



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 18th, 2021

Due to the COVID-19 Pandemic the meeting of the Board of Health was conducted through Zoom Video Communications.

Call to Order: President Adele Mason called the meeting to order at 1:16 PM.

Board Members Present:

Mrs. Adele Mason
Ms. Melissa Powers
Mrs. Kate Sedgmer

Absent:

Dr. Dan Jones
Mr. Kent Murray

Staff Members and Other Members Present:

Garen Rhome, Administrator
Bonnie Snider, Fiscal Officer
Katie Norris, Fiscal Officer in Training
Erika Battistel, Director of Environmental
Teresa Koniski, RN

Approval of Minutes:

The previous minutes from January 21, 2021 were motioned for approval by Kate Sedgmer. Melissa Powers seconded the motion: all voted yes; motion carried. Ayes: All, Nays: None

Vital Statistics and Public Nursing Report:

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

With no discussion, Kate Sedgmer motioned to accept the Vital Statistic Report and the Nursing Report portion of the consent agenda as submitted, seconded by Melissa Powers, all voted yes; motion carried. Ayes: All, Nays: None



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Financial Report:

The Cash Balance Report and the Auditor’s Financial Report for month ending January 31, 2021 were presented to the Board of Health members for discussion and viewing as follows:

1. Revenue received totaled \$55,525.95
2. Expenses paid totaled: \$141,419.47
3. January 31, 2021 ending balance: \$1,150,109.86

CASH BALANCE REPORT						
Report Period: January 2021						
Program	Carryover Balance	Revenue		Expenses		Balance
		M-T-D	Y-T-D	M-T-D	Y-T-D	
E001-E01 District Health	\$978,409.17	\$4,702.61	\$4,702.61	\$58,451.26	\$58,451.26	\$924,660.52
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E001-E02 Private Water	\$10,393.66	\$450.00	\$450.00	\$2,290.00	\$2,290.00	\$8,553.66
E001-E03 Food Service	\$10,656.84	\$0.00	\$0.00	\$28.00	\$28.00	\$10,628.84
E001-E04 Pools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E001-E06 Camps	\$630.83	\$0.00	\$0.00	\$0.00	\$0.00	\$630.83
E001-E11 Septics	\$4,675.90	\$6,342.00	\$6,342.00	\$675.60	\$675.60	\$10,342.30
E001-E12 RHWP Grant	\$3,227.31	\$5,113.34	\$5,113.34	\$1,895.41	\$1,895.41	\$6,445.24
E001-E14 PHEP Grant	\$16,320.58	\$0.00	\$0.00	\$5,774.82	\$5,774.82	\$10,545.76
E001-E17 WPCLF Program	\$2,311.00	\$425.00	\$425.00	\$0.00	\$0.00	\$2,736.00
E001-E18 WIC Grant	\$8,274.71	\$7,400.29	\$7,400.29	\$10,524.88	\$10,524.88	\$5,150.12
E001-E22 Cribs for Kids - MCH	\$7,971.88	\$0.00	\$0.00	\$59.40	\$59.40	\$7,912.48
E001-E24 Veggie U Program - MCH	\$3,034.09	\$0.00	\$0.00	\$0.00	\$0.00	\$3,034.09
E001-E26 CO20 Covid Response Grant	\$7.66	\$1,058.74	\$1,058.74	\$0.00	\$0.00	\$1,066.40
E001-E27 CT20 Contact Tracing Grant	\$1,297.52	\$30,033.97	\$30,033.97	\$22,672.97	\$22,672.97	\$8,658.52
E001-E28 Stigma Reduction Initiative	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
E001-E29 CO21 Covid Response Grant	\$173,792.23	\$0.00	\$0.00	\$39,047.13	\$39,047.13	\$134,745.10
Grand Total	\$1,236,003.38	\$55,525.95	\$55,525.95	\$141,419.47	\$141,419.47	\$1,150,109.86
		R	R	R	R	R

Bonnie stated the payout of comp hours was included in District Health month to date expense figures for January. Bonnie previously spoke with Deputy Auditor Mark Soos who confirmed comp payout cannot take place in the same year comp time is earned; therefore, Bonnie informed the board comp payout took place the second pay period of January.

With no questions Melissa Powers motioned to accept the financial report as presented and that the report be filed for audit, Kate Sedgmer seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

The voucher report for period 01/22/2021 – 02/18/2021 was presented to board members for viewing and approval in the total amount of \$54,168.75 as follows: Supplies: \$3,682.40; Equipment: \$38,371.99; Utilities: \$2,555.18; Contract Services: \$8,425.24; Mileage/Expenses: \$591.44; Advertising & Printing: \$40.00; State Fees: \$274.50 and Contingencies: \$228.00

Garen: Do we have the Wheeling Tent and Awning voucher posted?

Bonnie: No.



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Adele: How much is the invoice going to be and long are you holding the invoice?

Bonnie: The Invoice amount came to \$1,350.00 from February 3rd through the 11th for two tent rentals, the invoice will be paid soon.

Adele: Will tents be at the Firehall vaccination location?

Garen: No, we anticipate being inside.

Adele asked if the Reed’s Trailer purchase was entirely taken out of grant funding. Bonnie replied the CT20 Grant did cover the full trailer expense.

Vouchers presented were approved upon a motion by Kate Sedgmer, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

Bonnie presented February Purchase Orders to the Board of Health for viewing and approval in the amount of \$35,129.98 as follows:

21-177	E000-E06	Contract Services-Borden's Office Equipment	\$165.98	Regular
21-178	E000-E03	Equipment-Reeds Trailer Sales	\$34,964.00	Regular
Regular Purchase Order Total:			\$35,129.98	

Kate Sedgmer motioned to approve purchase orders as presented, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

Bonnie presented three new grants to the board for approval of new line items and the letter submitted to the county auditor as follows:

Date: February 11, 2021

To Harrison County Auditor,

The Harrison County General Health District has received three additional awards in the following amounts: Covid-19 Vaccine Needs Assessment \$20,000.00 / Covid-19 Enhanced Operations \$100,000.00 Covid-19 Contact Tracing Grant (CT21) \$30,000.00

Please set up new revenue line items as follows:

Revenue Code: R0220-E001-E30

Fund Name: Covid-19 Vaccine Needs Assessment

Revenue Code: R0220-E001-E31

Fund Name: Covid-19 Enhanced Operations

Revenue Code: R0220-E001-E32

Fund Name: Covid-19 Contact Tracing Grant (CT21)



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Please **increase** estimated revenue in the following Special Revenue Line Item(s).

Fund: E30: Covid-19 Vaccine Needs Assessment

Amount	Line Item	Line Item Description
\$20,000.00	E001-E30	Notice of Award Date Issued: 12/22/2020

Please **increase** estimated revenue in the following Special Revenue Line Item(s).

Fund: E31: Covid-19 Enhanced Operations

Amount	Line Item	Line Item Description
\$100,000.00	E001-E31	Notice of Award Date Issued: 12/29/2020

Fund: E32: Covid-19 Contact Tracing Grant (CT21)

Amount	Line Item	Line Item Description
\$30,000.00	E001-E32	Notice of Award Date Issued: 06/18/2020

Adele: Are there a lot of restrictions for the Covid19 Enhanced Operations grant on how monies can be spent?

Teresa: Yes, a lot of restrictions are in place. This Enhanced Operations grant will primarily be for salaries and supplies.

Melissa Powers motioned to approve all new line items for revenue, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

Bonnie presented the E001-E32 CT21 Contact Tracing Grant expense allocations for board approval to be submitted to County Commissioners as follows. E001-E30 and E001-E31 expense allocations will be completed after GSU has approved the budget.



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		February 18, 2021		
		<u>Reason: Notice of Award for CT21 Contact Tracing Grant</u>		
		Notice of Award: 06/18/2020		
		<u>Expense Allocation Adjustments/Court House Side</u>		
		Present	Adjustments	New Approp.
		Appropriation		
E000-E01	Salaries	\$601,906.12	\$21,880.99	\$623,787.11
E000-E02	Supplies	\$72,291.15	\$3,973.40	\$76,264.55
E000-E05	Utilities	\$23,940.00	\$540.00	\$24,480.00
E000-E07	Mileage & Expense	\$25,706.52	\$225.00	\$25,931.52
E000-E10	PERS	\$93,560.86	\$3,063.34	\$96,624.20
E000-E12	Medicare	\$10,718.10	\$317.27	\$11,035.37
Total Adjustments			\$30,000.00	
Fund: E001-E32		Expense Appropriation Covid-19 Contact Tracing Grant (CT21) IN HGS ✓		
		Present	Adjustments	New Approp.
		Appropriation		
E000-E01	Salaries	\$0.00	\$21,880.99	\$21,880.99
E000-E02	Supplies	\$0.00	\$3,973.40	\$3,973.40
E000-E05	Utilities	\$0.00	\$540.00	\$540.00
E000-E07	Mileage & Expense	\$0.00	\$225.00	\$225.00
E000-E10	PERS	\$0.00	\$3,063.34	\$3,063.34
E000-E12	Medicare	\$0.00	\$317.27	\$317.27
Total Adjustments		\$0.00	\$30,000.00	\$30,000.00

Kate Sedgmer motioned to approve all new line items for revenue, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

With no further discussion, Kate Sedgmer motioned to approve the Fiscal portion of the consent agenda, seconded by Melissa Powers, 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 updated the board that the Ohio Department of Agriculture approved the Cost Methodology for licensing year 2021 which was determined off 2019 expenses.

With no further discussion, Melissa Powers motioned to approve the Environmental Division portion of the consent agenda, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None



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Accreditation:

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

Adele: Are Leann's services being represented accurately by the size of the scaled-down contract?

Garen: Yes. I think the hours per month are still appropriate for the scope of work we are asking of Leann.

Adele: Is Leann allotting enough time leftover so when the site review happens, she will have sufficient time left over?

Garen: Yes. When PHAB comes in Leann will be able to respond accordingly.

The annual contract agreement by and between Harrison County Board of Health and Leann Cline was brought forward for discussion and approval.

Melissa Powers motioned to approve the Agreement by and between Harrison County Board of Health and Leann Cline, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

With no further questions Kate Sedgmer motioned to approve the Accreditation portion of the Consent Agenda, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

Administration Report:

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

Garen shared the HCGHD was recognized by the Association of Ohio Health Commissioners for pandemic response. Garen updated everyone on the District Advisory Council of Harrison County meeting each March and that the meeting will take place before the next board meeting to ensure a full Board of Health as the seat of Board of Health President is up for election.

Adele: How are we coming along on the WIC move?

Garen: In late January I finally received response from the county commissioner's office stating they will not be expanding county phones into the new WIC location. The county suggested asking county garage members to help move but due to weather and their unavailability, at this current point we are not physically prepared to move WIC.

Adele: You had success with the IT service, World Telecommunications?

Garen: Yes, we made contact and an individual arrived within a day or two.

Adele: Do we need a contract with this service? Do we have an opportunity to break contract with Larry?

Garen: Yes. We did have the company invoice us, but we can explore a monthly or yearly contract.

With no other discussion, Melissa Powers motioned to approve the Administration portion of the Consent Agenda, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None



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Garen and Teresa briefed the board on the new Enhanced Operations grant and the desire to bring a full-time, enhanced operations nurse to the team. The position would be strictly funded by the grant for eighteen months and Garen made the recommendation of offering the position to Erin McKenna.

Adele: Teresa, which grant is Erin being paid from now?

Teresa: We are finishing what little funding we have left in the CT20 grant.

Adele: Are Holli and Beth only working at the school or coming to the health department?

Teresa: They both mostly work evenings and weekends at home or school. They are involved with any covid19 cases related to the school.

Adele: Do we need to have Erin as full-time and yet another person part-time to fill Erin's position?

Teresa: We have already had to pull Erin to full-time, forty hours a week.

Melissa: Are you all able to keep up with the tracing you are doing now?

Teresa: We have not had to triage any tracing. We have used ODH for contacts outside of households.

Garen: The discussion of creating a part-time position on top of hiring Erin full time in the Enhanced Operations grant is something we can bring up at next month's meeting.

Kate Sedgmer motioned to bring Erin McKenna on full-time for the Enhanced Operations nurse position, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

With no further business brought before the board, Kate Sedgmer motioned to adjourn at 1:56pm, seconded by Melissa Powers, all voted yes, motion carried.

Respectfully submitted,

Adele Mason
President

Date: 03/25/21

Vice President

Dr. Scott Pendleton

Date: _____

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

Date: 03/25/21