

CITY OF MIDDLETOWN  
BOARD OF HEALTH  
Minutes  
September 9, 2025

The City of Middletown Board of Health met in regular session at 7:30 AM on September 9, 2025.

Members Present

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

Health Department Staff Present

Jackie Phillips Carter, MPH, BSN, RN  
Carla Ealy, BS, REHS  
Dr. Paul Jennewine, MD  
Chandra Corbin, BSN, RN  
Amanda McDonald, Vital Statistics Registrar

Absent and Excused

None.

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ROLL CALL

All board members were present.

CITIZEN COMMENTS

None.

APPROVAL OF MINUTES—August 2025

Motion: Ms. Sibcy moved, seconded by Mr. Richmond to approve the August Board of Health minutes.  
Roll call vote: Yes-7 (Lolli, Bonnell, Sibcy, Zollett, Richmond, Miller, Baggett). No-0. Motion Passed.

RECEIVE AND FILE FINANCIAL REPORT

Ms. Phillips Carter explained that although the August Financial Report is unavailable at this time due to the cybersecurity incident, Mr. Richmond created a guide to make reading the monthly financial reports easier. The guide is an easy-to-read document that explains how to read the Health Fund reports the same way every month, spot trends and turn them into clear talking points for the board.

NEW BUSINESS

Travel Authorizations-Association of Ohio Health Commissioners (AOHC) Fall Conference

Ms. Phillips Carter stated that the Annual AOHC Fall Conference will be held in Columbus September 22<sup>nd</sup>-24<sup>th</sup>. Ms. Phillips Carter, Ms. Ealy and Dr. Jennewine will be attending the conference.

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

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

First Reading of MBHE Ordinance No. 2025-03- HSTS & Private Water Fees by title only

Ms. Ealy stated that private water fees have not been increased in several years. The substantial increase is to include the water samples that are required for new wells and alterations of existing wells.

Motion: Dr. Zollett moved, seconded by Ms. Miller to read MBHE Ordinance No. 2025-03 by title only.

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

## REPORTS

### Health Commissioner

Ms. Phillips Carter introduced University of Cincinnati student, Heather Kimbrough, BSN, RN, currently working on her Master of Science in Nursing-Family Nurse Practitioner. Ms. Phillips Carter welcomed Ms. Kimbrough and encouraged her to ask any questions she may have.

Ms. Phillips Carter noted that the Health Commissioner report is included in the Board of Health packet.

Ms. Phillips Carter informed the board that through the Continuity of Operations Plan (COOP plan), CMHD was able to get up and partially operating by the second day of the cyber security incident, and fully operational by the third day. CMHD worked with its partners and acquired hotspots and laptops from the Butler County Emergency Management Agency (EMA).

Ms. Phillips Carter explained that initially, the department could only offer either birth or death certificates, not both. The decision was made to offer death certificates since clients have to purchase those in the city or county where the decedent passed away; whereas birth certificates can be purchased state-wide. The following day, CMHD was also able to process birth certificate orders.

Ms. Phillips Carter further explained that CMHD worked with partners at the state to issue burial permits and e-file death certificates and partnered with Drug and Poison Information Center (DPIC) to handle incoming calls for the health department. Additionally, CMHD created back-up email addresses for all CMHD staff and set up a google phone number to ensure continuity in communication with businesses and clients.

Ms. Kimbrough asked if we were prepared for the cybersecurity incident and if we are now more prepared in the event that it should happen again.

Ms. Phillips Carter explained that the department is always prepared thanks to our emergency planning. An After-Action Plan will be developed once the situation is fully resolved, and board members will be provided with the results.

Mayor Slamka thanked Ms. Phillips Carter for keeping the Board of Health up-to-date throughout the cybersecurity incident.

### Medical Director

Dr. Jennewine reported the August communicable disease case numbers.

Amebiasis	1
C. auris	1
COVID-19	161
Campylobacteriosis	2
Chlamydia infection	26
Giardiasis	1
Gonococcal Infection	8
Hepatitis B	3
Hepatitis C	7
Salmonellosis	3
Strep Pneumoniae-invasive	1
Streptococcal-Group A-invasive	1
Syphilis	1
Tuberculosis	1

### Director of Nursing

Ms. Corbin informed the Board that we have completed the first quarter of the Public Health Emergency Preparedness (PHEP) grant deliverables.

Ms. Corbin reiterated that an after-action plan regarding the cybersecurity incident will be presented to the board after the conclusion of this event. Ms. Corbin informed board members that we are going into our fourth week of the cybersecurity incident.

Ms. Corbin stated that the basis of our COOP plan is solid, however; there will be things that we work on improving in the future.

Ms. Corbin informed board members that the health fair, "What the Health?", will be held September 27<sup>th</sup> at the Middletown Event Center. The planning committee is meeting again this week. Ms. Corbin informed the board that the health fair will include a face painter, touch-a-truck, vaccinations and physicals by Centerpointe Health, and the library will also be present.

#### Environmental Director

Ms. Ealy informed the Board that during August three plan reviews were received: a vending, mobile and body art. Four facilities were licensed: Ollie's Halal Munchies, Chick Fil-A and a vending.

Ms. Ealy informed the board that there were two failing septic systems located, on Finley Street and Windsor Drive. The Finley location has to be approved by the Ohio EPA. A Notice of Intent (NOI) must be submitted and approved by Ohio EPA for surface discharge.

Ms. Ealy informed the board that CMHD is planning on sending all unpaid septic fees to the auditor by the end of the month. Ms. Ealy noted that the cybersecurity incident may cause a delay.

Ms. Ealy informed the board that Accela continues to present challenges. Ohio Association of Health Commissioners (OAHC) has been working with HealthSpace to come up with a reasonable contract available to health departments. Nine local health departments have already converted back to HealthSpace, with 12-15 more departments working on going back. Ms. Ealy stated that we have received a reasonable estimate for the cost of returning to HealthSpace.

#### Board Member Open Discussion

Ms. Lolli informed the board that the next Walk with a Doc will be held September 20<sup>th</sup> at 9am at Sunset Park.

Mayor Slamka thanked CMHD for hand delivering board packets in the absence of email.

Mayor Slamka informed the board that the State of the City Address is a great opportunity to learn what has gone on in the city over the last year. The State of the City Address will be held on Tuesday September 23<sup>rd</sup> at 6pm at the Middletown Event Center.

Mayor Slamka informed the board that the 2<sup>nd</sup> annual Comicon will be held at Miami University Middletown this Saturday, September 13<sup>th</sup>.

Ms. Kimbrough asked if the Board of Health is the voting body for health policies.

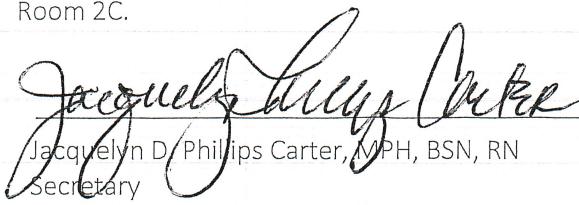
Ms. Phillips Carter informed her that it is and Board of Health Meetings are held the second Tuesday of each month in Conference Room 2C of the City Building at 7:30am.

Mayor Slamka added that Board of Health members are appointed by City Council and the Mayor is always the president of the Board of Health.

The board and CMHD staff introduced themselves to Ms. Kimbrough.

#### ADJOURNMENT

The meeting was adjourned at 8:21AM. The next meeting will be held on October 14, 2025 at 7:30AM in Conference Room 2C.


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


 Elizabeth Slamka, President  
 City of Middletown Board of Health