



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 28th, 2021

The regular scheduled Board of Health Meeting for October 21, 2021 was rescheduled to October 28, 2021 as advertised online via Facebook.

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
Dr. Dan Jones
Mr. Kent Murray
Mrs. Kate Sedgmer
Ms. Melissa Powers

Absent:

Staff Members and Other Members Present:

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

Approval of Minutes:

The previous minutes from September 16, 2021 were motioned for approval by Kent Murray. Kate Sedgmer 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).

Erin McKenna advised the department she was stepping down to part-time employee status. Her last day as a full-time employee was 10/01/2021.

Adele asked if Erin’s decision threw off nursing division balance of workload. Garen stated the department hired two registered nurses to help with vaccinations and an individual to help with data entry and phone calls. He will elaborate during the Administration report. Teresa



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stated she is hopeful another registered nurse could be hired through funds from the Enhanced Operations grant which ends July 2022.

Garen stated he and Teresa have a meeting tomorrow with the Public Consulting Group (PCG) regarding expansion of current contact tracing and case investigation services.

WIC successfully moved locations and is now located at **239 E Warren St. Cadiz**. Teresa explained WIC grant funding prohibits the purchase of furniture. After moving, WIC needs a water cooler, microwave and three bookshelves. Teresa proposed the board approve \$1,200.00 from District Health to purchase the needed items.

Kate Sedgmer motioned to approve \$1,200.00 from District Health to purchase a water cooler, microwave and three bookshelves for WIC, seconded by Melissa Powers, all voted yes; motion carried.

Ayes: All Nays: None

With no further questions or discussion, Kate Sedgmer 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

Financial Report:

The Cash Balance Report and the Auditor’s Financial Report for month ending September 30, 2021 were presented to the Board of Health members for discussion and viewing as follows:

1. Revenue received totaled \$253,777.23
2. Expenses paid totaled: \$97,332.91
3. September 30, 2021 ending balance: \$1,701,206.93

CASH BALANCE REPORT						
Report Period: September 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	\$1,661.79	\$64,222.72	\$42,147.45	\$382,656.52	\$1,446,154.84
E001-E05 District Health-Property Tax	\$0.00	\$231,031.24	\$786,179.47	\$0.00	\$0.00	
E001-E02 Private Water	\$10,393.66	\$1,792.00	\$8,924.00	\$262.63	\$10,824.29	\$8,493.37
E001-E03 Food Service	\$10,656.84	\$1,275.40	\$35,108.42	\$2,412.15	\$20,614.26	\$25,151.00
E001-E04 Pools	\$0.00	\$0.00	\$580.00	\$0.00	\$0.00	\$580.00
E001-E06 Camps	\$630.83	\$0.00	\$5,806.25	\$195.70	\$5,605.32	\$831.76
E001-E07 Tatoo	\$0.00	\$0.00	\$210.00	\$0.00	\$0.00	\$210.00
E001-E11 Septics	\$4,675.90	\$2,482.00	\$29,538.85	\$4,164.63	\$26,434.57	\$7,780.18
E001-E12 RHWP Grant	\$3,227.31	\$4,333.34	\$29,571.14	\$534.37	\$11,568.68	\$21,229.77
E001-E14 PHEP Grant	\$16,320.58	\$0.00	\$54,002.28	\$3,981.60	\$43,953.05	\$26,369.81
E001-E17 WPCLF Program	\$2,311.00	\$444.35	\$14,081.10	\$1,517.50	\$13,242.50	\$3,149.60
E001-E18 WIC Grant	\$8,274.71	\$0.00	\$65,272.21	\$6,854.39	\$70,076.61	\$3,470.31
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	\$0.00	\$30,000.00	\$0.00	\$15,000.00	\$30,000.00
E001-E29 CO21 Covid Response Grant	\$173,792.23	\$0.00	\$107,500.00	\$30,571.41	\$249,243.25	\$32,048.98
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	\$0.00	\$11,711.86	\$4,691.08	\$20,701.17	-\$8,989.31
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	\$0.00	\$50,000.00	\$0.00	\$2,798.02	\$0.00
E001-E34 Transfer In	\$0.00	\$10,757.11	\$10,757.11	\$0.00	\$0.00	\$10,757.11
Grand Total	\$1,236,003.38	\$253,777.23	\$1,462,606.92	\$97,332.91	\$987,303.37	\$1,701,206.93
		R	R	R	R	R



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With no questions, Melissa Powers motioned to accept the financial report as presented and that the report be filed for audit, Kate Sedgmer seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

Katie presented a letter received from the Auditor’s office that in 2020 the Auditor’s office received refunds from Worker’s Compensation Premiums that were paid in 2018, 2019 and 2020 at 100%. The health department paid into the premiums, so to account for the reimbursement, new line item E001-E34: Transfer In needs approved.

Kate Sedgmer motioned to approve new line item E001-E34: Transfers In, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

The voucher report for period 09/15/2021 – 10/28/2021 was presented to board members for viewing and approval in the total amount of \$31,024.77 as follows: Supplies: \$8,795.09; Utilities: \$3,276.82; Contract Services: \$10,775.31; Mileage/Expenses: \$807.61; Advertising & Printing: \$320.35; State Fees: \$4,943.06; Contingencies: \$2,098.00 and Dues/Fees: \$8.53.

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

Katie presented October Purchase Orders to the Board of Health for viewing and approval in the amount of \$10,447.04 as follows:

PO Number	Code	Description	Amount	PO Type
21-326	E000 - E05	Utilities - Harrison Community Hospital	\$447.04	Then & Now
21-327	E000 - E13	State Fees	\$4,000.00	Blanket
21-328	E000 - E05	Utilities	\$6,000.00	Blanket

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

Katie reported the department received the August settlement sheet. Second half of property taxes totaled \$227,031.94 with courthouse deductions of \$6,500.70. The Health Department received a total of \$220,531.24.

Garen presented the department entered an agreement with Huntington National Bank regarding a company credit card. Garen proposed an update to **policy # 2019-9-001 Health Department Credit Card Usage Policy** with the credit card limit being increased from \$5,000.00 to \$10,000.00.

With no questions, Kate Sedgmer motioned to approve policy # 2019-9-001 credit limit increase, seconded by Kent Murray, all votes yes, motion carried. Ayes: All Nays: None



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Garen presented **Resolution 2021-122** whereas The Harrison County Board of Health Board met to consider the authorization of a commercial credit card with a limit in the amount of \$10,000.00 through Huntington National Bank for specific purposes in accordance with current policy governing usage of the credit card and appropriate oversight controls.

Kent Murray motioned to approve authorization of a commercial credit card, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

With no further discussion, Melissa Powers motioned to approve the Fiscal portion of the consent agenda, seconded by Kate Sedgmer, 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: Chris Marshall, property location 32650 Church Rd. Uhrichsville, OH 44683 1,500-gallon tank with 544 feet of leaching. 3701-29-06(G)(4)(a) variance for the septic system to be on more than one parcel with adjoining parcel restriction recorded on deed. Parcel numbers 15-0000427.000 and 15-0000429.000.

Melissa Powers moved to approve the variance for Chris Marshall, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Erika presented four resolutions for board approval:

Resolution 2021-118 whereas the Harrison County Board of Health Board awards contract #2020-12 Randolph Tschudy RTC Contracting (Installer) for the proposal(s) submitted and accepted for the repair and/or replacement of residential sewage treatment systems: homeowner Roy Hildreth 79570 Arnold Rd. Cadiz, OH 43907 with funding tier 85% - total contract \$13,643.00 and portion funded \$11,596.55.

Dr. Dan Jones motioned to accept Resolution 2021-118, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Resolution 2021-119 whereas the Harrison County Board of Health Board awards contract #2020-13 Randolph Tschudy RTC (Installer) for the proposal(s) submitted and accepted for the repair and/or replacement of residential sewage treatment systems: homeowner William Curtis 48640 Cadiz-Harrisville Rd. Cadiz, OH 43907 with funding tier 100% - total contract \$18,747.00 and portion funded \$18,747.00.

Kent Murray motioned to accept Resolution 2021-119, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None



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Resolution 2021-120 whereas the Harrison County Board of Health Board awards contract #2020-14 Jonathan Stewart (Installer) for the proposal(s) submitted and accepted for the repair and/or replacement of residential sewage treatment systems: homeowner Misty Grimes-Burrier 34383 Bower Rd. Bowerston, OH 44695 with funding tier 100% - total contract \$8,500.00 and portion funded \$8,500.00.

Dr. Dan Jones motioned to accept Resolution 2021-120, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Resolution 2021-121 whereas the Harrison County Board of Health Board awards contract #2020-15 Jeff Rice (Designer) for the proposal(s) submitted and accepted for the repair and/or replacement of residential sewage treatment systems: homeowner LouAnn Febers 49565 High Street Rd. Cadiz, OH 43907 with funding tier 100% - total contract \$1,200.00 and portion funded \$1,200.00.

Melissa Powers motioned to accept Resolution 2021-121, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All Nays: None

With no further discussion, Kent Murray motioned to approve the Environmental Division portion of the consent agenda, seconded by Dr. Dan Jones, 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 conducted an in-service on October 15th to review accreditation documents and work on answering potential accreditation questions. The in-service went well and there may be another refresher date closer to the site visit. Leann said she will work on providing board members with a thumb drive that will include all accreditation documents and potential accreditation questions directed toward board members.

Dr. Pendleton asked if we had a timeline for the site visit. Leann replied she has yet to hear and e-PHAB does not list our documentation as currently being reviewed.

With no further discussion, Dr. Dan Jones 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 provided a personnel update. After authorization at the September meeting, three individuals were hired. Lacey Jones, NP and Danielle Czuchran, RN were hired part-time at the rate of \$23.20 per hour with a maximum of twenty-four hours a week to assist with vaccination clinics. Cylene Wood was hired



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part-time at the rate of \$15.00 per hour with a maximum of twenty-four hours a week to assist with Covid19 case investigation.

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

Melissa Powers moved to enter executive session at 1:24pm for personnel discussion matters. Dr. Pendleton, Health Commissioner and Garen Rhome, Administrator were asked to remain in executive session. Roll call to vote to enter executive session:

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

After discussion, the Board of Health exited executive session at 1:34pm and returned to regular session.

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

The motion is to approve a 2021 retention bonus from Public Health Workforce Grant funds that reflect 3% of annual salaries up to \$1,500.00 for regular full and part-time employees based on information provided by Garen Rhome:

Erika Battistel	\$1,500.00
Alizabeth Beiber	\$456.20
Jade Brown	\$1,278.88
John Carr	\$1,274.91
Tanile Dulkoski	\$1,191.01
Rebecca Eberhart	\$1,172.82
Teresa Koniski	\$1,500.00
Katie Norris	\$1,241.14
Brandi Rapp	\$1,195.46
Garen Rhome	\$1,500.00
Jennifer Smith	\$1,031.27
Bonnie Snider	\$1,210.56

The following special consideration retention bonus funds will come from District Health:

Elizabeth Cumings	\$250.00
Danielle Czuchran	\$250.00
Lacey Jones	\$250.00



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Trina Kropka \$250.00
Holli Kulow \$250.00
Theresa Mizer \$250.00
Cylene Wood \$250.00

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

Dr. Pendleton asked how the new walk-in vaccination system is working compared to the mass drive-through vaccination system and has it reduced stress? Garen replied that the shift has reduced stress. Staff have adequate time to take a break on the walk-in appointment days and this system gives the department a little bit of control on foot traffic in the office. Garen stated pediatric vaccine is on order and the department will plan how to roll out vaccines in the coming weeks.

With no further discussion or business brought before the board, Dr. Dan Jones motioned to adjourn at 1:42 pm, seconded by Kent Murray, all voted yes, motion carried.

Respectfully submitted,

Adil Mason
President

Date: 11/18/2021

Vice President

Date: _____

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

Date: _____