



**HARRISON COUNTY GENERAL HEALTH DISTRICT**  
**Minutes of the Board of Health**  
**Held July 17<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  
Adele Mason, Vice President  
John Snodgrass  
Dr. Dan Jones

**Board Member Absent:**

**Staff Members and Other Members Present:**

Garen Rhome, Administrator  
Teresa Koniski, RN  
John Carr, PHEP Coordinator  
Bonnie Snider, Fiscal Officer  
Dr. Clark, Medical Director  
Doug Crabtree, Guest

**Meeting Minutes:**

Anita Carr asked the board members if they had the opportunity to review June's minutes.

John Snodgrass requested that June's minutes should include the form numbers of each of the forms that was presented and approved with the request to attach forms promulgated into June's minutes.

Adele Mason requested a correction to the Public Health Nursing report section.

From: Adele Mason asked inquired if outreach and education had ben given to the Metro Housing Authority regarding the Legionellosis case from April.

To: Adele Mason inquired if outreach and education had been given to the Metro Housing Authority regarding the Legionellosis case from April.

The minutes of June 19th, 2019 were approved upon a motion with additions and corrections as discussed by John Snodgrass with a second by Adele Mason, all voted yes, motion carried.

**Guest:**

Mr. Doug Crabtree in attendance regarding the open spot on the Board of Health.

**Vital Statistics Report:**

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

John Snodgrass moved to accept June’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 June was submitted for Board review. (see attached report)

**Discussion:**

Board Member Adele Mason asked for clarification on the 6 cases of Lyme Disease noted in the consent agenda for July.

Director of Nursing, Teresa Koniski explained that nursing activity and Communicable Disease reports in the consent agenda are reported by the calendar month, not from board of health meeting to board of health meeting. The cases for July were included in the consent agenda because there was a significant increase in Lyme Disease cases in the two weeks prior to the July Board of Health Meeting and that the Board of Health should be made aware of it.

Adele Mason moved to accept June’s Nursing Report as written, seconded by John Snodgrass, all voted yes, motion carried. Ayes: All      Nays: None

**Financial Report:**

June’s monthly program Cash Balance Report was presented to the Board of Health members for viewing as follows:

1. Revenue received ending June 30<sup>th</sup>, 2019 totaled \$52,603.37
2. Expenses paid out ending June 30<sup>th</sup> totaled: \$78,561.74
3. June 30<sup>th</sup> ending balance: \$910,607.58

**Report Period: June 2019**

Program	Carryover Balance	Revenue		Expenses		Balance
		M-T-D	Y-T-D	M-T-D	Y-T-D	
District Health	\$549,337.14	\$9,764.06	\$550,942.83	\$52,183.44	\$292,174.08	\$808,105.89
Private Water	\$2,884.10	\$1,856.00	\$6,042.00	\$888.28	\$3,561.06	\$5,365.04



# 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

Food Service	\$7,792.98	\$734.00	\$33,577.87	\$1,797.01	\$18,295.88	\$23,074.97
Pools	\$0.00	\$0.00	\$580.00	\$75.88	\$155.88	\$424.12
Camps	\$0.00	\$515.00	\$6,250.00	\$1,130.72	\$1,822.71	\$4,427.29
Septic's	\$5,175.88	\$2,214.50	\$17,402.50	\$2,274.06	\$14,695.43	\$7,882.95
RHWP	\$16,225.29	\$1,840.50	\$10,328.53	\$1,111.43	\$9,488.61	\$17,065.21
Public Health Emergency Preparedness Grant (PHEP)	\$151.47	\$11,520.00	\$40,338.00	\$23.60	\$19,635.09	\$20,854.38
WCPLF Program	\$440.00	\$9,222.00	\$20,450.50	\$9,222.00	\$20,450.50	\$440.00
WIC Program Nutrition	\$2,137.81	\$14,937.31	\$53,389.71	\$9,692.99	\$49,545.51	\$5,982.01
Assessment Blessing In A Backpack	\$1,423.61	\$0.00	\$0.00	\$0.00	\$396.95	\$1,026.66
Cribs for Kids Program	\$7,357.76	\$0.00	\$0.00	\$0.00	\$7,357.76	\$0.00
Project Kind Program	\$1,996.94	\$0.00	\$3,700.00	\$162.33	\$1,380.53	\$4,316.41
Veggie U Program	\$1,748.88	\$0.00	\$0.00	\$0.00	\$0.00	\$1,748.88
Innovative Program	\$4,016.06	\$0.00	\$0.00	\$0.00	\$439.32	\$3,576.74
	\$6,317.03	\$0.00	\$0.00	\$0.00	\$0.00	\$6,317.03
<b>Grand Total</b>	<b>\$607,004.95</b>	<b>\$52,603.37</b>	<b>\$743,001.94</b>	<b>\$78,561.74</b>	<b>\$439,399.31</b>	<b>\$910,607.58</b>

Dr. Jones motioned to accept the financial report as presented and that the report be filed for audit, Adele Mason 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 \$15,053.25.

<u>PO Number</u>	<u>Code</u>	<u>Description</u>	<u>Amount</u>	
19-1081E000-E06		Contract Service/Executech	\$123.75	Regular
19-1082E000-E13		State Fees	\$230.50	Then/Now
19-1083E000-E13		State Fees	\$5,000.00	Blanket
19-1084E000-E17		Insurance/License	\$1,500.00	Blanket
19-1085E000-E19		Accreditation Fees	\$6,000.00	Blanket
19-1086E000-E21		Dues/Fees	\$600.00	Blanket
19-1087E000-E22		Promotional Items	\$1,500.00	Blanket
19-1088	E000-E06	Contract Service/Executech	\$99.00	Regular

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

The voucher report for period 6/20/19 thru 7/17/19 was presented to board members for viewing and approval in the total amount of \$20,266.29 as follows: Supplies; \$1,720.40, Utilities; \$1,465.72, Contract Services; \$10,912.47, Mileage/Expense; \$1,137.70, State Fee; \$3,933.50, Insurance/License; \$851.50 and Dues/Fees; \$245.00.

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

Presented to the board of health was a letter written to Harrison County Auditor, Allison Anderson Harrison County Auditor regarding an advancement of \$15,000.00 owed to District Health (E001-E01) that was advanced to the WIC Program (E001-E18) during the month of December 2018. After discussion the board of health tabled the matter until next month's meeting.

Reported to the board of Health was an email received from the Harrison County Auditor County stating she would like to meet with each department in the county, separately, and go over each fund that your specific department is in charge of and all of the line items in that fund. Our department will be contacting the auditor for a scheduled time to sit down and go over our list.

The Board of Health was presented the **Temporary Estimated Budget** in the amount of \$1,859,081.16. After viewing and discussion **John Snodgrass moved the Adoption of Resolution No: 2019-085 to approve and submit in the budget amount as presented for the year commencing January 1, 2020 for consideration of the County Budget Commission. Adele Mason seconded the resolution; all voted yes, motion carried.**

Mrs. Adele Mason	yea
Mr. John Snodgrass	yea
Dr. Dan Jones	yea

Bonnie presented to the board of health the draft copy of the regular audit for years ended December 2018 and 2017. Findings related to the financial statements include one material weakness and one noncompliance finding.

- Finding Number 2018-001 states during 2018 and 2017 the district did not properly classify Special Revenue funds as restricted.
- Finding Number 2018-002 states in both years' expenditures exceeded appropriations

Anita asked for an explanation of the findings.

Bonnie replied finding number 2018-001 was made by error by adding addition line items in the program. Finding number 2018-002 they are asking for appropriations to be reduced in all funds when reducing revenue.

**Environmental Report**

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

Erika updated the board saying the Mine Restaurant located in the Cadiz Square will not be closing, just remodeled and is reopening under the name of Ranch to Table, purchased by the Coffelt family.

Other additions to the agenda include former owner of Route 22 Pizza located in Hopedale is opening Zatta’s Pizza located in Scio.

Dr. Jones motioned to approve **Resolution No: 2019-083**, awarding contract to No: #19-034-0112 to designer name Glen Troyer for project number: HS391711-013, total contract amounts up to \$1,100.00, portion funded by WPCLF 100%, Homeowner: Sandra Bradley 89821 New Rumley Road Jewett. Adele Mason seconded the Resolution, the roll called upon its adoption resulted as follows:

Dr. Dan Jones	yea
John Snodgrass	yea
Adele Mason	yea

Adele Mason motioned to approve Resolution **No: 2019-084**, Awarding contract to #19-034-013 to David Chronister designer for project number: HS391711-014, total contract amounts up to \$1,500.00, portion funded by WPCLF 100%, Homeowner: Kelsey Eckley 41650 New Rumley Rd. East Jewett. John Snodgrass seconded the Resolution, the roll called upon its adoption resulted as follows:

Dr. Dan Jones	yea
John Snodgrass	yea
Adele Mason	yea

**Discussion:**

John Snodgrass asked if the designers must be licensed or certified?

Erika answered no, only the soil scientists, contractors and service providers.

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

**Accreditation**

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

**Discussion:**

Adele Mason asked how many Community Health surveys have been collected?

Leann Cline reported up to 170 have been entered into the system but still more is to be collected.

Anita Carr asked if we have a goal that we must meet on the surveys and can we re-post the survey online? Leann Cline replied no, our goal is to collect 500 and yes, the survey can be reposted online. Also, the deadline can even go into August.

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

### **Administration Report**

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

Garen shared he has no other additions to the consent agenda other than to let the board know we have been approved to have the former rooms that were occupied by Emergency Management Agency.

Garen shared that due to Patricia Brown resigning as a board member from the Board of Health during the June 19<sup>th</sup> meeting, the position remains open to fill, appointed term being (2018-2023)

### **Discussion**

Anita Carr asked Doug Crabtree if he would be interested in filling the position for the Board of Health? Doug Crabtree stated he is very much interested in joining.

John Snodgrass **motioned to appoint Doug Crabtree to fill the position of the unexpired term vacated by Patricia Brown** ending in 2023, Dr. Dan Jones seconded the motion, all voted yes, motion carried.

Ayes: All Nays: None

Anita Carr spoke to the board stating she is having conflict with the third Wednesday of each month to attend the Board of Health meetings due to her position at her workplace. After discussion, Adele Mason motioned to move the monthly meeting to the **second Wednesday of each month**, 4:30 pm, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All Nays: None

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

Dr. Dan Jones motioned to adjourn the meeting seconded by Adele Mason, the meeting adjourned at 5:30 pm.

Respectfully submitted,

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Anita Carr, President

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