



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

**Meeting Location:** Harrison County Health Department – Room 1124

**Call to Order:** Board President Adele Mason called the meeting to order at 1:00 PM.

**Board Members Present:**

Mrs. Adele Mason  
Mr. Kent Murray  
Jayn Devney

**Absent:**

Ms. Melissa Powers  
Dr. Dan Jones

**Staff and Other Members Present:**

Dr. Scott Pendleton, Health Commissioner  
Megan Smolenak, Health Commissioner  
Bonnie Snider, Fiscal Officer  
Teresa Koniski RN, Director of Nursing  
Erika Battistel, Environmental Director  
Katie Norris, Deputy Health Commissioner

**Absent:**

Leann Cline, Accreditation Coordinator  
John Carr, PHEP Coordinator

**Approval of Minutes:**

Kent Murray motioned to accept the February 16, 2023 monthly meeting minutes. Jayn Devney seconded the motion: all voted yes; motion carried. Ayes: All Nays: None

**Old Business**

- a. **IT Service Proposals** - Board members and staff discussed proposals from TSG and World Radio. The Board highlighted if TSG were to receive the contract, the department could reach out and ask for the monthly service desk pricing to be re-evaluated.

Jayn Devney motioned to **approve the IT proposal for TSG with disaster recovery and firewall additions and the addendum to revisit premium service desk pricing based on use as needed in four (4) months.** Kent Murray seconded the motion: all voted yes; motion carried. Ayes: All Nays: None

**New Business**

- a. **03/16/2023 Expense Allocation Adjustments** – Katie presented expense allocation adjustments based on the 2023 permanent budget presented during the February 2023 meeting.



# HARRISON COUNTY

## Public Health

Harrison County General Health District  
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 Cadiz, OH 43907-1282  
 Phone: (740) 942-2616 – Fax: (740) 942-9331  
 HealthDepartment@harrisoncountyohio.org

### To Harrison County Board of Health County Expenditure Report

**Board of Health Meeting Date: March 16, 2023**

<u>General Health Account</u>		<u>1/1/23 Allocation</u>	<u>Adjustments</u>	<u>2/16/23 Allocation</u>
E000-E01	Salaries	\$851,500.00	\$126,000.00	\$977,500.00
E000-E02	Supplies	\$96,194.23	-\$2,399.69	\$93,794.54
E000-E03	Equipment	\$33,700.00	\$22,700.00	\$56,400.00
E000-E05	Utilities	\$22,200.00	\$0.00	\$22,200.00
E000-E06	Contract Services	\$184,400.00	\$22,886.97	\$207,286.97
E000-E07	Mileage/Expense	\$19,460.00	\$2,200.00	\$21,660.00
E000-E09	Advertising/Printing	\$12,000.00	\$1,000.00	\$13,000.00
E000-E10	PERS	\$119,210.00	\$17,640.00	\$136,850.00
E000-E11	Workers Compensation	\$7,707.40	\$0.00	\$7,707.40
E000-E12	Medicare	\$12,346.75	\$1,827.00	\$14,173.75
E000-E13	State Fees	\$25,310.00	\$600.00	\$25,910.00
E000-E14	Contingencies	\$7,000.00	\$8,000.00	\$15,000.00
E000-E15	Health Insurance	\$170,000.00	\$0.00	\$170,000.00
E000-E16	Life Insurance	\$950.00	\$0.00	\$950.00
E000-E17	Insurance/License	\$7,000.00	-\$1,900.00	\$5,100.00
E000-E34	Accreditation Fees	\$5,600.00	\$0.00	\$5,600.00
E000-E37	Eye Insurance	\$1,700.00	\$0.00	\$1,700.00
E000-E40	Dues/Fees	\$4,400.00	\$1,000.00	\$5,400.00
E000-E41	Promotional Items	\$4,000.00	\$0.00	\$4,000.00
<b>Grand Totals</b>		<b>\$1,584,678.38</b>	<b>\$199,554.28</b>	<b>\$1,784,232.66</b>

See email dated 2/8/23 from Misty Bailie regarding E000-E15 Health Insurance: The original submitted Health Insurance Allocation for Jan. 1, 2023 was budgeted at \$120,800.00 in House. The county was given

the new health insurance rates and the allocation was increased and recalculated at \$170,000.00 by the county and entered in on the Monthly Financial Report for January 2023.

[See February 2023 minutes also.](#)

### IHAC Expense Summary (Program, Dept.) Adjustment Report

<u>E01 District Health</u>		<u>1/1/23 Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$600,000.00	\$0.00	\$600,000.00
E000-E02	Supplies	\$20,000.00	\$0.00	\$20,000.00
E000-E03	Equipment	\$15,000.00	\$25,000.00	\$40,000.00
E000-E05	Utilities	\$10,000.00	\$0.00	\$10,000.00
E000-E06	Contract Services	\$90,000.00	-\$2,666.48	\$87,333.52
E000-E07	Mileage/Expense	\$7,000.00	\$0.00	\$7,000.00



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E000-E09	Advertising/Printing	\$4,000.00	\$0.00	\$4,000.00
E000-E10	PERS	\$84,000.00	\$0.00	\$84,000.00
E000-E11	Workers Compensation	\$2,000.00	\$0.00	\$2,000.00
E000-E12	Medicare	\$8,700.00	\$0.00	\$8,700.00
E000-E13	State Fees	\$17,000.00	\$0.00	\$17,000.00
E000-E14	Contingencies	\$7,000.00	\$8,000.00	\$15,000.00
E000-E15	Health Insurance	\$139,200.00	-\$21,533.52	\$117,666.48
E000-E16	Life Insurance	\$950.00	\$0.00	\$950.00
E000-E17	Insurance/License	\$6,000.00	-\$2,000.00	\$4,000.00
E000-E34	Accreditation Fees	\$5,600.00	\$0.00	\$5,600.00
E000-E37	Eye Insurance	\$1,700.00	\$0.00	\$1,700.00
E000-E40	Dues/Fees	\$4,000.00	\$1,000.00	\$5,000.00
E000-E41	Promotional Items	\$4,000.00	\$0.00	\$4,000.00
<b>Grand Totals</b>		<b>\$1,026,150.00</b>	<b>\$7,800.00</b>	<b>\$1,033,950.00</b>

		1/1/23		New
<u>E02 Private Water</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$7,000.00	\$2,000.00	\$9,000.00
E000-E02	Supplies	\$500.00	\$0.00	\$500.00
E000-E06	Contract Services	\$2,000.00	\$1,000.00	\$3,000.00
E000-E07	Mileage/Expense	\$800.00	\$200.00	\$1,000.00
E000-E10	PERS	\$980.00	\$280.00	\$1,260.00
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$101.50	\$29.00	\$130.50
E000-E13	State Fees	\$2,400.00	\$600.00	\$3,000.00
E000-E15	Health Insurance	\$3,500.00	-\$1,000.00	\$2,500.00
<b>Grand Totals</b>		<b>\$17,281.50</b>	<b>\$3,109.00</b>	<b>\$20,390.50</b>

		1/1/23		New
<u>E03 Food Service</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$23,000.00	\$2,000.00	\$25,000.00
E000-E02	Supplies	\$250.00	-\$150.00	\$100.00
E000-E07	Mileage/Expense	\$1,500.00	\$500.00	\$2,000.00
E000-E10	PERS	\$3,220.00	\$280.00	\$3,500.00
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$333.50	\$29.00	\$362.50
E000-E13	State Fees	\$2,600.00	\$0.00	\$2,600.00
E000-E15	Health Insurance	\$5,500.00	\$500.00	\$6,000.00
<b>Grand Totals</b>		<b>\$36,403.50</b>	<b>\$3,159.00</b>	<b>\$39,562.50</b>

		1/1/23		New
<u>E04 Pools</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$150.00	\$0.00	\$150.00
E000-E07	Mileage/Expense	\$400.00	\$0.00	\$400.00



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<b>E000-E13</b>	<b>State Fees</b>	<b>\$160.00</b>	<b>\$0.00</b>	<b>\$160.00</b>
	<b>Grand Totals</b>	<b>\$710.00</b>	<b>\$0.00</b>	<b>\$710.00</b>
		<b>1/1/23</b>		<b>New</b>
<b><u>E06 Camps</u></b>		<b><u>Allocation</u></b>	<b><u>Adjustment</u></b>	<b><u>Allocation</u></b>
<b>E000-E01</b>	<b>Salaries</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>
<b>E000-E07</b>	<b>Mileage/Expense</b>	<b>\$500.00</b>	<b>\$100.00</b>	<b>\$600.00</b>
<b>E000-E10</b>	<b>PERS</b>	<b>\$420.00</b>	<b>\$0.00</b>	<b>\$420.00</b>
<b>E000-E11</b>	<b>Workers Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>E000-E12</b>	<b>Medicare</b>	<b>\$43.50</b>	<b>\$0.00</b>	<b>\$43.50</b>
<b>E000-E13</b>	<b>State Fees</b>	<b>\$550.00</b>	<b>\$0.00</b>	<b>\$550.00</b>
<b>E000-E15</b>	<b>Health Insurance</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>\$800.00</b>
	<b>Grand Totals</b>	<b>\$5,313.50</b>	<b>\$100.00</b>	<b>\$5,413.50</b>
		<b>1/1/23</b>		<b>New</b>
<b><u>E07 Tattoo</u></b>		<b><u>Allocation</u></b>	<b><u>Adjustment</u></b>	<b><u>Allocation</u></b>
<b>E000-E07</b>	<b>Mileage/Expense</b>	<b>\$360.00</b>	<b>\$0.00</b>	<b>\$360.00</b>
	<b>Grand Totals</b>	<b>\$360.00</b>	<b>\$0.00</b>	<b>\$360.00</b>
		<b>1/1/23</b>		<b>New</b>
<b><u>E11 Septic</u></b>		<b><u>Allocation</u></b>	<b><u>Adjustment</u></b>	<b><u>Allocation</u></b>
<b>E000-E01</b>	<b>Salaries</b>	<b>\$19,000.00</b>	<b>\$0.00</b>	<b>\$19,000.00</b>
<b>E000-E02</b>	<b>Supplies</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$500.00</b>
<b>E000-E07</b>	<b>Mileage/Expense</b>	<b>\$1,800.00</b>	<b>\$0.00</b>	<b>\$1,800.00</b>
<b>E000-E10</b>	<b>PERS</b>	<b>\$2,660.00</b>	<b>\$0.00</b>	<b>\$2,660.00</b>
<b>E000-E11</b>	<b>Workers Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>E000-E12</b>	<b>Medicare</b>	<b>\$275.50</b>	<b>\$0.00</b>	<b>\$275.50</b>
<b>E000-E13</b>	<b>State Fees</b>	<b>\$2,600.00</b>	<b>\$0.00</b>	<b>\$2,600.00</b>
<b>E000-E15</b>	<b>Health Insurance</b>	<b>\$4,200.00</b>	<b>\$0.00</b>	<b>\$4,200.00</b>
	<b>Grand Totals</b>	<b>\$31,035.50</b>	<b>\$0.00</b>	<b>\$31,035.50</b>
		<b>1/1/23</b>		<b>New</b>
<b><u>E12 RHWP</u></b>		<b><u>Allocation</u></b>	<b><u>Adjustment</u></b>	<b><u>Allocation</u></b>
<b>E000-E01</b>	<b>Salaries</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	<b>\$4,000.00</b>
<b>E000-E02</b>	<b>Supplies</b>	<b>\$6,000.00</b>	<b>\$0.00</b>	<b>\$6,000.00</b>
<b>E000-E07</b>	<b>Mileage/Expense</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$200.00</b>
<b>E000-E09</b>	<b>Advertising/Printing</b>	<b>\$1,500.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>
<b>E000-E10</b>	<b>PERS</b>	<b>\$560.00</b>	<b>\$0.00</b>	<b>\$560.00</b>
<b>E000-E11</b>	<b>Workers Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>E000-E12</b>	<b>Medicare</b>	<b>\$58.00</b>	<b>\$0.00</b>	<b>\$58.00</b>
<b>E000-E15</b>	<b>Health Insurance</b>	<b>\$1,300.00</b>	<b>-\$300.00</b>	<b>\$1,000.00</b>
<b>E000-E17</b>	<b>Insurance/License</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>
<b>E000-E40</b>	<b>Dues &amp; Fees</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$200.00</b>
	<b>Grand Totals</b>	<b>\$14,818.00</b>	<b>-\$300.00</b>	<b>\$14,518.00</b>



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<u>E14 PHEP Grant</u>		1/1/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$47,000.00	\$0.00	\$47,000.00
E000-E02	Supplies	\$3,500.00	\$0.00	\$3,500.00
E000-E03	Equipment	\$2,000.00	\$1,000.00	\$3,000.00
E000-E05	Utilities	\$800.00	\$0.00	\$800.00
E000-E06	Contract Services	\$7,400.00	\$9,100.00	\$16,500.00
E000-E07	Mileage/Expense	\$2,000.00	\$0.00	\$2,000.00
E000-E10	PERS	\$6,580.00	\$0.00	\$6,580.00
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$681.50	\$0.00	\$681.50
E000-E17	Insurance/License	\$0.00	\$100.00	\$100.00
<b>Grand Totals</b>		<b>\$69,961.50</b>	<b>\$10,200.00</b>	<b>\$80,161.50</b>

<u>E17 WPCLF</u>		1/1/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E06	Contract Services	\$85,000.00	\$15,453.45	\$100,453.45
<b>Grand Totals</b>		<b>\$85,000.00</b>	<b>\$15,453.45</b>	<b>\$100,453.45</b>

<u>E19 WIC</u>		1/1/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$79,000.00	-\$6,000.00	\$73,000.00
E000-E02	Supplies	\$5,000.00	\$500.00	\$5,500.00
E000-E03	Equipment	\$0.00	\$0.00	\$0.00
E000-E05	Utilities	\$11,400.00	\$0.00	\$11,400.00
E000-E06	Contract Services	\$0.00	\$0.00	\$0.00
E000-E07	Mileage/Expense	\$1,700.00	-\$200.00	\$1,500.00
E000-E09	Advertising/Printing	\$500.00	\$0.00	\$500.00
E000-E10	PERS	\$11,060.00	-\$840.00	\$10,220.00
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$1,145.50	-\$87.00	\$1,058.50
E000-E15	Health Insurance	\$1,500.00	\$0.00	\$1,500.00
E000-E40	Dues/Fees	\$200.00	\$0.00	\$200.00
<b>Grand Totals</b>		<b>\$111,505.50</b>	<b>-\$6,627.00</b>	<b>\$104,878.50</b>

<u>E22 Cribs for Kids</u>		1/1/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$0.00	\$0.00	\$0.00
E000-E02	Supplies	\$5,000.00	-\$2,000.00	\$3,000.00
E000-E07	Mileage/Expense	\$300.00	\$0.00	\$300.00
E000-E10	PERS	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$0.00	\$0.00	\$0.00
E000-E15	Health Insurance	\$0.00	\$0.00	\$0.00
<b>Grand Totals</b>		<b>\$5,300.00</b>	<b>-\$2,000.00</b>	<b>\$3,300.00</b>



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<u>E24 Veggie U</u>		1/1/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$800.00	\$0.00	\$800.00
E000-E07	Mileage/Expense	\$300.00	\$0.00	\$300.00
<b>Grand Totals</b>		<b>\$1,100.00</b>	<b>\$0.00</b>	<b>\$1,100.00</b>

<u>E26 CO-20 Crisis Response Grant</u>		1/1/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$0.00	\$3,000.00	\$3,000.00
E000-E02	Supplies	\$5,300.00	-\$3,463.50	\$1,836.50
E000-E10	PERS	\$0.00	\$420.00	\$420.00
E000-E12	Medicare	\$0.00	\$43.50	\$43.50
<b>Grand Totals</b>		<b>\$5,300.00</b>	<b>\$0.00</b>	<b>\$5,300.00</b>

<u>E27 CT-20 Contact Tracing Grant</u>		1/1/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$0.00	\$23,000.00	\$23,000.00
E000-E02	Supplies	\$20,000.00	-\$15,853.50	\$4,146.50
E000-E03	Equipment	\$10,700.00	-\$10,700.00	\$0.00
E000-E10	PERS	\$0.00	\$3,220.00	\$3,220.00
E000-E12	Medicare	\$0.00	\$333.50	\$333.50
<b>Grand Totals</b>		<b>\$30,700.00</b>	<b>\$0.00</b>	<b>\$30,700.00</b>

<u>E28 Stigma Reduction Initiative</u>		1/1/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$12,000.00	\$3,000.00	\$15,000.00
E000-E07	Mileage/Expenses	\$1,000.00	\$0.00	\$1,000.00
E000-E09	Advertising/Printing	\$5,000.00	\$0.00	\$5,000.00
<b>Grand Totals</b>		<b>\$18,000.00</b>	<b>\$3,000.00</b>	<b>\$21,000.00</b>

<u>E31 Enhanced Operations</u>		1/1/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$25,000.00	-\$5,000.00	\$20,000.00
E000-E02	Supplies	\$5,467.50	-\$1,057.50	\$4,410.00
E000-E07	Mileage/Expense	\$1,000.00	-\$500.00	\$500.00
E000-E10	PERS	\$3,500.00	-\$700.00	\$2,800.00
E000-E12	Medicare	\$362.50	-\$72.50	\$290.00
E000-E15	Health Insurance	\$2,000.00	\$0.00	\$2,000.00
<b>Grand Totals</b>		<b>\$37,330.00</b>	<b>-\$7,330.00</b>	<b>\$30,000.00</b>



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<u>E33 Vaccine Equity</u>		1/1/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$18,000.00	-\$3,000.00	\$15,000.00
E000-E02	Supplies	\$5,920.98	-\$1,546.67	\$4,374.31
E000-E03	Equipment	\$6,000.00	\$0.00	\$6,000.00
E000-E07	Mileage/Expense	\$0.00	\$500.00	\$500.00
E000-E10	PERS	\$2,520.00	-\$420.00	\$2,100.00
E000-E12	Medicare	\$261.00	-\$43.50	\$217.50
E000-E15	Health Insurance	\$5,000.00	-\$2,500.00	\$2,500.00
<b>Grand Totals</b>		<b>\$37,701.98</b>	<b>-\$7,010.17</b>	<b>\$30,691.81</b>

<u>E34 Transfers In</u>		1/1/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E11	Workers Compensation	\$5,707.40	\$0.00	\$5,707.40
<b>Grand Totals</b>		<b>\$5,707.40</b>	<b>\$0.00</b>	<b>\$5,707.40</b>

<u>E35 CN22 Covid19 Vaccination Grant</u>		1/1/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$26,500.00	\$0.00	\$26,500.00
E000-E02	Supplies	\$5,805.75	\$0.00	\$5,805.75
E000-E03	Equipment	\$600.00	-\$600.00	\$0.00
E000-E07	Mileage/Expense	\$1,000.00	-\$400.00	\$600.00
E000-E09	Advertising\Printing	\$0.00	\$1,000.00	\$1,000.00
E000-E10	PERS	\$3,710.00	\$0.00	\$3,710.00
E000-E12	Medicare	\$384.25	\$0.00	\$384.25
E000-E15	Health Insurance	\$7,000.00	\$0.00	\$7,000.00
<b>Grand Totals</b>		<b>\$45,000.00</b>	<b>\$0.00</b>	<b>\$45,000.00</b>

<u>E36 Public Health Workforce Grant</u>		1/1/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$0.00	\$110,000.00	\$110,000.00
E000-E02	Supplies	\$0.00	\$18,171.48	\$18,171.48
E000-E03	Equipment	\$0.00	\$8,000.00	\$8,000.00
E000-E07	Mileage/Expense	\$0.00	\$2,000.00	\$2,000.00
E000-E10	PERS	\$0.00	\$15,400.00	\$15,400.00
E000-E12	Medicare	\$0.00	\$1,595.00	\$1,595.00
E000-E15	Health Insurance	\$0.00	\$24,833.52	\$24,833.52
<b>Grand Totals</b>		<b>\$0.00</b>	<b>\$180,000.00</b>	<b>\$180,000.00</b>

<b>01/01/2023 Temp. Expense Allocation Total</b>	<b>\$1,584,678.38</b>
<b>2/16/23 Expense Allocation Adjustment Total</b>	<b>\$199,554.28</b>
<b>Grand Total Approved 2/16/23</b>	<b>\$1,784,232.66</b>



# HARRISON COUNTY

## Public Health

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HealthDepartment@harrisoncountyohio.org

Jayn Devney motioned to approve 03/16/2023 expense allocation adjustments in the amount of \$199,554.28, seconded by Kent Murray. All voted yes; motion carried. Ayes: All Nays: None

- b. Accreditation Rework Documentation** – Megan Smolenak presented an updated Workforce Development Plan based on PHAB’s recommendations, most specifically the inclusion of an assessment of staff competencies. Jayn asked who is responsible for ensuring the training regime moves forward and if responsibility should fall on staff to look for needed/desired training. Megan explained the Workforce Development Plan and competency survey were a good start and more training should be encouraged throughout the entire staff. Open communication channels will need to remain open, so staff are notified of available training. Megan explained she would like to begin holding monthly staff meetings where staff could be made aware of training opportunities.

Jayn Devney motioned to approve the 03/16/2023 updated Workforce Development plan, seconded by Kent Murray. All voted yes; motion carried. Ayes: All Nays: None

### Division Reports

#### Vital Statistics and Public Health Nursing Report:

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

Dr. Pendleton asked if we talked to the library about setting up a community Lyme Disease presentation. Megan explained there are current ongoing trials for a Lyme vaccine and if we could incorporate research findings into the presentation, it would help fulfil additional accreditation measures. Jayn asked Dr. Pendleton about mitigation strategies for Lyme Disease, and he explained its primarily permethrin and to protect your pets.

The department created a six-page questionnaire via SurveyMonkey and posted the link on the department’s Facebook page to get community member input for Lyme Disease educational development. Questionnaire results reflected individuals as having some Lyme education because most knew there was a difference between Deer and Dog Ticks.

Teresa presented the Safe Sleep Cribs for Kids program overview report from 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





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### Financial Report:

The Cash Balance Report and the Auditor’s Financial Report for month ending February 28, 2023 were presented to Board of Health members for discussion and viewing as follows:

1. Revenue received totaled: \$36,845.14
2. Expenses paid totaled: \$80,071.01
3. February 28, 2023 ending balance: \$1,523,913.28

#### Report Period: February 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	\$3,771.49	\$7,811.96	\$51,040.93	\$106,316.75	\$1,291,164.88
E001-E05 District Health-Property Tax	\$0.00		\$0.00			
E001-E02 Private Water	\$8,853.37	\$1,242.00	\$2,736.00	\$1,251.67	\$3,651.57	\$7,937.80
E001-E03 Food Service	\$6,662.34	\$13,739.79	\$14,115.99	\$1,943.32	\$3,918.77	\$16,859.56
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	\$3,038.00	\$9,986.00	\$2,753.67	\$3,836.72	\$10,503.89
E001-E12 RHWP Grant	\$28,202.42	\$0.00	\$0.00	\$182.04	\$363.44	\$27,838.98
E001-E14 PHEP Grant	\$26,938.12	\$1,138.00	\$5,038.00	\$5,683.41	\$9,699.88	\$22,276.24
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	\$7,156.36	\$16,587.19	\$7,290.91	\$14,447.27	\$8,306.70
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	\$1,452.37	\$1,452.37	\$50,412.43
E001-E31 Enhanced Operations	\$0.00	\$3,316.49	\$3,316.49	\$3,471.60	\$6,788.09	-\$3,471.60
E001-E33 VE21 Vaccine Equity & Support	\$30,691.81	\$0.00	\$0.00	\$770.33	\$1,157.54	\$29,534.27
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	\$3,443.01	\$3,443.01	\$4,230.76	\$7,673.77	-\$4,230.76
<b>Grand Total</b>	<b>\$1,620,184.81</b>	<b>\$36,845.14</b>	<b>\$63,034.64</b>	<b>\$80,071.01</b>	<b>\$159,306.17</b>	<b>\$1,523,913.28</b>

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

There were no new purchase orders for the month of March 2023.

A voucher report for period 02/17/2023 – 03/16/2023 was presented to Board members for viewing and approval in the total amount of \$13,943.21 as follows: Supplies: \$1,337.34; Utilities: \$1,799.32; Contract Services: \$7,989.31; Mileage/Expenses: \$341.44; Advertising & Printing: \$120.00; State Fees: \$1,903.50; Contingencies: \$262.30 and Dues/Fees: \$190.00.

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



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In follow-up to the February 2023 Board of Health meeting, Katie provided the Board with information regarding employee health insurance contributions. Employees with Single coverage pay zero (\$0) while employees with Family coverage pay a \$45 monthly contribution. Jayn suggested sometime over the next six months, Katie reach out to other county entities to find out the trend of single and family health coverage contributions to see where the Health Department is in comparison.

Katie informed Board members that the Public Health Workforce 22 Grant (WF22) was approved for extension and will now end December 31, 2023. The department was also awarded \$360,000.00 for the Public Health Workforce 23 Grant (WF23) which will begin July 1, 2023 and run until November 30, 2027. Jayn asked how WF22 funds would be expensed, and Katie explained she, Megan, Teresa, and Bonnie were meeting tomorrow to brainstorm WF22 funding ideas.

With no further discussion, Kent Murray motioned to approve the Fiscal portion of the consent agenda, seconded by Jayn Devney, 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 asked the Board if it would consider exam reimbursement for Tanile Dulkoski's upcoming Registered Environmental Health Specialist exam. Dr. Pendleton stated his clinic's policy is "pay for the exam you pass." Jayn suggested Megan and Katie draft a policy for all staff related to test/certification reimbursement after successful completion of a licensure test and continuing education/yearly licensing fees.

Erika presented the Standing Operation Procedures Nuisance Complaint document for Board approval.

Kent Murray motioned to approve the Standing Operation Procedures Nuisance Complaint with re-formatting to the new department Policy template, 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

Bonnie informed everyone that previous BOH members Sam Hartley and John Snodgrass recently passed away. Bonnie requested the Board's approval for the department to order a sympathy arrangement for each family. Board members advised Bonnie to order items appropriately and to not exceed a combined total of \$300.00.

**Executive Session**

Jayn Devney moved to enter executive session at 2:01pm for purpose of discussing the organization chart and personnel matters. Dr. Pendleton, Health Commissioner, Megan Smolenak, Health Commissioner and Katie Norris, Deputy Health Commissioner were asked to remain in executive session. Roll call to vote to enter executive session:

Jayn Devney	yes
Mr. Kent Murray	yes
Mrs. Adele Mason	yes

Board of Health members exited executive session at 2:09pm and returned to regular session.

The Board of Health members coming out of executive session acknowledged the work of Dr. Scott Pendleton as Health Commissioner and accepted his verbal request to resign from his position as Health Commissioner effective March 31, 2023.

Jayn Devney motioned to accept the resignation of Dr. Scott Pendleton and acknowledge his years of contribution, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Jayn Devney nominated Adele Mason to continue serving as Board of Health President, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Kent Murray nominated Jayn Devney to serve as Board of Health Vice President, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None

Jayn Devney motioned to approve the Harrison County General Health District Organization Chart with edits, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

**PHEP Report:**

John held a tabletop exercise for department staff on February 13, 2023 and provided BOH members with a document recapping the exercise. In John’s absence, Megan Smolenak presented the PHEP report and answered any questions.

Kent Murray motioned to approve the PHEP report, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None

**Accreditation:**

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

Katie advised Board members that Leann and staff have been working together to complete accreditation measures before the May resubmission deadline. Adele asked if the department would be put on a second

corrective action plan if accreditation rework did not meet PHAB standards. Katie answered no and that Leann's response detailed in the February minutes elaborated on the scenario of being non-accredited.

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)

Katie informed the Board that the District Advisory Council met March 6, 2023 and reappointed Jayn Devney to serve as Board member term 2023 – 2028.

Katie provided staffing updates:

Health Commissioner Megan Smolenak began work on February 27, 2023 by representing the department at a meeting in Noble County. Megan's first day in-office was March 6, 2023. Katie Norris (previous Fiscal Officer in Training) was hired as Deputy Health Commissioner at a rate of \$23.08 with her first day in the new role being March 6, 2023.

Katie asked the Board if they desired the formation of any committees. Jayn said a personnel committee may be beneficial, but ultimately the Board is quite small.

Jayn asked if the department had an internal HIPAA or Safety Compliance Officer. Megan stated no, but certain people would be designated for those certain responsibilities. Jayn then asked if the employees' personnel files list the designations, and Katie replied, "probably not." Jayn urged Megan and Katie to think about those sorts of things when compiling policies and procedures.

Katie asked if Board members were satisfied with the current meeting schedule or if changes needed made. Members expressed they were fine with the current day of month and time. The next meeting will take place April 20, 2023 at 1:00pm.

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

With no further discussion or business brought before the board, Jayn Devney motioned to adjourn at 2:37pm, seconded by Kent Murray, all voted yes, motion carried.



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Respectfully submitted,

*Adelle Mates*  
President

Date: 4/20/2023

\_\_\_\_\_  
Vice President

Date: \_\_\_\_\_

\_\_\_\_\_  
Chairperson Pro Tem

Date: \_\_\_\_\_

*Megan Smolenak*  
Mrs. Megan Smolenak, Health Commissioner

Date: 4/20/2023

*Katie E. Norris*  
Mrs. Katie Norris, Deputy Health Commissioner

Date: 04/20/2023