

**HARRISON COUNTY GENERAL HEALTH DISTRICT**  
**Minutes of the Board of Health**  
**February 20<sup>th</sup>, 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  
Patricia Brown  
Dr. Dan Jones

**Board Members Absent:**

Adele Mason  
John Snodgrass

**Staff Members Present:**

Scott Pendleton, Health Commissioner  
Dr. Richard Clark, MD  
Garen Rhome, Administrator  
Erika Battistel, RS  
Teresa Koniski, RN  
John Carr, PHEP Coordinator  
Bonnie Snider, Fiscal Officer

**Guest of the Board:**

Leann Cline, Accreditation Coordinator

**Meeting Minutes:**

The minutes of January 16<sup>th</sup>, 2019 were approved upon a motion by Patricia Brown with a second by Dr. Dan Jones, all voted yes, motion carried.

**Public Health Nursing Report:**

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

**Discussion:**

Board President Anita Carr inquired if the pertussis case in January 2019 was related to the pertussis case in 2018.

Director of Nursing Teresa Koniski stated that the cases were not related.

Anita Carr then requested that future infectious disease reports include the additional information of whether cases were adult or juvenile.

Ms. Koniski noted the request and agreed to modify future reports in the nursing consent agendas.

The nursing report was approved upon by motion by Patricia Brown with a second by Dr. Dan Jones. Ayes: All Nays: None

**Financial Report:**

January's Financial Report was presented to the Board of Health members for viewing and discussion as follows:

1. Revenue received ending January 31<sup>st</sup>, 2019 totaled \$47,260.99
2. January's expenses paid out totaled: \$53,705.16
3. January's ending balance: \$600,560.78

Purchase Orders were presented as follows:

**Regular Purchase Orders**

<b><u>No:</u></b>	<b><u>Code</u></b>		<b><u>Vendor</u></b>	<b><u>Amount</u></b>
19-1049	E000-E06	Contract Service	Flowers Septic Design	\$382.50
19-1050	E000-E07	Mileage/Expense	Scott Pendleton	\$796.52
19-1051	E000-E06	Contract Service	Borden Office Equipment	\$43.75

**Blanket Purchase Orders**

<b><u>No:</u></b>	<b><u>Code</u></b>		<b><u>Vendor</u></b>	<b><u>Amount</u></b>
19-1052	E000-E06	Contract Service	Leann Cline	\$20,000.00

Purchase orders presented was approved upon a motion by Dr. Dan Jones, seconded by Patricia Brown, all voted yes, motion carried. Ayes: All      Nays: None

February's voucher report was presented to board members for viewing and approval in the amount of \$24,761.21. Vouchers presented were approved upon a motion by Dr. Dan Jones, seconded by Patricia Brown, all voted yes, motion carried.

### **Environmental Report**

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

### **Discussion:**

Health Commissioner Scott Pendleton asked what steps will be taken if they do not respond to the correspondence sent through mail to have their systems dye tested.

Erika replied we will then go to the courthouse to make sure their address is correct, then we will resend the notice. Worst case scenario, it goes to the prosecutor.

Health Commissioner Scott Pendleton asked if they are getting a public system put in where the location was pertaining to the Piedmont nuisances turned in by Dan Gay.

Erika stated yes. They have dry wells that they will be permitted to use until they get in county sewage.

Dr. Jones moved to accept the environmental report seconded by Patricia Brown, all voted yes, motion carried. Ayes: All      Nays: None

### **Administration Report**

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

### **Discussion:**

Patricia Brown moved the adoption of **Resolution No: 2019-72** to adopt the Credit Card Policy as presented with no changes, seconded by Dr. Dan Jones, all voted yes, motion carried.

Ayes: All, Nays: None

Patricia Brown moved the adoption of **Resolution No: 2019-73 to** adopt and review annually the Pay Grade and Salary Range Chart as presented, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All, Nays: None

Garen presented the 2019 Policy Manual for its initial adoption by the Board of Health. The 2019 Policy Manual contains 63 new and/or amended policies. After review Dr. Jones moved the first adoption of **Resolution No: 2019-74** to adopt the new 2019 Policy Manual, with a second from Patricia Brown, all voted yes, motion carried. Ayes: All      Nays: None

Patricia Brown moved the adoption of **Resolution No: 2019-75** to accept The Agreement between Harrison County Board of Health and Leann Cline, Contractor for Accreditation, with a second by Dr. Jones, all voted yes, motion carried. Ayes: All      Nays: None

Dr. Jones motioned to approve Form Number 102.002, Job Description, Form Number: 102.003 Annual Performance Evaluation Form, Form Number: 102.004, Employee Performance Evaluation and Form Number: 102.005, Exit Interview Questionnaire. Patricia Brown seconded the motion, all voted yes, motion carried.  
Ayes: All, Nays: None

Anita Carr, President made a recommendation made to Form Number 302.010 titled Consent for Removal of Subdermal Contraceptive Implant. Recommendation to change the wording from I have had a chance to ask questions and have had my questions answered, to I have had the opportunity to ask questions and have had my questions answered.

Dr. Jones motioned to approve the following forms submitted for approval along with the recommendation made by Anita Carr, President. Patricia Brown seconded the motion, all voted yes, motion carried. Ayes: All      Nays: None

Form No: 102.001 Employee Disciplinary Action Form  
Form No: 101.006 Blank Letter Form  
Form No: 301.008 Request for Patient Healthcare Records  
Form No: 302.004 Female Patient Medical Examination Form  
Form No: 305.001 Adult Health Services Charge Sheet  
Form No: 308.001 Audiology Patient Intake  
Form No: 308.002 Pure Tone Audiogram Assessment

Form No: 600.001 Application for Certified Copies  
except for a recommendation made by Anita Carr, President to Form Number 302.010 Consent for Removal of Subdermal Contraceptive Implant to change the wording from I have had a chance to ask questions and have had my questions answered, to I have had the opportunity to ask questions and have had my questions answered.

Patricia Brown seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

### **Accreditation**

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

### **Discussion:**

Leann presented the amended Harrison County 2019 Community Health Assessment updates with corrections to the one e-mailed in the Consent Agenda. The following were changes and additions made to the Assessment.

Question 16: From: Do you work for a locally owned and operated Business? (To): Are you employed within Harrison County?

Question 21: Dr. Jones made a correction to the wording of activity to active.

Question 24: From: Have you or someone you know used any of the following within the past 60 days: To: Have you or someone you know used any of the following within the past 30days?

Question 25: Added Tick and Lyme disease to the list of environmental concerns.

Scott Pendleton asked is this similar to what was completed last year.

Leann stated this is a requirement that has to be done every three years and the hospital's is due this year and we want to keep in line with them.

Patricia Brown moved to approve the 2019 Community Health Assessment form with the changes as presented and discussed, seconded by Dr. Jones, all voted yes, motion carried. Ayes: All, Nays: None

Dr. Dan Jones motioned to accept the Accreditation portion, seconded by Patricia Brown, all voted yes, motion carried. Ayes: All, Nays: None

At 5:19 pm, Dr. Jones moved to enter into executive session to discuss personnel issues, hiring, raises, etc., Patricia Brown seconded the motion.

Roll call vote to enter executive session:

Dr. Dan Jones           yes  
Patricia Brown         yes  
Anita Carr             yes  
Adele Mason not present  
John Snodgrass not present

Health District Commissioner Scott Pendleton and Health District Administrator Garen Rhome were invited to join the Board of Health in Executive Session.

The Board of Health exited session at 5:35 pm.

At 5:36 pm Dr. Jones moved to increase Environmental Health Director Erika Battistel's hourly wage from \$22.18 per hour to \$24.18 per hour. Patricia Brown seconded the motion. Discussing, President Anita Carr noted that the increase is not a merit based raise. The increase is made specifically as an adjustment so that the Environmental Director's wage falls within the established paygrade and salary range for the position.

Roll call vote to pass the motion:

Dr. Jones           yes  
Patricia Brown         yes  
Anita Carr             yes  
Adele Mason not present  
John Snodgrass not present

**MOTION PASSES**

At 5:40 pm Patricia Brown moved to adjourn the meeting, Dan Jones seconded the motion.

Roll call vote to adjourn

Dr. Jones           yes  
Patricia Brown         yes  
Anita Carr             yes

**Adjournment**

At 5:40 pm Patricia Brown moved to adjourn the meeting, Dan Jones seconded the motion.

Roll call vote to adjourn

Dr. Jones                      yes

Patricia Brown              yes

Anita Carr                    yes

Respectfully submitted,

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Anita Carr, President

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