



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 November 17, 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
Mr. Kent Murray
Jayn Devney

Absent:

Dr. Dan Jones
Ms. Melissa Powers

Staff and Other Members Present:

Dr. Scott Pendleton, Health Commissioner
Garen Rhome, Administrator
Erika Battistel, Environmental Director
Bonnie Snider, Fiscal Officer
Katie Norris, Fiscal Officer in Training

Absent:

Teresa Koniski RN, Director of Nursing
Leann Cline, Accreditation Coordinator

Approval of Minutes:

Jayn Devney motioned to accept the October 20, 2022 minutes. Kent Murray seconded the motion: all voted yes; motion carried. Ayes: All Nays: None

Special Report:

Garen updated the board that over the weekend (November 12th/13th) the Government Center was broken into. A man named Christopher Gaylor accessed John Carr’s office and an OSU Extension (Caity Romshak’s) office. Garen stated we do not know how the man entered the building, but it was either through John’s unlocked window or a door in the warehouse garage that does not properly lock. Garen noted no items were stolen but Mr. Gaylor did access pornography websites via John’s computer. Adele questioned why the computer wasn’t secure with a login password. Garen stated the computers should all be secure with passwords but if not properly locked or signed out, a computer would be accessible to anyone.

Vital Statistics and Public Nursing Report:

The Vital Statistics and the Nursing Reports for October were submitted for Board review. (see attached report).

With no discussion, Kent Murray motioned to accept the Vital Statistics and Nursing Report portion of the consent agenda as submitted, 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

Financial Report:

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

1. Revenue received totaled: \$51,534.64
2. Expenses paid totaled: \$98,476.63
3. October 31, 2022 ending balance: \$1,774,131.16

Report Period: October 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	\$8,348.92	\$55,034.09	\$58,731.37	\$610,085.68	\$1,530,771.06
E001-E05 District Health-Property Tax	\$0.00		\$803,119.55			
E001-E02 Private Water	\$10,131.87	\$1,856.00	\$11,570.00	\$3,161.13	\$11,611.71	\$10,090.16
E001-E03 Food Service	\$11,905.45	\$0.00	\$38,942.50	\$1,704.12	\$40,900.90	\$9,947.05
E001-E04 Pools	\$580.00	\$0.00	\$632.50	\$915.20	\$1,149.27	\$63.23
E001-E06 Camps	\$522.88	\$0.00	\$5,446.25	\$0.00	\$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	\$2,920.00	\$26,205.26	\$3,485.56	\$20,435.53	\$6,728.84
E001-E12 RHWP Grant	\$23,950.42	\$0.00	\$13,345.24	\$270.93	\$8,650.50	\$28,645.16
E001-E14 PHEP Grant	\$35,574.92	\$10,400.00	\$56,330.00	\$4,371.54	\$57,191.69	\$34,713.23
E001-E17 WPCLF Program	\$37,295.20	\$0.00	\$62,758.25	\$0.00	\$94,600.00	\$5,453.45
E001-E18 WIC Grant	\$10,181.35	\$12,137.02	\$78,777.20	\$7,550.86	\$80,911.80	\$8,046.75
E001-E22 Cribs for Kids - MCH	\$7,823.16	\$3,149.97	\$9,279.97	\$0.00	\$95.64	\$17,007.49
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	\$1,606.32	\$7,588.12	\$52,411.88
E001-E31 Enhanced Operations	\$0.00	\$5,577.97	\$73,197.68	\$4,419.84	\$77,617.52	-\$4,419.84
E001-E33 VE21 Vaccine Equity & Support	\$47,201.98	\$0.00	\$0.00	\$8,288.74	\$13,447.48	\$33,754.50
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	\$7,144.76	\$31,920.06	\$3,971.02	\$35,203.58	-\$3,283.52
Grand Total	\$1,578,890.92	\$51,534.64	\$1,266,558.55	\$98,476.63	\$1,071,318.31	\$1,774,131.16
		R	R	R	R	R

Jayn Devney motioned to accept the October 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 November 2022 purchase orders for approval:

PO Number	Code	Description	Appropriation	
22-437	E000-E13	State Fees	\$3,000.00	Blanket
22-438	E000-E07	Mileage/Expenses	\$5,000.00	Blanket
22-439	E000-E09	Advertising/Printing	\$5,000.00	Blanket
22-440	E000-E21	Dues/Fees	\$200.00	Blanket
22-441	E000-E06	Contract Service/ M. Theaker & Son	\$6,890.00	Then/Now



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

22-442	E000-E06	Contract Service/WPCLF	\$20,000.00	Blanket
Grand Total			\$40,090.00	

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

A voucher report for period 10/21/2022 – 11/17/2022 was presented to board members for viewing and approval in the total amount of \$38,407.96 as follows: Supplies: \$3,369.34; Equipment: \$3,470.25; Utilities: \$1,292.22; Contract Services: \$25,727.14; Mileage/Expenses: \$2,379.16; Advertising/Printing: \$320.35; State Fees \$474.00 and Dues/Fees: \$1,375.50.

Katie updated the board that WIC now pays for their phone and internet service (Charter Communications voucher) through their own program funding instead of District Health funds.

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

Katie informed the board that the Prosecutor’s office advised the department send a third and final letter to Ms. Lori Adams via certificate of mail. Ms. Adams will have until 3:00pm November 29th to come in and pay the \$51.50 cash owed and if she does not come in to make the payment, the Prosecutor’s office will take further action.

Due to main Fiscal Officer Bonnie Snider’s eventual retirement and Administrator Garen Rhome’s resignation effective 12/01/2022 (see Administration report), second Fiscal Officer Katie Norris asked the board for approval of her name to be added to the department’s Huntington Bank account check signature list. With Garen Rhome’s resignation, he will be removed from the signature list.

Jayn Devney motioned for second Fiscal Officer Katie Norris to be added to the department’s Huntington Bank account check signature list and the removal of Administrator Garen Rhome, seconded by Kent Murray, 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 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:

Erika informed the board that all Dollar General stores will be upgrading to Dollar General Markets. The Hopedale store already upgraded to a Market and will need increased to a Level II license. The Cadiz Dollar General is already a Level II license, but the Scio Dollar General will need upgraded from Level I to Level II.



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

Erika explained she did not find out about the Hopedale location update until the store renovated and had been reopened for a couple weeks. Adele asked how the department could convey expectations to agencies in the community who are supposed to report status changes to the department. Erika explained some license holders call in and ask about what steps to take when making changes, but most of the time the department does not know about any changes until an inspection takes place.

Garen asked when permit applications are sent out, is literature provided that would direct all license holders to notify the department of changes? Erika stated she tries to include as much information as possible when mailing out permit applications.

Kent asked if Erika received any recent complaints about Fancy Meats in Cadiz. Erika did receive a tip from the Department of Agriculture regarding Fancy Meats’ dumpster which she went and investigated; however, no recent complaints have been made to the department.

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 third 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		
Resident Camps	\$90.00	\$90.00		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

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

Accreditation:

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

Dr. Pendleton asked how the department is progressing with rework items. Erika stated the environmental division is nearly complete and meets with Leann next Wednesday. Katie reported Teresa recently uploaded a lot of items in Basecamp. Garen stated the leadership change will throw a wrench in the timeline of completing rework measures by January 1st but the department does have until May to submit all



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

documentation. Adele asked how John is doing with deliverable and accreditation work. Garen stated John works closely with Leann and is doing much better with deliverables this year.

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

Katie went to review PHAB measure 12.3.2 with the board as mentioned during the October meeting. Board members and Dr. Pendleton made Katie aware they did not receive the email she sent that included 12.3.2 discussion materials. After a brief discussion, it was found that Katie's email went to everyone's spam folder. Katie tabled the discussion for PHAB measure 12.3.2 until the December meeting. Katie advised the board she would re-send the original email from October at the end of today's board meeting.

Regarding measure 12.3.2, "the purpose of this measure is to assess the health department's review of ALL of the governing entity's actions, over a period of time, in order to identify public health successes, patterns of issues, and/or areas where increased communication is needed," Jayn asked if the interpretation means staff should review the governing boards' actions? Katie replied that her interpretation was the same as Jayn's, but Leann did advise Katie to have the board also discuss their actions and the current tracking procedure to cover all bases for PHAB.

Administration Report:

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

Garen began by informing everyone that he provided his resignation to the board via email on Wednesday November 16th with his last day being Thursday December 1st, 2022. Garen accepted a position as the Southeast Regional Health Officer with the Ohio Department of Health. He stated the department is in a much better position now rather than 2015 to attract someone with qualifications for a full-time Health Commissioner. Adele mentioned the health department can be led by a full-time Health Commissioner or an Administrator and part-time Health Commissioner (how the department is currently led).

Garen and Dr. Pendleton did discuss and agree to recommend the board hire a full-time Health Commissioner. Erika expressed how well the department flows together and is hopeful the board has multiple applicants to choose from to find the best fit. Jayn commented that it would be possible to have employees on the interview team.

Bonnie asked Garen if this is the year to do the other half of the annual financial report regarding our accreditation process with the state? Garen stated he was unsure but would be in touch if that is the case.

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



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

Jayn Devney moved to enter executive session at 1:36pm for purpose of discussing filling the full-time Health Commissioner position. 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
Mr. Kent Murray	yes
Jayn Devney	yes

After discussion, the Board of Health exited executive session at 2:01pm and returned to regular session.

With no further discussion or business brought before the board, Jayn Devney motioned to adjourn at 2:02pm, seconded by Kent Murray, all voted yes, motion carried.

Respectfully submitted,

President

Date: _____

Vice President

Date: 12/15/20

Dr. Scott Pendleton, DVM

Date: 12/15/20

Secretary/or Administrator

Date: _____

Chairperson Pro Tem

Date: _____