



**HARRISON COUNTY GENERAL HEALTH DISTRICT**  
**Minutes of the Board of Health**  
**Held June 16, 2022**

**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 1:02 PM.

**Board Members Present:**

Mrs. Adele Mason  
Ms. Melissa Powers  
Jayn Devney

**Absent:**

Dr. Dan Jones  
Mr. Kent Murray

**Staff and Other Members Present:**

Garen Rhome, Administrator  
Leann Cline, Accreditation Coordinator  
Teresa Koniski RN, Director of Nursing  
Erika Battistel, Environmental Director  
Bonnie Snider, Fiscal Officer  
Katie Norris, Fiscal Officer in Training

**Absent:**

Dr. Scott Pendleton, Health Commissioner

**Approval of Minutes:**

The previous minutes from May 19, 2022 were motioned for approval by Melissa Powers. Jayn Devney 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 May were submitted for Board review. (see attached report).

Adele mentioned seeing a nationwide WIC waiver for the ongoing formula crisis. Adele asked if Harrison County WIC participants were getting what they needed. Teresa stated WIC still receives a lot of phone calls, but it seems to be improving. Ohio Department of Health just released new guidance within the past few days stating pretty much any brand of formula can be purchased.

Teresa highlighted success with the mental health anti-stigma walk held May 14<sup>th</sup> at Sally Buffalo Park. Out of three participating counties, Harrison County had the greatest number of registrants (30+ individuals).

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



# 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

### Financial Report:

The Cash Balance Report and the Auditor’s Financial Report for month ending May 31, 2022 were presented to the Board of Health members for discussion and viewing as follows:

1. Revenue received totaled: \$37,488.67
2. Expenses paid totaled: \$104,001.19
3. May 31, 2022 ending balance: \$1,774,907.77

CASH BALANCE REPORT						
Report Period: May 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	\$11,232.81	\$27,619.18	\$55,419.00	\$307,797.38	\$1,523,447.24
E001-E05 District Health-Property Tax	\$0.00	\$5,111.57	\$520,922.34			
E001-E02 Private Water	\$10,131.87	\$928.00	\$4,079.00	\$174.27	\$3,052.56	\$11,158.31
E001-E03 Food Service	\$11,905.45	\$486.95	\$38,521.00	\$5,074.18	\$26,220.57	\$24,205.88
E001-E04 Pools	\$580.00	\$342.50	\$632.50	\$80.00	\$80.00	\$1,132.50
E001-E06 Camps	\$522.88	\$0.00	\$5,231.25	\$2,483.55	\$2,483.55	\$3,270.58
E001-E07 Tattoo	\$360.00	\$0.00	\$0.00	\$333.30	\$333.30	\$26.70
E001-E11 Septics	\$959.11	\$1,982.00	\$14,028.63	\$1,167.05	\$5,000.65	\$9,987.09
E001-E12 RHWP Grant	\$23,950.42	\$473.89	\$13,325.24	\$1,495.34	\$5,823.12	\$31,452.54
E001-E14 PHEP Grant	\$35,574.92	\$0.00	\$0.00	\$4,106.57	\$19,550.99	\$16,023.93
E001-E17 WPCLF Program	\$37,295.20	\$163.75	\$16,133.75	\$325.00	\$48,475.00	\$4,953.95
E001-E18 WIC Grant	\$10,181.35	\$6,725.08	\$33,976.73	\$7,291.42	\$35,851.89	\$8,306.19
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	\$937.86	\$3,451.63	\$56,548.37
E001-E31 Enhanced Operations	\$0.00	\$6,234.89	\$33,217.73	\$15,025.87	\$48,243.60	-\$15,025.87
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	\$5,049.71	\$5,049.71	\$5,707.40
E001-E35 CN22 Covid19 Vaccination Grant	\$0.00	\$3,807.23	\$7,427.32	\$5,038.07	\$12,465.39	-\$5,038.07
<b>Grand Total</b>	<b>\$1,578,890.92</b>	<b>\$37,488.67</b>	<b>\$721,244.67</b>	<b>\$104,001.19</b>	<b>\$525,227.82</b>	<b>\$1,774,907.77</b>
		R	R	R	R	R

Adele asked Bonnie to explain Workers Compensation as discussed during Adele’s absence at the May meeting. Bonnie stated the Auditor’s office received refunds from Workers Compensation premiums that were paid in 2018, 2019, 2020 at 100%. The department received this refund coded as a Transfer In from the Auditor’s office monthly reports back in September of 2021 in the amount of \$10,757.11; therefore, the Board of Health approved line item E001-E34 during the September 2021 board meeting to reflect this refund.



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The fiscal year 2022 premium of \$5,049.71 for 2021 Workers Compensation is shown in the above Cash Balance report. Workers Compensation premiums are generally expensed from nearly all department programs; however, the premiums will be expensed from line item E001-E34 until depleted.

Jayn Devney motioned to accept the financial report as presented and that the report be filed for audit, Melissa Powers seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

Bonnie presented the following June 2022 purchase orders in the amount of \$19,000.00 for approval:

PO Number	Code	Description	Amount	PO Type
22-398	E000-E13	State Fees	\$5,000.00	Blanket
22-399	E000-E06	Contract Services - Accreditation	\$14,000.00	Blanket

Jayn Devney motioned to approve June 2022 purchase orders, Melissa Powers seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

A voucher report for period 05/20/2022 – 06/16/2022 was presented to board members for viewing and approval in the total amount of \$14,647.16 as follows: Supplies: \$1,487.06; Utilities: \$1,272.89; Contract Services: \$6,146.69; Mileage/Expenses: \$2,327.02; State Fees: \$553.50; Insurance/License: \$2,610.00 and Dues/Fees: \$250.00.

Adele asked if there were any discussions regarding a mileage reimbursement change due to inflation. Garen stated the board approved to follow the Ohio Office of Budget and Management’s (OBM) designated mileage reimbursement rate during the Board of Health January 2017 meeting. OBM adjusted the rate from \$0.52 to \$0.55 cents per mile as of April 1<sup>st</sup> of 2022. OBM reviews the rate every quarter and sends out correspondence detailing any changes.

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

Bonnie presented Expense Line-Item Adjustments for board approval:

**To Harrison County Board of Health  
County Expenditure Report  
Board of Health Meeting Date: June 16, 2022**

<u>General Health Account</u>		<u>Present Allocation</u>	<u>Adjustments</u>	<u>New Allocation</u>
E000-E01	Salaries	\$900,600.00	\$500.00	\$901,100.00
E000-E02	Supplies	\$179,439.06	\$665.63	\$180,104.69
E000-E03	Equipment	\$55,700.00	\$0.00	\$55,700.00
E000-E05	Utilities	\$30,020.00	\$0.00	\$30,020.00
E000-E06	Contract Services	\$213,500.00	\$100.00	\$213,600.00
E000-E07	Mileage/Expense	\$23,317.38	-\$670.63	\$22,646.75



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E000-E09	Advertising/Printing	\$15,000.00	\$650.00	\$15,650.00
E000-E10	PERS Workers	\$126,324.00	\$0.00	\$126,324.00
E000-E11	Compensation	\$13,000.00	-\$7,000.00	\$6,000.00
E000-E12	Medicare	\$13,223.73	\$0.00	\$13,223.73
E000-E13	State Fees	\$28,320.00	\$75.00	\$28,395.00
E000-E14	Contingencies	\$10,000.00	\$0.00	\$10,000.00
E000-E15	Health Insurance	\$115,416.26	\$5,500.00	\$120,916.26
E000-E16	Life Insurance	\$850.00	\$0.00	\$850.00
E000-E17	Insurance/License	\$7,035.00	\$0.00	\$7,035.00
E000-E34	Accreditation Fees	\$6,000.00	\$0.00	\$6,000.00
E000-E37	Eye Insurance	\$1,500.00	\$0.00	\$1,500.00
E000-E40	Dues/Fees	\$5,200.00	\$180.00	\$5,380.00
E000-E41	Promotional Items	\$5,000.00	\$0.00	\$5,000.00
<b>Grand Totals</b>		<b>\$1,749,445.43</b>	<b>\$0.00</b>	<b>\$1,749,445.43</b>

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

<u>E01 District Health</u>		<u>Present 3/17/22</u>	<u>Adjustment</u>	<u>New</u>
		<u>Allocation</u>		<u>Allocation</u>
E000-E01	Salaries	\$600,000.00	\$0.00	\$600,000.00
E000-E02	Supplies	\$40,000.00	\$0.00	\$40,000.00
E000-E03	Equipment	\$25,000.00	\$0.00	\$25,000.00
E000-E05	Utilities	\$16,000.00	\$0.00	\$16,000.00
E000-E06	Contract Services	\$93,000.00	\$0.00	\$93,000.00
E000-E07	Mileage/Expense	\$8,000.00	\$0.00	\$8,000.00
E000-E09	Advertising/Printing	\$6,000.00	\$0.00	\$6,000.00
E000-E10	PERS Workers	\$84,000.00	\$0.00	\$84,000.00
E000-E11	Compensation	\$5,000.00	-\$5,000.00	\$0.00
E000-E12	Medicare	\$8,700.00	\$0.00	\$8,700.00
E000-E13	State Fees	\$18,500.00	\$0.00	\$18,500.00
E000-E14	Contingencies	\$10,000.00	\$0.00	\$10,000.00
E000-E15	Health Insurance	\$85,000.00	\$5,000.00	\$90,000.00
E000-E16	Life Insurance	\$850.00	\$0.00	\$850.00
E000-E17	Insurance/License	\$6,000.00	\$0.00	\$6,000.00
E000-E34	Accreditation Fees	\$6,000.00	\$0.00	\$6,000.00
E000-E37	Eye Insurance	\$1,500.00	\$0.00	\$1,500.00
E000-E40	Dues/Fees	\$5,000.00	\$0.00	\$5,000.00
E000-E41	Promotional Items	\$5,000.00	\$0.00	\$5,000.00
<b>Grand Totals</b>		<b>\$1,023,550.00</b>	<b>\$0.00</b>	<b>\$1,023,550.00</b>

Present 3/17/22

New





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<u>E07 Tattoo</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E07	Mileage/Expense	\$360.00	\$0.00	\$360.00
	<b>Grand Totals</b>	<b>\$360.00</b>	<b>\$0.00</b>	<b>\$360.00</b>

<u>E11 Septic</u>		<u>Present 3/17/22</u> <u>Allocation</u>	<u>Adjustment</u>	<u>New</u> <u>Allocation</u>
E000-E01	Salaries	\$18,000.00	\$0.00	\$18,000.00
E000-E02	Supplies	\$800.00	\$0.00	\$800.00
E000-E07	Mileage/Expense	\$2,000.00	\$0.00	\$2,000.00
E000-E10	PERS Workers	\$2,520.00	\$0.00	\$2,520.00
E000-E11	Compensation	\$250.00	-\$250.00	\$0.00
E000-E12	Medicare	\$261.00	\$0.00	\$261.00
E000-E13	State Fees	\$2,800.00	\$0.00	\$2,800.00
E000-E15	Health Insurance	\$4,500.00	\$250.00	\$4,750.00
	<b>Grand Totals</b>	<b>\$31,131.00</b>	<b>\$0.00</b>	<b>\$31,131.00</b>

<u>E12 RHWP</u>		<u>Present 3/17/22</u> <u>Allocation</u>	<u>Adjustment</u>	<u>New</u> <u>Allocation</u>
E000-E01	Salaries	\$7,000.00	\$0.00	\$7,000.00
E000-E02	Supplies	\$2,100.00	\$665.63	\$2,765.63
E000-E07	Mileage/Expense	\$800.00	-\$670.63	\$129.37
E000-E09	Advertising/Printing	\$2,000.00	\$0.00	\$2,000.00
E000-E10	PERS Workers	\$980.00	\$0.00	\$980.00
E000-E11	Compensation	\$175.00	-\$175.00	\$0.00
E000-E12	Medicare	\$101.50	\$0.00	\$101.50
E000-E15	Health Insurance	\$1,500.00	\$0.00	\$1,500.00
E000-E17	Insurance/License	\$949.00	\$0.00	\$949.00
E000-E40	Dues & Fees	\$0.00	\$180.00	\$180.00
	<b>Grand Totals</b>	<b>\$15,605.50</b>	<b>\$0.00</b>	<b>\$15,605.50</b>

<u>E14 PHEP Grant</u>		<u>Present 3/17/22</u> <u>Allocation</u>	<u>Adjustment</u>	<u>New</u> <u>Allocation</u>
E000-E01	Salaries	\$46,000.00	\$500.00	\$46,500.00
E000-E02	Supplies	\$4,000.00	\$0.00	\$4,000.00
E000-E03	Equipment	\$2,000.00	\$0.00	\$2,000.00
E000-E05	Utilities	\$400.00	\$0.00	\$400.00
E000-E06	Contract Services	\$8,500.00	\$0.00	\$8,500.00
E000-E07	Mileage/Expense	\$2,000.00	\$0.00	\$2,000.00
E000-E10	PERS Workers	\$6,440.00	\$0.00	\$6,440.00
E000-E11	Compensation	\$500.00	-\$500.00	\$0.00
E000-E12	Medicare	\$667.00	\$0.00	\$667.00
E000-E17	Insurance/License	\$86.00	\$0.00	\$86.00
	<b>Grand Totals</b>	<b>\$70,593.00</b>	<b>\$0.00</b>	<b>\$70,593.00</b>



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		Present 3/17/22		New
<u>E17 WPCLF</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E06	Contract Services	\$90,000.00	\$0.00	\$90,000.00
Grand Totals		\$90,000.00	\$0.00	\$90,000.00

		Present 3/17/22		New
<u>E19 WIC</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$73,500.00	\$0.00	\$73,500.00
E000-E02	Supplies	\$3,000.00	\$0.00	\$3,000.00
E000-E03	Equipment	\$1,500.00	\$0.00	\$1,500.00
E000-E05	Utilities	\$12,000.00	\$0.00	\$12,000.00
E000-E07	Mileage/Expense	\$3,500.00	\$0.00	\$3,500.00
E000-E09	Advertising/Printing	\$1,000.00	\$650.00	\$1,650.00
E000-E10	PERS Workers	\$10,290.00	\$0.00	\$10,290.00
E000-E11	Compensation	\$650.00	-\$650.00	\$0.00
E000-E12	Medicare	\$1,065.75	\$0.00	\$1,065.75
E000-E15	Health Insurance	\$1,000.00	\$0.00	\$1,000.00
E000-E40	Dues/Fees	\$200.00	\$0.00	\$200.00
Grand Totals		\$107,705.75	\$0.00	\$107,705.75

		Present 3/17/22		New
<u>E22 Cribs for Kids</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$0.00	\$0.00	\$0.00
E000-E02	Supplies	\$5,000.00	\$0.00	\$5,000.00
E000-E07	Mileage/Expense	\$250.00	\$0.00	\$250.00
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
Grand Totals		\$5,250.00	\$0.00	\$5,250.00

		Present 3/17/22		New
<u>E24 Veggie U</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$2,000.00	\$0.00	\$2,000.00
E000-E07	Mileage/Expense	\$300.00	\$0.00	\$300.00
Grand Totals		\$2,300.00	\$0.00	\$2,300.00

		Present 3/17/22		New
<u>E26 CO-20 Crisis Response Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$5,300.00	\$0.00	\$5,300.00
Grand Totals		\$5,300.00	\$0.00	\$5,300.00

Present 3/17/22 New



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<u>E27 CT-20 Contact Tracing Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$20,000.00	\$0.00	\$20,000.00
E000-E03	Equipment	\$10,700.00	\$0.00	\$10,700.00
Grand Totals		\$30,700.00	\$0.00	\$30,700.00

<u>E28 Stigma Reduction Initiative</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$35,000.00	\$0.00	\$35,000.00
E000-E06	Contract Services	\$20,000.00	\$0.00	\$20,000.00
E000-E09	Advertising/Printing	\$5,000.00	\$0.00	\$5,000.00
Grand Totals		\$60,000.00	\$0.00	\$60,000.00

<u>E29 CO21 Covid Response Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$0.00	\$0.00	\$0.00
Grand Totals		\$0.00	\$0.00	\$0.00

<u>E31 Enhanced Operations</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$69,000.00	\$0.00	\$69,000.00
E000-E02	Supplies	\$20,588.34	\$0.00	\$20,588.34
E000-E05	Utilities	\$1,620.00	\$0.00	\$1,620.00
E000-E07	Mileage/Expense	\$900.00	\$0.00	\$900.00
E000-E10	PERS	\$9,900.00	\$0.00	\$9,900.00
E000-E12	Medicare	\$1,163.98	\$0.00	\$1,163.98
E000-E15	Health Insurance	\$7,310.00	\$0.00	\$7,310.00
Grand Totals		\$110,482.32	\$0.00	\$110,482.32

<u>E33 Vaccine Equity</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$32,201.98	\$0.00	\$32,201.98
E000-E03	Equipment	\$15,000.00	\$0.00	\$15,000.00
Grand Totals		\$47,201.98	\$0.00	\$47,201.98

<u>E34 Transfers In</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E11	Workers Compensation	\$6,000.00	\$0.00	\$6,000.00
Grand Totals		\$6,000.00	\$0.00	\$6,000.00

Present 3/17/22 New





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<u>E35 CN22 Covid19 Vaccination Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$50,000.00	\$0.00	\$50,000.00
E000-E02	Supplies	\$7,848.74	\$0.00	\$7,848.74
E000-E03	Equipment	\$1,500.00	\$0.00	\$1,500.00
E000-E07	Mileage/Expense	\$520.00	\$0.00	\$520.00
E000-E09	Advertising/Printing	\$1,000.00	\$0.00	\$1,000.00
E000-E10	PERS	\$7,000.00	\$0.00	\$7,000.00
E000-E12	Medicare	\$725.00	\$0.00	\$725.00
E000-E15	Health Insurance	\$6,406.26	\$0.00	\$6,406.26
<b>Grand Totals</b>		<b>\$75,000.00</b>	<b>\$0.00</b>	<b>\$75,000.00</b>

<b>Present 1/1/22 Allocation Total</b>	<b>\$1,749,445.43</b>
<b>Adjustment Total</b>	<b>\$0.00</b>
<b>Allocation Total Approved 3/17/22</b>	<b>\$1,749,445.43</b>

Melissa Powers motioned to approve the Expense Line-Item Adjustments as presented, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None

With no further discussion, Jayn Devney motioned to approve the Fiscal portion of the consent agenda, seconded by Melissa Powers, 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 the following **variance** for board approval: Sarah King, property location 48620 Cadiz Harrisville Road Cadiz, OH 43907 – Septic tank to lift station to split leach fields with 50ft between them. Leach fields will need to be closer to the property line than the 10ft distance requirement 3701-29-06 (G)(3)(a).

With no questions, Jayn Devney motioned to accept the variance for Sarah King, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

Erika presented **Resolution 2022-136** whereas the Harrison County Board of Health Board awards contract #2021-09 Jeff Rice (Soil Scientist) for the proposal(s) submitted and accepted for the repair and/or replacement of residential sewage treatment systems: homeowner Alvin Maxwell of 45555 Old Hopedale Road Cadiz, OH 43907 with funding tier 100% - total contract \$550.00 and portion funded \$550.00.

Melissa Powers motioned to accept **Resolution 2022-136**, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None



# 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

With no further discussion, Jayn Devney 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 she met with staff the past two weeks going over Accreditation Committee Action Requirements (ACAR) due to measures needing further demonstration. The department will have one year (May 24, 2023) to upload items to be considered for Accreditation. Leann expressed her internal goal of uploading all items by the beginning of 2023.

In follow up with May's report of testing various software systems to help improve project management and future PHAB deadlines, Leann recommended the department use Basecamp software. Leann stated she had staff experiment with the software a few weeks ago and staff provided positive feedback.

Adele: How soon after receiving a "not yes" on accreditation would the department start the re-accreditation process? Would the department continue using Basecamp for the re-accreditation process? Leann stated if all documentation is uploaded by the beginning of 2023, PHAB would put the department on schedule for their first quarterly review. If the department would again not meet criteria, Leann would contact PHAB consultant Carrie Thomas for additional guidance. If the department would get accredited during PHAB's first quarter board meeting, the department would proceed forward with the re-accreditation schedule.

Adele asked Garen what the perception of Leann's role from post accreditation to re-accreditation is. Garen stated Leann's role is unanswerable at this time but would be discussed as accreditation is achieved to see what scope and scale her role needs to be.

Jayn asked who would conduct training for Basecamp to ensure the software is used effectively. Garen stated Leann is training staff and Leann plans on hosting an Inservice training or sending helpful videos to all external users.

Melissa Powers motioned to approve the purchase of the Basecamp software annual subscription plan, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None

With no further discussion, Jayn Devney motioned to approve the Accreditation portion of the consent agenda, seconded by Melissa Powers, 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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Garen added more context to Senate Bill 338 which is a proposed bill to change the food program survey process. Erika stated she sent in a letter showing support for Senate Bill 338 which would move the food survey process to a test-based approach, as opposed to field surveys, in the situation where a dual survey is indicated.

Garen reminded everyone as of July 1<sup>st</sup>, the board and department staff must comply with Ohio’s Open Meetings Act (Ohio Revised Code Section 121.22) which requires that members of a public body be present “in person” to be counted as part of a quorum and to deliberate, discuss or vote on any issue considered at the meeting.

During the Accreditation portion of the board meeting, Garen recommended the board approve the purchase of a yearly Basecamp software license.

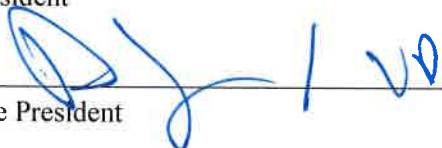
Jayn Devney motioned to approve the Administration portion of the Consent Agenda, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

With no further discussion or business brought before the board, Jayn Devney motioned to adjourn at 1:50pm, seconded by Melissa Powers, all voted yes, motion carried.

Respectfully submitted,

Not Present  
\_\_\_\_\_  
President

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

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

Date: 7/22/22

Not Present  
\_\_\_\_\_  
Dr. Scott Pendleton, DVM

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

\_\_\_\_\_  
Secretary/or Garen Rhome, Administrator

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

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

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