

Harrison County General Health District
Minutes of the Board of Health
Held April 20, 2023

Meeting Location: Harrison County Health Department – Room 1124

Call to Order: Board President Adele Mason called the meeting to order at 12:54 PM.

Board Members Present:

Mrs. Adele Mason
Ms. Melissa Powers
Mr. Kent Murray
Dr. Dan Jones
Jayn Devney

Absent:

Staff and Other Members Present:

Megan Smolenak, Health Commissioner
Katie Norris, Deputy Health Commissioner
Teresa Koniski RN, Director of Nursing
Erika Battistel, Environmental Director
John Carr, PHEP Coordinator

Absent:

Leann Cline, Accreditation Coordinator
Bonnie Snider, Fiscal Officer

Approval of Minutes:

Katie stated a correction was needed to the March 16, 2023 meeting minutes. The Board approved the permanent budget during the March meeting; however, a typo error was found in three (3) line items within E35 CN22 Covid19 Vaccination Grant. The typo did not affect the CN22 Adjustment total of \$0.00 or permanent budget grand total of \$1,784,232.66. The corrections are as follows (highlighted in yellow):

E35 CN22 Covid19 Vaccination Grant	01/01/23 Allocation	Adjustment	New Allocation
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 \$0.00	-\$600.00	\$0.00 -\$600.00
E000-E07 Mileage/Expense	\$1,000.00 \$600.00	-\$400.00	\$600.00 \$200.00
E000-E09 Advertising/Printing	\$0.00 \$1,000.00	\$1,000.00	\$1,000.00 \$2,000.00
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
Grand Total	\$45,000.00	\$0.00	\$45,000.00



Jayn Devney motioned to approve the March 16, 2023 monthly meeting minutes with corrections. Dr. Dan Jones seconded the motion: all voted yes; motion carried. Ayes: All Nays: None

Old Business

- a. **Certification/Licensure Exam Reimbursement Policy** – during the February meeting, Board members directed Megan and Katie to come up with a certification/licensure exam reimbursement policy. Megan presented the newly created “Certification/Licensure Exam Reimbursement” policy for review.

Kent Murray motioned to approve the **Certification/Licensure Exam Reimbursement policy**, seconded by Dr. Dan Jones, all voted yes; motion carried. Ayes: All Nays: None

Jayn suggested policies be consistent in the way they are structured. It would be helpful to reference Procedures as “A, B, C...” for designation and easier explanation to staff when implementing specific procedures related to a policy.

- b. **Organization Chart** – edits were presented to the Board based on discussion from the March BOH meeting.

Jayn Devney motioned to approve the re-structured Organization Chart as presented, seconded by Kent Murray, all voted yes; motion carried. Ayes: All Nays: None

- c. **Board Committees** – Megan explained a Financial Committee may be helpful based on the fiscal division’s goal of completing 10-year projections for the department. Katie detailed her experience and takeaways from AOHC finance training, specifically referencing projections and how they would benefit the department’s insight on status of levy funding and if millage would ever need increased to sustain certain staff, services, and future development.

Adele volunteered to represent the Board as a member of the Financial Committee along with staff members Megan, Katie, and Bonnie. Megan explained the committee will meet on an as-needed basis for now until fiscal projections and development begin.

- d. **Public Health Workforce 22 Grant Funding (WF22)** – Katie informed the Board that she, Megan, Bonnie, and Teresa met to discuss funding opportunities for the WF22 grant. A great proportion of grant funds will be used for staff training opportunities along with supplies and equipment to enhance in-house staff training and meetings. Katie explained the grant will fund staffing for the current Health Commissioner, Deputy Health Commissioner, future Fiscal Officer in Training, and future Health Educator.



New Business

Due to Accreditation, the March meeting new business was included in the appropriate division reports.

Division Reports

Vital Statistics and Public Nursing Report:

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

Teresa detailed the department’s participation with the Heart of Ohio Diaper Bank and the desire to contribute to their upcoming diaper drive held at Cadiz McDonald’s on May 2nd. Teresa explained the department has advertised the drive on Facebook. Melissa asked how Harrison County residents benefit from the diaper bank and Teresa explained that WIC participants can receive a certain number of diapers and wipes per month.

Jayn encouraged staff to handle purchase requests internally and to not bring requests before the Board unless over a certain cap or if the purchase is more than the amount allocated in the budget. Melissa asked if there is a threshold established for purchasing and staff advised they will investigate and revisit the topic.

Teresa presented the “Anti-Tobacco Program for School-Aged Children in Harrison County” for Board review. The report detailed an anti-vaping campaign with Harrison Hills staff and students to create and promote a unified message against vaping. Katie detailed the project and explained the collaboration was successful and provided great talking points on vaping awareness for students.

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

Financial Report:

Katie presented a new Cash Balance Report template that included cash balance information from the previous year to provide a side-by-side comparison of program funding between two years. The new template was created based on Board of Health members previous request during the January 2023 meeting of wanting a quarterly review of year-to-year cash balance reports. Katie attended AOHC finance training in March of 2023 and that training is where she learned the idea of altering the cash balance template to reflect two years’ worth of data.

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

1. March 2023 Revenue received totaled: \$45,513.98
 - a. March 2022 Revenue received totaled: \$39,578.33

2. March 2023 Expenses paid totaled: \$86,921.63
 - a. March 2022 Expenses paid totaled: \$88,413.33
3. March 31, 2023 ending balance: \$1,483,958.00

Report Period: March 2023

Program	Carryover Balance	2023 Current Revenue		2022 Revenue		2023 Current Expenses		2022 Expenses		2023 Current Balance
		MTD	YTD	March	2022 YTD	MTD	YTD	March	2022 YTD	
E001-E01 District Health	\$1,389,669.67	\$8,011.70	\$15,823.66	\$5,466.36	\$13,877.79	\$46,163.66	\$152,480.41	\$55,828.72	\$189,916.62	\$1,253,012.92
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$0.00	\$1,312.94	\$1,312.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E001-E02 Private Water	\$8,853.37	\$100.00	\$2,836.00	\$614.00	\$3,051.00	\$1,195.93	\$4,847.50	\$449.79	\$1,894.69	\$6,841.87
E001-E03 Food Service	\$6,682.34	\$5,847.02	\$19,983.01	\$12,747.92	\$30,238.89	\$3,839.43	\$7,758.20	\$7,758.43	\$14,861.61	\$18,867.15
E001-E04 Pools	\$63.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.23
E001-E06 Camps	\$11.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.28
E001-E07 Tattoo	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00
E001-E11 Septics	\$4,354.61	\$1,662.00	\$11,648.00	\$2,726.75	\$10,582.25	\$3,008.76	\$6,845.48	\$1,006.83	\$2,577.58	\$9,157.13
E001-E12 RHW P Grant	\$28,202.42	\$0.00	\$0.00	\$2,166.67	\$8,684.68	\$182.04	\$545.48	\$1,770.60	\$3,050.08	\$27,656.94
E001-E14 PHEP Grant	\$26,938.12	\$13,000.00	\$18,038.00	\$0.00	\$0.00	\$4,344.29	\$14,044.17	\$3,865.80	\$11,578.62	\$30,931.95
E001-E17 WPCLF Program	\$5,453.45	\$0.00	\$0.00	-\$185.25	\$14,760.00	\$0.00	\$0.00	\$0.00	\$47,150.00	\$5,453.45
E001-E18 WIC Grant	\$6,166.78	\$7,290.91	\$23,878.10	\$7,170.26	\$20,429.99	\$7,483.12	\$21,930.39	\$6,821.66	\$21,835.39	\$8,114.49
E001-E22 Cribs for Kids - MCH	\$17,007.49	\$1,899.99	\$1,899.99	\$0.00	\$6,130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,907.48
E001-E24 Veggie U Program - MCH	\$2,483.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$461.33	\$2,483.04
E001-E26 CO20 Covid Response Grant	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$882.54	\$882.54	\$0.00	\$0.00	\$4,417.46
E001-E27 CT20 Contact Tracing Grant	\$30,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,700.00
E001-E28 Sigma Reduction Initiative	\$51,864.80	\$0.00	\$0.00	\$0.00	\$0.00	\$1,452.37	\$1,452.37	\$121.01	\$121.01	\$50,412.43
E001-E31 Enhanced Operations	\$0.00	\$3,471.60	\$6,788.09	\$7,558.68	\$21,383.64	\$3,311.93	\$10,100.02	\$5,599.20	\$26,982.84	-\$3,311.93
E001-E33 VE21 Vaccine Equity & Support	\$30,691.81	\$0.00	\$0.00	\$0.00	\$0.00	\$544.83	\$1,702.37	\$711.20	\$887.15	\$28,989.44
E001-E34 Transfer In	\$5,707.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,707.40
E001-E35 CN22 Covid19 Vaccination Grant	\$0.00	\$4,230.76	\$7,673.77	\$0.00	\$0.00	\$4,058.51	\$11,732.28	\$3,620.09	\$3,620.09	-\$4,058.51
E001-E36 Public Health Workforce Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,454.22	\$10,454.22	\$0.00	\$0.00	-\$10,454.22
Grand Total	\$1,620,184.81	\$45,513.98	\$108,548.62	\$39,578.33	\$130,451.18	\$86,921.63	\$244,775.43	\$88,413.33	\$324,937.01	\$1,483,958.00

Adele asked Katie to explain Enhanced Operations and why 2022 revenue was so different from 2023. Katie explained that Enhanced Operations is a grant that began in summer of 2022 and that the department tries to expense grant funding early in the grant, so a lot of spending does not happen near the grant's end, which in this case Enhanced Operations ends July 31, 2023.

Jayn asked Katie if she thought about adding a previous year Current Balance section to which Katie replied she would make the addition moving forward. Board members said the new layout was appreciated and helpful.

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

Katie presented April 2023 purchase orders in the amount of \$112,157.95 for Board review and approval.

PO Number	Code	Department	Amount	Type
23-282	E000-E14	Contingencies/World Radio	\$57.95	Then/Now
23-283	E000-E02	Supplies	\$12,000.00	Blanket
23-284	E000-E03	Equipment	\$10,000.00	Blanket
23-285	E000-E05	Utilities	\$7,000.00	Blanket
23-286	E000-E06	Contract Services	\$15,000.00	Blanket
23-287	E000-E06	Contract Services/ WPCLF	\$30,000.00	Blanket
23-288	E000-E06	Contract Services/Accreditation	\$15,000.00	Blanket



HARRISON COUNTY

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23-289	E000-E07	Mileage/Expenses	\$5,000.00	Blanket
23-290	E000-E09	Advertising/Printing	\$600.00	Blanket
23-291	E000-E13	State Fees	\$7,000.00	Blanket
23-292	E000-E14	Contingencies	\$4,000.00	Blanket
23-293	E000-E17	Insurance/License	\$3,500.00	Blanket
23-294	E000-E21	Dues/Fees	\$1,500.00	Blanket
23-295	E000-E22	Promotional Items	\$1,500.00	Blanket

Dr. Dan Jones motioned to approve April 2023 purchase orders, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

A voucher report for period 03/17/2023 – 04/20/2023 was presented to Board members for viewing and approval in the total amount of \$21,362.50 as follows: Supplies: \$6,034.17; Equipment: \$1,999.79; Utilities: \$849.28; Contract Services: \$2,073.99; Mileage/Expenses: \$1,199.88; Advertising & Printing: \$127.95; State Fees: \$7,229.44; Contingencies: \$622.60; Insurance/License: \$443.50 and Dues/Fees: \$781.90.

Melissa asked for details regarding Luttamus Communications and Katie explained it was the department’s after-hours answering service and the bill is paid monthly. John explained after-hours communication is a requirement for the PHEP program.

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

Katie advised the Board that Perry & Associates will be on site April 27th and 28th to complete the fiscal audit for FY2021 and FY2022.

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 advised the Board that Harrison County inspection reports are now posted online through the Ohio Department of Health and HCGHD websites. The Environmental Division also passed the February 2023 Retail Food Establishment survey.

Erika and Megan presented the “Public Notification of Enforcement Activities Policy” for Board review and approval. Jayn advised that, moving forward, the department should follow a consistent format. Specifically, number the paragraphs on page two of this policy as “1, 2, 3, 4...”

Jayn Devney motioned to approve the **Public Notification of Enforcement Activities policy and procedure with formatting corrections on page two**, seconded by Dr. Dan Jones, all voted yes; motion carried. Ayes: All Nays: None



Erika presented the Nuisance Complain Annual Report for 2020.

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

PHEP Report:

John completed his AAR (After Action Report) based on the tabletop exercise for department staff on February 13, 2023. John briefed the Board on the PHEP capabilities evaluated and that while the exercise was not a PHAB requirement, it is a requirement for John's PHEP program deliverables.

Jayn asked John what administrative recommendations or changes he would make because of the exercise. John stated he has an Improvement Plan that needs to be discussed with staff before it is brought to the Board, but the Improvement Plan will have a list of suggestive changes.

Dr. Dan Jones motioned to accept 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)

Megan presented the Accreditation report due to Leann Cline's absence. Adele asked how the department was doing in terms of uploading documentation. Megan stated things are going well and that she had a meeting with Leann to discuss domains needing additional attention. Megan explained she met with the department's PHAB specialist, Carrie Thomas, to discuss any questions or concerns. Carrie informed Megan the department received an automatic extension due to the PHAB system transition earlier in the year.

PHAB's extension for the department's submission is now July 19th, but Megan expressed she would still like to see the department continue toward the internal goal of submitting by the end of May. Jayn asked Megan if she discussed extending the submission deadline with staff. Megan replied she wants to talk with Leann on her status of formatting and uploading to ePHAB, and then meet with staff to determine the internal submission goal.

Melissa asked if Leann Cline was still a large part of this process or mostly used for consulting. Megan replied Leann is still a large part of the process as she formats and submits all documentation into ePHAB and provides guidance to all staff.

Dr. Dan Jones motioned to accept the Accreditation portion of the consent agenda, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None

Administration Report:

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



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Megan informed Board members that the department held its first regularly scheduled staff meeting and that future staff meetings are penciled in for the Monday after BOH meetings. Adele advised Megan and Katie to complete their Public Information Officer training as soon as possible. Megan introduced a sign-in/out sheet to improve internal communication with department staff. Staff will sign in and out daily, including when leaving the office for inspections, pay ins, training, days off, etc.

Megan, Teresa, and Board members discussed the WIC Breastfeeding Peer Helper position.

Katie informed the Board that **Jill Wilson** was offered, and **accepted, the Public Health Nurse position on March 27, 2023 at a rate of \$22.00 with a \$0.50 increase after successfully completing a six-month probationary period.** Jill's first day of work in-office was April 4, 2023.

Megan advised that the department is actively hiring for a Fiscal Officer in Training position and plans to accept applications internally and through Indeed until April 30, 2023.

Megan shared research findings with the Board regarding Lyme Disease and Vaping in Youth. Megan advised that she previously shared the findings with Ohio Department of Health zoonotic representatives who in turn sent back Harrison County specific Lyme Disease testing results. Megan detailed the previously manufactured Lyme Disease vaccine, Lymerix, was found to be 76% effective but it was pulled off the market. Pfizer has introduced a Lyme vaccine that is in Phase 3 of clinical trials. Megan further explained the implications the development of a new Lyme Disease Vaccine would have on public health, due to the prevention method it would offer to the population.

Vaping research findings detailed effects of vaping on the lungs and how products are being tailored toward youth with flavored tobacco products. Megan stated our department shared research findings with Harrison Hills Schools to provide evidence for the anti-vaping campaign efforts in the district. The findings were also shared with the Ohio Department of Health's Tobacco Prevention Program.

Melissa asked if Board members could receive the Lyme PowerPoint presentation and research findings via email.

Teresa presented an updated Health Equity Policy for Board review and approval.

Melissa Powers motioned to approve the **Health Equity policy with editing and formatting changes,** seconded by Jayn Devney, all voted yes; motion carried. Ayes: All Nays: None

Melissa Powers motioned to approve the **Communication with Partner Agencies policy,** seconded by Kent Murray, all voted yes; motion carried. Ayes: All Nays: None



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Megan discussed House Bill 33. Megan presented an Issue Brief dated April 20, 2023 she wrote regarding Evidence-Based Community Health Interventions: Paving the Way for a Healthier Ohio that she intends to send to State Representative Don Jones.

Jayn Devney motioned that the Board of Health is concerned with the removal of the \$20 million funding and encourages the legislature to consider reinstating the funding, seconded by Kent Murray, all voted yes; motion carried. Ayes: All Nays: None

With no further discussion, Melissa Powers motioned to accept 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 2:32pm, seconded by Kent Murray, all voted yes, motion carried.

Respectfully submitted,



President

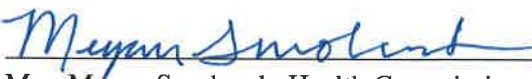
Date: 5/11/2023



Vice President

Date: _____

Chairperson Pro Tem



Mrs. Megan Smolenak, Health Commissioner

Date: 5/11/2023



Mrs. Katie Norris, Deputy Health Commissioner

Date: 05/11/2023