



Harrison County General Health District
Minutes of the Board of Health
Held June 15, 2023

Meeting Location: Harrison County Health Department – Room 1124

Call to Order: Jayn Devney called the meeting to order at 1:02 PM.

Board Members Present:

Jayn Devney
Dr. Scott Pendleton, DVM
Ms. Melissa Powers

Absent:

Dr. Dan Jones
Mr. Kent Murray

Staff and Other Members Present:

Megan Smolenak, Health Commissioner
Teresa Koniski RN, Director of Nursing
Erika Battistel, Environmental Director
John Carr, PHEP Coordinator
Sam Farmery, Fiscal Officer in Training

Absent:

Leann Cline, Accreditation Coordinator
Bonnie Snider, Fiscal Officer

Virtual Members Present

Katie Norris, Deputy Health Commissioner

Board of Health Member Updates

Dr. Scott Pendleton was appointed as a Board member by the District Advisory Council on June 5, 2023. **Dr. Pendleton swore his oath as a Board of Health member to fill the un-expired term of Adele Mason (2021 – 2026).**

Dr. Scott Pendleton motioned that the current Board of Health Vice President **Jayn Devney move up into the role of President,** and that **he move into the role of President Pro Tempore** (Vice President). Melissa Powers seconded the motion. All voted yes; motion carried. Ayes: All Nays: None

Approval of Minutes:

Melissa Powers motioned to approve the May 11, 2023 monthly meeting minutes. Dr. Scott Pendleton seconded the motion: all voted yes; motion carried. Ayes: All Nays: None



Old Business

- a. **Restructuring of HCGHD News Release** – Following discussion from June, Megan provided the Board with an article from the Harrison News Herald March 18, 2023 edition discussing the county health department hiring new leadership.

New Business

- b. **COTS in Harrison County** – Megan met with COTS and stated that the COTS Coalition is going to merge Harrison County with the Belmont & Monroe Coalition. While the merger is being received as positive, Megan echoed HCGHD would not act as a lead or enter another contract with COTS. Megan advised the Board that she requested an MOU from COTS before becoming a Coalition member.
- c. **ArchiveSocial** – Megan detailed how the department was approached by the company ArchiveSocial to see if the department had any social media archiving plans in place within its record retention policy. After reviewing pricing, Jayn asked Katie to contact other county organizations to see if they use social archiving services and to ask TSG if they provide any social media archiving services.
- d. **Form 101.003: Inventory Tracking Report** – Megan and John presented a new form related to inventory tracking. The Board advised John to add a “Purchased From” line below the “Purchase Date” section. Jayn advised the department to create a procedure or memorandum to accompany Form 101.003 regarding guidance for the process of completing the form and what amount of money justifies the item as needing inventoried.

Dr. Scott Pendleton motioned to approve Form 101.003 with instated addition, seconded by Melissa Powers, all voted yes; motion carried. Ayes: All Nays: None

Division Reports

Vital Statistics and Public Nursing Report:

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

Teresa added the division is seeing a slight uptick in Lyme Disease compared to 2022.

Melissa Powers motioned to accept the Vital Statistics and Nursing Report portion of the consent agenda as submitted, seconded by Dr. Scott Pendleton, all voted yes; motion carried. Ayes: All Nays: None

Financial Report:

The Cash Balance Report and Auditor’s Financial Report for month ending May 31, 2023 were presented to Board of Health members for discussion and viewing as follows:



HARRISON COUNTY

Public Health

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1. May 2023 Revenue received totaled: \$27,589.12
 - a. May 2022 Revenue received totaled: \$37,488.67
2. May 2023 Expenses paid totaled: \$107,838.70
 - a. May 2022 Expenses paid totaled: \$104,001.19
3. May 31, 2023 ending balance: \$1,893,142.09
 - a. May 31, 2022 ending balance: \$1,774,907.77

Report Period: May 2023

Program	Carryover Balance	2023 Current Revenue		2022 Revenue		2023 Current Expenses		2022 Expenses		2023 Current Balance	2022 Current Balance
		MTD	YTD	May	2022 YTD	MTD	YTD	May	2022 YTD		
E001-E01 District Health	\$1,389,669.67	\$2,687.28	\$32,442.09	\$11,232.81	\$27,619.18	\$59,847.94	\$252,606.40	\$55,419.00	\$307,797.38	\$1,765,438.67	\$1,562,521.86
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$538,772.65	\$5,111.57	\$520,922.34						
E001-E02 Private Water	\$8,853.37	\$2,584.00	\$6,604.00	\$928.00	\$4,079.00	\$1,863.97	\$8,191.19	\$174.27	\$3,052.56	\$6,346.15	\$10,404.58
E001-E03 Food Service	\$6,662.34	\$1,235.15	\$21,793.81	\$486.95	\$38,521.00	\$2,061.41	\$12,659.16	\$5,074.18	\$26,220.57	\$16,623.25	\$28,793.11
E001-E04 Pools	\$63.23	\$0.00	\$648.00	\$342.50	\$632.50	\$160.00	\$160.00	\$80.00	\$80.00	\$711.23	\$870.00
E001-E06 Camps	\$11.28	\$90.00	\$5,131.25	\$0.00	\$5,231.25	\$550.00	\$550.00	\$2,483.55	\$2,483.55	\$5,052.53	\$5,754.13
E001-E07 Tattoo	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$333.30	\$333.30	\$55.00	\$360.00
E001-E11 Septics	\$4,354.61	\$2,444.50	\$15,450.22	\$1,982.00	\$14,028.63	\$3,251.54	\$13,384.05	\$1,167.05	\$5,000.65	\$7,227.82	\$9,172.14
E001-E12 RHWP Grant	\$28,202.42	\$0.00	\$0.00	\$473.89	\$13,325.24	\$182.04	\$920.60	\$1,495.34	\$5,823.12	\$27,463.86	\$32,473.99
E001-E14 PHEP Grant	\$26,938.12	\$0.00	\$18,038.00	\$0.00	\$0.00	\$5,742.45	\$24,084.99	\$4,108.57	\$19,550.99	\$26,633.58	\$20,130.50
E001-E17 WPCLF Program	\$5,453.45	\$0.00	\$0.00	\$163.75	\$16,133.75	\$0.00	\$0.00	\$325.00	\$48,475.00	\$5,453.45	\$5,115.20
E001-E18 WIC Grant	\$8,166.78	\$13,852.02	\$37,730.12	\$6,725.08	\$33,976.73	\$8,451.50	\$36,750.79	\$7,291.42	\$35,851.89	\$1,745.59	\$8,872.53
E001-E22 Cribs for Kids - MCH	\$17,007.49	\$0.00	\$1,899.99	\$0.00	\$6,130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,907.48	\$13,953.16
E001-E24 Veggie U Program - MCH	\$2,483.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$461.33	\$2,483.04	\$2,483.04
E001-E26 CO20 Covid Response Grant	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,342.06	\$4,233.26	\$0.00	\$0.00	\$2,408.80	\$5,300.00
E001-E27 CT20 Contact Tracing Grant	\$30,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,905.64	\$4,082.45	\$0.00	\$0.00	\$29,523.19	\$30,700.00
E001-E28 Stigma Reduction Initiative	\$51,864.80	\$0.00	\$0.00	\$0.00	\$0.00	\$646.96	\$3,623.73	\$937.86	\$3,451.63	\$48,888.03	\$57,486.23
E001-E31 Enhanced Operations	\$0.00	\$1,483.98	\$11,584.00	\$6,234.89	\$33,217.73	\$1,132.44	\$12,716.44	\$15,025.87	\$48,243.60	-\$1,483.98	-\$6,234.89
E001-E33 VE21 Vaccine Equity & Support	\$30,691.81	\$0.00	\$0.00	\$0.00	\$0.00	\$1,090.05	\$3,555.10	\$0.00	\$887.15	\$28,226.76	\$46,314.83
E001-E34 Transfer In	\$5,707.40	\$0.00	\$0.00	\$0.00	\$0.00	\$3,973.64	\$3,973.64	\$5,049.71	\$5,049.71	\$5,707.40	\$10,757.11
E001-E35 CN22 Covid19 Vaccination Grant	\$0.00	\$3,212.19	\$14,944.47	\$3,807.23	\$7,427.32	\$2,935.05	\$17,879.52	\$5,038.07	\$12,465.39	-\$3,212.19	-\$3,807.23
E001-E36 Public Health Workforce Grant	\$0.00	\$0.00	\$0.00			\$11,902.01	\$32,710.00			-\$20,807.99	
Grand Total	\$1,620,184.81	\$27,589.12	\$705,038.60	\$37,488.67	\$721,244.67	\$107,838.70	\$432,081.32	\$104,001.19	\$525,227.82	\$1,893,142.09	\$1,774,907.77

Dr. Scott Pendleton motioned to approve the May 2023 program cash balance report as presented and that the report be filed for audit, Melissa Powers seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

Katie presented June 2023 purchase orders in the amount of \$105,800.00 for Board review and approval.

PO Number	Code	Department	Appropriation	Type
23-301	E000-E07	Mileage/Expense	\$6,000.00	Blanket
23-302	E000-E02	Supplies	\$12,000.00	Blanket
23-303	E000-E03	Equipment	\$10,000.00	Blanket
23-304	E000-E05	Utilities	\$5,000.00	Blanket
23-305	E000-E06	Contract Services	\$10,000.00	Blanket
23-306	E000-E06	Contract Services - WPCLF	\$30,000.00	Blanket
23-307	E000-E06	Contract Services - Leann Cline	\$15,000.00	Blanket



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23-308	E000-E09	Advertising/Printing	\$600.00	Blanket
23-309	E000-E13	State Fees	\$7,000.00	Blanket
23-310	E000-E17	Insurance/License	\$1,100.00	Blanket
23-311	E000-E21	Dues/Fees	\$1,500.00	Blanket
23-312	E000-E22	Promotional Items	\$2,000.00	Blanket
23-313	E000-E19	Accreditation Fees	\$5,600.00	Blanket

Melissa Powers motioned to approve June 2023 purchase orders, seconded by Dr. Scott Pendleton, all voted yes, motion carried. Ayes: All Nays: None

A voucher report for period 05/12/2023 – 06/15/2023 was presented to Board members for viewing and approval in the total amount of \$40,291.04 as follows: Supplies: \$3,498.48; Equipment: \$9,504.00; Utilities: \$1,974.01; Contract Services: \$15,415.47; Mileage/Expenses: \$3,453.27; Advertising/Printing: \$200.00; State Fees: \$309.00; Contingencies: \$2,768.58; and Dues/Fees: \$3,168.23.

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

Katie presented Expense Line-Item Adjustments for Board approval.

County Expenditure Report

<u>General Health Account</u>		<u>3/16/23 Allocation</u>	<u>Adjustments</u>	<u>Approved 6/15/23</u>
E000-E01	Salaries	\$977,500.00	\$0.00	\$977,500.00
E000-E02	Supplies	\$93,794.54	-\$15,509.27	\$78,285.27
E000-E03	Equipment	\$56,400.00	-\$1,150.21	\$55,249.79
E000-E05	Utilities	\$22,200.00	\$600.00	\$22,800.00
E000-E06	Contract Services	\$207,286.97	\$0.00	\$207,286.97
E000-E07	Mileage/Expense	\$21,660.00	\$10,478.00	\$32,138.00
E000-E09	Advertising/Printing	\$13,000.00	-\$600.00	\$12,400.00
E000-E10	PERS	\$136,850.00	\$0.00	\$136,850.00
E000-E11	Workers Compensation	\$7,707.40	\$0.00	\$7,707.40
E000-E12	Medicare	\$14,173.75	\$36.48	\$14,210.23
E000-E13	State Fees	\$25,910.00	\$162.00	\$26,072.00
E000-E14	Contingencies	\$15,000.00	\$0.00	\$15,000.00
E000-E15	Health Insurance	\$170,000.00	\$5,983.00	\$175,983.00
E000-E16	Life Insurance	\$950.00	\$0.00	\$950.00
E000-E17	Insurance/License	\$5,100.00	\$0.00	\$5,100.00
E000-E34	Accreditation Fees	\$5,600.00	\$0.00	\$5,600.00
E000-E37	Eye Insurance	\$1,700.00	\$0.00	\$1,700.00
E000-E40	Dues/Fees	\$5,400.00	\$0.00	\$5,400.00
E000-E41	Promotional Items	\$4,000.00	\$0.00	\$4,000.00
Grand Totals		\$1,784,232.66	\$0.00	\$1,784,232.66



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IHAC Expense Summary (Program, Dept.) Adjustment Report

		3/16/23		New
<u>E01 District Health</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$600,000.00	\$0.00	\$600,000.00
E000-E02	Supplies	\$20,000.00	\$0.00	\$20,000.00
E000-E03	Equipment	\$40,000.00	\$0.00	\$40,000.00
E000-E05	Utilities	\$10,000.00	\$0.00	\$10,000.00
E000-E06	Contract Services	\$87,333.52	\$0.00	\$87,333.52
E000-E07	Mileage/Expense	\$7,000.00	\$0.00	\$7,000.00
E000-E09	Advertising/Printing	\$4,000.00	\$0.00	\$4,000.00
E000-E10	PERS	\$84,000.00	\$0.00	\$84,000.00
E000-E11	Workers Compensation	\$2,000.00	\$0.00	\$2,000.00
E000-E12	Medicare	\$8,700.00	\$0.00	\$8,700.00
E000-E13	State Fees	\$17,000.00	\$0.00	\$17,000.00
E000-E14	Contingencies	\$15,000.00	\$0.00	\$15,000.00
E000-E15	Health Insurance	\$117,666.48	\$0.00	\$117,666.48
E000-E16	Life Insurance	\$950.00	\$0.00	\$950.00
E000-E17	Insurance/License	\$4,000.00	\$0.00	\$4,000.00
E000-E34	Accreditation Fees	\$5,600.00	\$0.00	\$5,600.00
E000-E37	Eye Insurance	\$1,700.00	\$0.00	\$1,700.00
E000-E40	Dues/Fees	\$5,000.00	\$0.00	\$5,000.00
E000-E41	Promotional Items	\$4,000.00	\$0.00	\$4,000.00
Grand Totals		\$1,033,950.00	\$0.00	\$1,033,950.00

		3/16/23		New
<u>E02 Private Water</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$9,000.00	\$0.00	\$9,000.00
E000-E02	Supplies	\$500.00	\$0.00	\$500.00
E000-E06	Contract Services	\$3,000.00	\$0.00	\$3,000.00
E000-E07	Mileage/Expense	\$1,000.00	\$0.00	\$1,000.00
E000-E10	PERS	\$1,260.00	\$0.00	\$1,260.00
E000-E12	Medicare	\$130.50	\$0.00	\$130.50
E000-E13	State Fees	\$3,000.00	\$0.00	\$3,000.00
E000-E15	Health Insurance	\$2,500.00	\$0.00	\$2,500.00
Grand Totals		\$20,390.50	\$0.00	\$20,390.50

		3/16/23		New
<u>E03 Food Service</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$25,000.00	\$0.00	\$25,000.00
E000-E02	Supplies	\$100.00	\$0.00	\$100.00
E000-E07	Mileage/Expense	\$2,000.00	-\$162.00	\$1,838.00
E000-E10	PERS	\$3,500.00	\$0.00	\$3,500.00
E000-E12	Medicare	\$362.50	\$0.00	\$362.50
E000-E13	State Fees	\$2,600.00	\$162.00	\$2,762.00



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E000-E15	Health Insurance	\$6,000.00	\$0.00	\$6,000.00
	Grand Totals	\$39,562.50	\$0.00	\$39,562.50
		3/16/23		New
<u>E04 Pools</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$150.00	\$0.00	\$150.00
E000-E07	Mileage/Expense	\$400.00	\$0.00	\$400.00
E000-E13	State Fees	\$160.00	\$0.00	\$160.00
	Grand Totals	\$710.00	\$0.00	\$710.00
		3/16/23		New
<u>E06 Camps</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$3,000.00	\$0.00	\$3,000.00
E000-E07	Mileage/Expense	\$600.00	\$0.00	\$600.00
E000-E10	PERS	\$420.00	\$0.00	\$420.00
E000-E12	Medicare	\$43.50	\$0.00	\$43.50
E000-E13	State Fees	\$550.00	\$0.00	\$550.00
E000-E15	Health Insurance	\$800.00	\$0.00	\$800.00
	Grand Totals	\$5,413.50	\$0.00	\$5,413.50
		3/16/23		New
<u>E07 Tattoo</u>		<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
		3/16/23		New
<u>E11 Septic</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$19,000.00	\$0.00	\$19,000.00
E000-E02	Supplies	\$500.00	\$0.00	\$500.00
E000-E07	Mileage/Expense	\$1,800.00	\$0.00	\$1,800.00
E000-E10	PERS	\$2,660.00	\$0.00	\$2,660.00
E000-E12	Medicare	\$275.50	\$0.00	\$275.50
E000-E13	State Fees	\$2,600.00	\$0.00	\$2,600.00
E000-E15	Health Insurance	\$4,200.00	\$0.00	\$4,200.00
	Grand Totals	\$31,035.50	\$0.00	\$31,035.50
		3/16/23		New
<u>E12 RHWP</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$4,000.00	\$0.00	\$4,000.00
E000-E02	Supplies	\$6,000.00	\$0.00	\$6,000.00
E000-E07	Mileage/Expense	\$200.00	\$0.00	\$200.00
E000-E09	Advertising/Printing	\$1,500.00	\$0.00	\$1,500.00
E000-E10	PERS	\$560.00	\$0.00	\$560.00
E000-E12	Medicare	\$58.00	\$0.00	\$58.00
E000-E15	Health Insurance	\$1,000.00	\$0.00	\$1,000.00



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E000-E17	Insurance/License	\$1,000.00	\$0.00	\$1,000.00
E000-E40	Dues & Fees	\$200.00	\$0.00	\$200.00
	Grand Totals	\$14,518.00	\$0.00	\$14,518.00

		3/16/23		New
<u>E14 PHEP Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$47,000.00	\$0.00	\$47,000.00
E000-E02	Supplies	\$3,500.00	\$0.00	\$3,500.00
E000-E03	Equipment	\$3,000.00	\$0.00	\$3,000.00
E000-E05	Utilities	\$800.00	\$0.00	\$800.00
E000-E06	Contract Services	\$16,500.00	\$0.00	\$16,500.00
E000-E07	Mileage/Expense	\$2,000.00	\$0.00	\$2,000.00
E000-E10	PERS	\$6,580.00	\$0.00	\$6,580.00
E000-E12	Medicare	\$681.50	\$0.00	\$681.50
E000-E17	Insurance/License	\$100.00	\$0.00	\$100.00
	Grand Totals	\$80,161.50	\$0.00	\$80,161.50

		3/16/23		New
<u>E17 WPCFLF</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E06	Contract Services	\$100,453.45	\$0.00	\$100,453.45
	Grand Totals	\$100,453.45	\$0.00	\$100,453.45

		3/16/23		New
<u>E19 WIC</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$73,000.00	\$0.00	\$73,000.00
E000-E02	Supplies	\$5,500.00	\$0.00	\$5,500.00
E000-E03	Equipment	\$0.00	\$0.00	\$0.00
E000-E05	Utilities	\$11,400.00	\$0.00	\$11,400.00
E000-E06	Contract Services	\$0.00	\$0.00	\$0.00
E000-E07	Mileage/Expense	\$1,500.00	\$0.00	\$1,500.00
E000-E09	Advertising/Printing	\$500.00	\$0.00	\$500.00
E000-E10	PERS	\$10,220.00	\$0.00	\$10,220.00
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$1,058.50	\$0.00	\$1,058.50
E000-E15	Health Insurance	\$1,500.00	\$0.00	\$1,500.00
E000-E40	Dues/Fees	\$200.00	\$0.00	\$200.00
	Grand Totals	\$104,878.50	\$0.00	\$104,878.50

		3/16/23		New
<u>E22 Cribs for Kids</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$3,000.00	\$0.00	\$3,000.00
E000-E07	Mileage/Expense	\$300.00	\$0.00	\$300.00
	Grand Totals	\$3,300.00	\$0.00	\$3,300.00



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		3/16/23		New
<u>E24 Veggie U</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$800.00	\$0.00	\$800.00
E000-E07	Mileage/Expense	\$300.00	\$0.00	\$300.00
Grand Totals		\$1,100.00	\$0.00	\$1,100.00

		3/16/23		New
<u>E26 CO-20 Crisis Response Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$3,000.00	\$1,836.50	\$4,836.50
E000-E02	Supplies	\$1,836.50	-\$1,836.50	\$0.00
E000-E10	PERS	\$420.00	\$0.00	\$420.00
E000-E12	Medicare	\$43.50	\$0.00	\$43.50
Grand Totals		\$5,300.00	\$0.00	\$5,300.00

		3/16/23		New
<u>E27 CT-20 Contact Tracing Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$23,000.00	-\$1,836.50	\$21,163.50
E000-E02	Supplies	\$4,146.50	-\$4,146.50	\$0.00
E000-E10	PERS	\$3,220.00	\$0.00	\$3,220.00
E000-E12	Medicare	\$333.50	\$0.00	\$333.50
E000-E15	Health Insurance	\$0.00	\$5,983.00	\$5,983.00
Grand Totals		\$30,700.00	\$0.00	\$30,700.00

		3/16/23		New
<u>E28 Stigma Reduction Initiative</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$15,000.00	\$0.00	\$15,000.00
E000-E07	Mileage/Expenses	\$1,000.00	\$0.00	\$1,000.00
E000-E09	Advertising/Printing	\$5,000.00	\$0.00	\$5,000.00
Grand Totals		\$21,000.00	\$0.00	\$21,000.00

		3/16/23		New
<u>E31 Enhanced Operations</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$20,000.00	\$0.00	\$20,000.00
E000-E02	Supplies	\$4,410.00	\$0.00	\$4,410.00
E000-E07	Mileage/Expense	\$500.00	\$0.00	\$500.00
E000-E10	PERS	\$2,800.00	\$0.00	\$2,800.00
E000-E12	Medicare	\$290.00	\$0.00	\$290.00
E000-E15	Health Insurance	\$2,000.00	\$0.00	\$2,000.00
Grand Totals		\$30,000.00	\$0.00	\$30,000.00

		3/16/23		New
<u>E33 Vaccine Equity</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$15,000.00	\$0.00	\$15,000.00
E000-E02	Supplies	\$4,374.31	\$0.00	\$4,374.31



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

E000-E03	Equipment	\$6,000.00	\$0.00	\$6,000.00
E000-E07	Mileage/Expense	\$500.00	\$0.00	\$500.00
E000-E10	PERS	\$2,100.00	\$0.00	\$2,100.00
E000-E12	Medicare	\$217.50	\$0.00	\$217.50
E000-E15	Health Insurance	\$2,500.00	\$0.00	\$2,500.00
Grand Totals		\$30,691.81	\$0.00	\$30,691.81

		3/16/23		New
<u>E34 Transfers In</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E11	Workers Compensation	\$5,707.40	\$0.00	\$5,707.40
Grand Totals		\$5,707.40	\$0.00	\$5,707.40

		4/20/2023 Correction to 3/16/23 Minutes		New
<u>E35 CN22 Covid19 Vaccination Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$26,500.00	\$0.00	\$26,500.00
E000-E02	Supplies	\$5,805.75	\$0.00	\$5,805.75
E000-E03	Equipment	-\$600.00	\$600.00	\$0.00
E000-E07	Mileage/Expense	\$200.00	\$0.00	\$200.00
E000-E09	Advertising\Printing	\$2,000.00	-\$600.00	\$1,400.00
E000-E10	PERS	\$3,710.00	\$0.00	\$3,710.00
E000-E12	Medicare	\$384.25	\$0.00	\$384.25
E000-E15	Health Insurance	\$7,000.00	\$0.00	\$7,000.00
Grand Totals		\$45,000.00	\$0.00	\$45,000.00

		3/16/23		New
<u>E36 Public Health Workforce Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$110,000.00	\$0.00	\$110,000.00
E000-E02	Supplies	\$18,171.48	-\$9,526.27	\$8,645.21
E000-E03	Equipment	\$8,000.00	-\$1,750.21	\$6,249.79
E000-E05	Utilities	\$0.00	\$600.00	\$600.00
E000-E07	Mileage/Expense	\$2,000.00	\$10,640.00	\$12,640.00
E000-E10	PERS	\$15,400.00	\$0.00	\$15,400.00
E000-E12	Medicare	\$1,595.00	\$36.48	\$1,631.48
E000-E15	Health Insurance	\$24,833.52	\$0.00	\$24,833.52
Grand Totals		\$180,000.00	\$0.00	\$180,000.00

01/01/2023 Temp. Expense Allocation Total	\$1,784,232.66
06/15/2023 Expense Allocation Adjustment Total	\$0.00
Grand Total Approved 06/15/2023	\$1,784,232.66

Jayn asked Katie if the adjustments would take the department until the end of the year. Katie answered no, and that adjustments will occur at least one more time before year end.

Dr. Scott Pendleton motioned to approve Expense Line-Item Adjustments, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

Megan introduced the new Fiscal Officer in Training, Samantha Farmery. Sam provided a bit about herself and stated she looks forward to learning more about the position and department.

With no further discussion, Melissa Powers motioned to approve the Fiscal portion of the consent agenda, seconded by Dr. Scott Pendleton, 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).

Erika presented one variance for approval: Jane Wallace of 80900 Slab Camp Rd. Cadiz, OH 43907 for a 1,500 gallon tank to 480’ of leaching. Four (4) leach lines 60’ long and 2” wide. OAC 3701-29-06 (3)(b).

Dr. Scott Pendleton moved to approve the variance for Jane Wallace, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

With no further discussion, Melissa Powers motioned to accept the Environmental Division portion of the consent agenda, seconded by Dr. Scott Pendleton, all voted yes, motion carried. Ayes: All Nays: None

PHEP Report:

A PHEP report was not brought before the Board during the June 2023 meeting.

Accreditation:

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

Megan Smolenak presented the Accreditation report due to Leann Cline’s absence. Megan advised the department is winding down with the submission process. Megan is working with Leann to set up a few days to review all documentation to prepare for submission. The department is still on track to submit by the July 19, 2023 deadline.

Dr. Scott Pendleton motioned to accept 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 questions, Melissa Powers motioned to accept the Administration portion of the Consent Agenda, seconded by Dr. Scott Pendleton, all voted yes, motion carried. Ayes: All Nays: None



HARRISON COUNTY Public Health

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Dr. Scott Pendleton moved to enter executive session at 1:58pm to consider the employment and compensation of a public employee. Megan Smolenak, Health Commissioner was asked to remain in executive session. Roll call to vote to enter executive session:

Jayn Devney	yes
Dr. Scott Pendleton	yes
Ms. Melissa Powers	yes

The Board of Health exited the executive session at 2:17pm and returned to regular session.

Dr. Scott Pendleton motioned to approve the compensatory time payout for Rebecca Eberhart in the amount of \$1,011.24, seconded by Melissa Powers. All voted yes, motion carried. Ayes: All Nays: None

Board of Health members advised Megan to inform staff of the upcoming policy manual overhaul and to be mindful of compensatory time accrual changes and designation of using compensatory time versus flex time.

With no further discussion or business brought before the board, Dr. Scott Pendleton motioned to adjourn at 2:22pm, seconded by Melissa Powers, all voted yes, motion carried.

Respectfully submitted,

Jayn Devney, President

Date: 07-20-2023

Dr. Scott Pendleton DVM, President Pro Tempore

Date: _____

Chairperson Pro Tempore

Date: _____

Mrs. Megan Smolenak, Health Commissioner

Date: 7/20/2023

Mrs. Katie Norris, Deputy Health Commissioner

Date: 07/20/2023

