



HARRISON COUNTY GENERAL HEALTH DISTRICT
Minutes of the Board of Health
Held September 22, 2022

The Harrison County Board of Health was unable to reach a quorum the month of August; therefore, both July and August consent agendas were presented and reviewed during the September meeting.

Meeting Location: Harrison County Health Department - Coal Room

Call to Order: President Adele Mason called the meeting to order at 2:05 PM.

Board Members Present:

Mrs. Adele Mason
Mr. Kent Murray
Jayn Devney

Absent:

Dr. Dan Jones
Ms. Melissa Powers

Staff and Other Members Present:

Garen Rhome, Administrator
Teresa Koniski RN, Director of Nursing
Erika Battistel, Environmental Director
Katie Norris, Fiscal Officer in Training

Absent:

Dr. Scott Pendleton, Health Commissioner
Bonnie Snider, Fiscal Officer
Leann Cline, Accreditation Coordinator

Approval of Minutes:

Previous minutes from July 28, 2022 were motioned for approval by Kent Murray. 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 July and August were submitted for Board review. (see attached report).

Garen pointed out Lyme Disease cases did not spike in July as they have in the past few years. Teresa stated September Lyme Disease cases were fewer than normal.

Harrison County recently saw an incongruent spike in Covid19 cases unlike other neighboring counties. Jayn asked if the next Covid19 booster was available and Garen stated the department is rolling out the updated Covid19 booster; however, if someone cannot come to the Health Department for a vaccine, staff are informing the public that Rite Aid has vaccine available.



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With no further discussion, Jayn Devney motioned to accept the Vital Statistics and Nursing Report portion of the consent agenda as submitted, seconded by Kent Murray, all voted yes; motion carried. Ayes: All Nays: None

Financial Report:

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

1. Revenue received totaled: \$48,262.27
2. Expenses paid totaled: \$115,709.34
3. July 31, 2022 ending balance: \$1,656,863.88

Report Period: July 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	\$7,365.53	\$39,485.19	\$68,108.56	\$428,728.30	\$1,414,382.33
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$520,922.34			
E001-E02 Private Water	\$10,131.87	\$2,505.00	\$7,737.00	\$1,804.82	\$5,768.93	\$12,099.94
E001-E03 Food Service	\$11,905.45	\$60.75	\$38,892.50	\$4,968.65	\$35,179.07	\$15,618.88
E001-E04 Pools	\$580.00	\$0.00	\$632.50	\$5.50	\$234.07	\$978.43
E001-E06 Camps	\$522.88	\$0.00	\$5,231.25	\$536.54	\$4,621.55	\$1,132.58
E001-E07 Tattoo	\$360.00	\$0.00	\$0.00	\$26.70	\$360.00	\$0.00
E001-E11 Septics	\$959.11	\$3,380.00	\$18,691.63	\$3,347.64	\$10,134.39	\$9,516.35
E001-E12 RHPW Grant	\$23,950.42	\$20.00	\$13,345.24	\$566.50	\$6,687.14	\$30,608.52
E001-E14 PHEP Grant	\$35,574.92	\$0.00	\$0.00	\$5,557.17	\$33,798.67	\$1,776.25
E001-E17 WPCLF Program	\$37,295.20	\$18,899.50	\$36,713.25	\$1,750.00	\$50,825.00	\$23,183.45
E001-E18 WIC Grant	\$10,181.35	\$6,602.62	\$47,870.77	\$11,114.86	\$53,569.37	\$4,482.75
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	\$0.00	\$3,451.63	\$56,548.37
E001-E31 Enhanced Operations	\$0.00	\$5,570.33	\$53,813.93	\$11,159.49	\$64,973.42	-\$11,159.49
E001-E33 VE21 Vaccine Equity & Support	\$47,201.98	\$0.00	\$0.00	\$2,204.81	\$3,091.96	\$44,110.02
E001-E34 Transfer In	\$10,757.11	\$0.00	\$0.00	\$0.00	\$5,049.71	\$5,707.40
E001-E35 CN22 Covid19 Vaccination Grant	\$0.00	\$3,858.54	\$16,323.93	\$4,558.10	\$20,882.03	-\$4,558.10
Grand Total	\$1,578,890.92	\$48,262.27	\$805,789.53	\$115,709.34	\$727,816.57	\$1,656,863.88

Kent Murray motioned to accept the July 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



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

1. Revenue received totaled: \$87,572.96
2. Expenses paid totaled: \$113,216.83
3. August 31, 2022 ending balance: \$1,631,190.01

Report Period: August 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	\$4,113.75	\$43,598.94	\$64,666.56	\$493,394.86	\$1,353,829.52
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$520,922.34			
E001-E02 Private Water	\$10,131.87	\$1,542.00	\$9,279.00	\$1,295.66	\$7,064.59	\$12,346.28
E001-E03 Food Service	\$11,905.45	\$0.00	\$38,892.50	\$1,933.16	\$37,112.23	\$13,685.72
E001-E04 Pools	\$580.00	\$0.00	\$632.50	\$0.00	\$234.07	\$978.43
E001-E06 Camps	\$522.88	\$0.00	\$5,231.25	\$1,000.67	\$5,622.22	\$131.91
E001-E07 Tattoo	\$360.00	\$0.00	\$0.00	\$0.00	\$360.00	\$0.00
E001-E11 Septics	\$959.11	\$1,659.25	\$20,350.88	\$3,338.95	\$13,473.34	\$7,836.65
E001-E12 RHWP Grant	\$23,950.42	\$0.00	\$13,345.24	\$1,515.65	\$8,202.79	\$29,092.87
E001-E14 PHEP Grant	\$35,574.92	\$44,630.00	\$44,630.00	\$4,625.44	\$38,424.11	\$41,780.81
E001-E17 WPCLF Program	\$37,295.20	\$19,925.00	\$56,638.25	\$20,075.00	\$70,900.00	\$23,033.45
E001-E18 WIC Grant	\$10,181.35	\$11,114.86	\$58,985.63	\$7,654.55	\$61,223.92	\$7,943.06
E001-E22 Cribs for Kids - MCH	\$7,823.16	\$0.00	\$6,130.00	\$95.64	\$95.64	\$13,857.52
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	\$0.00	\$3,451.63	\$56,548.37
E001-E31 Enhanced Operations	\$0.00	\$0.00	\$53,813.93	\$2,646.29	\$67,619.71	-\$13,805.78
E001-E33 VE21 Vaccine Equity & Support	\$47,201.98	\$0.00	\$0.00	\$1,163.49	\$4,255.45	\$42,946.53
E001-E34 Transfer In	\$10,757.11	\$0.00	\$0.00	\$0.00	\$5,049.71	\$5,707.40
E001-E35 CN22 Covid19 Vaccination Grant	\$0.00	\$4,588.10	\$20,882.03	\$3,205.77	\$24,087.80	-\$3,205.77
Grand Total	\$1,578,890.92	\$87,572.96	\$893,332.49	\$113,216.83	\$841,033.40	\$1,631,190.01

Jayn Devney motioned to accept the August program cash balance 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

Katie presented the following September 2022 purchase orders in the amount of \$109,934.00 for approval:

PO Number	Code	Description	Appropriation	Type
22-417	E000-E06	Contract Service, WPCLF Jon Stewart Excavating	\$2,600.00	Regular
22-418	E000-E06	Contract Service, WPCLF Quality Enviro. Services	\$2,875.00	Regular
22-419	E000-E06	Contract Service, WPCLF Grant	\$15,000.00	Blanket
22-420	E000-E13	State Fees	\$5,000.00	Blanket
22-421	E000-E02	Supplies	\$11,000.00	Blanket



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22-422	E000-E03	Equipment	\$5,000.00	Blanket
22-423	E000-E05	Utilities	\$5,000.00	Blanket
22-424	E000-E06	Contract Service	\$10,000.00	Blanket
22-425	E000-E06	Contract Service/Accreditation Service	\$14,000.00	Blanket
22-426	E000-E07	Mileage/Expenses	\$2,500.00	Blanket
22-427	E000-E09	Advertising/Printing	\$1,500.00	Blanket
22-428	E000-E14	Contingencies	\$1,800.00	Blanket
22-429	E000-E17	Insurance/License	\$2,000.00	Blanket
22-430	E000-E21	Dues/Fees	\$2,000.00	Blanket
22-431	E000-E22	Promotional Items	\$1,500.00	Blanket
22-432	E000-E21	National Rural Health Association-remaining bal. owed	\$139.00	Then/Now
22-433	E000-E06	Treasurer, State of Ohio	\$8,820.00	Regular
22-434	E000-E06	Contract Service/M. Theaker Excavating	\$7,200.00	Regular
22-435	E000-E06	Contract Services/WPCLF	\$12,000.00	Blanket

Jayn asked for clarification on the length of a blanket purchase order as well as the details regarding the \$8,820.00 Treasurer, State of Ohio purchase order. Katie explained blanket purchase orders are good for a three-month period. The Ohio Department of Health overpaid the health department for John Carr’s PHEP grant deliverables (Program ID: 03410012PH0421) in the amount of \$8,820.00 so the overpaid funds are being returned to Ohio Department of Health.

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

A voucher report for period 07/29/2022 – 09/22/2022 was presented to board members for viewing and approval in the total amount of \$81,299.56 as follows: Supplies: \$8,515.14; Utilities: \$2,580.74; Contract Services: \$58,757.27; Mileage/Expenses: \$1,806.45; Advertising/Printing: \$1,253.76; State Fees \$519.00; Contingencies: \$1,212.20; Accreditation Fees: \$5,600.00 and Dues/Fees: \$1,055.00.

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

Katie presented the August 2022 Settlement sheet from the Auditor’s office. The department received the following net payments that will be reflected on the September program balance report:

- Second Half General Property Tax \$270,658.83 Received 09/15/2022
- Second Half Subdivisions Tax \$10,500.00 Received 09/15/2022
- Second Half Manufactured Home Tax \$774.61 Received 09/22/2022

Katie presented Expense Allocation Adjustments for board approval in the amount of \$90,577.41:



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To Harrison County Board of Health
 County Expenditure Report
Board of Health Meeting Date: September 22, 2022

<u>General Health Account</u>		<u>Present Allocation</u>	<u>Adjustments</u>	<u>New Allocation</u>
E000-E01	Salaries	\$901,100.00	\$13,500.00	\$914,600.00
E000-E02	Supplies	\$180,104.69	\$938.50	\$181,043.19
E000-E03	Equipment	\$55,700.00	-\$28,150.01	\$27,549.99
E000-E05	Utilities	\$30,020.00	\$0.00	\$30,020.00
E000-E06	Contract Services	\$213,600.00	\$42,295.20	\$255,895.20
E000-E07	Mileage/Expense	\$22,646.75	\$835.51	\$23,482.26
E000-E09	Advertising/Printing	\$15,650.00	-\$1,300.00	\$14,350.00
E000-E10	PERS Workers	\$126,324.00	\$1,620.00	\$127,944.00
E000-E11	Compensation	\$6,000.00	-\$950.29	\$5,049.71
E000-E12	Medicare	\$13,223.73	\$188.50	\$13,412.23
E000-E13	State Fees	\$28,395.00	\$0.00	\$28,395.00
E000-E14	Contingencies	\$10,000.00	\$0.00	\$10,000.00
E000-E15	Health Insurance	\$120,916.26	\$62,000.00	\$182,916.26
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	-\$400.00	\$5,600.00
E000-E37	Eye Insurance	\$1,500.00	\$0.00	\$1,500.00
E000-E40	Dues/Fees	\$5,380.00	\$0.00	\$5,380.00
E000-E41	Promotional Items	\$5,000.00	\$0.00	\$5,000.00
Grand Totals		\$1,749,445.43	\$90,577.41	\$1,840,022.84

IHAC Expense Summary (Program, Dept.) Adjustment Report

<u>E01 District Health</u>		<u>Present 6/16/22 Allocation</u>	<u>Adjustment</u>	<u>New 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	-\$15,000.00	\$10,000.00
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	\$0.00	\$0.00	\$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



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E000-E14	Contingencies	\$10,000.00	\$0.00	\$10,000.00
E000-E15	Health Insurance	\$90,000.00	\$59,000.00	\$149,000.00
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	-\$400.00	\$5,600.00
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
Grand Totals		\$1,023,550.00	\$43,600.00	\$1,067,150.00

		Present 6/16/22		New
<u>E02 Private Water</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$8,000.00	\$0.00	\$8,000.00
E000-E02	Supplies	\$1,000.00	\$0.00	\$1,000.00
E000-E06	Contract Services	\$2,100.00	\$0.00	\$2,100.00
E000-E07	Mileage/Expense	\$1,000.00	\$0.00	\$1,000.00
E000-E10	PERS	\$1,120.00	\$0.00	\$1,120.00
	Workers			
E000-E11	Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$116.00	\$0.00	\$116.00
E000-E13	State Fees	\$3,400.00	\$0.00	\$3,400.00
E000-E15	Health Insurance	\$3,500.00	\$0.00	\$3,500.00
Grand Totals		\$20,236.00	\$0.00	\$20,236.00

		Present 6/16/22		New
<u>E03 Food Service</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$26,000.00	\$3,000.00	\$29,000.00
E000-E02	Supplies	\$500.00	\$0.00	\$500.00
E000-E07	Mileage/Expense	\$2,500.00	\$0.00	\$2,500.00
E000-E10	PERS	\$3,640.00	\$0.00	\$3,640.00
	Workers			
E000-E11	Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$377.00	\$0.00	\$377.00
E000-E13	State Fees	\$2,800.00	\$0.00	\$2,800.00
E000-E15	Health Insurance	\$5,250.00	\$2,000.00	\$7,250.00
Grand Totals		\$41,067.00	\$5,000.00	\$46,067.00

		Present 6/16/22		New
<u>E04 Pools</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$100.00	\$947.00	\$1,047.00
E000-E07	Mileage/Expense	\$320.00	-\$314.50	\$5.50
E000-E13	State Fees	\$160.00	\$0.00	\$160.00
Grand Totals		\$580.00	\$632.50	\$1,212.50



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		Present 6/16/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E06 Camps</u>				
E000-E01	Salaries	\$3,100.00	\$0.00	\$3,100.00
E000-E07	Mileage/Expense	\$867.38	\$0.00	\$867.38
E000-E10	PERS	\$434.00	\$0.00	\$434.00
	Workers			
E000-E11	Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$46.50	\$0.00	\$46.50
E000-E13	State Fees	\$735.00	\$0.00	\$735.00
E000-E15	Health Insurance	\$1,200.00	\$0.00	\$1,200.00
	Grand Totals	\$6,382.88	\$0.00	\$6,382.88
		Present 6/16/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E07 Tattoo</u>				
E000-E07	Mileage/Expense	\$360.00	\$0.00	\$360.00
	Grand Totals	\$360.00	\$0.00	\$360.00
		Present 6/16/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E11 Septic</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	\$2,520.00	\$0.00	\$2,520.00
	Workers			
E000-E11	Compensation	\$0.00	\$0.00	\$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	\$4,750.00	\$0.00	\$4,750.00
	Grand Totals	\$31,131.00	\$0.00	\$31,131.00
		Present 6/16/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E12 RHWP</u>				
E000-E01	Salaries	\$7,000.00	-\$1,000.00	\$6,000.00
E000-E02	Supplies	\$2,765.63	\$3,000.00	\$5,765.63
E000-E07	Mileage/Expense	\$129.37	\$0.00	\$129.37
E000-E09	Advertising/Printing	\$2,000.00	-\$1,800.00	\$200.00
E000-E10	PERS	\$980.00	-\$200.00	\$780.00
	Workers			
E000-E11	Compensation	\$0.00	\$0.00	\$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	\$180.00	\$0.00	\$180.00
	Grand Totals	\$15,605.50	\$0.00	\$15,605.50



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		Present 6/16/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E14 PHEP Grant</u>				
E000-E01	Salaries	\$46,500.00	\$0.00	\$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	\$20,000.00	\$28,500.00
E000-E07	Mileage/Expense	\$2,000.00	\$0.00	\$2,000.00
E000-E10	PERS	\$6,440.00	\$0.00	\$6,440.00
	Workers			
E000-E11	Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$667.00	\$0.00	\$667.00
E000-E17	Insurance/License	\$86.00	\$0.00	\$86.00
	Grand Totals	\$70,593.00	\$20,000.00	\$90,593.00
		Present 6/16/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E17 WPCLF</u>				
E000-E06	Contract Services	\$90,000.00	\$22,295.20	\$112,295.20
	Grand Totals	\$90,000.00	\$22,295.20	\$112,295.20
		Present 6/16/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E19 WIC</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	\$1,650.00	\$0.00	\$1,650.00
E000-E10	PERS	\$10,290.00	\$0.00	\$10,290.00
	Workers			
E000-E11	Compensation	\$0.00	\$0.00	\$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 6/16/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E22 Cribs for Kids</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



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Grand Totals		\$5,250.00	\$0.00	\$5,250.00
		Present 6/16/22		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 6/16/22		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 6/16/22		New
<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
		Present 6/16/22		New
<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
		Present 6/16/22		New
<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
		Present 6/16/22		New
<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

Present 6/16/22

New



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<u>E33 Vaccine Equity</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$0.00	\$13,000.00	\$13,000.00
E000-E02	Supplies	\$32,201.98	-\$3,008.50	\$29,193.48
E000-E03	Equipment	\$15,000.00	-\$13,000.00	\$2,000.00
E000-E07	Mileage/Expense	\$0.00	\$1,000.00	\$1,000.00
E000-E10	PERS	\$0.00	\$1,820.00	\$1,820.00
E000-E12	Medicare	\$0.00	\$188.50	\$188.50
Grand Totals		\$47,201.98	\$0.00	\$47,201.98

<u>E34 Transfers In</u>		<u>Present 6/16/22 Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E11	Workers Compensation	\$6,000.00	-\$950.29	\$5,049.71
Grand Totals		\$6,000.00	-\$950.29	\$5,049.71

<u>E35 CN22 Covid19 Vaccination Grant</u>		<u>Present 6/16/22 Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$50,000.00	-\$1,500.00	\$48,500.00
E000-E02	Supplies	\$7,848.74	\$0.00	\$7,848.74
E000-E03	Equipment	\$1,500.00	-\$150.01	\$1,349.99
E000-E07	Mileage/Expense	\$520.00	\$150.01	\$670.01
E000-E09	Advertising/Printing	\$1,000.00	\$500.00	\$1,500.00
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	\$1,000.00	\$7,406.26
Grand Totals		\$75,000.00	\$0.00	\$75,000.00

Present 1/1/22 Allocation Total	\$1,749,445.43
Adjustment Total	\$90,577.41
Allocation Total Approved 9/22/22	\$1,840,022.84

Adele asked how often expense allocation adjustments occur. Katie stated it just depends on circumstances, but they approximately occur three to four times a year with the previous adjustment occurring June 16, 2022.

Jayn asked if the department experienced an increase in health insurance cost. Katie stated the health insurance rates remained the same; however, increased staff and the fiscal department not allocating the full amount of health insurance available per the permanent budget caused the need for a \$62,000.00 increase in health insurance.

Jayn Deney motioned to approve the Expense Allocation Adjustments as presented, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None



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Katie informed the board that while working on a report of 2021 Board of Health actions-taken for accreditation purposes, she found the following resolution numbers were duplicated: 2021-114 (three times), 2021-115 (twice) and 2021-116 (twice).

Adele, Jayn and Kent unanimously approved a hyphen system as follows: 2021-114-A; 2021-114-B; 2021-114-C; 2021-115-A; 2021-115-B; 2021-116-A; 2021-116-B.

The board of health was informed that employee Jade Brown applied for, and will be taking, the Family & Medical Leave Act (FMLA) for a cesarean birth September 23rd. FMLA gives a qualified employee the right to take 12 weeks of unpaid leave in a 12-month period. As of now, Jade plans to be on maternity leave for 8 weeks.

Katie presented a letter (attached to the minutes) to the board. It was written 09/13/2022 to Ms. Lori Adams regarding the purchase of a certified death certificate for Ina Marie Johnson/Marks on 08/12/2022. Ms. Adams had written a starter-check to the department in the amount of \$26.50. The department received a notice from the Harrison County Courthouse stating the check was returned due to Non-Sufficient Funds. The letter notified Ms. Adams that in addition to the \$26.50, the department will also need to collect an additional \$25.00 for the bank fee, **total Charge \$51.50 to be paid in cash only.**

Garen advised a second letter will be sent to Ms. Adams one month after the first letter. If funds are not received the matter will be handed over to the prosecutor.

Lastly, Katie read a thank you card from the family of Dale R. Norris – the family appreciated the flower arrangement from the Board of Health and all department employees.

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

Environmental Report:

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

Discussion:

Adele acknowledged the praise she received about the environmental division after a recent food establishment inspection.

Erika presented: **Resolution 2022-141** whereas the Harrison County Board of Health Board awards contract #2021-13 Randolph Tschudy RTC (Installer) for the proposal(s) submitted and accepted for the repair and/or replacement of residential sewage treatment systems: homeowner Alvin Maxwell 45555 Old Hopedale Rd. Cadiz, OH 43907 with funding tier 100% - total contract \$18,952.00 and portion funded \$18,952.00.



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Kent Murray motioned to accept **Resolution 2022-141**, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None

Erika stated the WPCLF program will be on hold while Jade is out on maternity leave. Erika was pleased the department received a bid for Mr. Maxwell’s WPCLF project as it consists of a new ATL system the county has never seen. An Advanced Treatment Leach-field (ATL) System is a passive advanced leach-field treatment system designed as an environmentally friendly alternative to traditional stone and pipe drain-fields. The ATL system is a sand-lined treatment and dispersal leach-field system consisting of six components.

Erika updated the board that she completed the Food program cost methodology and sent it to the state for approval. Once approved by the state, the department will mail a letter to all food license holders informing them of a twenty-day notice for the first fees for service reading.

The state approved the recreation program cost methodology for swimming pools, campgrounds, and tattoos. Erika presented the proposed 2023 environmental fee schedule for first reading. Changes within the recreation programs were as follows (highlighted figures will be determined, reviewed and discussed more in depth during the October meeting):

Campgrounds	Current Fee	2023 Health Dept. Fee
More than 50 lots	\$250.00	\$230.00
plus each additional lot over 50	\$3.75	
49 or fewer lots	\$250.00	\$230.00
<i>Temporary Camps</i>		
Per Event	\$215.00	\$78.00
more than 50 lots	\$3.75	
<i>Resident Camps</i>		
	\$90.00	\$90.00
Swimming Pools	Current Fee	2023 Health Dept. Fee
Pool License*	\$210.00	\$244.00
Spas*	\$210.00	\$244.00
Spas (Medical)*	\$210.00	\$244.00
Special Use Pool*	\$210.00	\$244.00
*each additional pool and/or spa at the same location	\$210.00	\$244.00
Tattoo Parlors	Current Fee	2023 Health Dept. Fee
New Combined	\$265.00	\$55.00
Renewal Combined	\$210.00	
New Single	\$210.00	\$55.00
Renewal Single	\$150.00	
Temporary	\$150.00	



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Erika informed the board that the environmental division has been analyzing data on what the division can do to make things better. The environmental ladies are comparing current data trends against previous years and using the data to improve internal forms as well as writing policies on how they handle inspections and situations in each environmental program.

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

Accreditation:

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

With no discussion, Kent Murray motioned to approve the Accreditation portion of the consent agenda, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None

Administration Report:

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

Garen and Teresa discussed the beginning of school creating a rise in Covid cases at the end of August. Adele asked if the school is required to report cases to the health department. Teresa stated the school nurses, Holli and Beth, complete the health department's reporting form and fax over student demographics so the health department nurses can input the information into ODRS (Ohio Disease Reporting System).

Garen and board members discussed Ohio House Bill 463 as presented in the consent agenda. Adele asked who will speak against House Bill 463 on behalf of District Advisory Councils. Garen stated the Township Trustee Association, County Commissioner Association, AOHC (Association of Ohio Health Commissioners) and Ohio Public Health Association will most likely speak out against House Bill 463.

Garen advised the department is offering its annual drive through flu shot clinic on Friday, October 7th 9am – 3pm outside the government center. Teresa stated school nurses will be holding a flu shot and Covid19 booster clinic at the school during the same time as the health department's flu clinic.

With no further discussion, Jayn Devney motioned to approve the Administration portion of the Consent Agenda, seconded by Kent Murray, 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 3:21pm, seconded by Kent Murray, all voted yes, motion carried.



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Respectfully submitted,

Adelle Mason
President

Date: 10/20/2022

Vice President

Dr. Scott Pendleton
Dr. Scott Pendleton, DVM

Date: _____

Date: 10/20/2022

Secretary/or Garen Rhome, Administrator

Date: _____

Chairperson Pro Tem

Date: _____