



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 May 19, 2022

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

Call to Order: Melissa Powers called the meeting to order at 1:00 PM.

Board Members Present:

Ms. Melissa Powers
Mr. Kent Murray
Jayn Devney

Absent:

Mrs. Adele Mason
Dr. Dan Jones

Staff and Other Members Present:

Dr. Scott Pendleton, Health Commissioner
Garen Rhome, Administrator
Leann Cline, Accreditation Coordinator
Teresa Koniski RN, Director of Nursing
Bonnie Snider, Fiscal Officer
Katie Norris, Fiscal Officer in Training

Absent:

Erika Battistel, Environmental Director

Election of Chairperson Pro Tem:

In the 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:

The previous minutes from April 21, 2022 were motioned for approval by Jayn Devney. Kent Murray seconded the motion: all voted yes; motion carried. Ayes: All Nays: None

Vital Statistics and Public Nursing Report:

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

Garen stated **Alizabeh Beiber, WIC Clerk and Breastfeeding Peer Helper, gave notice she would like to step back from WIC Clerk responsibilities.** Melissa asked if Alizabeh was leaving or stepping down hours. Garen explained due to personal reasons **Alizabeh wanted to remain on board but step down to 8 hours per week (16 hours per pay).**



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Joni Orr Dulkoski was hired as WIC Clerk at wage of \$13.00 per hour, part-time status up to 24 hours per week (official start date 05/18/2022) with a probational provision of going up a percentage in wage after six months.

Dr. Pendleton: Teresa, after completing the school tobacco project, what is the percentage of students that vape? Teresa said it depends on the statistic, but the scariest is that one-third of highschoolers have vaped. Of students that do vape, the percentage that vapes regularly is through the roof.

Melissa asked if the project also took place with elementary students or only highschoolers. Teresa stated only the high school side, but the department is getting back into the swing of things after Covid and will be able to do more next year.

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:

The Cash Balance Report and the Auditor’s Financial Report for month ending April 30, 2022 were presented to the Board of Health members for discussion and viewing as follows:

1. Revenue received totaled: \$553,304.82
2. Expenses paid totaled: \$96,289.62
3. April 30, 2022 ending balance: \$1,841,420.29

CASH BALANCE REPORT

Report Period: April 2022

Program	Carryover Balance	Revenue		Expenses		Balance
		M-T-D	Y-T-D	M-T-D	Y-T-D	
E001-E01 District Health	\$1,282,703.10	\$2,508.58	\$16,386.37	\$62,461.76	\$252,378.38	\$1,562,521.86
E001-E05 District Health-Property Tax	\$0.00	\$514,497.83	\$515,810.77			
E001-E02 Private Water	\$10,131.87	\$100.00	\$3,151.00	\$983.60	\$2,878.29	\$10,404.58
E001-E03 Food Service	\$11,905.45	\$7,795.16	\$38,034.05	\$6,284.78	\$21,146.39	\$28,793.11
E001-E04 Pools	\$580.00	\$290.00	\$290.00	\$0.00	\$0.00	\$870.00
E001-E06 Camps	\$522.88	\$5,231.25	\$5,231.25	\$0.00	\$0.00	\$5,754.13
E001-E07 Tattoo	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00
E001-E11 Septics	\$959.11	\$1,464.38	\$12,046.63	\$1,256.02	\$3,833.60	\$9,172.14
E001-E12 RHWP Grant	\$23,950.42	\$4,166.67	\$12,851.35	\$1,277.70	\$4,327.78	\$32,473.99
E001-E14 PHEP Grant	\$35,574.92	\$0.00	\$0.00	\$3,865.80	\$15,444.42	\$20,130.50
E001-E17 WPCLF Program	\$37,295.20	\$1,210.00	\$15,970.00	\$1,000.00	\$48,150.00	\$5,115.20
E001-E18 WIC Grant	\$10,181.35	\$6,821.66	\$27,251.65	\$6,725.08	\$28,560.47	\$8,872.53
E001-E22 Cribs for Kids - MCH	\$7,823.16	\$0.00	\$6,130.00	\$0.00	\$0.00	\$13,953.16
E001-E24 Veggie U Program - MCH	\$2,944.37	\$0.00	\$0.00	\$0.00	\$461.33	\$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	\$60,000.00	\$0.00	\$0.00	\$2,392.76	\$2,513.77	\$57,486.23
E001-E31 Enhanced Operations	\$0.00	\$5,599.20	\$26,982.84	\$6,234.89	\$33,217.73	-\$6,234.89
E001-E33 VE21 Vaccine Equity & Support	\$47,201.98	\$0.00	\$0.00	\$0.00	\$887.15	\$46,314.83
E001-E34 Transfer In	\$10,757.11	\$0.00	\$0.00	\$0.00	\$0.00	\$10,757.11
E001-E35 CN22 Covid19 Vaccination Grant	\$0.00	\$3,620.09	\$3,620.09	\$3,807.23	\$7,427.32	-\$3,807.23
Grand Total	\$1,678,890.92	\$653,304.82	\$683,756.00	\$96,289.62	\$421,226.63	\$1,841,420.29



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Bonnie informed the board that the department received first half of the real estate property tax in the amount of \$503,997.83 (March 2022 Settlement Sheet). She and Katie met with state auditors on 05/18/2022 to ask questions related to posting Auditor and Treasurer fees within the accounting software and clarification questions regarding past audit findings.

Kent Murray motioned to accept the financial 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

Bonnie presented the following May 2022 purchase orders for approval:

PO Number	Code	Description	Amount	PO Type
22-396	E000-E14	Contingencies	\$1,000.00	Blanket
22-397	E000-E22	Promotional Items	\$1,000.00	Blanket

Kent Murray motioned to approve May 2022 purchase orders, Jayn Devney seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

A voucher report for period 04/22/2022 – 05/19/2022 was presented to board members for viewing and approval in the total amount of \$33,788.78 as follows: Supplies: \$15,985.18; Utilities: \$1,268.04; Contract Services: \$13,645.94; Mileage/Expenses: \$846.29; Advertising & Printing: \$299.29; State Fees: \$657.50; Contingencies: \$241.00; Dues/Fees: \$25.00 and Promotional Items: \$820.54.

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

Bonnie presented the In-House Revenue Detailed report for viewing and stated the department received an unordinary reimbursement from the State of Ohio in the amount of \$7,795.16. The amount was for the food program cost methodology reimbursement for Covid deficit based on years 2020 and 2021.

Bonnie stated Workers Compensation for 2021 will come in at month’s end on the monthly benefit sheet. The total amount of the cost, unknown at this time, will be deducted from line item E001-E34 Transfers In. Line Item E001-E34 currently has a balance of \$10,757.11 which came in as a transfer from the auditor’s office back in September of 2021 as a Workers Compensation refund for years 2018 through 2020.

Bonnie informed the board that the State of Ohio is currently conducting a desk audit of five Covid grants, and all documents were submitted in April. Bonnie will report back to the board once Ohio Department of Health provides further information.

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



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Environmental Report:

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

Discussion:

In Erika's absence, Garen presented two resolutions and the following **variance** for board approval: David and Teresa Moore, property location 88903 Sale Barn Rd. Dennison, OH 44621 NPDES (National Pollutant Discharge Elimination System) will be within 10ft from the property line 3701-29-06 (G)(3)(a).

With no questions, Jayn Devney motioned to accept the variance for David and Teresa Moore, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Resolution 2022-134 whereas the Harrison County Board of Health Board awards contract #2021-07 Mansell Theaker & Son Excavating (Service Provider) for the proposal(s) submitted and accepted for the repair and/or replacement of residential sewage treatment systems: homeowner Jerry Hines of 88670 Mud Run Rd. Uhrichsville, OH 44683 with funding tier 85% - total contract \$7,200.00 and portion funded \$6,120.00.

Kent Murray motioned to accept **Resolution 2022-134**, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None

Resolution 2022-135 whereas the Harrison County Board of Health Board awards contract #2021-08 Jon Stewart Excavating (Installer) for the proposal(s) submitted and accepted for the repair and/or replacement of residential sewage treatment systems: homeowner LouAnn Feher of 49565 High Street Rd. Cadiz, OH 43907 with funding tier 100% - total contract \$9,900.00 and portion funded \$9,900.00.

Jayn Devney motioned to accept **Resolution 2022-135**, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Garen highlighted the environmental division's meeting with prosecutor, Lauren Knight, regarding the Operation & Maintenance (O&M) program. The department is trying to produce a plan to make it easier for property owners and department staff to collect monies and service reports for all septic systems to make sure the proprietors keep up with their systems.

The environmental division attended another meeting with the water/sewer board and Mr. Corey Timko of Ohio Rural Water Association on Monday May 16th regarding Piedmont's sewage situation.

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



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Accreditation:

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

Leann stated she is testing various software systems to help improve project management and future PHAB deadlines. Last minute survey submissions from Job and Family Services brought the total amount of CHA surveys collected to 797. All taskforce groups plan to meet Wednesday the 25th to discuss priorities in the CHIP. Jayn recommended Leann reach out to the Mental Health and Addiction Services Board because they have a lot of access to national information in addition to the Robert Wood information.

Dr. Pendleton expressed happiness at 797 surveys being returned as that number accounts for approximately 5% of the population.

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)

Garen informed the board that **Cylene Wood, part-time contact tracer funded through Enhanced Operations (EO21) grant, is taking a step back in hours. Erin McKenna will regain full-time employee status as her hours will increase to 32 hours per week. Erin's rate of pay will change from being \$33.00 to a new rate of \$22.05 per hour** to align with Covid19 Vaccination (CN22) and Enhanced Operations (EO22) grant funding.

Garen noted Harrison County has made a lot of progress in the past decade in rank on the Robert Wood Johnson Foundation County Health Ranking and Roadmaps. Jayn asked if the department could make an opportunity and use the ranking within the Community Health Improvement Plan and Community Health Assessment. Leann stated the Robert Wood Foundation Roadmap is another avenue of data-sources. The group can take higher level data and compile it in the CHA which will then drive workplans of a fine-tuned priority focus.

Legislative updates were provided as well as a follow-up regarding the “tuberculosis control unit” and how it relates to the contract between the Harrison County Commissioners and Board of Health. Contracts are not required to be four years in length and there is no legally prescribed length the contract “must” be.

Kent Murray motioned to approve the Administration portion of the Consent Agenda, 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 1:38pm, seconded by Jayn Devney, all voted yes, motion carried.



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Respectfully submitted,

Adelle Masox
President

Date: June 14, 2022

Not Present
Vice President

Date: _____

Dr. Scott Pendleton
Dr. Scott Pendleton, DVM

Date: _____

Secretary/or Garen Rhome, Administrator

Date: _____

Chairperson Pro Tem

Date: _____