

HARRISON COUNTY GENERAL HEALTH DISTRICT
Minutes of the Board of Health
Held February 20th, 2020

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

Call to Order: Adele Mason, President called the meeting to order at 12:55 pm.

Board Members Present:

Adele Mason
Kate Sedgmer
Melissa Powers
Kent Murray
Dr. Dan Jones

Board Member Absent:

Staff Members and Other Members Present:

Garen Rhome, Administrator
Erika Battistel, Director of Environmental
Bonnie Snider, Fiscal Officer
Teresa Koniski, Director of Nursing
John Carr, PHEP Coordinator

Guest Present:

Joe Petro, Mayor of New Athens

Mr. Petro introduced his self, stating he is running in the primary for County Commissioner and stated many issues in the county that needs addressed. Mr. Petro also asked about the Germano Sewage System Project. Erika brought him up to date explaining the Commissioners is dropping the sewage project due to the cost and number of homes.

Approval of Minutes:

Adele asked the members of the board if they had the opportunity to review the minutes of January 16th, 2019.

Adele stated she had no changes but with Dr. Pendleton not attending the meeting today, will he get his promotion materials he needs for the March 2nd, 2020 Advisory Council Meeting.

Garen replied the 2019 Advisory Council Annual Report has been completed and he will receive his copy prior to the meeting. Copies were also presented to the Board of Health Members for review.

Motion by Dr. Dan Jones to approve the minutes as written, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All, Nays: None

Vital Statistics Report and Public Nursing Report:

The Vital Statistics Report and the Public Nursing Report for January was submitted for Board review. (see attached report's).

Adele asked the Board Health if anyone had any questions or discussion points?

Board President, Adele Mason, wanted clarification that the Harrison County General Health District (HCGHS) did not receive the grant funding from the OIPP for the project. Director of Nursing, Teresa Koniski affirmed that the HCGHD did not receive a Notice of Award and so was not under any obligation to attend quarterly meetings in Columbus nor report to ODH on the SilverSneakers fitness program.

Discussion was held on the supply list provided by the board for the SilverSneakers program and board president noted that the equipment could also be utilized by programs at the school or to hold child exercise programs at the libraries or at WIC.

Kate Sedgmer motioned to allow \$1,500.00 of District Health funds to be spent on acquiring supplies necessary to move forward to start the program, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All, Nays: None

Kate Sedgmer moved to accept Vital Statistics and the Nursing portion of the consent agenda as written, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All, Nays: None

Financial Report:

January's Cash Balance Report and the Auditor's Financial Report for month ending January was presented to the Board of Health members for viewing as follows:

1. Revenue received totaled \$30,275.01
2. Expenses paid totaled: \$83,672.40
3. January 31st, 2020 ending balance: \$757,525.97



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

	A	B	C	D	E	F	G
1							
2			CASH BALANCE REPORT				
3	Report Period: January 2020						
4	Program	Carryover	Revenue		Expenses		
5		Balance	M-T-D	Y-T-D	M-T-D	Y-T-D	Balance
6							
7							
8	E001-E01 District Health	\$751,180.34	\$11,849.99	\$11,849.99	\$53,409.98	\$53,409.98	\$709,620.35
9	E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$0.00			
10	E001-E02 Private Water	\$1,574.91	\$1,534.00	\$1,534.00	\$485.00	\$485.00	\$2,623.91
11	E001-E03 Food Service	\$14,005.75	\$25.00	\$25.00	\$5,078.16	\$5,078.16	\$8,952.59
12	E001-E04 Pools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	E001-E06 Camps	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	E001-E11 Septics	\$2,171.24	\$6,059.00	\$6,059.00	\$3,951.38	\$3,951.38	\$4,278.86
15	E001-E12 RHWP Grant	\$12,737.06	\$1,435.50	\$1,435.50	\$2,219.51	\$2,219.51	\$11,953.05
16	E001-E14 PHEP Grant	\$12,811.70	\$480.00	\$480.00	\$6,975.08	\$6,975.08	\$6,316.62
17	E001-E17 WCPLF Program	\$440.00	\$1,295.00	\$1,295.00	\$1,000.00	\$1,000.00	\$735.00
18	E001-E18 WIC Grant	\$8,078.48	\$7,596.52	\$7,596.52	\$10,553.29	\$10,553.29	\$5,121.71
19	E001-E20 Nutrition Assessment - MCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	E001-E21 Blessings in a Backpack - MCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	E001-E22 Cribs for Kids - MCH	\$4,390.40	\$0.00	\$0.00	\$0.00	\$0.00	\$4,390.40
22	E001-E23 Project Kind Program - MCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	E001-E24 Veggie U Program - MCH	\$3,533.48	\$0.00	\$0.00	\$0.00	\$0.00	\$3,533.48
24	E001-E25 Innovative Program -MCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	Grand Total	\$810,923.36	\$30,275.01	\$30,275.01	\$83,672.40	\$83,672.40	\$757,525.97

Kate Sedgmer motioned to accept the financial report as presented and that the report be filed for audit, Dr. Jones 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 \$3,811.36.

PO Number	Code	Description	Amount	PO Type
20-1035	E000-E13	State Fees/Treasurer State of OH	\$3019.36	Regular
20-1036	E000-E06	Contract Service/Executech	\$99.00	Regular

Kate Sedgmer: What is Executech?

Bonnie: Office 365

Adele Mason: What are we paying State of Ohio for?

Bonnie: Vital Statistics fees.

Dr. Jones motioned to approve purchase orders as presented, Kate Sedgmer seconded the motion, all voted yes. Ayes: All Nays: None

The voucher report for period 01/17/2020 to 02/20/2020 was presented to board members for viewing and approval in the total amount of \$17,400.62 as follows: Supplies: \$1,289.19, Utilities: \$1,508.70, Contract Services: \$9,909.30, State Fees: \$3,130.86, Contingencies: \$585.50 and Promotional Items: \$40.00.

Vouchers presented were approved upon a motion by Dr. Dan Jones, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

Bonnie informed the Board of Health an email was received from Francis Mensah, Grants Services Unit on February 11th, 2020 regarding the reported funding under the Intergovernmental: Special Revenue category (OHD grants) were unidentifiable in the Ohio Department of Health (ODH) review of Independent Audit Report for the year ending December 31, 2018. They are asking that the ODH Federal grants being Public Health Emergency Preparedness and the WIC Grant be broken down separately by grant title and total amount of money received. Health Commissioner Scott Pendleton called and confirmed he received the same email asking that a Corrective Action Plan will be submitted to ODH within the 30-day period.

Bonnie informed the Board that Health that the cost of health insurance increased from \$1,884.92 in 2019 to \$2,158.46 for family coverage and single coverage increased from \$754.57 to \$884.22 effective February 2020 costing the department estimating at around \$17,000.00/year. Garen noted we are offered insurance through the county.

Adele: Does employees pay a % of their premium?

Bonnie: Yes, employee premiums are taken out the first pay of each month.

The board of health took no further action.

Old Business:

Bonne reported no word has been received yet from Charles E. Harris & Associates, Inc., on the filing of the 2019 Annual Financial Report to the State Audit.

Environmental Report:

The Environmental Division's report for January 2020 was submitted for Board review. (see attached report)

Regarding the two nuisance complains that were filed last month Assistant Prosecutor Jack Felgenhauer may charge the Board of Health for cleanup with two nuisance complaints that were filed last month. Erika explained to the board there were a few alternatives in the ORC that can be implicated rather than to charge the health department for misdemeanor, fines, etc. And that once the county learns that the health department is fronting the monies for such clean-up, that this may turn into a repetitive process, costing the health department thousands each year.

Adele stated she will be in contact with Mr. Beetham about this situation since she knows him on a personal level.

Erika explained to the Board of Health a septic system was installed and that Kyle Baldwin, Soil Scientist and designer of property owner Phil Freda's system, location Foxas Bottom Road, Cadiz, Ohio had made a mistake in judging the soil's absorption capacity. Mr. Baldwin is willing to fix his mistake and he sent Jade two different designs. Jade and Erika met with the parents of Phil Ferda and they stated they would be pleased with the ATL design that Mr. Baldwin sent to Jade.

Dr. Dan Jones motioned to approve the Environmental portion of the Consent Agenda, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

Accreditation:

The Accreditation Report for January 2020 was submitted for Board review. (see attached report)

Leann updated the board stating she has been meeting with staff and trying to get idea where we are at on any barriers on submitting for next month meeting on March 19th. It seems to be that everything is making process. Leeann thinks it is durable and we a lot of material and she is just now into the process of uploading that into the E-PHAP system.

Adele: If looking at your consent agenda there is Domains 1 thru 12. What domain does job descriptions performance reviews fall under and what percentage are completed?

Leann: Without having the computer on me, as far I can tell most of those are in Domain 9 thru 12 stating we are at 30 to 40% mark finished.

Adele questioned the timing on Domain 8 on the (Agenda) stating when we submit to Brittan Williams, PHAB contact her job is to assess, are all pieces and parts there not looking at quality or content?

Leann: She has 30 days to respond back to us to see if it meets requirements, then there is another 30-day window.

Adele: Shouldn't we submit what we have on this March 19th deadline and let them tell us if it failed to meet requirements.

Leann: The thing is there is that window and they already told us when we went to training in Virginia that expect to have stuff returned, and not to be surprised cause there has been no health department in the country that been accredited that went crystal clean through any of this. Leann's concern is 30 days to get several things done might be a little too much but stated at the same time maybe they will give us extensions. We had to reach for to get examples for the time frames or that they just never existed before.

Leann stated she does not want to go past April due to she has to prepare a cover letter and go back to that document in a PDF file, highlight information and explain and then compile all the documents so it says from start to finish.

Dr. Jones: Was the March 19th date that we came up internally?

Leann: yes

Dr. Jones: What is the final date to: June 6th, 2020

Adele: March 19th, due to board decision setting the March 19th deadline

Leann stated we are the only state required to go through the process, stating we received minimum funding from Ohio Department of Health, funding is coming from the local health department to fund to pay for. We have 88 county's, 113 local districts and only a hand full is already accredited and going back for reaccreditation.

Adele stated to say keep moving toward March 19th deadline and see where it goes, the board did not vote on an extension today.

Kate Sedgmer motioned to approve the Accreditation portion of the Consent Agenda, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

Administration Report:

The Administration Report for January 2020 was submitted for Board review. (see attached report).

Discussion:

Garen presented the 2020 Environmental Fee schedule with no changes from 2019. Dr. Jones motioned to adopt the Environmental Fee schedule as presented, seconded by Kate Sedgmer, all voted yes, motioned carried. Ayes: All Nays: None

Dr. Jones motioned and approved to have employees of the Health Department to take Good Friday (April 10th, 2020 as a paid holiday, seconded by Kate Sedgmer, all voted yes, motioned carried. Ayes: All Nays: None

The Board of Health promulgated the following forms.

205.001 (6/19) Food License Complaint Form

801.002 (2/20) Board of Health Resolution

501.003 (2/20) Interdepartmental Work Hours Tracking Form

101.014 (2/20) Incident Report

101.015 (2/20) HIPPA & Confidentiality Agreement

Dr. Jones motioned to approve the forms as reviewed, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

Kate Sedgmer motioned to accept the Administration section of the Consent Agenda, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

New Business:

Jennifer Smith, Vital Statistic Registrar has checked into purchasing from Borden's Office Equipment firesafe cabinets to protect vital business records. Garen presented the information on Fire King products along with a quote for a 6-drawer card file at \$6,222.00 and a 4-drawer 44' lateral cabinet at \$6,740.00.

Adele: How far back does the department have birth and death records and where do people go to research genealogy?

Garen: Records go back to 1908. The people use the Health Department, County Court House and Historical Society, ect.

Adele: Are records stored electronically?

Bonnie: As of January 2020, death records will now be electronic. All death records prior to 2020 are paper copies that are kept in a binder by year that must be accounted for.

Adele stated if agreed upon, an article will be published in the local paper talking about how we are preserving valuable genealogy information. Adele also suggested through Facebook maybe the department could create an opportunity to set a time and day to come and see the records that would of interest to genealogy research.

Dr. Jones in favor of Adele's immediate notification is great in saving history, preserving history or history is heritage.

After discussion Kent Murray moved to purchase the firesafe filing cabinets for the preservation of documents, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

Old Business:

John Carr presented Resolution No: 2020-099

Subject: **Employee Recognition and Longevity**

Kent Murray moved to adopt **Resolution No: 2020-099** as presented with no objections or comments, seconded by Melissa Powers, the roll call upon its adoption resulted as follows: Yeas 5, Nays 0

With no other business brought before the board, Kate Sedgmer motioned to adjourn, seconded by Dr. Dan Jones

Respectfully submitted,

President

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