



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 20th, 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 1:03 PM.

Board Members Present:

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

Absent:

Mrs. Kate Sedgmer
Dr. Dan Jones

Staff Members and Other Members Present:

Garen Rhome, Administrator
Leann Cline, PHAB Accreditation Coordinator
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 April 15, 2021 were motioned for approval by Kent Murray. 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 April were submitted for Board review. (see attached report).

Adele congratulated everyone on completing successful vaccine clinics and thanked Teresa for including multiple charts within the nursing report.

With no further discussion, Kent Murray 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 April 30, 2021 were presented to the Board of Health members for discussion and viewing as follows:

1. Revenue received totaled \$657,285.67
2. Expenses paid totaled: \$120,593.95
3. April 30, 2021 ending balance: \$1,621,899.14

CASH BALANCE REPORT						
Report Period: April 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	\$2,493.00	\$16,931.42	\$43,296.75	\$188,822.78	\$1,360,957.27
E001-E05 District Health-Property Tax	\$0.00	\$554,439.46	\$554,439.46	\$0.00	\$0.00	
E001-E02 Private Water	\$10,393.66	\$928.00	\$3,134.00	\$1,439.09	\$6,832.58	\$6,695.08
E001-E03 Food Service	\$10,656.84	\$913.00	\$30,858.52	\$2,624.49	\$7,940.52	\$33,574.84
E001-E04 Pools	\$0.00	\$580.00	\$580.00	\$0.00	\$0.00	\$580.00
E001-E06 Camps	\$630.83	\$1,290.00	\$1,290.00	\$0.00	\$0.00	\$1,920.83
E001-E11 Septics	\$4,675.90	\$1,448.00	\$17,254.60	\$3,400.79	\$8,849.38	\$13,081.12
E001-E12 RHWP Grant	\$3,227.31	\$0.00	\$7,670.01	\$966.20	\$5,492.70	\$5,404.62
E001-E14 PHEP Grant	\$16,320.58	\$4,860.00	\$5,910.00	\$6,575.47	\$21,826.49	\$404.09
E001-E17 WPCLF Program	\$2,311.00	\$0.00	\$1,659.00	\$0.00	\$1,275.00	\$2,695.00
E001-E18 WIC Grant	\$8,274.71	\$8,485.49	\$34,454.19	\$7,980.97	\$35,034.87	\$7,694.03
E001-E22 Cribs for Kids - MCH	\$7,971.88	\$0.00	\$0.00	\$9.84	\$148.72	\$7,823.16
E001-E24 Veggie U Program - MCH	\$3,034.09	\$0.00	\$0.00	\$65.86	\$65.86	\$2,968.23
E001-E26 CO20 Covid Response Grant	\$7.66	\$0.00	\$8,612.56	\$0.00	\$3,303.06	\$5,317.16
E001-E27 CT20 Contact Tracing Grant	\$1,297.52	\$1,848.72	\$90,428.95	\$0.00	\$59,820.26	\$31,906.21
E001-E28 Stigma Reduction Initiative	\$15,000.00	\$0.00	\$0.00	\$12,000.00	\$15,000.00	\$0.00
E001-E29 CO21 Covid Response Grant	\$173,792.23	\$80,000.00	\$80,000.00	\$16,404.47	\$91,913.40	\$161,878.83
E001-E30 Vaccine Needs Assessment	\$0.00	\$0.00	\$20,000.00	\$11,603.21	\$20,000.00	\$0.00
E001-E31 Enhanced Operations	\$0.00	\$0.00	\$0.00	\$3,945.13	\$3,945.13	-\$3,945.13
E001-E32 CT21 Contact Tracing	\$0.00	\$0.00	\$0.00	\$10,281.68	\$17,056.20	-\$17,056.20
Grand Total	\$1,236,003.38	\$657,285.67	\$873,222.71	\$120,593.95	\$487,326.95	\$1,621,899.14
		R	R	R	R	R

With no questions, Melissa Powers motioned to accept the financial 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

The voucher report for period 04/16/2021 – 05/20/2021 was presented to board members for viewing and approval in the total amount of \$31,625.52 as follows: Supplies: \$12,240.99; Equipment: \$5,727.84; Utilities: \$3,663.30; Contract Services: \$5,523.18; Mileage/Expenses: \$477.59; Advertising & Printing: \$2,000.00; State Fees: \$1,892.62 and Insurance/License: \$100.00.

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



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Bonnie presented May Purchase Orders to the Board of Health for viewing and approval in the amount of \$32,234.94 as follows:

PO Number	Code	Description	Amount	PO Type
21-197	E000 - E09	Advertising/Printing	\$1,734.94	Then/Now
21-198	E000 - E05	Utilities	\$5,500.00	Blanket
21-199	E000 - E02	Supplies	\$20,000.00	Blanket
21-200	E000 - E09	Advertising/Printing	<u>\$5,000.00</u>	Blanket

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

Bonnie presented line-item appropriation adjustments for the Coronavirus Supplemental (CO21) and Contact Tracing Supplemental (CT21) grants and the letter submitted to the County Commissioners as follows:

Date: May 11, 2021

To: Harrison County Commissioners,

The CO21 Covid Response Supplemental notice of award dated 11/12/2020 totaled \$235,000.00. A new notice of award dated 04/07/2021 increased to \$315,000.00 – a difference of \$80,000.00.

The CT21 Contact Tracing Supplemental notice of award dated 06/18/2020 totaled \$30,000.00. The budget was revised on 04/20/2021 by Ohio Department of Health.

- o Please increase appropriations in the following General Fund Line Item(s).

<u>Line Item:</u>	<u>E000</u>		
<u>Amount</u>	<u>Line Item</u>	<u>Line Item Description</u>	
\$52,973.40	E000-E01	Salaries	
\$42,050.41	E000-E02	Supplies	
\$1,620.00	E000-E05	Utilities	
\$1,215.00	E000-E07	Mileage/Expense	
\$4,500.00	E000-E09	Advertising/Printing	
\$7,000.00	E000-E10	PERS	
\$725.00	E000-E12	Medicare	
\$31,123.96	E000-E15	Health Insurance	

Kent Murray motioned to approve line-item appropriation adjustments for the CO21 and CT21 grants, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None



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Bonnie presented the Notice of Award for the Covid-19 Vaccine Equity Supplemental grant and the letter that was submitted to the County Commissioners as follows:

Date: April 21, 2021
To: Harrison County Commissioners,

The Harrison County Health District received a Notice of Award for Covid-19 Vaccine Equity and Support (VE-21) in the amount of \$50,000.00.

- Please **increase** appropriations in the following General Fund Line Item(s).

<u>Line Item:</u>	E001		
Amount	Line Item	Line Item Description	
\$42,000.00	E000-E02	Supplies	
\$5,000.00	E000-E03	Equipment	
\$3,000.00	E000-E06	Contract Services	

Melissa Powers motioned to approve line-item appropriation adjustments for the Covid-19 Vaccine Equity and Support grant, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Bonnie also presented the new Covid-19 Vaccine Equity and Support revenue line item for board approval and the letter to the county Auditor as follows:

Date: April 21, 2021
To: Harrison County Auditor,

The Harrison County General Health District has received a Notice of Award for \$50,000.00 titled Covid-19 Vaccine Equity and Support (VE-21). Please set up a new revenue line item as follows:

Revenue Code: R0220-E001-E33

Fund Name: Covid-19 Vaccine Equity and Support (VE-21)

- Please estimate revenue in the following Special Revenue Line Items).

Amount	Line Item	Line Item Description
Fund: E33:		Covid-19 Vaccine Equity and Support (VE-21)
\$50,000.00	E001-E33	Notice of Award Date Issued: 04/01/2021

Melissa Powers motioned to approve new revenue code line item E001-E33 for Covid-19 Vaccine Equity and Support, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None



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Bonnie presented the Notice of Award for the Covid-19 Enhanced Operation grant in the amount of \$100,00.00 along with the letter that was submitted to the County Commissioners as follows:

Date: April 21, 2021

To: Harrison County Commissioners,

- o Please **increase** appropriations in the following General Fund Line Item(s).

<u>Line Item:</u>	<u>E000</u>		
<u>Amount</u>	<u>Line Item</u>	<u>Line Item</u>	<u>Description</u>
\$76,815.00	E000-E01	Salaries	
\$9,337.12	E000-E02	Supplies	
\$1,080.00	E000-E05	Utilities	
\$900.00	E000-E07	Mileage/Expense	
\$10,754.06	E000-E10	PERS	
\$1,113.82	E000-E12	Medicare	

Adele: What are the restrictions with funds from the Enhanced Operations program?

Bonnie: Teresa completed a budget, and the grant was approved for funds to be used in the previously stated line items (salaries, supplies, utilities, mileage/expense, PERS and Medicare).

Kent Murray motioned to approve line item appropriation adjustments for the Enhanced Operations grant, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

Kent informed Bonnie he completed the voluntary Sunshine Law training she previously emailed to board members.

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)

Discussion:

Erika presented two variances for board approval:

George & Janet Neimayer’s application is still in process and consists of a replacement system being on two parcels needing merged. The homeowner has started the process but will be over a month until the surveyor makes it to the property.



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Sam Hubby needs to put in 34” wide chambers for leaching instead of 22” wide chambers due to supply and demand. Rules state 22” wide chambers but informed the state there are no 22” wide chambers to be found and the state approved the use of 34” wide chambers.

Garen: With the Neimayer’s application still in process, does a variance need passed this month or next?

Erika: It would be great if it were this month in case the surveyor happens to make it to their property in the beginning of June.

Kent Murray moved to approve the variance for George & Janet Neimayer’s 1,500-gallon tank, two leach field replacement prior to surveyor completion of two parcels needing merged, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

Melissa Powers moved to approve the variance for Sam Hubby’s 34” wide chambers for leaching, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Erika presented **Resolution 2021-110** for board approval whereas The Harrison County Board of Health Board awards contract #2020-02 Jeff Rice (Soil Scientist) for the proposal(s) submitted and accepted for the repair and or/replacement of residential sewage treatment systems: homeowner John Ralston of 79555 Freeport-Tippecanoe Rd. Tippecanoe, OH 44699 with funding tier 50% - total Contract \$550.00 with portion funded \$275.00.

Garen: Erika, is this the first step with this application?

Erika: Yes, starting with a soil scientist is the first step.

Garen: We may see future resolutions using the WPCLF fund for this particular property?

Erika: Yes. This is also the same individual we mentioned during the March 25th, 2021 meeting who gave our division a hard time after graywater pulled toward an area of his yard and our team explained all graywater systems must be tied into the septic system.

Melissa Powers motioned to accept Resolution 2021-110, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Erika provided an update to the board regarding the Piedmont sewage problem. Numerous homes have direct lines going straight to storm drains and a culvert. Sludge is very thick and posing a serious public health risk. Our Ohio EPA representative stated our department must prove the sludge is making its way into state waters and if not, the issue falls under health department jurisdiction.

Erika stated the Environmental division went out to Piedmont multiple times to video and photograph the dye making its way into Boggs Creek which is a state creek EPA jurisdiction; however, the EPA still stated the issue falls under health department jurisdiction. Erika explained she is working on scheduling a conference call with the department’s EPA representative and manager with the next step being to submit a verified complaint. Filing a verified complaint has no impact on the health department but the EPA will be required to act on the verified complaint.



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Kent: Is the sewage going off site onto other people's property and streams?

Erika: It is horrible. At least twenty-six to thirty homes have a straight concrete pipe rolling in wherever it wants to go. Four homes have proper septic systems, and their backyards are nothing but sewage.

Adele: Does your verified complaint include testing for the property, creek, and the lake to quantify the extent of the problem?

Erika: The EPA stated if we filed a verified complaint, they would come out and complete the testing and e coli must be over a certain amount for it not to fall into the health department's jurisdiction.

Garen: How did this issue become known to the department?

Erika: We received multiple nuisance complaints from residents about a certain property. During the last visit to this certain property, we were able to see dye going directly to the storm drain explaining why we did not see the dye going to individual properties. A neighbor told us the town's history and showed us the sewage, so we began calling the EPA.

Garen: What about the situation tells us that this should be escalated beyond our scope to the EPA?

Erika: When problems get to be this big, our small local health department needs help, and it is time to call on our state partners to assist. Second, we sent EPA proof the sewage was going to a state water which falls under their jurisdiction.

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

Accreditation:

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

Leann stated the department has roughly eight weeks remaining until the July 18th deadline.

With no further discussion, Melissa Powers 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 reported seven students chose to be vaccinated by Change Inc. of Wintersville during the May 7th opportunity held at Harrison Hills school.

Garen stated max vaccination capacity efforts have slowed as supply exceeds demand. The department will navigate changing modes to some sort of walk-in process. Garen noted Dr. Beetham expressed interest in becoming a vaccine provider, so he has contacted ODH to assist with starting the process.

Kent: Have you noticed any uptick since the vax-a-million campaign was announced?



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Garen: We did have twenty-four walk ins at a clinic on May 13th but on May 15th the hospital only saw forty-seven people when their clinic had been advertised for weeks. Colleagues throughout the state have reported uptick but it has not seemed to have a large impact on numbers in Harrison County.

Garen shared that after all efforts WIC will move into the Warren St. location. Commissioner Coffland reached out to Garen with a possible opportunity of the Warren St. location also housing the Veterans office. The building has two entrances and sharing the location may lead to county phone lines being installed instead of WIC being financially responsible.

Garen notified the board that Laura Ott, WIC Health Professional, turned in her letter of resignation on Tuesday May 18th with her last day of employment being Thursday May 27th, 2021. With Alizabeth Beiber out on maternity leave, Rebecca will be the only member at WIC so Brandi will go cross-train and fill in for the few weeks until Alizabeth returns and as needed. Garen stated a job posting will be public very soon advertising the roll as WIC Director. Under the supervision of Teresa, the WIC Director will be responsible for the budget and other director duties.

Garen stated the authorization for teleconference will go away in the future and everyone needs to think about what day of the week and time works best for meetings.

Garen presented fiscal audit documents for board approval, noting policy and form numbers will be assigned after board approval.

Kent Murray motioned to approve the Record Retention Policy and Availability of Public Records Policy, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

Kent Murray motioned to approve the Record Request Tracker, Acknowledgement Letter and Records Request Fill-In forms, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

Garen presented six bundled forms for board approval.

Melissa Powers motioned to accept the following forms as presented: Patient Referral Form 301.017; Health Professional Employee Training Record 304.003; WIC Support Staff Employee Training Record 304.004; WIC Staff Employee Orientation Check List 304.005; HCGHD Pharmaceutical Reconciliation Report 307.004 and Visitor Covid-19 Screening Checklist 311.001, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

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



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With no further business brought before the board, Melissa Powers motioned to adjourn at 2:23pm, seconded by Kent Murray, all voted yes, motion carried.

Respectfully submitted,

Not In Attendance
President

Date: _____

[Signature]
Vice President

Date: 6/17/21

[Signature]

Date: 6/17/21

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