



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

Harrison County General Health District
Minutes of the Board of Health
Held February 16, 2023

Meeting Location: Harrison County Health Department – Room 1124

Call to Order: Board Member Melissa Powers called the meeting to order at 1:01 PM.

Board Members Present:

Ms. Melissa Powers
Mr. Kent Murray
Jayn Devney

Absent:

Mrs. Adele Mason

Staff and Other Members Present:

Teresa Koniski RN, Director of Nursing
Erika Battistel, Environmental Director
Katie Norris, Fiscal Officer in Training
John Carr, PHEP Coordinator

Absent:

Dr. Scott Pendleton, Health Commissioner
Bonnie Snider, Fiscal Officer

Virtual Attendees via Zoom:

Dr. Dan Jones, Board of Health Vice President
Leann Cline, Accreditation Coordinator

Notes:

In compliance with state code, Vice President Dr. Dan Jones' attendance via zoom counts as being present but does not allow Dr. Jones to vote on any decisions.

Election of Chairperson Pro Tem:

In the physical absence of President Adele Mason and Vice President Dr. Dan Jones, board members elected a Chairperson Pro Tem. Jayn Devney nominated Melissa Powers to serve as Chairperson Pro Tem, seconded by Kent Murray, all voted yes; motion carried. Ayes: All Nays: None

Approval of Minutes:

Jayn Devney motioned to accept the January 19, 2023 monthly meeting minutes. Kent Murray seconded the motion: all voted yes; motion carried. Ayes: All Nays: None

Jayn Devney motioned to accept January 30, 2023 special meeting minutes. Kent Murray 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

Old Business

a. **IT Service Proposals** - Katie explained World Radio returned their completed Request for Proposal (RFP) while TSG felt comfortable with their first proposal and did not make any alterations. Board and staff members discussed the two proposals and one piece of server equipment (HCHD inventory tag #338) not being in the server cabinet. Board members tabled making a decision due to honoring the March 21, 2023 deadline for the previous IT contractor to return all equipment and passwords. The Board did advise Katie to continue communicating with My Local PC Pro owner Larry Bertolino via Facebook to try and locate the missing server equipment and obtain all administrative passwords.

b. **2023 Proposed Food Program Fees Third Reading**

Food Safety Program

Plan Review Fee: 30% of the license fee

Commercial

Less than 25000 sq ft.	Current Fee	2023 Proposed Fee
Level I	\$129.78	\$112.68
Level II	\$153.73	\$124.67
Level III	\$348.20	\$221.98
Level IV	\$457.42	\$276.63
Over 25000 sq ft.	Current Fee	2023 Proposed Fee
Level I	\$214.08	\$154.87
Level II	\$228.45	\$162.06
Level III	\$914.00	\$528.80
Level IV	\$969.00	\$559.48
Mobiles	\$32.75	\$117.10
Vending	\$23.52	\$23.52
Temporary	\$50.00	\$80.00
Level II Managers ServSafe Test	\$75.00	\$75.00

Non-Commercial (50% less than Commercial)

Less than 25000 sq ft.	Current Fee	2023 Proposed Fee
Level I	\$64.89	\$56.34
Level II	\$76.87	\$62.34
Level III	\$174.10	\$110.99
Level IV	\$228.71	\$138.32
Over 25000 sq ft.	Current Fee	2023 Proposed Fee
Level I	\$107.04	\$77.44
Level II	\$114.23	\$81.03
Level III	\$457.00	\$264.40
Level IV	\$484.50	\$279.74

c. **Joni Orr-Dulkoski Wage** – Katie requested the board approve Joni’s new rate of \$13.89 effective 01/21/2023, pay date 02/10/2023. Joni’s rate was updated for current pay period 02/04/2023 – 02/17/2023 but Joni is owed the difference in wage from hours worked 01/21/2023 - 02/03/2023. Joni worked 48 hours total, multiplied by \$0.50 equals \$24.00 total that would need added to the current payroll period as wages owed due to Joni’s increase being approved during the January 2023 meeting Nursing Consent agenda.

Jayn Devney motioned to **approve Joni Orr-Dulkoski’s wage of \$13.89 effective 01/21/2023 with a difference in wage of \$24.00 owed from pay date 01/27/2023.** Kent Murray seconded the motion: all voted yes; motion carried. Ayes: All Nays: None

New Business

a. **Lcline Consulting Accreditation Contract** – Katie presented an updated contract for Leann Cline.



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

Discussion

Katie explained the proposed contract’s number of hours was decreased from 100 hours to a maximum of 80 hours. The proposed contract would end June 30, 2023. Leann Cline was available via phone to answer questions brought forward by Board members.

Kent Murray motioned to approve the Lcline Consulting Accreditation Contract, seconded by Jayn Devney. All voted yes; motion carried. Ayes: All Nays: None

b. Environmental Food Program Fees Resolution 2023-145

Jayn Devney motioned to approve Food Program Fees Resolution 2023-145, seconded by Kent Murray. All voted yes; motion carried. Ayes: All Nays: None

c. Permanent Budget Resolution 2023-144

Harrison County General Health District			
Subject: 2023 Permanent Budget			
Resolution No: 2C23-144			
Approved Date: February 16, 2023			
Fund/Program	12/31/2022 Actual Carryover Balance	Estimated 1/1/2023 Revenue	Budget Total
E01 - District Health	\$1,389,669.67	\$909,130.00	\$2,298,799.67
E02 - Private Water	\$8,853.37	\$17,920.00	\$26,773.37
E03 - Food Service	\$6,662.34	\$35,000.00	\$41,662.34
E04 - Pools	\$63.23	\$680.00	\$743.23
E06 - Camps	\$11.28	\$5,550.00	\$5,561.28
E07 - Tattoo	\$55.00	\$360.00	\$415.00
E11 - Septics	\$4,354.61	\$30,925.00	\$35,279.61
E12 - RHWP	\$28,202.42	\$425.00	\$28,627.42
E14 - PHEP Grant	\$26,938.12	\$75,000.00	\$101,938.12
E17 - WPCLF Program	\$5,453.45	\$95,000.00	\$100,453.45
E18 - WIC Grant	\$6,166.78	\$109,310.00	\$115,476.78
E22 - Cribs for Kids Program	\$17,007.49	\$4,200.00	\$21,207.49
E24 - Veggie U Program	\$2,483.04	\$0.00	\$2,483.04
E26 - CO20 Coronavirus Response	\$5,300.00	\$0.00	\$5,300.00
E27 - CT20 Contact Tracing Grant	\$30,700.00	\$0.00	\$30,700.00
E28 - Stigma Reduction Initiative	\$51,864.80	\$0.00	\$51,864.80
E31 - Enhanced Operations	\$0.00	\$30,000.00	\$30,000.00
E33 - VE21 Vaccine Equity & Support	\$30,691.81	\$0.00	\$30,691.81
E34 - Transfer In	\$5,707.40	\$0.00	\$5,707.40
E35 - CN22 Covid19 Vaccination Grant	\$0.00	\$45,000.00	\$45,000.00
E36 - Public Health Workforce Grant	\$0.00	\$180,000.00	\$180,000.00
TOTAL	\$1,820,184.81	\$1,538,500.00	\$3,158,684.81

Discussion

Jayn asked if E001-E11 Septics was showing expenditures greater than revenues due to carryover balance. Katie explained Jayn was correct, that the program’s carryover balance is added with the anticipated revenue to generate the grand total of revenue listed on the permanent budget. Jayn asked if RHWP was over. Teresa



explained the department will continue with STD testing, but the grant is over and should not receive any additional revenue.

Jayn Devney motioned to **approve 2023 Permanent Budget Resolution 2023-144 in the amount of \$3,158,684.81**, seconded by Kent Murray. All voted yes; motion carried. Ayes: All Nays: None

d. 2023 Updated Health Insurance Cost (details in Fiscal report)

Discussion

Jayn asked if health insurance rates included an employee contribution. Katie stated health insurance should come out of each employee's first pay of the month. Jayn asked Katie to report back next month whether there is an employee contribution.

Jayn Devney motioned to accept the Harrison County Commissioner's stated amount of \$170,000.00 for Health Insurance and **approve adjusting the in-house Health Insurance allocation to \$170,000.00 in order to match the courthouse's county side Health Insurance adjustment**, seconded by Kent Murray. All voted yes; motion carried. Ayes: All Nays: None

e. Fiscal Covid19 Desk Audit Notice (details in Fiscal report)

Katie provided a letter from ODH stating no exceptions were noted in the Covid19 financial monitoring desk review of five Covid19 grants. Board members expressed their congratulations and a job well done to the department.

Division Reports

Vital Statistics and Public Nursing Report:

The Vital Statistics and the Nursing Reports for January were submitted for Board review. (see attached report).

Teresa stated there were a lot of issues at the end of the year due to a glitch in Trinity's reporting system, but now we are caught up and will follow up with additional data. Melissa asked if the department sees Pertussis a good bit. Teresa explained no, but cases are currently rising within the Amish community. Teresa stated the department has not been able to link anything epidemiologically to another Pertussis outbreak.

Teresa stated current WIC Director Rebecca Eberhart expressed she would like to cut down to part-time status this summer. Rebecca would resign as Director but stay on as Breastfeeding Peer Helper/Supervisor Coordinator. Teresa explained the department will have to advertise for a WIC Director. Brandi Rapp, current WIC Health Professional, has expressed interest in the position but the position must first be advertised through the proper WIC channels based on federal WIC guidelines.



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

Teresa also expressed the need to hire a second part-time, one day per week, flexible schedule WIC Breastfeeding Peer Helper to assist Joni Dulkoski with social media postings and various outreach activities.

The Mental Health & Recovery Board and Wellness Coalitions are forming suicide prevention review committees and Teresa said this is something Harrison County could get started. Teresa stated there were no child fatalities in 2022.

With no further discussion, Kent Murray motioned to accept the Vital Statistics and Nursing Report portion of the consent agenda as submitted, seconded by Jayn Devney, all voted yes; motion carried. Ayes: All Nays: None

Financial Report:

Katie presented a new detailed fiscal report cover page that outlines meeting discussion points and current grant funding.

The Cash Balance Report and the Auditor’s Financial Report for month ending January 31, 2023 were presented to Board of Health members for discussion and viewing as follows:

1. Revenue received totaled: \$26,189.50
2. Expenses paid totaled: \$79,235.16
3. January 31, 2023 ending balance: \$1,567,139.15

Report Period: January 2023

Program	Carryover Balance	Revenue		Expenses		Balance
		M-T-D	Y-T-D	M-T-D	Y-T-D	
E001-E01 District Health	\$1,389,669.67	\$4,040.47	\$4,040.47	\$55,275.82	\$55,275.82	\$1,338,434.32
E001-E05 District Health-Property Tax	\$0.00		\$0.00			
E001-E02 Private Water	\$8,853.37	\$1,494.00	\$1,494.00	\$2,399.90	\$2,399.90	\$7,947.47
E001-E03 Food Service	\$6,662.34	\$376.20	\$376.20	\$1,975.45	\$1,975.45	\$5,063.09
E001-E04 Pools	\$63.23	\$0.00	\$0.00	\$0.00	\$0.00	\$63.23
E001-E06 Camps	\$11.28	\$0.00	\$0.00	\$0.00	\$0.00	\$11.28
E001-E07 Tattoo	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00
E001-E11 Septics	\$4,354.61	\$6,948.00	\$6,948.00	\$1,083.05	\$1,083.05	\$10,219.56
E001-E12 RHWP Grant	\$28,202.42	\$0.00	\$0.00	\$181.40	\$181.40	\$28,021.02
E001-E14 PHEP Grant	\$26,938.12	\$3,900.00	\$3,900.00	\$4,016.47	\$4,016.47	\$26,821.65
E001-E17 WPCLF Program	\$5,453.45	\$0.00	\$0.00	\$0.00	\$0.00	\$5,453.45
E001-E18 WIC Grant	\$6,166.78	\$9,430.83	\$9,430.83	\$7,156.36	\$7,156.36	\$8,441.25
E001-E22 Cribs for Kids - MCH	\$17,007.49	\$0.00	\$0.00	\$0.00	\$0.00	\$17,007.49
E001-E24 Veggie U Program - MCH	\$2,483.04	\$0.00	\$0.00	\$0.00	\$0.00	\$2,483.04
E001-E26 CO20 Covid Response Grant	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,300.00
E001-E27 CT20 Contact Tracing Grant	\$30,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,700.00
E001-E28 Stigma Reduction Initiative	\$51,864.80	\$0.00	\$0.00	\$0.00	\$0.00	\$51,864.80
E001-E31 Enhanced Operations	\$0.00	\$0.00	\$0.00	\$3,316.49	\$3,316.49	-\$3,316.49
E001-E33 VE21 Vaccine Equity & Support	\$30,691.81	\$0.00	\$0.00	\$387.21	\$387.21	\$30,304.60
E001-E34 Transfer In	\$5,707.40	\$0.00	\$0.00	\$0.00	\$0.00	\$5,707.40
E001-E35 CN22 Covid19 Vaccination Grant	\$0.00	\$0.00	\$0.00	\$3,443.01	\$3,443.01	-\$3,443.01
Grand Total	\$1,620,184.81	\$26,189.50	\$26,189.50	\$79,235.16	\$79,235.16	\$1,567,139.15



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

Kent Murray motioned to accept the January 2023 program cash balance report as presented and that the report be filed for audit, Jayn Devney seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

Katie presented February 2023 regular purchase orders for approval in the amount of \$360.81:

<u>PO Number</u>	<u>Code</u>	<u>Department</u>	<u>Description/Vendor</u>	<u>Appropriation</u>
23-280	E000-E14	Contingencies	World Radio Telecomm.	\$250.80
23-281	E000-E06	Contract Services	Borden’s Office Equip.	\$110.01

Jayn asked Katie for clarification on distinguishing between Regular and Then & Now purchase orders. Katie explained Regular purchase orders are used when the invoice date occurs before the auditor’s signed date on the purchase order. Then & Now purchase orders are used when a blanket purchase order has \$0 balance but the invoice has a remaining balance that needs paid on an additional purchase order.

Jayn Devney motioned to approve the February 2023 purchase orders, Kent Murray seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

A voucher report for period 01/20/2023 – 02/16/2023 was presented to board members for viewing and approval in the total amount of \$17,093.78 as follows: Supplies: \$3,844.21; Equipment: \$1,926.00; Utilities: \$1,807.85; Contract Services: \$6,778.99; Mileage/Expenses: \$628.38; Advertising & Printing: \$50.00; State Fees: \$134.50 and Contingencies: \$1,923.85.

Vouchers presented were approved upon a motion by Kent Murray, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None

Katie noted that voucher 23-259 payable to Treasurer, State of Ohio for \$592.00 was approved during the 01/19/2023 Board meeting for October – December 2022 Septic Permit Fees. Bonnie noticed that October and November 2022 fees were previously paid; therefore, the department only owed \$74.00 for one new installation in December 2022. Bonnie corrected the voucher before it was submitted to the Commissioners for payment.

Katie advised Perry & Associates reached out to Bonnie on 02/01/2023 advising they are in the process of starting the audit for HCGHD for the years ending December 31, 2021 and December 31, 2022. Once the fiscal division emails back the Initial Data Survey, Perry & Associates will assign us an audit associate to begin planning.

With no further discussion, Jayn Devney motioned to approve the Fiscal portion of the consent agenda, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Environmental Report:

The Environmental Division’s Consent Agenda Report was submitted for Board review. (see attached report).

Discussion:

Erika had to exit the meeting early so Katie presented **Resolution 2023-143** to apply, accept and enter into a Water Pollution Control Loan Fund Agreement with the Ohio Environmental Protection Agency for the repair



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

and replacement of home sewage treatment systems. Harrison County was approved for \$100,000.00 for year 2023.

Kent Murray motioned to approve **Resolution 2023-143**, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None

With no further discussion, Jayn Devney motioned to approve the Environmental Division portion of the consent agenda, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Accreditation:

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

Leann mentioned staff are working on the corrective action plan documentation. In PHAB guidance, under the policy for initial accreditation, the department must submit all documentation by May; however, the department's internal goal is by the end of March. Leann stated she did not see the internal deadline changing.

Leann explained if the department does not meet the May deadline, it would have a non-accredited status. The two reasons for non-accredited status are: non-conformity decisions and procedural decisions. Leann elaborated on each decision type.

With no further discussion, Jayn Devney motioned to approve the Accreditation portion of the consent agenda, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Administration Report:

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

With no acting Administrator, Katie Norris compiled an Administration report and presented it to the board.

Katie informed the Board that an official offer letter was emailed to Health Commissioner candidate Megan Smolenak on 02/10/2023. Megan responded with her acceptance via email. Megan's first day in-office will be Monday, March 6th. However, Megan's official start date will be Monday, February 27th because Megan is attending a Southeast AOHC Full Scale Exercise at Noble County Health Department.

In accordance with PHAB measure 11.1.2, Katie presented an Inter-Office Communication memorandum related to an ethical issue regarding bias of staff wage increase. The memo documents an ethical issue and provides Board members the opportunity to review. After brief deliberation, the Board expressed approval of the way the ethical issue was resolved by the previous Administrator. The Board made no recommendation for change or further action needed.

Jayn Devney motioned that the ethical issue, as presented in the Inter-Office memo, was resolved to the Board of Health's satisfaction, seconded by Kent Murray, 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

Katie informed the board that the District Advisory Council meeting will be held March 6, 2023 at 5:30pm inside the lower-level meeting room within the Cadiz Puskarich Public Library. Jayn Devney submitted her notice of intent for re-appointment to the Board.

Katie advised meeting attendees that the board will reorganize at the March meeting.

With no further discussion, Jayn Devney motioned to approve the Administration portion of the Consent Agenda, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

In accordance with PHAB measure 3.1.2, Teresa presented a new Planned Approach for Program Development policy for Board review and approval.

Kent Murray motioned to approve the Planned Approach for Program Development policy for accreditation purposes with the policy to be reviewed again within a six-month period, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None

With no further discussion or business brought before the board, Kent Murray motioned to adjourn at 2:25pm, seconded by Jayn Devney, all voted yes, motion carried.

Respectfully submitted,




President

Date: 3/16/2023

Vice President

Date: _____



Mrs. Megan Smolenak, MPH

Date: 3/16/2023

Chairperson Pro Tem

Date: _____