



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 September 16th, 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 1:00 PM.

Board Members Present:

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

Absent:

Mrs. Kate Sedgmer

Staff Members and Other Members Present:

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

Approval of Minutes:

The previous minutes from August 19, 2021 were motioned for approval by Dr. Dan Jones. 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 August were submitted for Board review. (see attached report).

With no questions or 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 August 31, 2021 were presented to the Board of Health members for discussion and viewing as follows:

1. Revenue received totaled \$135,383.43
2. Expenses paid totaled: \$82,283.60
3. August 31, 2021 ending balance: \$1,544,762.61

CASH BALANCE REPORT						
Report Period: August 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	\$7,632.31	\$62,560.93	\$31,839.40	\$340,509.07	\$1,255,609.26
E001-E05 District Health-Property Tax	\$0.00	\$708.77	\$555,148.23	\$0.00	\$0.00	
E001-E02 Private Water	\$10,393.66	\$1,128.00	\$7,132.00	\$200.00	\$10,561.66	\$6,964.00
E001-E03 Food Service	\$10,656.84	\$982.00	\$33,833.02	\$2,548.05	\$18,202.11	\$26,287.75
E001-E04 Pools	\$0.00	\$0.00	\$580.00	\$0.00	\$0.00	\$580.00
E001-E06 Camps	\$630.83	\$215.00	\$5,806.25	\$2,293.47	\$5,409.62	\$1,027.46
E001-E07 Tattoo	\$0.00	\$210.00	\$210.00	\$0.00	\$0.00	\$210.00
E001-E11 Septics	\$4,675.90	\$4,003.00	\$27,056.85	\$2,511.18	\$22,269.94	\$9,462.81
E001-E12 RHWP Grant	\$3,227.31	\$0.00	\$25,237.80	\$1,080.13	\$11,034.31	\$17,430.80
E001-E14 PHEP Grant	\$16,320.58	\$45,960.00	\$54,002.28	\$4,249.26	\$39,971.45	\$30,351.41
E001-E17 WPCLF Program	\$2,311.00	\$1,517.50	\$13,636.75	\$0.00	\$11,725.00	\$4,222.75
E001-E18 WIC Grant	\$8,274.71	\$7,400.90	\$65,272.21	\$5,350.30	\$63,222.22	\$10,324.70
E001-E22 Cribs for Kids - MCH	\$7,971.88	\$0.00	\$0.00	\$0.00	\$148.72	\$7,823.16
E001-E24 Veggie U Program - MCH	\$3,034.09	\$0.00	\$0.00	\$0.00	\$89.72	\$2,944.37
E001-E26 CO20 Covid Response Grant	\$7.66	\$0.00	\$8,612.56	\$0.00	\$3,320.22	\$5,300.00
E001-E27 CT20 Contact Tracing Grant	\$1,297.52	\$0.00	\$90,428.95	\$0.00	\$61,026.47	\$30,700.00
E001-E28 Stigma Reduction Initiative	\$15,000.00	\$30,000.00	\$30,000.00	\$0.00	\$15,000.00	\$30,000.00
E001-E29 CO21 Covid Response Grant	\$173,792.23	\$12,500.00	\$107,500.00	\$27,913.58	\$218,671.84	\$62,620.39
E001-E30 Vaccine Needs Assessment	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00
E001-E31 Enhanced Operations	\$0.00	\$6,625.95	\$11,711.86	\$4,298.23	\$16,010.09	-\$4,298.23
E001-E32 CT21 Contact Tracing	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	\$0.00
E001-E33 VE21 Vaccine Equity & Support	\$0.00	\$16,500.00	\$50,000.00	\$0.00	\$2,798.02	\$0.00
Grand Total	\$1,236,003.38	\$135,383.43	\$1,198,729.69	\$82,283.60	\$889,970.46	\$1,544,762.61

With no questions, Dr. Dan Jones 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 08/20/2021 – 09/14/2021 was presented to board members for viewing and approval in the total amount of \$20,256.98 as follows: Supplies: \$3,326.16; Utilities: \$1,787.72; Contract Services: \$7,938.01; Mileage/Expenses: \$504.92; Advertising & Printing: \$672.75; State Fees: \$570.50; Contingencies: \$4,760.00; Insurance/License: \$166.95 and Dues/Fees: \$530.00.

Adele asked if Leann Cline’s hours are staying scaled to her contract to ensure Leann has enough allotted time for the department’s site review. Bonnie stated monthly payments to Leann remain close to the same figure so hours seem to be staying scaled to the contract, but Bonnie can look up hours to confirm if needed.



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

Bonnie presented September Purchase Orders to the Board of Health for viewing and approval in the amount of \$68,200.00 as follows:

PO Number	Code	Description	Amount	PO Type
21-318	E000 - E03	Equipment	\$10,000.00	Blanket
21-319	E000 - E06	Contract Services	\$20,000.00	Blanket
21-320	E000 - E06	Contract Services/WPCLF	\$25,000.00	Blanket
21-321	E000 - E07	Mileage/Expenses	\$5,000.00	Blanket
21-322	E000 - E14	Contingencies	\$3,000.00	Blanket
21-323	E000 - E17	Insurance/License	\$3,000.00	Blanket
21-324	E000 - E22	Promotional Items	\$2,000.00	Blanket
21-325	E000 - E21	Dues/Fees	\$200.00	Regular

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

Bonnie presented estimated revenue line-item increases for the Tattoo and Stigma Reduction Initiative Programs stated in a letter submitted to the Harrison County Auditor as follows:

Date: September 9, 2021

To Allison Anderson, Harrison County Auditor:

Please increase estimated revenue in the following Special Revenue Line Item(s).

Fund: E001-E07 Tattoo Program

Amount	Line Item	Line Item Description
\$210.00	E001-E07	Received YTD \$210.00
		Budgeted \$0

Please increase estimated revenue in the following Special Revenue Line Item(s).

Fund: E001-E28: Stigma Reduction Initiative Program

Amount	Line Item	Line Item Description
\$30,000.00	E001-E28	Received YTD \$30,000.00
		Budgeted \$0

Thank You,

**Bonnie Snider, Fiscal Officer
Harrison County Health Department**



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With no questions, Kent Murray motioned to approve increases in estimated revenue, seconded by Dr. Dan Jones, all votes yes, motion carried. Ayes: All Nays: None

With no further discussion, Dr. Dan Jones 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:

Garen informed Erika he would like to see the cost methodology completed a few months in advance of the December 31st submission deadline so a potential fee schedule increase can be discussed. After brief fee discussion, Adele asked Erika to benchmark with others who apply certain fees and report back the findings so she and Garen can get started on the cost methodology.

Erika updated the board on a variance addition to the consent agenda. Erika presented the following variance for board approval: William Curtis Jr of 48640 Cadiz-Harrisville Rd. Cadiz, OH 43907 1,500-gallon septic tank, dosing tank and inlet line will be closer to the property line than 10 feet. The owner has room on the other side of home for equipment to pass through. 3701-29-06(G)(3)(a).

Kent Murray moved to approve the variance for William Curtis Jr, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All Nays: None

Erika presented four resolutions for board approval:

Resolution 2021-114 whereas the Harrison County Board of Health Board awards contract #2020-08 Jeff Rice (Soil Scientist) for the proposal(s) submitted and accepted for the repair and/or replacement of residential sewage treatment systems: homeowner Vickie and Paul Hosack of 38126 Lower Clearfork Rd. Cadiz, OH 43907 with funding tier 85% - total contract up to \$550.00 and portion funded \$467.50.

Melissa Powers motioned to accept Resolution 2021-114, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Resolution 2021-115 whereas the Harrison County Board of Health Board awards contract #2020-09 Jeff Rice (Soil Scientist) for the proposal(s) submitted and accepted for the repair and/or replacement of residential sewage treatment systems: homeowner LouAnn Feher 49565 High Street Rd. Cadiz, OH 43907 with funding tier 100% - total contract up to \$550.00 and portion funded \$550.00.

Melissa Powers motioned to accept Resolution 2021-115, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None



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Resolution 2021-116 whereas the Harrison County Board of Health Board awards contract #2020-10 Jonathan Stewart (Installer) 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 up to \$8,500.00 and portion funded \$4,250.00.

Kent Murray motioned to accept Resolution 2021-116, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

Resolution 2021-117 whereas the Harrison County Board of Health Board awards contract #2020-11 Jonathan Stewart (Installer) for the proposal(s) submitted and accepted for the repair and/or replacement of residential sewage treatment systems: homeowner Jesse Wright of 41091 Hanover Ridge Rd. Jewett, OH 43986 with funding tier 85% - total contract up to \$5,500.00 and portion funded \$4675.00.

Melissa Powers motioned to accept Resolution 2021-117, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All Nays: None

Kent asked Erika if the Health Department is involved with the log cabins being built at Tappan Lake. Erika stated she spoke with a woman about the location, but the process is currently in the hands of the Department of Commerce.

Dr. Pendleton asked for an update on Fancy Meats. Erika stated Fancy Meats had a couple critical violations, one being living quarters inside the building. Mr. Zordich needs to completely close off his living quarters from where he does business and will need to access his living quarters through a separate outside door. Erika stated Department of Agriculture wants our department to take the lead on Fancy Meats, but Department of Agriculture has more pull being a state entity versus our local county health department.

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 submitted on September 2nd. The site visit will be scheduled after PHAB member Carrie Thomas completes the rework submission review. Leann will work alongside Garen and Teresa to determine the best dates to complete internal dry runs of the PHAB site visit.

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



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Administration Report:

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

Garen provided a Senate Bill 22 refresher and stated Harrison Hills School District made the decision to go to universal indoor masking for at least the duration of September. Melissa asked if the school has received backlash from the decision. Garen said minimal at best because most parents want to keep their children healthy and in school.

Garen stated he contacted Spectrum to get a technical team at the new WIC location to install internet and phone lines. The move is ramping up and Garen will update again next month.

Adele asked if the Public Consulting Group will be able to help with the Covid19 case increase. Garen stated the Public Consulting Group cannot help and the state urges all local health departments to hire additional staff with available grant funding.

Garen stated booster vaccines will arrive as early as next week and the department would like to pursue hiring up to three part time RNs to assist with vaccinations.

Melissa Powers motioned to **authorize part time hiring of RNs at pay grade 10** for temporary staffing to fulfil Covid19 surge capacities, seconded by Kent Murray, all votes yes, motion carried. Ayes: All Nays: None

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

Melissa Powers moved to enter executive session at 2:12pm for personnel discussion matters. Roll call to vote to enter executive session:

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

After discussion, the Board of Health exited executive session at 2:15pm and returned to regular session.

Adele: The BOH members coming out of executive session would like to make a motion.

The motion be that based on recommendation by Garen, Brandi Rapp be hired as **WIC Health Professional** with a **2.3% pay increase** from \$21.16 to **\$22.13 per hour** with **16 hours per week at WIC and the remaining hours at District Health**, effective September 20, 2021.



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Melissa Powers motioned to approve the hiring of Brandi Rapp as WIC Health Professional, seconded by Kent Murray, 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 2:17 pm, seconded by Melissa Powers, all voted yes, motion carried.

Respectfully submitted,

Adelle Maser
President

Date: 11/2/2021

Vice President

Date: _____

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

Date: _____