

**HARRISON COUNTY GENERAL HEALTH DISTRICT**

**Minutes of the Board of Health**

**Held August 14th, 2019**

**Meeting Location:** Harrison County Health Department, location Coal Room.

**Call to Order:** Anita Carr, President called the meeting to order at 4:30 pm.

**Board Members Present:**

Anita Carr, President  
Adele Mason, Vice President  
John Snodgrass  
Doug Crabtree

**Board Member Absent:**

Dr. Dan Jones

**Staff Members and Other Members Present:**

Scott Pendleton, Health Commissioner  
Garen Rhome, Administrator  
Teresa Koniski, RN  
John Carr, PHEP Coordinator  
Erika Battistel, Director of Environmental  
Bonnie Snider, Fiscal Officer

**Meeting Minutes:**

Anita Carr asked the board members if they had the opportunity to review the minutes of July 17<sup>th</sup>.

The minutes were approved upon a motion by John Snodgrass with a second by Doug Crabtree, all voted yes, motion carried. Ayes: All      Nays: None

**Vital Statistics Report:**

The Vital Statistics Report for July was submitted for Board review. (see attached report)

Scott Pendleton, Health Commissioner signed the Application and Data Use Agreement To Vital Statistics Birth and Death Data.

Doug Crabtree moved to accept July's Vital Statistics Report as written, seconded by Adele Mason, all voted yes, motion carried. Ayes: All      Nays: None

**Public Health Nursing Report:**

The Nursing Division's report for July was submitted for Board review. (see attached report)

**Discussion:**

Board President, Anita Carr requested clarification on the ODH temperature data probes being past due to be calibrated.

Teresa Koniski, DON, explained that the data probes are provided to us by the Ohio Department of Health due to (HCGHD) Harrison County General Health District participating in the Vaccines for Children program and that they schedule the biannual site visits around the two-year calibration expiration mark. The data loggers in the HCGHD clinic had an expiration date of June 30, 2019 but have now been replaced by new ones that will require recalibrating in 2021.

Board Member Adele Mason requested more information regarding Lyme Disease cases.

Director of Nursing, Teresa Koniski clarified the difference between a positive lab report and a confirmed case of Center for Disease Control standards. There was discussion around the table of hearsay cases of patients being treated for Lyme Disease without having lab work performed.

Adele Mason moved to accept the Nursing portion of the Consent Agenda as written, seconded by John Snodgrass, all voted yes, motion carried. Ayes: All Nays: None

**Financial Report:**

July's monthly program Cash Balance Report and the Auditor's Financial Report was presented to the Board of Health members for viewing as follows:

1. Revenue received ending July 31<sup>st</sup>, 2019 totaled \$38,658.35
2. Expenses paid out ending July 31<sup>st</sup> totaled: \$68,325.32
3. July 31<sup>st</sup> ending balance: \$880,940.61

The In-House Revenue Summary Report for July was also presented for viewing on what income was received. Adele Mason motioned to correct the spelling of Department Description No: 97 from "RegISTRATION" to Registration, Doug Crabtree seconded the correction of the spelling, all voted yes, motion carried.

**CASH BALANCE REPORT**

**Report Period: July 2019**

Program	Carryover Balance	Revenue		Expenses		Balance
		M-T-D	Y-T-D	M-T-D	Y-T-D	
District Health	\$549,337.14	\$3,210.16	\$554,152.99	\$44,320.48	\$336,494.56	\$766,995.57
Private Water	\$2,884.10	\$714.00	\$6,756.00	\$2,277.78	\$5,838.84	\$3,801.26
Food Service	\$7,792.98	\$712.70	\$34,290.57	\$460.34	\$18,756.22	\$23,327.33
Pools	\$0.00	\$0.00	\$580.00	\$0.00	\$155.88	\$424.12



# HARRISON COUNTY

## Public Health

Harrison County General Health District  
538 North Main Street – Suite G  
Cadiz, OH 43907-1282  
Phone: (740) 942-2616 – Fax: (740) 942-9331  
HealthDepartment@harrisoncountyohio.org

Camps	\$0.00	\$0.00	\$6,250.00	\$2,824.09	\$4,646.80	\$1,603.20
Septic's	\$5,175.88	\$1,678.00	\$19,080.50	\$2,948.69	\$17,644.12	\$6,612.26
RHWP	\$16,225.29	\$3,097.50	\$13,426.03	\$2,130.44	\$11,619.05	\$18,032.27
Public Health Emergency Preparedness Grant (PHEP)	\$151.47	\$19,078.00	\$59,416.00	\$5,298.03	\$24,933.12	\$34,634.35
WCPLF Program	\$440.00	\$475.00	\$20,925.50	\$0.00	\$20,450.50	\$915.00
WIC Program	\$2,137.81	\$9,692.99	\$63,082.70	\$7,734.31	\$57,279.82	\$7,940.69
Nutrition Assessment	\$1,423.61	\$0.00	\$0.00	\$0.00	\$396.95	\$1,026.66
Blessing In A Backpack	\$7,357.76	\$0.00	\$0.00	\$0.00	\$7,357.76	\$0.00
Cribs for Kids Program	\$1,996.94	\$0.00	\$3,700.00	\$331.16	\$1,711.69	\$3,985.25
Project Kind Program	\$1,748.88	\$0.00	\$0.00	\$0.00	\$0.00	\$1,748.88
Veggie U Program	\$4,016.06	\$0.00	\$0.00	\$0.00	\$439.32	\$3,576.74
Innovative Program	\$6,317.03	\$0.00	\$0.00	\$0.00	\$0.00	\$6,317.03
<b>Grand Total</b>	<b>\$607,004.95</b>	<b>\$38,658.35</b>	<b>\$781,660.29</b>	<b>\$68,325.32</b>	<b>\$507,724.63</b>	<b>\$880,940.61</b>

Adele Mason motioned to accept the financial report as presented and that the report be filed for audit, Doug Crabtree seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

The following purchase orders were presented to the board of health for viewing and approval in the amount of \$85,500.00

<u>PO Number</u>	<u>Code</u>	<u>Description</u>	<u>Amount</u>	<u>Blanket</u>
19-1090	E000-E02	Supplies	\$12,000.00	Blanket
19-1091	E000-E03	Equipment	\$3,000.00	Blanket
19-1092	E000-E05	Utilities	\$4,000.00	Blanket
19-1093	E000-E06	Contract Service/Accreditation	\$25,000.00	Blanket
19-1094	E000-E06	Contract Service/WPCLF	\$25,000.00	Blanket
19-1095	E000-E06	Contract Service/In House	\$10,000.00	Blanket
19-1096	E000-E07	Mileage/Expense	\$3,500.00	Blanket
19-1097	E000-E09	Advertising/Printing	\$1,000.00	Blanket
19-1098	E000-E14	Contingencies	\$2,000.00	Blanket

John Snodgrass motioned to approve purchase orders as presented, Adele Mason seconded the motion, all voted yes. Ayes: All Nays: None

The voucher report for period 7/18/19 to 8/14/19 was presented to board members for viewing and approval in the total amount of \$28,036.47 as follows: Supplies; \$2,807.25, Utilities; \$1,360.40, Contract Services; \$10,386.84, Mileage/Expense; \$761.34, State Fee; \$208.50, Contingencies; \$5,950.00, Accreditation Fees; \$5,600.00, Dues/Fee \$330.00 and Promotional Items \$632.14.

Vouchers presented were approved upon a motion by Adele Mason, seconded by Doug Crabtree, all voted yes, motion carried. Ayes: All      Nays: None

As discussed during the meeting held on July 17th and tabled Adele moved the adoption of **Resolution No: 2019-86** to decrease the **advancement** made in the amount of **\$15,000.00** from E001-E18 (WIC) and advance back to E001-E01 (District Health) that had been requested during the month of December 2018 to cover negative end of year fund balance. Doug Crabtree seconded the Resolution, all voted yes, motion

Anita Carr, President	yea	Dr. Dan Jones, Absent
Adele Mason,	yea	
John Snodgrass	yea	
Doug Crabtree	yea	

#### **Environmental Report**

The Environmental Division's report for July 2019 was submitted for Board review. (see attached report)

#### **Discussion:**

Scott Pendleton asked about the Freeport treatment system going in with EPA.

Erika stated the engineers are not exactly sure as to what to do exactly. Some homes may be put on cluster systems and some may just have their own septic systems.

Doug Crabtree motioned to approve the Environmental portion of the Consent Agenda, seconded by Adele Mason, all voted yes, motion carried. Ayes: All      Nays: None

#### **Accreditation**

The Accreditation Report for July 2019 was submitted for Board review. (see attached report)

Adele Mason motioned to approve the Accreditation portion of the Consent Agenda, seconded by Doug Crabtree, all voted yes, motion carried. Ayes: All      Nays: None

#### **Administration Report**

The Administration Report for July 2019 was submitted for Board review. (see attached report).

The Board reviewed and voted to promulgate the following Harrison County General Health District forms:



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- 302.026 Sliding Fee Scale Eligibility
- 204.006 Subdivision and New Lots Approval Application
- 204.007 Evaluation of Home Sewage or Private Water System
- 401.003 Narcan Distribution Record
- 501.002 Credit Card Use Authorization
- 204.005 Evaluation of Home Sewage and/or Private Water System
- 101.010 Public Photo Release Form
- 101.007 Employee Photo Release Form

### Discussion

Doug Crabtree asked about Form No: 204.006, Form Name: Subdivision and New Lot (s) due to working for the Engineer's Office.

Erika explained in detail what the form means and that anyone coming into the engineer's office and splitting parcels will need to come to the Health Department to complete the form prior to and pay the application fee.

John Snodgrass asked why are we asking what is the highest grade completed on Form No: 302.026?

Teresa Koniski, Director of Nursing stated its one of the questions that must be asked for our Reproductive Health and Wellness Program (RHWP), stating it's a statistic they like to have. Its one of the check boxes on the Ahler's Form which is the reporting system for RHWP program. Teresa stated it must be something they need to know from the federal level cause all that comes down from Title 10.

Doug Crabtree motioned to approve the forms as discussed and reviewed, seconded by Adele Mason, all voted yes, motion carried. Ayes: All Nays: None

Due to conflicting schedules the Board of Health agreed to move next month's meeting to September 20<sup>th</sup> 12:00 pm.

Adele Mason motioned to accept the Administration section of the Consent Agenda, seconded by Doug Crabtree, all voted yes, motion carried. Ayes: All Nays: None

With no further business Adele Mason motioned to adjourn the meeting at 5:20 pm,

Respectfully submitted,

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Anita Carr, President

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Dr. Scott Pendleton, DVM, Secretary/or  
Garen Rhome, Administrator