

HARRISON COUNTY GENERAL HEALTH DISTRICT
Minutes of the Board of Health
Held May 22nd, 2019

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

Call to Order: Patricia Brown, Vice-President called the meeting to order at 4:30 pm.

Board Members Present:

Patricia Brown, Vice-President
John Snodgrass
Adele Mason

Board Member Absent:

Anita Carr, President
Dr. Dan Jones

Staff Members Present:

Garen Rhome, Administrator
Teresa Koniski, RN
Erika Battistel, RS
Bonnie Snider, Fiscal Officer

Meeting Minutes:

The minutes of April 17th, 2019 were approved upon a motion by Adele Mason with a second by John Snodgrass, all voted yes, motion carried.

Public Health Nursing Report:

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

Discussion:

Board Member Adele Mason asked Teresa whether this was an isolated care or if there were additional precautions needed at the apartment complex.

Teresa Koniski explained that Legionella is not spread person to person and that the water supply to the apartments is from the Village of Cadiz and that it appears to be just in the single apartment. She also noted that Erika Battistel and Jade Bennett went to the apartment and took lab samples that were submitted for testing and that the results were pending. Discussion of the observation from ODH regarding the hand-held shower in the apartment tub being the likely location.

Erika commented that during the recent talk at the Senior Center in Cadiz that she discussed Legionella and where it can occur to the participants. One attendee spoke up and said that her mother had recently been hospitalized for Legionella, which was the case in Harrison County.

Board members Adele Mason and John Snodgrass put forth the idea of creating informational flyers regarding Legionella to the Harrison Metro Housing for distribution to decrease any misinformation that could be spread by rumor amongst residents.

Adele Mason moved the adoption of **Resolution No: 2019-79** to make the previously approved “**Language and Communication Assistance Service Policy**” update to the header and change the formatting with no other changes. John Snodgrass seconded the motion and on roll call, the vote resulted as follows:

John Snodgrass	yea
Adele Mason	yea
Patricia Brown	yea

Resolution No: 2019-79 adopted by the Harrison County Board of Health on the 22nd day of May 2019.

Adele Mason inquire if we were going to need a board member to join a records committee.

Teresa explained that the Harrison County General Health District (HCGHD) had two options, to either form its own commission or to officially state that the HCGHD will use the Harrison County Records Commission. The board discussed the matter and decided to use the Harrison County Records Commission as the official records commission for the HCGHD.

John Snodgrass moved the adoption of **Resolution No: 2019-80** authorizing the execution of Memoranda of Understanding between the Harrison County Board of Health and the County special taxing district known as the Harrison County Health District, to designate the Harrison County Records Commission as the Records Commission for the aforementioned special taxing district pursuant to section 149.412(B) of the Ohio Revised Code. Adele Mason seconded the motion and on roll call, the vote resulted as follows:

John Snodgrass	yea
Adele Mason	yea
Patricia Brown	yea

Resolution No: 2019-80 adopted by the Harrison County Board of Health on the 22nd day of May 2019.

Teresa presented to the board the binding agreement between Jefferson County General Health District and the Harrison County General Health District for signature. Both Health Departments will follow and abide by the deliverables stated in the Cribs For Kids and Safe Sleep Grant Project Number 04110011CK0120

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

Financial Report:

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

1. Revenue received ending April 30th, 2019 totaled \$547,994.43
2. April expenses paid out totaled: \$79,158.23
3. April 30th, ending balance: \$970,300.06

John Snodgrass motioned to approve the balance sheet as presented, Adele Mason seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

Due to purchase orders being in place that will expire on June 20th, a new round of purchase orders was presented for approval as follows.

PO NO:	Code	Description	Amount	
19-1069	E000-E06	Contract Service/On Site Design	\$382.50	Regular
19-1070	E000-E02	Supplies	\$15,000.00	Blanket
19-1071	E000-E03	Equipment	\$2,000.00	Blanket
19-1072	E000-E05	Utilities	\$4,000.00	Blanket
19-1073	E000-E06	Contract Service/Accreditation	\$25,000.00	Blanket
19-1074	E000-E06	Contract Service/WPCLF	\$35,000.00	Blanket
19-1075	E000-E06	Contract Service/In House	\$15,000.00	Blanket
19-1076	E000-E07	Mileage/Expense	\$4,000.00	Blanket
19-1077	E000-E09	Advertising/Printing	\$2,000.00	Blanket

19-1078 E000-E14	Contingencies	\$6,000.00	Blanket
19-1079 E000-E17	Insurance/License	<u>\$2,000.00</u>	Blanket

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

May’s voucher report 4/18/19 thru 5/22/19 was presented to board members for viewing and approval in the amount of \$26,431.64. Vouchers presented were approved upon a motion by Adele Mason, seconded by John Snodgrass, all voted yes, motion carried. Ayes: All Nays: None

Bonnie reported an audit is in progress for Fiscal Years 2017 & 2018. The audit is being completed by Perry and Associates out of Marietta, Ohio with Staff Auditor Moriah CreelFox completing the audit. The letter of engagement was signed by Garen Rhome, Administrator. The report is expected to be delivered on or about June 30th. The cost of the audit service will not exceed \$5,950.00.

Old Business: Refer to April’s minutes

Anita asked how the Property Tax received this year compared to last year.

Bonnie presented to the board the total amount received in for 1st half March Settlement 2018 and 1st half March Settlement 2019 for General Property Tax showing the total distribution received as follows:

1st half March Settlement 2018 \$399,900.78
1st half March Settlement 2019 \$501,517.30
Difference: \$101,616.52

Environmental Report

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

Discussion:

Dr. Pendleton addressed the board on how the environmental division would like more support from our Prosecutor, Owen Beetham. He stated that he was going to discuss this with the commissioners and Mr. Beetham due to not getting support and action.

Dr. Pendleton brought up the Jamison Pool as an example. Erika corrected him telling Dr. Pendleton that the Jamison Pool situation has not been turned into the prosecutor yet and that we were waiting to catch them on utilizing this pool year.

Garen questioned what it would take to get Jamison Pool up to code. Mary Shaffer head of the State Program and Erika has told them what they will need to do.

Dr. Pendleton asked Erika to put an advertisement in the Harrison News Herald paper advertising the WPCLF Grant so the public can see there is help with the installation of putting new septic's in.

Adele Mason motioned to approve the Environmental portion of the Consent Agenda, seconded by John Snodgrass, all voted yes, motion carried.

Accreditation

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

Discussion:

Leann reported she tallied up the 2019 Community Health Assessment on survey money and the hard copies from Erick's presentation at the Senior Center stating we are only up to 99 surveys. Leann brought extra hard copies for board members to take to pass out.

Garen: When we are closing the survey?

Leann: The end of June

Patricia Brown questioned if she took the survey's to Freeport Library that nobody would return them to the department.

Garen said to tell the librarian to keep the survey's there and the department will send someone to pick them up.

Administration Report

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

Discussion:

The board of health discussed and approved that the Health District become members of the National Association of County Health Officials (NACCHO) and the National Rural Health Association (NRHA)

Adele Mason motioned to accept the Administration section of the Consent Agenda, seconded by John Snodgrass, all voted yes, motion carried.

John Snodgrass motioned to adjourn the meeting seconded by Adele Mason, the meeting adjourned at 5:30 pm.

Respectfully submitted,

Anita Carr, President

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