

HARRISON COUNTY GENERAL HEALTH DISTRICT

Minutes of the Board of Health

March 27th, 2019

The regular scheduled meeting for March 20th was cancelled due to lack of quorum.

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
Patricia Brown
Adele Mason
John Snodgrass

Board Members Absent:

Dr. Dan Jones

Staff Members Present:

Scott Pendleton, Health Commissioner
Garen Rhome, Administrator
Teresa Koniski, RN
John Carr, PHEP Coordinator
Bonnie Snider, Fiscal Officer

Meeting Minutes:

The minutes of February 20th, 2019 were approved upon a motion by Adele Mason with a second by Patricia Brown, all voted yes, motion carried.

Public Health Nursing Report:

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

Discussion:

Board President, Anita Carr requested more information on the American Heart Association (AHA) e-card versus paper card and the prices of each.

Teresa Koniski explained that the (AHA) has switched entirely to e-cards and that they cost the Health Department \$5.00 as opposed to \$12.00 in the past for a paper card. Mr. Snodgrass interjected with information that other CPR certification providers have increased the cost of the classes to keep up with the rising cost of the cards provided by the AHA.

After Board of Health discussion of the cost of the card and the staff time involved, Patricia Brown motioned to decrease the price of the class from \$15.00 to \$10.00. John Snodgrass seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

Dr. Pendleton requested more information on the Kick Butts Day program at Harrison Central High School.

Teresa Koniski elaborated on the Health Department's providing the anti-vaping display in front of the school as well as obtaining the Pledge to be Tobacco Free display the students used inside the school.

Financial Report:

February's balance sheet and Harrison County Auditor monthly financial report was presented to the Board of Health members for viewing as follows:

1. Revenue received ending February 28th, 2019 totaled \$26,474.62
2. February's expenses paid out totaled: \$73,831.57
3. February's ending balance: \$553,203.83

The Board of Health approved the balance sheet as presented.

Purchase Orders were presented as follows:

<u>Code</u>	<u>Number</u>	<u>Blanket Purchase Orders</u>	
E000-E02	18-1027	Supplies	\$15,000.00
E000-E03	18-1028	Equipment	\$4,000.00
E000-E05	18-1029	Utilities	\$5,000.00
E000-E06	18-1030	Contract Services	\$15,000.00
E000-E06	18-1031	Contract Services WPCLF Grant	\$35,000.00
E000-E07	18-1032	Mileage/Expense	\$5,000.00
E000-E09	18-1033	Advertising/Printing	\$2,000.00

E000- E13	18-1034	State Fees	\$5,000.00
E000- E14	18-1035	Contingencies	\$7,000.00
E000- E17	18-1036	Insurance/License	\$1,535.00

Regular Purchase Orders

E000- E02	18-1037	Supplies	Funding for Blessing in a Backpack	<u>\$7,357.76</u>
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Grand Total **\$101,892.76**

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

March voucher report was presented to board members for viewing and approval in the amount of \$17,061.89. Vouchers presented were approved upon a motion by Adele Mason, seconded by John Snodgrass, all voted yes, motion carried.

Presented was the Amended Certificate of Estimated Resources completed by the fiscal office to approve the Permanent Budget in the amount of \$1,778,032.84. Fiscal Office explained there is no need to appropriate the total amount. She also presented the In-House Allocation adjustments per fund totaling \$68,467.67.

AMENDED CERTIFICATE OF ESTIMATED RESOURCES

Program	12/31/2018 Carryover Balance	2019 ESTIMATED Revenue	March 2019 Appropriation Total Per Fund
District Health	\$549,337.14	\$675,461.47	\$1,224,798.61
Private Water	\$2,884.10	\$20,050.00	\$22,934.10
Food Service	\$7,792.98	\$38,650.00	\$46,442.98
Pools	\$0.00	\$1,010.00	\$1,010.00
Camps	\$0.00	\$7,020.00	\$7,020.00
Septic Program	\$5,175.88	\$35,125.00	\$40,300.88
RHWP	\$16,225.29	\$49,875.00	\$66,100.29
Public Health Emergency			
Preparedness Grant (PHEP)	\$151.47	\$95,000.00	\$95,151.47
WCPLF Program	\$440.00	\$135,000.00	\$135,440.00
WIC Program	\$2,137.81	\$110,035.00	\$112,172.81
Nutrition Assessment Program	\$1,423.61	\$0.00	\$1,423.61

Blessing In A Backpack	\$7,357.76	\$0.00	\$7,357.76
Cribs for Kids Program	\$1,996.94	\$3,801.42	\$5,798.36
Project Kind Program	\$1,748.88	\$0.00	\$1,748.88
Veggie U Program	\$4,016.06	\$0.00	\$4,016.06
Innovative Program	\$6,317.03	\$0.00	\$6,317.03
TOTAL	\$607,004.95	\$1,171,027.89	\$1,778,032.84

Allocation Adjustments/Court House Side

		<u>Present</u>	<u>Adjustments</u>	<u>New</u>
		<u>Appropriation</u>		<u>Appropriation</u>
E000-E01	Salaries	\$469,825.00	\$4,785.88	\$474,610.88
E000-E02	Supplies	\$74,100.00	\$14,304.75	\$88,404.75
E000-E03	Equipment	\$15,000.00	\$7,000.00	\$22,000.00
E000-E05	Utilities	\$21,050.00	\$2,500.00	\$23,550.00
E000-E06	Contract Services	\$268,228.34	\$298.73	\$268,527.07
E000-E07	Mileage/Expense	\$24,200.00	\$4,050.00	\$28,250.00
E000-E09	Advertising/Printing	\$4,200.00	\$2,500.00	\$6,700.00
E000-E10	PERS	\$70,796.31	\$6,000.00	\$76,796.31
E000-E12	Medicare	\$6,236.51	\$1,300.00	\$7,536.51
E000-E13	State Fees	\$21,175.00	\$4,030.88	\$25,205.88
E000-E15	Health Insurance	\$96,243.89	\$4,477.43	\$100,721.32
E000-E17	Insurance/License	\$4,535.00	\$4,000.00	\$8,535.00
E000-E19	Accreditation Fees	\$0.00	\$6,000.00	\$6,000.00
E000-E20	Eye Insurance	\$0.00	\$720.00	\$720.00
E000-E21	Dues/Fees	\$0.00	\$1,500.00	\$1,500.00
E000-E22	Promotional Items	\$0.00	\$5,000.00	\$5,000.00
Total Adjustments			\$68,467.67	

In House Allocation Line Adjustments

<u>DH</u>		<u>Present</u>	<u>Adjustment</u>	<u>New</u>
		<u>Allocation</u>		<u>Appropriation</u>
E000-E03	Equipment	\$10,000.00	\$5,000.00	\$15,000.00
E000-E05	Utilities	\$4,000.00	\$2,500.00	\$6,500.00
E000-E09	Advertising/Printing	\$700.00	\$2,500.00	\$3,200.00
E000-E10	PERS	\$44,370.69	\$5,000.00	\$49,370.69
E000-E12	Medicare	\$3,500.00	\$1,000.00	\$4,500.00
E000-E13	State Fees	\$12,000.00	\$4,000.00	\$16,000.00
E000-E17	Insurance/License	\$3,400.00	\$3,000.00	\$6,400.00
E000-E19	Accreditation Fees	\$0.00	\$6,000.00	\$6,000.00
E000-E20	Eye Insurance	\$0.00	\$720.00	\$720.00
E000-E21	Dues/Fees	\$0.00	\$1,500.00	\$1,500.00
E000-E22	Promotional Items	\$0.00	\$5,000.00	\$5,000.00
Total Adjustments			\$36,220.00	

<u>Private Water</u>		<u>Present</u> <u>Allocation</u>	<u>Adjustment</u>	<u>New</u> <u>Appropriation</u>
E000-E12	Medicare	\$114.55	\$150.00	\$264.55
E000-E15	Health Insurance	\$2,500.00	\$2,573.55	\$5,073.55
Total Adjustments			\$2,723.55	

<u>Food Service</u>		<u>Present</u> <u>Allocation</u>	<u>Adjustment</u>	<u>New</u> <u>Appropriation</u>
E000-E02	Supplies	\$700.00	\$800.00	\$1,500.00
E000-E07	Mileage/Expense	\$1,900.00	\$800.00	\$2,700.00
E000-E10	PERS	\$3,710.00	\$1,000.00	\$4,710.00
E000-E12	Medicare	\$384.25	\$150.00	\$534.25
E000-E15	Health Insurance	\$5,000.00	\$1,948.73	\$6,948.73
Total Adjustments			\$4,698.73	

<u>Pool Fund</u>		<u>Present</u> <u>Allocation</u>	<u>Adjustment</u>	<u>New</u> <u>Appropriation</u>
E000-E13	State Fees	\$125.00	\$30.88	\$155.88
Total Adjustments			\$30.88	

<u>Camp Fund</u>		<u>Present</u> <u>Allocation</u>	<u>Adjustment</u>	<u>New</u> <u>Appropriation</u>
E000-E15	Health Insurance	\$1,200.00	-\$44.85	\$1,155.15
Total Adjustments			-\$44.85	

<u>Septic Fund</u>		<u>Present</u> <u>Allocation</u>	<u>Adjustment</u>	<u>New</u> <u>Appropriation</u>
E000-E01	Salaries	\$20,000.00	\$4,785.88	\$24,785.88
Total Adjustments			\$4,785.88	

<u>RHWP</u>		<u>Present</u> <u>Allocation</u>	<u>Adjustment</u>	<u>New</u> <u>Appropriation</u>
E000-E02	Supplies	\$8,300.00	\$1,700.00	\$10,000.00
E000-E07	Mileage/Expense	\$250.00	\$1,000.00	\$1,250.00
E000-E17	Insurance/License	\$949.00	\$500.00	\$1,449.00
Total Adjustments			\$3,200.00	

PHEP Program

		<u>Present</u> <u>Allocation</u>	<u>Adjustment</u>	<u>New</u> <u>Appropriation</u>
E000-E03	Equipment	\$4,000.00	\$2,000.00	\$6,000.00
E000-E06	Contract Services	\$8,000.00	\$7,000.00	\$15,000.00
E000-E07	Mileage/Expenses	\$3,800.00	\$2,000.00	\$5,800.00
E000-E17	Insurance/License	\$86.00	\$500.00	\$586.00
Total Adjustments			\$11,500.00	

Water Pollution Control Loan

		<u>Present</u> <u>Allocation</u>	<u>Adjustment</u>	<u>New</u> <u>Appropriation</u>
E000-E06	Contract Services	\$145,000.00	-\$9,560.00	\$135,440.00
Total Adjustments			-\$9,560.00	

WIC

		<u>Present</u> <u>Allocation</u>	<u>Adjustment</u>	<u>New</u> <u>Appropriation</u>
E000-E02	Supplies	\$9,300.00	-\$119.69	\$9,180.31
Total Adjustments			-\$119.69	

Nutrition Assessment Program

		<u>Present</u> <u>Allocation</u>	<u>Adjustment</u>	<u>New</u> <u>Appropriation</u>
E000-E02	Supplies	\$500.00	\$523.61	\$1,023.61
E000-E06	Contract Services	\$0.00	\$400.00	\$400.00
Total Adjustments			\$923.61	

Blessings in a Backpack

		<u>Present</u> <u>Allocation</u>	<u>Adjustment</u>	<u>New</u> <u>Appropriation</u>
E000-E06	Contract Services	\$4,899.03	\$2,458.73	\$7,357.76
Total Adjustments			\$2,458.73	

Cribs for Kids

		<u>Present</u> <u>Allocation</u>	<u>Adjustment</u>	<u>New</u> <u>Appropriation</u>
E000-E02	Supplies	\$2,800.00	\$1,518.86	\$4,318.86
E000-E07	Mileage/Expenses	\$75.00	\$250.00	\$325.00
Total Adjustments			\$1,768.86	

Project Kind

		<u>Allocation</u>	<u>Adjustment</u>	<u>Appropriation</u>
<u>E000-E02</u>	Supplies	\$1,200.00	\$548.88	\$1,748.88
Total Adjustments			\$548.88	

Veggie U Program

E000-E02	Supplies	\$1,000.00	\$3,016.06	\$4,016.06
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Total Adjustments **\$3,016.06**

Innovative Program

E000-E02	Supplies	\$0.00	\$6,317.03	\$6,317.03
Total Adjustments			\$6,317.03	

Discussion:

John Snodgrass moved the adoption of **Resolution No: 2019-76 to** adopt the permanent budget in the amount of \$1,778,032.84 for the year 2019, seconded by Patricia Brown, all voted yes, motion carried. Ayes: All, Nays: None

John Snodgrass moved to approve the In-House Allocation adjustments per fund as presented in the amount of \$68,467.67 and approved three new expense codes being E000-E20 eye insurance, E000-E21 Dues/Fees and E000-E22 Promotional Items, seconded by Patricia Brown, all voted yes, motion carried. Ayes: All, Nays: None

Environmental Report

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

Discussion:

Patricia Brown moved to approve two forms being Form Number 204.002 Application for Permit to Install or Modify a Home Sewage Disposal System and Form Number 204.003 Application for Sewage Treatment System Service Provider Registration (Fee: \$225.00) as amended, with a second by John Snodgrass, Ayes: All, Nays: None- motion carried.

Accreditation

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

Discussion:

John Carr presented a slide show of the Harrison County Public Health Local Intranet Document Library which contains department forms that were approved by the board of health and uploaded into the library which can be searched by program, document name, or by form number.

John Snodgrass questioned if the forms are for nursing only?

John Carr replied no stating each department will have their forms uploaded into the library.

John stated when time allows, we will convert everything over to a fillable PDF but for now it does meet accreditation requirements.

John stated the department now has a complete inventory database currently at an estimated replacement cost being \$160,996.00 as required by accreditation.

John reported the Notice of Award came in for the FY 19-20 Public Health Emergency Preparedness Grant

Administration Report

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

Discussion:

John Snodgrass moved to approve April 19th, 2019 to be observed as a paid holiday this year in observance of Good Friday as a paid holiday for health district employees. Patricia Brown seconded the motion. Ayes: All, Nays: None- motion carried

At 5:35 pm, Patricia Brown moved to enter executive session to discuss personnel issues and raises, etc., John Snodgrass seconded the motion.

Roll call vote to enter executive session:

Adele Mason	yes
Patricia Brown	yes
Anita Carr	yes
John Snodgrass	yes
Dr. Dan Jones	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 5:50 pm and returned into regular session. Patricia Brown moved to offer pay raises as follows.

Erika Battistel from \$24.18 to \$24.91/hr.

Jade Bennett from \$19.53 to \$21.53/hr.
Brandi Rapp from \$19.43 to \$20.60/hr.
Bonnie Snider from \$17.43 to \$18.30/hr.

John Snodgrass seconded the motion.

Roll call vote to pass the motion:

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

MOTION PASSES

At 5:56 pm Patricia Brown moved to adjourn the meeting, Adele Mason seconded the motion.

Roll call vote to adjourn

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

Respectfully submitted,

Anita Carr, President

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