



HARRISON COUNTY GENERAL HEALTH DISTRICT
Minutes of the Board of Health
Held December 15, 2022

Meeting Location: Harrison County Health Department - Coal Room

Call to Order: Jayn Devney called the meeting to order at 1:00 PM.

Board Members Present:

Mrs. Adele Mason – via zoom
Dr. Dan Jones
Mr. Kent Murray
Ms. Melissa Powers
Jayn Devney

Absent:

Staff and Other Members Present:

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

Absent:

Leann Cline, Accreditation Coordinator

Election of Chairperson Pro Tem:

In the physical absence of President Adele Mason and late arrival of Vice President Dr. Dan Jones, board members elected a Chairperson Pro Tem to begin the meeting. Melissa Powers nominated Jayn Devney to serve as Chairperson Pro Tem, seconded by Kent Murray, all voted yes; motion carried. Ayes: All Nays: None

Approval of Minutes:

Melissa Powers motioned to accept the November 17, 2022 minutes. 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 November were submitted for Board review. (see attached report).

Teresa explained Covid19 cases have decreased but Influenza A is on the rise. The department is monitoring a Covid19 outbreak in one of the county’s long-term care facilities.



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With no further discussion, Kent Murray motioned to accept the Vital Statistics and 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 November 30, 2022 were presented to Board of Health members for discussion and viewing as follows:

1. Revenue received totaled: \$48,849.91
2. Expenses paid totaled: \$128,391.05
3. November 30, 2022 ending balance: \$1,694,590.02

Report Period: November 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	\$8,230.49	\$63,264.58	\$60,343.33	\$670,429.01	\$1,478,658.22
E001-E05 District Health-Property Tax	\$0.00		\$803,119.55			
E001-E02 Private Water	\$10,131.87	\$714.00	\$12,284.00	\$2,473.51	\$14,085.22	\$8,330.65
E001-E03 Food Service	\$11,905.45	\$0.00	\$38,942.50	\$1,805.97	\$42,706.87	\$8,141.08
E001-E04 Pools	\$580.00	\$0.00	\$632.50	\$0.00	\$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	\$1,273.70	\$27,478.96	\$3,260.33	\$23,695.86	\$4,742.21
E001-E12 RHWP Grant	\$23,950.42	\$0.00	\$13,345.24	\$188.29	\$8,838.79	\$28,456.87
E001-E14 PHEP Grant	\$35,574.92	\$3,738.00	\$60,068.00	\$5,810.94	\$63,002.63	\$32,640.29
E001-E17 WPCLF Program	\$37,295.20	\$18,952.00	\$81,710.25	\$37,842.00	\$132,442.00	-\$13,436.55
E001-E18 WIC Grant	\$10,181.35	\$7,550.86	\$86,328.06	\$7,246.16	\$88,157.96	\$8,351.45
E001-E22 Cribs for Kids - MCH	\$7,823.16	\$0.00	\$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	\$11.49	\$7,599.61	\$52,400.39
E001-E31 Enhanced Operations	\$0.00	\$4,419.84	\$77,617.52	\$3,726.19	\$81,343.71	-\$3,726.19
E001-E33 VE21 Vaccine Equity & Support	\$47,201.98	\$0.00	\$0.00	\$1,936.81	\$15,384.29	\$31,817.69
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	\$3,971.02	\$35,891.08	\$3,746.03	\$38,949.61	-\$3,058.53
Grand Total	\$1,578,890.92	\$48,849.91	\$1,315,408.46	\$128,391.05	\$1,199,709.36	\$1,694,590.02

Jayn asked Katie if the fiscal department ever compared monthly balance reports from a year ago to present time. Katie replied, no, but she could prepare a comparison of December 2021 vs 2022 for the January meeting.

Melissa Powers motioned to accept the November 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 December 2022 purchase orders for approval:

PO Number	Code	Description	Appropriation	
22-443	E000-E06	Contract Services	\$2,000.00	Blanket
22-444	E000-E14	Contingencies	\$1,500.00	Blanket
			Total: \$3,500.00	



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Dr. Dan Jones motioned to approve December 2022 purchase orders, Kent Murray seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

A voucher report for period 11/18/2022 – 12/15/2022 was presented to board members for viewing and approval in the total amount of \$40,676.20 as follows: Supplies: \$3,801.58; Utilities: \$1,298.94; Contract Services: \$31,727.01; Mileage/Expenses: \$1,595.72; State Fees: \$109.00; Contingencies: \$2,083.95 and Dues/Fees: \$60.00.

Jayn asked if Contingency vouchers were written from PO 22-444 or if purchase order 22-444 would be for the first of the year. Katie answered, PO 22-444 was used to pay Harrison County Ambulance Service during the month of December. Bonnie explained the Health Department still receives electronic transfers of funds that do not belong to the department and must reimburse Harrison County Ambulance Service. Nearly all Harrison County entities have the same EIN number which causes the funds to be erroneously transferred into the Health Department's Huntington account.

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

Katie presented the final December 2022 End of Year Revenue Allocation Adjustments by program, in the total amount of (-\$115,707.30), to the Board of Health for viewing and questions.

<u>Fund</u>	<u>7/28/2022</u> Budget	<u>12/15/2022</u> Adjustment	<u>12/15/2022</u> Revenue Allocation
E001-E01 District Health	\$103,035.09	-\$37,287.30	\$65,747.79
E001-E05 District Health General Property Tax	\$797,800.00	\$5,319.55	\$803,119.55
E001-E02 Private Water	\$22,140.00	-\$9,442.00	\$12,698.00
E001-E03 Food Service	\$38,892.50	\$50.00	\$38,942.50
E001-E04 Pools	\$632.50	\$0.00	\$632.50
E001-E06 Camps	\$5,860.00	-\$413.75	\$5,446.25
E001-E07 Tattoo	\$0.00	\$0.00	\$0.00
E001-E11 Septics	\$32,475.00	-\$4,150.48	\$28,324.52
E001-E12 RHWP Grant	\$25,850.00	-\$12,504.76	\$13,345.24
E001-E14 PHEP Grant	\$66,000.00	-\$5,932.00	\$60,068.00
E001-E17 Water Pollution Control Loan, WPCLF	\$75,000.00	\$26,550.25	\$101,550.25
E001-E19 WIC Program	\$109,432.00	-\$15,857.78	\$93,574.22
E001-E22 Cribs for Kids	\$6,130.00	\$3,149.97	\$9,279.97
E001-E24 Veggie U Program	\$0.00	\$0.00	\$0.00
E001-E26 CO20 Crisis Response Grant	\$0.00	\$0.00	\$0.00
E001-E27 CT20 Contact Tracing Grant	\$0.00	\$0.00	\$0.00
E001-E28 Stigma Reduction Initiative	\$0.00	\$0.00	\$0.00
E001-E29 CO21 Covid Response Supplemental	\$0.00	\$0.00	\$0.00
E001-E30 Vaccine Needs Assessment	\$0.00	\$0.00	\$0.00
E001-E31 Enhanced Operations	\$110,482.32	-\$29,138.61	\$81,343.71
E001-32 CT21 Contact Tracing Grant	\$0.00	\$0.00	\$0.00
E001-E33 VE21 Vaccine Equity & Support	\$0.00	\$0.00	\$0.00
E001-E34 Transfer In	\$0.00	\$0.00	\$0.00
E001-E35 Covid-19 Vaccination CN22 Grant	\$75,000.00	-\$36,050.39	\$38,949.61
Total	\$1,468,729.41	-\$115,707.30	\$1,353,022.11



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Jayn asked if the allocation adjustment totals are what the department adjusted after the permanent budget was accepted and approved. Bonnie answered yes, and Dr. Pendleton commented that the department came in lower than the budget by \$115,707.30 which was good budgeting.

Melissa Powers motioned to approve End of Year Revenue Allocation Adjustments as presented, seconded by Dr. Dan Jones, all voted yes, motion carried; Ayes: All Nays: None

Katie presented the final December 2022 End of Year Expense Allocation Adjustments by program, in the total amount of (-\$494,127.63), to the Board of Health for viewing and questions.

Final December 2022 Expenditure Report

<u>General Health Account</u>		<u>Present Allocation</u>	<u>Adjustments</u>	<u>New Allocation</u>
E000-E01	Salaries	\$914,600.00	\$232,389.96	\$682,210.04
E000-E02	Supplies	\$181,043.19	\$114,305.72	\$66,737.47
E000-E03	Equipment	\$27,549.99	-\$22,729.75	\$4,820.24
E000-E05	Utilities	\$30,020.00	-\$13,857.04	\$16,162.96
E000-E06	Contract Services	\$255,895.20	-\$22,452.94	\$233,442.26
E000-E07	Mileage/Expense	\$23,482.26	-\$10,884.89	\$12,597.37
E000-E09	Advertising/Printing	\$14,350.00	-\$12,044.30	\$2,305.70
E000-E10	PERS	\$127,944.00	-\$28,850.91	\$99,093.09
E000-E11	Workers Compensation	\$5,049.71	\$0.00	\$5,049.71
E000-E12	Medicare	\$13,412.23	-\$3,601.09	\$9,811.14
E000-E13	State Fees	\$28,395.00	-\$7,278.76	\$21,116.24
E000-E14	Contingencies	\$10,000.00	-\$2,731.63	\$7,268.37
E000-E15	Health Insurance	\$182,916.26	-\$14,943.11	\$167,973.15
E000-E16	Life Insurance	\$850.00	-\$165.00	\$685.00
E000-E17	Insurance/License	\$7,035.00	-\$3,503.00	\$3,532.00
E000-E34	Accreditation Fees	\$5,600.00	\$0.00	\$5,600.00
E000-E37	Eye Insurance	\$1,500.00	-\$130.00	\$1,370.00
E000-E40	Dues/Fees	\$5,380.00	-\$681.50	\$4,698.50
E000-E41	Promotional Items	\$5,000.00	-\$3,578.03	\$1,421.97
Grand Totals		\$1,840,022.84	\$494,127.63	\$1,345,895.21

IHAC Expense Summary (Program, Dept.) Adjustment Report

<u>E01 District Health</u>		<u>Present 09/22/22 Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$600,000.00	-\$167,663.40	\$432,336.60



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E000-E02	Supplies	\$40,000.00	-\$19,055.79	\$20,944.21
E000-E03	Equipment	\$10,000.00	-\$10,000.00	\$0.00
E000-E05	Utilities	\$16,000.00	-\$11,863.62	\$4,136.38
E000-E06	Contract Services	\$93,000.00	-\$11,447.03	\$81,552.97
E000-E07	Mileage/Expense	\$8,000.00	-\$2,948.52	\$5,051.48
E000-E09	Advertising/Printing	\$6,000.00	-\$5,247.35	\$752.65
E000-E10	PERS	\$84,000.00	-\$19,327.53	\$64,672.47
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$8,700.00	-\$2,555.24	\$6,144.76
E000-E13	State Fees	\$18,500.00	-\$4,519.76	\$13,980.24
E000-E14	Contingencies	\$10,000.00	-\$2,731.63	\$7,268.37
E000-E15	Health Insurance	\$149,000.00	-\$7,785.67	\$141,214.33
E000-E16	Life Insurance	\$850.00	-\$165.00	\$685.00
E000-E17	Insurance/License	\$6,000.00	-\$3,503.00	\$2,497.00
E000-E34	Accreditation Fees	\$5,600.00	\$0.00	\$5,600.00
E000-E37	Eye Insurance	\$1,500.00	-\$130.00	\$1,370.00
E000-E40	Dues/Fees	\$5,000.00	-\$481.50	\$4,518.50
E000-E41	Promotional Items	\$5,000.00	-\$3,578.03	\$1,421.97
Grand Totals		\$1,067,150.00	-\$273,003.07	\$794,146.93

		Present 09/22/22		New
<u>E02 Private Water</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$8,000.00	-\$913.67	\$7,086.33
E000-E02	Supplies	\$1,000.00	-\$970.01	\$29.99
E000-E06	Contract Services	\$2,100.00	-\$885.00	\$1,215.00
E000-E07	Mileage/Expense	\$1,000.00	-\$37.90	\$962.10
E000-E10	PERS	\$1,120.00	-\$39.59	\$1,080.41
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$116.00	-\$26.99	\$89.01
E000-E13	State Fees	\$3,400.00	-\$1,468.00	\$1,932.00
E000-E15	Health Insurance	\$3,500.00	-\$1,304.34	\$2,195.66
Grand Totals		\$20,236.00	-\$5,645.50	\$14,590.50

		Present 09/22/22		New
<u>E03 Food Service</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$29,000.00	-\$321.30	\$28,678.70
E000-E02	Supplies	\$500.00	-\$500.00	\$0.00
E000-E07	Mileage/Expense	\$2,500.00	-\$84.19	\$2,415.81
E000-E10	PERS	\$3,640.00	\$9.06	\$3,649.06
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$377.00	\$0.85	\$377.85
E000-E13	State Fees	\$2,800.00	-\$378.00	\$2,422.00
E000-E15	Health Insurance	\$7,250.00	-\$607.81	\$6,642.19
Grand Totals		\$46,067.00	-\$1,881.39	\$44,185.61



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<u>E04 Pools</u>		Present 09/22/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$1,047.00	-\$63.23	\$983.77
E000-E07	Mileage/Expense	\$5.50	\$0.00	\$5.50
E000-E13	State Fees	\$160.00	\$0.00	\$160.00
Grand Totals		\$1,212.50	-\$63.23	\$1,149.27

<u>E06 Camps</u>		Present 09/22/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$3,100.00	-\$235.73	\$2,864.27
E000-E07	Mileage/Expense	\$867.38	\$0.00	\$867.38
E000-E10	PERS	\$434.00	-\$4.30	\$429.70
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$46.50	\$0.00	\$46.50
E000-E13	State Fees	\$735.00	-\$185.00	\$550.00
E000-E15	Health Insurance	\$1,200.00	\$0.00	\$1,200.00
Grand Totals		\$6,382.88	-\$425.03	\$5,957.85

<u>E07 Tattoo</u>		Present 09/22/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E07	Mileage/Expense	\$360.00	\$0.00	\$360.00
Grand Totals		\$360.00	\$0.00	\$360.00

<u>E11 Septic</u>		Present 09/22/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$18,000.00	-\$4,052.91	\$13,947.09
E000-E02	Supplies	\$800.00	-\$441.86	\$358.14
E000-E07	Mileage/Expense	\$2,000.00	-\$526.37	\$1,473.63
E000-E10	PERS	\$2,520.00	-\$281.96	\$2,238.04
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$261.00	-\$52.59	\$208.41
E000-E13	State Fees	\$2,800.00	-\$728.00	\$2,072.00
E000-E15	Health Insurance	\$4,750.00	\$500.71	\$5,250.71
Grand Totals		\$31,131.00	-\$5,582.98	\$25,548.02

<u>E12 RHWP</u>		Present 09/22/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$6,000.00	-\$3,104.80	\$2,895.20
E000-E02	Supplies	\$5,765.63	-\$1,988.38	\$3,777.25
E000-E07	Mileage/Expense	\$129.37	-\$129.37	\$0.00
E000-E09	Advertising/Printing	\$200.00	-\$200.00	\$0.00
E000-E10	PERS	\$780.00	-\$357.94	\$422.06
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00



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E000-E12	Medicare	\$101.50	-\$59.53	\$41.97
E000-E15	Health Insurance	\$1,500.00	-\$672.24	\$827.76
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	-\$6,512.26	\$9,093.24

		Present 09/22/22		New
<u>E14 PHEP Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$46,500.00	-\$3,152.80	\$43,347.20
E000-E02	Supplies	\$4,000.00	-\$2,647.57	\$1,352.43
E000-E03	Equipment	\$2,000.00	-\$2,000.00	\$0.00
E000-E05	Utilities	\$400.00	-\$253.42	\$146.58
E000-E06	Contract Services	\$28,500.00	-\$12,104.88	\$16,395.12
E000-E07	Mileage/Expense	\$2,000.00	-\$1,503.07	\$496.93
E000-E10	PERS	\$6,440.00	-\$206.12	\$6,233.88
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$667.00	-\$20.34	\$646.66
E000-E17	Insurance/License	\$86.00	\$0.00	\$86.00
Grand Totals		\$90,593.00	-\$21,888.20	\$68,704.80

		Present 09/22/22		New
<u>E17 WPCLF</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E06	Contract Services	\$112,295.20	\$21,096.80	\$133,392.00
Grand Totals		\$112,295.20	\$21,096.80	\$133,392.00

		Present 09/22/22		New
<u>E19 WIC</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$73,500.00	-\$5,064.29	\$68,435.71
E000-E02	Supplies	\$3,000.00	\$2,754.17	\$5,754.17
E000-E03	Equipment	\$1,500.00	-\$1,500.00	\$0.00
E000-E05	Utilities	\$12,000.00	-\$600.00	\$11,400.00
E000-E06	Contract Services	\$0.00	\$518.17	\$518.17
E000-E07	Mileage/Expense	\$3,500.00	-\$3,500.00	\$0.00
E000-E09	Advertising/Printing	\$1,650.00	-\$1,650.00	\$0.00
E000-E10	PERS	\$10,290.00	-\$527.32	\$9,762.68
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$1,065.75	-\$52.43	\$1,013.32
E000-E15	Health Insurance	\$1,000.00	-\$172.22	\$827.78
E000-E40	Dues/Fees	\$200.00	-\$200.00	\$0.00
Grand Totals		\$107,705.75	-\$9,993.92	\$97,711.83



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		Present 09/22/22		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	-\$5,000.00	\$0.00
E000-E07	Mileage/Expense	\$250.00	-\$154.36	\$95.64
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
Grand Totals		\$5,250.00	-\$5,154.36	\$95.64
		Present 09/22/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E24 Veggie U</u>				
E000-E02	Supplies	\$2,000.00	-\$1,638.67	\$361.33
E000-E07	Mileage/Expense	\$300.00	-\$200.00	\$100.00
Grand Totals		\$2,300.00	-\$1,838.67	\$461.33
		Present 09/22/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E26 CO-20 Crisis Response Grant</u>				
E000-E02	Supplies	\$5,300.00	-\$5,300.00	\$0.00
Grand Totals		\$5,300.00	-\$5,300.00	\$0.00
		Present 09/22/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E27 CT-20 Contact Tracing Grant</u>				
E000-E02	Supplies	\$20,000.00	-\$20,000.00	\$0.00
E000-E03	Equipment	\$10,700.00	-\$10,700.00	\$0.00
Grand Totals		\$30,700.00	-\$30,700.00	\$0.00
		Present 09/22/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E28 Stigma Reduction Initiative</u>				
E000-E02	Supplies	\$35,000.00	-\$27,440.38	\$7,559.62
E000-E06	Contract Services	\$20,000.00	-\$20,000.00	\$0.00
E000-E09	Advertising/Printing	\$5,000.00	-\$4,424.42	\$575.58
Grand Totals		\$60,000.00	-\$51,864.80	\$8,135.20
		Present 09/22/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E29 CO21 Covid Response Grant</u>				
E000-E02	Supplies	\$0.00	\$0.00	\$0.00
Grand Totals		\$0.00	\$0.00	\$0.00
		Present 09/22/22		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E31 Enhanced Operations</u>				
E000-E01	Salaries	\$69,000.00	-\$15,226.48	\$53,773.52
E000-E02	Supplies	\$20,588.34	-\$5,524.89	\$15,063.45
E000-E05	Utilities	\$1,620.00	-\$1,140.00	\$480.00
E000-E06	Contract Service	\$0.00	\$369.00	\$369.00



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E000-E07	Mileage/Expense	\$900.00	-\$271.00	\$629.00
E000-E10	PERS	\$9,900.00	-\$2,893.87	\$7,006.13
E000-E12	Medicare	\$1,163.98	-\$326.59	\$837.39
E000-E15	Health Insurance	\$7,310.00	-\$4,124.78	\$3,185.22
Grand Totals		\$110,482.32	-\$29,138.61	\$81,343.71

		Present 09/22/22		New
<u>E33 Vaccine Equity</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$13,000.00	-\$9,055.00	\$3,945.00
E000-E02	Supplies	\$29,193.48	-\$20,203.78	\$8,989.70
E000-E03	Equipment	\$2,000.00	\$1,470.25	\$3,470.25
E000-E07	Mileage/Expense	\$1,000.00	-\$860.10	\$139.90
E000-E10	PERS	\$1,820.00	-\$1,402.10	\$417.90
E000-E12	Medicare	\$188.50	-\$131.29	\$57.21
Grand Totals		\$47,201.98	-\$30,182.02	\$17,019.96

		Present 09/22/22		New
<u>E34 Transfers In</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E11	Workers Compensation	\$5,049.71	\$0.00	\$5,049.71
Grand Totals		\$5,049.71	\$0.00	\$5,049.71

		Present 09/22/22		New
<u>E35 CN22 Covid19 Vaccination Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$48,500.00	-\$23,599.58	\$24,900.42
E000-E02	Supplies	\$7,848.74	-\$6,285.33	\$1,563.41
E000-E03	Equipment	\$1,349.99	\$0.00	\$1,349.99
E000-E07	Mileage/Expense	\$670.01	-\$670.01	\$0.00
E000-E09	Advertising/Printing	\$1,500.00	-\$522.53	\$977.47
E000-E10	PERS	\$7,000.00	-\$3,819.24	\$3,180.76
E000-E12	Medicare	\$725.00	-\$376.94	\$348.06
E000-E15	Health Insurance	\$7,406.26	-\$776.76	\$6,629.50
Grand Totals		\$75,000.00	-\$36,050.39	\$38,949.61

Present 09/22/22 Allocation Total	\$1,840,022.84
Adjustment Total	-\$494,127.63
Allocation Total Approved 12/15/22	\$1,345,895.21

Dr. Dan Jones motioned to approve End of Year Expense Allocation Adjustments as presented, seconded by Kent Murray, all voted yes, motion carried; Ayes: All Nays: None



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Katie provided the board with a copy of the 2023 Temporary Budget Request that was submitted to the Commissioners’ office on Monday, October 17th and originally presented to the board during the October 20th meeting. 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

Katie presented January 2023 blanket purchases orders for approval:

PO Number	Code	Description	Appropriation
23-231	E000-E02	Supplies	\$15,000.00
23-232	E000-E03	Equipment	\$18,000.00
23-233	E000-E05	Utilities	\$7,000.00
23-234	E000-E06	Contract Services	\$20,000.00
23-235	E000-E06	Contract Services -WPCLF	\$30,000.00
23-236	E000-E06	Contract Services - Leann Cline	\$15,000.00
23-237	E000-E07	Mileage & Expenses	\$3,500.00
23-238	E000-E09	Advertising & Printing	\$1,000.00
23-239	E000-E13	State Fees	\$6,500.00
23-240	E000-E14	Contingencies	\$2,500.00
23-241	E000-E17	Insurance & License	\$1,000.00
23-242	E000-E21	Dues & Fees	\$1,500.00
23-243	E000-E22	Promotional Items	\$1,000.00
Total:			\$122,000.00



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Dr. Dan Jones motioned to approve January 2023 blanket purchase orders, Melissa Powers seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

Katie provided the board with an email and pricing list from John Carr requesting to purchase technology items for the future full-time Health Commissioner.

John's Admin Computer Pricing

Item	Qty.	Price	Total
ASUS ROG Strix Scar 15 Gaming Laptop	1	\$1,699.99	\$1,699.99
havit Gaming keyboard and mouse	1	\$30.90	\$30.90
USB C Docking Station Dual Monitor	2	\$56.93	\$113.86
5TB My Passport Portable Ext. Hard Drive	1	\$104.99	\$104.99
5 Pack Power Adapter Extension	3	\$19.48	\$58.44
			\$2,008.18

The board agreed to the purchase of docking station dual monitors, an external hard drive, and power adapter extensions; however, the board advised Katie to inform John that a gaming laptop and keyboard of that magnitude were unnecessary. The board suggested the purchase of an Asus or other reputable computer in the range of \$800.00.

Adele asked if the laptop Garen left behind would be sufficient for the future Health Commissioner. Dr. Pendleton replied Garen's computer is in poor working condition and would have been the next computer needing replaced. Jayn asked if the department has a schedule or obsolescence plan in place for equipment. Dr. Pendleton stated there is no current plan in place.

With no further discussion, Dr. Dan Jones 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 resubmitted the food program cost methodology per the state's request and stated multiple fees decreased.

Jayn asked what the division's budgetary impact would be with multiple environmental fees decreasing. Erika stated while other county environmental divisions can solely rely on program fees, our environmental division must also rely on funds generated through the levy to cover costs.

Dr. Pendleton asked Erika why fees keep decreasing. Erika stated program fees are determined by the cost methodology analysis. Erika must look at the previous year's hours spent in the field, anticipated costs for the upcoming year, raise in salaries, etc. Erika noted Covid19 continued to impact environmental division field time for 2021.



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Upon Dr. Pendleton’s question of decreasing fees, Erika presented the proposed 2023 environmental fee schedule food program fees for first reading as follows:

Food Safety Program

Plan Review Fee: 30% of the license fee

Commercial

Less than 25000 sq ft.	Current Fee	2023 Proposed Fee
Level I	\$129.78	\$112.68
Level II	\$153.73	\$124.67
Level III	\$348.20	\$221.98
Level IV	\$457.42	\$276.63
Over 25000 sq ft.	Current Fee	2023 Proposed Fee
Level I	\$214.08	\$154.87
Level II	\$228.45	\$162.06
Level III	\$914.00	\$528.80
Level IV	\$969.00	\$559.48
Mobiles	\$32.75	\$117.10
Vending	\$23.52	\$23.52
Temporary	\$50.00	\$80.00
Level II Managers ServSafe Test	\$75.00	\$75.00

Non-Commercial (50% less than Commercial)

Less than 25000 sq ft.	Current Fee	2023 Proposed Fee
Level I	\$64.89	\$56.34
Level II	\$76.87	\$62.34
Level III	\$174.10	\$110.99
Level IV	\$228.71	\$138.32
Over 25000 sq ft.	Current Fee	2023 Proposed Fee
Level I	\$107.04	\$77.44
Level II	\$114.23	\$81.03
Level III	\$457.00	\$264.40
Level IV	\$484.50	\$279.74

Katie presented **Resolution 2022-142** whereas the Harrison County Board of Health has determined it necessary to establish and amend said fees for Recreation Program permits, license, and services to maintain respective programs, along with modifications of classifications due to legislative changes.

First Reading: 09/22/2022 Second Reading: 10/20/2022 Third Reading: 11/17/2022

Kent Murray motioned to accept **Resolution 2022-142**, seconded by Melissa Powers, 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 Dr. Dan Jones, all voted yes, motion carried. Ayes: All Nays: None

Accreditation:

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

Dr. Pendleton stated the new e-PHAB system is still on hold. Adele asked if all old submissions in the previous PHAB system would need resubmitted into the new e-PHAB system. Katie was unsure of the answer to Adele’s question and Leann was not in attendance to provide clarification.

Katie previously provided the board with 2021 and 2022 Board of Health Actions Taken reports as well as Inter Office Communication memorandums focusing on major board of health discussion points.

Board members were asked to review their own actions to identify public health successes, patterns of issues, and areas where increased communication is needed. Staff will meet during the month of January 2023 and



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review the same reports to assess board actions taken and comply with the board's direction. Katie will brief the board on the staff's discussion during the January board meeting.

Board members unanimously agreed they liked the Actions Taken tracking procedure of creating a yearly recap and inter office communication memorandum. The board expressed the department's dedication and rapid response to the Covid19 pandemic as a large public health success. A resolution spreadsheet should continue to be kept and updated for each year moving forward to alleviate any duplicate resolution numbers. With an upcoming change in Administration, the board noted a need for increased communication and teamwork.

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

Administration Report:

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

With no acting Administrator, Katie Norris compiled an Administration report and presented it to the board. As of today's meeting, a total of eight individuals have applied for the full-time Health Commissioner posting on Indeed.

Katie provided the board with a signed Collaboration Agreement Promoting Public Health between the Harrison County General Health District and Harrison Hills City School District. **WHEREAS** The Harrison County General Health District may contact and collaborate with Harrison Hills City School District educators to host classroom presentations to promote public health as a career choice. The agreement is effective until June 01, 2023. Once a full-time Health Commissioner is hired, the goal is to create another agreement with at least a three-year timeframe.

Erika, Jade, Teresa and Katie went to Harrison Hills on December 13, 2022 and made two classroom presentations on promoting public health as a career choice. Students completed pre/post surveys and a detailed report will be provided to board members during the January 2023 board meeting.

Katie informed the board that **Alizabeh Beiber, WIC Peer Helper, submitted her two-weeks' notice on November 30, 2022.**

Adele asked if there was any intention of replacing Alizabeh and filling her role as part-time WIC Peer Helper. Teresa explained when the department hired Joni Orr Dulkoski, there was a second individual who originally applied for the position but had an issue with availability. After the holidays, Rebecca plans on reaching out to the individual to see if she is still interested as the position will have flexibility. If the individual is not interested, then the department will need to create and advertise a job posting.



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Katie stated Garen completed employee performance evaluations before his departure and left the files in her possession. All evaluations were electronically scanned and emailed to Dr. Pendleton.

John Carr submitted an Inter-Office Communication notice to the board for review and approval regarding destruction of the following five obsolete devices:

<u>Inventory Number</u>	<u>Description</u>
254	Asus Laptop Computer
268	Asus Laptop Computer
389	Asus Laptop Computer
314	Asus Laptop Computer
275	HP Laptop Computer

Dr. Dan Jones motioned to approve the destruction and disposal of the five listed devices, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

Katie informed the board that Bonnie and Dr. Pendleton received an email from Sherri Kovach of COTS (Central Ohio Trauma System) on December 9, 2022 stating COTS was terminating their agreement with Harrison County Public Health. The email detailed correspondence would also arrive via certified mail. Katie provided a copy of the signed agreement for board review.

Board members requested John’s attendance for the January meeting to discuss the following topics:

- What is COTS?
- Provide details on Article I Project Deliverables Number 2 and what did not take place that would cause COTS to terminate the agreement.
- What has been COTS role with the department over the past year? Or maybe why was the department approached by COTS to perform certain functions and activities.
- Is COTS needed for Accreditation?
- If any, what path could the department take moving forward to rectify termination of the agreement?
- What do you see as ramifications, politically and financially, for having the contract cancelled?

Katie informed the board that Jade Brown returned from FMLA leave on November 18th.

On December 15th the department received a money order via mail from Ms. Lori Adams. The money order was for the full amount of \$51.50 she owed for the August 2022 purchase of one certified death certificate and non-sufficient fund check fee (receipt no: 479762).

Teresa presented the following form for board approval: HCGHD Physical and Social Media Proposal Worksheet Authorization for Public Information Release. Teresa explained the form will help the department specify a target audience along with being culturally and linguistically compliant. The form will help staff determine a SMOG (Simple Measure of Gobbledygook) score for literacy level.



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Dr. Dan Jones motioned to approve the Physical and Social Media Proposal Worksheet, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

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

Dr. Dan Jones moved to enter executive session at 1:48pm for purpose of discussing filling the full-time Health Commissioner position and employee raises. Dr. Pendleton, Health Commissioner and Katie Norris, Fiscal Officer in Training were asked to remain in executive session. Roll call to vote to enter executive session:

Dr. Dan Jones	yes
Mr. Kent Murray	yes
Ms. Melissa Powers	yes
Jayn Devney	yes

After discussion, the Board of Health exited executive session at 2:15pm and returned to regular session.

The Board of Health members coming out of executive session made a motion that, based on merit and cost of living, 3% wage increases, effective first pay date of the new year, January 13, 2023, be awarded to staff.

Employee	Current Wage	Cost of Living Wage Increase		Increase Amount	New Wage Effective First Pay Date Being	
		Approved by	Board 12/15/2022		01/13/2023	
Battistel, Erika	\$ 27.73	3%	\$	0.83	\$	28.56
Brown, Jade	\$ 23.97	3%	\$	0.72	\$	24.69
Carr, John	\$ 20.84	3%	\$	0.63	\$	21.47
Dulkoski, Joni	\$ 13.00	3%	\$	0.39	\$	13.39
Dulkoski, Tanile	\$ 21.08	3%	\$	0.63	\$	21.71
Eberhart, Rebecca - Nurse 2 & WIC Director	\$ 25.99	3%	\$	0.78	\$	26.77
Koniski, Teresa	\$ 29.33	3%	\$	0.88	\$	30.21
McKenna, Erin	\$ 22.05	3%	\$	0.66	\$	22.71
Norris, Katie	\$ 21.08	3%	\$	0.63	\$	21.71
Rapp, Brandi - BCMH & WIC	\$ 23.46	3%	\$	0.70	\$	24.16
Smith, Jennifer	\$ 19.14	3%	\$	0.57	\$	19.71
Snider, Bonnie	\$ 21.59	3%	\$	0.65	\$	22.24
Wood, Cylene	\$ 15.00	3%	\$	0.45	\$	15.45

Dr. Dan Jones motioned to approve 2023 wage increases of 3%, 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 2:18pm, seconded by Melissa Powers, all voted yes, motion carried.

Respectfully submitted,

Dele Mason

President

Date: 1/19/2023

Vice President

Dr. Scott Pendleton

Dr. Scott Pendleton, DVM

Date: _____

Date: 1/19/2023

Secretary/or Administrator

Date: _____

Chairperson Pro Tem

Date: _____