

CITY OF MIDDLETOWN

BOARD OF HEALTH

Minutes

November 11, 2025

The City of Middletown Board of Health met in regular session at 7:30 AM on November 11, 2025.

Members Present

Mayor, Elizabeth Slamka
Ruth Lolli
Jeff Bonnell
Amy Sibcy
Emily Miller, BSN, RN
Dr. Scott Zollett, MD
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

Joseph Richmond, MBA

ROLL CALL

Mr. Richmond was absent from the November Board of Health meeting.

Motion: Ms. Miller moved, seconded by Ms. Lolli to excuse Mr. Richmond from the Board of Health meeting.

Roll call vote: Yes-6 (Lolli, Bonnell, Sibcy, Miller, Zollett, Baggett). No-). **Motion Passed.**

CITIZEN COMMENTS

None.

APPROVAL OF MINUTES –October 2025

Motion: Ms. Miller moved, seconded by Ms. Lolli to approve the October Board of Health minutes.

Roll call vote: Yes-6 (Lolli, Bonnell, Sibcy, Miller, Zollett, Baggett). No-). **Motion Passed.**

RECEIVE AND FILE FINANCIAL REPORT

Ms. Phillips Carter stated that due to the cybersecurity incident, no updated financial reports are available. The finance department has revenue and expenditures entered through July 31st, which was provided to the BOH at the August meeting.

**NEW BUSINESS**

Travel Authorizations-None.

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

An ordinance amending the fees charged by the Middletown Board of Health as authorized by the Ohio Administrative Code and Ohio Revised Code in O.A.C. 3701-28 and R.C. 3701.344 for private water systems, and O.A.C. 3701-29 and R.C. 3718.06 for sewage treatment systems.

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

Roll call vote: Yes-6 (Lolli, Bonnell, Sibcy, Miller, Zollett, Baggett). No-). **Motion Passed.**

Motion: Ms. Miller moved, seconded by Ms. Lolli to adopt MBHE Ordinance No. 2025-03.

Roll call vote: Yes-6 (Lolli, Bonnell, Sibcy, Miller, Zollett, Baggett). No-). **Motion Passed.**

Approval of Public Health Emergency Preparedness (PHEP) Contract

Ms. Corbin explained that this is an addendum added to the previously approved PHEP contract. The addendum allows for additional funds to be released to CMHD and also requires that additional deliverables be completed by CMHD.

Motion: Ms. Miller moved, seconded by Ms. Lolli to approve the Public Health Emergency Preparedness (PHEP) Contract.

Roll call vote: Yes-6 (Lolli, Bonnell, Sibcy, Miller, Zollett, Baggett). No-). **Motion Passed.**

Review of ODH Immunization Initiative Agreement

This agreement allows the health department to order vaccines for adults as well as make emergency requests for vaccines in time of need. The agreement be effective until September 30, 2030.

Motion: Ms. Miller moved, seconded by Ms. Lolli to approve the Immunization Initiative Agreement.

Roll call vote: Yes-6 (Lolli, Bonnell, Sibcy, Miller, Zollett, Baggett). No-). **Motion Passed.**

REPORTS**Health Commissioner**

Ms. Phillips Carter stated that the personnel committee has been holding meetings discussing the Health Commissioner succession plan. A timeline and Health Commissioner job description will be provided at the next Board of Health meeting. The Health Commissioner job position will be posted in January in advance of Ms. Phillip Carter's retirement.

Ms. Phillips Carter noted that it was Veteran's Day and thanked all that have served and are serving. Ms. Phillips Carter stated that there will be a luncheon honoring veterans at American Legion (on Veteran's Day, November 11, 2025).



Medical Director

Dr. Jennewine reported the October communicable disease case numbers.

C. auris	1
COVID-19	91
Chlamydia infection	23
Gonococcal Infection	5
Hepatitis C	2
Lyme Disease	1
Pertussis	2
Streptococcal Pneumoniae-invasive	1
Streptococcal-Group B-in newborn	1
Syphilis	3

Director of Nursing

Ms. Corbin informed the Board that we are in week fourteen of the cybersecurity incident. At this time, we do not know when it will officially be over. CMHD had its first After Action Report meeting discussing what went right and what could have been improved.

Ms. Corbin informed the board that additional deliverables were added to the PHEP contract with the addendum. One of which will be a tabletop exercise held on December 5th focusing on bioterrorism.

Ms. Corbin informed the board that CBI (City Building Institute) has placed a student intern with Ms. Corbin once a week through November and then four times a week in December. Ms. Corbin will be inviting the student intern to attend the BOH meeting in December.

Ms. Corbin informed board members that flu vaccinations are available upon request.

Environmental Director

Ms. Ealy informed the Board that no plan reviews were received in October. CMHD processed one change of ownership and issued a food license to the new license holder of Wow Chicken (previously JJ's Burgers & Wings). CMHD also licensed five temporary food vendors in October (all five were for Nightmare Manor).

Ms. Ealy informed the board that CMHD is looking very much forward to returning to HealthSpace after six months of Accela. Ms. Ealy stated that she is currently working with HealthSpace to provide information to transition back to the software. Ms. Ealy thanked the board for approving the contract to move back to HealthSpace.

Ms. Ealy informed the board that EH staff continue to complete septic inspections. There are 10 inspections left out of the 485 inspections scheduled this year. Ms. Ealy stated during inspections that a potential septic system

failure had been identified, and that one home was discharging gray water through a pipe onto the ground surface instead of directing it into the septic system. Orders were issued to both homeowners.

Ms. Ealy stated that WPCLF information is being mailed with each septic inspection report to homeowners, notifying them of funds available to help offset the cost of septic system repairs. Ms. Ealy has already completed the 2026 application for the WPCF Grant. Ms. Ealy noted that we have until August of 2026 to use 2025 WPCLF funds.

Board Member Open Discussion

Mayor Slamka inquired about the timeline for finding Ms. Phillip Carter's replacement.

Ms. Phillips Carter stated that the job position will be posted January 13th and will remain posted for one month.

Ms. Ealy and Ms. Phillips Carter will review all applications and select the top ten for the board to interview.

Ms. Phillips Carter stated that the hope is to announce the top candidate in May.

Mayor Slamka commended Mr. Bonnell and Ms. Lolli for their work with the Veteran's Luncheon. Hospice of Middletown sponsors this luncheon and it was noted that there were 260 in attendance. Challenge coins were given to all veterans and school-age children wrote letters of appreciation. Mayor Slamka noted that it was a beautiful event.

Ms. Lolli stated that CBI had hosted a Turkey Trot along the river with approximately 150 in attendance. Ms. Lolli noted that it was a great event for a great cause, raising money for CBI. The turkey Trot t-shirt was designed by a local sixth grader.

Ms. Phillips Carter noted that a list of local food sources (through Shared Harvest) has been posted to the health department's website. Ms. Phillips Carter encouraged board members to spread the word to anyone looking to assist with food shortages to reach out to Deana Shores of Middletown Connect.

Ms. Phillips Carter informed the board that Shalom will be offering shelter to the unhoused from January-March. There is ongoing discussion about possible shelters that may be needed before January in the case of extreme weather.

ADJOURNMENT

The meeting was adjourned at 8:14AM. The next meeting will be held on December 9, 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

