

HARRISON COUNTY GENERAL HEALTH DISTRICT
Minutes of the Board of Health
January 16, 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
John Snodgrass
Dr. Dan Jones

Board Members Absent:

Adele Mason
Patricia Brown

Staff Members Present:

Scott Pendleton, Health Commissioner
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 December 12th, 2018 were approved upon a motion (with corrections to the spelling of the word Improvement on the Accreditation Report and the spelling of Administration in the previous meeting minutes) by John Snodgrass with a second by Dr. Dan Jones, all voted yes, motion carried.

Public Health Nursing Report:

The Nursing Division's December 2018 report was submitted for Board review. (see attached report)

Discussion:

Dr. Pendleton requested further details on the Lyme disease cases in 2018 and the age range seen in 2018. He stated that he is going to be giving an informational talk on Lyme disease and requested graphs of Harrison County data of case counts per month and ages of persons testing positive for Lyme disease. Dr. Pendleton also requested a copy of the PowerPoint slide deck.

Board President Anita Carr questioned if Harrison County General Health District (HCGHD) could apply for the Tobacco Cessation grant. The board and staff discussed the two tobacco cessation grants that are available and decided to further research the 'moms quit for two' grant due to the ranking of Harrison County in the statistics provided in the grant solicitation. Director of Nursing, Teresa Koniski stated that HCGHS had already submitted the Notice of Intent to Apply for Funding form to Ohio Department of Health for this grant.

Board President Anita Carr asked for clarification of the funds remaining in the Blessings in a Backpack fund. Bonnie Snider, Fiscal Officer and Teresa Koniski, Director of Nursing explained that it was a balance remaining from the grant due to the FY2018 grant being deliverable based.

John Snodgrass made a motion to approve to have the remaining balance of \$7,357.26 in Blessing in a Backpack Fund (E001-E21) donated to Harrison Hills City School District for their Blessing in a Backpack Program, Dr. Dan Jones seconded the motion, all voted yes, motion carried.

Financial Report

Old Business:

Fiscal Officer presented a letter dated 12/18/18 to Harrison County Auditor requesting to decrease and advance \$15,000.00 from District Health (E001-E01) to the WIC Program (E001-E18) to cover negative fund balance. The board of health approved of the advancement with no concerns on the matter and gave approval of adjustments as needed in prior minutes.

Presented was an In House Allocation line adjustment for December 2018 the following programs: The board of health approved the line adjustments as presented.

<u>RHWP Grant</u>		Present	Expense	New
		Allocation	Approp. Adjustment	Appropriation
<u>E000-E10</u>	PERS	\$3,934.00	-\$181.77	\$3,752.23
<u>E000-E15</u>	<u>Health Insurance</u>	\$1,872.76	<u>\$181.77</u>	\$2,054.53
Total Adjustment			\$0.00	

<u>WIC Program</u>		Present	Expense	New
		Allocation	Approp. Adjustment	Appropriation
<u>E001-E10</u>	PERS	\$9,535.93	\$181.77	\$9,717.70
<u>E000-E15</u>	<u>Health Insurance</u>	\$4,000.00	-\$181.77	\$3,818.23
Total Adjustment			\$0.00	

Fiscal Officer reported a difference in the voucher report submitted in for December 2018. Reported was \$18,481.41, total amount came to \$18,825.98 a difference of \$344.57. Adjustments added in were Luttamus Communications \$48.61, Quill \$218.76, Fenner Corporation, \$73.16, Ream & Haager Laboratory \$25.00, Garen Rhome a deduction of \$20.96.

The difference in the amount as reported were approved upon motion by Dr. Dan Jones with a second by John Snodgrass, all voted yes, motion carried.

New Business:

December 31st, 2018 Financial Reports was presented to the Board of Health members as follows:

1. Revenue received ending December 31, 2018 totaled \$21,742.62.
2. December's expenses paid out totaled: \$65,805.85
3. December 31st, ending balance: \$607,004.95

December 31st, 2017 ending balance report was presented to all board members for viewing and comparison ending with a total of \$392,905.55.

2018 Year to Date reports were presented as follows:

Revenue report showing a total of \$1,126,057.93

Expenses paid out showing a total of \$911,958.53

January regular and blanket purchase orders were presented for viewing. Purchase orders as presented were approved upon a motion by Dr. Dan Jones with a second by John Snodgrass, all voted yes, motion carried.

Regular Purchase Orders

19-1001	TheraCom, LLc	\$429.39
19-1002	ASD Healthcare	\$30.60
19-1003	ASD Healthcare	\$83.96
19-1004	Cribs for Kids	\$1192.20
19-1005	Quill	\$97.91
19-1006	Water Transport	\$13.90
19-1007	Quill	\$52.99
19-1008	GSK	\$153.19
19-1009	Poster Compliance	\$10.00
19-1010	OABA	\$170.00
19-1011	A.O.H.C.	\$681.00
19-1012	Harrison Community Hospital	\$600.00
19-1013	Verizon Wireless	\$50.40
19-1014	Columbia Gas	\$199.51
19-1015	American Electric Power	\$81.60
19-1016	Frontier	\$248.18
19-1017	Frontier	\$315.78
19-1018	Village of Cadiz	\$64.41
19-1019	Time Warner Cable	\$273.48
19-1020	Stericycle	\$45.30
19-1021	Borden’s Office Equipment	\$68.06
19-1022	Ragenetic Technologies, LLC	\$612.00
19-1023	Ream & Haager Laboratory	\$25.00
19-1024	Erika Battistel	\$69.16
19-1025	Rebecca Eberhart	\$14.56
19-1026	Jade Bennett	\$193.96
19-1027	Ohio Division of Real Estate	\$20.00
19-1028	Treasurer, State of Ohio	\$296.00
19-1029	Treasurer, State of Ohio	\$460.00
19-1030	Treasurer, State of Ohio	\$2,097.52
19-1031	Fenner Corporation	\$34.37
19-1032	Mizer Printing	\$158.0
19-1033	Stericycle	\$90.60
19-1034	Laura Ott	\$13.52
19-1035	John Carr	\$398.47
19-1036	Lauttamus Communication	\$49.21
19-1048	ASD Healthcare	\$0.08

Blanket Purchase Orders

19-1037	Supplies	\$20,000.00
19-1038	Equipment	\$2,500.00
19-1039	Utilities	\$5,000.00
19-1040	Contract Service/Leann Cline	\$20,000.00
19-1041	Contract Service /WPCLF	\$35,000.00
10-1042	Contract Service/All Other	\$15,000.00
19-1043	Mileage/Expenses	\$5,000.00

19-1044	Advertising/Printing	\$500.00
19-1045	Contingencies	\$6,000.00
19-1046	State Fees	\$5,000.00
19-1047	Insurance/License	\$3,000.00

January’s voucher report was presented to board members for viewing and approval in the amount of \$8,794.31. Vouchers presented were approved upon a motion by Dr. Dan Jones, seconded by John Snodgrass, all voted yes, motion carried.

Environmental Report

The environmental Division’s December 2018 report was submitted for Board review. (see attached report)

Resolution No: 2019-69 a Resolution 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 for the repair and replacement of Home Sewage Treatment Systems.

Resolution No: 2019-70, Resolution awarding contract to #2018-006 to Mark Flowers for project number: H5391711-0007, total contract amount \$450.00, portion funded by WPCLF \$382.50, Home Owner: Todd Best 80110 Jackson Road, Cadiz.

Resolution No: 2019-71, Awarding contract to #2018-007 to Sam Murrall for project number: HS391711-008, total contract amount \$2400.00, portion funded by WPCLF \$2,040.00, Homeowner: Tod Best 80110 Jackson Road, Cadiz.

John Snodgrass made a motion to approve *Resolution Numbers 2019-69, 2019-70 and 2019-71*. Dr. Dan Jones seconded the motion, all voted yes, motion carried. Ayes: All, Nays: None

Health Commissioner Scott Pendleton asked what he needs to do with his abandoned septic tank.

Erika Battistel replied you will fill out the departments abandonment document form. When you are ready an installer will crush it and fill it in.

Health Commissioner asked Erika to e-mail the form to him.

Administration Report

The 2019 Environmental Fee Schedule was approved and adopted by Dr. Dan Jones, seconded by John Snodgrass, all voted yes, motion carried. Ayes: All, Nays: None

The Organizational Chart presented was approved and adopted by John Snodgrass, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All, Nays: None

The Board of Health tabled the matter of approval for additional days off being Thanksgiving (November 29) and Christmas Eve (December 24).

John Snodgrass asked if a calendar of holidays brought to the next meeting. Garen Rhome replied yes.

Dr. Dan Jones made a motion to approve the following forms as presented, seconded by John Snodgrass, all voted yes, motion carried. Ayes: All, Nays: None

Form #	Program	Title	Promulgation Date
101.004	Admin	Out of County Travel Request	(1/19)
101.005	Admin	Fax Cover Sheet	(1/19)
201.001	General	Variance Application	(1/19)
203.001	Water	Application for License to Haul Water	(1/19)
204.001	Septic	Sewage Treatment Sketch	(1/19)
208.001	Tattoo	Tattoo and Body Piercing Operation Inspection Report	(1/19)
208.002	Tattoo	Tattoo and Body Piercing Operation – Inspection Checklist	(1/19)
208.003	Tattoo	Application to Operate a Tattoo / Body Piercing Establishment	(1/19)
210.001	Nuisance	Nuisance Complaint ~ Preliminary Investigation Report	(1/19)
302.005	RPW	Pregnancy Diagnosis and Counseling	(1/19)
302.006	RPW	Drug Inventory Record	(1/19)
302.007	RHW	Male Patient History	(1/19)
302.009	RPH	Reproductive Health Life Plan	(1/19)
305.002	Clerical	Pediatric Services Charge Sheet	(1/19)
305.003	Clerical	Reproductive Health Charge Sheet	(1/19)
307.002	Clinical	Seasonal Influenza Consent	(1/19)
307.004	Clinical	Pharmaceutical Reconciliation Report	(1/19)

Garen discussed the Annual Advisory Council meeting coming up on Monday, March 4th stating Dr. Dan Jones term will end and asked Dr. Jones if he would be willing to be re-appointed to serve another term being (2019-2023).

Dr. Dan Jones replied yes.

Staffing

Dr. Dan Jones made a motion for approval to allow the posting of a combined position title being Peer helper/WIC Clerk at 24/wk. at \$12.00/hr. and up to \$12.60/hr. after a 120 days of probation, seconded by John Snodgrass, all voted yes, motion carried. Ayes: All, Nays: None

Accreditation

Dr. Dan Jones made a motion for approval of Version 2.0 Public Health Marketing Plan, seconded by John Snodgrass, all voted yes, motion carried. Ayes: All, Nays: None

Adjournment

John Snodgrass made a motion to adjourn the meeting at 5:46 pm. Ayes: All, Nays: None
The next regular meeting is February 20th, 2019.

Respectfully submitted,

Anita Carr, President

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