The next meeting will be held on December 10, 2024 at 7:30AM in Conference Room 2C.

  
\_\_\_\_\_  
Jacquelyn D. Phillips Carter, MPH, BSN, RN  
Secretary

  
\_\_\_\_\_  
Elizabeth Slamka, President  
City of Middletown Board of Health