



Harrison County General Health District
Minutes of the Board of Health
Held May 11, 2023

For accreditation documentation submission purposes, the Harrison County Board of Health notified the public via the department’s website that the Board of Health meeting would take place May 11, 2023 at 1:00pm instead of the regularly scheduled third Thursday, May 18, 2023 at 1:00pm.

Meeting Location: Harrison County Health Department – Room 1124

Call to Order: Board President Adele Mason called the meeting to order at 12:58 PM.

Board Members Present:

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

Absent:

Dr. Dan Jones

Staff and Other Members Present:

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

Absent:

Leann Cline, Accreditation Coordinator
Bonnie Snider, Fiscal Officer
John Carr, PHEP Coordinator

Special Address from Board President Adele Mason

Adele Mason informed meeting attendees that she submitted her letter of resignation from the role of Board President and member, effective May 2023. Meeting attendees expressed thanks to Adele and wished her well.

Approval of Minutes:

Adele stated a grammatical correction was needed to the April 20, 2023 meeting minutes. Page six, sentence one should read “Nuisance Complaint Annual Report for 2020” instead of “Nuisance Complain Annual Report for 2020.”

Melissa Powers motioned to approve the April 20, 2023 monthly meeting minutes with corrections. Kent Murray seconded the motion: all voted yes; motion carried. Ayes: All Nays: None



Old Business

- a. **Policy Formatting** – Megan explained she and Katie identified a gap that policies from the updated PHAB policy template were not incorporated into the current policy manual. After identifying the gap, leadership staff created an improvement plan to figure out A) who is responsible for carrying over new policies into the policy manual and B) which template to use in the policy manual.
- b. **Policy Committee Foundation** – Megan stated she would like to form a policy committee during the July BOH meeting so the department can get board approval on what the new policy format and structure will look like to alleviate any formatting issues for the policy manual overhaul.
- c. **Purchasing Cap** – Megan explained the only purchasing cap within the policy manual relates to the Huntington Bank Credit Card’s maximum credit limit of \$5,000.00. Jayn stated a purchasing cap policy would be a great place to start for the policy committee.
- d. **Internal Accreditation Deadline** – Megan stated staff decided to make June 01, 2023 the new internal deadline for accreditation document completion to then forward to Leann for review and submission.

New Business

No new business was brought before the Board; however, Kent asked if the department published any news releases regarding restructuring and the new Health Commissioner. Katie replied that she and Megan did a phone interview with Harrison News-Herald writer Rebecca Bratten-Weiss in March and would send the link to Board members.

Division Reports

Vital Statistics and Public Nursing Report:

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

With no 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:

The Cash Balance Report and Auditor’s Financial Report for month ending April 30, 2023 were presented to Board of Health members for discussion and viewing as follows:

1. April 2023 Revenue received totaled: \$568,900.86
 - a. April 2022 Revenue received totaled: \$553,304.82



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- 2. April 2023 Expenses paid totaled: \$79,467.19
 - a. April 2022 Expenses paid totaled: \$96,289.62
- 3. April 30, 2023 ending balance: \$1,973,391.67
 - a. April 30, 2022 ending balance: \$1,841,420.29

Report Period: April 2023

Program	Carryover Balance	2023 Current Revenue		2022 Revenue		2023 Current Expenses		2022 Expenses		2022 Current Balance	2023 Current Balance
		MTD	YTD	April	2022 YTD	MTD	YTD	April	2022 YTD		
E001-E01 District Health	\$1,389,669.67	\$13,931.15	\$29,754.81	\$2,508.58	\$16,386.37	\$40,278.05	\$192,758.46	\$62,461.76	\$252,378.38	\$1,562,521.86	\$1,765,438.67
E001-E05 District Health-Property Tax	\$0.00	\$538,772.65	\$538,772.65	\$514,487.83	\$515,810.77						
E001-E02 Private Water	\$8,853.37	\$1,184.00	\$4,020.00	\$100.00	\$3,151.00	\$1,679.72	\$6,527.22	\$983.60	\$2,878.29	\$10,404.58	\$6,346.15
E001-E03 Food Service	\$5,662.34	\$596.65	\$20,558.66	\$7,795.16	\$38,034.05	\$2,839.55	\$10,597.75	\$6,284.78	\$21,146.39	\$28,793.11	\$16,623.25
E001-E04 Pools	\$63.23	\$648.00	\$648.00	\$290.00	\$290.00	\$0.00	\$0.00	\$0.00	\$0.00	\$870.00	\$711.23
E001-E06 Camps	\$11.28	\$5,041.25	\$5,041.25	\$5,231.25	\$5,231.25	\$0.00	\$0.00	\$0.00	\$0.00	\$5,754.13	\$5,052.53
E001-E07 Tattoo	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00	\$55.00
E001-E11 Septics	\$4,354.61	\$1,357.72	\$13,005.72	\$1,464.38	\$12,046.63	\$3,287.03	\$10,132.51	\$1,256.02	\$3,833.60	\$9,172.14	\$7,227.82
E001-E12 RHWHP Grant	\$28,202.42	\$0.00	\$0.00	\$4,186.67	\$12,851.35	\$193.08	\$738.56	\$1,277.70	\$4,327.78	\$32,473.99	\$27,463.86
E001-E14 PHEP Grant	\$26,938.12	\$0.00	\$18,038.00	\$0.00	\$0.00	\$4,298.37	\$18,342.54	\$3,855.80	\$15,444.42	\$20,130.50	\$26,633.58
E001-E17 WPCPLF Program	\$5,453.45	\$0.00	\$0.00	\$1,210.00	\$15,970.00	\$0.00	\$0.00	\$1,000.00	\$48,150.00	\$5,115.20	\$5,453.45
E001-E18 WIC Grant	\$6,166.78	\$0.00	\$23,878.10	\$6,821.66	\$27,251.65	\$6,368.90	\$28,299.29	\$6,725.08	\$28,560.47	\$8,872.53	\$1,745.59
E001-E22 Cribs for Kids - MCH	\$17,007.49	\$0.00	\$1,899.99	\$0.00	\$6,130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,953.16	\$18,907.48
E001-E24 Veggie U Program - MCH	\$2,483.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$461.33	\$2,483.04	\$2,483.04
E001-E26 CO20 Covid Response Grant	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,008.66	\$2,891.20	\$0.00	\$0.00	\$5,300.00	\$2,408.80
E001-E27 CT20 Contact Tracing Grant	\$30,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,176.81	\$1,176.81	\$0.00	\$0.00	\$30,700.00	\$29,523.19
E001-E28 Stigma Reduction Initiative	\$51,864.80	\$0.00	\$0.00	\$0.00	\$0.00	\$1,524.40	\$2,976.77	\$2,392.76	\$2,513.77	\$57,486.23	\$48,888.03
E001-E31 Enhanced Operations	\$0.00	\$3,311.93	\$10,100.02	\$5,599.20	\$26,982.84	\$1,483.98	\$11,584.00	\$6,234.89	\$33,217.73	-\$6,234.89	-\$1,483.98
E001-E33 VE21 Vaccine Equity & Support	\$30,691.81	\$0.00	\$0.00	\$0.00	\$0.00	\$762.68	\$2,465.05	\$0.00	\$887.15	\$46,314.83	\$28,226.76
E001-E34 Transfer In	\$5,707.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,757.11	\$5,707.40
E001-E35 CN22 Covid19 Vaccination Grant	\$0.00	\$4,068.51	\$11,732.28	\$3,620.09	\$3,620.09	\$3,212.19	\$14,944.47	\$3,807.23	\$7,427.32	-\$3,807.23	-\$3,212.19
E001-E36 Public Health Workforce Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,353.77	\$20,807.99	\$0.00	\$0.00	\$0.00	-\$20,807.99
Grand Total	\$1,620,184.81	\$668,900.86	\$677,449.48	\$663,304.82	\$683,766.00	\$79,467.19	\$324,242.62	\$96,289.62	\$421,226.63	\$1,841,420.29	\$1,973,391.67

Adele asked Katie to explain why the year-to-date expenses were so much higher than year-to-date revenues. Katie explained 2023 expenses were lower than 2022, but expenses were higher specifically in grants because the department must expend the funds first before receiving payment from Ohio Department of Health.

Kent Murray motioned to approve the April 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 May 2023 purchase orders in the amount of \$18,550.06 for Board review and approval.

PO Number	Code	Department	Amount	Type
23-296	E000-E14	Contingencies/Harr. Co Ambulance	\$607.26	Then/Now
23-297	E000-E14	Contingencies/Harr Co Ambulance	\$531.80	Then/Now
23-298	E000-E03	Equipment/TSG: Bal. Owed	\$1,411.00	Then/Now
23-299	E000-E03	Equipment	\$10,000.00	Blanket
23-300	E000-E14	Contingencies/Audit Services	\$6,000.00	Blanket

Jayn Devney motioned to approve May 2023 purchase orders, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

A voucher report for period 04/21/2023 – 05/11/2023 was presented to Board members for viewing and approval in the total amount of \$28,361.71 as follows: Supplies: \$2,745.95; Equipment: \$11,411.00; Utilities: \$2,945.43; Contract Services: \$6,938.35; Mileage/Expenses: \$1,987.92; State Fees: \$1,060.00; Contingencies: \$1,139.06; and Dues/Fees: \$134.00.

Adele highlighted the department paying \$950.00 for WIC rent per month and echoed hope for the Health Department and WIC to be under the same roof one day. Katie explained the implementation of financial projections will help the department learn more about funding needed to sustain current staff and expand programs or future department development.

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

With no further discussion, Melissa Powers 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).

Erika advised the Board she received, and is currently looking at, new plans for the Bell Store location at 665 Lincoln Ave. Cadiz, OH 43907. The current structure will be demolished to make room for the new facility.

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

PHEP Report:

A PHEP report was not brought before the Board during the May 2023 meeting.

Accreditation:

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

Megan Smolenak presented the Accreditation report due to Leann Cline’s absence. Megan stated staff continue working on various domains and having the April meeting minutes signed will help staff wrap-up multiple PHAB measures.

Jayn Devney motioned to accept 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)

Megan detailed meetings attended, and training completed by staff.



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Megan stated Denise Bowman was offered the WIC Peer Helper position on May 5, 2023 at a rate of \$13.00 with a \$0.50 increase after successfully completing a six-month probationary period. Denise is anticipated to start on May 16, 2023.

Megan explained details regarding the Fiscal Officer in Training position will be reported at the June Board of Health meeting.

During Megan’s TSG update, she explained that all computers will need upgraded to Windows 11 Pro. Katie stated the cost will be roughly \$100.00 per computer.

Megan stated a takeaway from the Public Health Conference would be to reach out to State Representative Don Jones and others to communicate and build a relationship. Jayn asked if Garen Rhome was stepping in and helping from the Ohio Department of Health state level down to our local level. Megan replied Garen has been helpful thus far. Melissa suggested it may be a good idea to invite State Representative Jones to the health department or any upcoming events to help build our relationship.

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

With no further discussion or business brought before the board, Melissa Powers motioned to adjourn at 1:48pm, seconded by Jayn Devney, all voted yes, motion carried.

Respectfully submitted,

President

Date: _____

Jayn Devney, Vice President

Date: 06.15.2023

Chairperson Pro Tem

Date: _____

Megan Smolenak

Mrs. Megan Smolenak, Health Commissioner

Date: 6/15/2023

Katie Norris

Mrs. Katie Norris, Deputy Health Commissioner

Date: 06/15/2023

