

**HARRISON COUNTY GENERAL HEALTH DISTRICT**

**Minutes of the Board of Health**

**Held January 16, 2020**

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

**Call to Order:** Adele Mason, President called the meeting to order at 1:00 pm.

**Board Members Present:**

Adele Mason  
Kate Sedgmer

**Board Member Absent:**

Kent Murray  
Dr. Dan Jones

**Guest Present:**

Melissa Powers

**Staff Members and Other Members Present:**

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

**New Business:**

Motion by Kate Sedgmer, seconded by Adele Mason to **appoint Melissa Powers as a voting member of the Board of Health** to fill the position of the unexpired term vacated by John Snodgrass ending the first Monday in March of 2022. Melissa took the Oath of Office, which was signed by Adele Mason, President of the Board of Health.

**Approval of Minutes:**

Adele asked the members of the board if they had the opportunity to review the minutes of December 19<sup>th</sup>, 2019.

Motion by Kate Sedgmer to approve the minutes as written, seconded by Mellissa Powers, 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 December was submitted for Board review. (see attached report's).

Board President, Adele Mason, inquired if the Harrison County General Health District (HCGHD) had received any Notice of Award for the OIPP grant proposal submission. Director of Nursing Teresa Koniski answered that no official word regarding approval or denial had been received to date, but that the HCGHD had been admitted as a member of the Ohio injury Prevention Program on 1/15/2020 which was a prerequisite of the grant.

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

### **Financial Report:**

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

1. Revenue received totaled \$24,238.39
2. Expenses paid totaled: \$69,186.46
3. December 31<sup>st</sup>, 2019 ending balance: \$810,923.36

<b>CASH BALANCE REPORT</b>						
<b>Report Period: December 2019</b>						
<b>Program</b>	<b>Carryover Balance</b>	<b>Revenue M-T-D</b>	<b>Y-T-D</b>	<b>Expenses M-T-D</b>	<b>Y-T-D</b>	<b>Balance</b>
E001-E01 District Health	\$549,337.14	\$4,781.51	\$798,085.55	\$46,286.89	\$596,242.35	\$751,180.34
E001-E02 Private Water	\$2,884.10	\$335.00	\$10,689.00	\$75.00	\$11,998.19	\$1,574.91
E001-E03 Food Service	\$7,792.98	\$0.00	\$38,292.37	\$2,873.19	\$32,079.60	\$14,005.75
E001-E04 Pools	\$0.00	\$0.00	\$580.00	\$0.00	\$580.00	\$0.00
E001-E06 Camps	\$0.00	\$0.00	\$6,465.00	\$0.00	\$6,465.00	\$0.00
E001-E11 Septics	\$5,175.88	\$1,024.00	\$30,707.50	\$2,928.00	\$33,712.14	\$2,171.24
E001-E12 RHWP Grant	\$16,225.29	\$2,142.00	\$19,467.89	\$1,896.27	\$22,956.12	\$12,737.06
E001-E14 PHEP Grant	\$151.47	\$0.00	\$63,661.00	\$5,457.37	\$51,000.77	\$12,811.70
E001-E17 WCPLF Program	\$440.00	\$628.75	\$22,004.25	\$628.75	\$22,004.25	\$440.00
E001-E18 WIC Grant	\$2,137.81	\$15,327.13	\$111,382.07	\$7,596.52	\$105,441.40	\$8,078.48
E001-E20 Nutrition Assessment - MCH	\$1,423.61	\$0.00	\$0.00	\$49.62	\$1,423.61	\$0.00
E001-E21 Blessings in a Backpack - MCH	\$7,357.76	\$0.00	\$0.00	\$0.00	\$7,357.76	\$0.00
E001-E22 Cribs for Kids - MCH	\$1,996.94	\$0.00	\$5,500.00	\$1,394.85	\$3,106.54	\$4,390.40
E001-E23 Project Kind Program - MCH	\$1,748.88	\$0.00	\$0.00	\$0.00	\$1,748.88	\$0.00
E001-E24 Veggie U Program - MCH	\$4,016.06	\$0.00	\$0.00	\$0.00	\$482.58	\$3,533.48
E001-E25 Innovative Program -MCH	\$6,317.03	\$0.00	\$0.00	\$0.00	\$6,317.03	\$0.00
<b>Grand Total</b>	<b>\$607,004.95</b>	<b>\$24,238.39</b>	<b>\$1,106,834.63</b>	<b>\$69,186.46</b>	<b>\$902,916.22</b>	<b>\$810,923.36</b>
<b><u>E001-E05 District Health-Property Tax</u></b>	<b>YTD Revenue</b>					
	<b>\$720,326.90</b>					
<b><u>E001-E01 District Health Revenue YTD</u></b>	<b>\$77,758.65</b>					
	<b>\$798,085.55</b>					

Melissa Powers motioned to accept the financial report as presented and that the report be filed for audit, Kate Sedgmer seconded the motion, all voted yes, motion carried. Ayes: All Nays: None



# 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

The following purchase orders were presented to the board of health for viewing and approval in the amount of \$13,349.45.

### January 2020 Board Meeting Purchase Orders

PO Number	Code	Description	Amount	PO Type
20-1013	E000-E06	Contract Service/On Site Design	\$1,000.00	Regular
20-1014	E000-E06	Contract Service/Fenner Corp.	\$87.94	Regular
20-1015	E000-E05	Village of Cadiz	\$71.73	Regular
20-1016	E000-E05	Frontier	\$325.11	Regular
20-1017	E000-E06	Contract Service/Time Warner	\$273.47	Regular
20-1018	E000-E05	Utilities/Mansfield Hauling	\$54.00	Regular
20-1019	E000-E05	Utilities/Verizon Wireless	\$50.96	Regular
20-1020	E000-E05	Utilities/Frontier	\$255.48	Regular
20-1021	E000-E05	Utilities/Columbus Gas	\$135.65	Regular
20-1022	E000-E02	Supplies/Water Transport	\$27.90	Regular
20-1023	E000-E05	Utilities/AEP	\$18.59	Regular
20-1024	E000-E06	Contract Service/Borden Office	\$45.33	Regular
20-1025	E000-E06	Contract Service/Stericycle	\$45.61	Regular
20-1026	E000-E06	Contract Service/Ream & Haager	\$25.00	Regular
20-1027	E000-E06	Contract Service/Noble County	\$1,637.50	Regular
20-1028	E000-E02	Supplies/Lauttamus	\$53.50	Regular
20-1029	E000-E02	Supplies/ASD Healthcare	\$3.68	Regular
20-1030	E000-E05	Utilities/Harrison Community	\$600.00	Regular
20-1031	E000-E06	Contract Service/Leann Cline	\$7,031.00	Regular
20-1032	E000-E06	Contract Service/Ragenetic	\$612.00	Regular
20-1033	E000-E06	Contract Service/Glenn Troyer	\$295.00	Regular
20-1034	E000-E14	Contingencies	\$700.00	Blanket

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

The voucher report for period 12/20/19 to 01/16/2020 was presented to board members for viewing and approval in the total amount of \$17,505.91 as follows: Supplies: \$85.08, Utilities: \$1,511.52, Contract Services: \$11,052.85, Mileage/Expense: \$911.60, Advertising/Printing: \$40.00, State Fees: \$3704.86 and Contingencies: \$200.00.

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

Board members were presented the In House Revenue Summary Report along with the Expense Report for Report Period: 12/01/19-12/31/19 that shows the new appropriations after adjustments were made that was approved by the Board of Health during December's meeting, (see December's Board Minutes). The report shows the department took in revenue year to date total of \$1,106,834.63 and year to date total for expenses came to \$902,916.22.

The board was presented with information that Charles E. Harris & Associates, Inc., CPA's can provide services for the upcoming year for our (cash/modified cash basis) or Auditor of State regulatory preparation services to prepare our annual financial statements and footnotes for submission to the Hinkle System. The firm was contacted giving an estimated cost of \$1,600.00. This firm serves Villages, Townships, Water & Sewer Authorities, Family and children First Council, Libraries, Board of Health, Community Improvement Corporations and several others.

The board of health approved to enter into a signed contract for the preparation of the 2019 Annual Financial Report to be submitted to the State Auditor.

**Environmental Report:**

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

Melissa Powers moved the adoption of **Resolution No: 2020-095** authorizing Erika Battistel to apply for, accept, and enter into a Water Pollution Control Loan Fund Agreement on behalf of the General Health District of Harrison County, Ohio for the repair and replacement of home sewage treatment systems. Kate Sedgmer seconded the adoption and the roll call upon its adoption, the vote resulted as follows: Adele Mason: yea, Kate Sedgmer: yea, Melissa Powers: yea

Kate Sedgmer motioned to approve **Resolution No: 2020-096**, awarding contract No: 2019-02 to David Chronister (Installer) for **project number: HS391711-0002 (septic replacement)**, total contract amount: \$16,629.00, portion funded by WPCLF \$16,629.00, Funding Tier: 100% to Homeowner: Kelsey Eckley 41650 Rumley Road East, Jewett Ohio. Melissa Powers seconded the Resolution, the roll called upon its adoption resulted as follows:

Adele Mason: yea, Kate Sedgmer: yea, Melissa Powers: yea

Kate Sedgmer motioned to approve **Resolution No: 2020-097**, awarding contract No: 2019-03 to Rich Theaker (Installer) for **project number: HS391711-0002 (emergency motor replacement)**, total contract amount: \$662.22 portion funded by WPCLF \$662.22, Funding Tier: 100% to Homeowner: Mark Adams 45877 Old Hopedale Road, Cadiz Ohio. Melissa Powers seconded the Resolution, the roll called upon its adoption resulted as follows: Adele Mason: yea, Kate Sedgmer: yea, Melissa Powers: yea

Kate Sedgmer motioned to approve **Resolution No: 2020-098**, awarding contract No: 2019-04 to Rich Theaker (Installer) for **project number: HS391711-0002 (repair of aeration motor)**, total contract amount: \$850.00 portion funded by WPCLF \$850.00, Funding Tier: 100% to Homeowner: Frank Labiaut 46360 McAfee Road, Jewett, Ohio. Melissa Powers seconded the Resolution, the roll called upon its adoption resulted as follows: Adele Mason: yea, Kate Sedgmer: yea, Melissa Powers: yea

Adele Mason asked is there a way we can further promote the WPCLF program?

Garen replied we do by social media and advertisements in the local newspaper.

Scott Pendleton, Health Commission stated at the last Annual Advisory Board Meeting held March 2019 he informed all Township Trustees and Village Officials to promote the WPCLF Grant in their jurisdiction and if they know anybody that is need of a septic replacement or repair and needs help to contact us.

Adele: Did we provide them written support or documentation promotion material?

Scott Pendleton stated no with a suggestion from Teresa Koniski to draft flyers up with the information on it and pass out to all elected officials at the next Advisory meeting coming up.

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

### **Accreditation:**

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

Leann updated the Accreditation report by stating she met with Nursing staff, Erika, John and Garen to go over their domains, stating currently there is a few documents were still waiting to get. There are 35 documents that are within the whole accreditation that have the 14-month window. There is where I am going back to make sure if we don't have an example that fits that time frame, I can then have staff do some community outreach that meets that deadline. There are 60 documents with a two-year window that I must watch to ensure from timing out and we are going to look at those, plus 6 examples within a three-year window that should be fine.

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

John Carr discussed Accreditation Standard 8242: Employee Recognition asking for the board for ideas.

After discussion Scott Pendleton asked John to send out a list of suggestions/ideas to all board members to review by e-mail.

**Administration Report:**

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

**Discussion:** No discussion on the consent agenda.

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

Garen presented the article that was published by the Times Reporter Newspaper on the first steps taken to bring sanitary sewer system to Freeport.

Garen presented the Organization Chart to the board with changes that reflect the current state of the board. After viewing Kate Sedgmer approved the organizations Chart as presented, seconded by Melissa Powers, all voted yes, motion carried.

Garen reported the website is up and running and working toward getting the old information off the county's website.

The District Advisory Council meeting will be held on March 2<sup>nd</sup>, 6:30 pm located at the Harrison County Commissioners Office. Scott explained to the new board members that this is where we give our 2019 Annual Report to Township and Village Official's, stating they are the District Advisory Council that officially nominates board members to the board of health.

With no other business brought before the board, Kate Sedgmer motioned to adjourn, seconded by Melissa Powers.

Respectfully submitted,

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President

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