



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 18th, 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 1:01 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:

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 October 28, 2021 were motioned for approval by Dr. Dan Jones. Kent Murray seconded the motion: all voted yes; motion carried. Ayes: All Nays: None

Katie advised a correction to the September 16, 2021 minutes. Page six, last paragraph, includes an error regarding Brandi Rapp’s hourly wage. Minutes reflected Brandi Rapp going from \$21.16 to \$22.13 per hour; however, minutes should have stated Brandi Rapp’s wage went from **\$21.63** to \$22.13 per hour.

Minutes from September 16, 2021 were motioned for approval as corrected 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 October were submitted for Board review. (see attached report).

With no questions, Dr. Dan Jones 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 October 31, 2021 were presented to the Board of Health members for discussion and viewing as follows:

1. Revenue received totaled \$22,634.87
2. Expenses paid totaled: \$98,051.39
3. October 31, 2021 ending balance: \$1,625,790.41

Report Period: October 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	\$3,132.76	\$67,355.48	\$42,433.99	\$425,090.51	\$1,406,853.61
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$786,179.47	\$0.00	\$0.00	
E001-E02 Private Water	\$10,393.66	\$1,542.00	\$10,466.00	\$1,660.07	\$12,484.36	\$8,375.30
E001-E03 Food Service	\$10,656.84	\$252.60	\$35,361.02	\$2,154.27	\$22,768.53	\$23,249.33
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	\$0.00	\$5,605.32	\$831.76
E001-E07 Tattoo	\$0.00	\$0.00	\$210.00	\$210.00	\$210.00	\$0.00
E001-E11 Septics	\$4,675.90	\$734.00	\$30,272.85	\$5,198.23	\$31,632.80	\$3,315.95
E001-E12 RHWP Grant	\$3,227.31	\$0.00	\$29,571.14	\$456.41	\$12,025.09	\$20,773.36
E001-E14 PHEP Grant	\$16,320.58	\$0.00	\$54,002.28	\$5,441.15	\$49,394.20	\$20,928.66
E001-E17 WPCLF Program	\$2,311.00	\$2,633.90	\$16,715.00	\$1,850.00	\$15,092.50	\$3,933.50
E001-E18 WIC Grant	\$8,274.71	\$5,350.30	\$70,622.51	\$7,998.44	\$78,075.05	\$822.17
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	\$27,312.26	\$276,555.51	\$4,736.72
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	\$8,989.31	\$20,701.17	\$3,336.57	\$24,037.74	-\$3,336.57
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	\$0.00	\$10,757.11	\$0.00	\$0.00	\$10,757.11
Grand Total	\$1,236,003.38	\$22,634.87	\$1,475,141.79	\$98,051.39	\$1,085,354.76	\$1,625,790.41

With no questions, Kent Murray motioned to accept the financial report as presented and that the report be filed for audit, Dr. Dan Jones seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

The voucher report for period 10/29/2021 – 11/18/2021 was presented to board members for viewing and approval in the total amount of \$11,537.95 as follows: Supplies: \$4,020.37; Utilities: \$1,330.95; Contract Services: \$5,291.68; Mileage/Expenses: \$409.80; Advertising & Printing: \$320.35; State Fees: \$111.50 and Contingencies: \$53.30.

Adele stated rent is still being paid for WIC’s Jamison Avenue location and asked if the lease was terminated? Garen stated we had to maintain phone lines at the old location with call-forwarding to the new facility until phone lines were successfully ported. As of yesterday phone lines were successfully switched over to the new East Warren Street location and now the lease can officially be terminated.

Adele asked if the department has a contract renewal due in February with Leann Cline, what the department’s intentions would be with the contract and what happens once our PHAB site visit is over. Garen stated in some



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way shape or form he will recommend the board to retain Leann’s services and expertise. The contract will be discussed at a later meeting date.

With no further questions, vouchers presented were approved upon a motion by Melissa Powers, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Katie presented November Purchase Orders to the Board of Health for viewing and approval in the amount of \$111,468.06 as follows:

PO Number	Code	Description	Amount	PO Type
21-329	E000-E02	Supplies - Quill	\$161.22	Regular
21-330	E000-E02	Supplies - Quill	\$25.85	Regular
21-331	E000-E02	Supplies - Quill	\$580.99	Regular
21-332	E000-E02	Supplies	\$30,000.00	Blanket
21-333	E000-E09	Advertising & Printing	\$1,500.00	Blanket
21-334	E000-E21	Dues/Fees	\$200.00	Blanket
21-335	E000-E03	Equipment	\$12,000.00	Blanket
21-336	E000-E06	Contract Services - Leann Cline	\$20,000.00	Blanket
21-337	E000-E06	Contract Services - WPCLF	\$15,000.00	Blanket
21-338	E000-E06	Contract Services	\$20,000.00	Blanket
21-339	E000-E07	Mileage & Expense	\$7,000.00	Blanket
21-340	E000-E14	Contingencies	\$2,000.00	Blanket
21-341	E000-E17	Insurance/License	\$1,000.00	Blanket
21-342	E000-E22	Promotional Items	\$2,000.00	Blanket

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

With no further discussion, Kent Murray motioned to approve the Fiscal portion of the consent agenda, seconded by Melissa Powers, 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 **Resolution 2021-123** whereas the Harrison County Board of Health Board awards contract #2020-16 Jeff Rice (Soil Scientist) for the proposal(s) submitted and accepted for the repair and/or replacement of residential sewage treatment systems: homeowner Sarah King 48620 Cadiz-Harrisville Rd. Cadiz, OH 43907 with funding tier 100% - total contract \$550.00 and portion funded \$550.00.

Melissa Powers motioned to accept Resolution 2021-123, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All Nays: None



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Erika presented a new form for board approval: Septic System Operation/Maintenance Report for Sewage Treatment System (STS).

Melissa Powers motioned to approve the Septic System Operation/Maintenance Report form, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Erika stated the division had its private water system survey completed in October. After discussion with Ohio Department of Health surveyors, it was determined a private water systems dye-test fee needed established. Erika explained that normally if a water sample doesn't pass after two or three times, the division recommends the property owner get an ultraviolet system or continuous disinfection system; however, the state wants a well dye test completed. Erika explained each dye test takes approximately two hours to be completed and is most effective with two sanitarians on site. Currently the division has a \$100 water sample fee, but the addition of a new dye test fee will help cover costs of the time to complete the initial test and second day follow up test. **Erika proposed the board approve a new private water systems dye test fee in the amount of \$200.**

Kent Murray motioned to approve the new Private Water Systems Dye Test fee of \$200, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All Nays: None

With no further discussion, Melissa Powers 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)

Leann informed the board she received notice from PHAB that Gerald Clabaugh resigned from the site review team. Jeanie Holt, adult immunization coordinator, will be Gerald's replacement once approved by Dr. Pendleton.

Adele asked Leann for an update on the distribution of flash drives for board members. Leann stated she is still working on adding the accreditation documents and will have flash drives to board members soon.

Leann stated another internal site visit practice round will be scheduled for December.

With no further discussion, Dr. Dan Jones 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 stated the department has rolled out over two-hundred booster and thirty pediatric vaccines since the October meeting. Adele noted to keep up with marketing vaccination information, so the public stays informed as possible.

Garen informed the board that when Rebecca Eberhart was hired as WIC Director, she was offered a wage increase for the twenty-four hours worked as WIC Director. Garen revisited Rebecca’s wage and now Rebecca’s eight hours of district health duties will be paid at the same rate as WIC Director duties. **Rebecca Eberhart’s wage will be \$24.52 per hour regardless of role.**

With no further discussion, Kent Murray 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 1:41pm for personnel discussion matters. Garen Rhome, Administrator and Katie Norris, Fiscal Officer in Training 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 2:01pm and returned to regular session.

Adele: The BOH members coming out of executive session would like to make two motions.

The first motion is to approve a 2021 retention bonus from District Health for Erin McKenna in the amount of \$250.00 based on information provided by Garen Rhome.

Dr. Dan Jones motioned to approve a retention bonus for Erin McKenna as presented, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

The second motion is to approve the Harrison County Health Department Compensation Plan – Pay Grades with Salary Ranges – January 1, 2022 based on information provided by Garen Rhome.

Dr. Dan Jones motioned to approve January 1, 2022 Pay Grades with Salary Ranges as presented, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None



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

Respectfully submitted,

Adelle Mason
President

Date: 12/16/2021

Vice President

Date: _____

Not in attendance.

Date: _____

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