



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 October 20, 2022

Meeting Location: Harrison County Health Department - Coal Room

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
Jayn Devney

Absent:

Staff and Other Members Present:

Dr. Scott Pendleton, Health Commissioner
Garen Rhome, Administrator
Teresa Koniski RN, Director of Nursing
Erika Battistel, Environmental Director
Katie Norris, Fiscal Officer in Training

Absent:

Bonnie Snider, Fiscal Officer
Leann Cline, Accreditation Coordinator

Approval of Minutes:

Garen voiced a correction to the September 22, 2022 meeting minutes. Page twelve, fourth paragraph and subsequent fee chart were missing pricing amounts during the first fee schedule reading. The original minutes reflect highlighted figures being “determined, reviewed, and discussed more in depth during the October meeting;” however, the first reading fee chart was inaccurate and should have included an amount in every line. The correction should reflect the first fee reading as follows:

Campgrounds	Current Fee	2023 Health Dept. Fee	Swimming Pools	Current Fee	2023 Health Dept. Fee
More than 50 lots	\$250.00	\$230.00	Pool License*	\$210.00	\$244.00
plus each additional lot over 50	\$3.75	\$3.75	Spas*	\$210.00	\$244.00
49 or fewer lots	\$250.00	\$230.00	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
Temporary Camps					
Per Event	\$215.00	\$78.00			
more than 50 lots	\$3.75	\$3.75			
Resident Camps	\$90.00	\$90.00			
			Tattoo Parlors	Current Fee	2023 Health Dept. Fee
			New Combined	\$265.00	\$55.00
			Renewal Combined	\$210.00	\$55.00
			New Single	\$210.00	\$55.00
			Renewal Single	\$150.00	\$55.00
			Temporary	\$150.00	\$55.00



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Jayn Devney motioned minutes for the September 22, 2022 meeting be amended to indicate the correct pricing for the 2023 fee schedule first reading. Kent Murray seconded the motion: all voted yes; motion carried. Ayes: All Nays: None

Melissa Powers motioned to accept the September 22, 2022 minutes as corrected. 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 September were submitted for Board review. (see attached report).

Jayn asked if the thirty birth certificates listed on the vital statistics report reflected births to residents of Harrison County. Garen explained the number reflects thirty birth certificates sold during the month of September. The department can issue a birth certificate for anyone born in the state of Ohio.

Adele asked Teresa for a comment on the SilverSneakers program. Teresa stated she compiled a summary report and plans to use SilverSneakers as the nursing department's 2022 quality improvement (QI) project. SilverSneakers consists of three programs: Classic, Walk Fit and Tai Chi. Melissa asked for an approximate total of class participants and Teresa explained Tai Chi, at one point, had eighteen participants but has decreased to approximately four to six attendees. Walk Fit approximately averages five to eight participants.

Teresa presented a running report she will update annually to reflect SilverSneakers participants' survey results. In general, if people attend class a few times, they keep coming back. Teresa said it is a struggle getting new people to attend classes. This morning marked the first day for the Boom Move program. Teresa stated the number of attendees jumped from four the previous week during Tai Chi to sixteen attendees for the first Boom Move (agility and balance) class.

Jayn asked Teresa if the department has ever explored contracting with a Yoga instructor to offer classes. Garen said contracting with a Yoga instructor is a valid idea in the future. Teresa explained class participants did request yoga and she is researching what the department can offer. Garen mentioned the idea of incentivizing bringing a friend to SilverSneakers class. "Bring a buddy day" may increase class participation because someone already familiar with the class can help encourage a friend to attend.

Garen asked Dr. Jones if he and his colleagues were talking more about Lyme Disease because the department is seeing lower numbers than years past. Dr. Jones answered that Lyme Disease is a very popular discussion topic between colleagues.

With no further discussion, Dr. Dan Jones 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



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Financial Report:

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

1. Revenue received totaled: \$321,691.42
2. Expenses paid totaled: \$131,808.28
3. September 30, 2022 ending balance: \$1,821,073.15

Report Period: September 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	\$3,086.23	\$46,685.17	\$57,959.45	\$551,354.31	\$1,581,153.51
E001-E05 District Health-Property Tax	\$0.00	\$282,197.21	\$803,119.55			
E001-E02 Private Water	\$10,131.87	\$435.00	\$9,714.00	\$1,385.99	\$8,450.58	\$11,395.29
E001-E03 Food Service	\$11,905.45	\$50.00	\$38,942.50	\$2,084.55	\$39,196.78	\$11,651.17
E001-E04 Pools	\$580.00	\$0.00	\$632.50	\$0.00	\$234.07	\$978.43
E001-E06 Camps	\$522.88	\$215.00	\$5,446.25	\$335.63	\$5,957.85	\$11.28
E001-E07 Tattoo	\$360.00	\$0.00	\$0.00	\$0.00	\$360.00	\$0.00
E001-E11 Septics	\$959.11	\$2,934.38	\$23,285.26	\$3,476.63	\$16,949.97	\$7,294.40
E001-E12 RHWP Grant	\$23,950.42	\$0.00	\$13,345.24	\$176.78	\$8,379.57	\$28,916.09
E001-E14 PHEP Grant	\$35,574.92	\$1,300.00	\$45,930.00	\$14,396.04	\$52,820.15	\$28,684.77
E001-E17 WPCLF Program	\$37,295.20	\$6,120.00	\$62,758.25	\$23,700.00	\$94,600.00	\$5,453.45
E001-E18 WIC Grant	\$10,181.35	\$7,654.55	\$66,640.18	\$12,137.02	\$73,360.94	\$3,460.59
E001-E22 Cribs for Kids - MCH	\$7,823.16	\$0.00	\$6,130.00	\$0.00	\$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	\$2,530.17	\$5,981.80	\$54,018.20
E001-E31 Enhanced Operations	\$0.00	\$13,805.78	\$67,619.71	\$5,577.97	\$73,197.68	-\$5,577.97
E001-E33 VE21 Vaccine Equity & Support	\$47,201.98	\$0.00	\$0.00	\$903.29	\$5,158.74	\$42,043.24
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	\$3,893.27	\$24,775.30	\$7,144.76	\$31,232.56	-\$6,457.26
Grand Total	\$1,578,890.92	\$321,691.42	\$1,215,023.91	\$131,808.28	\$972,841.68	\$1,821,073.15
		R	R	R	R	R

Dr. Dan Jones motioned to accept the September 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 one October 2022 purchase order for approval:

PO Number	Code	Description	Appropriation	Type
22-436	E000-E02	Supplies	\$20,000.00	Blanket

Jayn Devney motioned to approve purchase order 22-436, Dr. Dan Jones seconded the motion, all voted yes, motion carried. Ayes: All Nays: None



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A voucher report for period 09/23/2022 – 10/20/2022 was presented to board members for viewing and approval in the total amount of \$36,740.21 as follows: Supplies: \$15,468.90; Utilities: \$1,309.44; Contract Services: \$13,996.07; Mileage/Expenses: \$990.50; Advertising/Printing: \$320.32; State Fees \$4,120.28; Contingencies: \$464.70 and Dues/Fees: \$70.00.

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

In follow-up to last month’s discussion, Katie advised a second letter was sent via certified mail to Ms. Lori Adams on 10/13/2022 regarding the purchase of a certified death certificate for Ina Marie Johnson/Marks on 08/12/2022. The second letter (attached to the minutes) states that Ms. Adams will have until end of business on November 4th to pay the \$51.50 owed and if she does not come in to make the payment, this matter will be forwarded on to the Harrison County Prosecutor.

Katie stated the Commissioners’ office notified the department on October 5th asking for submission of the 2023 Temporary Budget Request no later than October 26th. Katie stated she completed the budget request and, with Bonnie’s approval, emailed the request to the Commissioners’ office on Monday, October 17th. The budget request was submitted as follows:

Fund	Name	Request
E000-E01	Salaries	\$ 851,500.00
E000-E02	Supplies	\$ 96,194.23
E000-E03	Equipment	\$ 33,700.00
E000-E05	Utilities	\$ 22,200.00
E000-E06	Contract Services	\$ 184,400.00
E000-E07	Mileage/Expense	\$ 19,460.00
E000-E09	Advertising/Printing	\$ 12,000.00
E000-E10	PERS	\$ 119,210.00
E000-E11	Workers Compensation	\$ 7,707.40
E000-E12	Medicare	\$ 12,346.75
E000-E13	State Fees	\$ 25,310.00
E000-E14	Contingencies	\$ 7,000.00
E000-E15	Health Insurance	\$ 120,800.00
E000-E16	Life Insurance	\$ 950.00
E000-E17	Insurance/License	\$ 7,000.00
E000-E19	Accreditation Fees	\$ 5,600.00
E000-E20	Eye Insurance	\$ 1,700.00
E000-E21	Dues/Fees	\$ 4,400.00
E000-E22	Promotional Items	\$ 4,000.00
	Total Budget Request	\$ 1,535,478.38



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

Katie presented a 2022 Board of Health Actions Taken report and Inter Office Communication memo. Katie asked the board to review 2021 and 2022 Board of Health Actions Taken documents and follow up with discussion during the November meeting.

Environmental Report:

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

Discussion:

Erika stated the state kicked back the Food program cost methodology analysis. Erika will resubmit the cost analysis once she corrects errors.

The state approved the recreation program cost methodology for swimming pools, campgrounds, and tattoos. Erika presented the proposed 2023 recreation program environmental fee schedule for second reading as follows:

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

With no further discussion, Dr. Dan Jones 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)

Adele asked Dr. Pendleton if he was having communication exchanges with Leann. Dr. Pendleton replied that he has been in contact with Leann periodically to make sure the department is headed in the right direction.



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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)

In connection with the Environmental report, Garen briefed the board on a recent discussion with a realtor relating to lot splits. A realtor called the department asking when does lot splitting become a subdivision. State Representative Don Jones called Garen and asked for further information. After four days of gathering data, Garen cited ORC Section 711.001-(b) and advised Erika to mail a letter (attached to minutes) to the property owner explaining the property in question is exempt. Garen mentioned the idea of offering a training class for realtors. Dr. Pendleton advised Erika to discuss hosting a training class with Jade once she returns. Dr. Pendleton added the department could host the class next year and invite surrounding counties.

Garen stated the county had a few Covid19 deaths through August and September, more so than the department had seen since February. On the vaccine front, the department offers both Moderna and Pfizer bivalent vaccines. Adele asked if the department has clinics planned for next month. Teresa stated the department holds a vaccine clinic at least one day a week for three hours, usually on Tuesday mornings. Dr. Pendleton asked if someone needs to wait a certain time frame to get vaccinated after they tested positive for Covid19. Teresa stated general practice now is for an individual to receive the vaccine once he/she feels recovered. It is important to note you must wait two months in between doses. Adele asked if the department offers flu shots. Teresa replied yes, the department currently offers flu shots. If desired, a flu shot and Covid19 vaccine can be administered during the same visit.

Garen explained that across Ohio and the country, Covid19 cases ebb and flow. The department administered sixty-one flu vaccines during the drive thru flu clinic on October 7th. The clinic was held in the back of the government center instead of across the street and staff provided positive feedback to this year's setup. Teresa mentioned Holli and Beth held a flu and Covid19 vaccine clinic at the school on October 7th and administered thirty-seven flu shots and twenty Covid19 vaccines.

With no further discussion, Dr. Dan Jones motioned to approve the Administration portion of the Consent Agenda, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None

Dr. Pendleton reminded Garen to work on employee evaluations for the board to consider cost of living adjustments (COLAs).

With no further discussion or business brought before the board, Dr. Dan Jones motioned to adjourn at 1:57pm, seconded by Melissa Powers, all voted yes, motion carried.



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Respectfully submitted,

Adelle Mason
President

Date: 11/17/2022

Vice President
Dr. Scott Pendleton
Dr. Scott Pendleton, DVM

Date: _____

Date: 11/17/2022

Secretary/or Garen Rhome, Administrator

Date: _____

Chairperson Pro Tem

Date: _____




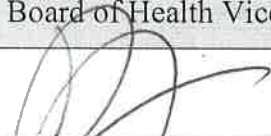
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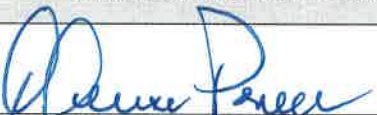

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Harrison County Board of Health Meeting Sign-In Sheet

Date:	October 20, 2022	
Time:	1:00 pm	
Location:	Health Dept. - Coal Room	
Meeting Type:	<input checked="" type="checkbox"/> Monthly Meeting	<input type="checkbox"/> Special Called Meeting

Board of Health Members:

Adele Mason Board of Health President	Dan Jones, DO Board of Health Vice President
	

Melissa Powers Board of Health Member	Kent Murray Board of Health Member
	

Jayn Devney Board of Health Member




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Staff and Other Members Present:

Scott Pendleton, DVM Health Commissioner	Garen Rhome HCGHD Administrator

Teresa Koniski, RN Director of Nursing	Erika Battistel, REHS Environmental Health Director

Bonnie Snider Fiscal Officer	Katie Norris Fiscal Officer in Training

Leann Cline Accreditation Coordinator

Name (Please Print): Position:	Name (Please Print): Position:

Name (Please Print): Position:	Name (Please Print): Position:



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Guests of the Board:

Name:	
Company / Agency / Resident:	Title:
Address:	
Phone:	
Email:	
Issue / Agenda Item:	

Name:	
Company / Agency / Resident:	Title:
Address:	
Phone:	
Email:	
Issue / Agenda Item:	

Name:	
Company / Agency / Resident:	Title:
Address:	
Phone:	
Email:	
Issue / Agenda Item:	